



Pyrenees
Shire Council

Agenda

Ordinary Meeting of Council

6:00 pm Monday 17 November 2025

Council Chambers

Beaufort Council Offices

5 Lawrence Street, Beaufort

Wadawurrung Country

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

TABLE OF CONTENTS

1. WELCOME	3
2. STREAMING PREAMBLE	3
3. ACKNOWLEDGEMENT OF COUNTRY	3
4. APOLOGIES.....	3
5. NOTICE OF DISCLOSURE OF INTEREST BY COUNCILLORS AND OFFICERS	3
6. CONFIRMATION OF THE PREVIOUS MINUTES.....	4
7. BUSINESS ARISING	4
8. PUBLIC PARTICIPATION.....	4
9. ITEMS FOR NOTING	5
9.1. Asset and Development Services.....	5
9.1.1. Burke Street Worker Accommodation Project Progress Report	5
9.2. Corporate and Community Services	7
9.2.1. Council Plan Progress Report.....	7
9.2.2. 2025 Financial Report Q1	9
10. COUNCILLOR ACTIVITY REPORTS	11
10.1. Councillor Activity Reports - October 2025	11
11. ASSEMBLY OF COUNCILLORS.....	13
11.1. Assembly of Councillors - October 2025.....	13
12. ITEMS FOR DECISION	16
12.1. Asset and Development Services.....	16
12.1.1. Planning and Development Quarterly Report	16
12.2. Corporate and Community Services	29
12.2.1. Waubra Recreation Reserve Master Plan.....	29
12.2.2. Annual Report - Community Asset Committees.....	33
12.2.3. 2025-2026 Community Funding Program (Annual Grant and Sponsorship Category)	37
12.2.4. Ministerial Guidelines for Councils relating to payment of Rates and Charges	42
13. COUNCILLOR REPORTS AND GENERAL BUSINESS	43
14. CONFIDENTIAL ITEMS	43

1. WELCOME

Welcome to this meeting of the Pyrenees Shire Council. Councillors will today deliberate and decide on a range of matters relevant to the work of Council in its communities for the welfare of the people of the Pyrenees Shire.

2. STREAMING PREAMBLE

- As the meeting Chair, I give my consent for this Ordinary Council Meeting to be streamed live, recorded and published online. Anyone who is invited to read out a question or make a submission will be recorded and their voice, image, and comments will form part of that livestream and recording.
- The Chair and/or the CEO have the discretion and authority at any time to direct the termination or interruption of livestreaming. Such direction will only be given in exceptional circumstances where deemed appropriate, that may include where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.
- The live stream will stop prior to the closed section of the meeting and will recommence for the conclusion of the meeting.
- The public is able to view this livestream via our website at www.pyrenees.vic.gov.au.
- Should technical issues prevent the continuation of the live stream, the meeting will continue as long as a quorum can be maintained and, where possible, a recording of the meeting will be published on Council's website. Where a quorum cannot be maintained, the meeting will be adjourned until the issue is resolved or the meeting postponed to another time and date in accordance with Council's Governance Rules.

3. ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the people past and present of the Wadawurrung, Dja Dja Wurrung, Eastern Maar, Wotjabaluk, Jaadwa, Jadawadjali, Wergaia and Jupagulk Nations, whose lands and waters the Pyrenees Shire operates on. We pay our respects to their Ancestors and Elders, and recognise and respect their customs, stewardship and continuing connection to Country.

4. APOLOGIES

5. NOTICE OF DISCLOSURE OF INTEREST BY COUNCILLORS AND OFFICERS

6. CONFIRMATION OF THE PREVIOUS MINUTES RECOMMENDATION

That the Minutes of the:

- Ordinary Meeting of Council held on 20th October 2025; and
- Closed Meeting of Council held on 20th October 2025,

as previously circulated to Councillors, be confirmed.

7. BUSINESS ARISING

There was no business arising (items taken on notice) from the previous meeting held 20th October 2025.

8. PUBLIC PARTICIPATION

Public Participation

- Members of the community are encouraged to participate in public Ordinary Council Meetings by asking questions or presenting a submission.
- This can be done by attending in person or by submitting in writing, prior to 12.00 noon on the day of the meeting, online through Council's website, by mail or hand-delivered.
- If a question or submission is submitted in writing, this will be read by the Chair during public participation, stating the person's name and township.
- Question time will be held first, followed by public submissions.
- 30 minutes is allowed for the total period of public participation. Time extensions may be allowed at the discretion of the Chair subject to the provisions of the Governance Rules.
- A person may ask a maximum of two questions at any one meeting.
- The Chair will allocate a maximum of five (5) minutes to each person who wishes to address Council or ask question(s).
- The Chair, Councillor, or Council officer to whom a question is referred may immediately answer the question or take the question on notice for answering at a later date.
- There will be no discussion or debate with public attendees however Councillors may ask questions of the attendee for clarification.

9. ITEMS FOR NOTING

9.1. ASSET AND DEVELOPMENT SERVICES

9.1.1. BURKE STREET WORKER ACCOMMODATION PROJECT PROGRESS REPORT

Presenter: Douglas Gowans - Director Asset and Development Services

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

Report Author: Tim Day – Manager Assets

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

File No:

PURPOSE

This report is to provide an update on progress on the regional workers' accommodation at Burke Street, Beaufort.

BACKGROUND

Pyrenees Shire Council received grant funding to build 10 houses to provide accommodation for key workers. The houses are being built on land owned by Council at 26 Burke Street, Beaufort. The project has required the provision of site services and the sub-division of the land.

ISSUE / DISCUSSION

In late 2024 an expression of interest was issued to suitably qualified builders for the construction of 10 houses. This was followed by a request for tender to the short-listed builders which closed in mid-March 2025. Council obtained a planning permit to construct the first 8 houses on 30 April 2025 for which endorsement of plans was obtained in late July 2025. Site preparation work was undertaken during August and September to remove top-soil and silt and provide compacted fill to the house sites.

In October on-site construction commenced with preparation of piles for footings, and the installation of sub-floor plumbing. Concurrently, work commenced to extend the sewer and install stormwater.

It is anticipated that the first 8 houses will be completed by May 2026.

The second planning permit application was lodged in October for the remaining 2 houses plus the subdivision of the balance of the land.

Once design work has been completed, tenders will be called for the construction of roads, kerb & channel, stormwater drainage and paths to support the overall development.

To facilitate the form of the sub-division, 2 triangular parcels of land have been acquired from VicTrack and road realignment has been undertaken. An existing overhead high voltage power line will be placed underground.

Currently the project is on track and on budget to reach practical completion of the 10 houses by 30 June 2026.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Pillar 1 - People

1a. Inclusivity and accessibility.

COMMUNITY ENGAGEMENT / CONSULTATION OUTCOMES

Engagement with the community has been through media releases and letter drops to adjacent residents. Direct engagement with households fronting the development has been made through personal meetings.

ATTACHMENTS

Nil

FINANCIAL / RISK IMPLICATIONS

The project has the oversight of a project control group which meets monthly to review progress, finances and risks.

CONCLUSION

The project to construct 10 houses for worker accommodation will increase the housing supply options for Beaufort.

OFFICER RECOMMENDATION

That Council notes this report.

9.2. CORPORATE AND COMMUNITY SERVICES

9.2.1. COUNCIL PLAN PROGRESS REPORT

Presenter: Jacinta Erdody - Director Corporate and Community Services

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

Report Author: Kathy Bramwell – Acting Manager Governance and Performance

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

File No: 16/20/06

PURPOSE

This report provides a progress update on delivery of the Council Plan 2025-2029 and supporting Initiatives as of October 2025.

BACKGROUND

In accordance with section 90 of the Local Government Act 2020, the Council adopted the Council Plan 2025-2029 at its Ordinary Meeting on 23 June 2025, and the initiatives identified to support delivery of the Council Plan on 15 September 2025.

The Council Plan 2025-2029 is framed around five pillars:

- Pillar 1: Support and grow Liveable Places, Connected Communities
- Pillar 2: Promote a Diversified, Thriving Economy
- Pillar 3: Preserve, promote and enjoy the natural environment
- Pillar 4: Planning and Building Infrastructure for current and future needs
- Pillar 5: Community-Centric Leadership and Proactive Service Delivery

ISSUE / DISCUSSION

Work has started to progress implementing the multi-year initiatives designed to support the delivery of the Council Plan 2025-2029, ensuring that delivery of the Council Plan remains foremost in the minds of all officers and business units.

The attached report provides progress updates against the Council Plan as at October 2025.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Pillar 5 - Community-Centric

5c. Ensure timely, clear and consistent communication underpinned by transparency.

COMMUNITY ENGAGEMENT / CONSULTATION OUTCOMES

This report serves as part of Council's regular communications to the community on the implementation of the Council Plan 2025-2029.

ATTACHMENTS

1. Council Plan 2025 29 Progress Report Oct2025 [9.2.1.1 - 15 pages]

FINANCIAL / RISK IMPLICATIONS

Any risk implications are discussed in the body of the attached report.

CONCLUSION

Council adopted the Council Plan 2025-2029 in June 2025 and the initiatives to support the delivery of the Plan in September 2025. This report provides a progress update against the Council Plan as of October 2025.

OFFICER RECOMMENDATION

That Council:

1. Notes the attached progress report against the Council Plan 2025-2029 and supporting delivery initiatives.

9.2.2. 2025 FINANCIAL REPORT Q1

Presenter: Jacinta Erdody - Director Corporate and Community Services

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

Report Author: Glenn Kallio – Manager Finance

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

File No: 32/08/18

PURPOSE

The purpose of this report is to provide the Council with an update on the financial performance for the first quarter of the financial year - 1 July to 30 September 2025.

BACKGROUND

The provision of regular reports of Council's financial performance ensures that Council's financial management and associated processes are accountable, transparent, and responsible.

The attached financial report for the period 1 July to 30 September 2025 is a component of ensuring the accountability of the Council's operations. In line with good governance, it forms part of the public accountability process and reporting and includes the following Financial Statements.

- Comprehensive Income Statement
- Balance Sheet
- Cash Flow Statement; and
- Statement of Capital Works
- Capital Works Program

ISSUE / DISCUSSION

The following are the key points of interest within the attached report:

1. At the 2025/26 year end, Council is predicted to record a reduced operating result due to additional expenditure recorded in the forecasts due to programs being carried over from the 2024/25 financial year.
2. Rate collection is ahead of predicted levels due to the receipt of funds for the Primary Producer Support payment. It would be expected that based on this payment there should be an improved collection rate through to May 2026.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Pillar 5 - Community-Centric

5c. Ensure timely, clear and consistent communication underpinned by transparency.

COMMUNITY ENGAGEMENT / CONSULTATION OUTCOMES

This report provides a financial update against the 2025/26 budget to the community via formal Council reporting, as required in s97 of the Local Government Act 2020.

ATTACHMENTS

1. Financial Report Sept 2025 - Council [9.2.2.1 - 26 pages]

FINANCIAL / RISK IMPLICATIONS

All financial implications are within this report and the attachment.

CONCLUSION

In accordance with s97 of the Local Government Act 2020, this report provides an update of Council's financial performance against the 2025/26 budget as of 30 September 2025 (Q1).

OFFICER RECOMMENDATION

That Council:

1. receives and notes the financial performance report for the first quarter of the 2025/26 financial year and the projected forecasts for the year.

10. COUNCILLOR ACTIVITY REPORTS**10.1. COUNCILLOR ACTIVITY REPORTS - OCTOBER 2025**

Cr Tanya Kehoe – Mount Emu Ward		
1 October	MAV Pre-State Council Briefing	Online
6 October	Council Briefing	Beaufort
9 October	MAV Annual Conference and Service Awards	Melbourne
10 October	MAV State Council	Melbourne
13 October	Council Briefing	Beaufort
14 October	Parliament House Meetings	Melbourne
15 October	Beaufort & Skipton Health Services AGM	Beaufort
20 October	CEO Employment & Remuneration Committee Meeting	Beaufort
20 October	Council Briefing	Beaufort
20 October	Council Meeting	Beaufort
23 October	GBAC Committee Meeting – Minister Kilkenny	Ballarat
23 October	Lilyana CWA 50 th Celebration	Beaufort
23 October	Rural Councils Victoria Meeting	Online
23 October	Victorian Local Government Grants Commission Meeting	Beaufort
24 October	BGLC Local Government Forum	Online
24 October	Avoca Art Show Opening	Avoca
27 October	CEO Employment & Remuneration Committee Meeting	Beaufort
28 October	Amphitheatre Mechanics Institute AGM	Amphitheatre

Cr Simon Tol – Ercildoune Ward		
6 October	Council Briefing	Beaufort
13 October	Council Briefing	Beaufort
20 October	CEO Employment & Remuneration Committee Meeting	Beaufort
20 October	Council Briefing	Beaufort
20 October	Council Meeting	Beaufort
27 October	CEO Employment & Remuneration Committee Meeting	Beaufort

Cr Megan Phelan – De Cameron Ward		
3 October	Lions Club meeting and member induction	Lexton
4 October	Landsborough Hub	Landsborough
4 October	Constituent Meetings	Redbank
6 October	Council Briefing	Virtual
13 October	Council Briefing	Virtual
20 October	CEO Employment & Remuneration Committee Meeting	Beaufort
20 October	Council Briefing	Beaufort
20 October	Council Meeting	Beaufort
25 October	Senior Citizens Event	Landsborough
27 October	CEO Employment & Remuneration Committee Meeting	Virtual

Cr Rebecca Wardlaw – Avoca Ward		
6 October	Council Briefing	Beaufort
13 October	Council Briefing	Beaufort
20 October	CEO Employment & Remuneration Committee Meeting	Beaufort
20 October	Council Briefing	Beaufort
20 October	Council Meeting	Beaufort
27 October	CEO Employment & Remuneration Committee Meeting	Beaufort

Cr Damian Ferrari – Beaufort Ward		
6 October	Council Briefing	Beaufort
13 October	Council Briefing	Beaufort
20 October	CEO Employment & Remuneration Committee Meeting	Beaufort
20 October	Council Briefing	Beaufort
20 October	Council Meeting	Beaufort
27 October	Old Beaufort Primary School PCG Meeting	Beaufort
27 October	CEO Employment & Remuneration Committee Meeting	Beaufort

OFFICER RECOMMENDATION

That Council notes this report.

11. ASSEMBLY OF COUNCILLORS**11.1. ASSEMBLY OF COUNCILLORS - OCTOBER 2025**

MEETING INFORMATION			
Meeting Name		Council Briefing	
Meeting Date		6 October 2025 commenced at 4.00pm and closed at 7.10pm	
Meeting Location		Council Chamber, Beaufort	
Items Discussed		1. Workforce Plan 2. Class 10 Building Permit exemption provisions for Farm sheds 3. Land Matter 4. Economic Development & Tourism Update 5. Plant Purchase 6. Landsborough Community Assets 7. Beaufort Scout and Guide Hall 8. Strategic Issues Raised by Councillors 9. Evaluation	
ATTENDEES			
Councillors		Mayor Cr Tanya Kehoe Cr Damian Ferrari Cr Rebecca Wardlaw Cr Simon Tol Cr Megan Phelan (virtual from 4.35pm)	
Apologies		Nil.	
Staff		Jim Nolan (Chief Executive Officer) Douglas Gowans (Director Assets and Development Services) Jacinta Erdody (Director Corporate and Community Services) Norman Pruter (Manager People and Culture) - item 1 Rachel Blackwell (Manager Planning and Development Services) - item 2 Daniel De Lacy (Municipal Building Surveyor) - item 2	
Visitors		Nil	
CONFLICT OF INTEREST DISCLOSURES			
Item No:	Councillor making disclosure	Particulars of disclosure	Councillor left meeting
Nil.			

MEETING INFORMATION			
Meeting Name	Council Briefing		
Meeting Date	13 October 2025 commenced at 4.00pm and closed at 7.03pm		
Meeting Location	Council Chamber, Beaufort		
Items Discussed	<div>1. Mayor and Deputy Mayor Roles and Election process</div> <div>2. Waste Survey Results</div> <div>3. Avoca Caravan Park Lease</div> <div>4. Advocacy Program</div> <div>5. Councillor Development</div> <div>6. Matters requiring a Council decision at the October Council Meeting.</div> <div>7. Strategic Issues Raised by Councillors</div> <div>8. Evaluation</div>		
ATTENDEES			
Councillors	<div>Mayor Cr Tanya Kehoe</div> <div>Cr Damian Ferrari</div> <div>Cr Rebecca Wardlaw</div> <div>Cr Simon Tol</div> <div>Cr Megan Phelan (virtual)</div>		
Apologies	Nil.		
Staff	<div>Jim Nolan (Chief Executive Officer)</div> <div>Douglas Gowans (Director Assets and Development Services)</div> <div>Jacinta Erdody (Director Corporate and Community Services)</div> <div>Philip Diprose (Waste & Contracts Administration Officer) - item 2</div> <div>Daniel Potter (Manager Engineering) - item 2</div>		
Visitors	Nil		
CONFLICT OF INTEREST DISCLOSURES			
Item No:	Councillor making disclosure	Particulars of disclosure	Councillor left meeting
Nil.			

MEETING INFORMATION			
Meeting Name	Council Briefing		
Meeting Date	20 October 2025 commenced at 4.00pm and closed at 5.45pm		
Meeting Location	Council Chamber, Beaufort		
Items Discussed	1. CEO Review – Committee Meeting 2. Council Meeting Preparation 3. Evaluation		
ATTENDEES			
Councillors	Mayor Cr Tanya Kehoe Cr Damian Ferrari Cr Rebecca Wardlaw		Cr Simon Tol Cr Megan Phelan
Apologies	Nil.		
Staff	Jim Nolan (Chief Executive Officer) Douglas Gowans (Director Assets and Development Services) – Item 2 Jacinta Erdody (Director Corporate and Community Services) – Item 2		
Visitors	Nil		
CONFLICT OF INTEREST DISCLOSURES			
Item No:	Councillor making disclosure	Particulars of disclosure	Councillor left meeting
Nil.			

OFFICER RECOMMENDATION

That Council notes this report.

12. ITEMS FOR DECISION

12.1. ASSET AND DEVELOPMENT SERVICES

12.1.1. PLANNING AND DEVELOPMENT QUARTERLY REPORT

Presenter: Rachel Blackwell - Manager Planning & Development Services

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

Report Author: Rachel Blackwell – 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 was prepared to give the Council a summary of activities within the Planning and Development Department, for July – September 2025.

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

PART A: PLANNING

Planning Permit Data	July	August	September	Financial year to date
Permit applications received	7	10	9	26
Permits granted	7	1	1	9
Permits refused	0	0	0	0
Time extensions granted	3	0	4	7
Secondary consents granted	2	1	1	4
Estimated cost of works	-	-	-	\$2 Million
Applications decided within 60 statutory days (%)	100%	100%	\$100%	100%

Staff Movements

Due to a vacancy in the planning department, a recruitment process has recently been completed, and a new Planner has been appointed. The successful candidate is expected to commence with the team in November.

Planning Enquiries — July to September 2025

During the July to September 2025 quarter, the Planning Team received a total of 517 enquiries, representing a substantial increase compared to the previous quarter. Of these enquiries:

- Approximately 300 related to current planning permit applications or existing planning permit matters; and
- Approximately 200 were pre-purchase or pre-application enquiries, which is a positive indicator given the current economic conditions.

As of the date of this report, the Planning Team has received over 1,000 enquiries for the calendar year to date, reflecting ongoing strong demand for planning services.

Improving the Planning Service

At the October Council Meeting, the Planning Team presented the results of the Planning Services User Survey.

The survey provided valuable insights into the experiences and perceptions of recent planning permit applicants.

The survey identified several key areas for improvement to further enhance the applicant's experience. These include:

- Increasing transparency around permit conditions;
- Improving accessibility and responsiveness of staff;
- Refining pre-application guidance; and
- Enhancing digital tools for application management.

Addressing these focus areas will not only improve overall service efficiency but also strengthen community trust and confidence in Council's planning processes.

The Statutory Planning Team will continue to progress these improvements over the coming months, ensuring the delivery of effective, customer-focused planning services that meet the evolving needs of residents and stakeholders.

Planning Scheme Amendments

In recent months, several amendments to Planning Schemes across Victoria have been implemented by the Minister for Planning. A number of these amendments are relevant to the Pyrenees Planning Scheme and have implications for local planning processes and policy implementation.

Details of these amendments are being reviewed by the Planning Team to determine their impact on current and future planning assessments. Amendments of relevance are detailed as follows:

- VC291 – 30 October 2025 - Amendment VC291 updates the Victoria Planning Provisions and all planning schemes to replace the Guidelines for the removal, destruction or lopping of native vegetation, 2017 with the version published in 2025 and amend clause 66.01 (Subdivision Referrals) to enable the direct referral of planning applications to Fire Rescue Victoria for the existing fire hydrant referral matter.
- VC294 – 27 October 2025 - Amendment VC294 reforms sign provisions to exempt specified signs from planning permit requirements and remove mandatory permit expiration dates for most signs.
- VC286 – 15 October 2025 - The Amendment changes the VPP and all planning schemes in Victoria by removing the requirement for a planning permit for licensed premises.
- VC275 – 15 October 2025 - The amendment introduces a planning exemption for outdoor dining on public land
- VC288 – 18 September 2025 - The amendment extends the streamlined VicSmart assessment process to include planning permit applications for the construction of two dwellings on a lot and the subdivision of land into two lots.
- VC289 – 15 September 2025 - Amendment VC289 introduces a planning permit requirement to remove, destroy or lop a canopy tree in residential areas at clause 52.37 (Canopy trees) into the Victoria Planning Provisions (VPP) and all planning schemes. Minimum canopy tree replacement requirements will apply to an application to remove a canopy tree. The amendment is required to implement Action 12 of Plan for Victoria to protect and enhance canopy trees.
- VC268 – 5 September 2025 - Amendment VC268 is required to give effect to the Victorian Transmission Plan and update strategies to facilitate renewable energy development in declared renewable energy zones. Changes to references to the Climate Action Act 2017 are required to ensure that planning schemes are accurate.
- VC283 – 2 September 2025- The Amendment changes the Victoria Planning Provisions and all planning schemes in Victoria to implement Plan for Victoria (Department of Transport and Planning, 2025), update and introduce policy, remove reference to Plan Melbourne 2017-2050: Metropolitan Planning Strategy and make general drafting improvements and clarifications.
- VC279 – 21 August 2025 - The amendment makes changes to the land use definition of Minor utility installation in the Victoria Planning Provisions and all planning schemes to ensure the appropriate planning assessment of large battery storage systems.

- VC290 – 15 August 2025 - The Amendment changes the VPP and 63 planning schemes in Victoria by making Abattoir a section 1 use in the Table of Uses where specified siting, design and amenity conditions are met in clause 35.04 Green Wedge Zone, clause 35.07 Farming Zone and clause 35.08 Rural Activity Zone.
- VC282 13 August 2025 - The amendment changes the Victoria Planning Provisions and all planning schemes in Victoria by introducing a new clause 54 (One dwelling on a lot or a small second dwelling on a lot), making consequential changes to give effect to the new residential development planning assessment provision and correcting technical errors made by Amendment VC267.
- VC280 – 13 August 2025 - Amendment VC280 introduces the Great Design Fast Track into the Victoria Planning Provisions and all planning schemes in Victoria. The Great Design Fast Track implements a new planning assessment pathway to facilitate the delivery of high-quality townhouse and apartment developments.
- VC219 2 July 2025 - The Amendment changes the VPP and all planning schemes in Victoria to support the ongoing operation of extractive industry across Victoria and increase amenity protections for nearby accommodation.
- VC250 – 2 July 2025 the Amendment changes the VPP and all planning schemes in Victoria to support the ongoing operation of extractive industry across Victoria and increase amenity protections for nearby accommodation.
- VC253 – 2 July 2025 - Amendment VC253 introduces a new land use term and siting, design, and amenity requirements for a small second dwelling into the Victoria Planning Provisions (VPP) and all planning schemes to implement Victoria's Housing Statement: The decade ahead 2024-2034 by making it easier to build a small second dwelling.
- VC627 – 1 July 2025 - Amendment VC267 implements new residential development planning assessment provisions to boost housing construction to meet the housing needs of Victorians.

Information pertaining to these amendments is provided as **Attachment 1**.

Updating the Planning and Environment Act

The Victorian Government released Victoria's Housing Statement in September 2023, outlining its commitment to deliver a modern, fit-for-purpose planning system.

The Department of Transport and Planning (DTP) is leading a legislative reform program to ensure Victoria's planning framework meets the current and future needs of councils, landowners, businesses, and government.

These reforms will advance the objectives of Victoria's Housing Statement by implementing key recommendations from the Red Tape Commissioner's 2021 report, *Turning Best Practice into Common Practice – Planning and Building Approvals Process Review Report to Government*.

The Housing Statement Reform Act introduces amendments to the:

- Planning and Environment Act 1987 (PE Act), and
- Victorian Civil and Administrative Tribunal Act 1998 (VCAT Act) in relation to planning processes.

Key areas of amendment include:

- Planning scheme amendment and planning permit processes
- Compensation claims for land reservations
- Planning panels
- Certain proceedings before VCAT
- Ministerial call-ins
- Metropolitan Planning Levy exemptions

The Second Reading debate for the Bill was delivered on 6 February 2025. The Opposition circulated proposed amendments on 20 February 2025, when the debate resumed. If passed, the planning-related provisions of the Bill are scheduled to commence on 25 November 2025, unless proclaimed earlier.

Council officers are currently reviewing the legislative changes and their potential implications for the delivery of Council's planning services. Once further information is provided by DTP regarding the scope, impacts, and implementation of the reforms, a detailed report will be presented to the Council.

The MAV continues to advocate to the Victorian Government over the planning reforms, and in the context of recent activity, it is suggested that Council take an active approach on the back of the MAV efforts to ensure an appropriate level of engagement with councils as part of the reform process before decisions are made, recognising the important role that councils and council planning staff play in delivering planning services and the impacts of reforms on staffing and on communities.

Strategic Planning

Amendment C52pyrn – Pyrenees Flooding Planning Scheme Amendment has progressed to the formal amendment stage, following Council's endorsement at the March Meeting. This amendment seeks to incorporate several completed flood studies into the Pyrenees Planning Scheme.

The council is currently awaiting further advice from the Department of Transport and Planning (DTP) and anticipates that the amendment will progress to public consultation in the near future.

The Planning Team continues to advance the Strategic Planning Program, including the procurement of technical reports to inform future township planning initiatives. This work includes the preparation of a Housing Needs Assessment, supported by the DTP Regional Planning Hub.

The Strategic Planning Team also participates in Environment Effects Statement (EES) Technical Reference Groups and consultation forums for major state-led renewable energy projects, including the Western Renewables Link, the Victorian Transmission Plan, and several wind farm and battery projects. Through these processes, the team continues to advocate strongly on behalf of local communities.

The Western Renewables Link Inquiry and Advisory Committee commenced on Monday, 27 October 2025, and is expected to continue until March 2026. Planning Officers will attend various sessions throughout the hearing schedule. The presentation of Pyrenees Shire Council's submission is scheduled to be heard on 11 December 2025.

PART B – BUILDING

BUILDING ACTIVITY	July	August	September	Financial YTD
Private Building Permits	16	16	13	45
'Property Info Cert' issued	29	23	23	75
Building Notice/Order issued	4	7	2	13
Building Inspections	3	1	1	5
Pool Registers	1	1	0	2

Staff Matters

Building services are provided through Government Shared Services. The current team includes Daniel De Lacy, Municipal Building Surveyor, Rory Thompson, Deputy Building Surveyor, and Building Inspector. Rory previously served as a Building Inspector with Pyrenees Shire and has a strong familiarity with the area.

Class 10 Buildings on Farmland

Council recently requested a briefing on Class 10 buildings located on farmland to better understand Council's current position and to consider whether it would be appropriate to allow exemptions under this provision.

Under Regulation 280 of the Building Regulations 2018, Councils may exempt a Class 10 building that is to be constructed on farmland and used for farming purposes from all or part of the requirements of the Regulations.

The circumstances in which this exemption may apply are limited. Examples include:

- A hay shed or storage shed used to store plant feed that is used exclusively for animals on the same farm (not for resale).
- An animal shelter or shed used for breeding animals solely for use on the farm.

If a full exemption is granted, a building permit and certificate of final inspection are not required.

At present, Pyrenees Shire Council does not exercise this exemption and does not have a formal policy or process in place to assess such applications.

Following the recent briefing, the potential introduction of a process to consider exemptions was supported by the Council's Municipal Building Surveyor. The building team is currently developing the necessary processes, assessment criteria, and application forms to support the consideration of Class 10 building exemptions on farmland.

The council will continue to keep the community informed as these changes are developed and implemented to support our farming community.

PART C – ENVIRONMENTAL HEALTH

Task				
Officer Activity	Jul	Aug	Sep	YTD (calendar)
Food Surveillance				
Food premises mandatory assessments	7	23	1	73
Food premises critical or major outcomes	1	0	0	7
Total new food premises	1	0	0	8
Total closed food premises	1	0	2	6
Streatrader mandatory assessments	0	0	2	7
Streatrader new applications	0	0	1	25
Statement Of Trade processed	9	11	16	169
Statutory food samples sent for analysis Class 1	0	0	0	1
Statutory food samples sent for analysis Class 2 & 3	4	0	0	15
Unsatisfactory food samples	0	0	0	0
Food complaints received	0	0	0	3
Food complaints justified	0	0	0	0
Food recalls actioned	2	10	12	43
PHW Surveillance				
PHWA premises mandatory assessments	1	9	1	18
PHWA premises critical or major outcomes	0	0	0	0
Total new PHWA premises	0	0	0	0
Total transferred PHWA premises	1	0	0	1
Total closed PHWA premises	1	0	0	1
PHWA premises complaints received	0	0	0	
PHWA premises complaints justified	0	0	0	2
Unregistered rooming house complaints received	0	0	0	1
Outbreak investigation referrals	0	0	0	1

Single case incident referrals	0	0	0	0
Anaphylaxis investigation referrals	0	0	0	0
Pool water and chemical testing conducted	0	0	0	4
Unsatisfactory pool water samples	0	0	0	0
Nuisance investigation & general enquiries				
Noise complaints	1	1	0	5
Odour complaints	0	0	0	1
Smoke complaints	0	0	0	0
Bees/wasps complaints	0	0	0	0
Vermin/pests complaints	0	0	0	0
Asbestos complaints	0	0	0	0
Other nuisance complaints	0	0	0	2
Total enquiries/phone call backs received- all types	17	14	22	145
Caravan Park Surveillance				
Caravan Park mandatory assessments conducted	0	0	0	0
Tobacco Education & Surveillance				
Tobacco retailer visits conducted	0	0	0	10
Eating establishment visits conducted	0	0	0	6
Outdoor area visits conducted	0	0	5	7
Test purchase days conducted	0	0	1	2
Test purchase visits conducted	0	0	9	19
Test purchase sales made	0	0	0	0
Tobacco complaints	0	0	0	0
Domestic Wastewater Management (DWM)				
Septic tank applications received	6	0	1	24
Wastewater inspections conducted	5	2	4	38
Septic tank permits to install issued	3	2	1	23

Septic tank approvals to use issued	3	2	3	22
Septic tank requests for plans received	0	0	0	1
Waste water complaints	0	1	0	4
DWM Plans compliance checks conducted	0	2	0	119
DWM Plans compliance checks serious non-compliances	0	0	0	3
Planning Referrals and Health Planning				
Planning referrals commented on	0	5	1	24
Environmental health planning (hours)	16	25	25	86
Enforcement action taken				
Food Act notices issued incl. S19, S19W	0	0	0	0
PHW notices issued incl. improvement and prohibition	0	0	0	0
Official warnings issued	0	0	0	0
Number of infringements issued	0	0	0	0
Total value of infringements issued (\$)	0	0	0	0
Other				
Emergency callouts	0	0	0	0
Councillor requests	0	0	0	0
Staff Training attended (hours)	0	1	1	6
All other activity (hours)				
must be listed in team leader activity planner or on Council monthly report	0	0	0	0

Tobacco Education and Cigarette Sales to Minors

The team has commenced delivery of the funded Tobacco Education and Cigarette Sales to Minors program. This represents the final year of the current funding agreement. At present, there remains some uncertainty regarding the availability of future funding and the extent of Environmental Health's role in monitoring compliance with the Tobacco Act, particularly once the sale of tobacco products without a

license becomes an offence. Further clarification is anticipated in early 2026, when revised agreements are expected to be issued to the Council.

Routine Workload

The team has made substantial progress in completing all routine inspections and associated work. As of the date of this report, five food business inspections and approximately 30 DWMP inspections remain outstanding.

This level of progress positions the team strongly in preparation for the upcoming renewal period.

PART D – COMMUNITY SAFETY AND AMENITY

Animals

	July 2025	August 2025	September 2025	Total FYTD
Cats Registered	N/A	N/A	520	-
Dogs registered	N/A	N/A	2011	-
Cats impounded	5	5	3	13
Cats reclaimed	0	0	0	0
Cats Euthanised	5	5	2	12
Cats Adopted/Rehomed	0	0	1	1
Dogs impounded	4	1	1	6
Dogs Reclaimed	4	1	1	6
Dogs Surrendered	1	0	0	1
Dogs Euthanised	1	0	0	1
Dogs Adopted/Rehomed	0		0	
Stock impounded	11	0	0	11

Infringements

Infringement Type	July 2025	August 2025	September 2025	Total FYTD
Domestic Animals Act	2	1	3	6
Local Laws	0	1	0	1
Road Safety Act	1	14	1	16
Environment Protection Act	0	0	1	1
Impounding of Livestock Act	2	0	0	2
CFA Act	0	0	0	0

Planning & Environment Act	0	0	0	0
Road Management Act	0	0	0	0
Other	0	0	0	0
Total Infringements Issued	5	16	5	26
Prosecutions	0	0	0	0

Customer Action Requests & Permits

Customer Action Requests (Excludes several RecFind Docs.)	64	47	49	160
Local Law Permits	5	4	26	35

Footpath Trading Permits

All Footpath Trading Permits expire annually on 30 September. Renewal notices were issued to permit holders approximately one month prior to the expiry date. Of the 52 current permit holders, 38 have renewed their permits to date.

In recognition of the challenges faced by local businesses due to the ongoing drought, Council has waived permit fees for this year to assist small business owners within the municipality.

Fire Season Preparation

The Fire Danger Period is expected to commence significantly earlier this year, with advice from the Country Fire Authority (CFA) indicating a start date of 10 November.

All residents who received a Fire Prevention Notice in the previous year were issued a pre-advisory letter in August, reminding them of their obligations in the lead-up to the summer season.

The roadside spraying program was successfully completed across the Shire in August. Favorable weather conditions during the program contributed to an excellent result.

The council's fire preparedness media campaign has commenced, encouraging all residents to prepare their properties for the upcoming fire season. The campaign includes:

- Social media messaging,
- Notices in the Pyrenees Advocate, and
- Deployment of Variable Message Sign (VMS) trailers in key township locations.

The media campaign will continue throughout the fire season.

The roadside slashing program is scheduled to begin in the northern areas of the Shire in November, subject to grass curing rates, contractor availability, and prevailing weather conditions.

Proposed increase to Treasurer's payments for cat and dog registrations

The Victorian Government has agreed to increase the Treasurer's payment for each cat and dog registration from \$4.64 to \$9.00 per registration. This amount will subsequently increase annually in line with the annual indexation rate.

If the proposed legislation is passed, the amendment will take effect from 1 July 2026. The Government will confirm implementation timeframes prior to April 2026, when annual registration renewals are distributed.

The increase in the Treasurer's payment will have financial implications for the Council's animal registration income and associated service delivery.

Council officers will commence a review of the Domestic Animal Management Plan (DAMP) in early 2026. As part of this process, dog and cat registration fees will be reviewed to align with the Government's proposed changes.

At this stage, the Council view is that registration fees should be kept as low as possible to:

- Encourage ongoing registration compliance among pet owners, and
- Promote responsible pet ownership within the community.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Pillar 1 - People

1b. Community safety and wellbeing.

1c. Population growth through strategic planning.

Pillar 2 - Economy

2a. Support growth and diversification of new and existing businesses.

2b. Coordinated and facilitated planning fostering business and tourism growth.

2c. Support community events and visitor economy.

Pillar 3 - Nature Environment

3b. Mitigate risks, build community resilience, and enhance responsiveness to natural disasters.

Pillar 4 – Infrastructure

4a. Plan, build and maintain essential infrastructure.

4c. Support and facilitate appropriate land use.

4d. Advocate for fair renewable energy development.

Pillar 5 - Community-Centric

5a. Foster values driven inclusive culture, which is responsive, accountable, and aligned to priority.

5b. Work constructively and in partnership to solve issues early and deliver outcomes building trust.

5d. Deliver high quality services with continuous improvement focus.

OFFICER RECOMMENDATION

That Council:

1. Notes the contents of this report.
2. Works with the MAV to advocate to the Victorian Government over the government's planning reform agenda to ensure an appropriate level of engagement with councils as part of the reform process before decisions are made, recognising the important role that councils and council planning staff play in delivering planning services and the impacts of reforms on staffing and on communities.
3. Seeks a report to a future Council Meeting on the potential introduction of a process to consider applications for exemption for permits for Class 10 buildings on farmland under Regulation 280 of the Building Regulations 2018.
4. Advocates against the proposed sharp increase by the Victorian Government to the Treasurer's payment for cat and dog registration from \$4.64 to \$9.00 to be collected by councils on behalf of the government.

12.2. CORPORATE AND COMMUNITY SERVICES

12.2.1. WAUBRA RECREATION RESERVE MASTER PLAN

Presenter: Jacinta Erdody - Director Corporate and Community Services

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

Report Author: Baylie Lang – Recreation Development Co-ordinator

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

File No: 16/16/24

PURPOSE

The purpose of this report is to seek council adoption of the Waubra Recreation Reserve Master Plan, which provides a strategic foundation and guidance for the future activation and investment at the Reserve.

BACKGROUND

The Waubra Recreation Reserve is a key asset for the Waubra and district community, serving as the primary location for sport, recreation, social connection, and community events.

Council has worked with community members, user groups, and stakeholders to develop a draft Master Plan that provides a long-term vision that will guide the future development, governance, and activation of the reserve.

The project was delivered through a comprehensive project methodology, undertaken in four key stages:

- Stage One – Existing conditions review (including review of available evidence-based data, demographic analysis and site surveys).
- Stage Two – Stakeholder Engagement Program (inclusive of community workshops, and online surveys).
- Stage Three – Development of a Draft Master Plan (Incorporating key directions, option analysis, and a cost estimates report).
- Stage Four – Final Documentation (including Community Asset Committee workshops and a community exhibition process).

After completion of the 28-day community exhibition period, the final Plan is now presented for Council adoption.

ISSUE / DISCUSSION

The Master Plan establishes a long-term framework to guide future development and operational priorities. It reflects our community's needs and supports a balance between sporting, social, and passive leisure use for all community members.

The Plan has focused on building participation in community life and leisure opportunities, with current and proposed new spaces and assets as an enabler. The Action Plan is structured around 4 key themes:

- People – builds action to support the capability of the individuals and groups who use and benefit from the Reserve.
- Participation – focuses on improving current and developing new programs, activities, and opportunities that drive use, active engagement and community connection.

- Place – considers place making in Waubra, and improved pride of place through better infrastructure, accessibility, and overall functionality. This is represented as a Development Plan contained within the Master Plan document.
- Partnership – addresses governance, collaboration, and the strategic relationships required to support and sustain the Reserve.

The Plan ensures that future decisions are underpinned by evidence-based planning, community feedback, and a commitment to inclusivity, accessibility, and participation.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Pillar 1 - People

1d. Foster partnerships, support volunteers and build capacity.

Pillar 2 - Economy

2c. Support community events and visitor economy.

Pillar 4 - Infrastructure

4c. Support and facilitate appropriate land use.

Pillar 5 - Community-Centric

5a. Foster values driven inclusive culture, which is responsive, accountable and aligned to priority.

5b. Work constructively and in partnership to solve issues early and deliver outcomes building trust.

COMMUNITY ENGAGEMENT / CONSULTATION OUTCOMES

The Draft Waubra Recreation Reserve Master Plan has been shaped through an extensive, multi-phase engagement process that gathered diverse community and stakeholder perspectives.

Engagement activities included:

- Four open community drop-in sessions during the initial engagement phase, with a total of 11 attendees across all sessions.
- An online community survey with 30 completed responses (27 online, 3 written).
- Stakeholder meetings with the Community Asset Committee, Waubra Primary School, and Kindergarten.
- Direct invitations for written submissions from sporting clubs.
- Direct engagement with peak sporting associations and funding bodies.

Findings of this engagement can be found in a Waubra Recreation Reserve Master Plan - Community Engagement Report, found at **Attachment Two**.

Following the preparation of the Draft Master Plan, the document was placed on public exhibition for 28 days from Tuesday, 16th September 2025 – Tuesday, 14th October 2025. Community feedback could be received either in person (officers held three engagement sessions) or via dedicated online survey through Council's Engagement Hub. These opportunities were promoted through:

- Council's weekly noticeboard in local press - 26 September, 3 October, 10 October.
- Social media (Facebook) posts.
- Promotion via the Community Asset Committee.
- Promotional posters distributed within the community.

Despite these opportunities for feedback, and over 115 interactions with Council's digital platforms (including the Engagement webpage and Facebook posts), no formal submissions were received during the exhibition period.

This outcome may be attributed to the depth of engagement conducted throughout the earlier stages of the project, during which stakeholders played an active role in shaping the Plan's direction and priorities. Feedback collected prior to exhibition indicated a high level of community satisfaction with the Plan's vision and recommendations, demonstrating broad support for the exhibited draft among the Waubra and district community.

ATTACHMENTS

1. PSC Waubra Recreation Reserve Master Plan [12.2.1.1 - 34 pages]
2. ATTACH TWO - Waubra Community Engagement Report [12.2.1.2 - 31 pages]

FINANCIAL / RISK IMPLICATIONS

There are no direct immediate financial implications associated with the adoption of the Waubra Recreation Reserve Master Plan. The Plan provides a strategic framework to guide future decision-making, project planning, and investment rather than committing Council to specific capital works.

Several actions are low-cost or can be delivered within existing Council officer resources and through volunteer contributions. A number of initiatives have already commenced, led by dedicated volunteers, particularly members of the Waubra Community Asset Committee.

To advance the identified capital projects, additional planning and design funding will be required in future financial years to enable the preparation of detailed project scopes, schematic designs, and funding submissions. This staged approach ensures that future capital investment is guided by robust planning, feasibility analysis, and cost validation.

The Plan's implementation will be supported by future Council budget allocations, external funding opportunities, and continued collaboration with the Community Asset Committee, user groups, and the broader Waubra community.

The risk associated with adopting the Master Plan is considered low. The document has been developed through a transparent and collaborative engagement process with the Community Asset Committee, user groups, and the broader Waubra community. No concerns were raised during the public exhibition period, indicating a strong level of community support for the Plan's direction.

CONCLUSION

The Waubra Recreation Reserve Master Plan represents a significant commitment to planning for the long-term sustainability and activation of the district's biggest community asset. Developed through an extensive engagement process, the Plan provides a clear and balanced framework that reflects local priorities, strengthens community partnerships, and identifies opportunities for future investment.

By adopting the Master Plan, Council will establish a strategic foundation to guide future program development, governance improvements, and investment at the Reserve.

OFFICER RECOMMENDATION

That Council:

1. Adopts the Waubra Recreation Reserve Master Plan, as presented at **Attachment One**, as a guide to inform future activation and investment;
2. Notes the Waubra Recreation Reserve Master Plan - Community Engagement Report, as presented at **Attachment Two**, as an evidence base informing the Master Plan; and
3. Supports project planning, feasibility and design development for identified projects through future Council budget initiatives or external funding opportunities where they become available.

12.2.2. ANNUAL REPORT - COMMUNITY ASSET COMMITTEES

Presenter: Jacinta Erdody - Director Corporate and Community Services

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

Report Author: Kathy Bramwell – Acting Manager Governance and Performance

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

File No: 16/16/04, 16/16/20, 16/16/20, 16/16/24, 16/16/26, 16/16/28

PURPOSE

This report provides an annual report to the Council in relation to the activities and performance of its six Community Asset Committees, as required by section 47(6) of the *Local Government Act 2020*.

BACKGROUND

Council has established the following six Community Asset Committees (CAC's) through formal Council resolution and in accordance with s.65 of the *Local Government Act 2020* (the Act). Duties and powers are delegated by the Chief Executive Officer through an Instrument of Delegation, supported by a Terms of Reference document that outlines governance arrangements.

Below are the six Community Asset Committees that are established:

- Beaufort Community Bank Complex
- Brewster Hall
- Landsborough Community Precinct
- Lexton Community Hub
- Snake Valley Hall
- Waubra Community Hub

The six committees are responsible for managing assets for and on behalf of Council. They are a legal extension of the Council which is legally liable for all of their activities. It is important, therefore, that these committees are accountable to Council and to the general public for their stewardship of the assets that they manage, and that they act at all times in accordance with their Instrument of Delegation and supporting Terms of Reference.

This accountability is exercised in accordance with s 47(6) of the Act which requires the Chief Executive Officer to submit an annual report to the Council in relation to the activities and performance of Community Asset Committees.

ISSUE / DISCUSSION

The inaugural members of each Committee were originally appointed by a formal resolution of Council. Subsequent committees are appointed via delegation by the Chief Executive Officer.

A review of the Instruments of Delegation and supporting Terms of Reference documents has been conducted in 2025. There will be a number of enhancements to the governance arrangements to ensure that each Committee reports in a consistent manner, which will enable greater clarity of the committee's performance. These will soon be finalised and new or returning committee members will be formally 'onboarded'.

Financial reports provided by the committees indicate the financial difficulties of managing a community assets on behalf of Council, with at least one committee not being able to progress beyond the aftermath of COVID. Changes within the management team at Council has created an inconsistency of support to committees over the past couple of years but the Community Development Team have provided some relief and support in recent months and will continue to provide that stabilising presence.

Beaufort Community Bank Complex

The Committee's AGM was held on 2 September 2025 and the Minutes and President's report are included as *Attachment 1*. The Committee reported a good financial position, noting that the facility needs some refurbishment to maintain quality.

Key committee positions for the 2025/26 year include:

- President: Simone Hutchings
- Vice-President: Maurice Trainor
- Secretary: Lynelle Day
- Treasurer: Andrew Oddie
- Risk Manager: Lynelle Day

Brewster Hall

The impacts of COVID were felt significantly by the Brewster Hall Committee, and they have not met since its AGM in September 2021.

Landsborough Community Precinct

The last meeting of the Committee was several years ago. In the absence of a functioning committee, Mr Graeme Sandlant has been managing the assets which include the resource centre, caravan park, amenities block, playground and BBQ on a voluntary basis.

Mr Sandlant provided a report for 2024/25 and this is included in *Attachment 2*. During the year, Mr Sandlant transferred \$10,000 from the retained earnings of the Committee to Council which sits in a Landsborough Caravan Park trust account controlled by Council. The purpose of the trust account is to set aside funds for the future replacement of assets at the Landsborough Caravan Park. The balance as at 30 June 2025 was \$142,162.

Further work is still needed to explore appropriate management models for the Landsborough Community Precinct and Council officers will consider a campaign to seek a more structured committee into the future.

Lexton Community Hub

Following the construction of a new facility, the Committee was established by Council in February 2023. The committee held its AGM on 2 September 2025 and this, together with a report of its activities for the 2024/25 year, is included as *Attachment 3*. For the year ended 30 June 2025, the committee recorded income of \$276,097 and expenditure of \$270,770, resulting in an operating surplus of \$5,327. This surplus will be reinvested into future improvement projects.

Key committee positions for the 2025/26 year include:

- President: Hugh Briody
- Vice-President: Brad Sandlant
- Secretary: Ash McErvale
- Treasurer: Fiona Fisher, Assistant Treasurer – Kylie Noonan
- Risk Management Officer – Paul Karslake
- Hub Pub Sub-Committee Manager – Johan Debast

Snake Valley Hall

The Committee's AGM was scheduled for August 2025 but minutes and annual report have not yet been provided.

Waubra Community Hub

The Committee's AGM was held on 26 August 2025 and the minutes are included as *Appendix 4*. The committee reported an operating surplus of \$12,195.76 for the 2024/25 financial year, with catering and hire of the facility showing as the main sources of income.

Key committee positions for the 2025/26 year include:

- President – Jo Hall
- Vice-President – Shaun Gallagher
- Secretary – Lucy Gallagher, Vice-Secretary – Molly Mason
- Treasurer – Karen Hinchliffe, Vice-Treasurer – David Clark
- Events Coordinator & Bookings Officer – Marie Loader, Assistant Evens Coordinator & Bookings Officer – Brianna Edmonston

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Pillar 1 - People

1a. Inclusivity and accessibility.

1d. Foster partnerships, support volunteers and build capacity.

Pillar 2 - Economy

2c. Support community events and visitor economy.

Pillar 5 - Community-Centric

5a. Foster values driven inclusive culture, which is responsive, accountable and aligned to priority.

COMMUNITY ENGAGEMENT / CONSULTATION OUTCOMES

This report provides information to the community regarding the activities of Council's Community Asset Committees.

ATTACHMENTS

1. Attachment 1 - Beaufort Community Bank CAC [**12.2.2.1** - 4 pages]
2. Attachment 2 - Landsborough Community Hub 24-25 Report [**12.2.2.2** - 7 pages]
3. Attachment 3 - Lexton Community Hub AGM [**12.2.2.3** - 7 pages]
4. Attachment 4 Waubra Hub Meeting Minutes August 26th 2025 (1) [**12.2.2.4** - 8 pages]

FINANCIAL / RISK IMPLICATIONS

This report provides an overview of community asset committees' performance over the 2024/25 financial year and highlights that at least one committee has not remained sustainable.

CONCLUSION

This report provides an overview of Council's Community Asset Committees' performance and financial status for the 2024/25 year. Council officers would like to sincerely thank all members of the committees for their work in managing the facilities on behalf of the Council over the past 12 months.

OFFICER RECOMMENDATION

That Council:

1. Notes this report and its attachments;
2. Writes to each of the Community Asset Committees thanking their members for their ongoing contribution to the management and maintenance of important community assets;
3. Further considers opportunities to broaden membership of the Landsborough Community precinct and Brewster Hall; and
4. Council officers commence working with newly appointed members to implement updated Governance Frameworks inclusive of Delegated Authority obligations.

12.2.3. 2025-2026 COMMUNITY FUNDING PROGRAM (ANNUAL GRANT AND SPONSORSHIP CATEGORY)

Presenter: Jacinta Erdody - Director Corporate and Community Services

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

Report Author: Adam Boyle – Team Leader - Community Development

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

File No: 36/28/06

PURPOSE

The purpose of this report is to provide recommendations for Council to award funding for the 2025-2026 Community Funding Program. Following an extensive program of promotion, a panel has now reviewed applications received and seeks Council's support to proceed with recommendations.

BACKGROUND

Pyrenees Shire Council's Community Funding Program aims to build stronger communities that deliver improved outcomes for our residents and visitors.

Council provides several categories in recognition of the valuable contribution that community organisations and local business make to the social, cultural, economic, and environmental wellbeing of Pyrenees Shire.

Funding is eligible for programs held within the geographical boundaries of Pyrenees Shire, or those that benefit many Pyrenees residents.

ISSUE / DISCUSSION

Applications opened on Wednesday, 27 August 2025, and closed on Wednesday, 8 October 2025. Following a targeted communication and engagement program, a total of 40 applications were received by the closing date, collectively requesting \$116,947.29 of an available \$110,200 community funding budget allocation.

In addition to the community funding budget, there was also an amount to the value of \$15,000 for Tourism Event Sponsorship which was previously approved through previous annual funding programs which spanned over multiple budget cycles.

Applications were received for a diverse scope of projects, delivered broadly across our Shire:

Table One - Project Location (by Ward)

Ward	# of Applications
Beaufort	17
Ercildoune	9
Avoca	8
DeCameron	3
Mount Emu	2
Shire wide	1

Most applications were for minor capital works and equipment, highlighting the challenges local not-for-profit organisations face in independently funding, increasing costs for infrastructure or equipment. In this context, grants serve as a vital means to bridge funding gaps, while programs and events are often more easily financed through donations, sponsorships, or volunteer contributions.

There was a diverse range of project types, with a focus on asset improvements:

Table Two - Project Type

Category	# of Applications
Asset improvement and or Tourism Development	12
Active Leisure / Recreation Participation	5
Art and Craft Activities	2
Community Engagement Initiatives	3
Social Inclusion Programming	3
Community Health projects	3
Community Safety initiatives	3
Culture and Heritage programming	3
Tourism events	2
Community events	2
Public Entertainment	2

Target audiences of projects was heavily directed towards outcomes for all community members and visitors, with some projects targeting priority populations:

Table Three - Primary Target Audience

Audience	% of applications
All community	49%
Visitors	30%
Older adults	7%
Children and families	4%
Men	1%
Low-income support	6%
Women	3%

All applications were assessed by a panel of Council officers, in accordance with the advertised eligibility guidelines and established selection criteria.

Through the assessment phase, one application was withdrawn, resulting in a total of 39 applications being formally presented with a recommendation. Attachment 1 summarises the outcome of this process.

As the program was oversubscribed, not all projects could be recommended for funding. To maximise the number of projects supported, some applications have been adjusted slightly in their requested funding. These adjustments were made either in consultation with the applicant or in accordance with their original application, where the applicant indicated where the project could be delivered with a reduced contribution from the council.

Of the six applications not recommended for funding, three applicants are instead recommended for funding their alternative nominated priority application. Of the remaining three, two were assessed as lower-score against the objectives of the program guidelines, and one was funded in the previous financial year, when priority has been given to projects not previously supported through the program.

Where appropriate, those projects not recommended for funding, will be encouraged to resubmit to a future round of a Council funding program. Officers will also work with the applicants to source other external grant sources where available to realise project ambitions.

Funding of applicants will be conditional upon securing all relevant Permits (i.e., Building, Planning and Local Law / Event), contributing funding (where required) and entering into a Funding Agreement.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Pillar 1 - People

- 1a. Inclusivity and accessibility.
- 1b. Community safety and wellbeing.
- 1d. Foster partnerships, support volunteers and build capacity.

Pillar 2 - Economy

- 2c. Support community events and visitor economy.

Pillar 3 - Nature Environment

- 3c. Support local industries and communities in adapting to climate change.

COMMUNITY ENGAGEMENT / CONSULTATION OUTCOMES

The availability of the Program was advertised in local print media, via social media channels and through direct advice to groups registered on Council's community, event, and business databases. Promotional posters were provided across townships, with an associated QR to guide interest to Funding Pages of Council's website.

Council officers delivered 7 applicant support sessions to assist groups to scope and complete applications. These sessions were held in various community settings including the Avoca Library and Resource Centre, the Lexton Public Hall, Waubra Community Hub, the Landsborough Community Resource Centre, and the Beaufort Library and Resource Centre.

In addition, council officers made themselves available to support application development through numerous individual applicant support sessions (phone, face to face or online).

Those that made applications were asked to rate their satisfaction with the online application process, with 95% of users rating the process Very Easy or Easy, with only 2 applicants evaluating it as difficult:

Table Four – Indicate experience of online application process

Ward	# of Responses
Very Easy	21
Easy	17
Difficult	2
Very Difficult	0

The above 'difficult' could be correlated to these applicants not attending a drop-in session or meeting with council officers for advice.

Applicants were required to indicate how their project supported delivery of the Council Plan, with all able to achieve this, indicating strong alignment with Strategic Objective Pillar 1 (65%) and 2 (26%):

Strategic Pillar	# of Responses
1A	33
1B	13
1C	9
1D	5
2A	1
2B	5

2C	18
3C	1
3B	1
3D	1
4A	5

Council officers had discussions regarding more than 70 projects over the course of the community engagement period. Those projects not submitted were due to volunteer capacity to complete planning, or decisions by applicants to defer until the next program.

ATTACHMENTS

1. CFP 2025 26 Panel Recommendation (1) [12.2.3.1 - 9 pages]

FINANCIAL / RISK IMPLICATIONS

Officer recommendation results in delivery of the program within the available annual grant and event sponsorship budgets, as summarized in below table which includes new initiatives to the value of \$91,250.79:

	Available Budget	Total requests	Panel Recommendation	Variation to available budget
Community Event Support and Tourism Event Sponsorship from previous annual approvals	\$17,000.00 \$15,000.00*	\$18,000.00 \$15,000.00*	\$13,500.00 \$15,000.00*	\$3,500.00
Community Program or Activity Minor Capital Works or Equipment	\$78,200.00	\$98,947.29	\$77,750.79	\$449.21
Totals	\$110,200.00	\$131,947.29*	\$106,250.79	\$3,949.21

* The above event budgets include an existing \$15,000 allocated this financial year as a component of previously adopted 3-year funding event agreements. As such, the total distribution of grant funding this year would be \$106,250.79 if recommendations are supported as presented.

Council maintains a current available balance in the Community Response Grant budget of \$1,641 against an original budget of \$3,000. The above surplus would be allocated against this program to support any new emerging events and program needs over the balance of this financial year.

Risks regarding the implementation of the program have been controlled through the requirement of all applicants to provide budgets, financial statements, evidence of other contributing funding, insurance documents and appropriate acquittal of any previous grants.

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

CONCLUSION

Following a comprehensive assessment of applications submitted under the Community Funding Program, it is recommended that the proposed recipients be considered for funding. The recommended projects demonstrate strong alignment with council priorities, address community needs, and provide lasting benefits through both infrastructure improvements and community-focused initiatives.

OFFICER RECOMMENDATION

That Council award the following funding :

1. To community programs at a total value of \$12,800.00:
 - a) Advance Avoca for Avoca Street Christmas Decorations - \$2,000.00;
 - b) Avoca & District Seniors Citizens Club for a Community Engagement and Recruitment Program - \$2,000.00;
 - c) Beaufort CWA for the 100 hours of celebrating 100 years of CWA in Beaufort project - \$2,000.00;
 - d) Beaufort Golf/Bowls Club for a Female Golf Participation Program - \$2,000;
 - e) The Weight of Men Project, auspiced via - Business for Beaufort, for the Weight of Men Project - \$2,000.00;
 - f) Pyrenees Beaufort Food Pantry for the Healthy Eating - 2025/26 Holiday season - \$1,800.00; and
 - g) Pyrenees Community House for the Chat and Chew Program - \$1,000.00.

2. To minor capital and equipment at a total value of \$64,950.79:
 - a) Amphitheatre Mechanics Institute Committee for a Hall Functionality Upgrade - \$3,000.00;
 - b) Beaufort Agricultural Society for a Mini golf course Trailer - \$1,286.00;
 - c) Beaufort and District Historical Society for a Society Internet Terminal - \$1,199.00;
 - d) Beaufort Blue Light Motorcycle Club for a Safety & Risk Improvement Project - \$1,297.00;
 - e) Beaufort Community Bank Complex for Hand Dryers - \$2,137.00;
 - f) Beaufort Croquet Club for an Asset Protection Fence - \$4,420.00;
 - g) Beaufort RSL for a BBQ Enclosure - \$7,000.00;
 - h) Carranballac Cricket Club for a Playground upgrade - \$5,000.00;
 - i) Lake Goldsmith Steam Preservation Association for a Goods Shed activation (hard stand project) - \$3,823.60;
 - j) Landsborough Public Hall for a Community Engagement Program - \$1,362.39;
 - k) Lexton Football Netball Club for a Netball court light pole replacement and relocation project - \$7,000.00;
 - l) Lexton Public Hall for Blind Replacements - \$3,000.00;
 - m) Lexton Rural Fire Brigade for emergency Forcible Entry equipment - \$1,436.00;
 - n) Moonambel Cemetery Trust for a Front fence upgrade - \$7,000.00;
 - o) Pyrenees Pétanque Club for Marquees for Shade and Weather Protection - \$2,000.00;
 - p) Raglan Hall & Recreation Reserve Committee for an Amenities Upgrade - \$4,221.80;
 - q) Snake Valley and District Historical Society for a Branding Sign Renewal - \$330.00;
 - r) Waterloo Community Group for a Storage Shed - \$1,200.00;
 - s) Waubra Bowls Club for a social room improvement initiative - \$2,000.00; and
 - t) Waubra Community Hub for a Smarter Blinds for a Greener Hub project - \$6,238.00.

3. To tourism event sponsorship to the value of \$5,000.00:
 - a) Avoca Community Arts & Gardens for the Avoca Art Show (2026, 2027, 2028), under a 3-year agreement at \$1,000.00 per annum and hall hire fee waiver; and
 - b) Avoca Riverside Market for the Avoca Riverside Market (2025, 2026, 2027) under a 3-year agreement at \$4,000.00 per annum.

4. To community event support to the value of \$8,500:
 - a) Advance Avoca for the Avoca Christmas Street Party - \$2,000.00
 - b) Beaufort Walkfest for Beaufort Walkfest - \$500;
 - c) Business for Beaufort for the Beaufort Twilight Night - Lighting Project - \$2,000.00; and
 - d) Pace the Pyrenees (L & A Martin Family Trust) for the Pace the Pyrenees event - \$4,000.00.

12.2.4. MINISTERIAL GUIDELINES FOR COUNCILS RELATING TO PAYMENT OF RATES AND CHARGES

Presenter: Jacinta Erdody - Director Corporate and Community Services

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

Report Author: Jacinta Erdody – Director Corporate and Community Services

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

File No: 30/04/02

PURPOSE

The purpose of this report is for Council to support a submission being made in relation to the Draft Ministerial Guidelines for Councils relating to payment of Rates and Charges.

BACKGROUND

The *Local Government Act 1989* ultimately sets the overarching framework for the collection of Rates and Charges which is Councils main source of revenue and therefore the collection in a timely and equitable manner is required to ensure that we continue to meet our obligations and commitments to our community.

These draft Guidelines focus on the sector of our community which are experiencing hardship and financial hardship to ensure that they are treated fairly, compassionately and proportionately. These Guidelines have been issued in accordance with section 181AA of the *Local Government Act 1989* which requires Council to comply with the Guidelines.

ISSUE / DISCUSSION

The Draft Ministerial Guidelines have been released this week (6 November) and although the overarching legislation regarding the Payment of Rates has been in place for some time, a more detailed review of relevant Policies, Procedures, Payment Options and administrative management and escalation of overdue debts will need to be reviewed against the Guidelines to ensure that the Guidelines do not significantly impact on our capacity to ensure our financial sustainability.

It is worth recognising that at a high level, there are elements of these Draft Guidelines which Council already comply with, including flexible payment options to recognise our communities changing circumstances.

The draft Guidelines consultation will remain open for submissions up until the 5th December 2025. The draft Guidelines not only seek feedback on scope, structure and approach but seeks to understand:

- what practical tools or resources would help Council implement the Guidelines (Eg: Templates, checklists, training materials, etc); and
- what Council sees as the biggest opportunity to improve how we support our community who are experiencing hardship and financial hardship within our local community.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Pillar 5 - Community-Centric

5a. Foster values driven inclusive culture, which is responsive, accountable and aligned to priority.

5d. Deliver high quality services with continuous improvement focus.

COMMUNITY ENGAGEMENT / CONSULTATION OUTCOMES

The Draft Guidelines will become available on the Engage Victoria website in coming weeks and submissions will close 5 December 2025.

ATTACHMENTS

1. CONSULTATION DRAFT - Ministerial Guidelines for Councils relating to payment of rates and charges [12.2.4.1 - 24 pages]

FINANCIAL / RISK IMPLICATIONS

As rates are Council's most significant revenue stream it is important that we appropriately consider any implications or opportunities that are within the draft Guidelines and constructive feedback be provided.

CONCLUSION

Considering the impact of rates and the associated collection there of, it is important that Council takes the opportunity to further understand the Draft Guidelines and provide a constructive submission which ensures appropriate consideration has been made for small regional councils.

OFFICER RECOMMENDATION

That Council:

1. Approves that Chief Executive Officer to draft and make a submission against the Draft Ministerial Guidelines for Councils relating to payment of Rates and Charges.

13. COUNCILLOR REPORTS AND GENERAL BUSINESS

14. CONFIDENTIAL ITEMS

CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

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

RECOMMENDATION

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

- 15.1 - Gunga Hub Rental
- 15.2 - Australia Day Awards 2026
- 15.3 - CEO Performance Review

The Ordinary Meeting of Council closed at ____