



**Pyrenees**  
Shire Council

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

**6:00pm Tuesday 17 March 2020**  
**Council Chambers**  
**BEAUFORT**

## ORDER OF BUSINESS

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## 1. WELCOME MEMBERS OF PUBLIC

## 2. 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

## 3. 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.

## 4. APOLOGIES

## 5. NOTICE OF DISCLOSURE OF INTEREST BY COUNCILLORS AND OFFICERS

## 6. CONFIRMATION OF PREVIOUS MINUTES

### RECOMMENDATION

That the Minutes of the:

- Ordinary Meeting of Council held on 18 February 2020;
- Closed Meeting of Council held on 18 February 2020

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

## 7. BUSINESS ARISING

## 8. PUBLIC PARTICIPATION

### Questions

- All questions and answers must be a brief as possible, and no debate or discussion will be allowed other than for the purposes of clarification
- The number of questions that any person may ask at each meeting is limited to two.
- A question may include a brief introduction.
- A time limit of five minutes for each question will apply but the time may be extended at the discretion of the Chairperson.
- Questions will only be heard at a meeting if the person who submitted the question or their nominated representative, is present at the meeting.
- The Chairperson or an Officer may:
  - a. Immediately answer the question asked; or
  - b. Require the question to be taken on notice.

### Submissions

- Any member of the public wishing to address Council must submit a brief synopsis of the address in writing to the Chief Executive Officer a week prior to the Council meeting.
- A time limit of five minutes for each address will apply but the time may be extended at the discretion of the Chairperson.

- Council may decide to defer an address until a later date.
- The Chairperson may, at their discretion, refuse a request to address Council.
- Addresses will only be heard at a meeting if the person who submitted the synopsis, or their nominated representative, is present at the meeting.

## 9. ITEMS FOR NOTING

### ASSET AND DEVELOPMENT SERVICES

#### 9.1. PLANNING AND DEVELOPMENT REPORT

**Katie Gleisner – Manager Planning and Development**

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

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

#### PURPOSE

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

This report includes four parts:

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

#### PART A: PLANNING

The planning activity statistics for January 2020 and February 2020 are summarised in the table below:-

| Activity                         | January 2020 | February 2020 | Financial Year to date |
|----------------------------------|--------------|---------------|------------------------|
| Applications received            | 6            | 9             | 73                     |
| Applications completed           | 10           | 8             | 86                     |
| Number of referrals              | 5            | 2             | 28                     |
| Requests for further information | 7            | 5             | 49                     |
| Estimated cost of works          | \$213,255    | \$580,321     | \$7.94 million         |

| General Enquiries for January 2020 |            |            |                          |
|------------------------------------|------------|------------|--------------------------|
| Enquiry Type                       | January    | February   | Year to date (financial) |
| Pre-purchase enquiry               | 34         | 26         | 309                      |
| Pre-application enquiry            | 49         | 50         | 526                      |
| Existing permit enquiry            | 21         | 17         | 172                      |
| Current application enquiry        | 12         | 27         | 241                      |
| All other enquiries                | 16         | 12         | 232                      |
| <b>Total Enquiries</b>             | <b>133</b> | <b>132</b> | <b>1511</b>              |

#### STATUTORY PLANNING

Council officers attended VCAT in January of this year to defend Council's decision of May 2019, to issue a notice of refusal for a proposed highway service centre 9km west of Beaufort.

The Council’s decision to not issue a planning permit was based on the proposal being inconsistent with the strategic objectives of the Pyrenees Planning Scheme, primarily the impacts on Beaufort’s ability to act as a highway service town and the permanent loss of agriculture land.

The presiding VCAT member concluded to support Pyrenees Shire Council’s decision of May 2019, and provided the following summary:

*“My conclusion is that the benefit derived from the protection of agricultural land and the retention of freeway service functions (such as fuel and food sales) within Beaufort township outweighs any benefit derived from the establishment of a Service Station on the review site. As planning policy currently stands, the support for the protection of agricultural land from small incremental loss and the retention of freeway service uses within Beaufort township itself outweighs any benefit derived from the potentially incidental use of a service station by some heavy vehicles during the hours of operation that the existing service stations in the Beaufort township are closed.”*

**PART B: BUILDING**

**Activity**

The building activity statistics as at 29/02/2020 are summarised in the table below:

| CATEGORY  | NUMBER | COMMENT   |
|---|--------|---|
| Permits issued by private Building Surveyor             | 14     |   |
| ‘Property Information Certificates’ prepared and issued | 3      |   |
| ‘Report and Consent’ issued                             | 3      |   |
| Building Notices  | 2      |   |
| Building Order  | 0      |   |
| Resolved Building Notices                               | 1      |   |
| Resolved Building Orders                                | 0      |   |
| Direction to Fix Building Work                          | 1      |   |
| Building permit inspections undertaken                  | 3      |   |
| Council issued permits finalised                        | 2      | ** Council have not issued building permits since June 2018 |

**Council plan / legislative requirements**

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

**Financial / risk implications**

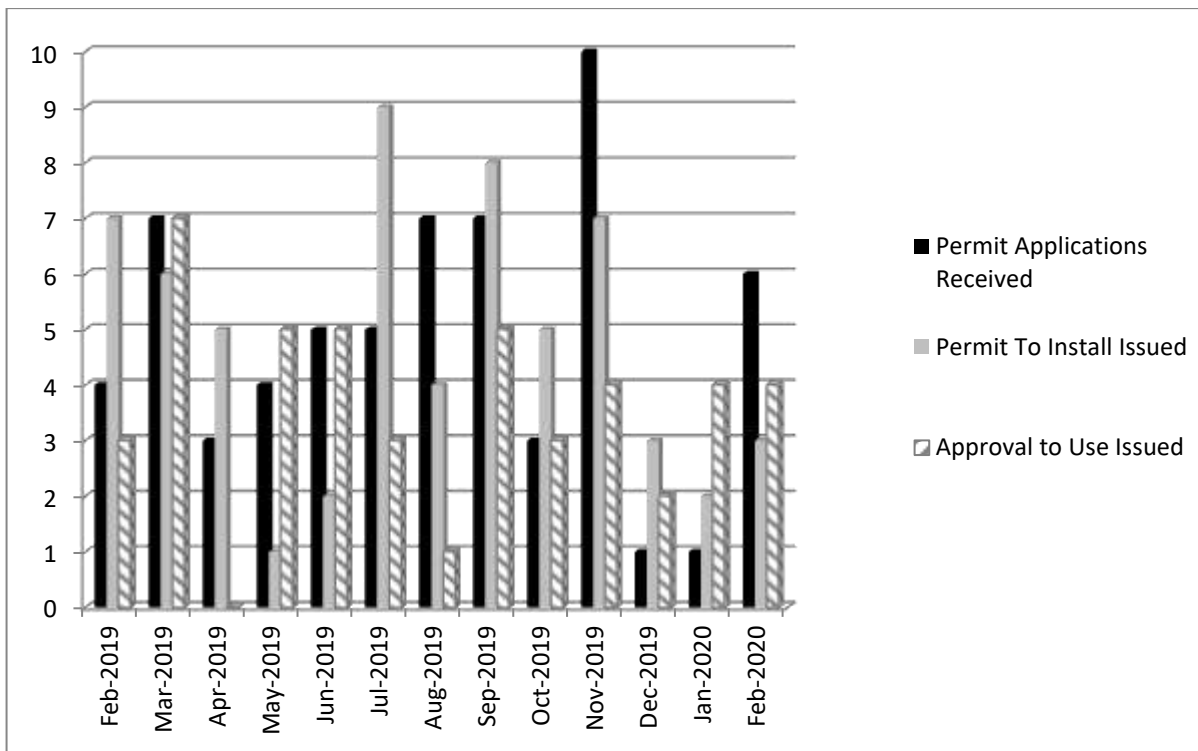
The Municipal Building Surveyor must have regard to any relevant guidelines under the *Building Act* 1993 or subordinate regulations. The building services department must ensure that a responsive service is provided that meets the demand of the building industry within the municipality.

**PART C: ENVIRONMENTAL HEALTH**

**Activity: Wastewater**

| Period                               | Applications to Install or Alter Septic Tanks Received | Permits to Install or Alter Issued | Approval to Use Issued | Fees Paid |
|--------------------------------------|--|------------------------------------|------------------------|-----------|
| 1st – 29 <sup>th</sup> February 2020 | 6  | 3                                  | 4                      | \$2,535   |

Wastewater activity statistics for February 2020



Monthly wastewater activity (February 2019 to February 2020)

| Wastewater related tasks for February 2019      |    |
|---|----|
| Septic Tank Inspections                         | 10 |
| Domestic Wastewater Management Plan Inspections | 0  |
| Domestic Waste Water Service Agent Reports      | 13 |

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

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

| Period                 | New Premises, Transfers and Renewals | Routine Inspections and Assessments | Follow Up Inspections | Complaints Received about Registered Premises | Food Recalls | Fees Paid |
|------------------------|--------------------------------------|-------------------------------------|-----------------------|---|--------------|-----------|
| 1st–29th February 2020 | 5                                    | 22                                  | 1                     | 0   | 18           | \$1944.50 |

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

| Period                 | New Applications & Renewals | New Class 4 Notifications | Routine Inspections and Assessments | New Statements of Trade (SOT) | Fees Paid |
|------------------------|-----------------------------|---------------------------|-------------------------------------|-------------------------------|-----------|
| 1st–29th February 2020 | 2                           | 0                         | 0                                   | 23                            | \$180     |

At 29th February 2020, Pyrenees Shire had 32 current registrations, 78 low risk notifications and 206 current Statements of Trade (SOT).

**Activity: immunisations**

Immunisation sessions were conducted in Beaufort and Avoca whilst the opportunistic immunisations performed by the Maternal Health nurses continued.

| Session Type       | Number of Clients & Vaccines | 2 Month - 4+ Yr Old | Secondary School | Adult |
|--------------------|------------------------------|---------------------|------------------|-------|
| MCHN Opportunistic | Client                       | 17                  | 0                | 0     |
|                    | Vaccines                     | 39                  | 0                | 0     |
| Beaufort Sessions  | Clients                      | 0                   | 0                | 0     |
|                    | Vaccines                     | 0                   | 0                | 0     |
| Avoca Session      | Clients                      | 3                   | 0                | 0     |
|                    | Vaccines                     | 7                   | 0                | 0     |

Immunisation activity statistics for February 2020

**Council plan / legislative requirements**

- Council Plan 2017-2021
- Domestic Wastewater Management Plan 2015-2018
- Food Act 1984
- Public Health & Wellbeing Act 2008
- Public Health & Wellbeing Regulations 2009
- Tobacco Act 1987
- Environment Protection Act 1970
- EPA Code of practice – onsite wastewater management



### Financial / risk implications

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

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

### PART D: LOCAL LAWS AND ANIMAL CONTROL

#### ACTIVITY - Animals

|                             | February 2020 | Total Year to date |
|-----------------------------|---------------|--------------------|
| Cats Registered             | 620           | -                  |
| Dogs Registered             | 2494          | -                  |
| Cats Impounded              | 8             | 78                 |
| Cats Reclaimed              | 0             | 7                  |
| Cats Euthanised             | 8             | 68                 |
| Dogs Impounded              | 3             | 29                 |
| Dogs Reclaimed              | 2             | 19                 |
| Dogs Euthanised/surrendered | 1             | 4                  |
| Stock Impounded             | 91            | 102                |

Registration and impoundment statistics

#### ACTIVITY - Infringements

| Infringement Type                 | February 2020 | Total YTD (2019/20) |
|-----------------------------------|---------------|---------------------|
| Domestic Animals Act              | 7             | 67                  |
| Local Laws                        | 1             | 13                  |
| Road Safety Act                   | 2             | 55                  |
| Environment Protection Act        | 0             | 0                   |
| Impounding of Livestock Act       | 0             | 0                   |
| Other                             | 0             | 0                   |
| <b>Total Infringements Issues</b> | <b>10</b>     | <b>135</b>          |
| Prosecutions                      | 0             | 8                   |

Infringement statistics

#### Council plan / legislative requirements

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

**CORPORATE AND COMMUNITY SERVICES**

**9.2. CUSTOMER ACTION REQUESTS – FEBRUARY 2020**

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

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

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

**PURPOSE**

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

**BACKGROUND**

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

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

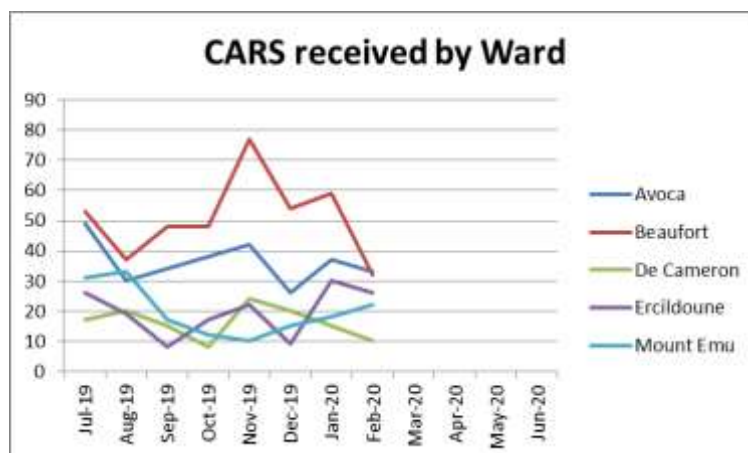
**ISSUE / DISCUSSION**

123 customer action requests were received in February 2020. 112 requests were closed during the month resulting in 221 outstanding.

**Requests by Ward:**

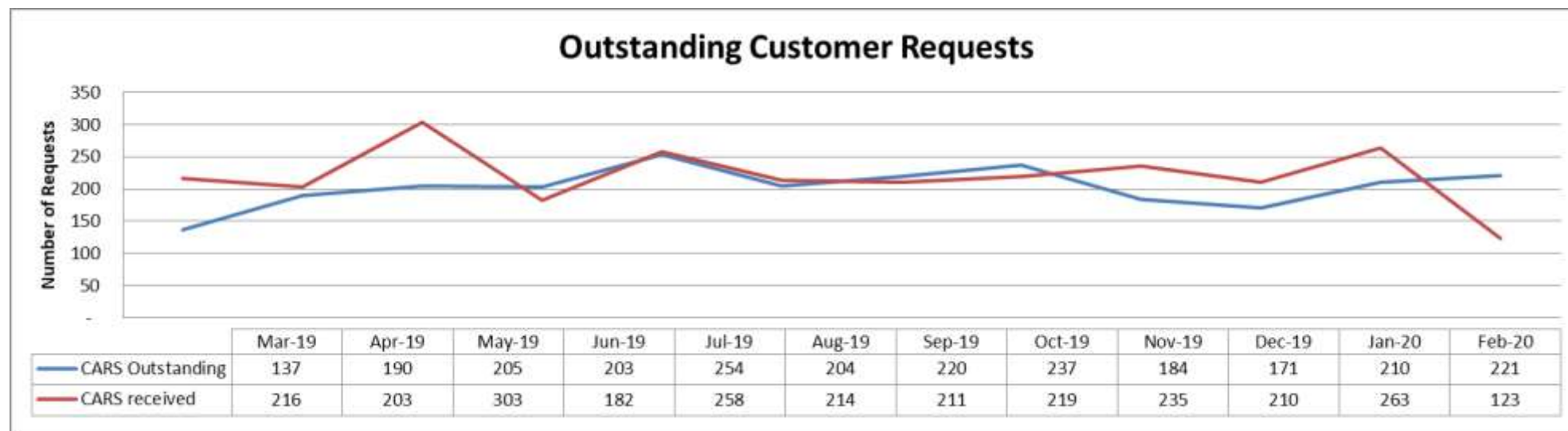
The following table shows an overview of requests received and outstanding by Ward. Requests received over and above these numbers relate to telephone messages which are not allocated by Ward.

|   | <b>Avoca Ward</b> | <b>Beaufort Ward</b> | <b>De Cameron Ward</b> | <b>Ercildoune Ward</b> | <b>Mount Emu Ward</b> |
|---|-------------------|----------------------|------------------------|------------------------|-----------------------|
| Number of Requests received in February 2020 (last month) | 33 (37)           | 32 (59)              | 10 (15)                | 26 (30)                | 22 (18)               |
| Requests received in February still outstanding           | 18                | 13                   | 4                      | 13                     | 14                    |
| Outstanding requests older than 1 month                   | 29                | 39                   | 25                     | 18                     | 10                    |
| Total outstanding requests (last month)                   | 47 (49)           | 52 (56)              | 29 (27)                | 31 (29)                | 24 (16)               |



**Total Customer Action Requests:**

| Outstanding Requests  |            |            |            |            |            |            |            |            |            |            |            |            |           |
|-----------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-----------|
| Year                  | Mar-19     | Apr-19     | May-19     | Jun-19     | Jul-19     | Aug-19     | Sep-19     | Oct-19     | Nov-19     | Dec-19     | Jan-20     | Feb-20     | % Change  |
| 2016                  | -          | -          | -          | -          | -          | -          | -          | -          | -          | 4          | 4          | -          | #DIV/0!   |
| 2017                  | 3          | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 1          | 5          | 5          | 2          | -150%     |
| 2018                  | 36         | 22         | 17         | 15         | 16         | 14         | 13         | 13         | 6          | 5          | 5          | 5          | 0%        |
| 2019                  | 98         | 166        | 186        | 186        | 236        | 188        | 205        | 222        | 177        | 157        | 107        | 80         | -34%      |
| 2020                  | -          | -          | -          | -          | -          | -          | -          | -          | -          | -          | 89         | 134        | 34%       |
| <b>Total</b>          | <b>137</b> | <b>190</b> | <b>205</b> | <b>203</b> | <b>254</b> | <b>204</b> | <b>220</b> | <b>237</b> | <b>184</b> | <b>171</b> | <b>210</b> | <b>221</b> | <b>5%</b> |
| <b>Total Received</b> | 216        | 203        | 303        | 182        | 258        | 214        | 211        | 219        | 235        | 210        | 263        | 123        | -114%     |



**Analysis:** Although the number of outstanding requests has not reduced in the last few months, a detailed review of the requests shows a number should be closed and work is being undertaken with staff on this closure. The figure of requests that is considered are likely to be closed is approximately 23.

**Telephone messages:**

As at the end of February 2020, 36 telephone messages remained open. 153 telephone messages were taken during the month of February.

| 29 February 2020 - Open Requests - Type |            |            |           |
|---|------------|------------|-----------|
|   | Jan-20     | Feb-20     | Change    |
| Roads & Road                            | 49         | 57         | 8         |
| Streetlights                            | 1          | 0          | -1        |
| Drainage                                | 24         | 21         | -3        |
| Footpaths                               | 7          | 11         | 4         |
| Park & Reserves                         | 8          | 10         | 2         |
| Roadside Veg                            | 32         | 33         | 1         |
| Environmental Health                    | 0          | 0          | 0         |
| Planning                                | 0          | 0          | 0         |
| Bld maint                               | 9          | 17         | 8         |
| Local Laws                              | 23         | 20         | -3        |
| Cats                                    | 2          | 3          | 1         |
| Dogs                                    | 12         | 10         | -2        |
| Livestock Act                           | 1          | 0          | -1        |
| Parking                                 | 0          | 0          | 0         |
| Fire Hazard                             | 6          | 2          | -4        |
| Bld Compliance                          | 0          | 0          | 0         |
| Waste Management                        | 0          | 0          | 0         |
| Natural Disasters                       | 0          | 0          | 0         |
| Pools                                   | 0          | 0          | 0         |
| Council cleaning                        | 0          | 0          | 0         |
| EPA - Litter                            | 2          | 1          | -1        |
| Design & Assets                         | 1          | 0          | -1        |
| GIS                                     | 0          | 0          | 0         |
| Community Care                          | 0          | 0          | 0         |
| Telephone messages                      | 33         | 36         | 3         |
| <b>Total</b>                            | <b>210</b> | <b>221</b> | <b>11</b> |

**Note:**  
 The item 'Roads' now represents an amalgamation of Roads, Road Maintenance, Roads Unsealed and Road Maintenance Unsealed.

**COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

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

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

**ATTACHMENTS**

Nil

**FINANCIAL / RISK IMPLICATIONS**

There are no financial implications associated with this report.

**CONCLUSION**

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

**OFFICER RECOMMENDATION**

That Council notes the above report.

### **9.3. FRONTLINE SERVICE REVIEW**

**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:** 16/20/35

#### **PURPOSE**

The purpose of this report is to provide Council with an update on planned implementation of the Frontline Service Review outcomes and Council's resolution of February 2020.

#### **BACKGROUND**

A strategic service review of Council's frontline service functions was undertaken in late 2019 with a report provided on outcomes to Council in February 2020. In February 2020, Council adopted the following recommendations arising from that review:

1. That a customer service policy be developed and adopted by Council that reinforces a mandatory whole-of-organisation approach to providing customer service to the community, incorporating a 'No Wrong Door' philosophy and including customer service and service performance principles.
2. That a single Frontline Services business unit be created that consolidates the current customer service and resource centre teams, located within the Corporate & Community Services directorate;
3. That a schedule of priority functions and services be created to facilitate:
4. The establishment of a Common Information Set that can be captured in a future single source of information; and
5. Determination of which parts of the Common Information Set must be handled by specialist staff and which can be provided by frontline staff.
6. That Council will move towards a service model that encourages online delivery of information and access to services and products, whilst recognising that existing channels need to be maintained for some residents.
7. That Council will seek to invest, and include within relevant business strategies, in developing capability in business process optimisation, work redesign and direct staff development; and on developing enabling technological changes that will support a more integrated way of working, business workflows and automation of many manual time-consuming tasks, where practicable aligning with and leveraging off the Rural Councils Transformation Project.

At its meeting in February 2020, Council also requested a further report in March 2020 detailing change management and implementation plans.

#### **ISSUE / DISCUSSION**

In accordance with Council's resolution at its meeting in February 2020:

- a) A draft Customer Service Policy has been created. This Policy has been circulated to all staff for feedback before submitting to Council for endorsement in the future. A copy of the draft Policy has been attached to this report for Council feedback.
- b) An implementation Plan has been drafted that documents the immediate actions required. It is intended that this will be a live and dynamic document that can be changed as implementation progresses and other needs are identified. It should be noted that this implementation plan is not yet complete. A copy of the draft plan is attached to this report for Councillor information.

- c) It is planned that the currently separate teams – comprising of the Customer Service Team [located in the Council Offices] and the Resource Centre Teams [located in Beaufort and Avoca Resource Centres] – be amalgamated as one team as from the 1<sup>st</sup> May 2020. The new team will be called the Frontline Services Team and from a line management perspective will fall under the direct responsibility of the Manager Governance, Risk & Compliance.

It is planned that the supervision of the teams should remain as existing – Customer Services Supervisor and Resource Centres & Libraries Coordinator respectively – for a period of approximately six months to allow evaluation of team dynamics and supervisory needs. At the end of that period a further recommendation for change will be put forward to the CEO for consideration, if needed.

The chart of accounts will be amended to reflect the new line management structure in the new financial year.

- d) It is planned for a relocation of Council's switchboard operations to separate this from the reception function. A new Frontline Services / Admin Support Officer position will be recruited in the near future to allow for this separation and to provide additional administration support to other staff in Beaufort. The separation of the functions will remove stresses on frontline staff and customers in prioritising between answering telephones or dealing with face to face clients; will remove some of the noise in the reception area; and will allow for a greater focus on visiting members of the community and better customer experience. It is anticipated that this change should take place by the end of this financial year.
- e) A preliminary budget allocation for office restructuring in the Council Offices has been allowed for in the draft 2020/21 budget. Before finalising plans for a restructure of the reception area, further community and Council consultation is required.
- f) A review of the technology required to support the outcomes of the frontline services review is underway – with a particular focus on:
- Online payment and form / application completion capability – allowing customers to transact with Council at a time of their choosing;
  - Facilitation of customers to complete transactions at any frontline service point;
  - Improvement of information provided via online means and available at frontline service points, to reduce reliance on specialist 2<sup>nd</sup> tier staff for routine and regular enquiries; and
  - Customer Relationship Management system (CRM) that will allow greater visibility of interactions between the community and staff to aid in communication and query response (within privacy and data security requirements).
- g) Discussions have commenced with the Rural Councils Transformation Project team and the City of Ballarat to determine timeframes for the development and implementation of a Customer Relationship Management (CRM) system and other software requirements that will be needed to fully support the implementation of Council's Customer Service Policy. It is anticipated that a CRM should be available for implementation at the Pyrenees Shire during 2020/21.

In the meantime, work has started on the development of information that can be provided to frontline services staff to support answering of enquiries.

Further updates will be provided to Council on a regular basis.

## **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

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

3.3 - Community Development - Supporting communities to build connections, capacity and resilience.

## **ATTACHMENTS**

9.3.1 - Draft Council Customer Service Policy for information and feedback (*circulated separately*)

9.3.2 - Draft Frontline Services Implementation Plan 2020-2021 (*circulated separately*)

## **FINANCIAL / RISK IMPLICATIONS**

There are financial implications to implementing the recommendations of the frontline services review, and with non-implementation and maintaining the status quo. It is anticipated that implementation costs will be incurred as part of a medium to long-term plan and aligned with the RCTP to minimise cost, maximise efficiencies and improve customer service to our community.

There are industrial relations risks involved with any major change project, but it is hoped that sufficient involvement of staff in the development stages (and ongoing in the implementation) will enable any issues arising to be managed at an early stage and avoid major disruption.

## **CONCLUSION**

Council has undertaken a comprehensive review of its frontline service functions with a report on outcomes and recommendations provided to Council in February 2020. This report provides an update on implementation actions and timeframes for Council information.

## **OFFICER RECOMMENDATION**

|   |
|---|
| It is recommended that Council notes this report and its attachments. |
|---|



## CHIEF EXECUTIVE OFFICER

### 9.4. POWER PURCHASE AGREEMENT

**Jim Nolan – Chief Executive Officer**

**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 provide an update on the matter of a Renewable Energy Power Purchase Agreement for Local Government.

#### BACKGROUND

At the June 2019 Council Meeting, Council considered a report and resolved to support the participation in a Renewable Energy Power Purchase Agreement.

The City of Darebin which is the lead agency for the consortium of councils was notified of the position of Pyrenees Shire Council, and the MAV was appointed as procurement agent.

A great deal of work has been done by the City of Darebin; however the legal and other complexity of the project has created a delay in implementation.

The status of the project is outlined in a letter recently received from the City of Darebin CEO which is copied below:

*Dear Mr Nolan,*

*I am writing with an update on the Local Government Power Purchase Agreement (PPA) project, which Darebin is coordinating on behalf of the buyers group as lead council and which you have appointed the MAV as procurement agent for.*

*I know that a number of you have had questions about how this is progressing and some of you have been seeking information to help make decisions about interim contracts. Thank you for your patience in waiting for an update.*

*As you know, we have been working hard with MAV and many officers from across the state. It has been amazing to have the very significant help and brains trust from across the sector including from the greenhouse alliances.*

*The business case is compelling and interest in this tender has attracted an extraordinary number of participants – in fact about two thirds of councils in the state have indicated they wish to be involved. It is a ground-breaking joint effort that has the potential to change how energy is supplied not only to our sector, but others.*

*Whilst the project is enormously exciting, it is critical that every step in the process from here is carefully considered from both a governance and probity perspective. On this basis, and with the MAV's support, I have engaged Maddocks to assist. This advice includes an initial review of the project work undertaken by Darebin to date and a risk analysis of the planned process and I am expecting that it will lead to changes to the current governance and contractual arrangements and procedural steps.*

*Whilst prudent, this work will take some time to complete and as a result, the January 2021 goal will not be achieved. This is unfortunate but unavoidable.*

*On this basis, I encourage you to consider making interim contract arrangements for electricity contracts that expire during 2020. This will allow the PPA project to be conducted in thorough, appropriate manner without risk to your supply. I am aware Councils have been exploring various options for interim arrangements and that the MAV are also supporting Councils in this process by including short term bridging options into their upcoming electricity tender. If this applies to you, I encourage you to contact MAV Procurement on 9667 5518 ASAP if you have any queries about MAV's interim options.*

*We plan to share the outcomes of the review in a briefing in the last week of February. We will send details of the meeting in the next week, so you have time in your diary.*

*In the meantime, please don't hesitate to contact myself or Rachel Ollivier, General Manager City Sustainability and Strategy on telephone 0439251423.*

*Yours sincerely*

*Sue Wilkinson  
Chief Executive Officer  
Darebin City Council*

In response to the above, and given Pyrenees contract for the supply of power is due to expire in June 2020, a short term contractual arrangement has been entered into beyond this period for power until the matter of the PPA is realised.

Council officers also participated by video conference in a meeting of member councils with the lead council and to receive any further information on the development.

#### **ISSUE / DISCUSSION**

The concept of a PPA involving a large number of Victorian councils is a positive step towards securing cost effective renewable energy for Council operations, and one which demonstrates Council's leadership in addressing the risks associated with climate change.

The complexity of the arrangements is being addressed by the lead council with assistance from the MAV and following further legal advice.

While there has been a necessary delay in implementation, the parties are hopeful of a successful outcome and interim arrangements have been made to ensure a power supply contract is in place.

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

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

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

#### **ATTACHMENTS**

Nil

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

The financial benefits of participation will be known once the tender process has been completed. A business case has been prepared which has identified and assessed the relevant risks.

## **CONCLUSION**

The CVGA is working with other Victorian Councils to tender for the purchase of electricity generated by Renewable Energy sources. Pyrenees has agreed to participate along with at least 39 other councils. Apart from positive environmental outcomes, it is anticipated that the tender process will result in improved electricity pricing.

While there has been a delay in the implementation of the PPA, the parties remain hopeful that there will be a positive outcome.

## **OFFICER RECOMMENDATION**

That Council notes this report.

## **9.5. PROJECT REPORT**

**Jim Nolan – Chief Executive Officer**

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

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

### **PURPOSE**

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

### **BACKGROUND**

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

### **ISSUE / DISCUSSION**

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

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

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

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

### **ATTACHMENTS**

9.5.1 – Projects Spreadsheet (*circulated separately*)

### **FINANCIAL / RISK IMPLICATIONS**

There are no financial implications associated with this report.

### **OFFICER RECOMMENDATION**

|   |
|---|
| That Council notes the Projects Report. |
|---|

## 10. COUNCILLOR ACTIVITY REPORTS

| <b>Cr Tanya Kehoe – Mount Emu Ward</b> |                                 |           |
|--|---------------------------------|-----------|
| <b>February</b>                        |                                 |           |
| Tue 04                                 | CEO Performance Review          | Beaufort  |
| Tue 11                                 | Councillor Cuppa                | Evansford |
| Tue 11                                 | Councillor Briefing Session     | Avoca     |
| Tue 18                                 | Councillor Briefing Session     | Beaufort  |
| Tue 18                                 | Council Meeting                 | Beaufort  |
| Mon 24                                 | Department of Transport Meeting | Beaufort  |
| Mon 24                                 | Rotary Club Award Presentation  | Beaufort  |

| <b>Cr David Clark – Ercildoune Ward</b> |   |                |
|---|---|----------------|
| <b>February</b>                         |   |                |
| Tue 04                                  | CEO Performance Review                              | Beaufort       |
| Mon 10                                  | FASC Meeting  | Ballarat       |
| Tue 11                                  | Councillor Cuppa                                    | Evansford      |
| Tue 11                                  | Councillor Briefing Session                         | Avoca          |
| Fri 14                                  | Municipal Association of Victoria Board Meeting     | Melbourne      |
| Tue 18                                  | Councillor Briefing Session                         | Beaufort       |
| Tue 18                                  | Council Meeting                                     | Beaufort       |
| Thu 20                                  | Central Victorian Greenhouse Alliance Board Meeting | Teleconference |

| <b>Cr Robert Vance – De Cameron ward</b> |   |               |
|--|---|---------------|
| <b>February</b>                          |   |               |
| Tue 04                                   | CEO Performance Review  | Beaufort      |
| Tue 11                                   | Councillor Cuppa  | Evansford     |
| Tue 11                                   | Councillor Briefing Session                                   | Avoca         |
| Thu 13                                   | Timber Towns Victoria General Meeting                         | Melbourne     |
| Fri 14                                   | Rural Councils Victoria Meeting                               | Melbourne     |
| Tue 18                                   | Councillor Briefing Session                                   | Beaufort      |
| Tue 18                                   | Council Meeting   | Beaufort      |
| Mon 24                                   | Upper Avoca River Flood Study Project Reference Group Meeting | Natte Yallock |

| <b>Cr Ron Eason – Avoca Ward</b> |                                     |           |
|----------------------------------|-------------------------------------|-----------|
| <b>February</b>                  |                                     |           |
| Tue 04                           | CEO Performance Review              | Beaufort  |
| Tue 11                           | Councillor Cuppa                    | Evansford |
| Tue 11                           | Councillor Briefing Session         | Avoca     |
| Tue 18                           | Rail Freight Alliance Meeting / AGM | Melbourne |
| Tue 18                           | Councillor Briefing Session         | Beaufort  |
| Tue 18                           | Council Meeting                     | Beaufort  |

| <b>Cr Damian Ferrari – Beaufort Ward</b> |                             |           |
|--|-----------------------------|-----------|
| <b>February</b>                          |                             |           |
| Tue 11                                   | Councillor Cuppa            | Evansford |
| Tue 11                                   | Councillor Briefing Session | Avoca     |
| Tue 18                                   | Councillor Briefing Session | Beaufort  |
| Tue 18                                   | Council Meeting             | Beaufort  |

## 11. ASSEMBLY OF COUNCILLORS

| <b>MEETING INFORMATION</b>              |   |                                     |                         |
|---|---|-------------------------------------|-------------------------|
| Meeting Name                            | Councillor Briefing Session   |                                     |                         |
| Meeting Date                            | 18 February 2020 commenced at 2.00pm and closed at 5.45pm   |                                     |                         |
| Meeting Location                        | Council Chambers, Beaufort  |                                     |                         |
| Matters Discussed                       | <ol style="list-style-type: none"> <li>1. <b>Beaufort Closed Loop Water Recycle Project</b></li> <li>2. <b>Economic Development Strategy</b></li> <li>3. <b>Planning Scheme Amendment</b></li> <li>4. <b>Beaufort Mechanics Institute</b></li> <li>5. <b>Rainbow Serpent Festival</b></li> <li>6. <b>Finance Briefing – Budget</b></li> <li>7. <b>Staff Resourcing</b></li> <li>8. <b>Agenda Review (February Council Meeting)</b></li> </ol> |                                     |                         |
| <b>ATTENDEES</b>                        |   |                                     |                         |
| Councillors                             | Mayor Cr Tanya Kehoe<br>Cr Ron Eason  | Cr Damian Ferrari<br>Cr David Clark |                         |
| Apologies                               | Cr Robert Vance   |                                     |                         |
| Staff                                   | Jim Nolan (Chief Executive Officer)<br>Douglas Gowans (Director Asset and Development Services)<br>Kathy Bramwell (Director Corporate and Community Services)<br>April Ure (Manager Governance, Risk and Compliance) – Item 2<br>Katie Gleisner (Manager Planning and Development) – Item 4 and 5<br>James Hogan (Manager Finance) – Item 6   |                                     |                         |
| Visitors                                | Craig Kenny – Item 1  |                                     |                         |
| <b>CONFLICT OF INTEREST DISCLOSURES</b> |   |                                     |                         |
| Matter No:                              | Councillor making disclosure  | Particulars of disclosure           | Councillor left meeting |
| Nil                                     |   |                                     |                         |

## 12. ITEMS FOR DECISION

### ECONOMIC DEVELOPMENT AND TOURISM

#### 12.1. ECONOMIC DEVELOPMENT ACTION PLAN

**Ray Davies – Manager Economic Development and Tourism**

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

**File No:** 22/18/02

#### PURPOSE

The purpose of this report is to seek Council endorsement of the Economic Development Activity Plan following recent endorsement of the Economic Development Strategy.

#### BACKGROUND

Council adopted the “Towards 10,000 Economic Development Strategy” at the February 2020 Council Meeting.

Furthermore Council moved “that an Action Plan for key initiatives be presented for adoption at Councils April 2020 meeting”.

An integral component of achieving a population target of 10,000 will be to establish the groundwork for further residential settlement within the Shire as outlined in the Action Plan provided with this report.

Council’s residential development at Correa Park Beaufort has established there is demand for residential growth within Pyrenees Shire and additional strategic work identified in the Strategy now needs to follow to capitalise on this potential for further growth.

#### ISSUE / DISCUSSION

The Economic Development Strategy highlights the need for a range of additional strategic work to be developed and implemented in order to achieve the objective of growing the population to 10,000 people.

The action plan that accompanies this report has been established using the following framework:-

- A strategic objective
- The actions identified to achieve the objective
- How council will measure the effectiveness of each action in achieving the objective
- A base line target and
- An aspirational target

The targets identified in the Action Plan, especially those of population growth and new jobs, will require a strategic and resource focus by Council. The ability to meet the targets outlined in the plan will be subject to community engagement and good collaboration with stakeholders, the availability of funding from all levels of government, and the ability to leverage private sector investment.

#### COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

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



## **ATTACHMENTS**

12.1.1 - Towards 10,000- Economic Development Strategy Endorsed by Council (*circulated separately*)

12.1.2 - Economic Development Action Plan (*circulated separately*)

## **FINANCIAL / RISK IMPLICATIONS**

The Action Plan identifies a range of initiatives including a list of preliminary costings.

These are summarised in Table 3 in the Action Plan.

## **CONCLUSION**

The Action Plan provided with this report has been developed for Council's endorsement.

## **OFFICER RECOMMENDATION**

1. That Council endorses the Economic Development Action Plan.
2. That the actions identified in the action plan be considered in forward planning for Council budgets over the next four years.

## **ASSET AND DEVELOPMENT SERVICES**

### **12.2. GLASS RECYCLING**

**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:** 68/10/08

#### **PURPOSE**

The purpose of this report is to update Council on recycling issues with a focus on the implementation of separating glass from the recycling stream and seeking Councils support to expand the current glass bin collection points.

#### **BACKGROUND**

The market for recyclables have been problematic for the last two years and came into focus following China's introduction of its SWORD Policy that prevented the import of recyclables with levels of contamination with general waste items. The issues receiving recyclables compounded with large market players such as SKM Pty Ltd not meeting EPA Standards for safe storage of recyclable material.

This culminated in SKM Pty Ltd ceasing operations which had a direct impact on at least thirty Victorian Councils whose recycle material was previously deposited with SKM Pty Ltd.

Pyrenees Shire recyclables are collected by our waste contractor Four Seasons Waste. The recyclables are then transported to a locally based receival contractor who previously transported them to a SKM facility.

Council has the responsibility to nominate the receival contractor which ultimately means Council has the liability for where our recyclables are processed. Council's current receival contractor utilises a receival processor that will only accept recyclables with glass removed.

Glass in all forms is now considered a contaminant rather than a commodity. Council implemented a number of dedicated glass bins at transfer stations and in public accessible places in Beaufort and Avoca to provide residents the option of removing glass.

#### **ISSUE / DISCUSSION**

With the introduction of the State Governments Recycling Victoria's 10 year action plan to transform the waste sector, new processes will be developed to better provide a circular economy to the waste industry.

One of the main changes that will affect Local Government is the introduction of a container deposit scheme and the possible provision of a four bin waste and recycling system which may introduce a glass bin to residents. The container deposit scheme (CDS) could include glass (including wine bottles), aluminium and PET (Hard plastics) containers. This may remove CDS items going to the recycle bins and reducing street collection volumes.

The regional waste group were seeking to undertake a collaborative procurement for kerbside services with 8 councils which was put on hold in September 2019. This was done to ensure that the region would not be out of step with the proposed reforms from the state government. The collaborative procurement is now planned to come into place for 1 July 2021, until this comes into place Council may not be in a position to roll out a glass bin service under the current contract. Therefore Council may wish to consider the introduction of further publically accessible glass bins at other localities within the shire as an interim measure prior to a dedicated glass bin being rolled out.

There were initially 11 skip bins distributed in October 2019. Some bins were relocated to suit the demand. The collection was to start monthly and monitored to gain an understanding of volumes. Two sites were changed to weekly over the Christmas period to cope with demand and then reverted to fortnightly as demand reduced.

The location and amount of bins are as follows:

- Beaufort Transfer Station 2 Tip Road Beaufort (1 x 3m bin)
- Beaufort Township Park Road Service way. Beaufort (2 x 3m bins)
- Avoca Transfer Station 82 Russell Street. Avoca (1 x 3m bin)
- Avoca Township South of Avoca Hall, Avoca (2 x 3m bins)
- Snake Valley Transfer Station 298 Snake Valley Mortchup Road. Snake Valley (2 x 3m bins)
- Landsborough Transfer Station 2161 Ararat St Arnold Road (2 x 3m bins)
- Stockyard Hill site Beaufort Carranballac Road, 1.4km south of Mount William Road (1 x 3m bin)

The monthly rental of the bins is \$35 each and a transportation collection cost of \$195 per hour vehicle travel. The current vehicle travel charge is 5.5 hours to collect all bins.

A new glass skip was recently placed at the Beaufort Caravan Park and emptied monthly. This increases the glass skip bins to 12.

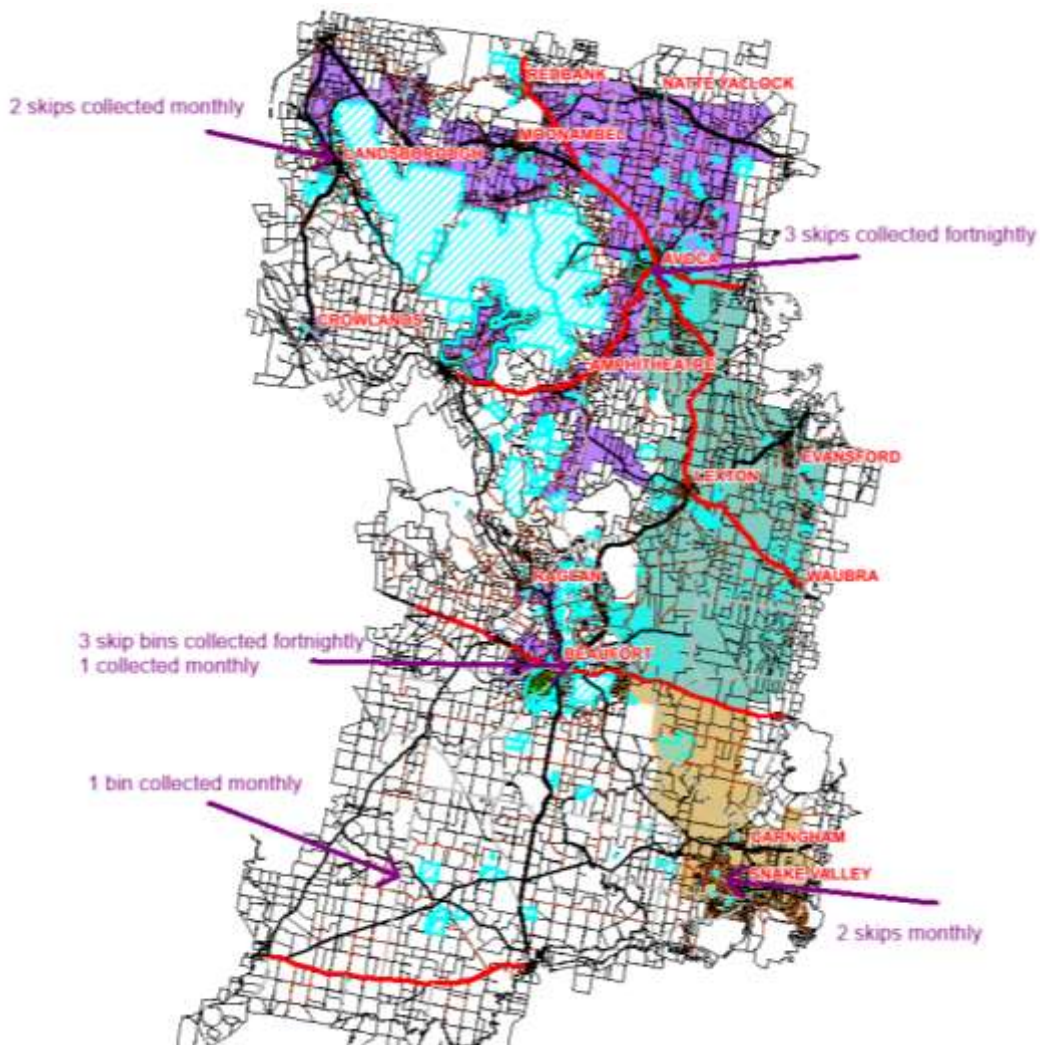
Glass disposal rates are \$165 per ton and get delivered to Vic Waste Solutions. Nine tons was collected last month.

There has been some community interest in other townships being provided glass skips. Moonambel was highlighted as a collection source due to the wineries in the area. Evansford have also expressed an interest in having access to a closer glass recycling bin. Evansford may be able to be accommodated through specific communities of interest at the location of either Lexton or Waubra.

The skip bins in Landsborough and Snake Valley Transfer Stations are underutilised. These could be reduced to one skip bin at each site. This will provide two skip bins to be placed at other locations that would mean only transport costs may be additional with no increase in rental costs.

The collection time is a significant cost, currently Avoca and Beaufort are collected fortnightly and the others are monthly. If glass skips are introduced to other areas this will increase the collection length and time.

Additional sites can be accommodated by the collection contractors if they are during the fortnight collection routes currently used. The map below shows the current locations of the glass skip bins.



## 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.

5.5 - Protect our environment by providing efficient and effective waste management.

## ATTACHMENTS

12.2.1 - Victoria State Government Media Release – Transforming Recycling in Victoria

## FINANCIAL / RISK IMPLICATIONS

The recent changes to the waste industry will directly affect Councils ability to dispose of general waste and recyclable streams. The instability will continue until a local Municipal Resource and Recovery Facility can be available to sort the waste streams into deliverable quantities to Australian based re-use facilities.

Introduction of a glass bin will increase the collection costs to residents, ongoing disposal gate fees are expected to rise. Consideration to a compulsory waste and recycle collection throughout the Municipality may be required to provide a waste collection service to all residents. With a compulsory street collection service provided to all residents the Transfer Stations can be reduced to day per week

Landfill levies will increase to help finance the State Government waste policy.

## **CONCLUSION**

Contamination in comingled recycling needs to be addressed by removing glass from the recycling stream.

Council has a role in providing opportunities for the community to dispose/recycle glass by providing glass only skip bins in convenient locations.

## **OFFICERS RECOMMENDATION**

1. That Council redistribute glass skip bins to the locations of Moonambel and Waubra.
2. That Council continue to monitor glass skip bin usage until such time as Council roles out residential glass bins as part of the States recycling program.

# Media Release

The Hon Daniel Andrews MP  
Premier



Monday, 24 February 2020

## TRANSFORMING RECYCLING IN VICTORIA

Victoria will have a container deposit scheme and households will get a new fourth bin, as part of a plan to reduce waste going to landfill by 80 per cent in ten years with a massive overhaul of the state's waste and recycling system by the Andrews Labor Government.

With widespread disruption to global recycling markets, Premier Daniel Andrews and Minister for Environment Lily D'Ambrosio today announced the first in a suite of new policies under the *Recycling Victoria* package, designed to position Victoria as a leader in reusing, reducing and recycling waste.

The \$129 million of initiatives announced today to reform kerbside recycling includes the roll out of four colour-coded bins to homes across the state to better sort waste, recyclables and organics:

- glass recycling – purple lid
- food and garden organics – green lid
- plastic, metal and paper recycling – yellow lid
- household waste – red lid

By collecting glass separately, we can make sure more of it is effectively recycled – with jars and bottles transformed multiple times into multiple different products, including new roads and footpaths.

Separate glass collection will also make recovery of other recyclables – like plastic, metal and paper – simpler, with the food and organic bin significantly reducing the amount of waste going to landfill.

The rollout of the new bins will start next year and happen gradually – informed by the needs of local communities and existing council contracts. There will also be special arrangements for remote regional households and people in apartments, to ensure everyone gets access to the new four-bin system.

To complement this new household recycling system, the Labor Government will also introduce a container deposit scheme – reducing litter and waste going into landfill, and creating new Victorian jobs.

The Labor Government will design and deliver the scheme in close consultation with councils and industry so it can begin by 2023.

We will also make waste collection an essential service – ensuring a basic standard of service for Victorians, wherever they live – and establish a new dedicated authority to better govern our recycling system and hold waste service providers to account.

An education and behaviour change campaign will support the rollout of the initiatives. It will target households, businesses, councils, community groups and charities – helping them transition to the new system.

### Quotes attributable to Premier Daniel Andrews

*"This transformation will position Victoria as a national leader in recycling. Most importantly, it will deliver a system that Victorians can actually rely on."*

*"This represents a holistic approach to reducing, reusing and recycling our state's waste. That's good news for Victoria's environment and good news for Victorian jobs."*

### Quote attributable to Minister for Energy, Environment and Climate Change Lily D'Ambrosio

*"We know Victorians want to be able to do more to recycle household waste – this new system will make it easier for all of us to do our bit."*

**Media contact:** Stephanie Anderson 0422 031 125 | [stephanie.anderson@minstaff.vic.gov.au](mailto:stephanie.anderson@minstaff.vic.gov.au)

### **12.3. RAINBOW SERPENT FESTIVAL – TOW AWAY ZONES**

**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:** 62/55/13

#### **PURPOSE**

The purpose of this report is to request endorsement from Council to re-establish the tow-away zone in areas associated with the Rainbow Serpent Festival for the period of the revised 2020 festival.

#### **BACKGROUND**

Each year the Rainbow Serpent Festival in conjunction with Council and VicRoads establishes a tow away zone in order to mitigate risks from the parking of vehicles in the adjacent road reserves.

The risks include:

- Vehicles being parked over dry grass and other vegetation creating a fire hazard
- Vehicles pulling over on the highway in 80kmh or 100kmh zones and causing traffic hazards.
- Restricting the carriageway width on road reserve which require unobstructed travel for the time of the festival
- Risk of pedestrian accidents while passengers are disembarking from a vehicle located along the highway.
- Vehicles being used as camp sites during the time of the festival.

It has also been established that people are parking in the vicinity of the festival, and walking cross country through private property to illegally gain access to the festival site. This causes damage to fencing, stock, crops and is also putting the individuals at significant risk of injury, as they often attempt this journey under the cover of darkness. Festival operators have received complaints from adjoining property owners regarding this issue.

Council made a decision at the December 2019 Council meeting to enable the tow away zones for the 2020 event however due to the Lexton fire the 2020 event is now scheduled for Easter. Council's resolution was as follows:

*That Council:*

- 1. Endorses the application process to gain delegation from VicRoads to establish the tow-away zone in the locality of the Rainbow Serpent Festival between Thursday 23rd January 2020 and Tuesday 28th January 2020.*
- 2. Endorses the Chief Executive Officer's actions to authorise officers on behalf of the Rainbow Serpent event organisers to implement an appropriate process to apply fees associated with the management and enforcement of the tow-away zone for the duration of the festival.*

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

**Under section 119A of and Clause 5 of Schedule 4 to the Road Management Act 2004. – 119.**

Power of VicRoads to perform road management functions on roads

- (1) Subject to this section, VicRoads may perform any road management function under this Act on any road—

- for the purposes of facilitating road safety and traffic management in relation to access to or from a freeway or arterial road;

### **Road Management Act 2004 Schedule 4 Clause 5(2A)**

Power to remove vehicles causing obstruction or danger

(1) A State road authority may move or impound any vehicle that—

- is causing an unlawful obstruction; or
- is unlawfully parked or left standing in an area designated by the Minister; or
- has been left standing illegally for a period of at least 2 days; or
- has been left standing in an area in which in the opinion of the State road authority the vehicle is obstructing the free movement of traffic on a road or from a driveway; or
- has been left standing in an area in which in the opinion of the State road authority the vehicle constitutes a hazard to road safety.

(2) A State road authority may charge the owner of a vehicle a fee of up to the amount of the fee set for the purposes of clause 4(1)(c).

(3) The powers conferred by this clause and clause 4 are in addition to any powers under the Road Safety Act 1986.

### **ATTACHMENTS**

12.3.1 - Proposed tow-away areas map supplied by Rainbow Serpent organisers.

### **FINANCIAL / RISK IMPLICATIONS**

The risks identified in the earlier section of the report will be addressed with the implementation of a tow away zone.

### **CONCLUSION**

Council officers believe that undertaking this action will improve safety and reduce risk to the community, road users and festival attendees during the time of the Rainbow Serpent Festival. Having the authority to undertake the enforcement and removal of vehicles within the area of the festival provides some rigour to the process, and immediately eliminate a risk once it has been identified.

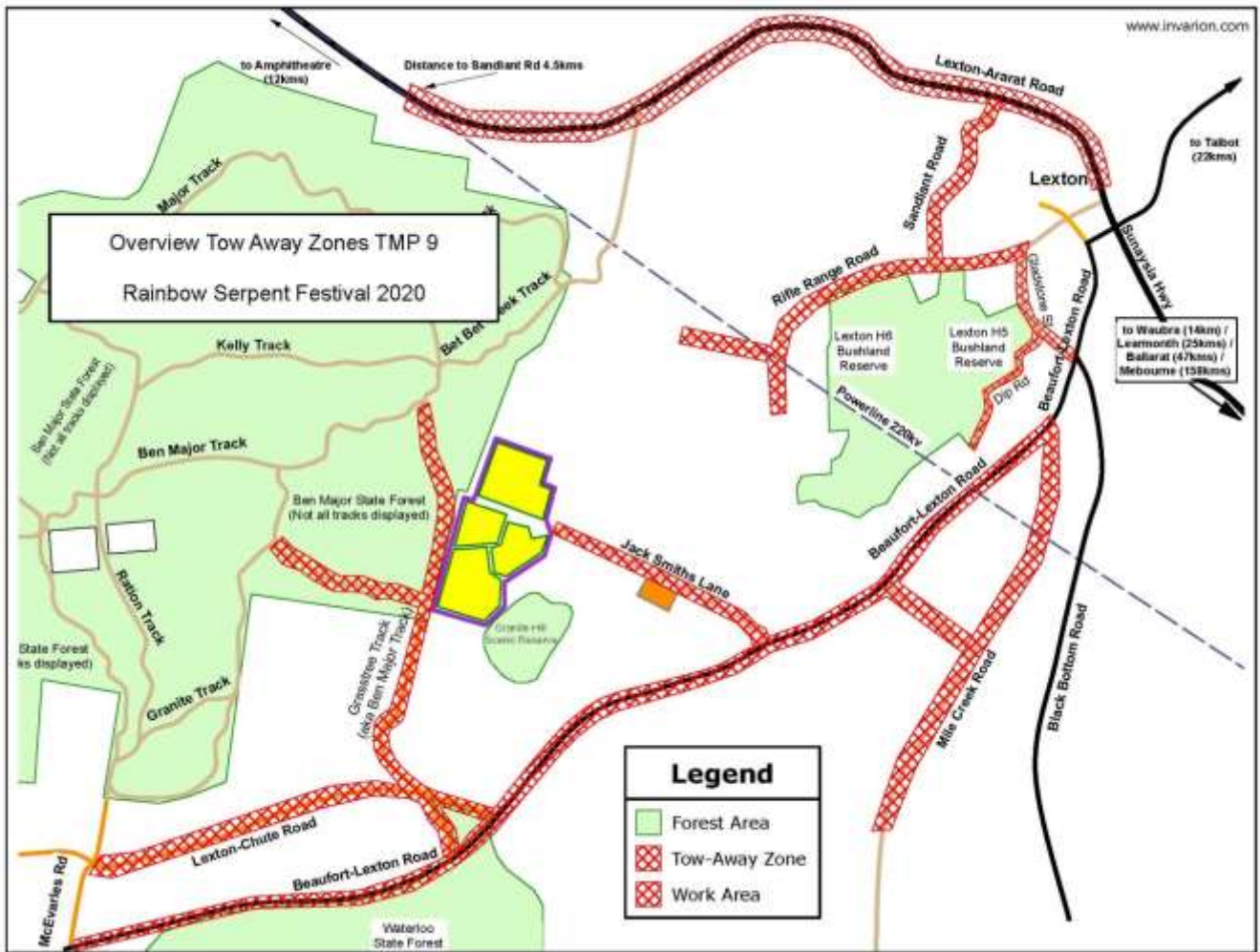
Further work will be undertaken to finalise with the event contractor, a reasonable cost recovery process which sees no cost to Council.

### **OFFICER RECOMMENDATION**

That Council:

1. Endorses the application process to gain delegation from VicRoads to establish the tow-away zone in the locality of the Rainbow Serpent Festival between Thursday 9<sup>th</sup> April 2020 and Tuesday 14<sup>th</sup> April 2020.
2. Endorses the Chief Executive Officer's actions to authorise officers on behalf of the Rainbow Serpent event organisers to implement an appropriate process to apply fees associated with the management and enforcement of the tow-away zone for the duration of the festival.





## **CORPORATE AND COMMUNITY SERVICES**

### **12.4. 2020 STATUTORY MEETING OF COUNCIL**

**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:** 32/08/25

#### **PURPOSE**

The purpose of this report is to request Council to call a special meeting on Tuesday 10<sup>th</sup> November 2020 to enable Councillors to take the Oath after the general election and hold the Statutory Meeting for the election of Mayor.

#### **BACKGROUND**

A General Election for Local Government will be held on 24<sup>th</sup> October 2020, with the formal results declaration scheduled for 6pm Friday, 6<sup>th</sup> November 2020.

S63(1) of the Local Government Act 1989 states that a person elected to be a Councillor is not capable of acting as a Councillor unless that person has:

- Taken the Oath or Affirmation of Office; and
- Read the Councillor Code of Conduct and made a declaration stating that they must abide by the Code of Conduct.

S71(1)(a) of the Local Government Act 1989 specifies that a Mayor must be elected after the 4<sup>th</sup> Saturday in October but no later than 30<sup>th</sup> November in each year. The election of Mayor is usually undertaken at Council's annual Statutory Meeting.

#### **ISSUE / DISCUSSION**

To meet the statutory requirements above, it is proposed that a Special Meeting of the Pyrenees Shire Council be scheduled for 6pm on Tuesday, 10<sup>th</sup> November 2020 for the purposes of:

- a) Persons elected as a Pyrenees Shire Councillor, in the election scheduled for 24<sup>th</sup> October 2020, to take the Oath or Affirmation of Office; read the Councillor Code of Conduct; and make a declaration that they must abide by the Code of Conduct.

And, following that:

- b) To hold the Statutory Meeting of Council for the purposes of:
  - Election of Mayor for the 2020/21 year; and
  - Appointment of Councillors as representatives on public or special committees.

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

Section 63(1) proscribes the obligations of a person before they can act as a Councillor.  
Section 71(1)(a) proscribes the timing for the annual election of Mayor.

#### **ATTACHMENTS**

Nil

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

No financial implications are associated with this report.

## **CONCLUSION**

The general election will be held on 24<sup>th</sup> October 2020. Before a person can act as a Councillor they must take the Oath or Affirmation of Office. The election of Mayor must be between 24<sup>th</sup> October and 30<sup>th</sup> November 2020. The declaration of election results is scheduled for 6<sup>th</sup> November 2020. It is recommended that the legal obligations around the taking of the Oath and election of Mayor at the Statutory Meeting be satisfied by calling a special meeting on Tuesday 10<sup>th</sup> November 2020.

## **OFFICER RECOMMENDATION**

It is recommended that Council calls a Special Council Meeting for 6.00pm on Tuesday 10<sup>th</sup> November 2020 to allow Councillors to:

- a. take the Oath or Affirmation of Office;
- b. Read the Councillor Code of Conduct; and
- c. Make a declaration that they must abide by the Code of Conduct.

Then hold the Statutory Meeting to:

- d. Elect the Pyrenees Shire Council Mayor; and
- e. Appoint Councillors to be representatives on public committees and special committees of Council.

## **12.5. 2020/21 BUDGET PREPARATION – PUBLIC CONSULTATION PERIOD**

**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:** 32/08/25

### **PURPOSE**

The purpose of this report is to request Council to call a special meeting of Council to receive and consider the draft 2020/21 budget and open the public consultation period for 2020.

### **BACKGROUND**

Council is required by State legislation to prepare and adopt a budget for each financial year. In order to achieve the legislated deadlines for this action a timetable was adopted by Council in December 2019. Part of annual budget preparation is a requirement to publish the draft budget for a period of 28 days for public consultation and feedback.

### **ISSUE / DISCUSSION**

Section 127 of the Local Government Act 1989 requires a council to prepare a budget for each financial year by 30<sup>th</sup> June. The draft budget must be available for inspection by the public before being adopted by Council.

#### **Community consultation**

Two community sessions have been arranged for public consideration of the draft 2020/21 budget on:

- Beaufort Council Chamber – Thursday 23<sup>rd</sup> April 2020 - 4.00pm to 6.00pm
- Avoca Resource Centre (RTC) – Wednesday 29<sup>th</sup> April 2020 - 4.00pm to 6.00pm

Community consultation during the 28 day mandated period will also be conducted through the OurSay electronic consultation system, as used for the past two years. Copies of the draft budget will be available on Council's website and in hard copy at all front counters.

Presentation materials providing information on capital works projects and other information relating to what Council's budget is spent on will be provided at both the face-to-face community sessions and as part of the information provided at all three front counters.

#### **Special Council meeting**

Legislated public consultation timeframes require a period of 28 days between Council consideration of the draft budget and putting forward for public consultation, and Council's consideration of s223 submissions and final adoption.

The public consultation period in respect of the draft 2020/21 financial year budget was approved by Council (in December 2019) as between 15<sup>th</sup> April and 15<sup>th</sup> May 2020, as part of the budget preparation timetable. To meet the required public consultation period, the normal meeting of Council scheduled for 21<sup>st</sup> April 2020 is too late to approve in principle the draft budget and make this available for the 15<sup>th</sup> April 2020 deadline. Final Council adoption of the 2020/21 Budget is scheduled for the Ordinary Council Meeting on Tuesday, 9<sup>th</sup> June 2020.

The 2020/21 budget preparation timetable included a requirement for a Special Meeting of Council for Council approval in principle of the draft budget and put forward for the 28 days public submissions period.

It is requested, therefore, that a Special Council Meeting be called for 6.00 pm on Tuesday 14<sup>th</sup> April 2020 in the Avoca RTC to allow for Council to consider the draft 2020/21 budget in preparation for public display and invitation of submissions under s223 of the Local Government Act 1989.

It is proposed that public notices of the consultation period will be issued in the media on Friday 10<sup>th</sup> and 17<sup>th</sup> April 2020.

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

Section 127 of the Local Government Act 1989 requires a council to prepare a budget for each financial year and adopt by 30<sup>th</sup> June of each year.

### **ATTACHMENTS**

Nil

### **FINANCIAL / RISK IMPLICATIONS**

No financial implications are associated with this report.

### **CONCLUSION**

The budget timetable, adopted by Council in December 2019, included a Special Council Meeting to be called for Council's approval in principle of the 2020/21 draft budget and for this budget to be made available for public consideration and submission for a period of 28 days.

This report requests that Council call a Special Council Meeting for this purpose at 6.00 pm on 14<sup>th</sup> April 2020 at the Avoca Rural Transaction Centre, to take place immediately following the scheduled Council briefing on that day.

### **OFFICER RECOMMENDATION**

It is recommended that Council:

1. Calls a Special Council Meeting for 6.00pm at the Avoca RTC on Tuesday, 14<sup>th</sup> April 2020 to:
  - d. Receive, consider and adopt in principle the draft 2020/21 budget; and
  - e. Allow for the draft 2020/21 budget to be made available for public consultation from 15<sup>th</sup> April 2020 to 15<sup>th</sup> May 2020.
2. Notes the dates, times and locations for the community consultation forums in Beaufort and Avoca.

## CHIEF EXECUTIVE OFFICER

### 12.6. ENGAGEMENT PLAN

**Kate Deppeler – Communications Officer**

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

**File No:** 12/14/04

#### PURPOSE

The purpose of this report is for Council to endorse the Engagement Plan for 2020.

#### BACKGROUND

Council's Engagement Strategy provides for annual consideration be given to the engagement it intends to do both internally and externally over the coming year and to develop an annual engagement plan that incorporates the key intended engagement activities.

The Strategy is based on the IAP2 principles which are outlined in the discussion below.

#### ISSUE / DISCUSSION

The engagement principles of IAP2 are outlined below:

*IAP2 developed the Core Values for the practice of public participation for use in developing and implementing public participation processes to help inform better decisions that reflect the interests and concerns of potentially affected people and entities. The Core Values were developed with broad international input to identify those aspects of public participation that cross national, cultural and religious boundaries.*

- 1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.*
- 2. Public participation includes the promise that the public's contribution will influence the decision.*
- 3. Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.*
- 4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.*
- 5. Public participation seeks input from participants in designing how they participate.*
- 6. Public participation provides participants with the information they need to participate in a meaningful way.*
- 7. Public participation communicates to participants how their input affected the decision.*

The different levels of engagement reflected in Council's Engagement Strategy include:

Inform 1 - Providing information of a general nature to the community, fulfilling legal requirements (e.g. Community Noticeboard)

Inform 2 - Providing information and asking for feedback on a specific project (e.g. Community Satisfaction Survey by the state government contractor)

Consult 1 - First level of consultative engagement, which includes but not limited to; engaging with the public by providing information, hosting sessions and feeding responses into decisions (e.g. Council Budget)

Consult 2 - Seeking the public's input which will drive a particular project, working with the community to build on the project (e.g. Community Action Plans)

Some of the key engagement activities planned for 2020 include:

- Annual budget
- Pyrenees Futures Framework plans
- Council Election and Caretaker Period
- Drought Communities Projects
- Waste and recycling

In addition to these, it is intended that Council engage with the community through a number of routine practices including:

- Monthly community cuppa and chat events held in various communities
- Quarterly newsletters
- Weekly noticeboard
- Email newsletters

It is not intended that the activities contained in the Engagement Plan be an exhaustive list but rather capture the key engagement activities, and this in no way limits Council's engagement to these activities.

### **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.

2.1 - Develop and implement a Community Engagement Strategy incorporating an annual engagement plan.

### **ATTACHMENTS**

12.6.1 - Engagement Plan 2020 (*circulated separately*)

### **FINANCIAL / RISK IMPLICATIONS**

The costs associated with the implementation of the Engagement Plan are incorporated into the annual operating budget.

### **CONCLUSION**

A review of proposed engagement for 2020 has been undertaken and an annual engagement plan prepared for 2020 which is attached for Council consideration and endorsement.

### **OFFICER RECOMMENDATION**

|  |
|--|
| That Council endorses the Engagement Plan 2020 |
|--|

## 12.7. OLD BEAUFORT PRIMARY SCHOOL SITE

**Jim Nolan – Chief Executive Officer**

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

**File No:** 515021100

### PURPOSE

The purpose of this report is for Council to consider its position in respect of the government land and assets which comprise the former Beaufort Primary School site.

### BACKGROUND

At the Ordinary Council Meeting on 10 December 2019, Council considered a report on the former Beaufort Primary School site. The report set out the context and history of communication involving the State Government, Council and the Beaufort Primary School (BPS60) Committee who have sought that Council give positive consideration to a Social Enterprise Plan (SEP) to see the site secured and used for a community purpose.

At the December 2019 meeting, Council resolved as follows:

*That Council:*

- 1. Confirms its intention to have control over the land containing the drainage assets and described in this report as the former creek line by means of an easement or ownership of the land for drainage purposes and in order to provide a north-south access link.*
- 2. Agrees to support further input into the Social Enterprise Plan in order to strengthen the long term sustainability of the proposal and seeks that a revised plan be considered at a future meeting of Council and no later than March 2020.*
- 3. Allocates no more than \$10,000 towards achieving recommendation 2 above.*
- 4. Seeks to determine its position on the site at the March 2020 Ordinary Council meeting.*
- 5. Writes to the Minister for Planning advising of Council's position and the timelines for deciding its position.*
- 6. That Council seeks to purchase the open space land as described as 3 & 4 in the report (overleaf) for community purposes.*

The Map containing the various portions of the land referenced in the resolution above is contained in the attachment to this report.

The Department of Treasury and Finance (DTF) and the Minister for Planning were subsequently notified of the Council resolution, and responses have been received from both DTF and the Planning Minister.

The Minister has advised that a decision regarding the Planning Scheme amendment over the land will be made once Council has decided its position on the balance of the site at the March 2020 Council Meeting.

Since their representations to Council in December, the BPS60 Committee has shored up further support from the Neighbourhood House as anchor tenant with the assistance of the CEO of Neighbourhood Houses, Victoria. A copy of the addendum to the SEP which outlines this development is attached to this report.

Consistent with recommendation 2 above, SED Consultants were engaged by Council to undertake an independent peer review of the SEP, to make observations and recommendations to further strengthen the sustainability of the proposal detailed in the SEP. At the time of preparing this report, the peer review report had not yet been received. It is anticipated that this report will be completed and circulated to Councillors by separate circulation for consideration ahead of the March Council Meeting. It is intended that the peer review report and the addendum referred to above will form the revised SEP.



In addition to the above, the matter of the SEP was discussed with Regional Development Victoria (RDV). Given that the SEP is reliant on external funding from government or other sources, RDV was invited to consider the merits of the SEP and its suitability for government funding. RDV agreed to undertake a preliminary assessment to identify what other further work might be necessary to make the project ready for funding consideration. A copy of the RDV feedback is also circulated to Councillors by separate circulation.

A report on the valuation of the land is also being prepared to further assist Council's consideration.

## ISSUE / DISCUSSION

### What does the Social Enterprise Plan Propose?

The executive summary of the plan is copied below with the permission of the Committee.

*“Old Beaufort Primary School 60 (BPS60) Committee has produced this social enterprise plan—Project Beaufort School 60—for former Beaufort Primary School 60, located at 7-25 Hill Street. This plan is central to our negotiations with Pyrenees Shire Council and the State Government (Department of Planning, Department of Treasury and Finance). It is the basis from which we can come together to achieve a viable community enterprise for the school site.*

*The vision is for a new, economically sustainable, not-for-profit multi-use precinct owned and controlled by the local Pyrenees community. Diverse community groups and associations will be allocated permanent space on the one central, easily accessible, inclusive site. The project will revitalise the township by providing a new community focus to the heart of town—an expansive community precinct, building on the social, historical, aesthetic and environmental capital of the site.*

*Revenue to sustain the project will largely derive from the establishment of unique accommodation within two heritage buildings on site. This accommodation will be a significant addition to the existing mix of options attracting visitors into the township.*

*Once the site has been secured through donation, lease or outright purchase (initially by Pyrenees Shire with community ownership in the medium to longer term?) Old BPS60 Committee will become an incorporated association and hold a public meeting to secure a wider membership to begin implementing Project Beaufort School 60. A not-for-profit Board of Management will subsequently be formed. The most suitable legal structure for the enterprise will be worked through prior to the implementation of Stage 2 of the project.*

*\$1.42 million is required for capital improvements for the site (\$940,000 - Stage 1 and \$480,000 - Stage 3). This money will be sought from mixed sources, including donations, crowdfunding, patient loans, local, state and federal grants, business angel networks and other means. The project will require significant community support, including substantial financial commitment from the community, and/or private enterprise. We will utilise the expertise of Pyrenees Shire Council, Beaufort Community Bank, Ballarat Foundation, as well as other community groups who have successfully brought projects to fruition (e.g. Lexton Community Hub, Avoca's Railway Station Building, Charlton Community Hub, Rainbow Oasis, Wedderburn CH&LC).*

*Once Stage 1 refurbishment is complete, Project Beaufort School 60 will initially start operating as a simple not-for-profit Community Hub (Stage 2), with Beaufort Community House and Learning Centre (CH&LC) occupying the Main School building and providing early onsite management.*

*Permanent housing in the Main School building and the Double Demountable building will be provided for other community groups, including Beaufort Municipal Band. Beaufort CH&LC will secure enhanced space resulting in an expanded program to offer the community, and with greater opportunity to pursue grants. There will be a community lounge, meeting rooms, office and storage space and a performance space. A Community Museum will be established.*

*Initial operating revenue for the Community Hub (stage 2 onwards) will be derived from:*

- *the lease of commercial space (2-4 rooms) within the Main School building*
- *specific fundraising events*
- *rental (sliding scale – subsistence)*

*Once Stage 3 refurbishment is complete, and the accommodation within the Higher Elementary Building and Mt. Rowan School Cookery Building has been operating for four years, the whole community precinct will become fully sustainable through the addition of this revenue. Once in profit it will be possible, if necessary, to make repayments towards the purchase price of the site. With the evolution of the site there will be increasing opportunities for youth activities, community learning, and creative arts (Creative Arts and Learning Centre, Stage 5) as partnerships and funding opportunities are pursued and secured. The overall sustainability of the project will not depend on securing these further grants.*

**Project Beaufort School 60** will make a significant social and economic contribution to the broader Pyrenees economy. It will be important to measure the social, economic and environmental impact of the project from implementation (Centre for Social Impact: <http://www.csi.edu.au/research/project/compass-your-guide-social-impact-measurement/>). If you support **Project Beaufort School 60** and agree that it is important to Beaufort's future, please consider making a financial pledge (details to come).

*You can provide feedback to the committee about this social enterprise plan via the form at the end of this document, **Appendix E**, pp. 35-36."*

Matters relevant for Council's consideration are detailed in the Council Agenda report to the December Council Meeting as well as in the attachments to this report. Further to the previous Council decisions, Council is now invited to consider its position in respect of the following areas identified in the site map:

### **5 Land containing building assets**

This is crown land comprising building assets portion of which is contained within the proposed Heritage Overlay.

### **6 Eastern section (former playing courts)**

Issues which were raised previously and which remain relevant for Council consideration include:

#### **Can land in the LSIO or FO be developed?**

It is possible to develop this land however the planning permit is to be obtained for buildings and works. The Catchment Management Authority is a Section 55 referral for applications and works must be consistent with the local floodplain development plan. In general this provision requires works not to unreasonably interrupt the flow of flood water, and therefore development potential is limited.

### **What Heritage values have been identified?**

The GLSAC commissioned a heritage assessment of the site which was completed in April 2018 by Lorraine Huddle. A copy of the assessment can be obtained online here:

[https://s3.ap-southeast-2.amazonaws.com/hdp.au.prod.app.vic-engage.files/2215/3196/3758/Heritage\\_Assessment.pdf](https://s3.ap-southeast-2.amazonaws.com/hdp.au.prod.app.vic-engage.files/2215/3196/3758/Heritage_Assessment.pdf)

The recommended heritage overlay comprises some of the existing buildings and surrounding land as shown in the assessment report. Not all the existing buildings on the site are recommended to be included in the heritage overlay.

### **What other constraints are there?**

The crown land portion of the site has been the subject of a native title claim which will need to be determined with the Eastern Maar.

### **What ownership Models are there?**

1. The Committee's Plan proposes that Council purchase the land from the government with a restrictive covenant (for community purposes) and lease the site to the proposed NFP group. Under this model, ultimately, Council would be responsible for the site and the activities on the site. The use of the site ongoing would need to be consistent with a community use.
2. Council may choose to seek to purchase the site via the market process when it is released for general sale without the encumbrance of a community use. This enables greater flexibility in the way the site can be used for a range of permissible uses regardless of whether they are consistent with "community use". However these uses would still be subject to the provisions of the planning scheme and the applicable zoning.
3. The community could form a community cooperative to purchase, fund and manage the activities. These activities would still need to comply with the relevant regulatory provisions. This could enable the objectives of the proposed enterprise plan to be delivered without Council's ownership.
4. The site is purchased privately and developed with or without consideration of the proposed Social Enterprise Plan. This could include a range of adaptive reuse of the existing buildings for permissible community, residential or commercial activities.

### **Considering the need for additional community spaces**

In consideration of the merits of the plan, Council should consider whether there is a need for the additional community spaces. Council is well aware of the cost to maintain operate and renew building assets. Existing community assets in Beaufort owned and managed by Council include the Shire Hall, Bendigo Community Bank Centre (Goldfields Recreation Reserve), Beeripmo Community Centre, Resource Centre/Library, Apex Croquet Clubrooms and Senior Citizens Community Centre.

Is there a need for additional open space in Beaufort? Areas of the school site comprising sections 1, 3 and 4 above would form part of a linear space linking open spaces to the north and south of the precinct.

Maintenance of open space areas requires ongoing maintenance and budget, particularly if it is required to be maintained to a high standard.

The site is in a prominent location.

### **Does the Social Enterprise Plan propose a financially sustainable model?**

The plan has been prepared by a group of community volunteers who have done an excellent job of capturing the essential elements of a business plan. Like any business plan, there are a number of assumptions and risks identified.

A key assumption is that the initial capital funds can be obtained from Council, government and other sources. The project is not currently a priority for funding by Council, and any state or commonwealth funding for the site is likely to be a competitive process including with other priorities within Beaufort.

The operations are financial dependent on cash flow from lease of spaces and other activities and effort has been made to consider a range of options. There is a risk that these may not be realized.

### **Does the Social Enterprise Plan provide an opportunity to grow and develop Beaufort?**

The Plan states that: *“The project will revitalise the township by providing a new community focus to the heart of town—an expansive community precinct, building on the social, historical, aesthetic and environmental capital of the site.”*

That the proposal represents the best long term use of the site is a matter for debate. While there are examples in other towns of similar public space areas being developed as community spaces, there are also other adapted reuse developments undertaken with private investment that can realise other significant benefits to the community. These developments may include residential or permissible commercial activities.

**Is it likely that other Council projects will be deferred or jeopardised if Council prioritised this project ahead of those other projects?** Given that external funding is a highly competitive process, this is likely to be the case.

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

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

3.3 - Community Development - Supporting communities to build connections, capacity and resilience.

### **ATTACHMENTS**

12.7.1 - Social Enterprise Plan including addendum (*circulated separately*)

12.7.2 - SED Consultants Peer Review of Social Enterprise Plan (*circulated separately*)

12.7.3 - Regional Development Victoria – comments on SEP (*circulated separately*)

12.7.4 - Valuation report on former Beaufort Primary School site (*circulated separately*)

12.7.5 - Correspondence to and from Department of Treasury and Finance and Minister for Planning (*circulated separately*)

12.7.6 – Plan of site

### **FINANCIAL / RISK IMPLICATIONS**

There are significant financial implications for Council ongoing unless careful consideration is given to the issues outlined in this report. Any financial commitment will need to be provided for in Council’s draft 2019/2020 Budget.

There are ongoing operating and maintenance costs as well as capital and one of costs.

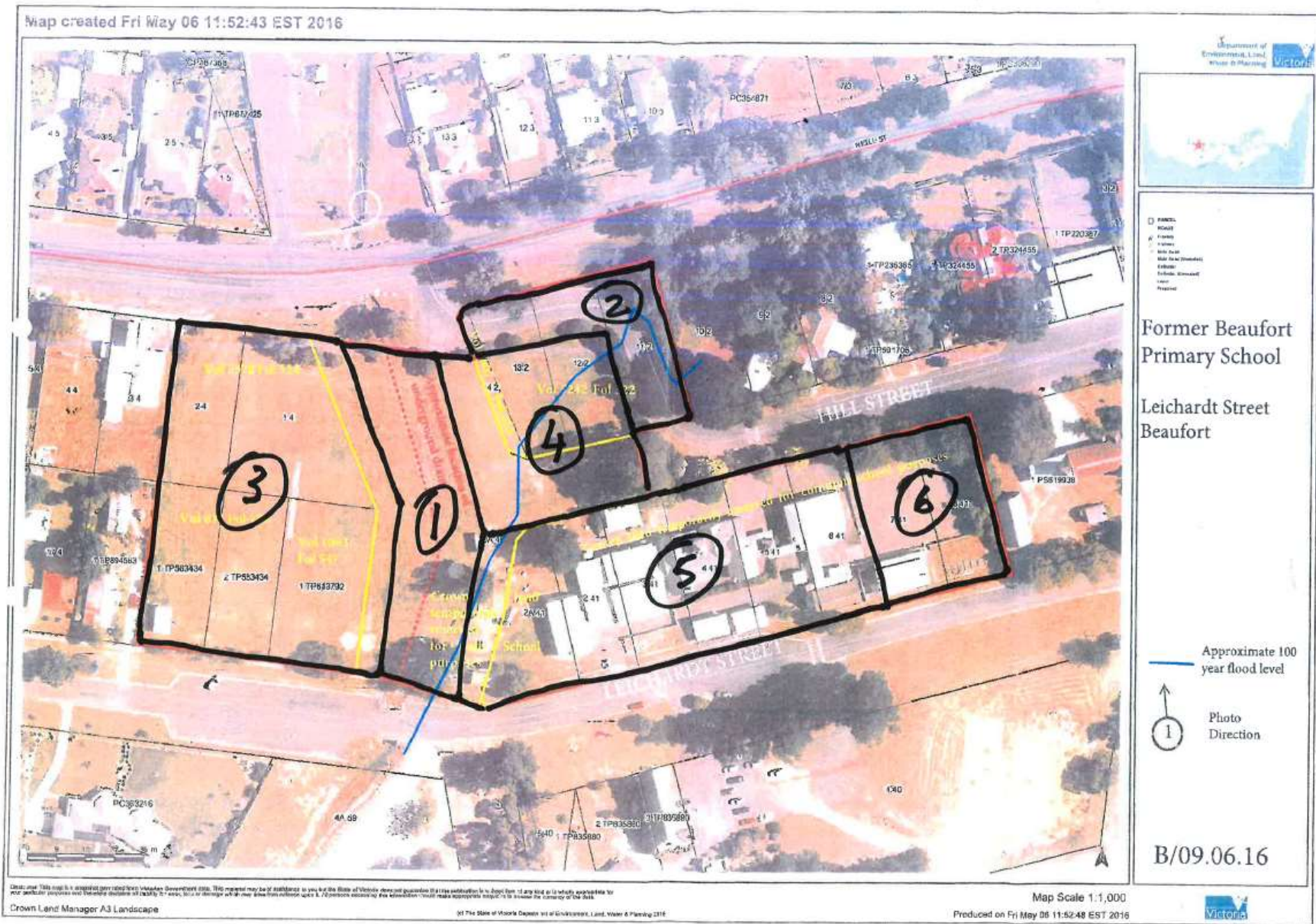
## **CONCLUSION**

Council is encouraged to consider the issues outlined in this report and the relevant attachments. The following recommendations are provided.

## **OFFICER RECOMMENDATION**

That Council:

1. Provides in principle support for the Social Enterprise Plan for the Beaufort Primary School site.
2. Considers the financial and other ongoing implications having regard to the advice received, and decides whether it will seek to purchase the land and assets and the level of commitment to invest in the site.
3. Writes to the Minister for Planning and the Department of Treasury and Finance advising of Council's position.



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

**14. CLOSE OF MEETING**

Meeting closed at

Minutes of the meeting confirmed .....

2020 Mayor