

**PYRENEES**  
— S H I R E —



## **AGENDA**

### **Ordinary Meeting of Council**

**6:00pm Tuesday 13 November 2018**

**Avoca Hall Supper Room  
AVOCA**

**Public Copy**

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## **WELCOME MEMBERS OF PUBLIC**

### **OPENING PRAYER**

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

Amen

### **ACKNOWLEDGEMENT OF COUNTRY**

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

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

### **APOLOGIES**

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

### **CONFIRMATION OF MINUTES**

- Ordinary Meeting of Council held on 16 October 2018
- Statutory Meeting of Council held on 30 October 2018

### **BUSINESS ARISING**

### **PUBLIC QUESTION TIME AND SUBMISSIONS ON AGENDA ITEMS**

## 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 October 2018.

This report includes four parts:

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

#### PART A: PLANNING

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

MONTH	APPLICATIONS RECEIVED	APPLICATIONS COMPLETED	NUMBER OF REFERRALS	REQUESTS FOR FURTHER INFORMATION
September 2018	9	9	2	3
October 2018	11	17	4	5

#### Key projects

##### Hill Street, Beaufort

Following Council's presentation to the *Government Land Sales Standing Advisory Committee*, regarding the former Beaufort Primary School site, Council has received a response from the Minister for Planning, Richard Wynne.

The Minister's correspondence confirms that a decision to change the planning provisions over the site has been deferred until February 2019. The deferred finalisation of the Ministers decision was to allow Council further time to consider options.

##### Rifle Butts Road

Council are continuing to work with a range of land owners whose properties fall within the former Beaufort Rifle Range site to address the issue of potential contamination associated with the former use. Officers have met with the Environment Protection Authority, seeking advice on the most effective means of addressing potential contamination to minimise the impacts on existing and potential developments.

### Stockyard Hill Windfarm

Council has received nine 'Acquiring by an authority' subdivision applications under section 35 of the *Subdivision Act 1988*, associated with the Stockyard Hill Windfarm. These subdivisions relate to land purchased by the project owner to facilitate development.

### **Statutory planning**

Council has received an application for a planning permit for the use and development of a highway service centre, approximately 9km west of Beaufort. The proposal includes a convenience shop, fuel facilities, food and drink premises, convenience restaurant, dining area, children's play area, car parking and landscaping.

The planning department has undertaken an initial review of the application and has requested that the proponent supply additional information. Following formal assessment, the proposal will be subject to public exhibition, providing the community and key interest groups with an opportunity to express any concerns.

An application for an Optus telecommunications tower, to be located within the grounds of Langi Kal Kal Prison, has been received and advertised. Planning officers are finalising the assessment.

The Planning team have been working closely with the organisation's safety and amenities function, to address a series of dangerous and unsightly land matters. Examples include the storage of unregistered motor vehicles on private property and unauthorised land use activities within industrial zones.

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

### **Strategic issues**

'Pyrenees Futures' project is progressing with 3 of the township plans (Lexton, Waubra and Snake Valley) will be available for public exhibition pending Council's decision.

### **Planning summary**

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

## **PART B: BUILDING**

### **Activity**

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

CATEGORY	NUMBER	COMMENT
Permits issued by private Building Surveyor	6	\$634,636.00
'Report and Consent' applications processed and issued in accordance with the Building Regulations 2018	9	Dispensation for variation ie setbacks, fence heights, shed construction etc
'Property Information Certificates' prepared and issued	27	

### Key projects & compliance

#### Beaufort Veranda Repair

Building repair works to three shop front verandas in Neill Street, Beaufort have been completed.

#### Swimming Pools and Spas

Recent legislative changes made to the *Building Act 1993* and the *Building Regulations 2018* mean that as of December 2019, all pools and spas within the municipality must be registered with Council. Additionally, owners will be required to undertake a self-assessment of their fencing to ensure the effectiveness of barriers and to improved children safety.

In anticipation of the new requirements and as the warmer weather approaches, Council's Building team has begun developing a pool and spa register. This has included collating all existing data and utilising aerial imagery to identify facilities that were previously unknown to Council. Our Building Inspector and Building Surveyor will now proceed to undertake inspections of all pools and spas within the municipality.

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

POPE Occupancy Permits were issued for the Avoca Cup and Eurambeen's November Open Garden Event. An application for Mount Mitchell's November event has been received. A pre-application meeting with organisers of the 2019 Rainbow Serpent Festival has been held and Council are now awaiting their application.

### Council plan / legislative requirements

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

### Financial / risk implications

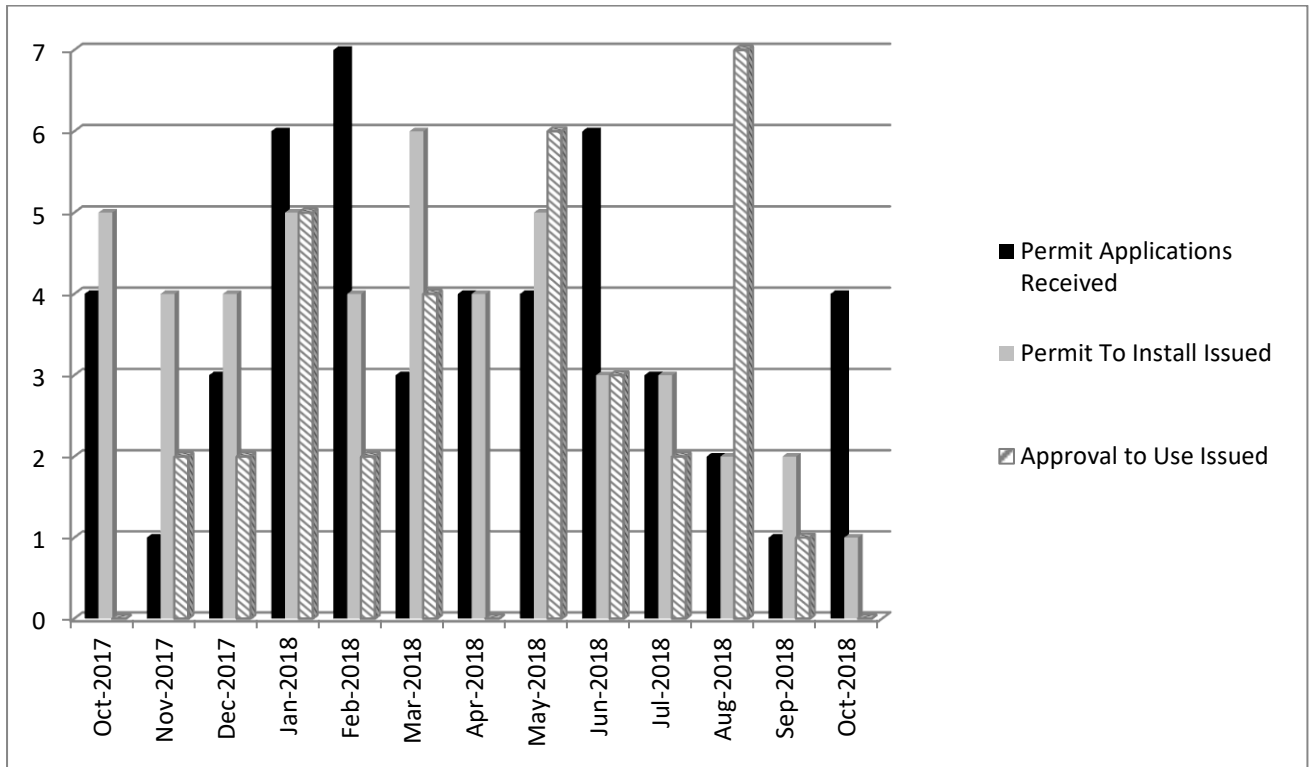
The Municipal Building Surveyor must have regard to any relevant guidelines under the *Building Act 1993* or subordinate regulations. The building services department must ensure that a responsive service is provided that meets the demand of the building industry within the municipality.

**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 October 2018	4	1	0	\$950

Wastewater activity statistics for October 2018



Monthly wastewater activity (October 2017 to October 2018)

PERIOD	SEPTIC TANK INSPECTIONS	DOMESTIC WASTEWATER MANAGEMENT PLAN (DWMP) INSPECTIONS
1st – 31st October 2018	6	4

Wastewater related Inspections October 2018



PERIOD	SERVICE REPORTS RECEIVED
1st – 31st October 2018	8

Domestic Wastewater Service Agent Report October 2018

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

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

PERIOD	NEW PREMISES	ROUTINE INSPECTIONS AND ASSESSMENTS	FOLLOW UP INSPECTIONS	COMPLAINTS RECEIVED ABOUT REGISTERED PREMISES	FOOD RECALLS	FEES PAID
1 <sup>st</sup> -31 <sup>st</sup> October 2018	18	13	2	0	1	\$4630

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

PERIOD	NEW MOBILE OR TEMPORARY PREMISES	NEW CLASS 4 NOTIFICATIONS	ROUTINE INSPECTIONS AND ASSESSMENTS	NEW STATEMENTS OF TRADE (SOT)	FEES PAID
1 <sup>st</sup> -31 <sup>st</sup> October 2018	4	0	2	39	\$1040

At 31<sup>st</sup> October 2018, Pyrenees Shire had 36 premises registered, 71 low risk notifications and 206 current Statements of Trade (SOT).

**Activity: immunisations**

Immunisation sessions in October 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	7	0	0
	Vaccines	12	0	0
Beaufort Sessions	Clients	0	1	0
	Vaccines	0	1	0
Avoca Session	Clients	7	0	0
	Vaccines	16	0	0

Immunisation activity statistics for October 2018

### Key projects

Food, Health and Accommodation registration renewals were sent out in October with renewals being due by 31<sup>st</sup> December 2018.

Information has been sent out to all registered Food, Health and Accommodation businesses in Moonambel about Water Supply for Public Use. This information highlights the need for water sampling and treatment to ensure water is safe for consumption where private water supplies are used for business purposes. This information will also be sent out in coming months to the other registered Food, Health and Accommodation businesses across the Shire that use private water supplies.

The implementation of the Domestic Wastewater Management Plan continues with letters and surveys being sent out to properties in high risk unsewered townships and potable catchment areas to assist in arranging inspections that are required. A report is being prepared to update the relevant Water Authorities on the progress of the Domestic Wastewater Management Plan after a meeting with Stephen Carter from Central Highlands Water.

The installation of 'No Smoking' signs at playgrounds, sports areas and other outdoor areas used by children is being rolled out over the coming months.

### Compliance issues

A penalty infringement notice will be issued to one food business after continued non-compliance was found at a recent follow-up inspection.

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

### Council plan / legislative requirements

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

### Financial / risk implications

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

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

### Environmental health summary

1. EH received two Public Health and Well Being (PHWB) Act Nuisance complaints in October. One was in relation to odour from horses being kept on a small block within a township and the other was in regard to the storage of excess rubbish.

### PART D: LOCAL LAWS AND ANIMAL CONTROL

#### ACTIVITY

	September 2018	October 2018
Cats impounded	2	1 (reunited)
Dogs impounded	1	2 (reunited)
Stock impounded	16	0
Infringements issued	0	9
Prosecutions	0	0

Impoundment and infringement statistics

As at 31st October, there were **610 cats** and **2,436 dogs** registered within the municipality. Records show that a further **23 cats** and **74 dogs** have not had their registrations renewed, however this could be due to a transfer of ownership, change of address or the animal has passed away.

Following the closure of the pet amnesty registration period, Council's Community Safety and Amenities Officer actively contacted owners of unregistered pets to remind them of the legal requirements. This contact has resulted in the registration of a further 28 cats and 67 dogs.

### **Key projects**

- The final draft of the *General Local Law No. 5* is now ready for public review.
- Business improvement opportunities are being identified to improve local law administration.
- 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**

1. Development of the Draft *General Local Law No. 5* progressing
2. New internal processes are being developed to strengthen Council's administration of its Local Laws
3. Council continues to investigate matters of non-compliance across the Shire

## CORPORATE AND COMMUNITY SERVICES

### 2. CUSTOMER ACTION REQUESTS – OCTOBER 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 October 2018.

#### BACKGROUND

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

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

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

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

#### ISSUE / DISCUSSION

97 CARS were received in October 2018, a 45% increase on the previous month. 145 requests were closed in October (more than those received) resulting in 112 outstanding. As at the 31<sup>st</sup> October 2018 the status of CARS was as follows:

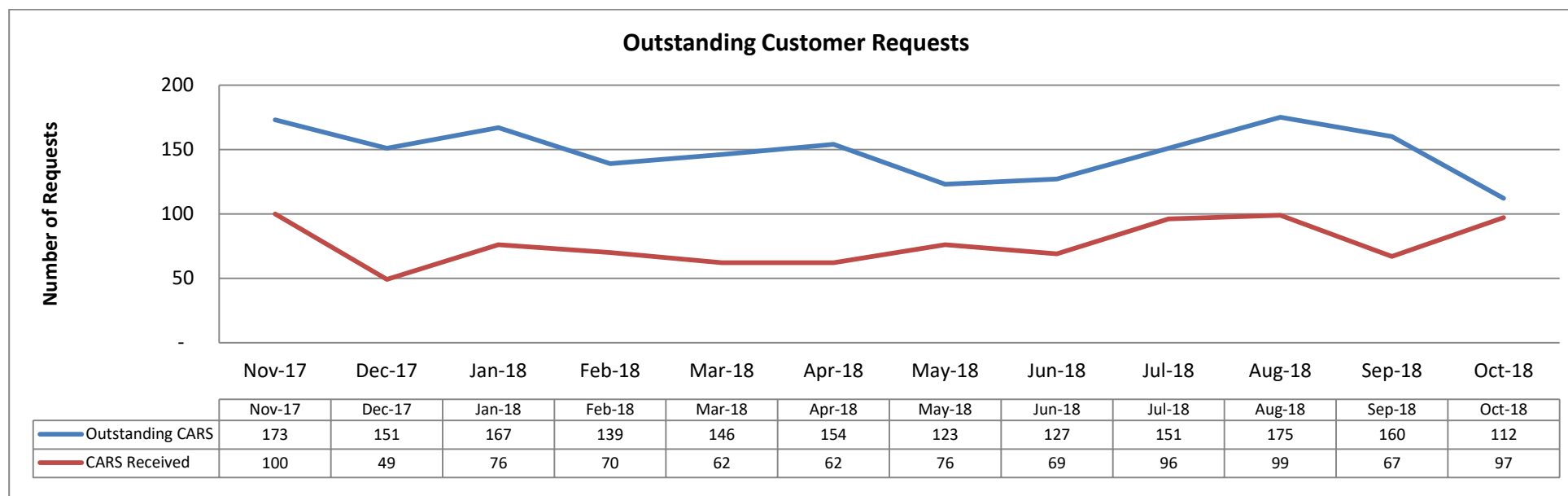
- 86% decrease in 2016 outstanding CARS
- 38% decrease in 2017 outstanding CARS
- 17% decrease in 2018 outstanding CARS
- 30% decrease on total CARS outstanding
- Of the 126 outstanding CARS 10 relate to natural disasters, a reduction of 27 from the previous month.
- For the month of October 145 CARS were closed

The largest groupings of open CARS requests relate to: Roadside Vegetation (21); Road maintenance (16) and Road maintenance unsealed (16).

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

Reports detailing outstanding CARS are detailed below:

Year	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	% Change
<b>2016</b>	53	38	38	31	29	29	29	24	24	23	21	3	-86%
<b>2017</b>	120	113	90	56	49	44	38	32	31	30	29	18	-38%
<b>2018</b>	0	0	39	52	68	81	56	71	96	122	110	91	-17%
<b>Total</b>	<b>173</b>	<b>151</b>	<b>167</b>	<b>139</b>	<b>146</b>	<b>154</b>	<b>123</b>	<b>127</b>	<b>151</b>	<b>175</b>	<b>160</b>	<b>112</b>	-30%
<b>Total Received</b>	100	49	76	70	62	62	76	69	96	99	67	97	45%



<b>Open Requests - Type</b>			
	<b>Sep-18</b>	<b>Oct-18</b>	<b>Change</b>
Roads	9	9	0
Streetlights	3	2	-1
Drainage	11	12	1
Footpaths	4	4	0
Roadside Vegetation	22	21	-1
Environmental Health	0	0	0
Planning	1	2	1
Bld maintenance	36	10	-26
Park & Reserves	3	6	3
Local Laws	1	4	3
Fire Hazard	2	5	3
Bld Compliance	3	3	0
Road Maintenance	18	16	-2
Waste Management	0	0	0
Roads Unsealed	5	3	-2
Road Maintenance Unsea	3	16	13
Natural Disasters	37	10	-27
Pools	0	0	0
Design & Assets	0	0	0
GIS	0	0	0
Dogs	0	3	3
Livestock Act	2	0	-2
<b>Total</b>	<b>160</b>	<b>126</b>	<b>-34</b>

**COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Strategic Objective 1 - Leadership

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

**ATTACHMENTS**

2.1 - CARS Analysis – October 2018

**FINANCIAL / RISK IMPLICATIONS**

There are no financial implications associated with this report

**CONCLUSION**

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

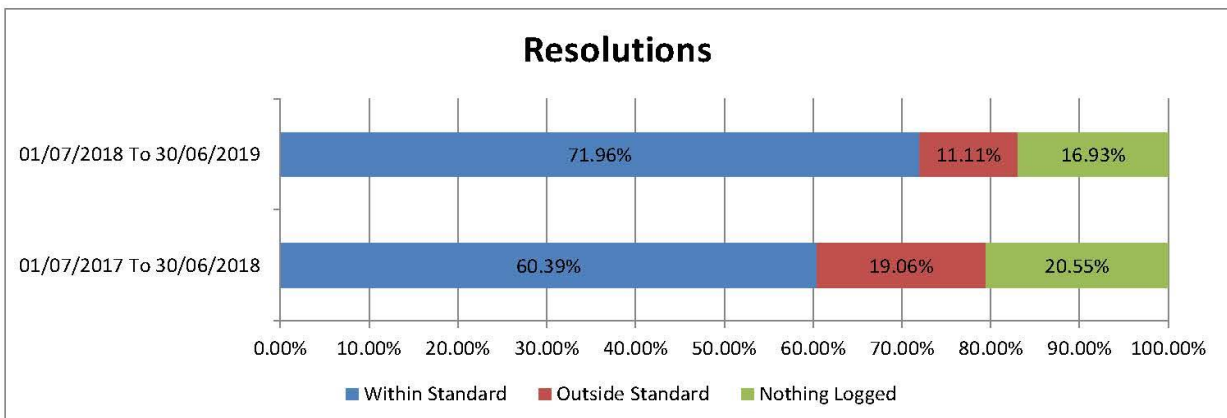
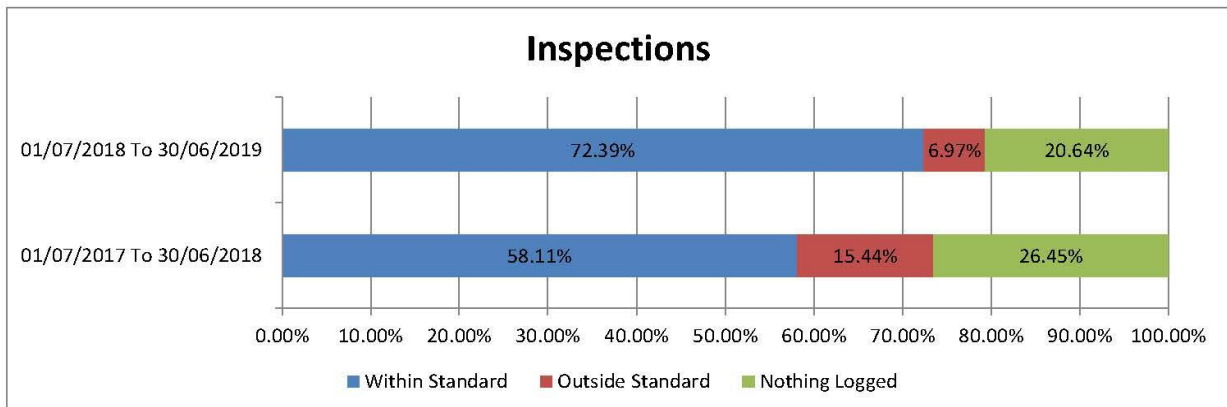
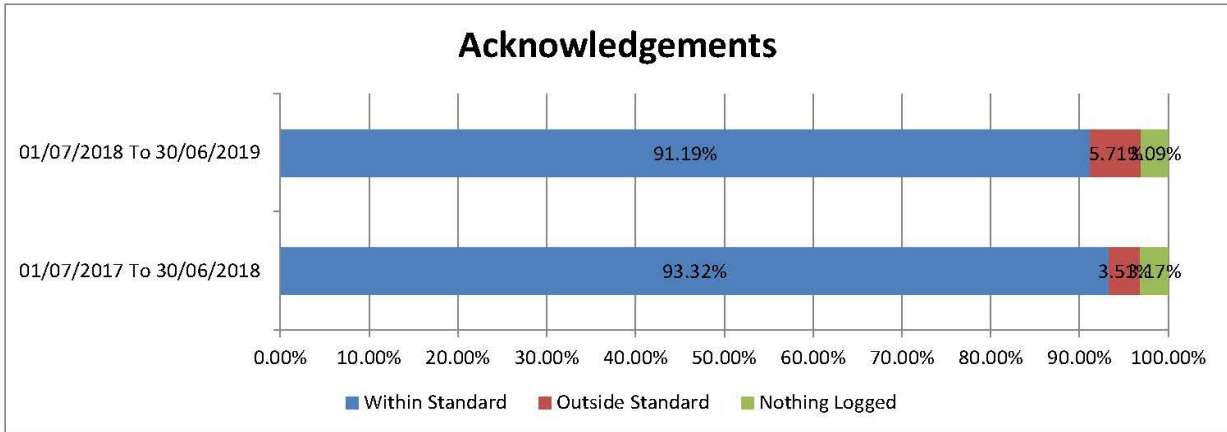
A review of the CARS has been undertaken by external specialist Malcolm Styles which will be separately reported to Council following consideration at a Council Briefing.

**OFFICERS RECOMMENDATION**

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



Acknowledgement:	Within Standard	Outside Standard	Nothing Logged
01/07/2017 To 30/06/2018	93.32%	3.51%	3.17%
01/07/2018 To 30/06/2019	91.19%	5.71%	3.09%
<b>Inspection:</b>			
01/07/2017 To 30/06/2018	58.11%	15.44%	26.45%
01/07/2018 To 30/06/2019	72.39%	6.97%	20.64%
<b>Resolution:</b>			
01/07/2017 To 30/06/2018	60.39%	19.06%	20.55%
01/07/2018 To 30/06/2019	71.96%	11.11%	16.93%



### 3. CHRISTMAS / NEW YEAR HOLIDAY ARRANGEMENTS 2018-2019

Kathy Bramwell – Director Corporate & Community Services

File No: 16/20/06

**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 note the closure of the Pyrenees Shire Council offices during the Christmas / New Year holiday period 2018-2019.

#### BACKGROUND

It has been the practice of Pyrenees Shire Council to close during the Christmas / New Year holiday period. The holiday period closure enables staff to take a break with very little impact on service delivery and at the same time provides the opportunity for staff to reduce outstanding annual leave and rostered day off balances.

This has been the practice over the past few years as there is limited demand placed on municipal services over this period and the closure is generally accepted by the community.

#### ISSUE / DISCUSSION

The following closures are planned:

##### Pyrenees Shire Municipal Office & Depots

Will be closed from 12.30pm on Friday 21st December 2017, and reopen on Wednesday 2<sup>nd</sup> January 2018.

The period comprises 4 work days and 3 public holidays. Public holidays have been assigned, under the Public Holidays Act, to Tuesday 25<sup>th</sup> December 2017, Wednesday 26<sup>th</sup> December 2017 and Tuesday 1<sup>st</sup> January 2018 as Christmas Day, Boxing Day and New Year's Day respectively.

It is proposed that the four days (Monday 24<sup>th</sup> December, Thursday 27<sup>th</sup> December, Friday 28<sup>th</sup> December and Monday 29<sup>th</sup> December) will be taken by staff as leave during this period, unless other arrangements have been made. Depot/Outdoor staff will be taking Monday, 24<sup>th</sup> December as their rostered day off to facilitate their attendance at the staff end of year break-up function.

##### Resource / Information Centres

The Beaufort Resource Centre and Avoca Information Centre will close at approximately midday on Friday, 21<sup>st</sup> December to allow for their attendance at the staff end of year break-up function.

The Beaufort and Avoca resource / information centres will operate for normal hours over the holiday period, except for the following days:

Day	Date	Beaufort Resource Centre	Avoca Information Centre
Friday	21 December 2018	10.00am to 12.30pm	9.30am to 12.00pm
Tuesday	25 December 2018 (Christmas Day)	Closed	
Wednesday	26 December 2018 (Boxing Day)	10.00am to 1.00pm	11.00am to 2.00pm
Tuesday	1 January 2019 (New Year's Day)	10.00am to 1.00pm	11.00am to 2.00pm

A skeleton staff will continue to operate during the closure period to ensure that essential services continue. Staff involved in Emergency Management will undertake their roles and responsibilities in accordance with the Emergency Management procedures. Council will have a roster for Emergency Management Staff over the holiday period closure.

#### End-of-year break-up staff function

Each year the Pyrenees Shire Council holds an end of year break-up function to thank staff for their contribution to the organisation over the past 12 months. In order to facilitate this celebration, it is proposed that all areas close early on Friday 21<sup>st</sup> December 2018.

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

Strategic Objective 1 - Leadership

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

### **ATTACHMENTS**

Nil

### **FINANCIAL / RISK IMPLICATIONS**

There is no financial impact as a result of the proposed closures between Christmas and New Year. The closure provides the organisation with the opportunity to decrease its annual leave liability.

### **CONCLUSION**

It is appropriate that the Pyrenees Shire Council offices close during the Christmas/New Year holiday period 2018-2019 as detailed in the above report.

### **OFFICERS RECOMMENDATION**

That Council notes this report

#### 4. COUNCILLOR ACTIVITY REPORTS

<b>Cr David Clark – Ercildoune Ward</b>		
<b>October</b>		
Tue 16	Councillor Briefing Session	Beaufort
Tue 16	Council Meeting	Beaufort
Wed 17	RCV - AGM and Mayors, Councillors and CEOs Forum	Melbourne
Thu 18	MAV Annual Conference and dinner	Melbourne
Fri 19	MAV State Council Meeting	Melbourne
Sat 20	Avoca Races	Avoca
Sun 21	Book Launch: Between Wind and Water by Berni Janssen	Learminth
Mon 22	MAV Audit Committee	Melbourne
Tue 23	Lexus Melbourne Cup Tour Celebrations	Skipton
Wed 24	MAV CEO KPI meeting and MAV Board Meeting	Melbourne
Fri 28	Exhibition Opening	Gallery 127 Avoca
Mon 29	Mayoral Statutory Meeting – City of Ballarat	Ballarat
Tue 30	Councillor Briefing Session	Lexton
Tue 30	Statutory Meeting	Lexton
<b>November</b>		
01/11	MAV Board Insurance Workshop	Melbourne
02/11	MAV Board Meeting	Melbourne

<b>Cr Robert Vance – De Cameron Ward</b>		
<b>October</b>		
Tue 16	Councillor Briefing Session	Beaufort
Tue 16	Council Meeting	Beaufort
Wed 17–Thu 18	RCV - AGM and Mayors, Councillors and CEOs Forum	Melbourne
Fri 19	MAV State Council Meeting	Melbourne
Sat 20	Avoca Races	Avoca
Wed 24	Landsborough Rec Res Committee of Management AGM	Landsborough
Tue 30	Councillor Briefing Session	Lexton
Tue 30	Statutory Meeting	Lexton
<b>November</b>		
Fri 9	RCV Committee meeting	Melbourne

<b>Cr Ron Eason – Avoca Ward</b>		
<b>October</b>		
Tue 16	Councillor Briefing Session	Beaufort
Tue 16	Council Meeting	Beaufort
Sat 20	Avoca Races	Avoca
Sun 28	Opening of Avoca Fire Station	Avoca
Tue 30	Councillor Briefing Session	Lexton
Tue 30	Statutory Meeting	Lexton
<b>November</b>		

<b>Cr Tanya Kehoe - Mount Emu Ward</b>		
<b>October</b>		
Tue 16	Councillor Briefing Session	Beaufort
Tue 16	Council Meeting	Beaufort
Wed 17–Thu 18	RCV - AGM and Mayors, Councillors and CEOs Forum	Melbourne
Tue 23	Lexus Melbourne Cup Tour Celebrations	Skipton
Tue 30	Councillor Briefing Session	Lexton
Tue 30	Statutory Meeting	Lexton
<b>November</b>		
Thu 1	MAV Media Training	Melbourne
Fri 2	MAV Dealing With Difficult People Workshop	Melbourne

<b>Cr Damian Ferrari - Beaufort Ward</b>		
<b>October</b>		
Tue 16	Councillor Briefing Session	Beaufort
Tue 16	Council Meeting	Beaufort
Tue 30	Councillor Briefing Session	Lexton
Tue 30	Statutory Meeting	Lexton
<b>November</b>		

**5. ASSEMBLY OF COUNCILLORS**

<b>MEETING INFORMATION</b>			
Meeting Name	Councillor Planning Day		
Meeting Date	9 October 2018 commenced at 2.00pm and closed at 5.30pm		
Meeting Location	Landsborough Hall		
Matters Discussed	<b>1. Review of Council Plan 2017/2021</b>		
<b>ATTENDEES</b>			
Councillors	Mayor Cr David Clark Cr Ron Eason Cr Robert Vance Cr Tanya Kehoe Cr Damian Ferrari		
Apologies	Nil		
Staff	Jim Nolan (Chief Executive Officer) Douglas Gowans (Director Asset and Development Services) Kathy Bramwell (Director Corporate and Community Services)		
Visitors	Nil		
<b>CONFLICT OF INTEREST DISCLOSURES</b>			
Matter No:	Councillor making disclosure	Particulars of disclosure	Councillor left meeting
N/A			

<b>MEETING INFORMATION</b>			
Meeting Name	Councillor Briefing Session		
Meeting Date	16 October 2018 commenced at 2.00pm and closed at 5.43pm		
Meeting Location	Beaufort Council Chambers		
Matters Discussed	<ol style="list-style-type: none"> <li>1. Rail Freight Alliance</li> <li>2. Councillor discussion regarding Statutory Meeting and election of Mayor</li> <li>3. Stockyard Hill Wind Farm Transmission Line</li> <li>4. Rating Strategy</li> <li>5. Reconciliation Action Plan</li> <li>6. Resilience Report and Municipal Fire Management Plan</li> <li>7. Act@Work</li> <li>8. Council Agenda Review</li> </ol>		
<b>ATTENDEES</b>			
Councillors	Mayor Cr David Clark Cr Tanya Kehoe Cr Ron Eason Cr Robert Vance Cr Damian Ferrari		
Apologies	Nil		
Staff	Jim Nolan (Chief Executive Officer) Kathy Bramwell (Director Corporate and Community Services) Douglas Gowans (Director Asset and Development Services)		
Visitors	Reid Mather (Chief Executive Officer) – Item 1 Kris Afamato (Ausnet Services Project Manager), Paul Ower (Ausnet Services), Sandra Nielsen (Ausnet Services) and Greg Douglas (Zinfra) – Item 3 April Ure (Property Revenue Officer) – Item 4 Laura Buchanan (Emergency Management Coordinator) – Items 5 and 6		
<b>CONFLICT OF INTEREST DISCLOSURES</b>			
Matter No:	Councillor making disclosure	Particulars of disclosure	Councillor left meeting
N/A			



<b>MEETING INFORMATION</b>			
Meeting Name	Councillor Briefing Session		
Meeting Date	30 October 2018 commenced at 1.00pm and closed at 5.43pm		
Meeting Location	Lexton Community Centre		
Matters Discussed	<ol style="list-style-type: none"> <li>1. <b>Victorian Environmental Assessment Council</b></li> <li>2. <b>Pyrenees Futures</b></li> <li>3. <b>Surplus Government Land</b></li> <li>4. <b>Major Projects Update</b></li> </ol>		
<b>ATTENDEES</b>			
Councillors	Mayor Cr David Clark Cr Tanya Kehoe Cr Ron Eason Cr Robert Vance Cr Damian Ferrari		
Apologies	Nil		
Staff	Jim Nolan (Chief Executive Officer) Kathy Bramwell (Director Corporate and Community Services) Douglas Gowans (Director Asset and Development Services)		
Visitors	Paul Peake (Project Manager), Joan Phillips (CEO) and Alexandra Curran (Project Officer) – Item 1 Matthew Novacevski (Senior Statutory Planner) – Item 2		
<b>CONFLICT OF INTEREST DISCLOSURES</b>			
Matter No:	Councillor making disclosure	Particulars of disclosure	Councillor left meeting
N/A			

**RECOMMENDATION**

That the items for noting be received.



## ITEMS FOR DECISION

### ASSET AND DEVELOPMENT SERVICES – PLANNING & DEVELOPMENT

#### 6. VEAC REPORT

**Katie Gleisner – Manager Planning & Development**

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

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

#### PURPOSE

The purpose of this report is to seek Council's support for the Chief Executive Officer to provide a written submission to the Victorian Environmental Assessment Council (VEAC), regarding the Central West Investigation, Draft Proposals Paper – August 2018.

#### BACKGROUND

In August 2018, VEAC released the Central West Investigation - Draft Proposals Paper for public comment.

The purpose of the Central West Investigation is to:

- a) Identify and evaluate the condition, natural and biodiversity values and cultural, social and economic values and the current uses of public land in the specified area; and
- b) Make recommendations for the balanced use and appropriate management arrangements to conserve and enhance the natural cultural and cultural values.

Further, the *Victorian Environmental Assessment Act 2001* describes the purpose and objective of the VEAC committee as being to "...make recommendations relating to the protection and ecologically sustainable management of the environment and natural resources of public land.

Since the release of the draft proposal, council officers have undertaken an extensive review of the proposed recommendations, attended the Beaufort drop-in information session and made multiple requests for further information.

VEAC members provided a briefing to Councillors and staff at the October Statutory meeting.

#### ISSUE / DISCUSSION

Discussion between Councillors and officers has identified the following key elements as being of interest to Pyrenees Shire:

- A reduced opportunity for members of our community to collect firewood from public land
- An increasing deer population within Mt Cole and the potential methods for control
- How the proposed land status changes impact existing equine activities and the shires ability to host events such as the Tom Quilty Gold Cup
- How the impacts on fossicking and prospecting will impact tourism
- A concern around the potential concentration of recreational activities within the Mount Cole State Forest if the Pyrenees and Wombat areas no longer support certain uses
- Impacts on tourism and industry
- Governance and agenda of VEAC throughout the review

## **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Strategic Objective 5 - Environment

5.2 - Review land use planning strategies.

## **ATTACHMENTS**

Nil

## **FINANCIAL / RISK IMPLICATIONS**

There will be no direct impact on Council's budget through the making of this submission.

There may be impacts on the shire's economy (+/-) should the recommendations be implemented. The value of potential impacts is unknown at this stage.

## **CONCLUSION**

VEAC is required to submit their final recommendations for the Central West Investigation in June 2019. It is likely that the submission proposed in this report will be the last formal opportunity for Council to influence the outcome of the investigation.

It is important that Council utilise this submission opportunity to represent our communities needs and aspirations, whilst supporting the sustainable use and management of our natural resources.

## **OFFICER RECOMMENDATION**

That Council consents to the Chief Executive Officer making a submission to VEAC, affirming Councils concerns and interests as detailed in this report.

## 7. PYRENEES FUTURES

**Matthew Novacevski – Senior Strategic Planner**

**File No:** 66/19/02

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

### PURPOSE

This report presents draft framework plans developed as part of the Pyrenees Futures project for Lexton, Waubra and Snake Valley; and proposes that Council places these reports on public exhibition for two months.

### BACKGROUND

The framework plans for Lexton, Waubra and Snake Valley are the first three drafts to be finalised as part of the Pyrenees Futures project. Pyrenees Futures is working towards developing new strategic plans for nine towns across the shire, based on extensive community engagement. These plans respond to local assets, opportunities and emerging issues. They will deliver new, contemporary planning policies for each town and short-term low-cost urban design improvements designed to provide for more people-friendly town centres.

### ISSUE / DISCUSSION

Pyrenees Futures is a settlement planning project that focuses on drawing on the distinctive assets and character of the shire's major towns to help foster positive development. The project uses a place-based model which represents cutting-edge planning practice and provides scope for planning to address a range of issues including health and wellbeing, economic development, housing provision, social inclusion and environmental factors.

The plans focus on:

- Short term (0-2 year), low cost improvements to urban design and place activation work that is mostly focused on making town centres more people-friendly and pleasant places to visit and enjoy.
- Planning policy reform (1-5 years) that will set directions for development that are responsive to local conditions, place character and opportunities and provide long overdue reform to the Pyrenees Planning Scheme.

These three framework plans have been developed using internal staff resources, with graphic design support.

Each plan is based around a distinctive set of themes developed as a result of community engagement conducted in each town. The themes are then distilled into a series of actions around planning policy reform and place activation/urban design. To ensure these actions can be carried out, they are placed into an implementation plan that includes indicative timelines and anticipated costs/resources.

To maximise impact and ensure efficient investment, place activation and urban design works are based on a "lighter, cheaper, quicker" ethos that prioritises results and fosters local character while improving the public realm in a way that is efficient and supports Council's commitment to financial sustainability. The plans also provide a focus for public art, public seating, tree planting, road safety and other activities that may be conducted to make our towns even more people-friendly.

The three framework plans respond to other Council and community strategies (including the aspirations of Community Action Plans), local demographic data, land use patterns, climate forecasts, biodiversity, economic factors, regional influences and statewide planning policies.

Each plan has been developed with significant community engagement including public drop-in sessions, town walks conducted with small groups of local residents, meetings with community groups and hard copy/online surveys.

It is now proposed that each plan be placed on public exhibition for eight weeks, inviting residents to make submissions either online, in writing, or by attending a drop-in session that will be scheduled in each town.

Feedback received during the exhibition period will be used to produce final plans for Council adoption and implementation. This will include short-term changes to policies that guide township development in the Pyrenees Planning Scheme.

Concurrently with the public exhibition period for the Lexton, Waubra and Snake Valley plans, staff will be finalising draft framework plans for Avoca, Beaufort and Raglan for public exhibition in early 2019. Community engagement on the development of framework plans for Amphitheatre, Landsborough and Moonambel is also now scheduled for autumn 2019.

The approach used throughout this work is leading edge in local government planning for small towns. It has a place-based focus and an emphasis on local knowledge, vibrant town centres and an emphasis on distinctive character.

### **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.

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

### **ATTACHMENTS**

- 7.1 Draft Lexton Township Framework Plan – *circulated separately*
- 7.2 Draft Snake Valley Township Framework Plan – *circulated separately*
- 7.3 Draft Waubra Framework Plan – *circulated separately*

### **FINANCIAL / RISK IMPLICATIONS**

The framework plans for these three towns have been produced with internal staff resourcing, including community engagement work, policy research and writing. This approach has minimised costs to Council while drawing on local knowledge and achieving a high quality product. Graphic design expertise was provided by a local supplier.

Completing these framework plans mitigates risks to Council and the community posed by outdated planning frameworks that are no longer fit for purpose.

## **CONCLUSION**

The Lexton, Snake Valley and Waubra Framework Plans represent an important step in the Pyrenees Futures project. They set the scene for important public realm improvements that will strengthen town centres, foster distinctive local assets and character, and set a direction for responsible growth that will contribute to quality of life.

This report proposes to place the draft plans on public exhibition for two months, until Friday 11 January 2019. All feedback will be considered before final versions of the plans are presented to Council for adoption in 2019.

## **OFFICER RECOMMENDATION**

That Council resolves to place the draft Pyrenees Futures framework plans for Lexton, Snake Valley and Waubra on public exhibition for a period of eight weeks (ending Friday 11 January 2019).

## 8. LOCAL LAWS REVIEW

**Katie Gleisner – Manager Planning & Development**

**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 update Council on the progress of the draft proposed General Local Law No. 5 and to request that Council resolve to begin the statutory notice process of its intention to make a new Local Law.

### BACKGROUND

Pyrenees Shire Council has completed a review of its current *Local Law No. 2 Environment and Local Law No. 3 Streets and Roads*. This process has resulted in the development of the proposed General Local Law No. 5 and proposed Procedure Manual for General Local Law No. 5 that will replace Local Law No. 2 and Local Law No.3.

### ISSUE / DISCUSSION

During the past few weeks officers have presented the key elements of the proposed changes to businesses and the broader community through the distribution of fact sheets and a drop-in community meeting at Snake Valley.

The final draft of the proposed General Local Law No. 5 is a combination of the work completed by Beck Legal, our internal reviews and community consultation.

The draft General Local Law No. 5 has been prepared in a format that is clear and easy to understand and aims to meet both Council and community expectations whilst maintaining the safety and amenity of the shire.

A comprehensive Procedure Manual for General Local Law No. 5 has been prepared. This manual correlates directly to the General Local Law document and guides application.

It is our intention to present the draft Local Law No. 5 to the community for formal feedback under Section 223 of the Local Government Act 1989.

### 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.

Under Section 82A of the Local Government Act 1989, Council must maintain an internet website and ensure that any public notice required to be given by the Council is published on the Internet Website.

Under Section 119 of the Local Government Act 1989, before Council makes a local law it must comply with the procedure set out under this section.

Under Section 223 of the Local Government Act 1989, a person has the right to make a submission within the time period specified in the public notice which must not be less than 28 days after the public notice is published. A person is also entitled to request in the submission to appear in person at a meeting to be heard in support of the submission.

#### **ATTACHMENTS**

- 8.1 Draft General Local Law No.5 – *circulated separately*
- 8.2 Draft Community Impact Statement – *circulated separately*

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

No impacts on Council's budget.

#### **CONCLUSION**

The draft proposed General Local Law No. 5 is ready for community feedback and we now intend to formally invite submissions pursuant to Section 82A, Section 119 and Section 223 of the Local Government Act 1989.

A detailed draft Community Impact Statement has been prepared and will be made available to the community as part of the statutory notice process.

Written submissions will be accepted from 22 November for a period of 43 days, which exceeds the statutory 28 days required. The additional time has been granted to accommodate for the Christmas and New Year periods.

The formal Public Notice will be published in the Victoria Government Gazette, local newspapers and Council's website.

The closing date for submissions will be 5pm on Friday 4<sup>th</sup> January 2019.

All submissions received will be considered and responded to writing.

It is proposed to have the final version of the General Local Law ready for Council to adopt by ordinary resolution at the Council meeting in February 2019.

The Community Impact Statement will also be updated and published along with the new Local Laws.

#### **OFFICER RECOMMENDATION**

That Council:

1. Gives public notice of its intention to make a new Local Law and invite public submission in accordance with section 223 of the Local Government Act 1989.
2. Publishes the draft General Local Law No. 5 and draft Community Impact Statement to Council's website.

## ASSET AND DEVELOPMENT SERVICES

### 9. ROADS REGISTER

Leigh Ditchfield – A/Manager Assets & Engineering

File No: 58/02/12

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

#### PURPOSE

The purpose of this report is to present for adoption, the amended Road Hierarchy review and Road Register.

#### BACKGROUND

Pyrenees Shire Council is a Road Authority as defined in Section 37 of the Road Management Act 2004 (RMA), and under this legislation, road authorities may choose to develop and publish a Road Management Plan (RMP).

The RMP is an operational document that provides road users with an overview of Council's road management policy and maintenance practices.

Specifically, the RMP and its associated asset registers define:

- the road assets which Council maintains on behalf of the community
- the responsibilities of Council in relation to management of road assets
- standards of performance in relation to the maintenance of road assets considering available resources
- policies and procedures in relation to the ongoing risk inspection of road assets
- intervention levels and associated response times for Council to address defects

Whilst the development of a RMP is optional, it is commonplace for Council's to have such a document in place as it is designed to:

- Meet the legislative requirements of the Act
- Mitigate risk and manage civil liability
- Demonstrate Council is responsibly managing road assets
- Define the hierarchy of road assets (roads, bridges and footpaths) and associated levels of service
- Manage community expectation in relation to required maintenance works

Under the Road Management (General) Regulations 2005, Council is required to undertake a review of its RMP every four years, in line with Council elections and the Council Plan. The amended RMP was adopted at the June 2017 Council meeting.



## ISSUE / DISCUSSION

The road hierarchy and functions, as listed in our RMP, are shown in the table below.

Category	Function (as per our RMP)
Link	These provide the linkage between centres and they are supplementary to the arterial road system within the Shire. They generally have a relatively high truck count and provide access to major industries.
Collector	These carry moderate volumes of traffic and provide access to local areas. They should have limited through-traffic (non-local) which is neither promoted nor encouraged.
Local Access 1	The primary function is to provide access to residential properties and they cater for relatively short distance travel to higher level roads.
Local Access 2	The primary function is to provide access to farm properties, forest reserves and fire access tracks. They cater for relatively short distance travel to higher level roads.
Fire Access Tracks	These tracks are not intended for property access; emergency fire purposes only.

### Register of Public Roads

Section 19 of the Road Management Act requires Council to keep a register of public roads, for which it is the 'Coordinating Road Authority'; and so Council should ensure that it has a complete and up to date register of public roads for which it is responsible. The updated register is attached to this report.

Councils need to be vigilant about new estates with new roads being created. If these new developments aren't added to the roads register, then there is the risk that they won't be inspected. Roads that should not be included in the register are:

- Roads for which council is not the responsible road authority (e.g. another Council or VicRoads);
- Private roads; and/or
- Paper roads (e.g. roads that have been included on the register but do not exist, do no longer exist or are unformed tracks not for public use etc.).

With the application of these hierarchies, the table below summarises the changes in road lengths attributed to each proposed hierarchy.

Road Hierarchy	Road Lengths before (kms)	Road Lengths after (kms)	Change
Collector	417.65	356.17	-61.48
Link	290.28	270.16	-20.12
Local Access 1	736.61	818.84	82.23

Local Access 2	586.90	508.17	-78.73
Fire Access	15.76	15.76	0.00
“Paper Roads”	82.43	82.43	0.00
<b>Totals</b>	<b>2129.63</b>	<b>2051.53</b>	<b>-78.10</b>

The following table lists the top ten contributors to this change.

Road Name & Hierarchy	Road Length before (kms)	Road Length after (kms)	Change (kms)
<b>Raglan-Mt Cole Rd, Raglan</b> Local Access 1 to DELWP	9.48	4.33	-5.15
<b>Redbank-Barkly Road, Redbank</b> Local Access 1 to DELWP	12.94	8.56	-4.38
<b>Reservoir Lane, Snake Valley</b> Local Access 2 to DELWP	3.61	0.23	-3.38
<b>Cemetery Lane, Waterloo</b> Local Access 2 to DELWP	3.69	0.65	-3.04
<b>Red Hill Track, Raglan</b> Local Access 2 to DELWP	2.22	0.53	-1.69
<b>Waterfall Track, Percydale</b> Local Access 2 to DELWP	1.92	0.34	-1.58
<b>Kennedy’s Lane, Chepstowe</b> Local Access 2 to DELWP	1.66	0.40	-1.26
<b>Lillicur Road, Lillicur</b> Local Access 1 to DELWP	2.85	1.63	-1.22
<b>Ferntree Gully Road, Raglan</b> Local Access 1 to DELWP	7.84	6.66	-1.18
<b>Wareek-Homebush Road, Homebush</b> Local Access 1 to DELWP	4.47	3.38	-1.09

### COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

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

### ATTACHMENTS

- 9.1 Pyrenees Shire Road Hierarchy Review 2018 and Road Register – *circulated separately*
- 9.2 Hierarchy Review

### FINANCIAL / RISK IMPLICATIONS

The resource implications, if any, resulting from the amended categorisation of road assets or associated response timeframes can be accommodated within the existing operational budget.

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Legal – Civil Liability	Civil liability risk to Council where it is unable to achieve the commitments within its RMP	Medium	Reasonable and achievable standards and timeframes outlined in Council's RMP

### CONCLUSION

Having completed a review of the Road Register, it is recommended that Council now formally accepts the review and adopts the register.

### OFFICER RECOMMENDATION



That Council:

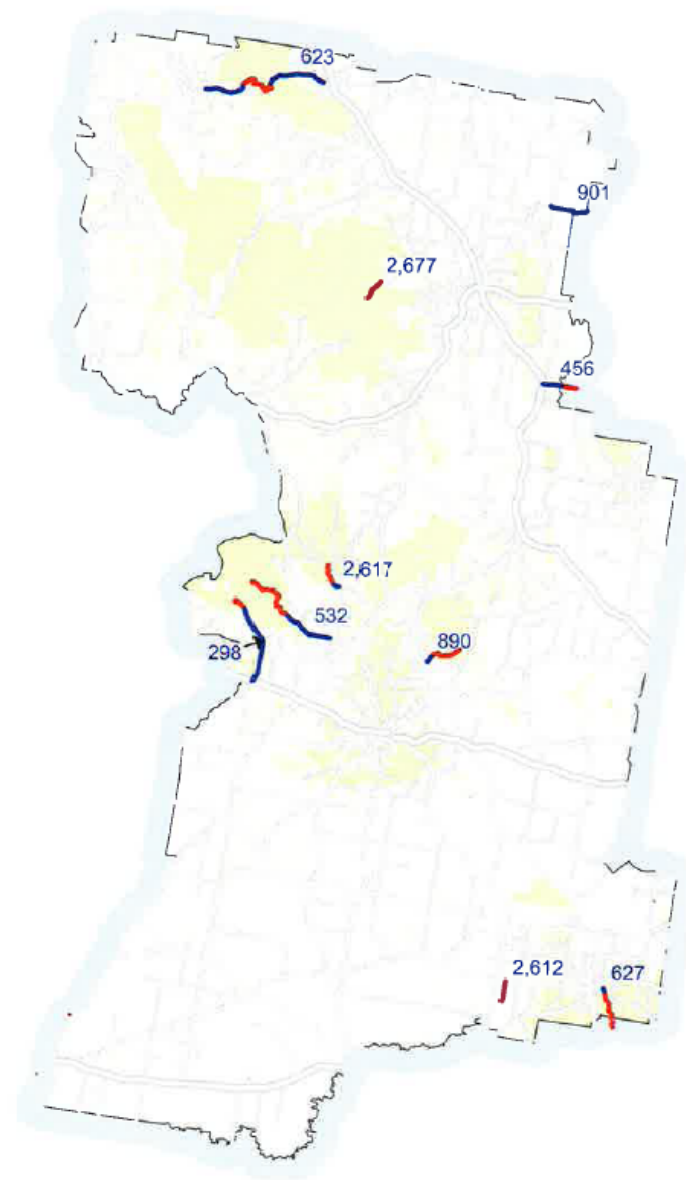
1. Adopts the Road Hierarchy Review 2018 and Road Register as attached;
2. Makes the document publically available; and
3. Notes that a periodic review (at least annually) of the Register of Public Roads be undertaken.

## Pyrenees Shire - Hierarchy Review

### Top 10 Road Length Changes

RoadID	Road Name	Top 10 Length Changes		
		Before (km)	After (km)	Difference (km)
<b>532</b>	<b>RAGLAN-MOUNT COLE ROAD, RAGLAN</b>			
	Local1	9.48	4.33	-5.15
<b>623</b>	<b>REDBANK-BARKLY ROAD, REDBANK</b>			
	Local1	12.94	8.56	-4.38
<b>627</b>	<b>RESERVOIR LANE, SNAKE VALLEY</b>			
	Local2	3.61	0.23	-3.38
<b>890</b>	<b>CEMETERY ROAD, WATERLOO</b>			
	Local2	3.69	0.65	-3.04
<b>2617</b>	<b>RED HILL TRACK, RAGLAN</b>			
	Local2	2.22	0.53	-1.69
<b>2677</b>	<b>WATERFALL TRACK, PERCYDALE</b>			
	Local2	1.92	0.34	-1.58
<b>2612</b>	<b>KENNEDYS LANE, CHEPSTOWE</b>			
	Local2	1.66	0.4	-1.26
<b>456</b>	<b>LILLICUR ROAD, LILLICUR</b>			
	Local1	2.85	1.63	-1.22
<b>298</b>	<b>FERNTREE GULLY ROAD, RAGLAN</b>			
	Local1	7.84	6.66	-1.18
<b>901</b>	<b>WAREEK-HOMEBUSH ROAD, HOMEBUSH</b>			
	Local1	4.47	3.38	-1.09

 Road Length Removed  
 New Road Length



## 10. LANDSBOROUGH TRANSFER STATION

**Phil Diprose – Project Management Officer**

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

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

### PURPOSE

The purpose of this report is to provide information in order for Council to consider the ongoing operational conditions of the Landsborough Transfer Station following the completion of the formal trial period.

### BACKGROUND

The former Landsborough skip facility was one of three skip facilities that were additional to the three transfer stations located within the Municipality. The site was changed from a Transfer Station to an unmanned skip facility in July 2014 for the Contract 2013/005. Due to excessive commercial material placed at the site it was fenced and gated in January 2015, although remaining unmanned, Four Seasons opened the facility two days a week.

Council officers sought to relocate the transfer station as a skip site at a suitable location due to various safety issues and ongoing dumping of illegal material.

At the ordinary meeting of Council on 23<sup>rd</sup> January 2018 Council resolved the following:

1. To defer closure of Landsborough tip at this stage
2. To organise a trial period of manning the site for ten hours per week
3. Conduct a survey of residents of interest in a kerb side collection and an estimated cost.
4. Bring report back to Council in six months.

Prior to the manning of the Landsborough Transfer Station some clean up, maintenance and repair works were required. Works were also required on the access road re-alignment for the addition of a temporary office area and toilet facilities.

The re-opening of the manned Landsborough Transfer Station was in early April 2018 with vouchers collected from the 19<sup>th</sup> April 2018. Four waste vouchers were issued to residents in the area during the start of April.

### ISSUE / DISCUSSION

Residents in the area have provided positive feedback on the condition and operation of the transfer station. The site has been kept tidy with correct identification of the waste streams and their placement.

The Transfer Station operator has indicated a majority of positive remarks from its patrons. There has been no significant illegal dumping in the surrounds since the site has been manned.

The kerbside collection is available throughout the area at \$1.92 per pick up but no new services have been requested.

## **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

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

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

## **ATTACHMENTS**

Nil

## **FINANCIAL / RISK IMPLICATIONS**

The capital investment to undertake the trial was \$18,000. If the transfer station remains open there will be additional cost to make the site a permanent transfer station which will include the establishment of a permanent office and additional works to where the skips are unloaded. The cost of these works is estimated at \$7,500.

There will also be a monthly labour cost of \$2,275 to provide personnel to the site.

The current 2018/2019 waste budget includes the capacity to undertake the abovementioned capital works and ongoing labour costs.

## **CONCLUSION**

Landsborough Transfer Station has proven to be a valuable local asset that improves the amenity of the Landsborough community. The trial period has shown that a manned facility reduces the risk of illegal dumping, provides a quality service to the community and ensures that waste and recyclables are correctly managed.

## **OFFICER RECOMMENDATION**

That Council supports the ongoing operation of the Landsborough Transfer Station.

## CORPORATE AND COMMUNITY SERVICES

### 11. COUNCIL PLAN PROGRESS UPDATE

Kathy Bramwell – Director Corporate and Community Services

File No: 16/20/06

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

#### PURPOSE

The purpose of this report is to provide Council with a progress report on actions taken in relation to the initiatives identified in the Council Plan from 1<sup>st</sup> July 2018 to 30<sup>th</sup> September 2018..

#### BACKGROUND

In accordance with Section 125 (1) of the *Local Government Act (1989)* (the Act), Council is required to prepare a Council Plan within 6 months of a Council election.

Council adopted the current Council Plan 2017-2021 at its Ordinary Meeting on the 13<sup>th</sup> June 2017. Council reviewed and adopted a revised Council Plan 2017-2021 at its Special Meeting on the 26<sup>th</sup> June 2018.

The Council Plan 2017-2021 is framed around five Strategic Objectives:

**1. Roads and Townships**

*We will plan, manage, maintain and review infrastructure in a sustainable way that responds to the needs of the community.*

**2. Relationships and Advocacy**

*We will build and maintain effective relationships with community, government and strategic partners, and advocate on key issues.*

**3. Community Connection and Wellbeing**

*We will engage with communities to provide responsive, efficient services that enhance the quality of life of residents and promote connected, active and resilient communities.*

**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.*

**5. Development and Environment**

*We will undertake forward planning, and facilitate growth in our local economy while protecting key natural and build environmental values.*

#### ISSUE / DISCUSSION











The revised Council Plan 2017-2021 is structured as follows:

- Five Strategic Objectives
- Twenty-five Strategies
- Ninety-two Initiatives

The Council Plan 2017-2021 Initiatives Progress Report for the period 1<sup>st</sup> July to 30<sup>th</sup> September 2018 reports on the progress to date on the ninety-two initiatives identified for action during the 2018/19 financial year.

The Report has been structured to provide a clear unambiguous update on the initiative progress year to date. The Progress Update Report utilises symbols and brief commentary to provide a snapshot of progress.

The status of initiatives to be undertaken / completed within the 2018/19 financial year is identified against the individual item in the attached report, with a summary of performance provided below.

Symbol	Progress	No Initiatives	
		Last Qtr	This Qtr
	0%	0	8
	25%	1	24
	50%	0	6
	75%	8	7
	Complete	37	1
	Funding Required	0	0
	Information Required	0	0
	Ongoing	35	46
	On Hold	0	0
	Cancelled	0	0
<b>Total</b>		<b>81</b>	<b>92</b>

### COUNCIL PLAN / LEGISLATIVE COMPLIANCE

In accordance with the Section 125 of the *Local Government Act (1989)*, Council adopted its revised 2017-2021 Council Plan at its June 2018 Council Meeting.

### ATTACHMENTS

- 11.1 Council Plan Progress Report for the first quarter ending 30<sup>th</sup> September 2018 – *circulated separately*



## **CONCLUSION**

The Council Plan Progress Report for the period 1<sup>st</sup> July to 30<sup>th</sup> September 2018 describes the range and status of initiatives being undertaken by the Pyrenees Shire Council during the 2018/19 financial year, as directed by the revised 2017-2021 Council Plan. The Report continues to reinforce the importance of good working relationships and project partnerships between community, Council and other levels of government.

## **OFFICERS RECOMMENDATION**

That Council receives the Council Plan Progress Report for the period 1<sup>st</sup> July to 30<sup>th</sup> September 2018.

## 12. QUARTERLY FINANCE REPORT

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

**File No:** 32/26/04

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

### PURPOSE

The purpose of this report is to provide Council with an update of the operating and capital financial performance for the three months from 1 July to 30 September 2018. The report compares the current budget against year-to-date actuals for each operating program and for all capital works.

### BACKGROUND

Council at its meeting of 12 June 2018 adopted the budget for the 2018/19 financial year. The budget was adopted based on projected completion of projects and capital works at 30 June 2017 and information available at that time.

Council, at the 18<sup>th</sup> September 2018 Council meeting, considered a report on the 2017/18 year-end financial position. At this meeting Council approved the carryover of certain projects that remained incomplete as at 30 June 2018. These projects have now been added to the original budget amounts to form the current budget. It is the current budget amounts that this report, and future reports, will be using for comparison purposes.

### ISSUE / DISCUSSION

The financial reports are prepared in consultation with the senior leadership team.

The attached financial report comprises of the following sections:

- Summary operating results by area
- Working capital report
- Detailed operating results by area
- Capital works report
- Income Statement
- Balance Sheet
- Cash Flow Statement

The operating results show variations against the current budget.

#### **Working capital result**

At this stage of the financial year Council's overall financial result is showing a projected working capital surplus of \$997,000 as at 30 June 2019.

From this surplus, it is usual practice to reserve \$600,000 in case of a call from the defined benefits superannuation scheme.

This surplus does not yet take into account budget overspend to-date as detailed below:

• Insurance program over-spend	\$30,000
• By-election expenditure <sup>1</sup>	\$32,000
• Water bore replacement insurance claim <sup>2</sup>	\$30,000
• Asbestos condition audit in Council facilities <sup>3</sup>	\$18,000
• Reseal works	To be calculated
• Waste	To be calculated
	\$110,000

Reducing the projected surplus by \$110,000 would change the projection to \$887,000.

Also, this report does not take into account the loss of windfarm income through changes made to the *Payment in Lieu of Rates (PiLoR) framework* under section 94 of the *Electricity Industry Act 2000* which reduced rates applied to commercial solar or wind generators of up to 25 MW capacity. This impacted the income received from the Chepstow Windfarm by \$25,000 which may need to be repaid.

**Income Statement**

Total YTD income is \$85,000 higher than YTD budget. This variance is driven primarily by timing differences in the receipt of grants.

Total YTD expenditure is \$419,000 higher than YTD budget. This variance is primarily due to non-budgeted flood works.

**Major projects**

Capital expenditure is 4.35% of the full year budget. This variance is driven by:

- Seasonal spend patterns
- Projects pending government grants

Income relating to major projects includes the \$1.3m received for flood works reimbursements from 2017/18 financial year.

Council has been successful in its application for \$896,000 from the Local Roads to Market funding which has not yet been received and projects have yet to commence.

Council was also successful in being allocated \$800,000 from the State Government towards the Lexton Community Hub.

**Balance Sheet**

*Assets:*

- Cash and investments at 30<sup>th</sup> September 2018 total \$7.178 million which include \$2 million for the Long Service Leave and Annual Leave provisions.

<sup>1</sup> Not budgeted for.

<sup>2</sup> Works were undertaken and insurer reimbursement not yet received at the time of reporting. Since this report was compiled, this money has since been received.

<sup>3</sup> The requirement to update the Asbestos Condition Report for Council facilities is a legislated requirement. This was scheduled to take place in the 2017/18 financial year but was delayed and the budget not carried forward.

- Trade debtors (receivables) are \$9.07 million which includes outstanding rates from prior years, current year rates and other miscellaneous debtors. Rates are invoiced in August but not generally received as lump sums.

*Liabilities:*

- Creditors balance is \$519,000
- Loan Liability at 30<sup>th</sup> September is nil
- Employee provisions are \$2 million

**Cash Flow**

- Cash and investments at 30<sup>th</sup> September 2018 total \$7.178 million which include \$2 million for the Long Service Leave and Annual Leave provisions.
- Cash has decreased from the start of the financial year by \$1.5 million. Council had received 50% of the Victorian Grants Commission allocation for 2018/19 in June 2018 (\$2.7 m) which would normally have been received in August.

**COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

In accordance with the Section 125 of the *Local Government Act (1989)*, Council adopted its 2017-2021 Council Plan at its June 2017 Council Meeting.

**ATTACHMENTS**

12.1 Q1 Jul-Sep 2018 Quarterly Finance Report – *circulated separately*

**FINANCIAL/RISK IMPLICATIONS**

All financial implications have been dealt with in the report.

**CONCLUSION**

The finance report for the period 1 July to 30 September 2018 was developed in consultation with the Senior Leadership Team. At this stage of the financial year Council's overall financial result is projected to be a working capital surplus of \$887,000 at 30<sup>th</sup> June 2019.

**OFFICERS RECOMMENDATION**

That Council receives the Finance Report for the period 1<sup>st</sup> July to 30<sup>th</sup> September 2018.

## CHIEF EXECUTIVE OFFICER

### 13. BUILDING BETTER REGIONS FUND

Jim Nolan – Chief Executive Officer

File No: 32/13/02

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

#### PURPOSE

The purpose of this report is to seek direction from Council in relation to funding applications under the Building Better Regions Fund (BBRF).

#### BACKGROUND

##### Lexton Community Hub

In December 2017, Council considered a report on the Lexton Community Hub, and resolved:

1. *That Council endorses an application to be made under the Building Better Regions Fund for the Lexton Community Hub*
2. *That Council commits to fund the balance of the project in the event that the BBRF application is successful and other funding is not able to be secured.*
3. *That Council seeks commitment from the state government and the state opposition for funding towards the project.*

Subsequently, an application was made under the BBRF for \$850,000 of the \$2.7M Lexton Community Hub project which was unsuccessful. Feedback on the application was sought which indicated that, despite being unsuccessful, was a strong one.

Council also made application to the Victorian Government and was successful in attracting \$800,000 towards the project.

There is a further opportunity to attract funding from the Commonwealth through another application (resubmission) under the next round of BBRF which closes on 15 November 2018 which will be strengthened following the financial commitment made by the state.

##### Beaufort Recycled Water Project

In 2017 Council partnered with Central Highlands Water to investigate the feasibility of treating and reusing recycled wastewater in Beaufort for use on public open spaces including the Goldfields Reserve and the Beaufort golf course. A Feasibility Plan was completed in September 2017 which confirmed the project was feasible and would result in a range of benefits for Beaufort including:

- A sustainable recycled water supply to Beaufort Football and Netball Club, Beaufort Golf and Bowls Club, Beaufort Croquet Club, Beaufort Primary School and Beaufort Secondary College.
- Community benefits as recycled water can be supplied year round to irrigate green spaces.
- Facilities will be improved with a sustainable water supply increasing the community's resilience to climate change.
- Water levels in Lake Beaufort will be better conserved for increased recreational use by the community due to reducing the need to take water from the lake.

- Potable water consumption will be reduced.
- Opportunity to teach students and the broader community about recycled water and sustainable water use.

The project consists of plant to treat the water to class C standard, a pipe network to transfer the water and irrigation systems, with a total estimated cost of \$2.1M.

Central Highlands Water led the development of an Integrated Water Management Plan for the region which assessed a number of projects across the Central Highlands and identified the Beaufort project as a priority.

It is proposed that an application be made under BBRF for funding for \$1M for the project supported by a funding commitment from Central Highlands Water of \$1M and an in-kind contribution of \$0.1M from Council.

### **ISSUE / DISCUSSION**

The opportunity to seek funding under BBRF enables large projects such as the Lexton Hub and Beaufort Water project to be developed where it is possible to leverage off other existing funding committed.

Council has previously been successful under the BBRF program for stage 1 of the Beaufort Walkability project which was completed in 2018.

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

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

3.4 - Community Services - Increasing the liveability of our communities through the provision of efficient and responsive services.

### **ATTACHMENTS**

Nil

### **FINANCIAL / RISK IMPLICATIONS**

There is a cost to council for the preparation of the grant applications which are substantially done in house.

The balance of funds for the Lexton Hub project will still be required to be met by Council, community or other sources even if the BBRF application is successful.

If successful there are risks associated with the delivery of the projects which are able to be mitigated with careful planning.

### **CONCLUSION**

Council support for the submission of the two BBRF applications is sought.

**OFFICER RECOMMENDATION**

That Council supports the submission of applications under the Building Better Regions Program for the Lexton Community Hub and the Beaufort Recycled Water projects.

## 14. RATE CAPPING

**Jim Nolan – Chief Executive Officer**

**File No:** 52/04/20

**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 direction from Council in respect of a higher rate cap application for the 2019/20 financial year.

### BACKGROUND

The Victorian Government introduced Rate Capping effective from the 2015/16 financial year and invited councils to apply for higher rate cap consideration under the “Fair Go Rates” system.

In 2015/16 the cap was set by the Minister at 2.5%, and Pyrenees Shire Council was successful in its application for a further 1.33% higher cap making a total rate of 3.83% resulting in an additional \$97,000 being raised and injected into the road resealing program.

Council made a subsequent (two year) application for the 2016/17 and 2017/18 financial years. In 2016/17 the cap was set by the Minister at 2.0% and Council’s application was approved for a higher cap of 1.5% making a total rate of 3.5% being declared. The additional revenue raised was again quarantined for road renewal works.

In 2018/19 financial year the cap was set by the Minister at 2.25%, and council’s higher cap application was approved to allow the rate to be increased by 1.25% making a total rate of 3.5% being declared. The additional revenue was again fully allocated to road renewal, and in particular increasing the quantity of unsealed road resheeting.

Financial sustainability has been the key driver for Council seeking a higher rate above the rate cap imposed. The significant infrastructure renewal gap (difference between the rate at which infrastructure assets are depleted on the one hand, and the amount of works afforded to be undertaken on the other hand) has been the key driver for Council seeking a higher rate cap. Another key driver has been Council’s limited ability to raise other revenue to meet the service and asset demands. The additional revenue raised over the three financial years has enabled the infrastructure gap to be reduced.

### ISSUE / DISCUSSION

The Essential Services Commission has prepared a guidance document for councils seeking to make a higher cap application, and the document states:

*“The Fair Go Rates system allows Victorian councils to apply to us for a higher cap above the cap set by the minister. In considering whether to approve a higher cap, we must have regard to six matters set out in the legislation (‘legislative matters’):*

- *the proposed higher cap and the specified year(s) in which it would apply*
- *the reasons for which the council seeks the higher cap*



- *how the views of ratepayers and the community have been taken into account in proposing the higher cap*
- *how the higher cap is an efficient use of council resources and represents value for money*
- *whether consideration has been given to reprioritising proposed expenditures and alternative funding options and why the council does not consider those options to be adequate*
- *that the assumptions and proposals in the application are consistent with the council's long-term strategy and financial management policies set out in the council's planning documents and annual budget.*

*A council seeking to increase rates above the minister's cap has to demonstrate a long-term funding need supported by good long-term financial planning. Establishing a long-term funding need is particularly important. This is because an approval can allow up to four annual higher caps in succession, each increasing the rate base permanently."*

An important consideration for Council in deciding whether to seek a higher rate cap in the past has been the financial impact on the community, and the ability of ratepayers to pay.

Significantly the cost of living pressures including energy price rises need to be considered, along with the impact of drought, frost, cost of inputs, commodity prices and other impacts on the farming community.

While the assessment of council's assets identifies an ongoing infrastructure gap, Council's Long Term Financial Plan provides for additional anticipated revenue through Payment in Lieu of Rates (PiLOR) from wind farm investments currently under construction in the shire.

While Council has the ability to make a further application for a higher rate cap, the range of issues raised above need consideration.

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

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

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

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

1.3 - Develop and implement a rolling three-year capital works program.

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.

### **ATTACHMENTS**

Nil

### **FINANCIAL / RISK IMPLICATIONS**

Council's long term financial sustainability has been identified as a high risk for Pyrenees Shire Council.

## **CONCLUSION**

Should Council choose to make an application to the Essential Services Commission for a higher rate cap for the 2019/20 year, Council must notify the Commission of its intention to apply by 31 January 2019.

## **OFFICER RECOMMENDATION**

That Council, having considered the relevant reasons for raising additional revenue to meet the service and asset needs of the community, the requirements set by the Essential Services Commission, and other issues raised in this report, not make application to the Essential Services Commission for a higher rate cap for 2019/20 financial year.

## 15. ADVOCACY

**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 seek Council support for the Mayor and CEO to participate in a delegation of councils to Canberra to advocate on key projects for the region.

### BACKGROUND

Advocacy to other levels of government is an important Council activity to ensure the interests of the Pyrenees citizens and the needs of our communities are well understood by funding agencies and at the political level. In the past, strong advocacy has resulted in important funding on key issues and projects for the Pyrenees Shire and the region.

Council participates with a range of other partners including Central Highlands Councils Victoria (CHCV) and Rural Councils Victoria (RCV) on regional and rural council issues in order to get better access to political decision makers and to maximise the advocacy opportunities.

The Councils of Pyrenees, Northern Grampians and Ararat Rural City have a number of important issues in common which require federal funding and support.

### ISSUE / DISCUSSION

It is proposed that a delegation comprising the Mayors and CEOs of the three municipalities (or their delegates) participate in a delegation to Canberra during the last sitting week of the federal parliament for 2018 to advocate on key issues including:

- Funding for continuing Western Highway upgrade and for the bypasses of Beaufort and Ararat
- East Grampians Rural Water Pipeline
- OPAN Project (involving skilled migration to the region to develop a workforce in response to job creation, and for housing and town servicing to support a growing population)
- Digital Communication (including Mobile Blackspot funding and NBN rollout)

It is also important to ensure that new ministers and their advisors are briefed on these key issues following the number of changes that have occurred in the ministry in recent months. Both houses of parliament are sitting during 3-6 December 2018, and it is considered a better time to brief government and opposition MPs rather than in early 2019 being too close to the federal election to enable access to key MPs or their advisors.

### COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

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

## **ATTACHMENTS**

Nil

## **FINANCIAL / RISK IMPLICATIONS**

The cost to participate will include travel and accommodation costs which are able to be met within the existing budget.

## **CONCLUSION**

The councils of Pyrenees, Ararat and Northern Grampians share a number of common interests, and it is suggested that a delegation of the three councils to Canberra in the last sitting week of the Federal Parliament for 2018 would be a good opportunity to advocate on the key issues contained in this report.

## **OFFICER RECOMMENDATION**

That Council supports the participation of the Mayor and CEO in a delegation involving Pyrenees Shire Council, Northern Grampians Shire Council and the Rural City of Ararat to Canberra during 3-6 December 2018 to advocate on key regional issues.

## 16. NATIONAL LOCAL ROADS AND TRANSPORT CONGRESS

**Jim Nolan – Chief Executive Officer**

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

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

### PURPOSE

The purpose of this report is to advise Council of the upcoming National Local Roads and Transport Congress, and to seek support for the Mayor to attend the Congress.

### BACKGROUND

The [National Local Roads and Transport Congress](#) is held annually by the Australian Local Government Association (ALGA).

The upcoming Congress is to be held in Alice Springs from 20-22 November 2019. With local government responsible for 75 per cent of the nation's roads and transport systems across the globe changing, the Congress provides an opportunity to learn how these challenges are being addressed, and also to speak directly with federal decision-makers. An updated State of the Assets Report will also be launched.

The Program includes a government address by the Hon Andrew Broad MP, Assistant Minister to the Deputy Prime Minister, and an opposition address by the Hon Anthony Albanese MP, Shadow Minister for Infrastructure, Transport, Cities and Regional Development, an update on Heavy Vehicle Funding Reform, and latest technology driving change.

Further detail on the Congress can be obtained from the ALGA website:

[https://alga.asn.au/?ID=16584&utm\\_source=MAV+bulletins&utm\\_campaign=c0882025c3-EMAIL\\_CAMPAIGN\\_2018\\_11\\_02\\_12\\_18&utm\\_medium=email&utm\\_term=0\\_a2ddb8ef89-c0882025c3-109189961](https://alga.asn.au/?ID=16584&utm_source=MAV+bulletins&utm_campaign=c0882025c3-EMAIL_CAMPAIGN_2018_11_02_12_18&utm_medium=email&utm_term=0_a2ddb8ef89-c0882025c3-109189961)

### ISSUE / DISCUSSION

Roads and road expenditure comprise around half of Pyrenees Shire Council's budget expenditure, and Council is heavily reliant on government funding for maintenance and renewal of our road assets.

The local government sector through ALGA and state peak bodies such as the Municipal Association of Victoria (MAV) and Rural Councils Victoria (RCV) advocate to both state and federal governments for an appropriate share of funding for local roads.

It is important in the lead up to the federal election, that road funding is an important issue on the electoral agenda for all parties. The Congress is one way that the sector can show unity and send a consistent message to government.

Mayor, Cr Vance is a member of the RCV executive, and the Pyrenees Services and Asset Steering Group, and the learnings from the Congress will assist in undertaking these roles.

In addition it is also acknowledged that Cr David Clark will be attending the Congress as the Deputy President of the Municipal Association of Australia.

## **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

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

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

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

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

## **ATTACHMENTS**

Nil

## **FINANCIAL / RISK IMPLICATIONS**

The cost for participation in the congress will include registration, airfares and accommodation. These expenses are able to be met within current budget provision.

## **CONCLUSION**

There is benefit in Council participation in the National Local Roads and Transport Congress through advocacy to government for fairer funding for rural councils, and to learn how challenges associated with the management of road and transport system is being addressed.

## **OFFICER RECOMMENDATION**

That Council supports the attendance of the Mayor, Cr Vance at the 2018 National Local Roads and Transport Congress, and that Council also note and support the attendance at the Congress of Cr David Clark as the Deputy President of the Municipal Association of Victoria.



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

## CONFIDENTIAL ITEMS

### 18. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

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

## RECOMMENDATION

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

19. AWARDING OF CONTRACT 2018/008 CLEANING OF MUNICIPAL BUILDINGS IN THE BEAUFORT AREA
20. AWARDING OF CONTRACT 2017/007 PROVISION OF CLEANING SERVICES TO THE MUNICIPAL BUILDINGS, PUBLIC AMENITIES AND BBQS – AVOCA AREA



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

**RECOMMENDATION**

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

**CLOSE OF MEETING**

Meeting closed at

Minutes of the meeting confirmed .....

2018

Mayor