



**Pyrenees**  
Shire Council

# Minutes

## Ordinary Meeting of Council

6:00 pm Tuesday 18 January 2022  
Virtual

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## 1. WELCOME

Mayor Cr Ron Eason welcomed all to the meeting.

**Mayor:** Cr Ron Eason

**Councillors:** Damian Ferrari, David Clark, Robert Vance, Tanya Kehoe

**Chief Executive Officer:** Jim Nolan

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

**Director of Corporate and Community Services:** Kathy Bramwell

**EA to Directors:** Chantelle Sandlant (minutes)

**Senior Communications Officer:** Kate Deppeler (livestream)

**Communications Officer:** Rebecca Stewart (livestream)

## 2. STREAMING PREAMBLE

Mayor Cr Ron Eason read the livestream preamble.

## 3. OPENING PRAYER

The Mayor read the Opening Prayer.

## 4. ACKNOWLEDGEMENT OF COUNTRY

The Mayor acknowledged the people past and present of the Wadawurrung, Dja Dja Wurrung, Eastern Maar and Wotjobaluk tribes, whose land forms the Pyrenees Shire. We pay our respect to the customs, traditions and stewardship of the land by the elders and people of these tribes on whose land we meet today.

## 5. APOLOGIES

Nil.

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

There were no conflicts of interest declared.

## 7. CONFIRMATION OF THE PREVIOUS MINUTES

**Cr Tanya Kehoe / Cr Damian Ferrari**

That the Minutes of the:

- Ordinary Meeting of Council held on 14 December 2021; and
- Closed Meeting of Council held 14 December 2021,

as previously circulated to Councillors, be confirmed.

**CARRIED**

## 8. BUSINESS ARISING

There was no business arising from the previous meeting held 14 December 2021.

## 9. PUBLIC PARTICIPATION

There were no questions submitted for public participation question time.

## 10. ITEMS FOR NOTING

### 10.1. ASSET AND DEVELOPMENT SERVICES

#### 10.1.1. PLANNING AND DEVELOPMENT - QUARTERLY ACTIVITY REPORT

**Katie Gleisner – Manager Planning and Development Services**

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

**File No:** .

#### PURPOSE

This report provides Council with a summary of the Planning and Development Department's regulation activity during October, November, and December 2021.

#### BACKGROUND

The Planning and Development team is responsible for administering a range of regulatory functions identified within the following Acts, Regulations, Codes and Standards:

- *Local Government Act 2020*
- *Planning and Environment Act 1987*
- *Planning and Environment Regulations 2015*
- *Building Act 1993*
- *Building Regulations 2018*
- *National Construction Codes*
- *Environment Protection Act 2017*
- *Water Act 1989*
- *Public Health and Wellbeing Act 2008*
- *Food Act 1984*
- *Tobacco Act 1987*
- *Domestic Animals Act 1994*
- *Domestic Animals Regulations 2015*
- *Country Fire Act 1958*
- *Impounding of Livestock Act 1994*
- *Road Safety Act 1986*
- *Protection of Cruelty to Animals Act 1986*
- *General Local Law 2019*

The following statistics represent activity undertaken in Q2 of the 2021-22 financial year.

#### Planning

	Oct 2021	Nov 2021	Dec 2021	Financial YTD Total
<b>Planning Permits</b>				
Applications received	6	1	1	22
Applications completed	11	6	6	59
Request for further information	9	4	7	45
Estimated cost of works (\$)	787,447	0	19,000	3,454,530
Sixty day time frame (%)	100	100	85.71	96.42
Number of enquiries	173	180	137	1096
Secondary Consents	3	2	1	12

Time Extensions	3	2	5	21
Planning Information Controls	13	7	6	38
<b>Enquiries</b>				
Pre-purchase enquiries	56	49	51	284
Pre-application enquiries	59	64	35	323
Current planning application enquiries	22	27	25	182
Existing planning permit enquiries	17	17	5	105
All other enquiries	19	23	21	202

### **Building**

	<b>Oct-2021</b>	<b>Nov-2021</b>	<b>Dec-2021</b>	<b>Financial YTD Total</b>
<b>Permits issued by private Building Surveyor</b>	24	15	14	<b>111</b>
<b>'Property Information Certificates' prepared and issued</b>	23	24	10	<b>125</b>
<b>'Report and Consent' issued</b>	1	1	1	<b>7</b>
<b>Building Notices</b>	1	1	1	<b>5</b>
<b>Building Order</b>	0	3	1	<b>16</b>
<b>Resolved Building Notices</b>	0	0	0	<b>1</b>
<b>Resolved Building Orders</b>	1	2	1	<b>8</b>
<b>Building Inspections</b>	12	9	6	<b>57</b>
<b>Place of Public Entertainment permits issued</b>	0	1	1	<b>2</b>

### **Environmental Health**

	<b>Oct-2021</b>	<b>Nov-2021</b>	<b>Dec-2021</b>
<b>Wastewater</b>			
Application to Install or Alter system	2	2	2
Permit to Install or Alter issued	2	2	0
Approval to Use issued	5	1	2
Wastewater inspections	3	3	2
Domestic Wastewater Management Plan inspections	0	19	26
Domestic Wastewater Service Agent reports	17	4	2
Wastewater related complaints	2	0	0
Fees Paid	\$ 600.00	\$ 1,500.00	\$ 2,210.00
<b>Public Health</b>			
New Premises or Transfers	0	0	3
Registration Renewals	0	18	61
Premises Closures	0	3	2
Routine and Follow Up Inspections	25	8	0
Complaints about Registered Premises	0	1	0

Food Recalls	10	8	3
Mobile/Temporary Food Applications	1	9	7
Mobile/Temporary Food Inspections	0	1	0
Mobile/Temporary Food Statements of Trade	5	7	5
Fees Paid	\$ -	\$ -	\$ 1,030.50

### **Community Safety and Amenity**

<b>Item</b>	<b>Oct-2021</b>	<b>Nov-2021</b>	<b>Dec-2021</b>	<b>Financial YTD</b>
<b>Animal Registrations</b>				
Cats Registered	575	576	577	-
Dogs registered	2334	2341	2347	-
<b>Animal collections</b>				
Cats impounded	5	4	3	<b>24</b>
Cats reclaimed	2	1	0	<b>10</b>
Cats Euthanised	1	3	1	<b>8</b>
Dogs impounded	9	3	1	<b>22</b>
Dogs Reclaimed	7	3	1	<b>20</b>
Dogs Euthanised/surrendered	0	0	0	<b>0</b>
Stock impounded	0	1	0	<b>25</b>
<b>Fire Prevention</b>				
Fire Prevention Notices Issued				467
Number of Fire Prevention Notices complied with	See financial year to date figures			394
Fines Issued				27
Properties cleaned up by council contractors				12

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

#### Priority 1 - People

- 1a. Prepare for emergencies and ensure community safety.
- 1b. Support a vibrant community arts, culture and heritage environment.
- 1c. Improve accessibility and inclusivity.
- 1d. Promote health, wellbeing, engagement and connection.
- 1e. Improve social outcomes.

#### Priority 2 - Place

- 2a. Sustain and enhance unique character of our communities.
- 2b. Enhance the liveability and resilience of our communities.
- 2c. Promote responsible development.

#### Priority 4 - Economy

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

Enabling Principles

- a. Motivate and inspire community involvement

**ATTACHMENTS**

Nil

**OFFICER RECOMMENDATION**

That Council note this report.



## 10.2. CORPORATE AND COMMUNITY SERVICES

### 10.2.1. CUSTOMER ACTION REQUESTS - DECEMBER 2021 UPDATE

**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 December 2021.

#### BACKGROUND

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

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

Work commenced in late 2021 to identify complaints that may have been input as a customer action request and process them accordingly.

#### ISSUE / DISCUSSION

312 CARs were logged in December 2021, 165 less than the previous month. Of these requests 138 related to telephone messages.

388 CARs were closed in the month, leaving a total of 174 outstanding, of which 17 related to telephone messages.

Of the non-telephone call requests received, the following represents those received and still outstanding for November by Ward:

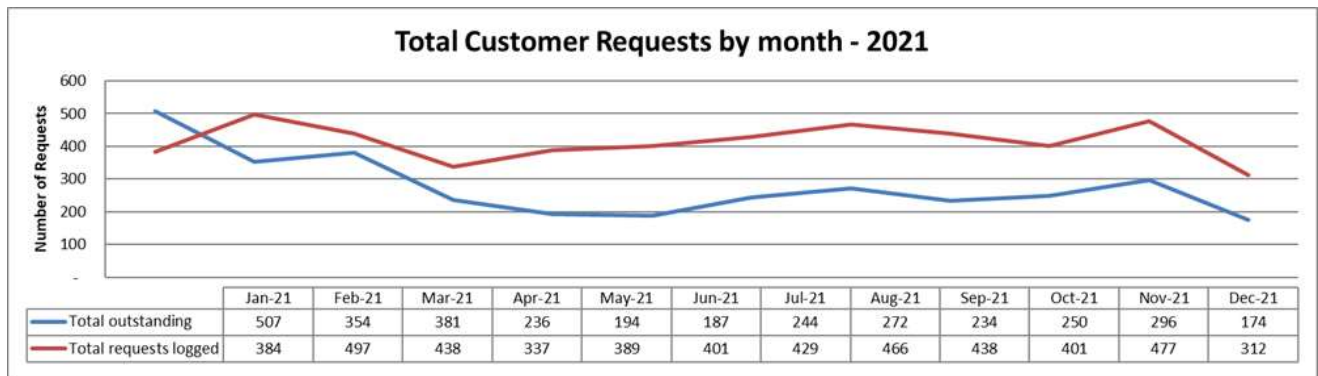
	Avoca Ward	Beaufort Ward	DeCameron Ward	Ercildoune Ward	Mt Emu Ward
<b>Number of requests received in December 2021 (previous month).</b>	32 (58)	67 (86)	29 (25)	16 (30)	30 (47)
<b>Requests received in December and closed in the same month (% of total received).</b>	23 (72%)	55 (82%)	23 (79%)	11 (69%)	26 (87%)
<b>Requests received in December outstanding.</b>	9	12	6	5	4
<b>Outstanding requests from 2020.</b>	0	2	0	0	0
<b>Outstanding requests from 2019.</b>	1	0	0	0	0
<b>Total outstanding requests (previous month).</b>	43 (60)	57 (69)	11 (20)	24 (36)	26 (37)

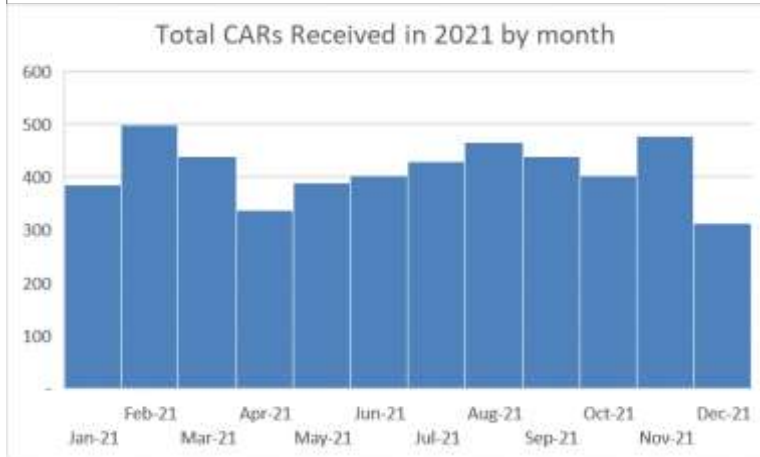
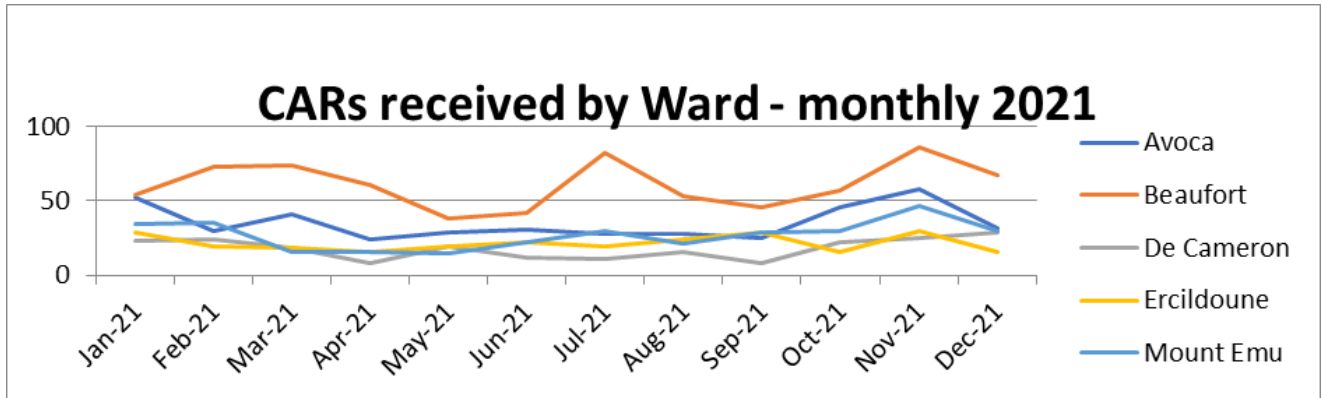


Analysis:

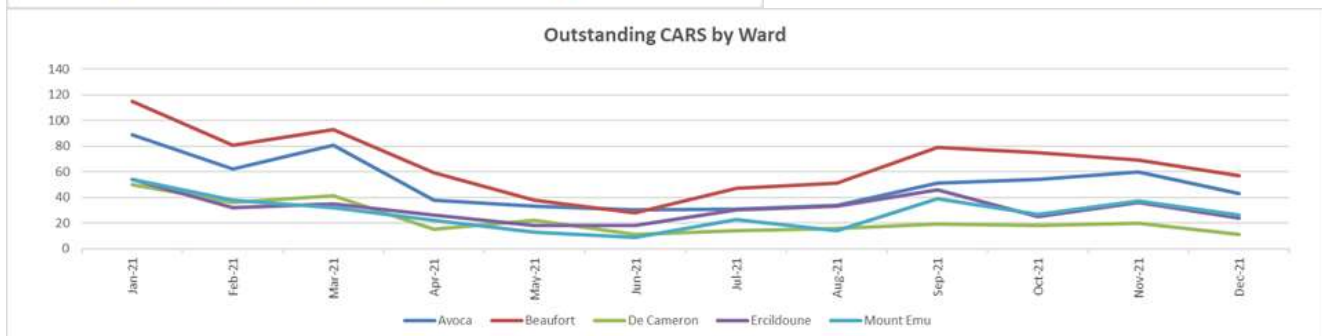
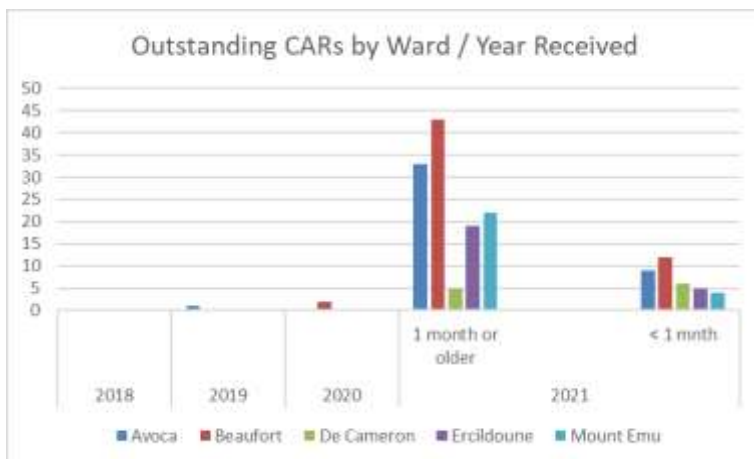
- Just 17 telephone calls remained open at the end of December.
- Outstanding CARs decreased by 30% in December from the previous month. 388 CARs were closed in December, 217 more than the number received, making good inroads on longer-term outstanding requests.
- No requests remain outstanding from 2017 or 2018. 1 request remains outstanding from 2019 and 2 from 2020, all of which relate to long-term drainage issues.
- The Council Plan 2021-2025 includes a performance measure that requires CARs to be maintained at a total outstanding of less than 300. At the end of 2021, 174 remained outstanding which is compliant with that measure.
- Rainfall in December and January caused additional drainage issues to be reported including -
  - Beaufort – Cummins Street (drain blockage) and Burge Street (water flooding property from high point in road)
  - Ercildoune – Russell Street, Lexton - flooding of sheds
  - Ercildoune – Barber Road, Waterloo – culvert need
- Checks of requests made during December identified the following that will be registered and monitored as service complaints -
  - Infestation of Patterson's Curse spreading from vacant farming land in Landsborough. May not be a Council matter but appears to be a recurring issue.

The following graphs display requests received by Ward/month and totals received for 2021.



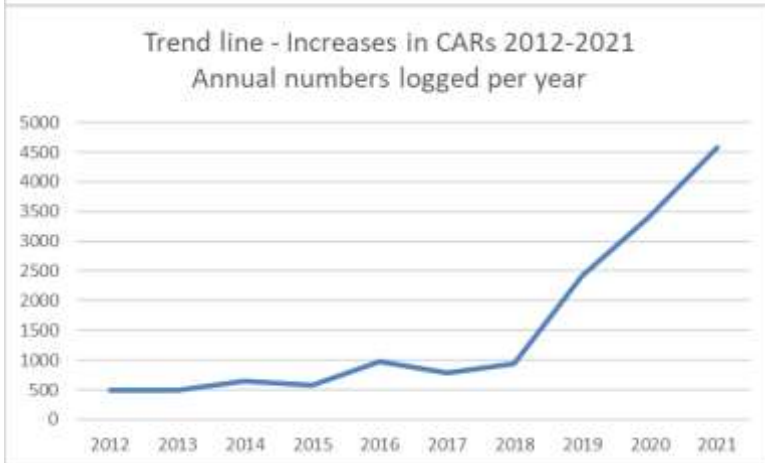
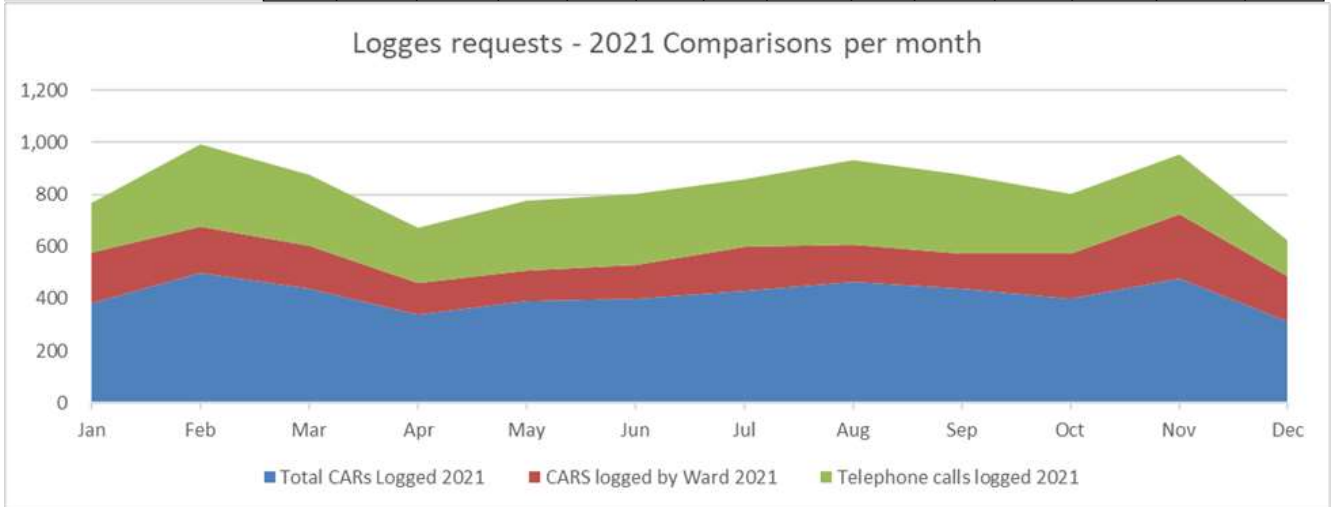


The following charts display outstanding cars by Ward/year received and the trend lines of outstanding CARs numbers over the past 12 months of requests received by Ward.



The following shows a comparison of logged requests for the whole of 2021.

Logges requests Comparison 2021														Totals	Ave/mnth
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Total CARs Logged 2021	384	497	438	337	389	401	429	466	438	401	477	312	4585	382	
CARS logged by Ward 2021	192	181	167	125	120	129	170	142	137	171	246	174	1762	147	
Telephone calls logged 2021	192	316	271	212	269	272	259	324	301	230	231	138	2823	235	



The following table provides greater detail of the areas where outstanding requests remain, showing the functional areas and numbers of requests still outstanding, as at 31 December 2021.

Dec-21			
	Nov	Dec	Change
Roads & Rd Maint.	61	36	-25
Streetlights	2	2	0
Drainage	34	27	-7
Footpaths	12	9	-3
Park & Reserves	5	4	-1
Roadside Veg	60	45	-15
Environmental Health	1	2	1
Planning	1	1	0
Bld maint	18	13	-5
Local Laws	4	3	-1
Cats	0	0	0
Dogs	5	3	-2
Livestock Act	1	1	0
Parking	1	0	-1
Fire Hazard	3	1	-2
Bld Compliance	3	0	-3
Waste Management	0	1	1
Natural Disasters	0	0	0
Pools	3	1	-2
Council cleaning	2	1	-1
EPA - Litter	0	0	0
Design & Assets	2	2	0
GIS	0	0	0
Community Wellbeing	1	1	0
Rural Addressing	1	0	-1
Road Naming	4	4	0
Telephone messages	72	17	-55
<b>Total</b>	<b>296</b>	<b>174</b>	<b>-122</b>

### COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

4.1 - Continue to build and develop an engaged, responsive, accountable and capable workforce.

### ATTACHMENTS

Nil

### FINANCIAL / RISK IMPLICATIONS

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

## **CONCLUSION**

The customer action request system remains an integral part of Council's reactive identification of issues that need attention. 2021 sees an ongoing review of how the system is used, including finding proactive ways to improve speedier resolution and reporting against progress. This report provides a statistical overview of requests received and actions during December 2021 and as at the end of the calendar year.

## **OFFICER RECOMMENDATION**

That Council notes this report.

## 10.2.2. QUARTERLY PROJECT UPDATE

**Jerry van Delft – Project Management Facilitator**

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

**File No:** 16/21/04

### PURPOSE

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

### BACKGROUND

There are currently 29 active projects (23 community projects and 6 internal council projects) worth \$9.5m across the municipality ranging from road and bridge upgrades, including the \$1M Bridge 139 on the Raglan Elmhurst Road and the \$3.8M Lexton Community Hub project. Progress against milestones is updated monthly on the Project Management Dashboard. A detailed list of current projects is attached.

The Dashboard is also reporting that 12 projects have been completed in the first half of the current financial year. Some of the projects successfully completed include the Avoca War Memorial upgrade, the Begg Street toilet renewal, the road construction of Orme St, Avoca (Pyrenees Hwy to Pearson St) and the Activate Avoca - Former Shire Office Building Renovation.

The dashboard can be found at <https://dashboard.pyrenees.vic.gov.au/public-dashboard>.

### ISSUE / DISCUSSION

There are currently 29 projects in progress (as reported on the Project Dashboard). There are 3 projects which have rescheduled milestones.

1. The Lexton Hub, which continues to face delays resulting from issues relating to waste water management. It is anticipated that the waste water system will be installed in February. At this point the Lexton Hub should be completed by the end of March 2022.
2. The Beaufort Cricket nets quotes have come in substantially above the grant allocation. The Manager Assets is currently working on alternative build options to bring the project in on budget.
3. The Waubra Hit-up Wall faced supply issues. These have been resolved and the Hit-up Wall has been delivered and is on track for installation shortly.

Drought projects have concluded successfully and Rounds 1 and 2 of the Drought Projects have been acquitted and the audited statements submitted to the Commonwealth in December 2021.

In summary:

- Round 1 Expenditure of \$1,045,979 on a grant of \$1,000,000
- Round 2 Expenditure of \$1,013,807 on a grant of \$1,000,000
- The Audit found that “Pyrenees Shire Council has complied, in all material respects, with the requirements of the grant agreement between the organisation and the Commonwealth”

**COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Enabling Principles

c. Use resources efficiently and effectively

**ATTACHMENTS**

1. 2022 01 10 Council Report Projects [**10.2.2.1** - 2 pages]

**FINANCIAL / RISK IMPLICATIONS**

All risk implications have been included in the body of the report.

**CONCLUSION**

It is anticipated that all projects due for completion this financial year will be completed.

**OFFICER RECOMMENDATION**

That Council notes this report.



**11. COUNCILLOR ACTIVITY REPORTS****11.1. COUNCILLOR ACTIVITY REPORTS - DECEMBER 2021**

<b>Cr Damian Ferrari – Beaufort Ward</b>		
Tue 7	Councillor Briefing Session	Beaufort
Fri 10	Beaufort Primary School Presentation	Beaufort
Sat 11	Councillor Xmas Gathering	Beaufort
Mon 13	Launch Event - Beaufort Closed Loop Water Recycle Project	Beaufort
Tue 14	Councillor Briefing Session	Beaufort
Tue 14	Council Meeting	Beaufort
Thu 16	Beaufort Primary School Grade 6 Graduation	Beaufort

<b>Cr David Clark – Ercildoune Ward</b>		
Thu 2	CVGA AGM	Maryborough
Thu 2	CVGA Board Meeting	Maryborough
Fri 3	MAV Board Meeting	Melbourne
Mon 6	Rural South Central Region MAV Meeting	Virtual
Mon 6	Highlands LLEN Meeting	Ballarat
Mon 6	Highlands LLEN COM Meeting	Ballarat
Tue 7	MAV Advocacy Update	Virtual
Tue 7	Councillor Briefing Session	Beaufort
Tue 7	Waubra Primary School – Grade 6 Graduation	Learmonth
Sat 11	Councillor Xmas Gathering	Beaufort
Tue 14	Councillor Briefing Session	Beaufort
Tue 14	Council Meeting	Beaufort
Thu 16	Climate Change in the Council Plan Webinar	Virtual
Tue 21	MAV Advocacy Update	Virtual

<b>Cr Robert Vance – De Cameron Ward</b>		
Mon 6	Rural South Central Region MAV Meeting	Virtual
Tue 7	Councillor Briefing Session	Beaufort
Thu 9	RCV Dinner	Castlemaine
Fri 10	RCV Committee Meeting	Ballarat
Sat 11	Councillor Xmas Gathering	Beaufort
Tue 14	Official Launch - Mobile Library Van	Beaufort
Tue 14	Councillor Briefing Session	Beaufort
Tue 14	Council Meeting	Beaufort
Thu 16	Moonambel Primary School Graduation	Moonambel
Thu 16	Timber Towns Victoria General Meeting	Virtual
Wed 22	Meeting with Richard Riordan and Rural Councils Victoria	Beac

<b>Cr Ron Eason – Avoca Ward</b>		
Fri 3	CHCV Mayors and CEOs Forum & AGM	Virtual
Mon 6	Rural South Central Region MAV Meeting	Virtual
Tue 7	Councillor Briefing Session	Beaufort
Wed 8	Central Victorian Goldfields World Heritage Bid Media Event	Clunes
Wed 8	Mayor / CEO Meeting	Avoca
Thu 9	MAV Mayoral Welcome – Day 1	Virtual
Thu 9	Avoca Primary School Grade 6 Graduation	Avoca
Fri 10	MAV Mayoral Welcome – Day 2	Virtual
Sat 11	Councillor Xmas Gathering	Beaufort
Mon 13	Launch Event - Beaufort Closed Loop Water Recycle Project	Beaufort
Tue 14	Official Launch - Mobile Library Van	Beaufort
Tue 14	Councillor Briefing Session	Beaufort
Tue 14	Council Meeting	Beaufort
Thu 16	Mayor / CEO Meeting	Avoca
Thu 23	Mayor / CEO Meeting	Avoca

<b>Cr Tanya Kehoe – Mount Emu Ward</b>		
Fri 3	MAV Social Media Training	Virtual
Tue 7	Councillor Cuppa	Snake Valley
Tue 7	Councillor Briefing Session	Beaufort
Sat 11	Councillor Xmas Gathering	Beaufort
Tue 14	Official Launch - Mobile Library Van	Beaufort
Tue 14	Councillor Briefing Session	Beaufort
Tue 14	Council Meeting	Beaufort

**12. ASSEMBLY OF COUNCILLORS****12.1.1. ASSEMBLY OF COUNCILLORS - DECEMBER 2021**

<b>MEETING INFORMATION</b>			
Meeting Name	Councillor Briefing Session		
Meeting Date	7 December 2021 commenced at 3.00pm and closed at 6.00pm		
Meeting Location	Beaufort Council Chambers, 5 Lawrence Street, Beaufort		
Items Discussed	<ol style="list-style-type: none"> <li>1. Planning Matters</li> <li>2. Shipping Containers</li> <li>3. Western Bulldogs Youth Leadership Program</li> <li>4. Beaufort Closed Loop Water Recycle Project</li> <li>5. Mobile Library Bus Show and Tell</li> <li>6. Agenda Review</li> <li>7. Issues Raise by Councillors</li> </ol>		
<b>ATTENDEES</b>			
Councillors	Mayor Cr Damian Ferrari Cr Ron Eason Cr Tanya Kehoe	Cr David Clark Cr Robert Vance	
Apologies	Nil		
Staff	Jim Nolan (Chief Executive Officer) Douglas Gowans (Director Assets and Development Services) – Item 1 Kathy Bramwell (Director Corporate and Community Services) Katie Gleisner (Manager Planning & Development) – Items 1 and 2 Claire Pepin (Planning Officer) – Items 1 and 2 Marcus Murrell (Community Wellbeing and Grants Coordinator) – Item 3 (virtual) Martin Walmsley (Manager Community Wellbeing) – Item 3 (virtual) Ray Davies (Manager Economic Development & Tourism) – Item 4 Terry McAliece (Environmental and Sustainability Officer) – Item 4 Peter O'Rourke (Librarian and Community Development Officer) – Item 5		
Visitors	Wes Gaylor – Central Highlands Water – Item 4 (virtual)		
<b>CONFLICT OF INTEREST DISCLOSURES</b>			
Item No:	Councillor making disclosure	Particulars of disclosure	Councillor left meeting
Nil			

<b>MEETING INFORMATION</b>			
Meeting Name	Councillor Briefing Session		
Meeting Date	14 December 2021 commenced at 2.00pm and closed at 5.45pm		
Meeting Location	Beaufort Council Chambers, 5 Lawrence Street, Beaufort		
Items Discussed	<ol style="list-style-type: none"> <li>1. Stockyard Hill Wind Farm Update</li> <li>2. Planning Matters</li> <li>3. Planning Application PA21110</li> <li>4. Strategic Planning Update</li> <li>5. Waste Services for Community Facilities</li> <li>6. Grant Program</li> <li>7. Advocacy Program</li> <li>8. Australia Day Award Nominations</li> <li>9. Agenda Review</li> </ol>		
<b>ATTENDEES</b>			
Councillors	Mayor Cr Damian Ferrari Cr Ron Eason Cr Tanya Kehoe	Cr David Clark Cr Robert Vance	
Apologies	Nil		
Staff	Jim Nolan (Chief Executive Officer) Douglas Gowans (Director Assets and Development Services) Kathy Bramwell (Director Corporate and Community Services) Katie Gleisner (Manager Planning & Development) – Item 1, 2 & 3 Claire Pepin (Planning Officer) – Items 1, 2 & 3		
Visitors	Ian Courtney – Stockyard Hill Wind Farm – Item 1		
<b>CONFLICT OF INTEREST DISCLOSURES</b>			
Item No:	Councillor making disclosure	Particulars of disclosure	Councillor left meeting
1	Cr Tanya Kehoe	Neighbouring Agreement for Stockyard Hill Wind Farm	Cr Kehoe remained in the meeting
4	Kathy Bramwell – Director Corporate & Community Services	Beaufort Off Leash Dog Park – Residential Amenity - discussions of locations near personal residence	Kathy Bramwell remained in the meeting

**Cr Robert Vance / Cr Damian Ferrari**

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

**CARRIED**

## 13. ITEMS FOR DECISION

### 13.1. CORPORATE AND COMMUNITY SERVICES

#### 13.1.1. RATE CAP 2022/23

**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:** 52/04/20

#### **PURPOSE**

The purpose of this report is to seek Council's determination as to whether an increase should be sought on the rate cap for the 2021/22 financial year.

#### **BACKGROUND**

The Victorian Government introduced rate capping effective from the 2015/16 financial year. In previous years, the rate cap set has been set at a maximum of 2.5%, with the rate cap for the current 2021/22 financial year set at 1.5%, the lowest it has been since the Fair Go Rates system was introduced.

Where appropriate, councils may apply for higher rate cap consideration subject to meeting certain criteria. Pyrenees Shire Council successfully applied for increases in the rate cap in 2015/16, 2016/17 and 2017.18:

- 2015/16 - additional 1.33% making a total rate cap of 3.83%
- 2016/17 - additional 1.5% making a total rate cap of 3.5%
- 2017.18 - additional 1.25% making a total rate cap of 3.5%

Financial sustainability was the key driver for Council seeking a higher rate above the rate cap imposed for these years and all the additional revenue raised was quarantined for road renewal works.

#### **ISSUE / DISCUSSION**

A new rate cap of 1.75% has been set for all Victorian councils during the 2022/23 financial year.

This rate cap means that own sourced revenue will once again increase at less than administrative expenses, particularly those relating to staffing where Council's Enterprise Agreement has set a salary increases for banded employees of 2% in the 2022/23 financial year, in addition to the approximate 0.5% increase in salary costs caused by banding increases and other staff level movements. The current Enterprise Agreement expires on 30 June 2023 with renewal negotiations expected to commence in late 2022.

A rate cap set at 1.75% continues to limit Council's capacity to raise revenue and reinforces its dependence on external grants to achieve an asset renewal rate of more than 85% of depreciation and a lack of capacity to increase staff numbers beyond maintaining existing levels.

The Essential Services Commission publishes guidance for councils seeking to make a higher cap application, which details six matters considered by the Commission when judging a rate cap increase application:

- The proposed higher cap and the specified year(s) in which it would apply,
- The reasons for which the council seeks the higher cap,
- How the views of ratepayers and the community have been considered in proposing the higher cap,
- How the higher cap is an efficient use of council resources and represents value for money,
- Whether consideration has been given to reprioritising proposed expenditures and alternative funding options and why the council does not consider those options to be adequate, and
- That the assumptions and proposals in the application are consistent with the council's long-term strategy and financial management policies set out in the council's planning documents and annual budget.

Council must take the above into consideration when determining whether to apply for a rate cap increase for 2022/23.

An important consideration for Council in deciding whether to seek a higher rate cap in the past has been the financial impact on the community and the ability of ratepayers to pay. In the current environment, amid ongoing strictures of COVID-19, this becomes of greater import.

While the assessment of Council's assets identifies an ongoing infrastructure gap, and other project opportunities can always be identified, that would benefit from capital investment, Council officers consider it unlikely that the community would support a 2022/23 rate cap increase in the current financial environment.

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

Enabling Principles

b. Provide transparency and accountability

#### **ATTACHMENTS**

Nil

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

Council's long-term financial sustainability has been identified as a risk for the Pyrenees Shire Council and is clearly demonstrated in the 10-year Financial Plan.

#### **CONCLUSION**

The annual rate cap for 2022/23 has been announced at 1.75%. This remains below the annual expenditure increases forecast for the financial year and adds to Council's long-term financial sustainability risk. Should Council choose to make an application to the Essential Services Commission for a higher rate cap for the 2022/23 financial year, notification of its intention should be provided to the Commission by 31 January 2022.



**Cr Tanya Kehoe / Cr David Clark**

That Council, having considered relevant reasons for raising additional revenue to meet the service and asset needs of the community, the requirements set by the Essential Services Commission, and other issues raised in this report, do not make application to the Essential Services Commission for a higher rate cap for the 2022/23 financial year.

**CARRIED**

### 13.1.2. COMMUNITY ENGAGEMENT POLICY & STRATEGY

**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:** 16/24/18

#### **PURPOSE**

The purpose of this report is to seek Council approval of seeking community input into the review of Council's Community Engagement Policy and the development of a Community Engagement Strategy.

#### **BACKGROUND**

The *Local Government Act 2020* (the Act) was proclaimed on 6 April 2020 with transition from the former Act being implemented in stages between 1 May 2020 and 30 June 2022.

Section 55 of the Act required Council to adopt a Community Engagement Policy by 1 March 2021. A Policy was developed in late 2020, exhibited for public feedback in December 2020 / January 2021, and subsequently adopted by Council in February 2021.

Public feedback provided suggestions, the majority of which were included within the adopted policy.

#### **ISSUE / DISCUSSION**

During the development of the current Community Engagement Policy in late 2020 / early 2021, it was acknowledged that:

1. The Community Engagement Policy adopted in February 2021 was likely to need further revision in accordance with lessons learned during the 2021 deliberative engagement process used for the creation of the Community Vision 2021-2031 and Council Plan 2021-2025, and
2. A Community Engagement Strategy may be needed to provide more robust operational guidance to officers on when, how and with whom engagement should be undertaken.

When recommending Council adoption of the existing Policy, commitment was made to undertake a review of that policy approximately 12 months from the date of adoption (February 2021) and develop a Community Engagement Strategy at the same time.

It is proposed that this document review and development activity be undertaken in consultation with our community via the Engagement Hub portal available on Council's website and some direct contact where needed. Some feedback already received in 2021 will be utilised in this process:

- To ensure Council's commitment to community engagement is clear and not just to meet a legal requirement,
- Include a statement of intent to drive Council's commitment and relationship with the community, and
- Detail the tools available to support genuine community engagement.

To ensure that engagement is facilitated as widely as possible, consultation will be enabled through electronic means, local media and through notices displayed in local townships to ensure that engagement is not limited to community members with internet access. Face to face engagement may be conducted subject to community interest and COVID-19 protection recommendations.

Council Officers are seeking Council's endorsement of the community engagement processes needed to ensure processes are developed that meet the needs and expectations of our community.

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

Enabling Principles

a. Motivate and inspire community involvement

### **ATTACHMENTS**

Nil

### **FINANCIAL / RISK IMPLICATIONS**

Officer follow-through on commitments made in 2021 is essential to ensure that Council does not damage its reputation nor impact community satisfaction.

### **CONCLUSION**

Council adopted an initial Community Engagement Policy in February 2021 and, to fulfil further consultation and development commitments, officers now propose to review that Policy and develop a new Community Engagement Strategy in consultation with the Pyrenees Community.

### **Cr David Clark / Cr Damian Ferrari**

<p>That Council approves community engagement activity to review the 2021 Community Engagement Policy and develop a Community Engagement Strategy in collaboration with its community members.</p>
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**CARRIED**

### **13.1.3. DELEGATION UPDATE**

**Helen Swadling – Manager Governance, Risk and Compliance**

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

**File No:** 16/20/08

#### **PURPOSE**

The purpose of this report is for Council to review and adopt an updated Instrument of Appointment and Authorisation in accordance with the Local Government Act 2020 (the Act).

#### **BACKGROUND**

The Local Government Act 2020 (the Act) requires Council to review its delegations, appointments and authorisations, as required. Council is advised by Maddocks Lawyers in preparation of Instruments of Delegation, Appointment & Authorisation as and when updates are required. Further updates were received in July 2021.

#### **ISSUE / DISCUSSION**

A change of officers in the role of Environmental Health Officer requires that the S11 Instrument of Appointment and Authorisation be amended to include the appointment of Anthony Komives, as an Authorised Officer.

Advice from Maddocks in 2019 indicated also that individual S11 Instrument of Appointment and Authorisations should be done for individual officers, this is considered best practice and allows for separate officers to provide original Individual Instrument of Appointment and Authorisation documents in evidence where legally required.

A new Individual Instrument of Appointment and Authorisation relating to S11 have been created for this appointment and Council is requested to consider and adopt this document. The Instrument of Appointment and Authorisation is attached for Council's information.

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

Enabling Principles

b. Provide transparency and accountability

#### **ATTACHMENTS**

1. Instrument of Appointment & Authorisation S 11 EHO Anthony Komives Jan 2022 [**13.1.3.1** - 3 pages]

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

Enter Financial/Risk Implications

#### **CONCLUSION**

To legally allow staff to enforce provisions of legislation, Council must review its delegations and instruments of appointment and authorisation as and when required to maintain currency. A new Instrument of Authorisation has been prepared for the new officer and is provided for Council authorisation.

**Cr Robert Vance / Cr Tanya Kehoe**

That Council, in the exercise of the powers conferred by the Local Government Act 2020 and other legislation referred to in the attached Instruments of Appointment and Authorisation, adopt the Instrument of Appointment and Authorisation for Anthony Komives, the new Environmental Health Officer, allowing officers to undertake the duties of an Environmental Health Officer.

**CARRIED**

### **13.1.4. FRONTLINE SERVICES - OFFICE & RESOURCE CENTRE CLOSURES**

**Helen Swadling – Manager Governance, Risk and Compliance**

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

**File No:** 16/08/02

#### **PURPOSE**

The purpose of this report is to seek the Council's endorsement for the Frontline Service Team to attend team meetings four times per year in 2022. To do this, we would require the closure of the Beaufort Office and Resource Centre as well as the Avoca Information Centre. The office and centres would then re-open at 1.00 pm.

The reason for the office closure is to ensure that as many frontline staff as possible can have the opportunity to contribute and attend these meetings whilst active projects are underway that impact and involve frontline staff.

#### **BACKGROUND**

It is Council's common practice to hold staff meetings within teams to build rapport and create unified and cohesive teams where everyone can receive necessary information and to have input into relevant matters.

Frontline Services faces unique difficulties in holding team meetings due to the range of working locations and the need to maintain the ability for our community and visitors to attend open facilities. To allow all Frontline Services staff to attend a meeting together in normal working hours requires our public counters to close.

To facilitate these team meetings, the Council currently allows the public counters to be closed for four hours twice per year. When the front counters are closed, the switchboard service remains open and is staffed by staff from other areas.

#### **ISSUE / DISCUSSION**

The introduction of two new projects impacting the Frontline Services Team requires active participation of team volunteers, including -

- Implementing the recommendations from the Frontline Services Review, and
- A Customer-First project to build customer service focus and capability throughout the organisation.

These projects will be led by the Director Corporate & Community Services along with working groups primarily comprising staff from the Frontline Services Team. It is planned for these working groups to be finalised in late January and as these projects directly impact the full team, regular reporting back and allowing input from the full team will be needed.

To facilitate the increased input needed by the Team, it is proposed that full team meetings increase from twice per year to four times per year in 2022. Council's approval to close the front counters for these meetings for four hours each time is now requested. Switchboard operations will be maintained during these closures.

While face to face meetings are preferred to develop connections across the team, the use of online meetings will also be explored with the potential for two of the four meetings being virtual

and thereby saving in travel time allowing for reduced closure time if the closure of the counters is a concern to Council.

A schedule of closure dates will be provided to Council and our community once confirmed.

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

Priority 1 - People

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

Enabling Principles

a. Motivate and inspire community involvement

### **ATTACHMENTS**

Nil

### **FINANCIAL / RISK IMPLICATIONS**

Risk implications exist with the closure of front counters leading to community dissatisfaction. It is proposed to minimise this dissatisfaction by full transparency on the reasons for the proposed closures and details of the proposed dates well in advance of closure.

### **CONCLUSION**

These meetings will be held quarterly to ensure that all frontline service staff are empowered to participate in the decision-making impacting their area of working.

### **Cr David Clark / Cr Damian Ferrari**

That Council:

1. Approves the closure of the reception area of the Beaufort Council offices, the Beaufort Resource Centre, and the Avoca Information Centre four times during 2022, for a period of four hours each time, with the areas re-opening at 1.00 pm each time, and
2. That Council Officers provide a firm schedule of Frontline Services Team meetings for 2022 within the next month.

**CARRIED**



**13.1.5. LIBRARY OUTREACH PROGRAM**

**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:** 42/02/02

**THIS ITEM HAS BEEN REMOVED FROM THE AGENDA**

## 14. COUNCILLOR REPORTS AND GENERAL BUSINESS

### Cr Ferrari - Beaufort Ward

- Enjoyed the break over the Christmas period.
- Attended Beaufort Primary School presentation and graduation. It was pleasing to see them graduate and get to meet some of the students and teachers, there are some very capable young people coming up through the ranks.
- Assisted with the Christmas lunch again this year, carry on of the legacy left by Cr Michael O'Connor. The lunch catered for 20 people. Thank you to the Beaufort Butchers, IGA, the Food Pantry and the Beaufort RSL for their donations and the volunteers that come along effortlessly every year, without the volunteers it wouldn't happen and thank you to the people who attended. It is a really satisfying day, to be able to provide to those people in need at that time is quite pleasing and quite humbling. We will continue the lunch for as long as we possibly can.
- I have been in discussions with the B4B President, Chris Johnston. He has got some good ideas and hopefully I will be able to work with them more closely this year as they have changed their meeting dates and they no longer coincide with our Council Briefing dates. Looking forward to working with them and hopefully get to do some more things in and around the town and municipality with the support of those business groups.
- Have had a number of discussions in the last few weeks with constituents in relation to the Beaufort Swimming Pool and that conversation has widened to the pools across the municipality. I would like to thank those people for contacting me with their valid concerns and to assure them that we have had some discussions as recent as today and will continue those discussions with a view to try and improve the opening hours and level of service right across the municipality. I am pleased to say that it looks like the Landsborough pool will be open as of tomorrow. This is a work in progress, we will continue to work behind the scenes to ensure that we can provide the best service with the pools.

### Cr Tanya Kehoe – Mt Emu Ward

- I would like to wish everyone a very happy New Year and looking forward to a safe and prosperous one after quite a tumultuous two years proceeding this one.
- Fortunate to attend the Beaufort Primary School graduation as a parent, we are incredibly blessed with fantastic schools and brilliant teachers.
- Attended an MAV Social Media training day and I can't say how valuable that was and I definitely encourage anyone who hasn't had a chance to do that, especially as a Councillor. To realise how useful and how incredibly important social media is now and us being able to reach all of our residents and being able to communicate really well. We are looking at it already with our community engagement strategy but want to become really strong in this area so that we can be the best advocates that we can possibly be.
- Attended the Mobile Library Van launch and again as a teacher I cannot emphasize how important it is to be able to give access to that literature which is above and beyond what the kids can get at school. For the young people in our shire who have limited ability to get to libraries it is such a valuable asset. It is so important that every single person in our shire of all

ages to have access to that sort of material, not just books but educational DVD's. We thank the staff who worked tirelessly and everyone that worked together to be able access that funding for such a great and valuable resource that we have now. Those of you who haven't used it, get online and find out when it is in your area as it does get all over the shire and is a valuable resource for the whole community.

- I attended the fabulous Sunday by the Lake event that was held on 9 January, this was an incredibly wonderful event and show of the community coming together, not just to be able to bring the community together in a Covid safe way for people that hadn't been able to get together for so long but also to celebrate some of our incredible local talent and also neighbouring areas talent. It was such a wonderful day of entertainment for the kids with hoola hoops and was such a great event in a beautifully constructed foreshore. Anyone who is visiting Beaufort, make sure you include a visit to the fantastic lake side that we have now, which is a community asset for everyone to enjoy and a beautiful spot to cool down on the hot days.
- Would like to pass a big thank you out to a number of people that have done so many wonderful things over the Christmas period but I do want to shout out to the CFA members who do a wonderful lolly drop with Santa which I know the local CFA does and a number of others around the shire do as well. It's that extra effort that they go to, to bring joy to the kids in our area. Already they have been hardworking with some fires starting in the area during the fire season but our crews have got onto them early and protected our community, we are so fortunate to have them. I do urge everyone to please as much as we can, be fire safe and fire ready and keep each other safe, have safe contacts ready and your emergency plan in place and we thank the CFA for all that they do.

#### Cr David Clark – Ercildoune Ward

- I had a quiet Christmas and a pleasant break with family and friends. We thought early in November that we were probably going into a good next year after the two years we've had, we've gone into a year a bit of uncertainty and living that right now. The same basic messages apply to us all, be careful and get yourself vaccinated. The third shots are out there and please go and get them as soon as you can because that will be the best for all of us. Council isn't immune to some of the impacts of Covid, Cr Ferrari has already mentioned the pools and that is one example, if you are not sure in terms of a council service I would certainly urge you to ring the office.
- I had the pleasure of attending my local grade 6 graduation at the Waubra school and I am very lucky having children there myself to have seen those children come right through from kinder, it is wonderful to see such articulate, confident young people and I am assured that our future is in good hands when they become leaders.
- Next Wednesday is Australia Day and all roads will lead to Waubra that day, I look forward to seeing as many of you as possible. It is a big bit of dirt, there is plenty of room on the oval, the grass is lovely and green, bring a picnic rug and we can spread out and be very Covid safe and enjoy ourselves.
- Also not to forget in February the first of our Councillor Cuppas will be in Trawalla, a really lovely little community spot, please pencil in your diary the second Tuesday around 1pm to come and catch up with your councillors and senior officers.

Cr Robert Vance – De Cameron Ward

- I enjoyed a pleasant Christmas with my family and my grandchildren and had a nice quiet uneventful day.
- I had the privilege of presenting pens to Moonambel Primary School, which was a very pleasant occasion for me. There are 16 students at Moonambel this year which is absolutely amazing, it's wonderful to see the ebbs and flows in population of our schools, certainly time goes by and times change, I can recall about 28 students at school when I went through school in Landsborough, which is down to about 7 students at the moment.
- Last week I presided over the election of office bearers for the Moonambel Park Trust at their AGM, I congratulate the group that were elected and also offer my congratulations to them for picking up the reigns after a little bit of disturbance on their previous committee, small communities survive on community backup and well done to those people.
- I attended the Mobile Library Van launch in Beaufort and you certainly won't miss it if you see it on the road, it is painted up beautifully and advertises all of the communities that it visits. It's great to see places like Glenpatrick and Barkly and Redbank and Crowlands and numerous places that probably missed out in the past but certainly will be serviced into the future. Make use of this.
- Like other Councillors, I have got to express my disappointment at the situation that arose with our swimming pools but am looking forward to the fact that Landsborough's promised to open tomorrow and Thursday and again on Sunday so the weather I'm sure will be ideal for swimming conditions and if you have been disappointed in the past here's your chance to go and make up for a little disappointment. We as Councillors have been negotiating with the firm that were appointed to run the pools and it is with some regret, I believe that with rules and regulations that have been put in place demand that there have got to be lifesavers in place at all times, I guess that is the smart thing to do but sometimes in small communities it is very hard to fulfil those obligations.
- Come along to Waubra next Wednesday and enjoy the festivities for Australia day and help us show recognition to some of our champions.

Cr Ron Eason – Avoca Ward

- I attended the Avoca school graduation and agree that we will be very lucky when these people make leaders, maybe not that soon but eventually. I think we can be proud of the children and we can be very proud of the teachers, we've got a good education system running and we provide very good up and coming leaders for our communities.
- I attended the launch of the library van and it looks a treat on the inside and out. Hopefully when it comes to your area, please make use of it, it's there for your convenience, it's there for you to use.
- I had a quiet Christmas with family and friends, had a couple of days off which is always welcome and I hope everybody has a wonderful New Year and I hope our issues with Covid gradually creep behind us and we look forward to the future. It is no good looking over our shoulder all of the time, we have got to look forward and find ways to live the lives that we want to live. Please look forward, never looking back.

- Our Councillor Cuppa location for February will be publicised in our Noticeboard over the coming weeks. Mr Nolan advised that we are considering an opportunity to meet with Snake Valley residents in respect of a planning matter and we would look to work in a cuppa on that same day.

## 15. CONFIDENTIAL ITEMS

### CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

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

#### Cr Robert Vance / Cr Damian Ferrari

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

15.1 - Lease Arrangements – Avoca Community Arts and Gardens.

**CARRIED**

*The live streaming of Ordinary Meeting of Council 18 January 2022 stopped at 6.40pm to consider confidential items.*

### RE-OPENING OF MEETING TO MEMBERS OF THE PUBLIC

#### Cr Robert Vance / Cr Damian Ferrari

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

**CARRIED**

*The live stream re-commenced at 7.01pm.*

#### Cr David Clark / Cr Damian Ferrari

That Council consider an urgent business item relating to the Avoca Community Arts & Gardens.

**CARRIED**

#### Cr David Clark / Cr Damian Ferrari

That Council authorises Council officers to renegotiate a new Sub-Lease with the Avoca Community Arts and Gardens Inc. over the premises at Railway Lot 1, 18 and 21 York Street, Avoca for a further term of five (5) years commencing on 10 February 2022.

**CARRIED**

## **16. CLOSE OF MEETING**

Ordinary Meeting of Council 18 January 2022 closed at 7.06pm.

Minutes of the Meeting confirmed \_\_\_\_\_

2022

Mayor Cr Ron Eason