

PYRENEES
— S H I R E —



MINUTES

Ordinary Meeting of Council

6:00pm Tuesday 18 September 2018

**Council Chambers
BEAUFORT**

Public Copy

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Unconfirmed

PRESENT

Mayor: Cr David Clark

Councillors: Ron Eason, Robert Vance, Tanya Kehoe, Damian Ferrari

IN ATTENDANCE

Chief Executive Officer– Jim Nolan

Director Asset and Development Services – Douglas Gowans

Director Corporate and Community Services – Kathy Bramwell

Manager Finance – Shana Johnny

EA to CEO and Councillors – Jane Bowker (Minute Taker)

Mayor Cr David Clark welcomed the gallery and press, read the opening prayer and indigenous acknowledgement.

Mayor Cr David Clark introduced Shana Johnny (Manager Finance) and Cr Damian Ferrari to their first Council meeting.

APOLOGIES

Nil

NOTICE OF DISCLOSURE OF INTEREST BY COUNCILLORS AND OFFICERS

Nil

CONFIRMATION OF MINUTES

CR EASON / CR KEHOE

That the minutes of the following meetings be confirmed:

- Ordinary Meeting of Council held on 21 August 2018
- Closed Meeting of Council held on 21 August 2018
- Special Meeting of Council held 28 August 2018

CARRIED

BUSINESS ARISING

Nil

PUBLIC QUESTION TIME AND SUBMISSIONS ON AGENDA ITEMS

Trevor Davey

Trevor Davey asked what is happening with the sign on the Western Highway (travelling from Melbourne to Beaufort) that was previously taken down. Discussions were to be held with VicRoads to have the sign re-erected.

Douglas Gowans responded that his team is working through the process with VicRoads. There has been a number of staff changes in VicRoads. A commitment was given by the former director and Council staff need to ensure that the commitment is followed through by VicRoads.

George Kirsanovs

George Kirsanovs expressed his congratulations to Cr Damian Ferrari on being elected as Councillor of the Beaufort Ward.

George asked when the 12 month period starts for the RV site.

Jim Nolan responded that it is his understanding that it hasn't commenced as yet. There needs to be formal notification. Council's intent was to do some publicity of the site to make it known and in the context of the dump point being budgeted for but not yet completed, there will be a clear understanding of a clearer message to relay for the overnight camping site.

Unconfirmed

ITEMS FOR NOTING

ASSET AND DEVELOPMENT SERVICES

1. PLANNING AND DEVELOPMENT REPORT

Katie Gleisner – Manager Planning and Development

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

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

PURPOSE

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

This report includes four parts:

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

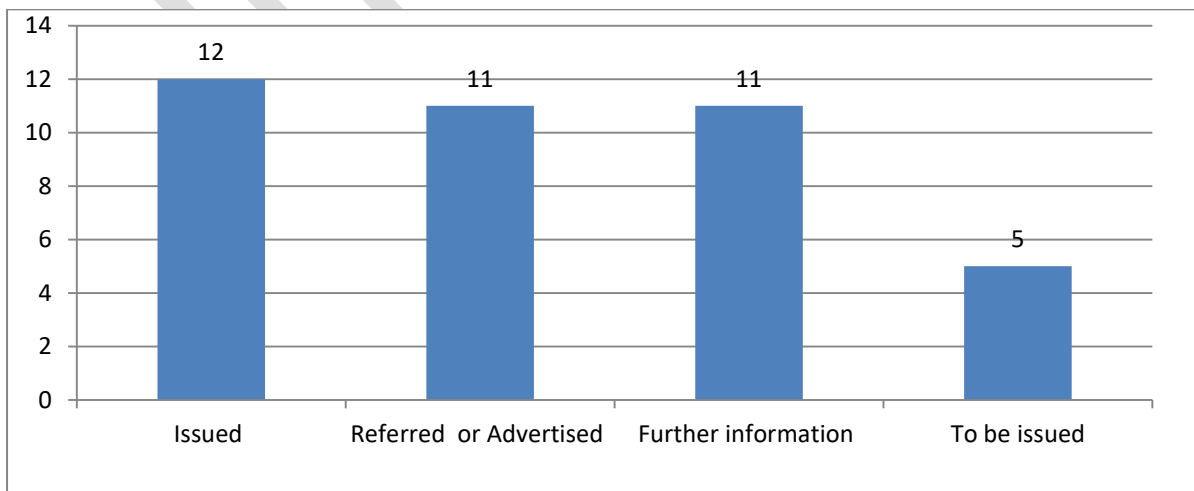
PART A: PLANNING

The planning activity statistics for July and August 2018 are summarised in the table below:-

Month	Applications received	Applications determined
July 2018	11	4
August 2018	16	12

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

Status of planning permits August 2018



Key projects

Council planning staff have made further presentations to a Government Land Sales Standing Advisory Committee hearing regarding the Victorian Government's proposal to rezone and sell the former Beaufort Primary School site. As part of the process, Council has been seeking the application of planning policies that better reflect the significance of the primary school site to Beaufort, and better address issues such as heritage significance, flood management and integration of the site with the surrounding township.

Given community interest in the site and the difference in policy positions between Council and the Department of Treasury and Finance, which is proposing the rezoning, Council has asked that the Victorian Government fund an independent urban design expert to work with community groups, Council and DTF to develop a planning framework that is suitable for the site. This is particularly important given the repeatedly unsatisfactory proposals put forward by DTF.

Council is now awaiting a report from the committee, which will provide recommendations to the Minister for Planning on the proposed planning scheme amendment proposal. The Minister will then make a decision on the proposed planning scheme amendment.

The committee has finalised two additional reports, regarding the rezoning of former DELWP depots at 6 Lawrence Street and 31 Camp Hill Road in Beaufort. Council understands these have been provided to the Minister for Planning, but is not aware of any timelines for public release of this information.

Statutory planning

Council has received a planning permit application for a Telecommunications Facility at the Lexton Recreation Reserve. The application is exempt from any public notice requirements or third party review rights in the Pyrenees Planning Scheme as the proposed facility would be funded under the Commonwealth Black Spot program.

As the site is located on a Crown Land section of the Lexton Recreation Reserve, Council is currently awaiting confirmation of DELWP's consent for the use of the site.

Planning staff have observed an increase in the number of planning permit enquiries being made relating to the construction of dwellings within the Farming Zone. This increase highlights the continued interest in investment and development within the municipality, but triggers a need for a review of our Planning Scheme to develop appropriate objectives, strategies and policies for development within the Farming Zone. The review will provide Council with a consistent approach to decision making. Staff will now commence collecting figures relating to these specific enquiries to inform the direction of a strategic approach to residential development.

Strategic issues

Council staff are finalising a series of framework plans to guide land use and urban design across six townships as part of the Pyrenees Futures project. Detailed streetscape plans are being drafted for Avoca's town centre in response to community engagement conducted last year. Key themes include the need for more shade, seating and consistent character in the area. The streetscape plans will be placed on exhibition along with the first series of Pyrenees Futures framework plans in coming months.

Planning summary

1. Council continues to perform above the state regional local government average for permit application turn-around times.
2. Council is finalising framework plans for six towns, to be exhibited as part of the Pyrenees Futures Project.
3. Council continues to be involved in negotiations regarding the Victorian Government's proposal to rezone and sell the former Beaufort Primary School site. Council is advocating for a planning approach that appropriately recognises the importance and complexity of the site.

PART B: BUILDING

Activity

The building activity statistics as at 31/08/2018 are summarised in the table below:

CATEGORY	NUMBER	COMMENT
Permits issued by Council	1	Total value \$22,500.00
Permits issued by private Building Surveyor	4	Total value \$564,814.00
New applications made to Council	0	
In process	2 5	Close to issue Further information not supplied or insufficient information provided to enable permits to issue within timeframe.

Key projects & compliance

The Building Department has experienced a surge in mandatory building permit inspections this month as the weather improves and builders increase their workloads prior to Christmas.

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

Council's MBS and Building Inspector inspected a property for compliance with a court order. A further Court appearance is scheduled in September for a plea, fine and on the question of legal costs.

VicRoads have approved the protection requirements for verandah repairs to be undertaken at a major intersection in Beaufort and on Neill Street.

Council plan / legislative requirements

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

Financial / risk implications

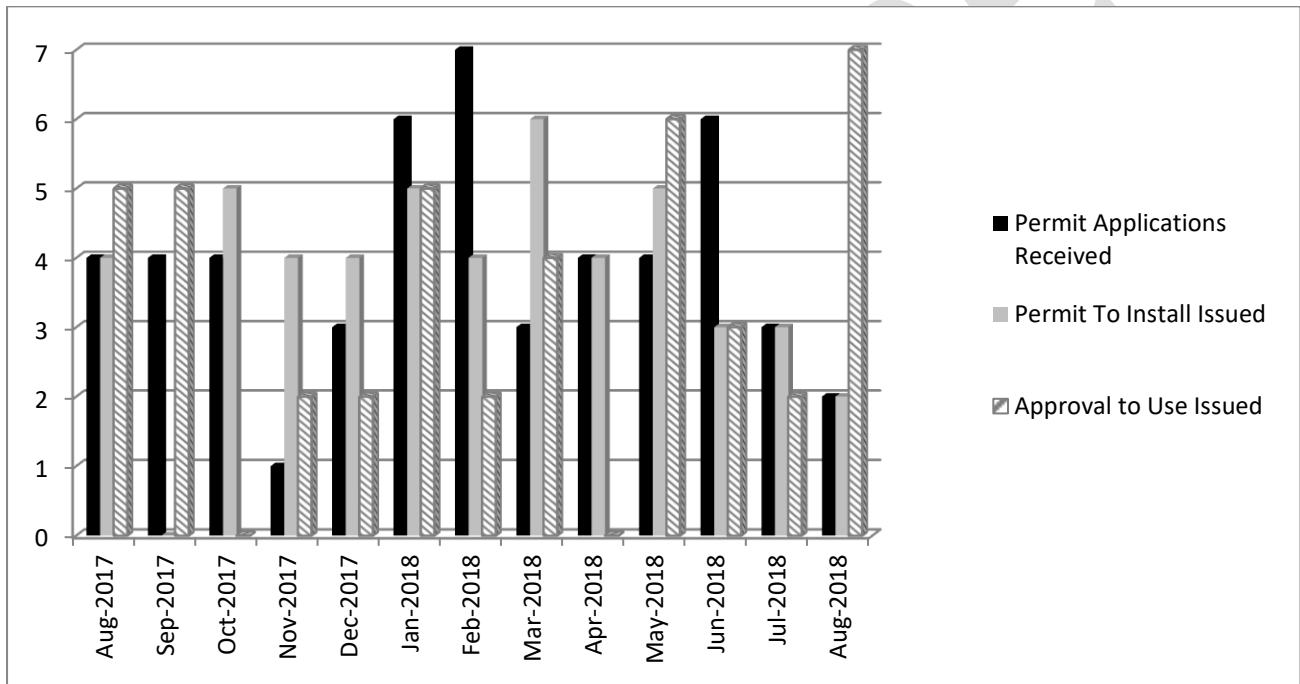
The Municipal Building Surveyor must have regard to any relevant guidelines under the *Building Act* 1993 or subordinate regulations. The building services department must ensure that a responsive service is provided that meets the demand of the building industry within the municipality.

PART C: ENVIRONMENTAL HEALTH

Activity: wastewater

Period	Applications to Install New or Alter Existing Septic Tanks Received	Permits to Install Issued	Approval to Use Issued	Fees Paid
1st - 31st August 2018	2	2	7	\$1140

Wastewater activity statistics for August 2018



Monthly wastewater activity (August 2017 to August 2018)

Period	Septic Tank Inspections	Domestic Wastewater Management Plan (DWMP) Inspections
1st - 31st August 2018	9	7

Wastewater related Inspections

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

Period	Service Reports Received
1st - 31st August 2018	10

Of the 10 service reports received, 3 were for servicing conducted in August, 2 for July, 2 for April and 3 for servicing in 2017.

Activity: food, health & accommodation premises

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

Period	New Premises	Routine Inspections and Assessments	Follow Up Inspections	Complaints Received about Registered Premises	Food Recalls	Fees Paid
1st - 31st August 2018	5	14	1	0	1	\$450

1. **Tobacco Inspections** There were 7 Routine Tobacco Education Visit Inspections conducted at food premises during August. Education visits ensure that food premises have appropriate no smoking signage and that they are complying with the *Tobacco Act 1987*.
2. **Mobile and Temporary Food Premises in the Shire (Stretrader).** At 31st August 2018 Pyrenees Shire had 33 premises registered, 68 low risk notifications and 173 current Statements of Trade (SOT). Annual compliance assessments were completed at two registered mobile food premises during August.

Activity: immunisations

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

Session Type	Number of Clients & Vaccines	2 Month - 4+ Yr Old	Secondary School	Adult
MCHN Opportunistic	Clients	14	0	0
	Vaccines	25	0	0
Beaufort Sessions	Clients	4	0	0
	Vaccines	7	0	0
Avoca Session	Clients	6	0	0
	Vaccines	8	0	0

Immunisation activity statistics for August 2018

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 risk, unsewered township 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.

The installation of No Smoking signs at playgrounds, sports areas and other outdoor areas used by children is being implemented over the next few months.

Compliance issues

Minor issues are being monitored with registered food premises with current non-compliance. This includes regular temperature records, ongoing cleaning issues and accredited Food Safety Supervisor requirements.

Council plan / legislative requirements

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

Financial / risk implications

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

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

Environmental health summary

1. EH received one Public Health and Well Being (PHWB) Act Nuisance complaint in August.

PART D: LOCAL LAWS AND ANIMAL CONTROL

ACTIVITY

	July 2018	August 2018
Cats impounded	3	1
Dogs impounded	1	0
Stock impounded	13	0

Infringements issued	1	1
Prosecutions	0	0

Impoundment and infringement statistics

As at 31 August, there were **627 cats** and **2,495 dogs** registered within the municipality.

****Note that the July report showed an error in the total number of dogs registered.**

Key projects

- Council's Local Law Review project team has received and reviewed the *Draft General Local Law* and are continuing to develop a range of administrative processes to support implementation. Please see *Council Report – Local Law Review* for further information.
- Business improvement projects to strengthen local law administration are continuing.
- Officers continue to investigate a range of complex animal keeping matters.

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

- The Draft General Local Law and Draft Procedure Manual is currently under review by an internal project team.
- New internal processes are being developed to strengthen Council's administration of its Local Laws.
- Council continues to investigate compliance matters across the Shire relating to public safety, roadside signage and unregistered domestic animals, and is cooperating with RSPCA on various issues.
- Two unregistered domestic animal businesses were located and both are cooperating with Council Officers to become compliant.

2. LOCAL LAWS REVIEW PUBLIC CONSULTATION

Douglas Gowans – Director Assets and Development Services

File No: 46/02/06

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 an update on the progress of the Local Law review project and the drafting of the proposed Pyrenees Shire Council General Local Law 2018.

BACKGROUND

Pyrenees Shire Council undertook a review of its current Local Law No. 2 Environment and Local Law No. 3 Streets and Roads throughout 2017 and 2018. The review and development has been completed in accordance with the Best Practice Guidelines, including extensive internal consultation and comparison with other Councils. This process has resulted in the development of the proposed Pyrenees Shire Council General Local Law 2018. The proposed new Local Law will replace Local Law No. 2 and Local Law No.3.

ISSUE / DISCUSSION

The final draft of the proposed General Local Law 2018 has been completed by Beck Legal and provided to us for further review and formal community consultation.

The draft has been prepared in a format that is clear and easy to understand and aims to meet both Council and community expectations and maintain the safety and amenity of the Shire.

There are new laws that will affect business as well as the general community. Most of the proposed new local laws are familiar and merely an up-to-date revision of what the existing laws were in a context that is easier to understand and apply.

The main changes to the general community in the proposed Local Laws are in relation to regulations around:

- Amenity and safety of property;
- Shipping containers;
- Camping and temporary accommodation;
- Excess animals; and
- Fees for permits.

The main changes for businesses are in relation to:

- Display and sale of goods on roadsides or footpaths;
- Outdoor eating facilities on roadsides or footpaths;
- Advertising signs on roadsides, footpaths and public places; and
- Fees for permits.

A comprehensive Procedure Manual has been prepared to work alongside the General Local Law 2018. This manual correlates directly to the General Local Law document and contains details of the processes and procedures to be considered when making decisions on permit applications.

In conjunction with these two documents extensive work has been completed on the development of a new administrative framework for processing of all Local Law matters. This system includes one standard permit application form for all applications, a set of further information forms for more complicated permit types, and a suite of administrative forms and procedures that aim to standardise the assessment of all permit applications.

During the next month further internal consultation will be conducted with the relevant Council staff who were either involved in the original consultation or who work in departments that have an interest in issues covered by the proposed local law.

Informal notification will also be provided to business groups and the general community via the website, social media, direct communication (where appropriate) and press release

It is proposed that the draft Pyrenees Shire Council General Local Law 2018 will be presented to Council in October to give Public Notice and begin formal Section 223 submissions from the Community.

A detailed Community Impact Statement will be provided to the community and written submissions will be accepted for a period not less than 28 days after formal Public Notice is given. Once the submission period has concluded Council will be asked to consider the submissions received and determine whether any changes should be made to the proposed General Local Law 2018.

Depending on the number of submissions and the amount of changes required it is proposed that the final draft will be ready for Council to adopt by ordinary resolution in December 2018 or January 2019 and the new Local Law will commence operation on the day Council makes it.

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.

5.7 - Develop and enforce appropriate Local Laws and policies to protect amenity and environmental values which are reflective of community expectations.

ATTACHMENTS

Nil

FINANCIAL / RISK IMPLICATIONS

Nil

CONCLUSION

The Local Law Review project is a major strategic undertaking for Council.

It will result in the preparation of new local laws that better reflect the expectations of Council and which address the contemporary amenity, environment and control issues in the community.

CORPORATE AND COMMUNITY SERVICES

3. CUSTOMER ACTION REQUESTS – AUGUST 2018

Kathy Bramwell – Director Corporate and Community Services

File No: 16/08/04

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

PURPOSE

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

BACKGROUND

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

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

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

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

ISSUE / DISCUSSION

99 CARS were received in August 2018, a 3% increase on the previous month. 75 requests were closed in August, resulting in 175 outstanding. As at the 31st August 2018 the status of CARS was as follows:

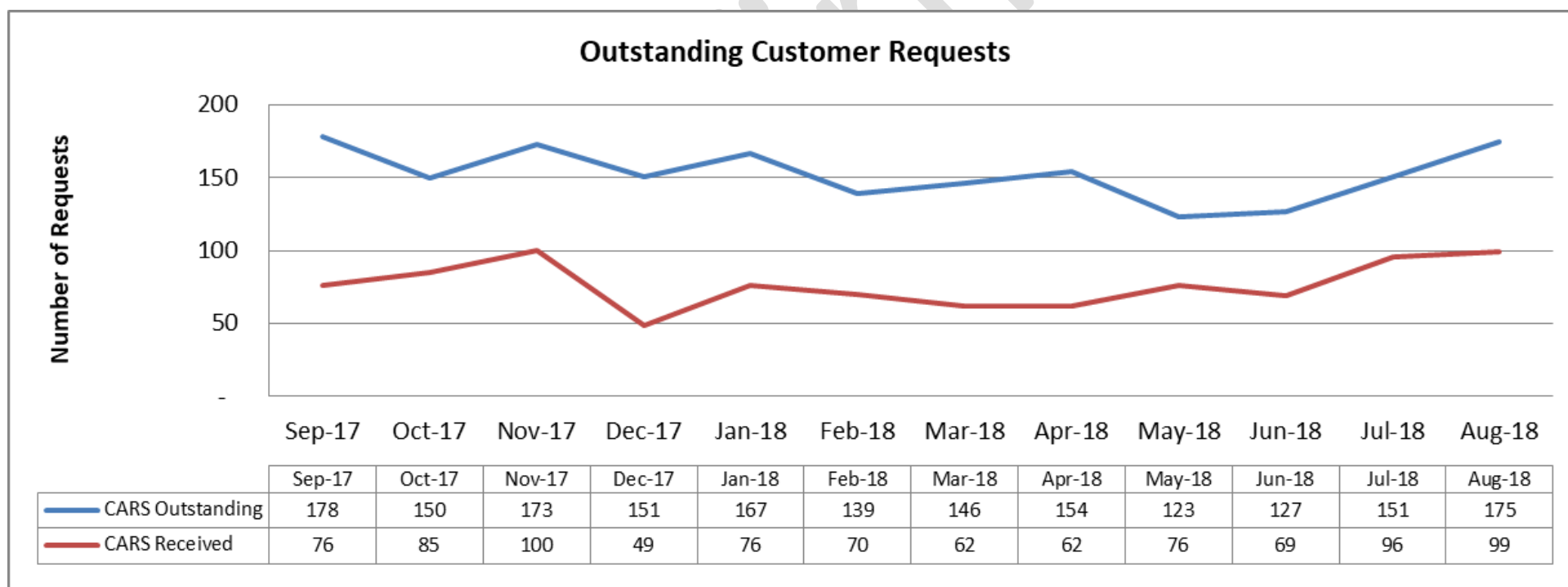
- 4% decrease in 2016 outstanding CARS
- 3% decrease in 2017 outstanding CARS
- 27% increase in 2018 outstanding CARS
- 16% increase on total CARS outstanding
- Of the 175 outstanding CARS 39 relate to natural disasters, a reduction of 2 from the previous month.
- For the month of July 75 CARS were closed

The largest groupings of open CARS requests relate to: Building Maintenance (29); Road Maintenance (31) and Natural Disasters (39).

A CARS working group is undertaking a review of the CARS system and a process for following up on outstanding requests plus implementing an awareness/training program is underway to improve both clear-up statistics and understanding of the nature of the requests to enable better reporting.

Reports detailing outstanding CARS are detailed below.

Total Outstanding Cars Requests													
Year	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	% Change
2016	54	53	53	38	38	31	29	29	29	24	24	23	-4%
2017	124	97	120	113	90	56	49	44	38	32	31	30	-3%
2018	0	0	0	0	39	52	68	81	56	71	96	122	27%
Total	178	150	173	151	167	139	146	154	123	127	151	175	16%
Total Received	76	85	100	49	76	70	62	62	76	69	96	99	3%



Open Requests - Type			
	Jul-18	Aug-18	Change
Roads	16	15	-1
Streetlights	1	3	2
Drainage	10	12	2
Footpaths	4	7	3
Roadside	12	16	4
Environmental	1	0	-1
Planning	0	0	0
Bld maintenance	22	29	7
Park & Reserves	3	4	1
Local Laws	3	1	-2
Fire Hazard	1	1	0
Bld Compliance	3	3	0
Road Maintenance	23	31	8
Waste	0	1	1
Roads Unsealed	4	5	1
Road Maintenance	7	8	1
Natural Disasters	41	39	-2
Pools	0	0	0
Design & Assets	0	0	0
GIS	0	0	0
Dogs	0	0	0
Livestock Act	0	0	0
Total	151	175	24

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

3.1 CARS Analysis – August 2018

FINANCIAL / RISK IMPLICATIONS

There are no financial implications associated with this report

CONCLUSION

Attention to resolution, inspection and acknowledgement of customer requests continues, however the recent upward trend in outstanding CARS continues.

Ongoing focus and effort is required to reduce the level of outstanding requests and processes to improve status follow-ups and awareness programs are being implemented.

4. COUNCILLOR ACTIVITY REPORTS

Cr David Clark – Ercildoune Ward		
August		
Thu 02	Constituent Meetings	Lake Goldsmith & Waubra
Fri 03	MAV Board Meeting	Melbourne
Sun 05	Father & Daughter/ Mother & Son Art Exhibition	Avoca
Mon 06	MAV Audit Committee Meeting	Melbourne
Tue 07	Upper Loddon & Avoca Landcare Network	Lexton
Thu 09	MAV new CEO meeting	Melbourne
Thu 09	CHCV Mayor's & CEO's Meeting	Bannockburn
Fri 10	Ballarat Waste to Energy Heads of Agreement	Ballarat
Mon 13	Highlands LLEN Committee of Management	Ballarat
Tue 14	Councillor Briefing	Avoca
Thu 16	MAV Rural Councils Forum	Melbourne
Sat 18	Vietnam Veterans Day Commemoration	Stawell
Tue 21	MAV CEO Induction	Melbourne
Tue 21	Councillor Briefing and Council Meeting	Beaufort
Thu 23	CVGA Strategic Planning and Board Meeting	Maryborough
Fri 24	Declaration of Beaufort Ward Election	Beaufort
Mon 27	MAV Special Board Meeting	Teleconference
Mon 27	Beaufort Scouts Annual Presentation Night	Beaufort
Mon 27	Upper Mount Emu Creek Landcare Network	Invermay
Tue 28	Community Facility Announcement – Lexton Hub	Lexton
Tue 28	Council Statutory Meeting	Beaufort
Wed 29	MAV Special Board Meeting	Melbourne
Wed 29	Acciona Stakeholder Dinner	Melbourne
Thu 30	Interview – Rainbow Arts & Culture Foundation	Beaufort
Fri 31	MAV Human Services Committee	Melbourne
Fri 31	MAV Special Board Meeting	Melbourne
September		
Mon 03	Landsborough Mobile Tower Launch	Landsborough
Thu 06	Constituent Meeting	Waterloo
Thu 06	Stronger Communities Program	Teleconference
Fri 07	Meeting with Cr Damian Ferrari	Beaufort
Tue 11	Councillor Briefing Session	Lake Goldsmith

Cr Robert Vance – De Cameron Ward		
August		
Fri 10	RCV Meeting	Melbourne
Tue 14	Councillor Briefing	Avoca
Wed 15	AGM Moonambel Events Committee	Moonambel
Tue 21	Councillor Briefing and Council Meeting	Beaufort
Fri 24	Declaration of Beaufort Ward Election	Beaufort
Tue 28	Community Facility Announcement – Lexton Hub	Lexton
Tue 28	Audit & Risk Committee Meeting	Beaufort
Tue 28	Council Statutory Meeting	Beaufort
September		
Mon 03	Landsborough Mobile Tower Launch	Landsborough
Tue 11	Councillor Briefing Session	Lake Goldsmith

Cr Ron Eason – Avoca Ward		
August		
Tue 14	SHIC Meeting	St Arnaud
Tue 14	Councillor Briefing	Avoca
Tue 21	Councillor Briefing and Council Meeting	Beaufort
Fri 24	Declaration of Beaufort Ward Election	Beaufort
Tue 28	Community Facility Announcement – Lexton Hub	Lexton
Tue 28	Audit & Risk Committee Meeting	Beaufort
Tue 28	Council Statutory Meeting	Beaufort
Fri 31	Pyrenees Community Food Pantry AGM	Avoca
September		
Tue 11	Councillor Briefing Session	Lake Goldsmith

Cr Tanya Kehoe - Mount Emu Ward		
August		
Tue 14	Councillor Briefing	Avoca
Wed 15	Municipal Emergency Management Planning Committee Meeting	Beaufort
Tue 21	Councillor Briefing and Council Meeting	Beaufort
Tue 28	Council Statutory Meeting	Beaufort
September		
Tue 11	Councillor Briefing Session	Lake Goldsmith

Cr Damian Ferrari - Beaufort Ward		
August		
Tue 28	Council Statutory Meeting	Beaufort
September		
Tue 04	Meeting with Pyrenees Shire Council CEO, Jim Nolan	Beaufort
Fri 07	Meeting with Pyrenees Shire Council Mayor, David Clark	Beaufort

Unconfirmed

5. ASSEMBLY OF COUNCILLORS

MEETING INFORMATION			
Meeting Name	Councillor Briefing Session		
Meeting Date	14 August 2018 commenced at 12noon and closed at 6.20pm		
Meeting Location	Avoca Hay Coop (12noon – 1.00pm) Avoca Rural Transaction Centre (1.00pm onwards)		
Matters Discussed	<ol style="list-style-type: none"> 1. Avoca Community Bank Proposal 2. Surplus Government Land (FROR) Notification 3. Homebush Road Rail Crossing, Avoca 4. Draft Infringements Procedure 5. Induction Program for new Councillor 6. Environment Presentation 7. Statutory Meeting Date 8. Special Council Meeting 9. Council Agenda Review 10. Discussion with Sarah De Santis (Labor Candidate for Ripon) 		
ATTENDEES			
Councillors	Mayor Cr David Clark (arrived 2.30pm) Cr Ron Eason Cr Robert Vance		
Apologies	Cr Tanya Kehoe		
Staff	Jim Nolan (Chief Executive Officer) Douglas Gowans (Director Asset and Development Services) Kathy Bramwell (A/Director Corporate and Community Services) Ray Davies (Manager Economic Development and Tourism) – Item 1		
Visitors	Trevor Davey (Siltforce) – Item 6 Sarah De Santis (Labour Candidate for Ripon) – Item 10		
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	21 August 2018 commenced at 2.00pm and closed at 5.43pm		
Meeting Location	Beaufort Council Chambers		
Matters Discussed	<ol style="list-style-type: none"> 1. Visit Ballarat 2. Pick My Project 3. Central Highlands Integrated Water Management Plan 4. Central Highlands Regional Partnership 5. Central Highlands Councils Victoria Legal Entity 6. Major Projects Update 7. Council Agenda Review 		
ATTENDEES			
Councillors	Mayor Cr David Clark Cr Tanya Kehoe Cr Ron Eason Cr Robert Vance		
Apologies	Douglas Gowans (Director Asset and Development Services)		
Staff	Jim Nolan (Chief Executive Officer) Kathy Bramwell (A/Director Corporate and Community Services) Martin Walmsley (A/Director Asset and Development Services) Ray Davies (Manager Economic Development and Tourism) – Item 1 & 3		
Visitors	Stuart Simmons (Visit Ballarat) – Item 1 Lucy Ibrahim (Visit Ballarat) – Item 1		
CONFLICT OF INTEREST DISCLOSURES			
Matter No:	Councillor making disclosure	Particulars of disclosure	Councillor left meeting
N/A			

CR VANCE / CR KEHOE

That the items for noting be received.

CARRIED

ITEMS FOR DECISION

ECONOMIC DEVELOPMENT

6. SPONSORSHIP REQUEST – AVOCA CUP RACES

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 seek Councils consideration of a request for sponsorship by Avoca Shire Turf Club

BACKGROUND

Council has supported Avoca Shire Turf Club (ASTC) with sponsorship support for its race meetings for many years.

During the last five years sponsorship for the races has fluctuated between \$2,000 and \$4,000 (plus GST) per year.

This season the ASTC is seeking support from Council of \$4,000 which will make a small contribution towards additional facilities being planned for patrons, more specifically toilets and showers for those that camp at the site, a practice which has occurred over cup day weekend for many years. These facilities would potentially increase tourism yield by encouraging more people to camp at the site.

Councils Tourism Strategy includes as a strategic objective to continue to provide event sponsorship for events that promote visitation to the region.

The Avoca Cup Races attracts a crowd of between five and six thousand people and is therefore one of the Shires premium events, with patrons coming from across the State, including Melbourne, Geelong and Ballarat. In most years this results in booking of all local accommodation and some from neighbouring Shires, increased activity by campers and RV travellers, and promotes the regions nature based and wine tourism assets.

Around 400 patrons camp at the turf club site for the races while many of the other patrons remain in the region over the weekend and some for a number of days in the lead up to and days after the Avoca cup weekend to take in the benefits the region has to offer during mid spring.

The Councils latest data on tourism visits indicates that day visitors spend \$83- on average while overnight visitors spend \$109 per day with an average stay of three nights and an economic contribution on average of \$321.

The ASTC Committee is run by volunteers and the local community benefits greatly from each race day. The club have fantastic working relationships with many community groups who assist in organising and running the event. These include, Avoca Landcare Group, Natte-Bealiba Football Netball Club, Avoca RSL, Avoca CFA, Avoca Rec Reserve Committee, Avoca Men's Shed, Amphitheatre CFA, Avoca Primary School and many more.

The club makes financial contributions to these organisations for their assistance in excess of \$10,000 each season. A volunteer team of up to 170 are also rewarded and many of these are local and regional residents.

ISSUE / DISCUSSION

Councils' sponsorship support over a number of years has contributed to the marketing reach and success of the event which has assisted lift the profile of the Avoca Cup and the region as a desirable place to visit, a key function of the sponsorship fund.

With the Avoca Cup having such a strong presence in Country Racing Victoria's spring racing season, and the degree of economic activity generated, the sponsorship support by Council is considered to be well justified.

In terms of Councils recently adopted sponsorship approval policy, for any request for support of amounts above \$2000- (plus GST) the decision rests with Council.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

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

ATTACHMENTS

Nil

FINANCIAL / RISK IMPLICATIONS

The ASTC sponsorship application is limited to \$4,000 (plus GST).

CONCLUSION

Councils' sponsorship of this longstanding event has brought excellent benefits to the regions tourism industry and local community groups.

In this context continuing sponsorship support by Council is considered to be warranted.

CR VANCE / CR EASON

That Council approves sponsorship of the 2018 Avoca Cup for the amount sought of \$4,000.

CARRIED

7. WINE GROWTH FUND ROUND 3

Ray Davies – Manager Economic Development and Tourism

File No: 62/10/08

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 of the current status of the Grampians Pyrenees Wine Tourism Marketing Masterplan project and to seek endorsement of Councils commitment to contribute to stage three of the project.

BACKGROUND

In May 2016 Grampians Tourism together with Ballarat Regional Tourism (Trading As Visit Ballarat), completed a successful funding bid for a \$30,000 grant from round one of the Victorian State Governments Wine Growth Fund. This was to enable completion of the Grampians Pyrenees Wine Tourism Masterplan (Wine Masterplan) which was finalised in September 2018.

The two tourism regions were acting on behalf of a partnership including the Grampians and Pyrenees winemakers, Ararat Rural City Council, Northern Grampians Shire Council and Pyrenees Shire Council.

A subsequent submission led by the two tourism boards was also successful in Wine Growth Fund Round Two (WGF2). Council committed contributions of \$5,000 per year in 2017-18 and the 2018-19 financial years towards the second phase of the project with an overall budget of \$120,000. Horsham Rural City Council has been included (also as a financial partner) in the regional collaboration for the WGF2 project.

The objective of WGF2 was to:-

- Engage a project manager who will work with councils, tourism agencies, wineries etc. to roll out the priority actions recommended in the masterplan, and with alignment to the three key pillars of “product, profile and people”; and
- Focus on developing marketing and PR activity which will lift the profile of the region.

The Project Manager was recruited earlier this year, and commenced work in late June 2018 with a budget of \$30,000 allocated towards marketing collateral and PR initiatives to promote a broad region covering four municipalities.

There is currently an opportunity for the region to continue its efforts to deliver the actions from the Wine Masterplan following the announcement of WGF Round Three. The funding guidelines indicate projects may commence in February 2019 with applications due to close on 5 October 2018.

The expression of interest for funding is the first stage of a two stage application process, followed by formal application if the EOI is successful.

The purpose of applying to WGF3 is to allocate funds towards:-

1. Extending the role of the Project Manager by six months and
2. Allocate an amount of around \$80,000 towards product development, branding and marketing.

ISSUE / DISCUSSION

Councils Growth Strategy acknowledges the importance of the wine industry as a “key propulsive sector”

“The Pyrenees Wine Region is highly regarded by industry commentators yet remains largely unknown in the market place despite there being in excess of 20 cellar doors that cater for tourism visits. Council can support the local industry by:-

- *Leveraging support from regional tourism boards and Tourism Victoria to promote the region’s wine industry and cellar doors through marketing, industry development and product development initiatives*
- *Provide in kind support to assist with initiatives of the Pyrenees Grapegrowers and Winemakers and its marketing group*
- *Support food and wine events that promote the region’s wine brand and product”*

Councils Tourism Strategy advises that Council will “Support Pyrenees Grapegrowers and Winemakers to implement the Pyrenees Wine Tourism and Marketing Plan to increase awareness of the Pyrenees brand in the markets.”

The project partners from the region are seeking the same commitments from Local Governments in this round of funding as for WGF Round Two, i.e. for Pyrenees Shire Council an amount of \$10,000- which in this case will be required in a single financial year rather than being split over two financial years. Like WGF Rounds One and Two, contributions will be made by Grampians Tourism, Visit Ballarat and the Grampians and Pyrenees wine regions.

The purpose of this submission is to:-

1. Extend the tenure of the project manager by six months; and
2. Provide a sum estimated at \$80,000 to deliver more of the priority actions of the Wine Masterplan, in particular the completion of work on branding and marketing of the region to lift its profile in the tourism market.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

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

ATTACHMENTS

Nil

FINANCIAL / RISK IMPLICATIONS

Visit Ballarat as the applicant, is seeking a commitment of \$10,000 from Pyrenees Shire Council to extend the role of the project officer by six months and to allocate a higher level of spending towards completion of branding and marketing development.

Due to the shorter term tenure of the proposal the commitment is preferred to be made as a sum of \$10,000 in the 2019-20 financial year, rather than splitting the sum over two years as with WGF2.

CONCLUSION

Supporting the Visit Ballarat proposal for WGF3 will assist access the resources required to effectively deliver the recommendations of the Wine Tourism Marketing Masterplan aimed at increasing wine tourism in the region.

CR VANCE / CR EASON

That Council endorses a commitment of \$10,000 in the 2019-20 Council budget to support a regional funding application for round three of the Wine Growth Fund.

CARRIED

Unconfirmed

8. VISITOR CENTRE TOUCHSCREENS

Ray Davies – Manager Economic Development and Tourism

File No: 62/20/02

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

PURPOSE

The purpose of this report is to inform Council of investigations into installing Touchscreens at the Avoca and Beaufort Visitor Centres to allow visitors to access information out of operating hours.

BACKGROUND

This report considers the advantages and disadvantages of installing touchscreens, costs involved and different software programs that were investigated, following councils' review of visitor centre operations and changes to operating hours in late 2015.

Role of the Visitor Information Centre

Visitor Information Centres have many roles which include:

- To provide visitors with insights into the region and distribute information about tourist products
- Provide a central location (in a fixed building/structure) for visitors to gain access to timely, accurate and impartial visitor information and advice.
- The prime purpose of a Visitor Information Centre is to enhance the visitor experience, encourage visitors to stay longer and undertake additional activities, exceed visitors' expectations and encourage visitors to return to the region.
- Staff and volunteers sharing their passion about the region and providing quality and accurate information, by providing exceptional customer service and effectively promoting the range of visitor experiences and services available.
- Support local businesses and tourism operators within a region. Many local business and tourism operators are reliant on the services of the Visitor Information Centre to provide additional business and ensure a high standard of visitor servicing in the area.

WA Tourism has identified the top three features that visitors look for in a visitor centre are:

1. Knowledgeable, professional staff, skilled in customer service
2. Unbiased and authoritative information; and
3. Regional displays and stories.

Tourism operators describe the most important aspects of visitor centres as:

- Having knowledgeable staff that provide information about the region; product offered and upcoming events;
- Offering a web presence to educate and attract visitors to the local area;
- Providing brochures and flyers; and
- Providing leads and referrals to local businesses.

Currently only 10% of domestic visitors use a visitor centre, however those that do use a Visitor Centre stay more than twice as long as those who don't.

The predominant age group of people who were using VICs in 2010 were 45-64 year olds (37%), 25-44 year olds (36%) and 65 years and over (23%). There is very low use of Visitor Information Centres by people aged 15-24 years.

Why Touchscreens can be effective

Technology is unlikely to render visitor centres redundant, but it does present opportunities for new attraction, engagement and information provision channels if resourced and managed correctly.

The key information sources used when influencing people to visit a region are Internet (49%) and been there before (39%). People visiting friends and relatives (VFR) makes up almost half of visitors to the local region. Local VICs (after the visitors' arrival) were used by 24% of respondents as an information source. An average of 4% of respondents uses a local VIC as an information source prior to arrival.

Each generation has its own distinct characteristics; one of such is how they use technology. The following statistics illustrate how each generation currently uses technology:

- **Baby Boomers aged 54-72**
 - 60% of seniors aged 65 are conversant with the internet
 - 86% of younger boomers and 84% of older boomers own cell phones
 - 49% of younger boomers and 43% of older boomers own a laptop
 - 34% would surf the website on their phone
- **Generation X aged 42-53**
 - 92% own a cell phone
 - 69% own a desktop
 - 61% own a laptop
 - 5% own a tablet
 - 45% surf the web to compare prices
- **Generation Y aged 23 -41 (Millennials)**
 - 95% Own a cell phone
 - 5% own a tablet
 - 56% surf the web to look for a better price
- **Generation Z aged 22 and earlier**
 - Gen Z receive their smart phone earlier than any other generation (usually in their teenage years)
 - 74% have used augmented reality
 - Gen Z think it appropriate to use technology or talk/text on their phone at any time and use technology for everything!

People's expectation on service and human interaction can depend on their age and confidence with technology. The younger generations, Z and Y in particular are tech savvy and are confident locating information using smart devices.

Touchscreens will provide round the clock support but will only be accepted by the public if it is easy to navigate.

What Touchscreens can't provide and why human interaction is preferred

The roles and responsibilities of Pyrenees Visitor Information Centres varies greatly compared to many other V.I.C's across Victoria. Pyrenees V.I.Cs often act as gateway centres, where visitors undertake a broad range of activities, well beyond that required by the accreditation guidelines, including:

- Provision of emergency information;

- Avoca Visitor Centre Provides Council services for the North End of the Shire
- Library Services including outreach
- Provision of tourism business mentoring and education and training
- Informing and engaging with residents, building an understanding of tourism in the community and strengthening VFR markets
- Providing a hub for the tourism industry in the Pyrenees region.

Visitor Information Centres may not attract people to the region however they can influence the visitor to experience and spend more and make the visitors stay more personable and enjoyable which can encourage return visitation to the region. In some circumstances visitors are influenced to move to the region through their experiences while visiting. While a touchscreen can provide information, it cannot replicate face to face experiences and then tailor the information to individual's needs.

Anecdotally Baby Boomers and more often Gen X prefer human interaction to using technology to source information. These generations find information by staff to be more genuine and true to what they will find on the internet. What many won't know is that in a recent survey of 1000 Millennials, many in this age group actually prefer person-to-person interactions over digital options in most situations. In fact, rather than feeling like an anonymous username on the other end of a screen, they want to feel a brand understands and respects them as individuals. "Despite growing up in the digital age, Millennials haven't abandoned person-to-person contact," according to Mattersight CEO Kelly Conway. "Contrary to popular belief, we found that most Millennials prefer to communicate in-person and over the phone because it allows them to have the most meaningful conversations."

Case Studies of Touchscreens implemented in other regions

To date, there are no Visitor Information Centres in Victoria that are using external touchscreens for visitors to access information out of hours.

Newcastle

In November 2010, Newcastle's Hunter Street Visitor Information Centre was closed and moved to the Maritime Centre at Honeysuckle. In 2011, 16 visitor Information centre touchscreens were installed at various locations around the city to provide visitors with essential information. These touchscreens were paid for by individual tourism operators.

In 2014, Newcastle Council removed all of their touchscreen Visitor Information Centre Kiosks that were installed three years prior because they were outdated and consumers did not find them helpful. The Economic Development Officer at Newcastle Council said the kiosk had reached the end of their lifespan and did not perform in a way that satisfied consumers. They were too costly to update and the technology they used was outdated and could not operate in a wireless environment. Consumers indicated that they did not find the kiosks helpful and high percentage said they would not use them again.

New York City

The Visitor Space in downtown Manhattan was transformed from a stereotypical Visitor Centre into a new model that swaps printed brochures and maps for numerous interactive digital interfaces. Using the extremely high tech touchscreens, they could assist their 47 million tourists and transfer the information to their mobile devices laden with 'wayfinding' information and the occasional printout. NYC Tourism stated "Visitors were overwhelmed by hundreds of brochures in a dark uninspired space. Keeping up with the printed materials and all of the events that changed on a daily basis across five boroughs was nearly impossible."

The NYC Visitor Centre developed 4 x 32inch cybertouch touchscreens through which guests can begin their NYC Journeys. They could access the answers to visitors' top 100 questions, removing that burden from staff. This information could be accessed in 10 languages. Users could email the information to themselves.

Three interactive map tables were installed where users could explore the map according to 11 different themes and within a specified walking distance, this information could then be transferred to the customers hand held device.

NYC Tourism states "Handheld technology is not necessarily rendering traditional urban wayfinding obsolete but rather enhancing it.

Since the NYC Visitor Centre was transformed into a Cybertouch Paradise in 2009, the centre has removed several of their touchscreens and reverted back to putting on more staff.

Surfcoast Shire

Surfcoast Shire Council investigated installing Touchscreens in some of their Visitor Centres approximately two years ago. The proposal has not proceeded at this point for the following reasons:-

- Digital does not replace face to face contact. The question is how you blend bricks and digital. The trend to digital/web is turning back and Surf Coast Visitor Centres were getting the full age range of people wanting to 'check' they are getting the best experience. In fact, there has been an increase in visitors and younger generations utilising the Visitor Centre
- The cost and the compatibility of the current website and touchscreens. There was conflicting information regarding website compatibility with touchscreens at the time. As with most technology, most companies offer a full package with their own software, ongoing costs, etc. When establishing external touchscreens it requires recreating the tourism website in different format with ongoing issues such as, renewing content (and the costs of keeping it updated) and replacement of redundant technology.

Product Options and Quotes:

While there are commercial options for touchscreens specific to tourism these generally require investment by tourism operators to list their services. This option has been discounted as a consideration due to the likelihood that tourism operators are nowadays using their own digital strategies to attract business. In this circumstance it was considered more plausible that a touchscreen that linked to Councils tourism web site www.visitpyrenees.com.au at no additional cost to local tourism operators would result in more content being available on local things to do and see and places to stay.

Three quotations were sought for supply and installation of these types of touchscreens.

In each case Council would need to engage its web developer to create an equivalent version of the tourism web site that secures the use of the touchscreen so that internet use is restricted to content available through www.visitpyrenees.com.au

A quotation for this has not been pursued at this time and the following quotes are for supply of the infrastructure and not the content that would appear on the screens.

Quote 1.

Touchscreen supply and installation including Wi-Fi connectivity and software required at a cost of \$16,363- (plus GST) per unit.

Quote 2

Total cost per touch screen of \$5,865.00 ex GST with an ongoing monthly support fee of \$50- ex GST. This technology is similar to that used by real estate agencies.

Quote 3

Cost per touchscreen (excluding software requirements) of \$10,415.50 (plus GST).

ISSUE / DISCUSSION

Installing touchscreens at Pyrenees Visitors' Centres may not effectively address and respond to visitor enquiries as people using visitor centres in general tend to use this service to obtain personally delivered advice on attractions, accommodation and points of local interest to obtain advice tailored to their individual needs and interests. A touchscreen does not cater for visitors seeking those personal qualities.

Visitors comfortable with using a touchscreen are also more likely to be comfortable with using their smart phones and their own mobile devices when searching for information, thus rendering touchscreens less relevant.

Touchscreens / ipads would be useful devices to use internally within the centre during opening hours and are great tools to use when interacting with customers. However, for them to be effective and offer a personal experience, they should be used in conjunction with helpful and knowledgeable local staff.

Rather than installing external touchscreens, improving Councils tourism web presence by developing interactive maps on the existing website is likely to be a more effective way of conveying this information. This would allow people when searching our website to be able to precisely locate the location of a business and they can then simply click on the icon for contact details and opening hours.

Further investigations concerning costs need to be conducted in regard to interactive maps and web site efficiencies and effectiveness.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

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

ATTACHMENTS

Nil

FINANCIAL / RISK IMPLICATIONS

Council allocated a sum of \$35,000 to the 2017-18 budget to allow for installation of technology that support Councils visitor services.

The investigations that are summarised in this report indicate that investing in touchscreens is unlikely to support this objective.

CONCLUSION

Investment in enhanced functionality of Councils tourism web site is likely to be a more cost effective way than TV Touchscreens of providing information to visitors to the region.

OFFICER RECOMMENDATION

That Council investigates options of further optimising its web presence in the visitor economy rather than investing in touchscreens at the Avoca and Beaufort visitor centres.

CR EASON / CR KEHOE

That Council:

1. investigates options of further optimising electronic information screens and its web presence through the visitor economy; and
2. presents a report to Council at the December Council meeting.

CARRIED

Unconfirmed

ASSET AND DEVELOPMENT SERVICES

9. TERMITE DECLARED AREAS WITHIN PYRENEES SHIRE

Craig Fletcher – Municipal Building Surveyor

File No: 08/08/10

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 formally adopt and declare the entire Municipal area as being likely to be subject to attack by termites in accordance with Regulation 150 of the Building Regulations 2018.

BACKGROUND

Regulation 51(2) of the Building Regulations 2018, provides that a person can request a certificate in writing from council which specifies amongst others thing whether a particular allotment is designated as being likely to be subject to attack by termites.

51 Requests for information from relevant council

- 2) Any person may request the relevant council to provide in relation to any building or land details as to whether the building or land is—
 - a. in an area that is liable to flooding within the meaning of regulation 5(2); or
 - b. in an area that is designated under regulation 150 as an area in which buildings are likely to be subject to attack by termites; or
 - c. in an area for which a bushfire attack level has been specified in a planning scheme; or
 - d. is an area designated under regulation 152 as likely to be
 - e. designated land; or
 - f. designated works.

Council has received requests for information regarding termite zones within Pyrenees Shire. Previously Council officers adopted a practice of determining that properties south of Lexton were not in a termite zone. This previous determination was not formally adopted by council.

ISSUE / DISCUSSION

Anecdotally Council's officers have been advised that there are a number of buildings South of Lexton that have had evidence of termite attack. In addition a locally pest control company has verbally advised that they have seen approximately 10 dwellings in the Snake Valley region that have been subject to attack by termites.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Regulation 150 of the Building Regulations 2018, provides that

“A council may designate areas within its municipal district in which buildings are likely to be subject to attack by termites”.

Further Regulation 151 of the Building Regulations 2018, provides that *despite anything to the contrary in performance requirement BP1.1 of the BCA Volume One and performance requirement P2.1.1 of the BCA Volume Two—*

- a. *a primary building element is only required to be protected against attack by termites if it is part of a building being constructed in an area designated under regulation 150; and*
- b. *a detached Class 10 building is not required to be protected against termite attack.*

If adopted by council then this requirement of the Building Regulations 2018 will mean that the construction of all new buildings and additions are required to be protected against termite infestation in accordance with Australian Standard AS3660.1 – 2000 Termite management – Part 1: New Building work. The only exceptions apply to detached Class 10 buildings, such as a shed, garage or carport.

In declaring the entire Municipality as being likely to be subject to attack by termites the council has a requirement to advise the Victorian Building Authority and provide a map in accordance with Regulations 148 and 149 of the Building Regulations 2018;

148 *Mapping of designated special areas*

A council must prepare maps for all designated special areas within its municipal district.

149 *Alteration to and creation of designated special area*

- 1) *If in a municipal district a designated special area is altered or a new designated special area is created a relevant council must, as soon as practicable—*
 - (a) *amend the map for the designated special area that has been altered; or*
 - (b) *prepare a map of the new designated special area that has been created.*
- 2) *A council must advise the Authority within 7 days if a designated special area within its municipal district is altered or if a new designated special area is created.*
- 3) *The relevant council must lodge with the Authority within 7 days copies of designated special area maps amended or prepared under regulation 148 or subregulation (1).*
- 4) *A council must make an up to date copy of each designated special area map applicable to its municipal district that has been prepared under regulation 148 or subregulation (1) available to the public for inspection without charge at the offices of the council during normal business hours.*

ATTACHMENTS

Nil

FINANCIAL / RISK IMPLICATIONS

If Council did not declare the entire municipality as an area likely to be subject to be attacked by termites, this could expose Council to litigation if termite attacks occurred.

CONCLUSION

A decision by council is required to formalize the extent of the Municipality that should be declared as being likely to be subject to attack by termites.

CR VANCE / CR FERRARI

That Council:

1. formally adopts and declares the entire Municipal area as being likely to be subject to attack by termites in accordance with Regulation 150 of the Building Regulations 2018 and prepare a map of the municipality to reflect decision; and
2. advises the Victorian Building Authority of this declaration in accordance with Regulation 149 of the Building Regulations 2018.

CARRIED

Unconfirmed

10. TOWNSHIP ENTRANCE SIGNS

Douglas Gowans – Director Assets and Development Services

File No: 58/14/04

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

PURPOSE

The purpose of this report is to seek Councils support for the Township Stone Entrance Signs Upgrade and proposed Beautifications Programs

BACKGROUND

The Pyrenees Shire Council has 26 stone township signs. The majority of these stone signs were constructed in 2007.

Solar lights were installed to illuminate 15 of these stone signs at various times up to 2014.

At the time of construction, there were minimum attempts made to beautify or enhance the immediate area surrounding these stone structures.

There are 20 township entrances on main, link or collector roads without stone signs. Council supported a budget allowance in 2016/17 to start to address lighting issues at various stone entrance signs.

ISSUE / DISCUSSION

During July 2017, council's assets team completed an inventory and condition assessment of council's stone township signs.

The stone structures on all 26 sites are in good condition. However, solar lights at a number of sites were identified as either not functioning or functioning intermittently. The quality, performance and durability of these solar lights and panels, is by today's standards, questionable.

These Township Stone Entrance Signs audits identified the need for four programs to complete the enhancement of township entrances and the township identification initiatives:

- Solar Light Upgrade Program
- Solar Light Installation Program
- Beautification Program
- Construction of new Stone Entrance Sign

In an attempt to program works on the 26 existing stone entrance signs, the sites are prioritised firstly by township hierarchy then by road hierarchy ie, a Main, Link or Collector Road.

Solar Light Upgrade Program

The condition and inventory survey rated 15 sites with existing solar lights that were either not functioning or functioning intermittently. Current Council funding will record the purchase and installation of 15 solar lights and panels in the 2018/19 financial year. See attachment 1 Fig.1.2.

Solar Light Installation Program

The condition and inventory survey identified the need for 11 new solar light installations to existing stone signs. See attachment 1 Fig.1.2.

No funds are currently available for this program.

Beautification Program

The Beautification Program is unfunded. However, at the request of the former Beaufort Ward councillor, Cr O'Connor, a beautification test site was constructed on the Beaufort-Lexton Road at the Beaufort township entrance. See attachment 2 Fig.2.1.

Attachment 2 outlines a 5 year Beautification Program for all existing stone entrance signs. No funds are currently available for this program.

Construction of new Stone Entrance Sign Program

The audit survey identified locations at township entrances on roads that have a hierarchy of a Main, Link or Collector Road, that do not have stone entrance signs. Twenty sites were identified and are detailed in attachment 3. Quotes for construction of new stone signs have been sought from three (3) appropriately qualified contractors. No responses have been received to date.

No funds are currently available for this program to be initiated.

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.

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

ATTACHMENTS

- 10.1 Township Stone Sign Solar Lights
- 10.2 Township Stone Signs Beautification Program
- 10.3 Construction of new Stone Entrance Sign Program
- 10.4 Beautification example

FINANCIAL / RISK IMPLICATIONS

Solar Light Upgrade Program

The 2017/18 allocation of \$10,000 saw a bulk purchase of 10, new and improved solar lights, panels and posts. Council made a further allocation in the 2018/19 Budget of \$15,000 to purchase an additional five solar lights, panels and posts, and to undertake the installation of the Solar Light systems at fifteen sites identified in the survey.

This will effectively complete the Solar Light Upgrade Program.

Solar Light Installation Program

This program requires an additional 11 Solar light systems to be purchased and installed. Estimate for these works is \$16,000.

Beautification Program

This five year program requires beautification and landscape works to be developed and constructed at 26 locations for budgetary amount of \$12500 per year, continuing over the 5 years of the program. 2 Fig.2.1.

Construction of new Stone Entrance Sign Program

This program identifies twenty township entrances without stone entrance signs. Once quotes have been received from the stone masons and construction contractors, a program can be developed and support for this program can then be sought as part of future budgetary processes.

CONCLUSION

Council have previously indicated a desire to progress and support the implementation of the Stone Township Entrance Sign initiatives described in the programs outlined above.

CR KEHOE / CR VANCE

That Council continues to support the implementation of the Stone Township Entrance Programs and refer any additional budgetary requirements to future budgetary processes.

CARRIED

Unconfirmed

CORPORATE AND COMMUNITY SERVICES

11. FINANCIAL STATEMENTS & PERFORMANCE STATEMENT FOR YEAR ENDED 30 JUNE 2018

Shana Johnny – Manager Finance

File No: 32/28/04 Part 7

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 give in principle approval to the Financial Statements and Performance Statement for the year ended 30 June 2018.

BACKGROUND

Council currently has Crowe Horwath as its external auditor under subcontract by the Victorian Auditor General's Office. Crowe Horwath conducted the external audit on the 2017/18 Financial Statements during the period 6 - 12 August 2018. The audited draft Financial Statements and Performance Statements for the year ended 30 June 2018 were tabled at the Pyrenees Shire Council Audit and Risk Advisory Committee meeting on Tuesday 28th August 2018. The Committee has recommended that Council sign the statements in their final form.

The audited financial statements must be submitted to the Minister within 3 months of the end of the financial year (30 September 2018). The Financial Reporting process includes presenting the statements to the Audit Advisory Committee, the Committee making a recommendation to Council, Council approving the statements "in principle" with the understanding that the Auditor General's Office may still require changes to be made. This process is required to be completed prior to 30 September 2018. Meeting this timeline ensures the audited financial statements can be included in the 2017/18 Annual Report

ISSUE / DISCUSSION

Throughout 2017/18 Council continued to work on balancing the expectations of the community with the need to ensure that the financial foundations of Council remain strong and capable to meet the challenges of the future.

Council continually seeks to find the right balance between community expectations and financial responsibility. A commitment to cost restraint and the provision of value-for-money services for the community, combined with the continual refinement of the Long Term Financial Plan constitutes the financial framework that Council uses to address this balance. This financial framework remains imperative and continues to drive Council's financial decisions.

It is important to review these 2017/18 financial results in light of the long-term financial objectives developed by Council. These are to:

- Maintain a strong cash position.
- Ensure that Council remains financially sustainable in the long-term.
- Continue to be debt free after Council's final loan repayment was made in September 2016.
- Continue to pursue recurrent grant funding for strategic capital works from the state and federal governments.
- Maintain the existing range and level of services available to communities within the Shire.
- Ensure adequate revenue to maintain a sustainable level of services for the community.

- Ensure that the renewal of critical infrastructure is funded annually over the timeframe of the Long Term Financial Plan.

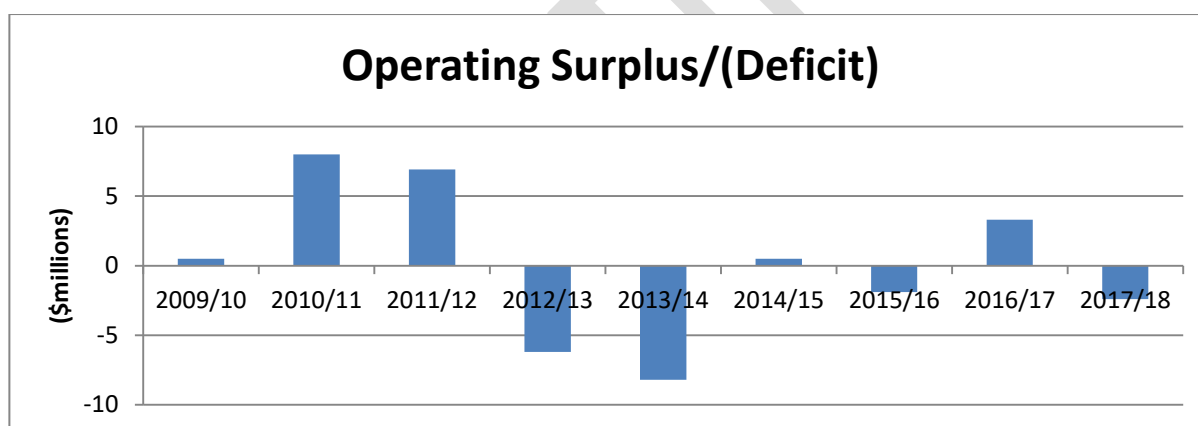
The following is a snapshot of our 2017/18 financial position:

- \$23.3 million revenue including \$2.6 million in flood recovery grants and \$3.7 million of grant income received in advance. At 30 June 2018, Council was awaiting grant reimbursements of \$2.7m for flood recovery works undertaken during the year
- \$5.55 million Capital Expenditure program delivered.
- Rates and waste charges comprised \$9.6 million (41 per cent) of total revenue.
- Operating deficit of \$2.43 million.
- Cash holdings of \$8.6 million at year end.
- Council continues to be debt free since September.

Operating Result

Council has an operating deficit of \$2.42 million in 2017/18 compared with a \$3.33 million surplus for 2016/17. This deficit can be attributed to Council awaiting reimbursement (\$2.7m) for flood recovery works undertaken during 2017/18. Of the 5.38m flood recovery works undertaken in 2017/18, Council has been reimbursed by \$2.68m.

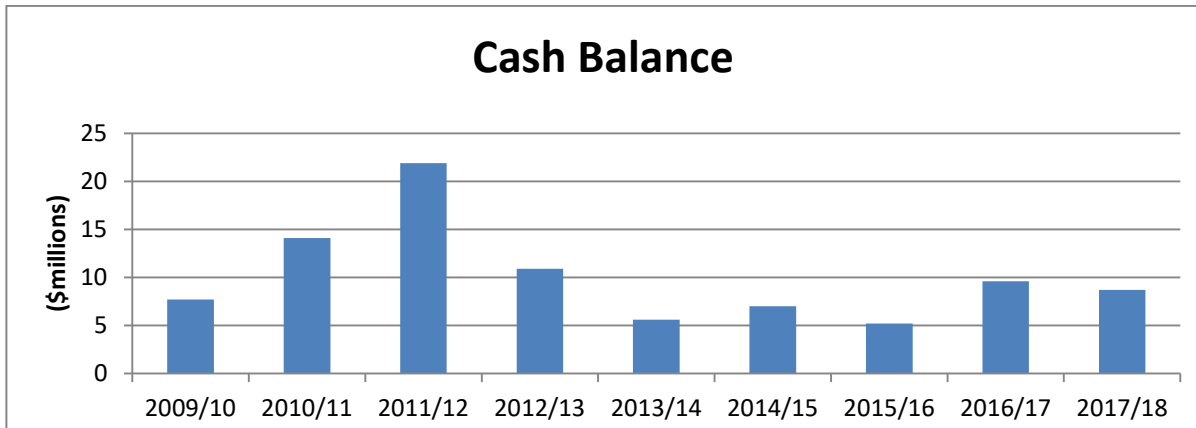
The fluctuations in operating result in recent years are primarily due to Federal Assistance Grants being paid in advance in certain years. Despite this advance relating to a particular year, the current accounting standards require that these funds be included as income in the year of receipt.



Cash holdings

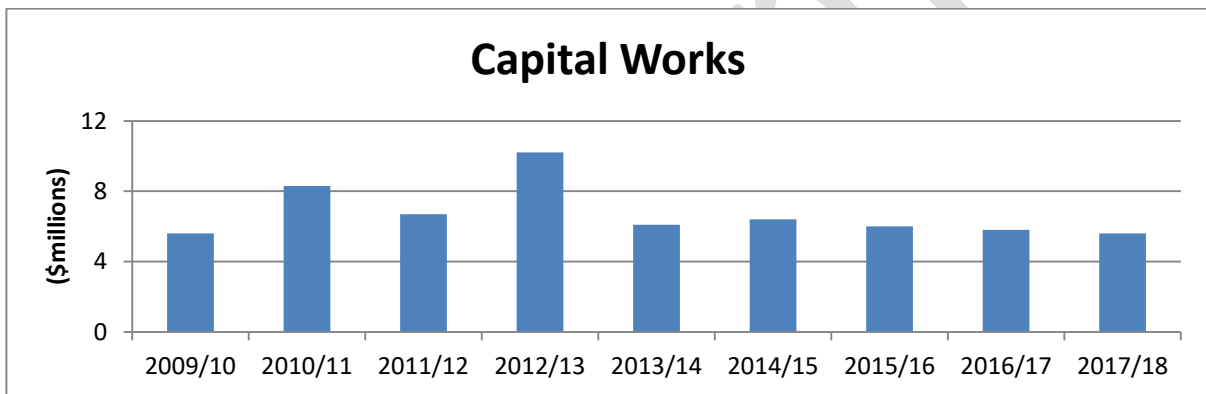
Cash holdings at the end of the financial year are \$8.68 million. This figure includes \$3.89 million funds required for capital works carried forward from 2017/18 which will be undertaken in 2018/19 and \$3.7 million in unspent grants to be carried forward. This cash also backs the \$2 million employee leave liability that sits on the balance sheet. At 30 June 2018, Council was awaiting reimbursement (\$2.7m) for flood recovery works undertaken during 2017/18.

Council's aim is to continue to retain moderate levels of cash. This will provide Council with the flexibility to respond to future opportunities or unexpected events. These may include the potential to strategically acquire an asset or to respond to natural disasters such as flood or fire events.



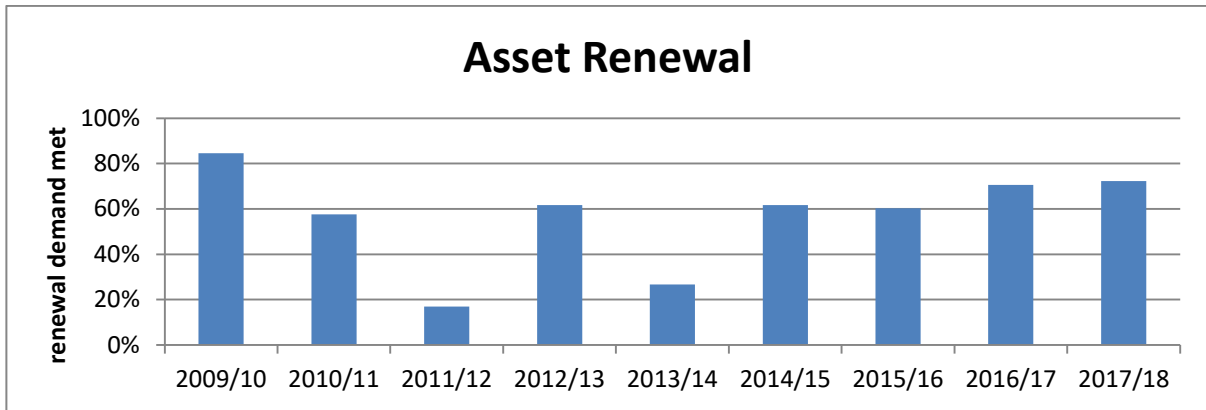
Sustainable Capital Expenditure

Council aims to ensure that its assets are maintained in a condition that allows them to continue to deliver the services needed by the community at a standard that is acceptable to users. During 2017/18, Council spent a total of \$5.55 million on capital expenditure across the Shire, including \$4.89 million on renewing existing assets.

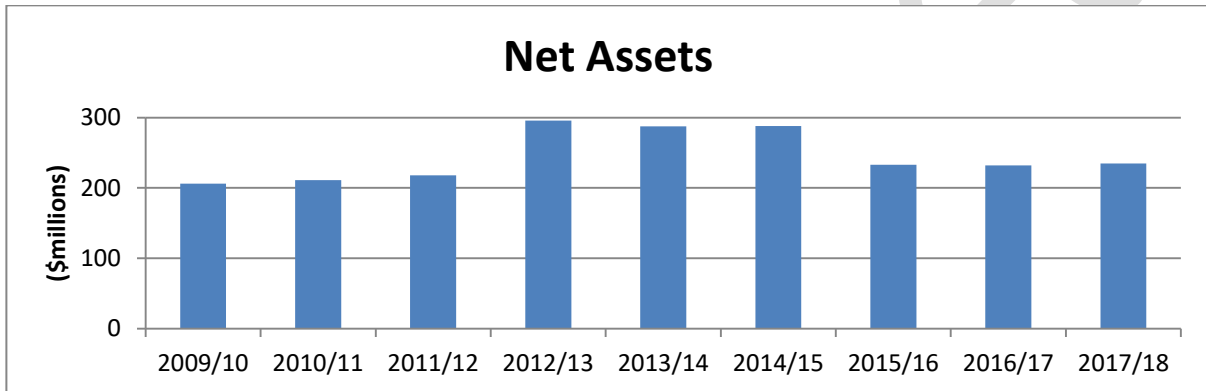


Council's 2017/18 capital expenditure continued to address the challenge of renewing community assets. It is anticipated that in future, capital expenditure will be maintained at a realistic level with a high degree of dependence on funding from government grants.

Asset renewal is measured as capital expenditure relative to asset depreciation. Council continues to face a significant challenge to fund the renewal of critical long-lived community infrastructure in the longer term, although it was pleasing to note that the Council's investment in asset renewal has been steady over the years.

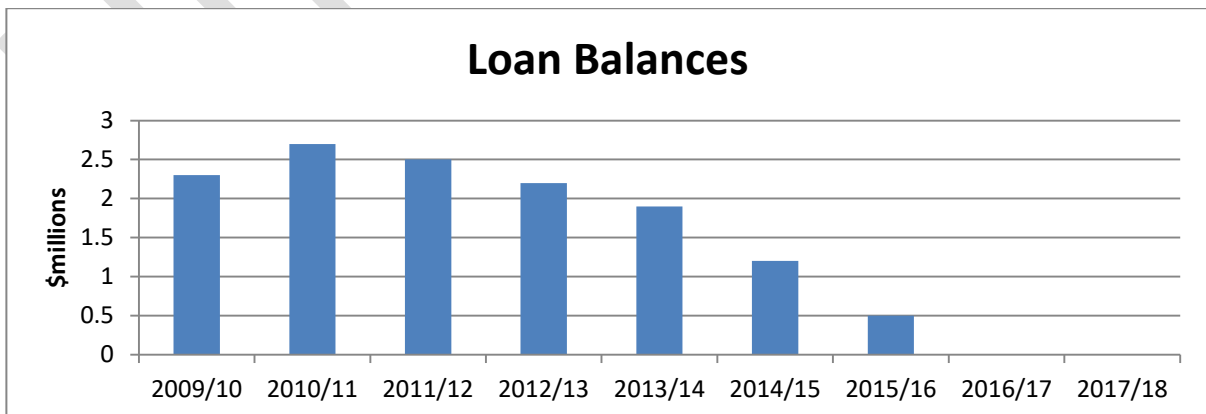


Meeting the continual renewal of Council’s vast asset base remains an ongoing challenge for all Councils.

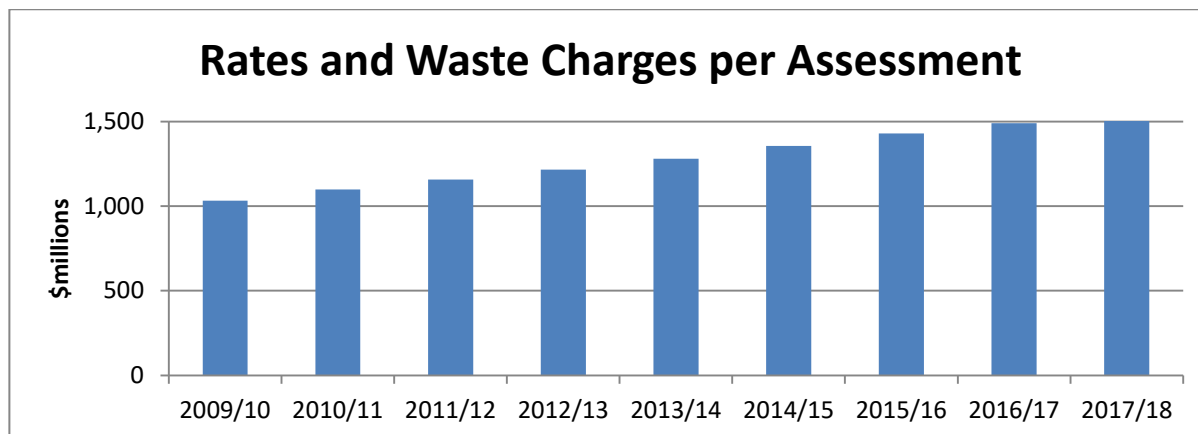


Financial Sustainability

Council is committed to operating without bank debt where possible, and made the final loan repayment in September 2016. In 2016/17 interest on borrowings and debt redemption consumed \$0.5 million. In future years the funds used to pay interest and redeem debt can be allocated to other Council priorities which strengthen Council’s financial sustainability in the medium term. Council strives to operate in a financially responsible manner while responding to community needs and striving for excellence in service delivery.



Council is mindful that the cost of rates is borne by ratepayers. Council is working towards lowering this level of annual rate increase in order to reduce the impact on ratepayers, and the State Government's "Fair Go Rates" rate capping system has acted to reduce the annual rate rises from 2016/17 onwards.



Council has many current and future demands on funding, highlighting the need for strong, long-term planning and the targeted allocation of resources. This is achieved through the preparation and annual review process of the Council Plan which is supported by Council's Strategic Resource Plan. Ultimately, these documents are guided by longer-term visions and plans including the Long Term Financial Plan, which projects Council's financial direction for the next ten years. This enables Council to identify and analyse trends of significance and provide for sound financial planning and decision-making.

The continued revision and refinement of the Long Term Financial Plan enables longer-term conversations with the community and this makes possible long-term goals that assist in creating engaged and vibrant communities.

This financial snapshot for the 2017/18 financial year gives a brief overview of Council's financial performance and the significant factors that impacted on the financial resources used to support the achievement of long-term community service and asset management objectives. A more detailed analysis of the financial performance for 2017/18 can be found in the Annual Financial Report which is available on Council's website and is attached to Council's physical Annual Report.

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.

Pursuant to Section 132 of the Local Government Act 1989, Council is required to give "in principle" approval of the 2017/18 Financial Statements and Performance Statement.

ATTACHMENTS

- 11.1 Draft Financial Statements for the year ended 30 June 2018 – *circulated separately*
- 11.2 Draft Performance Statement for the year ended 30 June 2018 – *circulated separately*
- 11.3 Representation Letter – *circulated separately*

FINANCIAL / RISK IMPLICATIONS

Financial implications of this report are covered within the financial statements

CONCLUSION

In accordance with Section 132 of the Local Government Act 1989, Council is required to give “in principle” approval of the 2017/18 Financial Statements and Performance Statement.

OFFICER RECOMMENDATION

That Council, pursuant to Section 132 of the Local Government Act 1989, gives ‘in principle’ approval to the Financial Statements and Performance Statement in their final form after any changes recommended or agreed to by the auditors have been made for the year ended 30 June 2018.

CR VANCE / CR EASON

That Council:

1. Pursuant to Section 132 of the Local Government Act 1989, gives ‘in principle’ approval to the Financial Statements and Performance Statement in their final form after any changes recommended or agreed to by the auditors have been made for the year ended 30 June 2018; and
2. That the following documents be signed and provided to Council’s external auditor:
 - a. Pyrenees Shire Council Annual Financial Report for the year ended 30 June 2018;
 - b. Pyrenees Shire Council Performance Statement for year ended 30 June 2018;
 - c. Letter of Representation by the Chief Executive Officer in relation to the financial report of Pyrenees Shire Council for the year ended 30 June 2018.

CARRIED

12. FINANCE REPORT 1 JULY 2017 – 30 JUNE 2018

Shana Johnny – Manager Finance

File No: 32/28/04 Part 6

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 the operating and capital performance for the 2017/18 financial year and confirm the carry forwards for the 2018/19 financial year.

BACKGROUND

Council at its Meeting on 13 June 2017 adopted the budget for the 2017/18 financial year and at the 19th September 2017 Council meeting approved the carry forward of incomplete projects from 2016/17 to 2017/18 to form the 2017/18 current budget.

This report compares Council's actual result for 2017/18 with the 2017/18 forecast as well as determining the operating and capital carry forwards from 2017/18 to 2018/19.

ISSUE / DISCUSSION

In summary, Council's closing working capital position as at 30 June 2018 after allowing for expenditure and income that has to be carried over until the 2018/19 year is a deficit of \$1,460,000. This deficit can be attributed to Council awaiting reimbursement of \$2,721,000 for flood recovery works undertaken during 2017/18. Total cost of flood recovery works undertaken in 2017/18 was \$5,385,000.

In March 2018, Council allocated \$1,200,000 of the Cumulative Working Capital Surplus towards a number of projects. \$1,100,000 of expenditure carried forward into 2018/19 relate to this allocation. The intention was to retain \$639,000 after allocation.

The surplus occurs as a result of a number of variations in the operating and capital expenditure areas.

Year	Cumulative Working Capital Surplus	Working Capital Surplus Utilised
2013/14	\$633,000	\$421,000
2014/15	\$320,000	\$nil
2015/16	\$638,000	\$nil
2016/17	\$1,839,000	1,200,000
2017/18	(\$1,460,000)	-

A detailed finance report containing the following reports is attached to this report:

- Summary Finance Report by Strategic Objective
- Working capital report
- Detailed Finance Report by Strategic Objective
- Capital works report
- Income Statement
- Balance Sheet
- Cash Flow Statement

Variance Analysis (note that any apparent adding errors will be due to rounding)

Operating Strategic Objectives

Below is a summary of operating income and expenditure for the year ended 30 June 2018 by Strategic Objective.

1 – Leadership	Forecast \$'000	YTD Actual \$'000	Variance \$'000	Carryover \$'000
Income	-10,392	-11,967	1,576	1,635
Less: Expenditure	3,631	3,236	395	85
Net	-6,760	-8,731	1,971	1,720

- Income was higher than forecast due to the prepayment of \$1,635k of the 2018/19 Financial Assistance Grants.
- Expenditure was lower than forecast by \$395k due to lower Councillor expenses of \$41k, Council election expenses of \$27k spread over 3 years, Lower internal audit expenditure of 28k, property valuation costs of \$27 due to valuation expenses being spread over two years, lower governance costs of 31k, lower Fringe Benefits Tax of \$30k and temporary staff vacancies during the year.
- Income carry forwards of \$1,635k relate to the adjustment of the 2018/19 Financial Assistance Grant which was received in advance during June 2018 and recognised as income in 2017/18.
- Expenditure carry forwards of \$85k relate to human resources, corporate training, council elections and property valuation expenses.

2 – Community	Forecast \$'000	YTD Actual \$'000	Variance \$'000	Carryover \$'000
Income	-1,641	-1,552	-89	0
Less: Expenditure	3,926	3,304	622	122
Net	2,285	1,752	532	122

- Income was lower than forecast due to pending flood insurance claims of \$61k and non-receipt of the budgeted swimming pools income of \$41k. Under the new swimming pools contract, the revenue collected is offset against the cost.
- Expenditure was lower than forecast by \$622k due to lower than expected expenditure in Parks & Gardens \$84k, Snake Valley Sewerage Scheme \$40k, Community capital projects 28k, CHSP System Development \$56k, Supported Playgroup 30k, Local Area Planning \$28k, funded war memorial projects \$18k, Walk to School program \$11k, Youth Outreach program \$16k, Freeza \$7k, Library Services \$23k and Animal control \$21k.
- Expenditure carry forward of \$122k relates to Snake Valley Sewerage Scheme \$40k, Supported Playgroup 30k, funded war memorial projects \$18k, Walk to School program \$11k, Youth Outreach program \$16k and Freeza \$7k.

3 – Roads	Forecast \$'000	YTD Actual \$'000	Variance \$'000	Carryover \$'000
Income	-1,101	-2,174	1,073	1,069
Less: Expenditure	9,893	9,781	112	113
Net	8,792	7,607	1,186	1,181

- Income was higher than forecast by \$1,073k due to the prepayment of \$1,069k of the 2018/19 Financial Assistance Grants.
- Expenditure was lower than forecast primarily due to work in progress associated with signage improvement \$50k and drainage – extra works \$50k. These two projects were part of the \$1.2m working capital reallocation in March 2018.
- Income carry forwards of \$1,069k relate to the adjustment of the 2018/19 Financial Assistance Grant which was received in advance during June 2018 and recognised as income in 2017/18.
- Expenditure carry forward related to the above mentioned signage improvement \$50k, Drainage – extra works \$50k and aerial imaging 12k spread over two years.

4 – Commerce	Forecast \$'000	YTD Actual \$'000	Variance \$'000	Carryover \$'000
Income	-288	-286	-1	0
Less: Expenditure	1,159	1,116	43	26
Net	871	830	42	26

- Expenditure was lower than forecast by \$43k due to CAP projects \$21k and promotional expenditure \$20k.
- Expenditure carry forward of \$26k relate to the CAP projects \$21k and economic development expenditure \$5k.

5 – Environment	Forecast \$'000	YTD Actual \$'000	Variance \$'000	Carryover \$'000
Income	-1,597	-1,655	58	0
Less: Expenditure	2,538	2,382	156	65
Net	941	727	214	65

- Income was higher than forecast due to increase in Planning Fees \$14k, Transfer station income \$4k, community resilience grant \$20k and Facility Energy audit grant 10k.
- Expenditure was lower than forecast by \$156k due to under spend in Planning Enforcement \$17k, Waste management \$52k and Emergency Planning \$29k.
- Expenditure carry forward of \$65k relates community resilience grant \$20k, Pyrenees future \$35k and Facility Energy audit grant 10k.

Total - Operating result	Forecast \$'000	YTD Actual \$'000	Variance \$'000	Carryover \$'000
Income	-15,018	-17,635	2,616	2,704
Less: Expenditure	21,147	19,819	1,328	411
Net	6,129	2,185	3,945	3,116

Capital Works & Major Projects

Below is a summary of capital works expenditures for 2017-18. Total capital works expenditure in some instances was lower than the forecast as a result of the timing of land purchases and non-receipt of Government Funding. The carryovers are indicated in the column on the right.

Capital works and major projects	Forecast	YTD Actuals	Variance	Carryover
Council Roads	2,512	2,006	-506	412
Roads to Recovery and Roads To Market	341	-137	-478	827
Floods	0	2,722	2,722	0
Land	490	-480	-970	958
Land Improvements	291	-118	-409	435
Recreation	1,199	217	-982	1,027
Buildings	899	207	-692	692
Furniture & equipment	381	142	-239	216
Plant purchases	660	422	-238	183
Net capital expenditure	6,773	4,981	-1,792	4,751
Total Expenditure	25,471	11,402	-14,069	7,627
Total Income	-18,698	-6,421	12,277	-2,875

Overall Working Capital Position

Working Capital Result	Forecast \$'000	YTD Actual \$'000
Opening Balance – General	6,838	6,838
Operating Result	-6,129	-2,185
Capital Result	-6,773	-4,981
Add Back Depreciation	6,702	6,702
Add Back Bad & Doubtful Debts	1	1
Add Back Snake Valley Sewerage Debtors		31
Closing Working Capital Result	639	6,406
Less Carryover – Operating		-3,115
Less Carryover – Capital		-4,751
Surplus/(Deficit)	639	-1,460

Explanation for deficit		
Net Deficit		-1460
Add: Flood reimbursements expected 30 June 2018		2721
Less: CHSP overpayment		350
Working capital surplus		911
Working capital forecast		639
Variance		272

During the year, Council allocated \$1.2m of the working capital surplus at 30 June 2017 towards a number of projects. At 30 June 2018, \$1.1m of this surplus allocation was yet to be spent and is part of carryover.

At the end of the year, after allowing for carried forward adjustments, Council had a working capital deficit of \$1.46m. At 30 June 2018, Council was awaiting reimbursement of \$2.7m for flood related works undertaken during the year. Council was also holding \$350k as overpayment received from the Commonwealth Home Support Program.

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.

Under Section 138 of the Local Government Act 1989, at least quarterly a report comparing expenses and revenue to budget must be presented to the Council.

ATTACHMENTS

12.1 Finance Report 1 July 2017 to 30 June 2018 – *circulated separately*

FINANCIAL / RISK IMPLICATIONS

Financial Implications associated with this report have been covered in Issue/Discussion.

CONCLUSION

Council's closing working capital after allowing for carried forward works and adjusting for flood reimbursement expenses would reflect sufficient funds retained to allow for contingencies that are hard to predict.

CR EASON / CR KEHOE

That Council:

1. Receives the End of Year Finance Report for the period 1 July 2017 to 30 June 2018.
2. Adopts the 30 June 2018 carryover adjustments to the 2018/19 Budget as detailed in the above report.

CARRIED

13. S11 DELEGATIONS UPDATE

Kathy Bramwell – Director Corporate and Community Services

File No: 16/20/08

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

PURPOSE

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

BACKGROUND

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

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

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

ISSUE / DISCUSSION

S11 Instrument of Appointment and Authorisation

The S11 Instrument of Appointment and Authorisation has been revised and updated to reflect the following changes in specific roles, following the appointment of a new contract Local Laws Officer:

- A position title change – changed from ‘Local Laws Officer’ [LLO] to ‘Community Safety & Amenity Officer’ [CSAO].
- New officer appointments:
 - Katie Gleisner as Manager Planning & Development
 - Shana Johnny as Manager Finance
 - Kathy Bramwell as Director Corporate & Community Services
 - Dennis Nikoltsis as Community Safety & Amenity Officer
 - Tori Cochrane as contracted Environmental Health Officer

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

ATTACHMENTS

13.1 S11 Instrument of Appointment and Authorisation - September 2018 – *circulated separately*

FINANCIAL / RISK IMPLICATIONS

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

CONCLUSION

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

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

CR KEHOE / CR FERRARI

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

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

CARRIED

Unconfirmed

14. AUDIT & RISK COMMITTEE

Kathy Bramwell – Director Corporate and Community Services

File No: 16/24/10

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

PURPOSE

The purpose of this report is to provide Council with an update of the Audit and Risk Committee meeting held on the 28th August 2018.

BACKGROUND

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

Section 139 of the Local Government Act requires the following:

1. A council must establish an audit committee.
2. An audit committee is an advisory committee.
3. An audit committee must be constituted in the prescribed manner.
4. An audit committee has the functions and responsibilities prescribed for the purposes of this section.
5. (4A) Section 76D and 79 apply to all members of an audit committee as if they were members of a special committee of the Council.
6. The Minister may make guidelines for the purpose of this section.
7. Guidelines made under subsection (5) must be published in the Government Gazette.
8. A Council may pay a fee to a member of an audit committee who is not a Councillor or member of Council staff.

ISSUE / DISCUSSION

A brief overview of the issues considered by the audit committee is now provided for Council's information.

1. Year-end financial statements for the year ending 30th June 2018:
 - a. Adopt the draft financial report and performance statement in principal in their final form after any changes recommended or agreed to by the auditors have been made for the year ended 30 June 2018.
 - b. Recommends that two Councillors and the Chief Executive Officer sign the Final Financial Report and Performance Statement in their final form after any changes recommended or agreed to by the auditors have been made for the year ended 30 June 2018.
 - c. That the Principal Accounting Officer, Ms Shana Johnny, is authorised to make non material changes to the Financial Report and Performance Statement that may arise as a result of the audit.
 - d. Receive the Draft Closing Report to the Audit & Risk Committee for the financial year ended 30 June 2018 including the Draft Final Management Letter via email once completed.
2. Internal Audit Report – Legislative Compliance
3. Internal Audit Report – Past Issues Status Update

4. Internal Audit Report – Review of Waste Charges
5. VAGO Audit Report – Local Government Insurance Risk; which included the noting of Council’s insurance procurement and assurance strategy for the 2019-2020 financial year.
6. Australian Aged Care Quality Audit follow-up outcome
7. IBAC report – Corruption and misconduct risks associated with employment practices in the Victorian public sector
8. Governance, Risk & Compliance Report
9. Internal Auditor’s recent reports and publications of interest to councils
10. Compliance update
11. CEO’s Report – Current Issues for Pyrenees Shire Council

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

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

Section 139 of the Local Government Act as detailed above.

ATTACHMENTS

14.1 Minutes of the Audit & Risk Committee meeting 28th August 2018 – *circulated separately*

FINANCIAL / RISK IMPLICATIONS

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

CONCLUSION

In accordance with the Local Government Act 1989 the Pyrenees Shire Audit and Risk Committee met on the 28th August 2018. This report summarises the items considered by the Committee.

CR EASON / CR VANCE

That Council notes the minutes of the Audit and Risk Committee meeting held on the 28 August 2018.

CARRIED

It is duly noted that Cr Vance expressed that the Community Wellbeing Team be congratulated for their hard work in improving the aged care service provided to home care clients from 50% performance compliance to 100%. It is a credit to the team.

CHIEF EXECUTIVE OFFICER

15. BEN MAJOR TRACK

Jim Nolan – Chief Executive Officer

File No: 0530

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 direction in respect of changing the management status and financial commitment to the upgrade and maintenance of Ben Major Track to support a private business proposal.

BACKGROUND

Council has been in discussions with the owners of land at Mount Lonarch about their proposal to establish a tourism enterprise in the form of a camel touring operation. The owners also have intentions to compliment the experience with camping, and it is proposed that a dwelling also be constructed on the site.

The land shown as lot 8A on the attached plan is located north of the Ben Major state forest in the parish of Amphitheatre. The land is zoned Rural Conservation Zone. This requires that the proposed use and any associated structure or business signage would require a planning permit in accordance with the Pyrenees Planning Scheme. The owners have been provided with advice from Council's planning staff, and have also sought their own private planning advice.

A major consideration in respect of any planning approval is the need for legal all weather access.

Legal access to the land is shown on title via an undeveloped road reserve from the north. There is no physical road on the road reserve and it is not considered practical or affordable to construct a road there due to the steep terrain, the native vegetation, and the length of road that would be required.

Physical access currently exists from the south via the Ben Major track. This track is an operational track under the management of the Department of Environment Land Water and Planning (DELWP). The track runs through the Ben Major State Forest and adjoins the Ben Major Nature Reserve for part of the length.

The track is primarily a bush track for DELWP operations which has been gravelled and some improvement work has been carried out by DELWP in early 2018. There are no culverts installed and the road is subject to erosion. While the first 1.5km of the track from Amphitheatre Road is through forest, the next 1.7km of road which runs along the northern perimeter of the forest (to the property owner's main entrance) is in part contained within a government road reserve, although it is unclear how much of the road is actually contained within the road reserve. While the 1.7km length may be in part within a road reserve, it is currently managed by DELWP. It is not contained on Council's register of public roads, and Council is not the relevant road authority. The track has native vegetation on both sides for the full 3.2km length. A CFA officer at a recent site visit advised that the standard of the road would meet CFA emergency access requirements.

While there is provision within legislation for DELWP to issue a licence for the use of a forest access road for private property access, (thus providing a legal means of access) DELWP has advised that current policy prevents licences being issued in these circumstances.

DELWP has however confirmed that it would be willing to transfer the road management to Council subject to the road being properly surveyed, and a gazetted as a public road. Council would need to formally resolve that the road was required for public access, and commit to construct and maintain the road to a standard consistent with the road classification and Council's Road Management Plan.

At a meeting with the owners and Council officers on 28 June 2018, the above options were discussed, and at a site meeting involving Council, DELWP and Parks Victoria representatives on 23 August 2018, DELWP representative confirmed that DELWP would not entertain the issue of a licence for the road due to the state policy position. This is consistent with advice provided by the department to the property owner in April 2017.

ISSUE / DISCUSSION

To assist Council in considering whether to proceed to have the road surveyed and gazetted, and to accept responsibility for the road as a public road on Council's roads register, an assessment has been undertaken by Council's contract engineer to determine the associated works and costs.

The first consideration is the appropriate classification for the road; if the purpose is primarily to provide fire access or if the primary purpose is for local access to property. The tables provided below in this report outline the estimated costs associated with each classification. While the Fire Access category is included in this report, this classification would not be consistent with Council's Road Management Plan in the event that the intended purpose was for access to a residence.

The second consideration is for Council to decide who should meet the cost. While there is an economic benefit to the community associated with the establishment and operation of a tourism business, the primary beneficiary will be the land owner, and an improved legal access is likely to increase the value of the property. Council may consider a contribution to the overall costs having regard to the long term economic and community benefit.

At the time of preparing this report, the peak economic output of the proposed business is not known. In broad terms however, the REMPlan economic modelling suggests that for every additional direct job created in recreational tourism, there is a direct output effect on the economy of \$0.181M annually or a total effect (includes direct, supply chain and consumptive effect) of \$0.239M annually. The total economic output from all sectors in the Pyrenees Shire is \$533M annually.

In respect of costs, Council may also consider the option of entering into an agreement with the property owner under section 173 of the Planning and Environment Act to formalise any land owner contribution or obligations in respect of the road. This would require Council and the property owner to come to an agreement about the amount and timing of such contributions.

The costs below provided by Council's contract engineer identify the estimated costs associated with surveying the road, the preparation of an agreement as described above, as well as the costs to upgrade the road to an appropriate standard subject to the relative road classification.

Option 1- Based on Fire Access classification (note that fire access tracks within PSC are not designated for residential access):

<i>Item</i>	<i>Estimate of costs</i>
Survey	\$ 15,300
173 Agreement	\$ 1,000
Initial works to floodways and gravel road	\$ 50,000
Internal costs to be recouped	\$ 2,500
Total	\$ 68,800

Option 2- Based on Local Access 2 (gravel) classification:

<i>Item</i>	<i>Estimate of costs</i>
Survey	\$ 18,500
173 Agreement	\$ 1,000
Design (inc. geotechnical testing) to IDM standards	\$ 15,000
Construction (4m wide pavement, drainage and floodways)	\$ 321,200
Internal costs to be recouped	\$ 3,500
Total	\$ 359,200

The timeframe for completion of such works, and having regard to Council's current commitments would be in the order of 1-2 years.

It is important to understand that any native vegetation removal that may be required to meet engineering design standards would require separate planning approval and there may be a need for native vegetation offsets to be provided.

The costs above do not consider the ongoing costs associated with the maintenance, renewal and management of the road. These costs would be in excess of \$1000 per annum for maintenance, and the road would possibly require resheeting in approximately 20 years at a cost of around \$60,000.

It is also necessary to understand that, a Council decision to adopt and upgrade the road, or to enter into a S173 agreement, does not guarantee that a planning approval should and will be granted for the proposed activity. This will be subject to further consideration against the provisions of the planning scheme, referral responses and any notification outcomes.

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.

The change of management and improvement of the road is considered an Advisory Activity under the Land Use Activity Agreement between the State of Victoria and the Dja Dja Wurrung Clans Aboriginal Corporation formed under the Traditional Owner Settlement Act 2010. This would necessitate notification and agreement with the Dja Dja Wurrung.

The use of the tracks within the Ben Major state forest will require a tour operators licence for the commercial activity from DELWP.

The proposed tourism operation will require a planning approval under the Pyrenees Planning Scheme.

ATTACHMENTS

15.1 Ben Major Track Map

FINANCIAL / RISK IMPLICATIONS

The financial costs associated with any Council decision are outlined in the report above.

The administrative costs associated with the above are not included in the above.

Council has not allocated any funds in its budget for this activity.

CONCLUSION

The property owners of lot 8A Parish of Amphitheatre require legal access in order to make a planning application for the use and development of a tourism business. The proposed access to the land is from a track currently managed by DELWP, and DEPWP is not agreeable to issue a licence over the track to provide legal access, but supports in principle the transfer of the road to Council responsibility, which would require survey and gazettal.

Should Council resolve that the road is reasonably required for public access, and agree to adopt the road on its register of public roads, Council may undertake works to upgrade the road to a suitable standard or enter into an agreement with the land owner for the upgrade, and ongoing costs.

OFFICER RECOMMENDATION

That Council:

1. determines that the Ben Major Track is reasonably required for public access, and
2. agrees to meet the costs associated with the survey, gazettal of the track to a public road, and the road upgrade to a suitable "fire access" standard to a maximum amount of \$20,000, and
3. agrees to adopt the road in accordance with the Road Management Act 2004 and include the road on Council's register of public roads, and
4. agrees that the above is subject to an agreement between Council and the property owner of Crown Allotment 8 section A, Parish of Amphitheatre to be made in accordance with section 173 of the Planning and Environment Act 1987 requiring the property owner to meet the balance of costs associated with the upgrade, survey, gazettal and preparation of the agreement, and to pay to Council \$1000 per annum for ten years for the annual maintenance of the road.
5. agrees for the Chief Executive Officer to negotiate the details of the agreement with the property owner.
6. determines that the actions in 1-5 above are subject to all relevant regulatory approvals being in place and the consent of the Department of Environment Land Water and Planning for the road management to be transferred to Council responsibility.

CR EASON / CR VANCE

That Council:

1. determines that the Ben Major Track is reasonably required for public access; and
2. agrees to meet the costs associated with the survey, gazettal of the track to a public road; and
3. approves the road to be upgraded by the landowner to a suitable 'fire access' standard or as required by the relevant planning process all to the satisfaction of Council; and
4. once upgraded, agrees to adopt the road in accordance with the Road Management Act 2004 and include the road on Council's register of public roads; and
5. determines that the actions in 1-4 above are subject to all relevant regulatory approvals being in place including (but not limited to):
 - a. planning approval for the intended use and development at Crown Allotment 8 Section A, Parish of Amphitheatre; and
 - b. consent for the activity under the Land Use Activity Agreement between the State of Victoria and the Dja Dja Wurrung Clans Aboriginal Corporation formed under the Traditional Owner Settlement Act; and
 - c. consent of the Department of Environment, Land, Water and Planning for the road management to be transferred to Council's responsibility.

CARRIED

Unconfirmed

16. GLUT ROAD REQUEST

Jim Nolan – Chief Executive Officer

File No: 6270

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

PURPOSE

The purpose of this report is for Council to consider a request from the owners of Cave Hill Creek for Council to undertake works to upgrade Glut Road to a sealed road standard.

BACKGROUND

The following request was received in writing on 4 September 2018 from the owners and operators of Cave Hill Creek:

"I am writing to request the Pyrenees Shire investigate sealing the 1.1km of The Glut Rd from the Raglan Elmhurst Rd to Cave Hill Creek. I am hoping you can support a move to initiate feasibility and engineering studies and explore ways to secure funding for an upgrade to proceed. I believe recent increases in traffic volumes on the Glut Rd, and our intentions to continue to grow Cave Hill Creek support the need for an upgrade. Improved access and safety for our guests and staff would clearly improve the quality of tourism experience we offer as Cave Hill Creek continues support the local community and economy.

By way of background:

- *We estimate there are on average 50 vehicle movements including 5 heavy vehicles per day associated with Cave Hill Creek (please note significant seasonal and event related variabilities exist)*
- *In addition, The Glut Rd also provides access to:*
 - *Beeripmo walk, Richards campground and The Glut picnic area*
 - *DELWP traffic accessing Mount Cole State Forest*
 - *CHW weirs on the Cave Hill Creek and Fiery Creek*
 - *CHW main (Beaufort water supply to Musical Gully) runs underground alongside the road*
 - *2 private residences*

As you are aware Cave Hill Creek is a major driver of visitation and a significant employer in the Pyrenees Shire. Our commitment to tourism excellence and innovation is well known. We were winners at the 2016 and 2017 RACV Victorian Tourism Awards. We are constantly reinvesting, reviewing our tourism offering and seeking ways to improve our guest experiences. In 2017/18 we:

- *completed construction of new manager's residence and bike shed*
- *hosted >18,000 bed nights*
- *employed 14.33 FTE across 71 different employees (added another 2 full time staff post 30 June)*

I feel now is a time for action. We have made multiple approaches to the Pyrenees Shire about this over the years including multiple discussions with the late Michael O'Connor and Ray Davies, in 2009 I assisted Phil Diprose with traffic flow data in support of the upgrade to the Raglan Elmhurst Rd, and other attempts as far back as 2005, 2002 and 1992! "

ISSUE / DISCUSSION

Glut Road is a road that has been adopted by Council and contained on Councils register of public roads as an Access Road.

The road is currently unsealed and the width of the road is constrained by native vegetation with trees in close proximity to the road edge.

Council's engineering services team advises that the road could be upgraded to a sealed road standard on the basis of a modified standard design having regard to the width constraints. The modified design would be based on a 4.2 meter wide seal and constructed shoulders/drain of approximately 0.6 meters on both sides. The early estimated cost of the upgrade over the 1100 meter length is \$200,000. Prior to any referral to budget Council officers will undertake a more detailed costing of the project.

Council's Asset Management Policy reflects a position of renewal before new and upgrade for roadworks, and Council's performance statement for 2017/18 identifies that Council is meeting approximately 70% of its road and bridge depreciation. Nevertheless, Council also undertakes upgrade and new works where the needs of the community change, and in response to economic activity. Road upgrades have in recent years been undertaken on Raglan – Elmhurst Road, Trawalla Road, and Moonambel – Natte Yallock Road to name just three.

Cave Hill Creek is a significant business in the Pyrenees Shire as outlined in the above submission, and Council may reasonably consider the request.

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.

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.

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

ATTACHMENTS

Nil

FINANCIAL / RISK IMPLICATIONS

The estimated cost for the upgrade of the road to sealed road standard is contained above. Council has not budgeted for the upgrade of Glut road in its 2018/19 budget for capital works.

The impact of the upgrade on Council's long term maintenance and renewal demand is influenced by:

- A reduction in regular maintenance grading
- A reduction in future periodic resheeting
- The need for resealing the surface approximately every 20 years.

CONCLUSION

A request has been made for Council to consider the upgrade of 1.1kilometers of Glut road to be sealed, and the following recommendation is made.

CR KEHOE / CR EASON

That Council:

1. refers the matter of the upgrade of Glut Road to its 2019/20 budget process for consideration.
2. writes to the owners of Cave Hill Creek advising them of Council's decision.

CARRIED

Unconfirmed

17. CENTRAL HIGHLANDS COUNCILS VICTORIA – LEGAL ENTITY

Jim Nolan – Chief Executive Officer

File No: 44/06/12

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

PURPOSE

The purpose of this report is to support Central Highlands Councils to become an incorporated association pursuant to the *Associations Incorporation Reform Act 2012* and to authorise the Chief Executive to join the association once membership is available.

BACKGROUND

Pyrenees Shire Council is one of eight member Councils that make up Central Highlands Councils Victoria (CHCV) which is an unincorporated grouping of local governments. The City of Ballarat is currently Chair and Acting Secretariat of CHCV. The member councils are Moorabool Shire Council; Golden Plains Shire Council; Pyrenees Shire Council; Hepburn Shire Council; Central Goldfields Shire Council; Northern Grampians Shire Council; Ararat Rural City Council and the City of Ballarat.

The purpose of CHCV, as an alliance of Victorian councils, is to further a strong economic and social future for the region. CHCV works collaboratively on issues and advocates for projects of mutual importance to make a positive impact on communities in the region.

CHCV is currently an unincorporated entity and to further the advancement of its purpose its current membership intends to become an Incorporated Association pursuant to the *Associations Incorporation Reform Act 2012* with membership being limited to the eight Central Highlands Councils noted above.

The incorporation of CHCV will allow it to:

- maintain a strategic oversight of the priorities and issues of the Central Highlands region;
- continue to investigate, plan and facilitate activities or functions of benefit to Members and the region; and
- undertake such functions and duties to the benefit of Members and as the committee of management determines.

The Association will not have the power to bind any of the Members to undertake any activities or functions.

As the CHCV is currently unincorporated, the Pyrenees Shire Council, together with all other member councils is exposed to liability in respect of its operations. To address this, and to enable CHCV to operate with greater independence and ease, it is proposed to incorporate CHCV as an incorporated association.

Pending approval from the Registrar of Incorporated Associations, CHCV will be called 'Central Highlands Councils Victoria Incorporated' and will operate in accordance with the Rules of the Association.

As the thresholds set out in the *Local Government Act 1989* would not be reached therefore a further risk assessment is not required.

If the CHCV continues operating as an unincorporated association, there is a risk that its individual members, including Council, will be exposed to liability if the CHCV fails to properly conduct its business. Furthermore, it will be unable to enter into contractual arrangements on its own behalf – instead relying on the Secretariat or nominated Council to do so.

ISSUE / DISCUSSION

The benefits CHCV being incorporated include that it:

- is recognised as a separate legal entity, with protection from debts for members and perpetual succession;
- has the power to own and hold property, enter into contracts and otherwise act as any other legal entity would;
- cannot distribute profit to its members;
- must operate in accordance with a set of rules, including a statement of purpose; and
- is operated by a committee of management and a secretary, which are responsible for ensuring that all legislative obligations are complied with, and purposes are being achieved.

It is not expected that the manner in which CHCV operates will be significantly different from its current operations. The funding of the Association's operations will remain proportional to the relative size of a member's population determined through ABS census data as will the election of a Chair by representatives appointed by member Councils.

The committee of management will continue to determine the funding requirements for the Association and each member then contributes to the Association's operating costs in accordance with that member's relevant proportion.

Local Government Act Implications

Should Council resolve in favour of the recommendation it will be participating in the formation and operation of a separate legal entity. To do this Council must satisfy the requirements set out in Section 193 of the *Local Government Act 1989* and have regard to the risks involved, the investment involved, and total risk exposure of Council.

Under the *Local Government Act 1989*, if a council determines that its cost of incorporating does not exceed the greater of \$100,000 or 1 percent of Council's revenue, then a risk assessment report does not need to be considered by Council.

The total investment involved in Council's participation in the formation of the association is limited to \$0. As per the above, Council will be required to continue paying membership fees, as fixed by the committee from time to time, relative to Councils population, but will not be required to invest anything in respect of the incorporation. The total risk involved in Council's participation in the formation of the Association is limited to \$0. Any liability for the activities of Association is limited to it, not to the individual members.

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.

2.2 - Work with other LGAs to develop strategy for the delivery of Shared Services.

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

Relevant Legislative Consideration

- *Charter of Human Rights and Responsibilities Act 2006*
- City of Ballarat Council Plan 2017-2021
- *Local Government Act 1989*
- *Associations Incorporation Reform Act 2012*
- Central Highlands Regional Strategic Plan

Reporting and Compliance Statements

Implications	Considered in Report?	Implications Identified?
Human Rights	Yes	Yes
Social/Cultural	Yes	No
Environmental/Sustainability	Yes	No
Economic	Yes	No
Financial/Resources	Yes	Yes
Risk Management	Yes	Yes
Implementation and Marketing	Yes	No
Evaluation and Review	Yes	No

Human Rights – It is considered that this report does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

Financial/Resources – Councils relevant proportional contribution as membership to CHCV is included in the Budget 2018/19 at \$4,000. Pyrenees Shire Council’s relevant proportion is 3 percent as a percentage, representative of the proportion that our population bears against the total population of all members combined. This financial commitment would continue whilst Council remained a member of the Association and will be reviewed and updated by the committee of management in accordance with the Associations rules from time to time. Council’s investment in the formation of the Association is \$0.

Risk Management – As per Section 193 (Entrepreneurial Powers) of the *Local Government Act 1989*, officers have considered the risks associated with formation of this separate legal entity. On balance, Council is at a greater risk whilst CHCV remains unincorporated.

ATTACHMENTS

Nil

FINANCIAL / RISK IMPLICATIONS

Refer above

CONCLUSION

This report seeks Council's support for Central Highlands Councils to become an incorporated association pursuant to the *Associations Incorporation Reform Act 2012* and to authorise the Chief Executive to join the association once membership is available.

CR KEHOE / CR EASON

That Council:

1. Authorises the Chief Executive Officer to apply to have Pyrenees Shire Council join Central Highlands Councils Victoria Incorporated upon its registration.
2. Appoints the Mayor as the Pyrenees Shire Council's representative for Central Highlands Councils Victoria Incorporated.
3. Notes that the proposed incorporation of Central Highlands Councils Victoria and Council's membership does not involve an investment and/or risk exposure that exceeds the thresholds set out in s 193(5C) of the *Local Government Act 1989*.

CARRIED

Unconfirmed

18. RURAL COUNCILS VICTORIA – RULE CHANGES

Jim Nolan – Chief Executive Officer

File No: 44/06/22

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 support from Council for changes to the Rural Councils Victoria incorporated rules.

BACKGROUND

The secretariat for Rural Councils Victoria Inc. (RCV) has advised that it proposes to make some changes to its rules to modernise them and to make them consistent with current activities. The secretariat has advised that:

“The current Rural Councils Victoria (RCV) Incorporated Rules were adopted in 2016.

Since that time, the first committee election process and first Annual General Meeting have been held.

A number of inconsistencies, contradictions and onerous requirements in the Incorporated Rules have since been identified.

The RCV Committee has prepared a revised version of the Incorporated Rules, along with an explanatory document outlining the rationale for each of the changes (both documents are attached to this email).

In accordance with the current Incorporated Rules, Rule 77 states that the rules may only be altered by a special resolution at a general meeting.

It is proposed that a final revised version of the Incorporated Rules be presented as a special resolution at the RCV Annual General Meeting scheduled for Wednesday 17 October.

The RCV Committee is now seeking feedback from members on the proposed changes to the Incorporated Rules, as well as any others that may have been overlooked during the review process.

All feedback will be considered by the RCV Committee when preparing the final revised version to be presented at the Annual General Meeting. “

ISSUE / DISCUSSION

The proposed changes are primarily administrative, and not considered significant, and Council’s support is recommended.

A copy of the proposed changes are attached to this report.

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

- 18.1 RCV – Incorporated Rules – proposed changes – *circulated separately*
- 18.2 RCV – Incorporated Rules – explanation of proposed changes – *circulated separately*

FINANCIAL / RISK IMPLICATIONS

There are no financial risks associated with this proposal.

CONCLUSION

The proposed rule changes to the RCV incorporated rules are circulated for Council consideration and Council support is recommended

CR EASON / CR KEHOE

That Council:

1. Supports the proposed changes to the Rural Councils Victoria proposed rule changes with or without amendment.
2. Authorises Cr Vance to vote on behalf of Pyrenees Shire Council on the proposed rule changes at the Annual General Meeting of Rural Councils Victoria.

CARRIED

19. CENTRAL VICTORIA GOLDFIELDS – WORLD HERITAGE LISTING

Jim Nolan – Chief Executive Officer

File No: 62/12/10

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

PURPOSE

The purpose of this report is to seek Council support for the proposed Central Victorian Goldfields world heritage listing.

BACKGROUND

Council has recently received correspondence from the Mayors of Ballarat and Bendigo seeking the support of Pyrenees Shire Council and commitment for the development of a nomination for World Heritage listing of the Central Victorian Goldfields. The letter is copied below:

“We are writing to you and the Mayors of the other eleven Councils who form the central Victorian Goldfields Region to seek your Council’s support and commitment to take the next step with us towards the development of a nomination for World Heritage Listing (WHL) of the central Victorian Goldfields. As many of you would know this has been a project with a long gestation.

A workshop on 29th June 2018 of key stakeholders comprising six municipalities including the City of Ballarat and the City of Greater Bendigo reaffirmed the direction of the WHL proposal and worked through the key elements. The deliberations of that workshop cover the overall financing, resourcing and governance of the development of the WHL.

From that workshop a summary of the rationale, objectives, benefits and key stages and resourcing of the WHL bid has been produced and is set out in the World Heritage Listing Bid document attached.

This document provides a road map for a three-stage process to recognise the Central Victorian Goldfields as Australia’s Premier Heritage Region leading to a proposal for World Heritage listing of a collection of sites and buildings that are in public ownership. As you will see this proposal is pitched for its capacity to stimulate jobs, investment and raise the profile of the whole region at the national and international level.

The opportunity has arisen to make a forceful case to back this bid and seek funding in the order of \$400,000 from the state government, \$200,000 from the 13 municipalities over two years with the Cities of Ballarat and Greater Bendigo committing \$30,000 each and the remaining \$40,000 from the other eleven Councils. Other funding from regional sources is expected to contribute between \$100,000 and \$200,000.

The overall funding requirement for the first two years covering the key development of the WHL bid is set out in the table below:

	Year 1	Year 2
State Government	\$400,000	-
Other regional sources	\$50,000 - \$100,000	\$50,000 - \$100,000
City of Greater Bendigo	\$30,000	\$30,000
City of Ballarat	\$30,000	\$30,000
Other 11 local governments	\$2,000 (each)	\$2,000 (each)

Achieving World Heritage Listing is a complex process which may take several years with no guarantee of success, but as the attached material shows, participants have agreed that each step of that journey would be a strong value add in terms of building the awareness of the region to drive added visitation and liveability and increasing employment opportunities while sharing the rich and diverse stories of the area. The whole action will better promote and market the Goldfields region.

If your Council would like more information or a more detailed briefing on the World Heritage Listing proposal this can be arranged by contacting Trevor Budge, Manager Regional Sustainable Development, City of Greater Bendigo on 5434 6288 or email t.budge@bendigo.vic.gov.au or Susan Fayad, Coordinator Heritage and Cultural Landscapes, City of Ballarat on 5320 5677 or email susanfayad@ballarat.vic.gov.au

*I hope your Council will join with the Cities of Ballarat and Greater Bendigo and other municipalities and key stakeholders in seeking to advance this exciting and rewarding opportunity. **Please ask your CEO to notify CEO's Justine Linley at Ballarat (justinelinley@ballarat.vic.gov.au) or Craig Niemann at Greater Bendigo (c.niemann@bendigo.vic.gov.au) of your Council's intention to support the Central Victorian Goldfields Region World Heritage Listing Bid proposal and the funding contribution outlined above, by 30 September 2018.** The financial contribution for each of the two years as outlined above is subject to the external State Government and regional contributions being obtained as this external funding is essential to the project proceeding."*

ISSUE / DISCUSSION

The matter of the world heritage listing has been under consideration for a number of years, and the attached letter identifies a renewed intent to have the value of the region recognised in this way.

While the process to achieve world heritage listing is complex, it is likely that there will be significant economic benefits long term should the application succeed, and the initial ask of \$2000 is considered a reasonable investment by Pyrenees Shire Council in the short term.

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

19.1 Central Victorian Goldfields – World Heritage Listing Bid – *circulated separately*

FINANCIAL / RISK IMPLICATIONS

The cost to participate is \$2000.

There is no specific budget for council's participation, however the activity could be funded from Council's project planning budget.

CONCLUSION

Council has recently received correspondence from the Mayors of Ballarat and Bendigo seeking the support of Pyrenees Shire Council and commitment for the development of a nomination for World Heritage listing of the Central Victorian Goldfields.

CR VANCE / CR EASON

That Council agrees to join with the City of Ballarat, the City of Bendigo and other councils to seek to take the next steps towards application for the Central Goldfields World Heritage nomination.

CARRIED

COUNCILLOR REPORTS AND GENERAL BUSINESS

Cr Kehoe

- The Snake Valley community has won an award for their cyber bullying and cyber safety project. The group is now looking at how to enact the project so keep your eyes out for this worthwhile project which can be extended across the Shire.
- Pick my project voting finished yesterday which is exciting. The Recreation Reserve Committee have been busy promoting their project which is to install a children's play area at the recreation reserve.
- It was a delight and such an honour to open the CWA regional meeting. It was wonderful to meet a fantastic group of ladies. The community may not see groups such as the CWA in action but the community benefits from all the hard work these groups do. The CWA is always looking for new members.
- Congratulations to all the local football and netball teams. It is fantastic for the community to support their local teams.

Cr Vance

- Attended the launch of mobile phone tower at Landsborough which was a successful day. It was good to meet with Minister Dan Tehan again who is very approachable.
- The Crowlands windfarm is going up at a rapid rate. To date blades are being installed on the third turbine.
- The Crowlands Cemetery Trust made contact to advise that the stonemason from Stawell is busy working at the cemetery which is great.
- Cr Vance noted to keep the Spring Flat bend in mind.
- Attended the Maryborough & District Football and Netball League vote count. There was a great turnout and the evening was hosted very well.
- Last Friday attended the Rural Councils Victoria meeting in Melbourne. RCV has produced the Population Growth in Rural Victoria Opportunities and Actions document which is a good read. The document was presented to the Central Highlands Mayors & CEOs forum. A deputation was sent to Canberra a fortnight ago with 2 x CEOs and 2 x Mayors who spoke to many ministers.
- Paul Northey is the new CEO of Rural Roads Victoria. Paul is very keen to meet with smaller rural councils which is really positive.
- Through RCV attended the Regional Cities launch at Parliament House. Minister Pulford and Peter Walsh MP addressed the launch.
- Looking forward to meeting with the Minister for Local Government on 11 October 2018.

Cr Eason

- Council's Snap Send and Solve is great. Recently came across a tree across the road and used the app. The tree was cleaned up very quickly. Cr Eason expressed his thanks.
- Had the pleasure of attending the Avoca Uniting Church's 150year celebration. It was a wonderful event supported by the community. The members did a magnificent job.
- Attended AGM of Pyrenees Food Pantry. This group do a wonderful job behind the scenes providing food and goods to people in need. The pantry has now been extended to Avoca and it is great to see this service moving further around the shire.

Cr Ferrari

- Attended a recent Pick My Project function. There are some really exciting and innovative projects.
- Attended the Central Highlands Football and Netball League grand final. It was great to see the Beaufort seniors win. Unfortunately the reserves lost but they did well to make it to the grand final.
- Will be attending some function in the coming weeks which will be reported on at the next Council meeting.
- Cr Ferrari expressed his appreciation of the warm welcome by Councillors, Mayor, CEO and Council staff. He noted he is still finding his way but really grateful for everyone's help.

Cr Clark

- Attended a successful Central Victoria Greenhouse Alliance workshop.
- Also attended the election of Cr Ferrari.
- Had a great night at the 1st Beaufort Scout Group presentation night and was made an honorary scout.
- Have been very busy with MAV Board activities.
- Attended the Rural South Central meeting last week.
- Improved the dancing skills at the Casablanca Club's Old Time Dance last Sunday. It was a great afternoon.
- Attended the Uniting Church's 150yr celebration which was a fantastic event. It was a really great turn up.
- Have met with Dan Tehan MP a couple of times regarding the Stronger Community Grants and the mobile tower at Landsborough.
- It is very important for the community to have input into the VEAC recommendations. Attended the Prospectors' and Miners' Association of Victoria AGM and Expo. It was really interesting to hear their perspective on the VEAC and what access they would like which benefits our community as they spend money here.
- The Western Bulldogs Leadership Program was introduced to Council earlier this year. 10-12 local young people from Pyrenees were involved and had a fantastic time. This program which includes 2 camps is run across 13 municipalities in the State. All 13 municipalities are included in the camps so all the kids from across the state gather together. The young people from Pyrenees are inspiring and doing some really good work. They have made a commitment to raise awareness for the homeless by spending a night Mars Stadium in November.

CONFIDENTIAL ITEMS

20. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

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

CR EASON / CR KEHOE

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

21. Supply and Delivery of one 16,000 KG GVM Cab Chassis Truck with Horizontal Discharge Body

CARRIED

Unconfirmed

21. RE-OPENING OF MEETING TO MEMBERS OF THE PUBLIC

CR EASON / CR FERRARI

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

CARRIED

The gallery did not return to the Council meeting however the Mayor chose to report on the matter discussed in Closed Council and is noted below:

Council resolved to award Contract C2018/009 to The Geelong Truck Company for the purchase of a Hino 500 GH 1828 Medium Long with Flocon Horizontal Discharge.

CR VANCE / CR KEHOE

That Council notes the Chief Executive Officer Jim Nolan will be on leave 21 September 2018 to 1 October 2018 and Mr Douglas Gowans, Director Assets & Development Services will be acting in the role.

CARRIED

Mr Douglas Gowans noted there is an unveiling of a sculpture at Wotherspoon Park in Beaufort on Thursday 27 September 2018 at 2.00pm.

CLOSE OF MEETING

Meeting closed at 8.07PM

Minutes of the meeting confirmed

2018

Mayor