



**Pyrenees**  
Shire Council

# Agenda

## Ordinary Meeting of Council

6:00 pm Tuesday 18 October 2022

Council Chambers

Beaufort Council Offices

5 Lawrence Street, Beaufort

*Wadawurrung Country*

Members of the public may view the meeting virtually via the livestream



## TABLE OF CONTENTS

1. WELCOME .....	3
2. STREAMING PREAMBLE .....	3
3. OPENING PRAYER .....	3
4. ACKNOWLEDGEMENT OF COUNTRY .....	3
5. APOLOGIES.....	3
6. NOTICE OF DISCLOSURE OF INTEREST BY COUNCILLORS AND OFFICERS .....	3
7. CONFIRMATION OF THE PREVIOUS MINUTES.....	4
8. BUSINESS ARISING .....	4
9. PUBLIC PARTICIPATION.....	4
10. ITEMS FOR NOTING .....	5
10.1. Corporate and Community Services .....	5
10.1.1. Customer Action Requests September 2022.....	5
10.1.2. Audit & Risk Committee .....	10
11. COUNCILLOR ACTIVITY REPORTS .....	12
11.1. Councillor Activity Reports - September 2022 .....	12
12. ASSEMBLY OF COUNCILLORS.....	14
12.1. Assembly of Councillors - September 2022 .....	14
13. ITEMS FOR DECISION .....	16
13.1. Asset and Development Services.....	16
13.1.1. Krupp Gun .....	16
13.2. Corporate and Community Services .....	19
13.2.1. Progress Update - Implementation of Council Resolution - Future of Aged Care Service Delivery .....	19
13.2.2. Christmas Closure Period.....	21
13.2.3. Annual Report 2022 .....	24
13.2.4. 2022/23 Community Funding Program .....	26
14. COUNCILLOR REPORTS AND GENERAL BUSINESS .....	30
15. CONFIDENTIAL ITEMS .....	31
16. CLOSE OF MEETING .....	31

## **1. WELCOME**

## **2. STREAMING PREAMBLE**

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

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

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

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

## **3. OPENING PRAYER**

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

Amen

## **4. ACKNOWLEDGEMENT OF COUNTRY**

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

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

## **5. APOLOGIES**

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

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

That the Minutes of the:

- Ordinary Meeting of Council held on 20 September 2022; and
- Special Meeting of Council held 27 September 2022,  
as previously circulated to Councillors, be confirmed.

## **8. BUSINESS ARISING**

There was no business arising (items taken on notice) from the previous meeting held 20 September 2022.

## **9. PUBLIC PARTICIPATION**

### Question Time

- Members of the public are encouraged to ask questions of Council at Ordinary Council Meetings.
- Members of the public may attend the meeting in person to verbally ask a question. All attendees must register by midday on the day of the meeting to ensure Council adheres to the number of attendees permitted under its COVID-Safe Plan. To register either call 1300 797 363 or visit <https://www.pyrenees.vic.gov.au/About-Pyrenees-Shire-Council/Council-Meetings/Council-Meeting-Attendance>
- Members of the public who are unable to attend in person can participate in question time by submitting their questions in writing either online through Council's website, by mail or hand delivered.
- A person can ask a maximum of two questions at any one meeting on any topic and the question(s) and responses shall not exceed five minutes.
- Questions are to be received by 12noon on the day of the meeting.
- Questions are read by the Chairperson during Public Participation.
- The Chairperson or Councillor or Council officer to whom a question is referred may:
  - Immediately answer the question;
  - Take the question on notice for the next Ordinary meeting;

### Public Submissions

- Members of the public may present a submission to Council in the period immediately following public question time.
- Members of the public may attend the meeting in person to verbally make a submission. All attendees must register by midday on the day of the meeting to ensure Council adheres to the number of attendees permitted under its COVID-Safe Plan. To register either call 1300 797 363 or visit <https://www.pyrenees.vic.gov.au/About-Pyrenees-Shire-Council/Council-Meetings/Council-Meeting-Attendance>
- Members of the public who are unable to attend in person to make a submission on an agenda item may do so in writing either online through Council's website, by mail or hand delivered.
- The Chair will allocate a maximum of five (5) minutes to each person who wishes to address Council.
- Submissions are to be received by 12noon on the day of the meeting.
- There will be no discussion or debate with the public attendees however Councillors may ask questions for clarification of the attendee.



## **10. ITEMS FOR NOTING**

### **10.1. CORPORATE AND COMMUNITY SERVICES**

#### **10.1.1. CUSTOMER ACTION REQUESTS SEPTEMBER 2022**

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

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

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

#### **PURPOSE**

The purpose of this report is to update the Council on requests made through the Customer Action Request System (CARS) for the month of September 2022.

#### **BACKGROUND**

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

Service requests are received for operational issues regarding maintenance, pools, local laws, building maintenance and compliance matters.

Work commenced in late 2021 to identify complaints that may have been input as a customer action request and process them accordingly, in accordance to recommendations made by the Victorian Ombudsman and to ensure appropriate and timely responses to our community.

#### **ISSUE/DISCUSSION - IT TRANSFORMATION PROJECT**

In late 2021 a successful funding application has enabled a project to commence that will replace the existing customer action request system with a more contemporary application. This IT Rural Councils Transformation Project is in collaboration with Central Goldfields Shire Council to develop and implement updated systems to manage Council's financial and revenue management, plus a new customer relationship management system to replace the current CAR (Customer Action Request) system and Council's name and address systems.

Both the Central Goldfields and Pyrenees Shire Councils are at similar stages with their current systems so were ideally placed to collaborate on this project.

Funding of \$500,000 (\$250,000 per council) was successful for the project which will include external project management expertise to build capacity to deliver. The total funding was scheduled to be paid in January, but a funding variation request was input in September seeking an up-front payment of 10% to enable project management resources to be employed and build capacity earlier.

Officers are currently working together on developing the first key deliverable of the project – the development of an IT Architecture Plan or Implementation Plan for submission to Local Government Victoria, which is due at the end of October.

#### **ISSUE / DISCUSSION - CARS**

339 CARs were logged in September 2022, 100 less than the previous month. Of these requests 148 related to telephone messages.

473 CARs were closed in the month, leaving a total of 201 outstanding, of which 47 related to telephone messages.

Of the non-telephone call requests received, the following represents those received and still outstanding at the end of the last month by Ward:

	Avoca Ward	Beaufort Ward	DeCameron Ward	Ercildoune Ward	Mt Emu Ward
<b>Number of requests received in September 2022 (previous month).</b>	47 (63)	42(107)	28 (50)	34 (38)	39 (58)
<b>Requests received in July and closed in the same month (% of total received).</b>	21 (45%)	32 (76%)	17 (61%)	25 (74%)	30 (77%)
<b>Requests received in September outstanding.</b>	19	18	11	9	9
<b>Outstanding requests from 2020.</b>	0	1	0	0	0
<b>Total outstanding requests as at the end of September 2022 (previous month).</b>	47 (60)	42 (75)	24 (35)	23 (32)	18 (39)

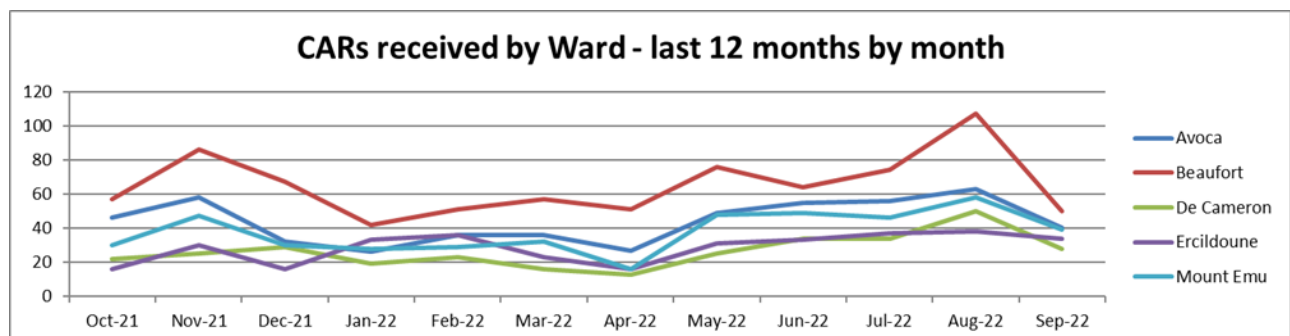
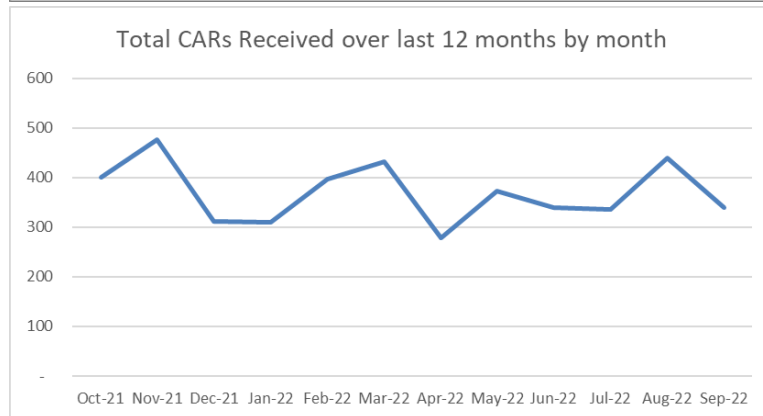
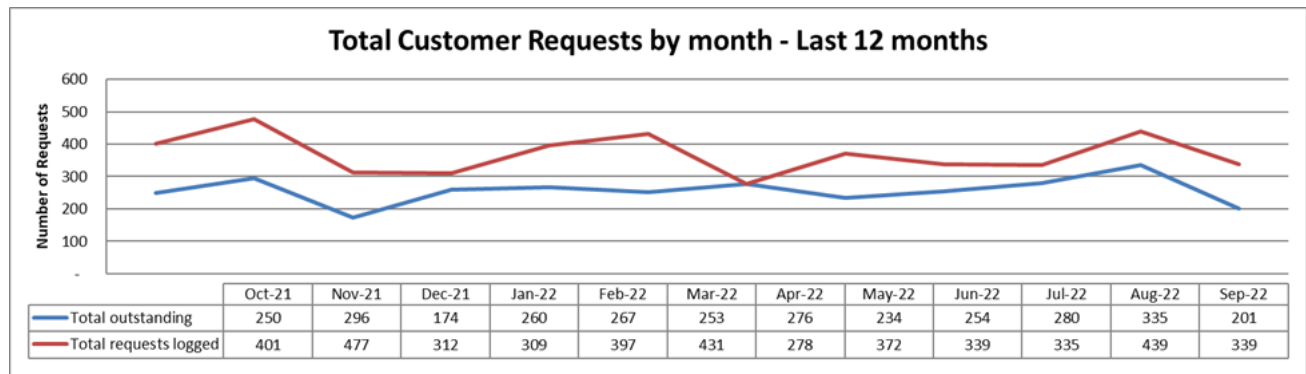
#### Analysis:

- A welcome reduction in the number of requests received was seen in September, 100 less than August which was the second highest of requests received over the past year.
- At 201, outstanding CARs (Customer Action Requests) numbers were again below the target to maintain the total number of outstanding CARs below 300, achieved through a combination of a reduced number of requests received and a collaborative effort to ensure that completed requests were closed off.
- The number of outstanding CARs decreased by 134 from the previous month. Outstanding Ward related CARs decreased by 87 and outstanding telephone calls by 47 (50%).
- 1 request remains outstanding from 2020, relating to long-term drainage issues. The number of CARs outstanding from 2021 has reduced to 16.
- Additional training has been arranged for staff to ensure more timely closure of requests in the future.
- Checks of requests made during September identified one matter that will be followed up as a potential complaint relating to the delay in completing the works on Bridge 32 on the Carngham-Streatham Road.

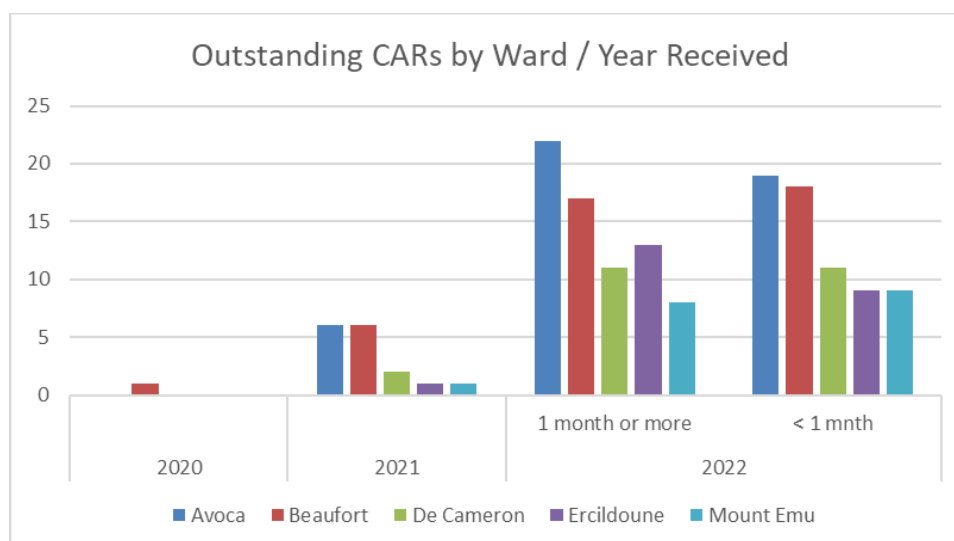
The following graphs display requests received by Ward/month and totals received for the last 12 months.

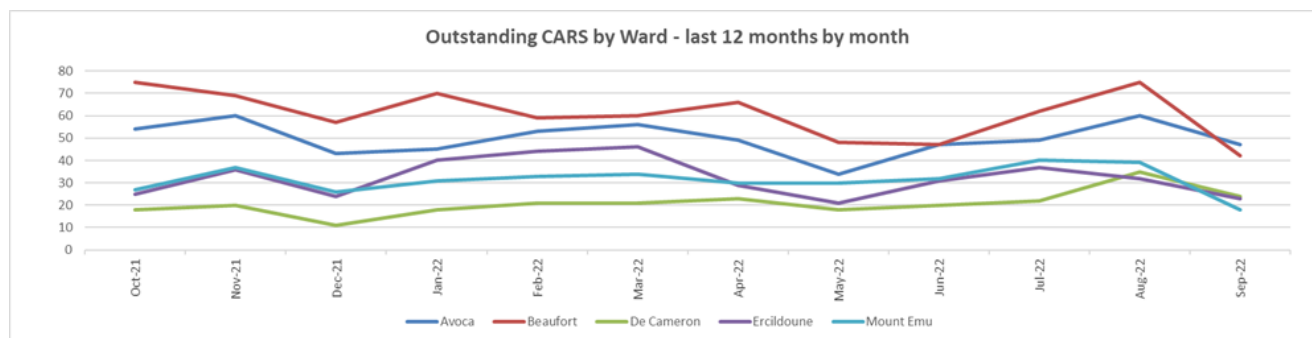
Outstanding requests by age													
Year	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	% Change
2019	1	1	1	1	1	1	1	-	-	-	-	-	
2020	2	2	2	2	2	2	2	1	1	1	1	1	0%
2021	247	293	171	148	124	115	82	25	24	21	20	16	-20%
2022	-	-	-	109	140	135	191	208	229	258	314	184	-41%
<b>Total outstanding</b>	<b>250</b>	<b>296</b>	<b>174</b>	<b>260</b>	<b>267</b>	<b>253</b>	<b>276</b>	<b>234</b>	<b>254</b>	<b>280</b>	<b>335</b>	<b>201</b>	<b>-40%</b>
<b>Total requests logged</b>	<b>401</b>	<b>477</b>	<b>312</b>	<b>309</b>	<b>397</b>	<b>431</b>	<b>278</b>	<b>372</b>	<b>339</b>	<b>335</b>	<b>439</b>	<b>339</b>	<b>-23%</b>





The following charts display outstanding cars by Ward/year received and the trend lines of outstanding CARs numbers over the last 12 months of requests received by Ward.





The following table provides greater detail of the areas where outstanding requests remain, showing the functional areas and numbers of requests still outstanding, as of end July 2022.

Open Requests Type			
	Aug-22	Sep-22	Change
Roads & Rd Maint.	63	42	-21
Streetlights	3	2	-1
Drainage	24	21	-3
Footpaths / Kerb&Channel	6	5	-1
Park & Reserves	2	3	1
Roadside Veg	22	17	-5
Environmental Health	9	7	-2
Planning	50	7	-43
Bld maint	19	20	1
Local Laws	4	5	1
Cats	0	0	0
Dogs	4	5	1
Livestock	2	0	-2
Parking	0	0	0
Fire Hazard	1	1	0
Bld Compliance	2	1	-1
Waste Management	0	0	0
Local Government Act	0	1	1
Rates	19	8	-11
Natural Disasters	0	0	0
Pools	0	3	3
Council cleaning	1	1	0
Litter	3	3	0
Design & Assets	2	2	0
GIS	0	0	0
Community Wellbeing	4	0	-4
Rural Addressing	1	0	-1
Road Naming	0	0	0
Telephone messages	94	47	-47
<b>Total</b>	<b>335</b>	<b>201</b>	<b>-134</b>

## COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Enabling Principles

- b. Provide transparency and accountability
- c. Use resources efficiently and effectively

## ATTACHMENTS

Nil



### **FINANCIAL / RISK IMPLICATIONS**

Financial and reputation risks apply with the receipt and timely resolution of customer action requests. Financial because of the need to address requests from the community where resource and budget capacity allows, reputation because of the adverse reaction within the community when it is perceived that insufficient attention or priority is provided to such requests – e.g., where a timely response is not received or where a request is not recognised as a complaint.

### **CONCLUSION**

The customer action request system remains an integral part of Council's reactive identification of issues that need attention. 2022 sees the introduction of new targets for outstanding requests, identification of requests that should be actioned and monitored as complaints, plus a collaborative IT transformation project to develop and implement a more contemporary system to manage customer action requests. This report provides a statistical overview of requests received and the work done in September 2022 to resolve as many outstanding requests as possible.

### **OFFICER RECOMMENDATION**

That Council notes this report.
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### **10.1.2. AUDIT & RISK COMMITTEE**

**Presenter:** Kathy Bramwell - Director Corporate and Community Services

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

**Report Author:** Kathy Bramwell – Director Corporate and Community Services

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

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

#### **PURPOSE**

The purpose of this report is to provide Council with an update of the Audit & Risk Committee meeting M006 held on 27 September 2022.

#### **BACKGROUND**

S.54 of the Local Government Act 2020 requires Council to establish an Audit & Risk Committee. Council re-established its Audit & Risk Committee and approved the revised Audit & Risk Committee Charter under these provisions at its meeting in June 2020.

#### **ISSUE / DISCUSSION**

The meeting was re-scheduled from Thursday 22 September 2002 as this was declared a Day of Public Mourning after the death of Her Majesty Queen Elizabeth II. The meeting on 27 September was held directly before a Special Meeting of Council, scheduled to allow the Council to approve the end-of-year financial statements and performance statement.

A copy of the Draft Minutes from the Meeting of the Audit & Risk Committee held on 27 September 2022 is attached for Council information. The meeting was held virtually.

A brief overview of the issues considered by the Committee is provided below:

- Draft year-end financials and performance statement were presented, together with a closing report from Crowe Australasia regarding the end of financial year audit. An unqualified audit opinion was reported, and the Committee recommended that the Council accept the annual financial and performance statements.
- The final budget 2022/23, updated revenue & rating plan and long-term financial plan were provided to the Committee, including details of the carryforwards approved by Council in September.
- Although two internal audit reviews were completed prior to the meeting date, review reports were not finalised in time for submission and will be provided to the Committee in November. An update to the strategic internal audit program was provided to the Committee together with the proposed scope for an upcoming internal audit review topic – Asset Management-Infrastructure Assets – for information and feedback.
- A comprehensive governance risk and compliance report was provided including a quarterly OHS (Occupational Health and Safety) report, final updates on the implementation of the Local Government Act and the Gender Equality Act, plus an update on the policy framework review project.
- The Committee had previously requested a copy of the current Risk Management Framework document, and this was provided to the meeting.



At the end of every meeting, Committee members and auditors (external and internal) are given an opportunity to meet in closed session without Council officers. This opportunity was exercised at the end of this meeting and subsequent reports indicated that conversations centred around the high percentage of staff turnover experienced in 2021/22. More information was requested on whether the trends were continuing in the current financial year.

Subsequent to the meeting, the Chair of the Audit & Risk Committee provided the biannual report on the Committee's performance which is provided to the Council for information as part of this report.

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

Enabling Principles

- b. Provide transparency and accountability
- c. Use resources efficiently and effectively

### **ATTACHMENTS**

1. Report by Chair - Oct 22 [**10.1.2.1** - 5 pages]
2. 2022 09 27 draft MINUTES Audit Risk Committee Meeting [**10.1.2.2** - 15 pages]

### **FINANCIAL / RISK IMPLICATIONS**

All financial and risk matters are addressed in the body of the report.

### **CONCLUSION**

A meeting of Council's Audit & Risk Committee was held on 27 September 2022. This report provides an overview of discussions at that meeting and provides a copy of the Committee Chair's biannual report provided in October.

### **OFFICER RECOMMENDATION**

That Council notes this report.

**11. COUNCILLOR ACTIVITY REPORTS****11.1. COUNCILLOR ACTIVITY REPORTS - SEPTEMBER 2022**

<b>Cr Damian Ferrari – Beaufort Ward</b>		
Sat 03	Minister Jaala Pulford Hall Tour	Raglan, Barkly, Redbank
Fri 09	Western Highway Action Committee Meeting	Ararat
Tues 13	Councillor Briefing Session & Cuppa	Amphitheatre
Tues 20	Krupps Gun Site Visit	Beaufort
Tues 20	Western Bulldogs Youth Leadership Project Graduation	Beaufort
Tues 20	Councillor Briefing Session	Beaufort
Tues 20	Council Meeting	Beaufort
Tues 27	Audit & Risk Committee Meeting	Virtual
Tues 27	Special Council Meeting	Virtual

<b>Cr David Clark – Ercildoune Ward</b>		
Sat 03	Minister Jaala Pulford Hall Tour	Raglan, Barkly, Redbank
Tues 13	Councillor Briefing Session & Cuppa	Amphitheatre
Fri 16	MAV Special State Council Meeting	Melbourne
Tues 20	Krupps Gun Site Visit	Beaufort
Tues 20	Western Bulldogs Youth Leadership Project Graduation	Beaufort
Tues 20	Councillor Briefing Session	Beaufort
Tues 20	Council Meeting	Beaufort
Tues 27	Special Council Meeting	Virtual

<b>Cr Robert Vance – De Cameron Ward</b>		
Thurs 01	Rural Councils Victoria Councillors Pre-Forum Dinner	Daylesford
Fri 02	Rural Councils Victoria Forum	Daylesford
Sat 03	Minister Jaala Pulford Hall Tour	Raglan, Barkly, Redbank
Mon 05	MCDFNL Presentation Evening	Maryborough
Tues 13	Councillor Briefing Session & Cuppa	Amphitheatre
Thurs 15	Timber Towns Victoria General Meeting	Virtual
Fri 16	MAV Special State Council Meeting	Melbourne
Tues 20	Krupps Gun Site Visit	Beaufort
Tues 20	Western Bulldogs Youth Leadership Project Graduation	Beaufort
Tues 20	Councillor Briefing Session	Beaufort
Tues 20	Council Meeting	Beaufort
Tues 27	Audit & Risk Committee Meeting	Virtual
Tues 27	Special Council Meeting	Virtual
Fri 30	RCV Committee Meeting	Virtual

<b>Cr Ron Eason – Avoca Ward</b>		
Sat 03	Minister Jaala Pulford Hall Tour	Raglan, Barkly, Redbank
Fri 09	CHCV Mayors & CEO's Meeting	Ballan
Tues 13	Councillor Briefing Session & Cuppa	Amphitheatre
Tues 20	Krupps Gun Site Visit	Beaufort
Tues 20	Western Bulldogs Youth Leadership Project Graduation	Beaufort
Tues 20	Councillor Briefing Session	Beaufort
Tues 20	Council Meeting	Beaufort
Sun 25	Cave Hill Creek Junior Camp Opening	Cave Hill Creek
Tues 27	Special Council Meeting	Virtual

<b>Cr Tanya Kehoe – Mount Emu Ward</b>		
Sat 03	Minister Jaala Pulford Hall Tour	Raglan, Barkly, Redbank
Tues 13	Councillor Briefing Session & Cuppa	Amphitheatre
Tues 20	Krupps Gun Site Visit	Beaufort
Tues 20	Western Bulldogs Youth Leadership Project Graduation	Beaufort
Tues 20	Councillor Briefing Session	Beaufort
Tues 20	Council Meeting	Beaufort
Tues 27	Special Council Meeting	Virtual

**12. ASSEMBLY OF COUNCILLORS****12.1. ASSEMBLY OF COUNCILLORS - SEPTEMBER 2022**

MEETING INFORMATION			
Meeting Name	Councillor Briefing		
Meeting Date	13 September 2022 commenced at 1.00pm and closed at 6.15pm		
Meeting Location	Amphitheatre Recreation Reserve		
Items Discussed	<div>1. Site Visit – Amphitheatre Tree / Park and other sites</div> <div>2. Planning Update</div> <div>3. Advocacy</div> <div>4. Projects Update</div> <div>5. Governance Rules</div> <div>6. Agenda Review</div> <div>7. Cuppa &amp; Chat</div>		
ATTENDEES			
Councillors	<div>Mayor Cr Ron Eason</div> <div>Cr Tanya Kehoe</div> <div>Cr David Clark</div> <div>Cr Robert Vance</div>		
Apologies	Cr Damian Ferrari		
Staff	<div>Jim Nolan (Chief Executive Officer)</div> <div>Douglas Gowans (Director Assets and Development Services)</div> <div>Kathy Bramwell (Director Corporate and Community Services)</div> <div>Katie Gleisner (Manager Planning &amp; Development Services) - item 2</div> <div>Eoghan McColl (Coordinator Planning Services) – item 2</div> <div>Rachel Blackwell (Principal Planning Officer) – item 2</div>		
Visitors	Nil		
CONFLICT OF INTEREST DISCLOSURES			
Item No:	Councillor making disclosure	Particulars of disclosure	Councillor left meeting
Nil			



MEETING INFORMATION			
Meeting Name	Councillor Briefing		
Meeting Date	20 September 2022 commenced at 1.00pm and closed at 5.55pm		
Meeting Location	Council Chambers, Beaufort		
Items Discussed	<div>1. Site Visit – Krupps Gun, Beaufort Memorial Park</div> <div>2. Community Grants Program</div> <div>3. Council Projects</div> <div>4. Action Items</div> <div>5. Agenda Review</div> <div>6. Environment Betterment</div> <div>7. Youth Leadership Program Graduation – Western Bulldogs</div>		
ATTENDEES			
Councillors	<div>Mayor Cr Ron Eason</div> <div>Cr Tanya Kehoe</div> <div>Cr Damian Ferrari</div> <div>Cr David Clark</div> <div>Cr Robert Vance (arrived at 2.20pm)</div>		
Apologies	Douglas Gowans		
Staff	<div>Jim Nolan (Chief Executive Officer)</div> <div>Katie Gleisner (Acting Director Assets and Development Services)</div> <div>Kathy Bramwell (Director Corporate and Community Services)</div> <div>Martin Walmsley (Manager Community Wellbeing &amp; Development) – item 2</div> <div>Jerry van Delft (Project Management Facilitator) – item 2</div>		
Visitors	<div>Trevor Davey – Item 6</div> <div>Western Bulldogs Foundation members, graduates and families – Item 7</div>		
CONFLICT OF INTEREST DISCLOSURES			
Item No:	Councillor making disclosure	Particulars of disclosure	Councillor left meeting
Nil			

**OFFICER RECOMMENDATION**

That the items for noting in Sections 10, 11 and 12, be received.

## 13. ITEMS FOR DECISION

### 13.1. ASSET AND DEVELOPMENT SERVICES

#### 13.1.1. KRUPP GUN

**Presenter:** Douglas Gowans - Director Asset and Development Services

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

**Report Author:** Douglas Gowans - Director Asset and Development Services

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

**File No:** 04/16/02

#### PURPOSE

The purpose of this report is to provide Council with further information relevant to determining an appropriate location for the reinstatement of the restored Krupp Gun, into the Beaufort Bicentennial Park (also referred to as the Beaufort Memorial Garden).

#### BACKGROUND

The Beaufort Returned Soldiers League (RSL) successfully obtained a grant to restore the Krupp Gun that had been located outdoors in the Beaufort Bicentennial Park (the Park) for many years.

The restoration of the gun has now been completed and the RSL and Council are looking to have the gun reinstalled in the Park.

Throughout the restoration of the gun, missing elements have been restored/replaced, including a leather seat cover, which now makes the gun not suitable to being kept outdoors. The RSL seeks to see the restored gun installed within a structure that protects it from the elements, as well as limiting public access.

Council considered a number of sites within the Beaufort Memorial Garden as a future appropriate location for the restored Krupp Gun. The site determined as 'Site 1' (see attachment) which borders Havelock Street was determined to be the preferred location.

At the Council meeting in June 2022, Council resolved the following;

That Council:

Notes the policy principles identified within the Pyrenees Planning Scheme (specifically local policy, the Heritage Overlay and the Pyrenees Shire Heritage Precinct Policy).

1. Determines that the area identified as 'Site 1' is the preferred location for the installation of a shelter to protect the restored Krupp Gun, subject to underground service scanning;
2. Agrees to undertake further investigations of 'Site 1' to confirm suitability;
3. Agrees to auspice the works associated with the installation of a shelter to protect the restored Krupp Gun; and
4. Agrees to support the development of a shelter design, that ensures empathy towards the heritage value of the site, and broader streetscape, in consultation with Beaufort's Returned Soldiers League members.

A submission was presented to Council at the July Council meeting which sought Council to review its decision and consider 'Site 3' which is at the Western Highway end of the Beaufort Memorial Garden and is directly opposite the Golden Age Hotel. The submission raised the concern that the 'Site 1' position was not prominent enough to reflect the importance of the Krupp Gun to the Beaufort community. The submission

also had some concept plans of a shelter which was significantly smaller than what was previously indicated in the June report. Councilors met with representatives of the RSL and community members on site prior to the September Council meeting and a commitment was provided to reconsider the location based on a minimised shelter size and concept.

### **ISSUE / DISCUSSION**

The three sites that were previously identified gave consideration to a number of values including site lines and heritage values that need to be protected. The issues raised in the June report still apply, however, it is worth considering the 'Site 3' values if Council wish to now consider this as the preferred site. The proposed 'Site 3' is a little further north than demonstrated on the attached site map in the location of existing picnic table.

This site has limited capacity to accommodate the shelter and would be subject to tree pruning. It should be noted that the available space at this location is limited and that the shelter will extend very close to the existing footpath, picnic table and seating, and protected trees. These setbacks must be considered in order to understand the impact on maintenance activities and compliant accessibility standards to the public infrastructure, or the cost of relocating such infrastructure.

Whilst the significant view lines identified within Council's Heritage Precinct Policy, are somewhat more protected through this option, the location is in close proximity to the formal entrance of the Park and remains prominent in the key view line from the Fire Station and Band Rotunda.

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

Priority 1 – People

1b. Support a vibrant community arts, culture and heritage environment.

1e. Improve social outcomes.

Priority 2 - Place

2a. Sustain and enhance unique character of our communities.

2c. Promote responsible development.

Enabling Principles

a. Motivate and inspire community involvement

### **ATTACHMENTS**

1. Site Map [13.1.1.1 - 3 pages]

### **FINANCIAL / RISK IMPLICATIONS**

There are currently no Council funds identified to progress the project. However, the RSL have indicated that they have some limited funding to progress the shelter and Krupp Gun installation.

It is highly probable that the cost of achieving a design and construction standard that is appropriate for the public realm, will exceed the funds that RSL have committed to the project.

### **CONCLUSION**

Although 'Site 1' as previously determined by Council would have the least impact on heritage and streetscape values, it is the community's view that the site is not prominent enough to display an item of significance to the Beaufort community. 'Site 3' provides a location that the community would support while being considerate of the heritage and streetscape values based on the revised concept design.

### **OFFICER RECOMMENDATION**

That Council:

1. Support 'Site 3' on the eastern corner of Havelock and Livingston Streets as the preferred site for the restored Krupp Gun.
2. Work with the Beaufort RSL to progress a shelter design that is appropriate for the protection of the Krupp Gun and public park users.



## 13.2. CORPORATE AND COMMUNITY SERVICES

### 13.2.1. PROGRESS UPDATE - IMPLEMENTATION OF COUNCIL RESOLUTION - FUTURE OF AGED CARE SERVICE DELIVERY

**Presenter:** Kathy Bramwell - Director Corporate and Community Services

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

**Report Author:** Kathy Bramwell – Director Corporate and Community Services

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

**File No:** 36/12/51

#### PURPOSE

This report aims to provide the Council and Community with an update of progress in delivering the resolution of Council relating to item 15.1 of the Council Meeting held on 19 July 2022.

#### BACKGROUND

At the confidential meeting of Council in July 2022, Council considered a report relating to the future direction of home-based aged-care provision in the Pyrenees Shire. This report sought direction from the Council following significant Commonwealth Government reform in funding and delivery models that impact on the ability of local councils to deliver these services in the future.

At that meeting, the Council resolved the following - That Council:

1. Notes that the Commonwealth intends to progress implementation of a consistent and integrated national aged care service system that will transition to a new Commonwealth *Support at Home Program* on 1 July 2023.
2. Accepts that the proposed program will be radically different from the existing CHSP program and that, due to inherent service cost, financial constraints, and competition policy, Council will be unable to effectively operate under the new *Support at Home Program* without significant ratepayer investment in changes to its operating model.
3. Before a definite decision is made on whether to exit the services, Council requires council officers to:
  - a. Notify the relevant employees and Union of the proposal for major change,
  - b. Commence an engagement and consultation program with clients, staff, and community; allowing for an employee representative to engage on behalf of impacted staff where required, and
  - c. Initiate an Expression of Interest process to test the capacity of the local market and to identify whether any potential alternate providers are suitable for recommendation to the Commonwealth (noting that a successor provider will ultimately be appointed by the Commonwealth).
4. Requires Council officers to formally notify employees, clients and the community of this direction.
5. Engages additional resources to assist managing the processes associated with this resolution.
6. Requires Council officers to report back to Council by December 2022, detailing:
  - a. Outcomes from the engagement and consultation program,
  - b. Outcomes from the Expression of Interest process,
  - c. A detailed assessment of the costs to Council of ongoing service provision and costs associated with an exit process,
  - d. Recommendations on alternate non-funded programs that can be implemented to support senior residents, other than direct delivery of home-based care, including associated budget, and
  - e. After consideration of feedback, provide recommendations to Council on its final approach to the future of the Council's role as a provider of home-based care services.

**ISSUE / DISCUSSION**

This report provides an update on progress made against the Council resolution of 19 July 2022 to keep the Council and its community informed.

Actions undertaken to date include:

1. Support staff were informed of Council's resolution, the reasons behind the potential change in service delivery, and Council's intention to make an informed decision in December 2022 by face-to-face sessions attended by departmental managers, supervisors and the Chief Executive Officer.
2. An opportunity for Councillors to meet with the Community Care senior staff is scheduled for October.
3. The relevant Union was informed of the resolution by official letter and in person through a subsequent meeting with Union Officials and the Director Corporate & Community Services.
4. An Engagement Process with the broader community has been initiated through Council's Engagement Hub and hard copy documentation, comprising of:
  - a. A survey seeking feedback on the possible changes,
  - b. Information sheets / and a Commonwealth Government issued summary of reforms,
  - c. A Frequently Asked Questions page.
5. A consultant was appointed – the Proven Group – to support officers through the Expressions of Interest (EOI) process.
6. The EOI process commenced last week seeking interest in providing aged care services in the Pyrenees Shire.
7. Costings and service delivery options are being prepared for reporting to Council in December.

As requested, a final report will be provided in December to inform Council's decision-making in this regard.

**COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Priority 1 – People

1d. Promote health, wellbeing, engagement and connection.

1e. Improve social outcomes.

Enabling Principles

b. Provide transparency and accountability

c. Use resources efficiently and effectively

**ATTACHMENTS**

Nil

**FINANCIAL / RISK IMPLICATIONS**

No financial risk implications are involved in this report.

**CONCLUSION**

Council officers are working through the resolution of Council made in July 2022 and this report provides a progress update for Councillor and community information.

**OFFICER RECOMMENDATION**

That Council receives this report providing a brief progress update on the future of aged care service delivery in the Pyrenees Shire, and continues to provide support to staff during the review process.

### **13.2.2. CHRISTMAS CLOSURE PERIOD**

**Presenter:** Kathy Bramwell - Director Corporate and Community Services

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

**Report Author:** Kathy Bramwell – Director Corporate and Community Services

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

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

#### **PURPOSE**

The purpose of this report is for Council to endorse the closure of the Pyrenees Shire Council offices and other arrangements during the 2021 Christmas / New Year holiday period.

#### **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 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.

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 or service amendments are planned -

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

Each year the Pyrenees Shire Council holds an end-of-year break-up function to thank all staff for their contribution to the organisation over the past 12 months. As in the past couple of years, for 2022 this event is especially important to recognise the continued efforts of our staff in a year of continuous change and challenge.

It is pleasing that 2022 sees relaxing of restrictions enabling an event to be held, which is scheduled to be held locally on Friday 16 December 2022.

In order to facilitate this celebration, all areas will close early on that date – around 12.30pm.

##### **Council offices, Lawrence Street, Beaufort**

The Beaufort Council offices will be closed from 3.00pm on Friday, 23<sup>rd</sup> December 2022 and will re-open on Tuesday, 3<sup>rd</sup> January 2023. The Council offices will also close at 12.30pm on Friday 16<sup>th</sup> December to allow for attendance at the staff end-of-year break-up event.

The closure period comprises 3 workdays and 3 public holidays. As Christmas Day and New Years Day take place on weekends this year, public holidays have been assigned to Tuesday 27 December 2022 (in lieu of Boxing Day) and Monday 2 January 2023 (in lieu of New Years Day).

It is proposed that the three working days outside of the public holidays (Wednesday 28 December, Thursday 29 December, and Friday 30 December) will be taken by staff as leave, unless other arrangements have been made.

##### **Municipal Depots**

Council's depots are likely to be closed from Thursday 22 December 2022 and will reopen on Tuesday 3 January 2023.

The period comprises 5 workdays and 3 public holidays. Workdays will be taken by staff as leave or RDO during this period, unless other arrangements have been made.

As always, a skeleton staff will continue to operate during the closure period to ensure that essential services continue.

### **Resource / Information Centres**

The Beaufort Resource Centre and Avoca Information Centre will close at 12.30 pm on Friday 16<sup>th</sup> December to allow for staff attendance at the end-of-year break-up function.

The centres will operate as follows over the holiday period:

Friday	16 December 2022	10.00am to 12.30pm
Friday	23 December 2022	10.00am to 3.00pm
Saturday	24 December 2022 (Christmas Eve)	Weekend hours
Sunday	25 December 2022 (Christmas Day)	Closed
Monday	26 December 2022 (Boxing Day)	Closed
Tuesday	27 December 2022 (Public Holiday)	Public holiday – weekend hours
Wednesday	28 December 2022	Normal weekday hours
Thursday	29 December 2022	Normal weekday hours
Friday	30 December 2022	Normal weekday hours
Saturday	31 December 2022	Weekend hours
Sunday	1 January 2023 (New Years Day)	Closed
Monday	2 January 2023 (Public Holiday)	Public holiday – weekend hours
Tuesday	3 January 2023	Normal weekday hours

### **Pyrenees Community Care**

Support staff will provide personal care services only between Christmas and New Year.

### **Emergency management capability**

Staff involved in emergency management will undertake their roles and responsibilities in accordance with the municipal emergency management procedures. Council will have a roster for emergency response over the holiday period closure.

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

Priority 1 – People

1d. Promote health, wellbeing, engagement and connection.

Enabling Principles

b. Provide transparency and accountability

### **ATTACHMENTS**

Nil



### **FINANCIAL / RISK IMPLICATIONS**

There are no financial impacts associated with this report.

### **CONCLUSION**

It is standard practice and well accepted by our community that the Pyrenees Shire Council offices close during the Christmas / New holiday period as detailed in the above report. Essential service delivery and appropriate resourcing for emergency response will be maintained during this period.

### **OFFICER RECOMMENDATION**

That Council endorses the closure of the Pyrenees Shire Council offices and other arrangements during the 2021 Christmas / New Year holiday period as detailed in this report.

### 13.2.3. ANNUAL REPORT 2022

**Presenter:** Kathy Bramwell - Director Corporate and Community Services

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

**Report Author:** Kathy Bramwell – Director Corporate and Community Services

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

**File No:** 16/20/04

#### PURPOSE

The purpose of this report is for Council to receive the Annual Report for 2021/22.

#### BACKGROUND

The 2021/22 Annual Report has been prepared in accordance with section 98 of the Local Government Act 2020 and details the operational and financial activities of the Pyrenees Shire Council throughout the 2021/22 financial year.

An Annual Report must contain a range of matters, including:

- A report of the operations of the Council
- An audited performance statement
- Audited financial statements
- A copy of the auditor's report on the performance and financial statements, and
- Any other matters prescribed by the regulations

The Annual Report must be prepared as soon as practicable after the end of the financial year and section 100 of the Local Government Act requires that, *"...the Mayor must report on the implementation of the [Council Plan](#) by presenting the annual report at a [Council meeting](#) open to the public... within 4 months of the end of the financial year."*

#### ISSUE / DISCUSSION

The Annual Report provides an insight into Council's operations and fulfils its statutory obligations.

This year's report includes information on projects, the organisation and an increased focus on sharing images and stories from staff. The report assists in increasing the visibility of Council, its staff and its work, and aims to improve transparency and understanding of what the organisation does.

As the report states, 2021/22 continued to be a challenging year – perhaps the most challenging so far from a COVID impact perspective with more cases being experienced in the workplace and community than previous years.

The Annual Report 2021/22 was the first year of reporting under the Council Plan 2021-2025. The report will be made available on the Council website and printed copies at front counters or made available upon request.

A digital proof copy of the Annual Report is provided as an attachment for information. Final copies will be provided when available.

#### COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Enabling Principles

- a. Motivate and inspire community involvement
- b. Provide transparency and accountability

## **ATTACHMENTS**

1. PSC Annual Report 2021-22- Proof [13.2.3.1 - 94 pages]

## **FINANCIAL / RISK IMPLICATIONS**

No financial risks are attached to this report.

## **CONCLUSION**

The Pyrenees Shire Annual Report for 2021/22 has been prepared and is now presented to the Council for information.

## **OFFICER RECOMMENDATION**

That Council:

1. Receives the Pyrenees Shire Council Annual Report 2021/22 and makes the report available on Councils website.

### 13.2.4. 2022/23 COMMUNITY FUNDING PROGRAM

**Presenter:** Kathy Bramwell - Director Corporate and Community Services

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

**Report Author:** Adam Boyle – Community Wellbeing and Grants Coordinator

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

**File No:** 36/28/08

#### PURPOSE

The purpose of this report is to seek Council endorsement of an amended Community Funding Program Policy and note the 2022/23 Community Funding Program Guidelines.

#### BACKGROUND

Community funding represents one of the most immediate and direct ways Council can strengthen community. Funding enables and influences community involvement, local leadership, community capacity building and development.

As a public entity, it is important that Council administers its community funding program through a transparent approach that supports good governance in the distribution of public funds.

Council's provision of an accountable and transparent administrative policy framework, supported by comprehensive Guidelines, ensures the fair and consistent distribution of funds across the life cycle of the annual program.

#### ISSUE / DISCUSSION

Officers deliver a continuous improvement approach to Council's Funding Program. Ongoing refinement ensures program relevance, match of financial allocations to community demand and efficiency in administration systems.

Review in the preparation of the 2022/23 Program included:

- A better practice review of other Victorian regional and metro councils;
- Assessment of current and proposed policy, guidelines, and associated processes against the Victorian Auditor-General Office's 'Fraud Control Over Local Government Grants' Report (May 2022); and
- Internal staff workshops to identify opportunity for improved efficiency and effectiveness.

Outcomes of the review identified four areas for investment:

1. Program Scope:

- Improve internal efficiencies and community clarity of funding opportunities, through consolidating and streamlining a Program structure into one system, as presented at **Table One**. This overcomes challenge of the previous management of 5 separate grant and sponsorship programs across various departments of council.
- From time to time, evidence exists of requests for funding of emergency situations or for projects that are time bound, requiring a quick response to resolve. It is recommended to introduce a responsive grant category to manage fair and transparent resourcing of urgent or emerging requests that fall outside of programmed biannual rounds.



**Table One:**

Funding Category	Available Pool	Total Fund per project	Applications Open
Biannual Community Grants:			
- Programs and Activities	\$ 33,000	Up to \$2,000	October & March
- Minor Capital works & Equipment	\$ 43,000	Up to: \$2,000 (equipment) \$7,000 (capital)	October & March
- Shop Façade Grant	\$ 90,000	Up to \$5,000	October & March
Biannual Event Sponsorship	\$ 23,400	Up to \$2,000	October & March
Responsive Grant	\$ 4,000	Up to \$ 750	Ongoing
Event Signage Subsidy	\$ 2,000	Up to \$ 250	Ongoing
TOTAL PROGRAM	\$195,400		

## 2. Decision Making Framework:

- Consolidate existing programs under a centralised funding management system to ensure consistency and improved community access.
- Adopt a revised Community Funding Policy, as presented at **Attachment 1**, that acts as an overarching policy, inclusive of:
  - All grants, sponsorship, and subsidies that Council provides.
  - The entire annual life cycle of the program from advertising to acquittal.
  - Set standards to prevent and manage fraud and corruption risk.
  - Incorporation of VAGO audit recommendations.
- Implement a renewed single Community Funding Program Guideline, as presented at **Attachment 2**, that:
  - Creates a single reference point for community, providing consistency and removing need for multiple guidelines and procedures.
  - Improves guidance and options for community to access Council officer support.
  - Influences new and alternate project ideas.
  - Improves links to external supports and resources.
- Implement a new Community Funding Program Procedure and associated supporting forms and documents.

## 3. Acquittal and Evaluation:

- Implement an updated acquittal process inclusive of a revised Funding Agreement, Project Variation process and associated Project Acquittal Forms.
- Design and implement an annual Evaluation Program that supports continuous improvement and development of annual performance metrics.

## 4. Communication and Marketing

- Develop an improved program that reflects the significance and value of council's investment (programmed for 2022/23 as \$195,400 or \$25.47 per capita), influence diversity of project applications, and that celebrates and recognises community leadership. This will include:

- Improved page/s on Council's website, that becomes an accessible and 'go to' community resource, including access to tools, supports and third-party grant options.
- Provision of drop-in support sessions with key staff in different township / communities.
- One on one online support sessions with the Community Wellbeing and Grant Coordinator.
- Review options for celebration occasions, i.e., cheque presentation forum.

The 2022/23 Community Funding Program will be conducted twice – Round 1 in October 2022 and Round 2 in March 2023, with funds distributed to successful applicants prior to the end of December and July of each year. Responsive Grants will close for assessments at 12pm on the last Friday of each month.

## **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

### Priority 1 – People

- 1b. Support a vibrant community arts, culture and heritage environment.
- 1d. Promote health, wellbeing, engagement and connection.
- 1e. Improve social outcomes.

### Priority 2 - Place

- 2b. Enhance the liveability and resilience of our communities.

### Priority 3 – Environment

- 3c. Encourage community care of biodiversity and natural values.

### Priority 4 – Economy

- 4a. Support our local businesses and help to strengthen key industries.

### Enabling Principles

- a. Motivate and inspire community involvement

## **ATTACHMENTS**

1. Community Funding Program Policy 2022 [**13.2.4.1** - 7 pages]
2. 2022 23 Community Funding Program Guidelines [**13.2.4.2** - 22 pages]

## **FINANCIAL / RISK IMPLICATIONS**

Risks regarding the implementation of the Community Funding Program are controlled through changes made to the program policy, procedure, and associated forms. The implementation of a central fund management system, inclusive of grant management software, mitigates current administrative risk associated with:

- Capturing evidence of all stages of assessment and decision making.
- Identifying and managing conflicts of interest.
- Maintaining appropriate records.
- Managing acquittals, auditing and improved record keeping.

Further, a scored assessment process of applications, utilising promoted eligibility criteria, mitigates risk through a clear, fair, consistent, and transparent process.

## **CONCLUSION**

Continuous improvement of Council's Community Funding Program ensures Council's investment into grants, sponsorship and subsidies is meeting identified objectives and contributing to positive outcomes in Pyrenees Shire.

By implementing a series of better practice and compliance improvements, will advance the Program's community outcomes.

Integrating all of Council's funding categories, delivering a new responsive category, and implementing a single centralised funding management framework, will mitigate risk and improve the customer experience.

**OFFICER RECOMMENDATION**

That Council:

1. Adopt the Community Funding Policy as presented at Attachment 1; and
2. Note the 2022/23 Community Funding Program Guidelines as presented at Attachment 2.

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

## **15. CONFIDENTIAL ITEMS**

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

That, pursuant to the provisions of Section 4.1.1(c) of Council's Governance Rules, and Section 66 of the Local Government Act 2020, the meeting be closed to the public in order to consider confidential items.

### **RECOMMENDATION**

That the meeting be closed to members of the public in accordance with Section 4.1.1(c) of Council's Governance Rules, and Section 66 of the Local Government Act 2020, in order to discuss the confidential reports listed below:

15.1 - Landsborough Investment Opportunity

15.2 - Beaufort Investment Opportunity

## **16. CLOSE OF MEETING**