



AGENDA

Ordinary Council Meeting

6.00pm Tuesday 22 October 2019

**VENUE:
Linton Customer Service Centre
Council Chambers
68 Sussex Street, Linton**

NEXT ORDINARY COUNCIL MEETING
6.00pm Wednesday 6 November 2019

Copies of Golden Plains Shire Council's Agendas & Minutes
Can be obtained online at www.goldenplains.vic.gov.au

Code of Conduct Principles

WORKING TOGETHER

We Councillors will:

- acknowledge and respect that a diversity of opinion exists among us;
- recognise that each of us has different life experience, knowledge and values, and that all of these contribute collectively to our discussions;
- behave with courtesy towards each other, Council officers and our citizens;
- conform to the policy and precedents that guide the conduct of meetings;
- attend punctually and participate in all relevant meetings, workshops and briefings;
- share reasonably in the representation, ceremonial and hosting tasks of the full Council; and
- honour the majority decisions made by the Council, irrespective of our own position, and explain these decisions frankly to the community, once made.

BEHAVING WITH INTEGRITY

We Councillors will:

- identify our financial and personal interest, or potential interest, in any matter that comes before the Council;
- be honest and truthful;
- comply with laws and the regulations deriving there from;
- respect Council property and be frugal in its use, where allowed;
- avoid using our position for personal gain or to achieve advantage over others or to obtain preferential treatment;
- be sympathetic to the legitimate concerns of our citizens;
- act impartially when making decisions and have due regard to the needs of the community as a whole, rather than that of narrow vested interest; and
- acknowledge the role of Council officers in providing advice to us and in implementing Council decisions.

MAKING COMPETENT DECISIONS

We Councillors will:

- without diminishing the short term focus, approach decisions with due regard to the long term needs of the municipality;
- form policies with regard to the needs of the entire Shire;
- direct our attentions to the strategic and statutory needs of the municipality rather than short term, transient, operational issues;
- seek to fully inform ourselves on the issues before Council before making a decision;
- take all reasonable steps to improve our knowledge of matters relevant to our municipal duties; and
- use and respect the professional knowledge of Council officers and other advisers to Council.

Order Of Business

1	Opening Declaration	5
2	Acknowledgement of Country	5
3	Apologies and Leave of Absence	5
4	Confirmation of Minutes	5
5	Declaration of Conflict of Interest	5
6	Public Question Time	5
7	Business Reports for Decision	6
7.1	Delegates Report - 25 September 2019 to 21 October 2019.....	6
7.2	Assembly of Councillors	7
7.3	Compliance Report in accordance with planning enforcement policy 10.1.....	12
7.4	Planning Application P18-224 - Buildings and works associated with existing Industry and alteration to the hours of operation.....	15
7.5	Planning Application P19-043 for a plant nursery at 9 Baglin Street, Smythesdale	18
7.6	Permits to Burn by private persons (Schedule 13).....	22
7.7	Council Plan Implementation - Quarter One 2019/20	26
7.8	Adoption of Amendment C85GPLA.....	28
7.9	State Government Rating Review - GPS Council Submission.....	35
7.10	Authorisation of Chief Executive Officer to Enter Limited Term Recycle Contract	38
7.11	GPSC-RFQ-07/2019 - Supply & Delivery of Bulk Fuel and Above Ground Self-Bunded Tanks.....	40
7.12	Instrument of Appointment and Authorisation - Planning and Environment Act 1987.....	43
7.13	Golden Plains Shire Council Annual Report 2018-19	45
7.14	Councillor Expenses and Meeting Attendance Report - First Quarter ending 30 September 2019.....	53
7.15	Developing a Framework for the Management of Golden Plains Shire Civic Collection- Identification, Preservation, Interpretation and Access	55
8	Notices of Motion	59
	Nil	
9	Petitions	59
	Nil	
10	Confidential Reports for Decision	59
	Nil	

1 OPENING DECLARATION

We the Councillors of Golden Plains Shire declare that we will undertake, on every occasion, to carry out our duties in the best interest of the community and that our conduct shall maintain the standards of the code of good governance so that we may faithfully represent and uphold the trust placed in this Council by the people of Golden Plains Shire

2 ACKNOWLEDGEMENT OF COUNTRY

Council acknowledge the traditional Wadawurrung owners of the land where we meet today. Council pays its respects to Wadawurrung Elders both past and present and extends that respect to all Aboriginal and Torres Strait Islander People who are part of Golden Plains Shire.

3 APOLOGIES AND LEAVE OF ABSENCE**4 CONFIRMATION OF MINUTES****Recommendation**

That the minutes of the Ordinary Council Meeting held on Tuesday 24 September 2019 and the Special Council Meeting held on Tuesday 8 October 2019 as circulated, be confirmed.

5 DECLARATION OF CONFLICT OF INTEREST**6 PUBLIC QUESTION TIME**

7 BUSINESS REPORTS FOR DECISION**7.1 DELEGATES REPORT - 25 SEPTEMBER 2019 TO 21 OCTOBER 2019****File Number: 78-07-002****Author: Sharon Naylor, Executive Assistant - Chief Executive Officer****Authoriser: Eric Braslis, CEO****Attachments: Nil****RECOMMENDATION**

That Council receive and note the Delegates Report – 25 September 2019 to 21 October 2019.

CR OWEN SHARKEY

3 October	Councillor Briefing Meeting
5 October	Goldsworthy Reserve Athletics Track opening
7 October	Gender Equity Forum 2.0
8 October	Special Council Meeting
10 October	Harwood Andrews Annual Law Breakfast
11 October	Golden Plains Shire Business Networking Event
13 October	Waste Strategy Consultation
15 October	Councillor Briefing Meeting
15 – 17 October	G21 Board Canberra Delegation
18 October	MAV State Council Meeting

Cr David Evans

3 October	Councillor Briefing Meeting
4 October	Rural and Peri Urban Advisory Committee Meeting
7 October	Gender Equity Forum 2.0
8 October	Special Council Meeting
15 October	Councillor Briefing Meeting
16 October	Local Government Rating Review Consultation

Cr Les Rowe

3 October	Councillor Briefing Meeting
8 October	Special Council Meeting
15 October	Councillor Briefing Meeting

7.2 ASSEMBLY OF COUNCILLORS

File Number: 02-03-004

Author: Sharon Naylor, Executive Assistant - Chief Executive Officer

Authoriser: Eric Braslis, CEO

Attachments:

1. **Assembly of Councillors 03.10.19**
2. **Assembly of Councillors 08.10.19**
3. **Assembly of Councillors 15.10.19**

RECOMMENDATION

That Council notes the Assembly of Councillors Records from 25 September 2019 to 21 October 2019 as attached.

EXECUTIVE SUMMARY

To present Council with written records of Assembly of Councillors in accordance with section 80A of the Local Government Act 1989 from 25 September 2019 to 21 October 2019.

BACKGROUND

In accordance with Section 80A of the Local Government Act 1989 a written record of assembly of Councillors must be reported at an ordinary Council meeting and minuted as soon as practicable.

DISCUSSION

The record must include:

1. The names of all Councillors and members of Council staff attending
2. The matters considered
3. Any conflict of interest disclosures made by a Councillor attending
4. Whether a Councillor who has disclosed a conflict of interest left the assembly

CONSULTATION

A formal consultation process is not required.

CONFLICT OF INTEREST

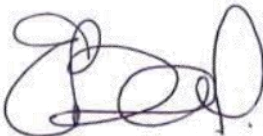
In Accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The information provided in this report is compliant with Section 76A of the Local Government Act 1989.




Assembly of Councillors Record

Date of meeting:	Thursday 3 October 2019
Time:	6.00pm
Purpose of meeting:	Councillor Briefing session
Councillors present:	Cr Owen Sharkey, Mayor Cr Helena Kirby Cr Nathan Hansford Cr Les Rowe Cr David Evans
Apologies:	Cr Des Phelan Cr Joanne Gilbert
Council staff present:	Eric Braslis, Chief Executive Officer Lisa Letic, Acting Director Community Services Philippa O'Sullivan, Director Corporate Services David Greaves, Works Manager Tim Waller, Development Manager Claire Tehan, People & Culture Manager Susan Talpey, Senior Communications & Marketing Officer Heidi Preston, Child & Family Services Manager
Other people present:	
Conflict of Interest Disclosures (Councillors)	Nil
Conflict of Interest Disclosures (Officers)	Nil
Matters discussed:	Reports - Bannockburn Children's Service Best Value Review
Completed by:	Eric Braslis, Chief Executive Officer 



Assembly of Councillors Record


Date of meeting:	Tuesday 8 October 2019
Time:	6.00pm
Purpose of meeting:	Special Council Meeting
Councillors present:	Cr Owen Sharkey, Mayor Cr Helena Kirby Cr Joanne Gilbert Cr Les Rowe Cr Des Phelan Cr David Evans
Apologies:	Cr Nathan Hansford
Council staff present:	Eric Braslis, Chief Executive Officer Philippa O'Sullivan, Director Corporate Services Lisa Letic, Director Community Services David Greaves, Works Manager Tim Waller, Development Manager Susan Talpey, Senior Communications & Marketing Officer Heidi Preston, Child & Family Services Manager Claire Tehan, People & Culture Manager Candice Robinson, Corporate Governance Coordinator
Other people present:	
Conflict of Interest Disclosures (Councillors)	Nil
Conflict of Interest Disclosures (Officers)	Nil
Matters discussed:	Reports - Bannockburn Children Services Best Value Review
Completed by:	Eric Braslis, Chief Executive Officer 



Assembly of Councillors Record

Date of meeting:	Tuesday 15 October 2019
Time:	8.00am
Purpose of meeting:	Councillor Briefing session
Councillors present:	Cr Owen Sharkey, Mayor Cr Helena Kirby Cr Joanne Gilbert Cr Nathan Hansford Cr Les Rowe Cr David Evans
Apologies:	Cr Des Phelan
Council staff present:	Eric Braslis, Chief Executive Officer Steven Sagona, Acting Director Assets & Amenity Lisa Letic, Director Community Services Philippa O’Sullivan, Director Corporate Services Tim Waller, Development Manager David Greaves, Works Manager Fiona Rae, Finance Manager Sarah Fisher, Statutory Planning Team Leader Laura Wilks, Strategic Planning Team Leader Bec Hickey, Health and Wellbeing Team Leader Dean Veenstra, Recreation Team Leader Candice Robinson, Corporate Governance Coordinator Shannon Fielder, Community Partnerships Officer Kim Biggs, Arts and Culture Advisor Sandra Tomic, Town Planner
Other people present:	Mark Davies – Mach2 Consulting Caro White – Research & Communications Group Ltd
Conflict of Interest Disclosures (<i>Councillors</i>)	Cr Gilbert - Planning Application P18-224 - Development of the land for additions and alterations to existing industry, including earthworks, and alterations to hours of operation
Conflict of Interest Disclosures (<i>Officers</i>)	Nil
Matters discussed:	<p>Presentations</p> <ul style="list-style-type: none"> - Rating Strategy - Outcomes from Modelling - Community Planning Update - Integrated Health Promotion Planning <p>Reports</p> <ul style="list-style-type: none"> - Compliance Report in accordance with planning enforcement policy 10.1 - Planning Application P18-224 - Development of the land for additions and alterations to existing industry, including earthworks, and alterations to hours of operation - Planning Application P19-043 for a plant nursery at 9 Baglin Street, Smythesdale - Permits to Burn by private persons (Schedule 13) - Council Plan Implementation - Quarter One 2019/20 - Adoption of Amendment C85GPLA - State Government Rating Review - GPS Council Submission - Public Submissions to the Inverleigh Play Space Naming Proposal - Authorisation of Chief Executive Officer to Enter Limited Term Recycle Contract - GPSC-RFQ-07/2019 - Supply & Delivery of Bulk Fuel and Above Ground Self-Bunded Tanks - Instrument of Appointment and Authorisation - Planning and Environment Act 1987



	<ul style="list-style-type: none"> - Golden Plains Shire Council Annual Report 2018-19 - Councillor Expenses and Meeting Attendance Report - First Quarter ending 30 September 2019 - Developing a Framework for the Management of Golden Plains Shire Civic Collection- Identification, Preservation, Interpretation and Access <p>Updates</p> <ul style="list-style-type: none"> - Community Vision 2040 Community Reference Group - Final Play Space Strategy 2019-2029 - 2019 Spring in the Shire Photographic Competition <p>Councillor Issues</p> <ul style="list-style-type: none"> - CEO Only - Councillor Only
<p>Completed by:</p>	<p>Eric Braslis, Chief Executive Officer</p> 

7.3 COMPLIANCE REPORT IN ACCORDANCE WITH PLANNING ENFORCEMENT POLICY 10.1

File Number:**Author:** Mike Cooke, Investigations Officer**Authoriser:** Steven Sagona, Acting Director Assets and Amenity**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Compliance Inspections Report for the year 2019 and acknowledge that it satisfies the requirements of Council Policy 10.1.

EXECUTIVE SUMMARY

This report seeks to provide Councillors with a summary of recent compliance inspections undertaken in accordance with Council Policy 10.1

The report describes trends in non-compliance and identifies areas where community education initiatives could achieve higher rates of compliance.

BACKGROUND

Council originally adopted Planning Enforcement Policy 10.1 on 24 August 2000 and the most recent revision was completed in July 2017.

This policy outlines Council's strategy for ensuring compliance with planning permit conditions. It provides a framework for undertaking a range of annual compliance inspections addressing both random compliance checks and focused inspections.

Focussed compliance inspections are required to be conducted on the following types of planning permits:

- Intensive Animal Husbandry
- Accommodation permits on land covered by the Bushfire Management Overlay
- Extractive Industries
- New dwelling approvals in the Farming Zone under 100 hectares

POLICY CONTEXT

The purpose of this report is to provide Council with the Annual Report detailing the findings of compliance inspections as outlined in Council Policy 10.1 Planning Permit Enforcement.

DISCUSSION

In 2019, planning permit compliance checks have been conducted in relation to 138 permits as outlined in the Council Policy. This does not include permits checked as a result of other investigations or complaints.

A summary of findings by permit type is provided below:

Intensive Animal Husbandry

As the Shire is predominantly rural, farming industries contribute significantly to the economy of the region. The Shire is also recognised within strategic policy for accommodating a significant number of broiler farms. Compliance checks of Animal Husbandry permits in general highlighted that 92% of existing operations were fully compliant with permit requirements. With respect to broiler farms, this compliance trend was found to be consistent with information independently gathered by the Victorian Farmers Federation Chicken Care Community Advisory Panel. In considering the large number of permit conditions that are generally found on Intensive Animal Husbandry permits, the rate of compliance is an excellent result for the industry.

It should be noted that 50% of the poultry farm permits checked were for egg layer farms and all of those were free range layer farms.

Goat farms and piggeries comprise the remaining operations with 100% compliance relating to goat farms. A desktop assessment of the six remaining piggery permits has been undertaken and follow-up inspections are scheduled. The six permits relate to one operator covering six different facilities.

Owner/operators of Intensive Animal Husbandry businesses were generally very cooperative in working towards achieving compliance where issues were identified, and the issues identified were all of a minor nature.

Accommodation permits on land covered by the Bushfire Management Overlay (BMO)

A significant area of the Shire is covered by the Bushfire Management Overlay (BMO) and many new dwelling proposals are subject to conditions requiring fire protection measures.

Planning permits checked in this category revealed a relatively high level of non-compliance, with almost half of the permits found to be not acted on or not completed. Non-compliance issues with the incomplete developments were commonly associated with a failure to install a water storage tank with appropriate fittings for use by the CFA. Another area of concerns relates to static water supplies. CFA conditions typically require an on-site water supply to be contained within a fire resistant water tank. Many of the compliance checks revealed the installation of plastic tanks in place of steel or concrete installations.

The owners of properties identified as having compliance issues have been provided with information detailing what works are required to achieve compliance. Follow up inspections will be conducted before the coming fire danger period. It is anticipated that property owners will be able to achieve compliance without the need for Council to commence further enforcement proceedings.

BMO compliance is an area where further work is required to educate the community regarding the consequences of non-compliance with the relevant requirements. Each year the Community Safety Team refines communication materials within the Golden Plains Gazette regarding the importance of being fire safe at the commencement of the fire danger period. This year the Development Unit proposes to include specific references to tanks and tank fittings.

Extractive Industries

In July 2017 Council updated Policy 10.1 to expand the scope of the annual compliance inspection regime to focus inspections on areas where significant compliance issues had been identified. More specifically it was determined to include a review of planning permits issued for Extractive Industries. This permit category represents an area where officers will continue to build databases, and direct additional hours to compliance activities. The most recent inspections have found areas of non-compliance which will require further Council involvement to achieve full compliance with all existing permit and planning scheme requirements.

28 Extractive Industry permits have currently been identified within the Shire. Of the 28 permits identified, 8 have expired and officers can confirm that the sites have all been rehabilitated. Of the remaining sites, 3 are related to surface gold extraction on a small scale. All of three operations were found to be compliant with relevant permits and approvals. The remaining 17 approvals relate to sand or gravel extraction operations. Of these approvals, compliance issues were identified in relation to 5 sites. The operators of all 5 quarries are working with Council to achieve compliance. Areas of detected non-compliance relate to traffic management and access maintenance contributions and dust management.

New dwelling approvals in the Farming Zone under 100 hectares

Ten permits were reviewed in relation to new dwelling approvals in the Farming Zone. Only one permit required a land management plan and this was successfully implemented. Two of the properties checked were located in the Bushfire Management Overlay. Both of these permits were found to be non-compliant due to a lack of CFA tank signage. In summary, 40% of properties had compliance issues, however the deficiencies were of a minor nature.

CONSULTATION

No consultation was required for the preparation of this report.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

As in previous years, varying degrees of non-compliance have been detected, however it is considered that many of the issues identified can be resolved through ongoing education and awareness campaigns, the issuing of infringement notices and where required follow-up inspections. In addition to targeted gazette articles the team proposes to update the covering letter that is sent with all planning permits where there are CFA requirements related to tanks or fittings. A bold red paragraph will be included to draw the permit holder's attention to the fact that the permit contains very specific conditions regarding CFA requirements. These conditions are there for the safety of the permit holder.

The Investigations Officer will continue to work closely with the intensive agriculture sector and the mining industries to ensure ongoing compliance with important condition requirements.

7.4 PLANNING APPLICATION P18-224 - BUILDINGS AND WORKS ASSOCIATED WITH EXISTING INDUSTRY AND ALTERATION TO THE HOURS OF OPERATION.**File Number:****Author:** Sarah Fisher, Statutory Planning Team Leader**Authoriser:** Steven Sagona, Acting Director Assets and Amenity**Attachments:**

1. Copy of Application Information (under separate cover)
2. Copy of Full Council Report (under separate cover)
3. Copy of Objections (under separate cover)
4. Copy of Amendment C23 Panel Report (under separate cover)
5. Copy of 2008 VCAT Report (under separate cover)
6. Copy of Referral Responses (under separate cover)

RECOMMENDATION

That Council resolves to issue a Notice of Decision to Refuse to Grant a Planning Permit for the development of the land for buildings and works associated with existing Industry and alteration to the hours of operation at 5110 Colac-Ballarat Road, Cambrian Hill, for the following reasons:

1. The proposal is not consistent with the purpose of the Rural Activity Zone Schedule 1;
 2. The proposal is not consistent with the decision guidelines of the Rural Activity Zone;
 3. The proposal has no strategic support for the expansion of industrial development on the site;
 4. There is no strategic justification of an alternative zone to be applied to this site and there is no existing policy which supports industrial development in this location.
-

EXECUTIVE SUMMARY

This report relates to a planning permit application for the development of land for buildings and works associated with existing Industry and alteration to the hours of operation at 5110 Colac-Ballarat Road, Cambrian Hill.

The site contains the existing Porter Plant business which has been operating from this site for in excess of 10 years. Refer to the Background section of this report and Attachment 1 for more detail.

This application has been re-referred to the Council meeting following deferral at the June 2019 Council meeting.

Following the deferral, the applicant lodged amended information as per Section 57A (7)(b) of the *Planning and Environment Act 1987*. This amended application information was circulated to the objectors along with a letter of explanation. The amendments to the application are described as follows:

- Removal of the workshop
- Amended proposed hours of operation:

From existing permit (approved 2002):Office and associated car park:

6:00am to 9:00pm Monday to Saturday

9:00am to 4:00pm Sunday

Balance of the site used for the use and development:

7:00 am to 7:00pm Monday to Saturday

- Monday to Saturday
- Sundays

Proposed (August 2018):

- Monday to Saturday 5am-9pm
- Sundays 9am-5pm

Amended Proposed (July 2019):

- Monday to Saturday 6am-8pm
- Sundays 9am-3pm

The other buildings and works proposed via this application remain unchanged. These are summarised as:

- Extension of the existing office
- Additional car parking
- Earthworks

Refer to Attachment 1 for full details.

The three (3) objections to the application remain. Objector concerns have been summarised as:

- Noise and amenity impacts
- Strategic context and history of non-compliance
- Traffic impacts

The application has been referred to Council as the officer recommendation is refusal and there are objections to the application; this recommendation is unchanged from the original recommendation presented at the June 2019 Council meeting.

BACKGROUND

The subject land is situated at 5110 Colac-Ballarat Road, Cambrian Hill, formally known as Crown Allotment 23, Parish of Yarrowee. The site is zoned Rural Activity Zone Schedule 1; no overlays apply. The adjoining and nearby land to the north is zoned Low Density Residential Zone, land to the east and west is zoned Rural Activity Zone 1 and land to the south is a mix of Rural Activity Zone 1 and Public Conservation and Resource Zone. The subject site is bound by Glassons Road to the north (an unsealed Council road) and the Colac-Ballarat Road to the west, a Road Zone Category 1 (VicRoads) road.

The history associated with this site extends back in excess of 10 years which is important in the context of this application. In 2006, Council considered Amendment C23 for the rezoning of the site from (the former) Rural Zone to Industrial 3. Ultimately this Amendment was abandoned, however there were some key comments from the Panel Hearing of September 2006 that are relevant to the consideration of this proposal (Refer to Attachment 4 for a copy of the report and Attachment 1 for more detailed discussion).

In addition, there was a VCAT appeal in relation to application P06-175. In 2008 VCAT directed that no permit be issued for this application which proposed the construction of a 648 m² shed to be used to store machinery, engineering supplies and equipment associated with the business. This decision determined that the site was constrained by its existing use rights and physical setting (close to dwellings in a residential zone and a watercourse leading into the Yarrowee River). Refer to Attachment 5 for a copy of the decision.

POLICY CONTEXT

The land is located within a Rural Activity Zone (RAZ1). Surrounding land is a mix of RAZ1, Public Conservation and Resource Zone (PCRZ) and Low Density Residential Zone (LDRZ) with the adjoining road to the west being a Road Zone Category 1 (RDZ1).

A permit is required for buildings and works relating to established existing use rights pursuant to Clause 63.03 and alteration of any condition or restriction.

DISCUSSION

The proposal is not consistent with the purpose of the Rural Activity Zone – Schedule 1 or the decision guidelines of the Rural Activity Zone. The proposal has no strategic support for the further expansion of the industrial development of the site and there is no strategic justification for an alternative zone to be applied to this site. There is no existing policy which supports further industrial development in this location.

This site is at the interface with the LDRZ. The additional impacts associated with the proposed intensification of the site are not an acceptable outcome for this site or adjoining owners and/or occupiers.

CONSULTATION

Notice of the application was given in accordance with Section 52 of the *Planning and Environment Act 1987*. Notice was provided to all adjoining and neighbouring owners and occupiers within 1km of the subject site and sign was also placed onsite.

As a result of the public notice three (3) objections were received, one of which included a petition. The key concerns of the objectors relate to impacts on amenity, strategic suitability of the site and road traffic impacts including safety. The applicant and objectors were invited to a consultation meeting held on 2 May 2019. There was no resolution or agreement reached at the meeting.

Amended information was lodged in July 2019 in accordance with Section 57(A) of the Act. This information and a cover letter of explanation prepared by a Council officer was circulated to the three (3) objectors.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

A recommendation has been made to issue a Notice of Decision to Refuse to Grant a Permit for the development of the land for buildings and works associated with existing Industry and alteration to the hours of operation at 5110 Colac-Ballarat Road, Cambrian Hill.

7.5 PLANNING APPLICATION P19-043 FOR A PLANT NURSERY AT 9 BAGLIN STREET, SMYTHESDALE

File Number:**Author:** Sandra Tomic, Town Planner**Authoriser:** Steven Sagona, Acting Director Assets and Amenity**Attachments:**

1. Recommended Conditions
2. Full officers report (under separate cover)
3. Copy of application and plans (under separate cover)
4. Copy of objection (under separate cover)

RECOMMENDATION

That Council resolves to issue a Notice of Decision to Grant a Planning Permit for the use and development of the land for a plant nursery at 9 Baglin Street, Smythesdale subject to the conditions attached to this report.

EXECUTIVE SUMMARY

This report relates to a planning permit application for the use and development of the land for a plant nursery at 9 Baglin Street, Smythesdale. The application has been referred to the Council Meeting for determination because there is an objection to the application.

The site is located within the Rural Living Zone, a plant nursery is a section 2 use requiring a planning permit. The application was advertised to adjoining properties, and a sign placed on site. One objection was received. Matters of concern raised via the objection relate to traffic conditions and impact on the road, privacy, safety of animals and possible theft.

The application was referred to Council's Works department for consideration. Works did not object to the proposal.

The application proposes to utilise an existing outbuilding and to construct additional shades and hot houses. The application proposes to utilise a small area of the site which equates to approximately 283m² of the 1.7ha site. Given the scale of the proposal it is envisaged that visitation will be short term and there will be minimal impact on the surrounding area.

Conditions have been recommended which place restrictions on the hours of operation and the staff numbers. Any future expansion would require further approval.

BACKGROUND

The subject site is located on the west side of Baglin Street, Smythesdale. The site currently contains a dwelling, a number of outbuildings (sheds), rainwater tanks and a dam. Access to the site is via Baglin Street, which runs off Burdett Street. Baglin and Burdett Street are both gravel roads which are maintained by Council.

The subject site is zoned Rural Living (RLZ), as are adjoining properties to the north and south. Land to the east is zoned Public Conservation and Resources (PCRZ). Adjoining properties to the south and north on the opposite side of Baglin Street are developed with dwellings.

The application proposes the use and development for a plant nursery (refer to attachment 3). The nursery proposes to operate Wednesday – Sunday between 9am and 5pm, with staff numbers limited to 4 members. The existing accessway will be retained and utilised. No native vegetation removal is required to facilitate the use and development.

POLICY CONTEXT

The site and surrounding land is located within a Rural Living Zone (RLZ). Clause 32.03-1, a plant nursery is a Section 2 land use under this zone triggering the need for a planning permit.

In addition, the planning scheme provisions that are relevant to this application include; Clause 13.07-1S (Land use Compatibility), Clause 21.07-2 (Smythesdale) and Clause 52.06-5 (Car parking). Clause 65 requirements have been assessed in detail within the full officer's report (see attachment 3).

DISCUSSION

The proposed use (Nursery) is considered to satisfy the relevant provisions of the planning scheme including State and Local Planning policies, the Rural Living Zone, and Clause 65 of the Victorian Planning Provisions.

It is considered that the use is appropriate within the context of the existing zone. The zone provides for residential use in a rural environment. It is designed to cater for lots in a rural setting that are large enough to accommodate a dwelling and a farming use.

The site is currently used as a residence, the proposed nursery would be a small scale operation with limited hours and staff. Conditions are proposed to restrict the hours of operations and staff numbers. The activities and operations of the nursery will not be seen from the street frontage, or from adjoining dwellings, where setback are extensive and boundary vegetation effectively provided visually screening of the nursery.

CONSULTATION

Notice of the application was given in accordance with Section 52 (1) (a) of the *Planning and Environment Act 1987*. As a result of the public notice, one [1] objection was received (refer to Attachment 4). The objection raised concerns regarding traffic conditions and impact on the road, privacy, safety of animals and possible theft.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The application satisfies the provisions of the Planning Scheme, including local planning policies, the provisions of the Rural Living Zone and the decisions guidelines of the planning scheme (Clause 65). The proposed use has been located within close proximity to the existing dwelling utilising existing outbuildings. The operators reside at the property, and have also carried out extensive landscaping within the grounds of the site. The proposed use is considered to small scale and is considered will have a minimal impact on the neighbourhood.

Proposed conditions for P19-043**For the use and development for a plant nursery at 9 Baglin Street, Smythesdale****Endorsed Plans**

1. Before the use and development starts, (amended) plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - a) Car parking to be increased to show a minimum area 28sqm, as per the requirements of Clause 52.06 (Car Parking).
2. The use as shown on the endorsed plans must not be altered without the written consent of the responsible authority.

Hours of Operation

3. The nursery may only operate within the following days and hours and must not be alter without the written approval of the responsible authority:
 - (a) Wednesday – Saturday: 9am - 5pm
 - (b) Sunday 10am – 5pm
 - (c) Public Holidays: 12pm – 4 pm

Staff Numbers

4. No more than 4 staff members may be present on the premises at any one time without the written consent of the responsible authority.

Amenity

5. The amenity of the area must not be detrimentally affected by the use for any reason to the satisfaction of the responsible authority, including the following:
 - (a) Appearance of any building, works or materials.
 - (b) Emission of noise, vibration, smell fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.
 - (c) All external lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land.
 - (d) Security alarms or similar devices installed on the land must be of a silent type in accordance with any current standard published by Standards Australia International Limited and be connected to a security service.
 - (d) Presence of vermin.
 - (e) Transport of materials, goods or commodities to or from land must be during the same hours of operation.

Works – Engineering

6. Prior to the commencement of the use, detailed car parking layout plans demonstrating compliance with the AUSTRoads Publication "Guide to Traffic Engineering Practise: Part 11 Parking and to the satisfaction of the relevant authority must be submitted to an approved by the by the Responsible Authority. The plans must be drawn to scale with dimensions.
7. Prior to the commencement of use, the area(s) set aside for parking of vehicles and access driveway as shown on the endorsed plan must be:-
 - a) Surfaced with an all-weather crushed rock or gravel surface of adequate thickness to the satisfaction of the Responsible Authority;
 - b) Drained in accordance with an approved drainage plan;

- c) Designed to allow all vehicles to drive forwards both when entering and leaving the property.
 - d) Constructed and completed to the satisfaction of the Responsible Authority.
8. The loading and unloading of goods from vehicles must only be carried out on the land subject to this permit and must not disrupt the circulation and parking of vehicles on the land.
9. Prior to the commencement of use, all car parks must be constructed, formed and drained to avoid erosion and to minimise disturbance to natural topography of the land to the satisfaction of the Responsible Authority.
10. Prior to commencement of any construction, detailed construction plans and drainage computations to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. Construction plans shall be to Golden Plains Shire standards and specification as detailed in current Infrastructure Design Manual (IDM). The plans must also detail:-
- a) The construction of internal driveway access and car parking areas
 - b) The internal drainage required to drain the site
 - c) Any works considered ancillary to the above, as required by the Responsible Authority.

Note: - A works within road reserve permit must be obtained from the Council prior to the Carrying out of any vehicle crossing.

Note: - This permit does not authorise the commencement of any building construction works. Before any such development may commence, the applicant must apply for and obtain appropriate building approval

Expiry

11. This permit will expire if one of the following circumstances applies:

- a) The development is not started within two (2) years of the date of issue
- b) The use is not started and the development is not completed within four (4) years of the date of issue.

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires or within six (6) months afterwards (or twelve months after the permit expires for request to extend the time to complete the development).

Note: - The permit does not grant the display of any business signage.

7.6 PERMITS TO BURN BY PRIVATE PERSONS (SCHEDULE 13)

File Number:**Author:** Matthew Sims, Community Safety Team Leader**Authoriser:** Steven Sagona, Acting Director Assets and Amenity**Attachments:** 1. Policy 9.2 - Permits to Burn by Private Persons (Schedule 13) (under separate cover)

RECOMMENDATION

That Council;

1. Discontinue the issuing of Schedule 13 Permits to Burn by Private Persons.
2. Remove references to Council issuing Schedule 13 Permits to Burn from the Municipal Fire Management Plan and relevant appendices.
3. Revoke Council Policy 9.2 – Permits to Burn by Private Persons (Schedule 13).

EXECUTIVE SUMMARY

This report seeks a determination that Council cease issuing Schedule 13 Permits to Burn by Private Persons because of the inherent risks associated with burning during the Fire Danger Period. In October 2018, Council resolved to cease issuing Schedule 13 Permits to Burn however assisted CFA during a transition period. CFA have informed Council that they have the capacity to issue permits without Council assistance. At the October 2019 Municipal Emergency Management Planning Committee Meeting, the Committee resolved to recommend that Council cease issuing Permits to Burn and remove all references to the issuing of Schedule 13 Permits to Burn from the Municipal Fire Management Plan and handing control over to the CFA.

BACKGROUND

The *Country Fire Authority Act 1958* (the Act) allows the Chief Officer of the Country Fire Authority (CFA) to declare a fire danger period for the country area of Victoria. During the declared fire danger period the lighting of fires is prohibited unless authorised by the issue of a permit under the Act.

A Schedule 13 Permit to Burn by a Private Person (*ie*, stubble burning permit) may be issued by the Chief Officer (or a delegated person) of the CFA or by the Municipal Fire Prevention Officer (MFPO) of a municipal council. The permits are issued pursuant to the provisions of the *Country Fire Authority Act 1958* and the *Country Fire Authority Regulations 2014*.

Rural councils where cropping is an agricultural practice have historically issued Permits to Burn to primary producers within the declared fire danger period (usually November to April however Council would not start issuing permits until early March) on behalf of the CFA. Golden Plains Shire Council is one of the municipalities that has issued permits annually.

The Act was written at a time when local government provided a broad range of services to its communities and the CFA had limited regional offices and resources. Since the introduction of the legislation, the landscape has changed significantly. The CFA now has many regional and district offices while local governments have been amalgamated, meaning greater areas to manage, less resources, and a requirement to provide services - where possible - under a user pays / cost recovery system. Despite these changes, the practice of issuing Permits to Burn by local governments has continued, generally without review or question. Increasing public scrutiny, education and awareness around the risks of fire to life and property means that many Councils are currently considering their role in the issuing of permits, particularly in relation to cost, risk and resourcing.

Golden Plains Shire Council issues 315 Schedule 13 permits (stubble burning permits) on average each season. Council issued 373 permits during the 2017/18 season, which commenced on 18 December 2017 and ended on 1 May 201. In addition, the Council assisted the CFA in the issuing of 258 Permits to Burn in early 2019.

There are at least three [3] rural councils that have decided not to continue with the issuing of Schedule 13 Permits to Burn, being Mildura, Gannawarra and Moira. Primary producers in these municipalities have their permits issued through their regional CFA offices, at no cost to the applicant.

During recent discussions with regional CFA Operations Managers, Council has been advised that there is a growing State-wide trend of local Councils transitioning out of the service of issuing Schedule 13 Permits.

In August 2019, Council were informed that Safer Together, a whole-of-government approach to reduce bushfire risk in Victoria, have partnered with CFA and DELWP to implement a digital fire permit application and management system. This system, when finalised, will allow property owners to apply for a permit online and notify relevant parties, such as CFA, Burn Off notification line and local brigades.

POLICY CONTENT

- Environment Strategy
- Municipal Fire Prevention Plan
- Country Fire Authority Act 1958
- Emergency Management Act 1986
- Emergency Management Manual of Victoria
- Local Government Act 1989

DISCUSSION

The issue of Schedule 13 Permits to Burn was previously considered by the former Councillor group.

- In January 2016, Council was made aware that some other councils were contemplating withdrawal from the issuing of permits.
- The CFA at that time expressed concerns that local communities – in particular agri-business – could be disadvantaged as a result, adversely impacting on safe and efficient farming practices. The Chief Officer of the CFA also commented that the Schedule 13 permits, and the process of them being issued by Councils, had been in place for decades and was relied upon by the farming community.
- At the time Council was also aware that, in response to local government concerns, the CFA was leading a process – in collaboration with the MAV and LGV – to thoroughly review all aspects of issuing Schedule 13 permits. This review had commenced and was expected to be concluded by June 2016, with implementation of outcomes completed by the commencement of the 2016/17 fire season. This has led to an online portal for applicants to apply online.

Council did not give further consideration at that time as to whether it should continue the service of issuing Schedule 13 permits; however, at the 27 January 2016 Ordinary Meeting the Council adopted a new “Policy 9.2 – Permits to Burn by Private Persons (Schedule 13)” (*copy attached*). The Policy was developed in consultation with Maddock’s Lawyers and its principal purpose is to minimise exposure to liability for Council and staff (*ie*, MFPO) in the event of an escaped burn being carried out under a permit issued by Council.

In October 2018, Council resolved to: Discontinue issuing Schedule 13 Permits to Burn and to assist CFA with the process and review the procedure in 12 months.

During the 2018-19 Fire Danger Period, Council assisted CFA with these permits by supplying and accepting applications, preparing the permit and forwarding an unsigned permit to CFA.

CFA have utilised existing staff, as well as appointing more staff in early 2019 to issue permits. At the May 7 2019 Municipal Fire Management Planning Committee meeting, CFA stated they are equipped to issue permits without Council involvement.

Financial & Risk Management Implications

The cost to Council of providing the service of issuing Schedule 13 Permits to Burn is currently well in excess of \$100 per permit. When assisting CFA during the 2018-19 period, Council still incurred this cost.

There are clearly inherent risks to Council and to its Municipal Fire Prevention Officer associated with the issuing of Schedule 13 Permits to Burn. Council Policy 9.2 – Permits to Burn by Private Persons (Schedule 13) – mitigates these risks to some extent. These risks will be fully removed if Council were to decide not to continue with the practice of issuing the permits.

CONSULTATION

Council is able to exercise its discretion when deciding whether or not to continue issuing Schedule 13 Permits to Burn. The costs associated with the issuing of these permits to applicants are currently subsidised by all ratepayers. It is considered that a formal consultation to remove this service in its entirety is not required as the CFA is willing and able to take over the issuing of the permits. Communications to inform the community were undertaken in late 2018 including creating a fact sheet and emailing all permit holders of the past two years.

In 2018, the CFA Assistant Chief Officers (Ballarat and Geelong) met with the Golden Plains Shire CEO in relation to their capacity to issue Schedule 13 Permits to Burn, indicating that:

- The CFA does not currently have any form of digital portal for the receipt and processing of permits, however the organisation is moving towards this on a State-wide basis.
- The matter of the Issuance of the Permits is currently being considered as part of a broader State Government strategy on digitising government processes.
- It is likely that some of Council's primary producers would have land holdings in two [2] CFA regions, requiring applications for permits to be submitted to each region.

These barriers to issuing have been rectified by the following:

- Since this meeting, CFA have employed staff to perform the role of issuing permits during the Fire Danger Period. This permits are subsequently authorised by an Operations Manager, a high level officer, within CFA.
- As discussed previously, a new portal is currently being created for applicants to apply directly online for a Schedule 13 Permit.
- Currently, applicants must complete an application for each individual parcel of land. If the applicant has land over two CFA boundaries, they will be required to send each application to the relevant CFA District email address. If applicants are unsure, Council's Customer Service Officers or Community Safety Team will be able to advise what district their land is located within.

After the 2018-19 Fire Danger Period, District 15 and 7 were present during the May 2019 Municipal Fire Management Planning Committee and stated that CFA have the capacity to take over issuing all Schedule 13 Permits to Burn. This was confirmed at the October 2019 Municipal Fire Management Planning Committee and the committee recommended that the all references to Council issuing Schedule 13 Permits to Burn be removed from the Municipal Fire Management Plan. This was endorsed by the Municipal Emergency Management Planning Committee. The

committee resolved to inform Council that the issuing of the Schedule 13 Permits to Burn can be removed from the Municipal Fire Management Plan.

It is envisaged that Council Officers will notify land owners and permit applicants through email, social media and in the next Gazette if the recommendations are implemented. Council will make the CFA application for Schedule 13 Permits available to residents and applicants on Council's website and in Council's Customer Service Centres.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The Municipal Emergency Management Planning Committee recommend that Council remove all references relating to Council issuing Schedule 13 Permits to Burn from the Municipal Management Fire Plan. It is recommended that Council resolves to cease issuing Schedule 13 Permits to Burn on advice of the Municipal Fire Management Planning Committee and Municipal Emergency Management Planning Committee and to revoke Council Policy 9.2 as it is now not required.

7.7 COUNCIL PLAN IMPLEMENTATION - QUARTER ONE 2019/20

File Number:**Author:** Philippa O'Sullivan, Director Corporate Services**Authoriser:** Philippa O'Sullivan, Director Corporate Services**Attachments:** 1. Council Plan Quarterly Progress Report - Quarter 1 (under separate cover)**RECOMMENDATION**

That Council:

1. Note the revised reporting format.
 2. Note the report and achievements attained in the implementation of the actions contained in the Council Plan 2017-2021 for the first quarter ending September 2019.
-

EXECUTIVE SUMMARY

The purpose of this report is to update Council on the progress made in completing the 2019-20 actions contained in the Council Plan 2017-2021.

BACKGROUND

The Council Plan 2017-2021 contains 40 actions framed around 4 Pillars. This is the first quarterly report to Council regarding implementation of the Plan for 2019-20. Council's management team had previously established an implementation timetable and only selected actions were reported against each quarter. The new reporting template will allow for all actions to be updated quarterly so Council is aware of continuous progress being made across all areas of the Council Plan.

POLICY CONTENT

Council Plan 2017-2021

DISCUSSION

Strong progress continues to be made across all pillars in the implementation of the Council Plan. Some key achievements at the end of the first quarter for the 19/20 period include:

- 19/20 Paths & Trails program approved by Council. TAC grant applied for "Community Heart Connection" (50% of cost of path from Pope Street along Byron Street to the Bannockburn Heart.
- Hard Cricket Wicket program underway (replacing cricket wickets at Inverleigh, Rokewood and Linton)
- Lethbridge Hall access ramp completed
- Youth Lounge Upgrade at Bannockburn Cultural Centre completed
- Community Grants issued to 32 community groups in August
- Ran Take the Lead 2.0 – Women's Coaching Course in partnership with Leisure Networks
- Increase in commitment to Councillor Conversation Posts
- Opened Smythesdale Courthouse Upgrade Project
- Finalised Berrybank Wind Farm Community Grants agreement
- Waste strategy service options sent out for public consultation
- Commenced construction on 2nd soccer pitch in Bannockburn

- Commenced Act@Work program
- Staff Health & Wellbeing Committee established

A detailed explanation of all actions completed to date can be obtained from Attachment 1 – Council Plan Quarterly Progress Report – Quarter 1.

CONSULTATION

A formal consultation process was not required.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officers preparing and authorising this report declare no conflict of interest in regards to this matter.

CONCLUSION

The revised reporting format will provide a more effective monitoring method to enable Council to complete the actions contained in the 2017-2021 Plan and will also provide greater transparency, value and clarity around the progress of the plan to Councillors.

7.8 ADOPTION OF AMENDMENT C85GPLA

File Number:**Author:** Laura Wilks, Strategic Planning Team Leader**Authoriser:** Steven Sagona, Acting Director Assets and Amenity**Attachments:**

1. Amendment C85gpla (under separate cover)
2. Copy of submissions (under separate cover)

RECOMMENDATION

That Council:

1. Adopt the changes to the Northern Settlement Strategy including the Background and Issues Report as detailed in the Consultation section of this report.
 2. Adopt Amendment C85gpla (Attachment 1), which amends Clause 21.02 (Settlement) and sub Clause 21.07-4 (North West Area).
 3. Request the Minister for Planning to approve Amendment C85gpla in accordance with section 31 of the *Planning and Environment Act 1987*.
-

EXECUTIVE SUMMARY

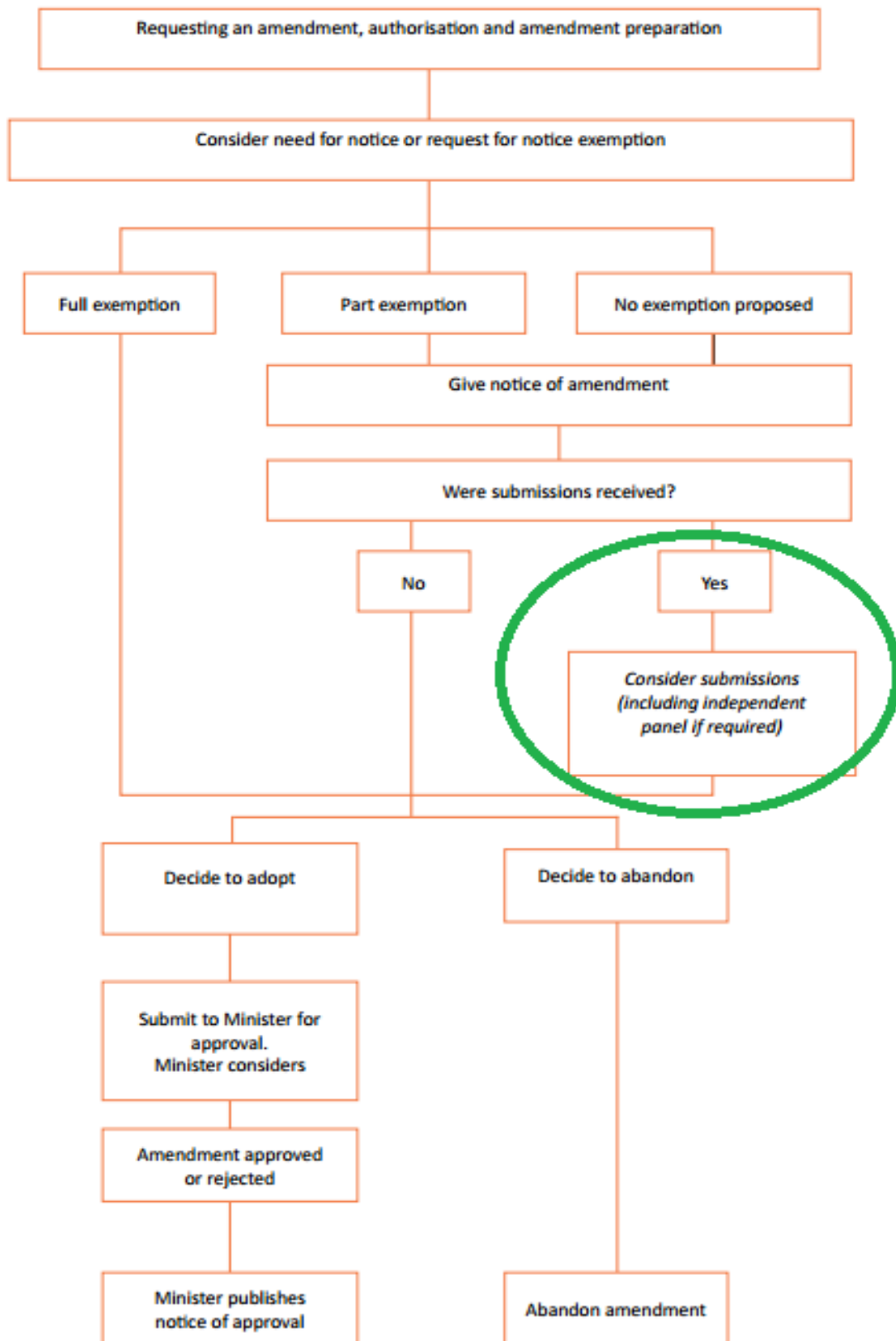
The Northern Settlement Strategy (NSS) introduces a framework to connect the objectives of State Planning Policy with Council's township structure planning process. The NSS brings together detailed studies considering township profiles, land supply analysis and economic modelling. The strategy balances the aspirations of residents from across the north of the Shire with the findings from a detailed background report. Amendment C85gpla incorporated the key directions from the Strategy into the Golden Plains Planning Scheme.

BACKGROUND

At the ordinary meeting on 23 April 2019 Council resolved to:

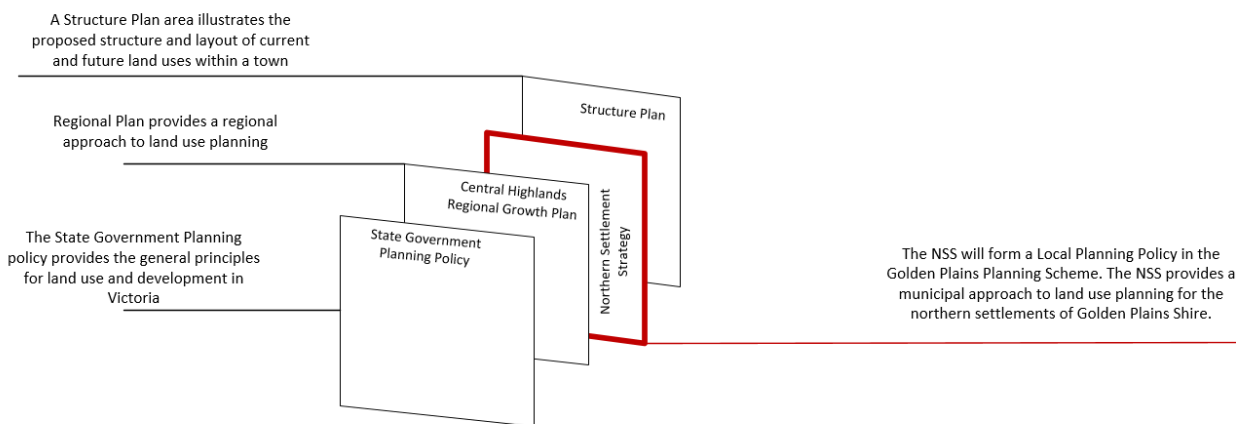
1. *Endorse the Northern Settlement Strategy including the Background and Issues report.*
2. *Authorise the preparation and exhibition of the planning scheme amendment which incorporates the Northern Settlement Strategy into the Golden Plains Planning Scheme.*

Following this meeting Council officers prepared an amendment to implement the NSS and sought authorisation from the Minister for Planning. The amendment was exhibited between August 15 and September 23, 2019. The current stage of the amendment process is depicted in the figure below.



POLICY CONTEXT

The NSS is a municipal approach to land use planning for the northern part of the Golden Plains Shire. The strategy will guide the structure, function and character of the Shire’s settlements taking into account municipal, regional and state contexts and obligations as illustrated below.



More specifically the Amendment:

Amends Clause 21.02 (Settlement) in order to bring it into alignment with key findings from the northern settlement strategy and recognise towns designated for growth by the same strategy.

Amends sub Clause 21.07-4 (North West Area) in order to delete superseded content, replace the “North West Area Structure Plan” with the framework plan from the Northern Settlement Strategy, provide direction and analysis from the same strategy and to include the Northern Settlement Strategy as a reference document.

CONSULTATION

The exhibition process both met and exceeded the requirements of the Planning and Environment Act 1987. Exhibition included:

- Letters sent to prescribed Ministers
- Letters sent to authorities with a potential interest in the amendment
- Amendment information published on the Golden Plains and the Department of Environment Land Water and Planning (DELWP) websites.
- Notice published in the Golden Plains Times (15 Aug), Ballarat Courier (17 Aug), Victorian Government Gazette (22 Aug), Linton and District Newsletter (August publication).

As a result of exhibition correspondence was received from Central Highlands Water (CHW), The Environment Protection Authority (EPA) and Department of Environment Land Water and Planning (DELWP). A copy of this correspondence is provided at Attachment 2 and is summarised below. No objections were received.

Central Highlands Water

CHW supports the process undertaken by Council to plan for future growth and note that it is critical that CHW be further consulted at the time of considering any rezoning proposals where water supply and sewerage facilities are or may be required.

Environment Protection Authority

The EPA generally supports the amendment however makes a number of comments for consideration. In considering these comments it is important to remember that Amendment C85gpla does not directly or immediately rezone any land. Please find below a response to the comments made as part of the EPA submission.

Long Term Protection of Rural Land / Encroachment by Residential Land Use

At the time of considering any land for rezoning it will be vital that Council engages with the EPA to ensure that industry is protected from residential encroachment.

Settlement Strategy

The EPA notes the importance of giving adequate consideration to the provision of industry and critical infrastructure such as landfills, transfer stations and other uses with adverse amenity potential when considering new residential development and the resultant population increase.

Landfills

EPA notes there is one operating landfill within the study area (Smythesdale Landfill) and use or development near landfills requires specific consideration. Council officers are in the early stages of considering a planning scheme amendment to formally recognise the Smythesdale Landfill in the Golden Plains Planning Scheme. Recognition and policy direction will ensure its protection against the encroachment of sensitive uses.

Potentially Contaminated Land

The EPA reiterate the requirement to consider Potentially Contaminated Land when preparing an amendment which would have the effect of allowing potentially contaminated land to be used for a sensitive use, agriculture or public open space. Certainly Council will ensure the appropriate assessment is undertaken as early as possible when considering the rezoning of land.

Licensed premises

The EPA note the location of an extractive industry (Mine) within the study area. Any future residential development will need to consider potential impacts from existing industries or any upgrade to a particular industry. It is important to note that the NSS does not include any key directions for growth within the vicinity of the existing mine.

Animal Industries

EPA reminds Council of the need to give adequate consideration to the presence of existing and emerging animal industries in Golden Plains Shire. This includes the need to establish and maintain separation distances.

Department of Environment Land Water and Planning

DELWP do not oppose the amendment however recommend the NSS be revised to address the requirements of Clauses 12.01-1S (Protection of Biodiversity) and 12.01-2S (Native vegetation Management) of the Golden Plains Planning Scheme.

Officers acknowledge the Strategy could be improved by including reference and discussion relating to these particular Clauses of the Planning Scheme. Furthermore the Explanatory Report has been updated to further discuss the requirements of these Clauses.

As a result of the DELWP submission the following changes have been made to the NSS Background and Issues Report:

- The Golden Plains Shire Environment Strategy 2019-2027 has been summarised in Table 2 of Section 3 – Literature Review (as detailed below).

Document	Outcomes and Objectives	Directions and implications for the NSS
<p>Golden Plains Environment Strategy 2019-2027</p>	<p>1.1 Environmentally active and resilient communities</p> <p>1.2 Communities connected to the environment</p> <p>3.1 Biodiversity</p> <p>3.3 Water security</p> <p>4.1 Environmentally responsive infrastructure design</p> <p>4.2 Parks and green places</p>	<p>1.1 Support the community to improve their environmentally sustainable practises and build their capacity to respond to environmental changes.</p> <p>1.2 Increase the Golden Plains Shire community’s connection with nature enabling them to draw from the benefits of improved physical and mental wellbeing</p> <p>3.1 Protect, restore and increase the health of our natural ecosystems, biodiversity and natural habitats to ensure they survive and thrive</p> <p>3.3 Protect the ecological health of our waterways and facilitate the sustainable use of water through education and Integrated Water Management</p> <p>4.1 Provide well-designed built environments that minimise environmental impacts, improve liveability and support community resilience</p> <p>4.2 Protect, enhance and increase our parks and green spaces to ensure a network of land and water that supports a range of community uses.</p>

- Section 4.2 – Existing State Planning Policy Framework Summary has been amended to include ‘PPF 12 Environmental and Landscape Values’. The SPPF is now referred to as the PPF and therefore the report and NSS has generally been updated to reflect this change.
- Section 5.7 – Environmental Constraints has been amended to include a further heading and content related to ‘Vegetation’.

Native vegetation in the north of the Study Area is dominated by stringybark eucalypt open forests across large areas of Crown Land reserves and privately owned land. These forests are associated with the very old soils of the Central Victorian Uplands bioregion. There are small localised and significant occurrences of vulnerable Grassy Woodlands located on areas of old basalt flows and granitic outcrops. Riparian zones along streams and waterways host the rarer Valley Grassy Forest, Creekline Herb-Rich Woodland and Riparian Woodland. Most arable land on flatter country and along water courses has been cleared for development and farming and contains only remnants of the vegetation that once occurred. Subdivision and infill development

along with incremental removal of forest cover on private properties contributes significantly to the fragmentation and loss of native vegetation in this area.

The open eucalypt forests of the Central Victorian Uplands transition to the much rarer and widely scattered remnants of Grassy Woodlands and Plains Grasslands of the Victorian Volcanic Plains (VVP) bioregion in the south of the Study Area. Much of the VVP has been developed for agriculture and remnant native vegetation is largely restricted to areas of Crown Land and roadsides. These rare vegetation communities are the last refuge for a number of very rare flora and fauna species and protection of these remnants is of great importance.

Any future planning in the north of the Shire must take into account the impacts of land use and development on important areas of biodiversity and consider:

- *Cumulative impacts.*
- *Fragmentation of habitat*
- *The spread of pest plants, animals and pathogens into natural ecosystems.*

As a result of the DELWP submission the following changes have been made to the NSS:

- Section 2 – Policy Context has been amended to include PPF 12 - Environmental and Landscape Values.
- The ‘Guiding Principles for Future Planning’ table in both the Background and Issues Report (Section 13.4) and the NSS (Section 7.3) has been amended to include the following for those principles related to requests to rezone, prioritising structure plans and considering greenfield development:

‘Avoid impacts of land use and development on important areas of biodiversity’.

The DELWP submission also provides supporting information regarding biodiversity and native vegetation values identified in settlements. Much of this information is relevant to consider at the time of either preparing a Structure Plan or considering the rezoning of land. It is important to note that Amendment C85gpla does not do either of these things. The NSS directs where new Structure Plans should be developed (Haddon) and where potential Greenfield development should be investigated (Cambrian Hill). This strategic work will consider in great detail issues such as areas of high biodiversity conservation value, interface impacts, fragmentation to habitat, cumulative impacts and spread of pest plants and animals amongst other things.

Other references to development or rezoning in the NSS relate to existing structure plans already incorporated into the Planning Scheme. For example land east of Meredith is already identified to be rezoned to the Low Density Residential Zone. When the time comes to consider the rezoning of this land and the associated infrastructure required to support development, its impact on grasslands will be appropriately considered.

Contrary to the DELWP submission the NSS does not suggest there is a need to extend the 2ha schedule to the RLZ. In fact the NSS concludes that while the RLZ pattern of development is popular it has the highest establishment and servicing costs, and recommends the future expansion or release of additional RLZ land be deferred.

DELWP have also identified that the directions for Dereel, Ross Creek, Berringa and Cape Clear are to ‘Support Growth’ however the Framework Plan clearly shows these locations as ‘Supporting Sustainable Growth’. Growth will only be supported in these locations where there is access to services and infrastructure and where the proposal is consistent with the NSS Guiding Principles. Generally these localities have little opportunity for residential growth and are constrained by vegetation or bushfire risk. Council will not invest in any further strategic work to promote growth in these localities.

The correspondence received in relation to Amendment C85gpla is not considered to be an objection and therefore is not required to be considered at a Panel Hearing.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The adoption of Amendment C85gpla will ensure the key directions of the NSS are incorporated into the Golden Plains Planning Scheme. In turn the Amendment will allow Council to investigate, plan and facilitate growth in the most appropriate locations in the north of the Shire.

7.9 STATE GOVERNMENT RATING REVIEW - GPS COUNCIL SUBMISSION

File Number:**Author:** Philippa O'Sullivan, Director Corporate Services**Authoriser:** Philippa O'Sullivan, Director Corporate Services**Attachments:**

1. Golden Plains Shire Council - Rating Review Submission (under separate cover)
2. Local Government Rating Review Discussion Paper (under separate cover)

RECOMMENDATION

That Council:

1. Note the opportunity to provide a formal submission to the State Government's review of Victoria's local government rating system until 1 November 2019.
2. Note and endorse Golden Plains Shire Council's submission to the State Government's review of Victoria's local government rating system.

EXECUTIVE SUMMARY

In 2018, the Victorian Government committed to a review of the Local Government rating system in recognition that the time for a full review of such an important system was due. In turn, the Government has appointed a Ministerial Panel to lead the work and to make independent recommendations to Government on an optimal rating system. The Panel is required to complete a report, with recommendations to the Minister for Local Government by 31 March 2020.

As part of this review, State Government are providing a range of ways for people to provide their views on the rating system. This includes:

- The release of a discussion paper as provided in Attachment 2 which aims to stimulate thinking and ideas from all stakeholders of the system and provides the opportunity for the public to actively participate in the rating processes available for input;
- The Panel is visiting cities and towns around the state from August to October to meet with stakeholders, councils, community groups and individuals to listen to and consider their views on local government rating; and
- The request for written submissions on the current rating system and consideration of future options.

The wide range of consultation avenues is to enable the broadest possible engagement with the review of the local government rating system.

Golden Plains Shire Council welcomes this opportunity to provide input into the rating review process and has drafted its submission as provided in Attachment 1.

In addition, Golden Plain Shire's Mayor, Cr Sharkey, Councillor Evans and senior officer of the Council actively engaged with the Ministerial Panel at the session held in Geelong.

BACKGROUND

The Minister for Local Government has appointed a Panel to lead the Victorian Local Government Rating System Review. The Panel members are:

- Dr Kathy Alexander (Chair) - a former South Australian Telstra Businesswoman of the Year, former CEO of the City of Melbourne and experienced board member and Chair in public, not for profit and private for profit organisations.

- Mr John Tanner AM - previously Commissioner of the Shire of Delatite, Administrator for Brimbank City Council and Commissioner of the Inquiry into Ararat Rural City Council.
- Dr Ron Ben-David - former Chairperson of the Essential Services Commission with expertise in regulatory frameworks for essential services across Victoria in water, gas, electricity, taxi, freight and local government.

The Panel will undertake significant consultation with councils, peak bodies, stakeholders and the community, including the opportunity for formal submissions and public hearings across Victoria.

The consultation time frame is provided below along with the due dates for submissions.

Rating review Panel announced	4 June 2019
Public Consultation opens	29 July 2019
Public consultation meetings held	Geelong - 21 August Ballarat – 16 October
Consultation closes	November 2019
Feedback considered and Panel report drafted	October 2019 to March 2020
Report submitted to Minister for Local Government	31 March 2020

As part of the consultation process, a discussion paper has been released that considers historical rating systems, an overview of Victoria’s current rating system and proposes an initial framework for the review panel to assess issues of fairness and equity in rating.

The paper also considers areas of that are frequently discussed, including the budget process, allocation of rates, community engagement and rate exemptions. A number of questions are posed throughout the paper to help stakeholders and community provide feedback and facilitate broader discussion.

The Local Government rating system review is an opportunity to shape the future of the biggest Local Government revenue source.

POLICY CONTEXT

Local Government Act 1989

DISCUSSION

The Local Government rating system review is an opportunity to shape the future of the biggest Local Government revenue source, as such Golden Plains Shire Council welcomes this opportunity to provide input into the rating review process and has drafted its submission as provided in Attachment 1.

The Panel is seeking responses from councils on a number of questions relating to rates administration, as part of council submissions to the Rating System Review. The Panel also encourages councils to include any other matters they wish to raise in their submissions, however requesting that submissions total of 5,000 words or less.

Council’s submission has been prepared in three sections. Section one provides a summary of recommendations, section two responds to specific questions asked throughout the discussion paper while section three identifies new ideas and possible solutions to the current rating system that may or may not be within the current legislative framework.

Taking into account the all of the information provided as part of the rating review process, Golden Plains Shire Council provides a summary of recommendations for the rating system review panel to consider. Further detail to this summary is provided in section two and three of Attachment 1.

Summary of Recommendations:

- Continued application of differential rates to enable varying rates to be set for different categories. Differential rates provide the ability for Council to recognise the different types of ratepayers in the shire and use rates to influence rate payer's actions.
- To maintain that the total revenue that can be collected from the municipal charge in a financial year remains at a maximum of 20 per cent of the total revenue from the municipal charge plus the total revenue from general rates. In addition, changing the name of the municipal charge to 'base rate' to provide more clarity on what the purpose of the charge is, being that it provides a base amount of funds that all ratepayers contribute for the services that they have access to across the shire.
- A continued light handed approach by State Government to enable Councils to collect rates, however more State wide involvement in the communication to ratepayers on how rates work so that a consistent message across the State is provided. In addition, we recommend that State Government provide more clarity on definitions such as the criteria for exemptions, special rates and charges and other special charges applied to properties across the State.
- Clear definitions and criteria to what properties can be considered for exemptions and clear guidelines on why these properties are considered to be exempt. This criteria to be consistently applied across the state and these properties to be individually reported on as part of the annual reporting process to provide transparency to all stakeholders.
- Continued application of waivers for certain ratepayers when a clearly defined criteria is met.
- Special rates and charges to be used when specific services or activities will benefit a clearly identified group of rate payers and that State Government provide clear guidelines on what is considered to be a majority of support from ratepayers to enable a special charge to be applied.
- Investment in education and whole of state public awareness on how rates are calculated and charged. This to be state driven so it is perceived as independent from Councils and also results in one State wide consistent message on rates.
- Consideration of setting a maximum increase for all rate payers from the previous years rates to minimise rate shock for ratepayers and as part of this consider that property rates are either the same as the previous year or more than the previous year but cannot decrease. This may need to be achieved by applying two valuations to properties, one being used for valuations and one being used to calculate rates.

CONSULTATION

Council staff and Councillors have been actively engaged in the rating system review consultation process and will continue to actively participate in future sessions and workshops.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The Local Government rating system review is an opportunity to shape the future of the biggest Local Government revenue source and as such, Golden Plains Shire Council welcomes this opportunity to provide input into the rating review process via its submission. Council is looking forward to be actively engaged in the future consultation process to consider outcomes from the review.

7.10 AUTHORISATION OF CHIEF EXECUTIVE OFFICER TO ENTER LIMITED TERM RECYCLE CONTRACT

File Number:

Author: David Greaves, Works Manager

Authoriser: Steven Sagona, Acting Director Assets and Amenity

Attachments: 1. s186 exemption (under separate cover)

RECOMMENDATION

That Council:

1. Delegates the Chief Executive Officer the power to award contracts for the receiving and processing of recyclable materials where they exceed the Chief Executive Officer's financial delegation of \$400,000 (incl. GST), where the contracts do not extend beyond 30 June 2021.
2. Authorises the Chief Executive Officer to enter into contracts for the receiving and processing of recyclable materials on Council's behalf, where the contracts do not extend beyond 30 June 2021.
3. Authorises the Chief Executive Officer to vary existing contracts for the collection and transportation of recyclable materials on Council's behalf, where the contracts do not extend beyond 30 June 2021.
4. Receives a report at the next practicable Council Meeting detailing the contracts awarded and the successful contractor.

EXECUTIVE SUMMARY

On 25 July 2019, SKM Recycling advised Council that it would cease operations and no longer accept comingled recyclables from kerbside collections at its South Geelong Materials Recovery Facility (MRF). Since that time these materials have been directed to landfill at either Wyndham or Smythesdale. This is having an environmental, social and financial impact and does not align to Council Plan aim to "reduce the volume of waste going to landfill". Officers have been working to find an alternative supplier for this service in conjunction with the other G21 Councils.

The State Government has recognised the predicament and 32 other Councils face with respect to their contracts with SKM and the Minister for Local Government has granted an exemption to Section 186 of the Local Government Act 1989. This exemption allows councils to enter contracts with alternative suppliers through direct negotiation for contracts that don't extend beyond 30 June 2021.

Confidential discussions have been held between alternative suppliers and officers of Golden Plains Shire Council and other G21 councils. Of all discussions, only two of these suppliers, are likely to be able to accommodate the needs of Golden Plains Shire. Only one will be able to accommodate the needs of all five councils.

Based on preliminary discussions it is expected that the contract will be greater than CEO delegation for the period ending 30 June 2021. Due to the urgency of finding an alternative to taking recyclables to landfill, it is recommended that Council authorise the CEO to enter these contracts on Council's behalf.

DISCUSSION

Confidential discussions have been held between alternative suppliers and officers of Golden Plains Shire Council and other G21 Councils. Two of these suppliers are likely to be able to accommodate the needs of Golden Plains Shire. Only one will be able to accommodate the needs of all five G21 councils. Both companies have indicated that they will provide greater transparency

about the destination and use of the processed recyclables than what was previously made available to Council by SKM.

Both proposed contracts also vary in what they are willing to accept as comingled recycling and delivery/processing locations.

It is expected that both will commence operations to receive and process co-mingled recyclables in this region in coming months.

We have been advised that one company would be unable to currently accept the volumes of recycled material generated from City of Greater Geelong and therefore they have only entered into discussion with smaller G21 Councils. They to date do not have an operational processing facility and intend to utilise third party processors until they have their facility built.

Based on preliminary discussions it is expected that contracts being offered by alternative suppliers will be greater than the delegated authority of the CEO for the period ending 30 June 2021. Due to the urgency of finding an alternative to taking recyclables to landfill, it is recommended that Council authorise the CEO to enter these contracts on Council's behalf.

As stated elsewhere, it is expected that the contract under discussion will exceed \$400,000. This is higher than the cost that would have been borne by Council under its contract with SKM for the same period. Continuing to take recyclables to landfill is not environmentally sustainable for the same period.

If Council enters a contract with an alternative supplier that is more costly than the SKM contract, as is likely to be required to avoid the ongoing disposal at landfill, it will have the potential to change the garbage charges for 2020-21 and the balance sheet for 2019-20 budget, and may result in a requirement to utilise funds within the waste cash reserve at the end of the financial year. A comprehensive review of the waste reserve and future garbage charges will be conducted well in advance of preparing the 2020-21 budget.

The proposal to authorise the CEO to award nominated contracts will complement but not change other delegated authorities and will not apply for contracts other than those specifically resolved. Procurement practices will still comply with requirements of the Local Government Act 1989, noting the current Ministerial exemptions, and Council's procurement policy.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONFIDENTIALITY

Council is to note that all current discussions with potential service providers is being completed under confidentiality agreements between the suppliers and Council.

CONCLUSION

This report presents Council with a valuable improvement opportunity in the management of our recycling collection while meeting important governance requirements.

7.11 GPSC-RFQ-07/2019 - SUPPLY & DELIVERY OF BULK FUEL AND ABOVE GROUND SELF-BUNDED TANKS

File Number:

Author: David Greaves, Works Manager

Authoriser: Steven Sagona, Acting Director Assets and Amenity

Attachments: Nil

RECOMMENDATION

That Council:

1. Award contract GPSC-RFQ 17-2019, for the Provision of Supply & Delivery of Bulk Fuel and Above Ground Self Bunded Tanks to Maxi Tanker for the tendered schedule of rates for the initial contract term of three years with a two year extension option.
2. Delegate to the Chief Executive Officer or his delegate authority to execute the associated Contract on behalf of Council.
3. Delegate to the Chief Executive Officer or his delegate authority to extend the GPSC-RFQ 17/2019, for the Provision of Supply & Delivery of Bulk Fuel and Above Ground Self Bunded Tanks contract at the end of the initial contract period for a further two years.

EXECUTIVE SUMMARY

This report informs Council of the recent procurement process for the establishment of a preferred supplier who is suitably qualified and experienced to supply Bulk Fuel management services in accordance with GPSC specification to our three maintenance depots located at Linton, Rokewood and Shelford and recommends awarding the contract to Maxi Tanker.

BACKGROUND

Council currently has three bulk diesel fuel facilities at its Linton, Rokewood and Shelford Depots. In the 2018/19 financial year Council used approximately 215,000 litres of diesel fuel. The current bulk fuel supply has historically been provided by Bonney Energy Pty. Ltd. Each depot has dedicated bulk fuel supply infrastructure as listed below:

- Linton – 10,000lt above ground storage and bowser
- Rokewood – 10,000lt below ground storage and bowser
- Shelford – 2,500lt below ground storage and bowser

The current systems and infrastructure used to purchase, deliver and monitor fuel use are substandard. Fuel use is monitored via written records and visual inspections at each site. This archaic process produces significant discrepancies, errors and omissions making reconciliation of delivery versus use difficult. The existing fuel delivery systems and bowsers are no longer serviceable and well past their useful life. We are no longer able to guarantee appropriate calibration of the fuel delivery systems or that the underground storages meet required standards.

The tender called for suppliers to provide pricing on the following items:

- Supply and delivery of bulk diesel fuel to the nominated sites
- Provide pricing for the purchase or rental of three new 10,000lt above ground fully bunded bulk fuel tanks, delivery systems and online monitoring and user management capability

For this tender Council utilised the Municipal Association of Victoria (MAV) pre-approved suppliers list via Vendor Panel. Vendor Panel provides councils with access to supplier compliance details (eg, insurance certificates) and reduces the cost and time associated with a public tender process.

Lubricants were not specifically included in this tender due to the low overall yearly spend of approximately \$5000, requirement to use OEM products for warranty purposes, and current use of an approved MAV vendor panel supplier for lubricants.

EVALUATION PROCESS

The Tender Evaluation Panel (TEP) conducted a thorough evaluation of all conforming tenders. The evaluation panel determined a consensus for each weighted criteria to allow an evaluation score for each tender. The TEP was formed with the following personnel:

Position	Role
Manager - Works	Scoring
Superintendent - Works	Scoring
Fleet Coordinator	Scoring
Procurement & Contracts Officer	Non Scoring & Panel Chair
Manager - Finance	Non Scoring
Contract & Procurement Specialist	Non Scoring

All members of the TEP have completed conflict of interest and confidentiality deeds prior to being provided with any of the Tender submissions. The TEP note that there were no conflicts declared for this evaluation. Each conforming submission was reviewed and evaluation using the agreed evaluation criteria as follows:

Mandatory Criteria	
Insurance	Pass/Fail
Weighted Criteria	Weighting
Methodology	35%
Price	60%
Local Content	5%
Total	100%

Councillors have previously been provided with a copy of the Tender Evaluation Report.

Evaluation Outcome

It was considered that current market rate for a litre of fuel was not adequate to determine best value for Council over the life of the contract, and may not be a fair representation of ongoing value. As such tenders were asked to provide their previous market price for every fuel delivery council made during the 2017/18 financial year. Additionally tenderers were asked to provide options for the purchase or rental of storage and delivery facilities options. This allowed officers to determine over that period which supplier would have provided best financial value to Council.

Below are the weighted assessment results of the quantitative/qualitative and pricing criteria.

Tender	Weighted Assessment Score (%)	Rank
Maxi-Tankers	96.5	1
Tender B	81.1	2
Tender C	69.3	3

While the tender did allow for bulk fuel supply only, Council's intended and preferred outcome was supply of bulk fuel and all equipment and management functionality to appropriately manage Council's ongoing fuel use.

The Evaluation Panel recommends awarding the contract to Maxi-Tankers Pty Ltd for the following reasons:

1. They have extensive experience
2. They have many years of industry experience
3. They are well resourced in regard to staff, plant and equipment levels
4. Accredited safety and quality systems are in place
5. They have a well maintained fleet
6. They provide bulk storage units, management and monitoring through their iFuel system within the one company. (no 3rd party supplier agreements)
7. They provide rent to buy options on bulk fuel storage tanks as an alternative
8. Their bulk fuel supply price was lower than other tenders

FINANCIAL & RISK MANAGEMENT

Council's recent review of purchasing as well as the Inspectorates review of Council practices identified issues related to cumulative spend. Bulk diesel fuel purchase was identified as one of the areas of concern. The awarding of this tender will address the matters and concerns raised by the inspectorate.

In relation to council budget, all initial savings realised by lower bulk fuel price under the contract will be absorbed by the rent to buy agreement for the supply of fuel storage and handling equipment. Once this equipment ownership transfers to Council then a reduction in total expenditure will be realised.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

Based on the tender information received and the detailed assessment by the tender evaluation panel, Maxi-Tanker was deemed to provide best value to Council with a weighted score of 96.5/100.

7.12 INSTRUMENT OF APPOINTMENT AND AUTHORISATION - PLANNING AND ENVIRONMENT ACT 1987

File Number:

Author: Candice Robinson, Corporate Governance Coordinator

Authoriser: Philippa O'Sullivan, Director Corporate Services

Attachments: 1. Instrument of Appointment and Authorisation - Planning and Environment Act 1987 (under separate cover)

RECOMMENDATION

That Council in the exercise of the powers conferred by section 224 of the *Local Government Act 1989* and the legislation referred to in the attached Instrument of Appointment and Authorisation ('the instrument'), resolves that:

1. The members of Council staff referred to in the instrument as shown in Attachment 1 be appointed and authorised as set out in the instrument.
2. The Chief Executive Officer is authorised to execute the instrument by affixing the common seal in accordance with Local Law No. 1 of 2019 Council Meeting Procedures & Common Seal.
3. The instrument comes into force immediately upon execution and remains in force until Council determines to vary or revoke it.
4. The previous instrument dated 26 June 2018 is revoked.

EXECUTIVE SUMMARY

It is necessary for Council to directly appoint persons as authorised officers for the purpose of enforcing the *Planning and Environment Act 1987*. By doing so, Council ensures that it has the capacity to investigate and enforce the Planning Scheme, planning permits, planning permit conditions, agreements made under section 173, enter sites, gather evidence or serve legal notices, etc. if required.

The Chief Executive Officer appoints the majority of authorised officers under section 224 of the *Local Government Act 1989*, in reliance of Council's delegation to the Chief Executive Officer. However, the appointment of authorised officers under the *Planning and Environment Act 1987* cannot be delegated and must be made through resolution of Council.

Council last review and adopted its Instrument of Appointment and Authorisation under the *Planning and Environment Act 1987* in June 2018. A review of that instrument has been undertaken and it is recommend that Council endorse the revised instrument (Attachment 1). This request results from staff changes.

BACKGROUND

Investigative powers are vested in individuals appointed as authorised officers, such as the power to enter land, apply for an enforcement order and file a charge and summons. Most regulatory legislation follows an authorisation process.

Part 6 of the *Planning and Environment Act 1987* provides for enforcement and legal proceedings. Unlike other Acts, the *Planning and Environment Act 1987* requires Council to directly appoint officers by resolution, rather than delegate the power of appointment to the Chief Executive Officer.

By authorising the relevant officers to act under the *Planning and Environment Act 1987* Council will ensure they have the required authority to carry out their roles within legislated requirements.

POLICY CONTEXT

The Local Government Act 1989

The Planning and Environment Act 1987

DISCUSSION

Officers authorised to act under the *Planning and Environment Act 1987* have authorisation to investigate and enforce the Planning Scheme, planning permits, planning permit conditions, agreements made under section 173, enter sites, gather evidence or serve legal notices, etc. if required, as appropriate to their level of experience and qualifications.

The specific authorisations provided through this instrument include:

1. under section 147(4) of the *Planning and Environment Act 1987* – appointment as an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorisation generally to institute proceedings for offences against the Act and/or any regulations.

The attached instrument of authorisation and appointment has been reviewed and updated. The changes to the instrument are detailed below:

- addition of new and/or existing staff that were not previously authorised;
- removal of staff who are no longer employed by Council;
- changes to position titles; and
- minor cosmetic changes.

All the persons referred to in the instrument are employees of Council within the Assets and Amenity Directorate.

CONSULTATION

Changes to authorisations are communicated internally.

Under the *Local Government Act 1989* Council must also keep a register of authorised officers under section 224.

CONFLICT OF INTEREST

In accordance with Section 80B of the *Local Government Act 1989*, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

Council last reviewed and adopted its Instrument of Appointment and Authorisation under the *Planning and Environment Act 1987* in June 2018. A review of that instrument has been undertaken and it is recommend that Council endorse the revised instrument. This request results from staff changes. By authorising the relevant officers Council will ensure the provision of enforcement under the *Planning and Environment Act 1987*.

7.13 GOLDEN PLAINS SHIRE COUNCIL ANNUAL REPORT 2018-19**File Number:****Author:** Fiona Rae, Finance Manager**Authoriser:** Philippa O'Sullivan, Director Corporate Services**Attachments:** 1. 2018-19 Annual Report (under separate cover)**RECOMMENDATION**

That Council:

1. Acknowledge that the Golden Plains Shire Council 2018-19 Annual Report was submitted to the Minister for Local Government on 27 September 2019 in accordance with section 133(1) of the *Local Government Act 1989*.
 2. Adopt the Golden Plains Shire Council 2018-19 Annual Report in accordance the *Local Government Act 1989*.
-

EXECUTIVE SUMMARY

In accordance with the Local Government Act 1989 (the LGA), Council is to hold a publically advertised meeting to discuss the Annual report. As well as meeting this requirement, the Annual Report provides a good juncture to capture the highlights, successes, challenges and opportunities over the preceding twelve months.

The unqualified Audit opinions on the 2018-19 Performance Statement and 2018-19 Financial Statements appear in the document and disclose an overall surplus of \$6.3 million, an Adjusted Underlying Result of \$1.8 million and capital expenditure on assets of \$10.5 million.

The Annual Report is not only a documented account of our financial and organisational performance for the financial year, it is a valuable platform for Council to report to the State Government and the wider community on the challenges, highlights, achievements and opportunities of the previous year. It's also a forum to share the story of Golden Plains Shire with government officials and representatives, as well as interested stakeholders and residents.

The Annual Report 2018-19 shares the story of Council's major highlights and achievements from 1 July 2018 to 30 June 2019.

BACKGROUND

Section 131 of the Local Government Act requires Council to prepare an Annual Report containing:

- Report of Operations of the Council;
- Audited Performance Statement;
- Audited Financial Statements;
- Auditor's report on the Performance Statement prepared under section 132;
- Auditor's report on the financial statements under Part 3 of the Audit Act 1994; and
- Any other matter required by the regulations.

Both the 'Report of Operations' and 'Performance Statement' contained in the Annual Report have been prepared based on the 'Better Practice Guide' developed by the Department of Environment, Land, Water and Planning (DELWP).

The Financial Statements have been prepared utilising the Local Government Model Financial Report, as required by the regulations. Section 132 to 134 of the LGA provides the following:

- The Annual Report must be submitted to the Minister by 30 September each year;
- Council must pass a resolution giving its approval in principle to the Performance Statement and Financial Statements;

- Council must authorise two Councillors to certify the Performance Statement and financial statements in their final form, after any changes have been made following the audit; and
- Council must hold a publically advertised meeting to discuss the Annual Report as soon as practicable after it has been sent to the Minister.

Council has complied with all these requirements.

POLICY CONTENT

Council Plan 2017-2021
Strategic Resource Plan
Annual Budget 2018-19

DISCUSSION

The Annual Report is not only a documented account of our financial and organisational performance for the financial year, it is a valuable platform for Council to report to the State Government and the wider community on the challenges, highlights, achievements and opportunities of the previous year. It's also a forum to share the story of Golden Plains Shire with government officials and representatives, as well as interested stakeholders and residents.

Golden Plains Shire is a large rural municipality of 2,705 square kilometres with a socio-economically diverse population of 23,120 people living in 56 communities. The substantial population growth in Golden Plains Shire of 2.5% in 2016-17 continued in 2017-18 with the Australian Bureau of Statistics (ABS) reporting that the Shire's population increased by 2.4%. Golden Plains retained its position as the fifth fastest growing regional LGA in Victoria (by percentage growth rate) in 2017/18.

The Annual Report 2018-19 shares the story of Council's major highlights and achievements from 1 July 2018 to 30 June 2019 including:

- Launch of Council's new Healthy Eating and Active Living (HEAL) funding program, delivering strategic small grants to community groups.
- Launch of Golden Plains Localised, an innovative network for local business people to gain exposure and build networks.
- Stop Littering Campaign to address the increased number of cats impounded and euthanised across Golden Plains Shire.
- Golden Plains Shire reported its highest birth rate on record with 272 births in 2017-18, including 84 babies born to first time parents.
- Following a four-month trial and in response to community feedback, Council confirmed new hours at Bannockburn Library, including opening on Mondays. The mobile library continued regular visits to Cape Clear, Dereel, Enfield, Grenville, Haddon, Linton, Meredith, Rokewood and Smythesdale.
- More than 300 local children, parents and carers participated in Golden Plains Shire Council's Children's Week celebrations in Rokewood, Bannockburn and Smythesdale.
- Council developed its Arts & Culture Strategy 2018-2022, in partnership with artists and creatives across Golden Plains Shire.
- Local Government Inspectorate Report: At the organisation's request, Council participated in an examination by the Local Government Inspectorate (LGI) to ensure its processes and practices met the requirements of the Local Government Act 1989. Council were supportive of, and are now implementing, all the recommended actions detailed in the LGI report.
- Council partnered with the Golden Plains Rural Women's Network to present 'Take the Lead', a women in sports leadership event to support and build the capacity and confidence of women in local sporting groups.
- Successful events included Council's second Twilight Market and the Shire's first Cinema Pop-Up.
- New Optus mobile towers in Haddon North and Teesdale were switched on, improving telecommunications for residents. Further Optus mobile towers in Cape Clear and Grenville; and Telstra towers in Maude and Teesdale are planned.

- Golden Plains Shire celebrated Australia Day with a special ceremony for Council's Citizen, Senior and Young Citizen of the Year Awards, as well as the Community Event of the Year Award. The first My Home, Australia local art competition launched the Shire's civic art collection.
- Council adopted the Environment Strategy 2019-2027, creating a long-term framework to help Council and the community to best manage the various environments of Golden Plains Shire, and guide projects and decision-making.
- A new process for issuing Schedule 13 Permits to Burn during the Fire Danger Period was implemented in Golden Plains Shire with responsibility for permit approval transitioned to the Country Fire Authority.
- To celebrate the Premier's Active April health campaign, Council is building a comprehensive community calendar of local physical activity opportunities in Golden Plains.
- Golden Plains Shire was pronounced a Safe Haven for special visa holders with local residents holding Safe Haven Enterprise Visas now eligible to apply for permanent visas after three and a half years of working or studying without income support.
- Council adopted its Communications and Marketing Strategy 2019-2021, guiding quality future communications and marketing priorities and activities to inform the whole community.
- Following extensive community consultation, Council adopted the Northern Settlement Strategy, a high-level strategic framework which directs future growth in the north of the Shire.
- Council hosted its first Home and Community Care Program for Younger People Expo in Meredith, connecting HACC service providers and young residents with disabilities and their families.
- After several years' hiatus, Council and the Golden Plains Youth Committee revived the Battle of the Bands event with young local musicians showcasing their talents for an enthusiastic crowd.
- Public Question Time was held for the first time at the Ordinary Meeting of Council in May, with the new initiative part of Council's revised Local Law 1 and Policy governing public participation and procedures at Council Meetings.
- Council resolved to co-fund with VicRoads a school crossing supervisor at Haddon and agreed to advocate for the State Government to significantly increase its annual funding program for the supervision of school crossings.
- Council partnered with local health providers and community centre for the first Winter Harvest event, promoting fresh produce and healthy eating, composting and gardening, in Meredith, Dereel and Rokewood.
- Following a major review, Council adopted a new revised Procurement Policy, ensuring continuous strong compliance processes to achieve value for money and generate benefits for Council and its community.
- In 2018-19, there were 447 new businesses registered in Golden Plains Shire, with construction, administrative and support services, and agriculture, the leading industry sectors.
- In its 24th year, Council's Community Grant Program delivered \$110, 873 in 32 grants to local community groups. The new SmartyGrants online application process and grant information sessions were popular.
- In addition, the Bannockburn Men's Shed in Victoria Park was officially opened. Council provided the land and managed the project which was funded by the Shed Committee and grants.

Major Changes and Achievements

This year, Council further developed its suite of Priority Projects and lobbied for greater government, private and public investment in Golden Plains Shire. Building on strategic partnerships with G21 Councils and the Central Highlands Councils, Golden Plains Shire has a strong voice in the region and the State.

In 2018-19, the Federal Government election was hotly contested in the marginal seat of Corangamite, which includes the southern section of Golden Plains. This resulted in four significant commitments by the Coalition: a \$3.2 million roundabout at the entrance to Bannockburn; oval lighting in Lethbridge; new change rooms at the Bannockburn Soccer Facility; and an upgrade to club rooms in Inverleigh. Also in 2018-19, the State Government election in Golden Plains, resulted in one commitment for the Shire by the Labor Government: part funding the redevelopment of the floor at Haddam Stadium.

In 2018-19, key projects in the Shire's largest town of Bannockburn of more than 7,000 people, with an annual population increase of 8.5 percent, have attracted the majority of government support, allowing Council to redirect budget revenue to provide full or majority support to projects in the smaller townships across the municipality.

Council secured significant grants and government funding commitments in 2018-19 including:

- Innovation Challenge Grant: \$10,000 from VicHealth to support a project encouraging adults to be physically active.
- Bannockburn Soccer Pitch: \$250,000 from State Government to partner with Council on construction on a second soccer pitch at the Bannockburn Soccer Precinct.
- Mental Health Week: Grant from Barwon Health to fund mindfulness workshops, mental health first aid training and physical activity sessions for youth in Golden Plains Shire.
- Inverleigh Netball Courts: \$250,000 from State Government to partner with Council on construction of two new netball courts with lighting in Inverleigh.
- Bannockburn Bowls Green Upgrade: \$250,000 from the State Government to partner with Council and the Bannockburn & District Bowls Club to deliver a new bowling green, lighting, landscaping, paths, new seating and shelters.
- Fixing Country Roads: \$500,000 from Regional Roads Victoria for vital safety upgrades to a stretch of Teesdale-Lethbridge Road, including pavement, drainage and re-sheet works.
- Victoria Park Lighting Upgrade: \$500,000 from the Federal Government's Community Sport Infrastructure Program for a lighting upgrade at both ovals at the Bannockburn's Victoria Park Recreation Reserve.
- Rokewood Lighting Upgrade: \$169,258 from the State Government for a lighting upgrade at Rokewood Recreation Reserve.
- Turtle Bend Reserve Upgrade: \$222,000 from the Federal Government's Building Better Regions Fund.
- Inverleigh Clubrooms Upgrade: \$500,000 from the Federal Government to improve the club rooms at Inverleigh Sporting Complex.
- Wall Bridge in Teesdale: \$303,500 from the Federal Government to replace the structure.
- Fixing Country Roads: \$933,000 from the State Government to partner on the delivery of widening and sealing Linton-Mannibadar Road.
- Fixing Country Roads: \$800,000 from the State Government to partner on the upgrade and widening of Pitfield-Cressy Road.
- Fixing Country Roads: \$300,000 from the State Government to partner on the delivery of the replacement of Coopers Bridge, Meredith.
- Rural Councils Transformation Project: Golden Plains Shire partnered with five neighbouring Councils to secure a \$4.5 million grant from the State Government to create a new digital platform to better support the statutory service functions at local rural councils.

In addition, the Inverleigh Community Play Space was selected for a \$200,000 community grant from the State Government's Pick My Project program.

Major Capital Works

The Annual Report 2018-19 details a significant list of Major Capital Works including the opening of the following completed projects:

- Smythesdale Oval Upgrade – surface and drainage works to deliver a fully reconstructed oval.

- Rokewood Cricket Nets – new cricket training facility with three training pitches and nets at the Rokewood Recreation Reserve.
- Bannockburn Netball Court Upgrade – two new netball courts, shelters and a multipurpose court at Victoria Park in Bannockburn.
- Female Friendly Change Rooms in Linton - Haddon House, formerly a portable office at Council's Customer Service Centre in Bannockburn, was relocated to the Linton Recreation Reserve and Council funded the redevelopment project to transform the building into female friendly change rooms for the netball club.
- Linton Light Upgrade - New lights at Linton Recreation Reserve were switched on, allowing night football matches and netball training for the local club.
- Smythesdale Skate Park - The redeveloped and expanded Smythesdale Skate Park was opened, delivering a first-class regional skate facility for families in the north of the Shire.

Also detailed in the Annual Report 2018-19, construction began on several significant Capital Works projects during this past year including:

- Tall Tree Road: \$1.4M project to widen, replace and seal a 5.7km section of Tall Tree Road in Lethbridge started in January 2019. Council contributed \$472,000 to the project and secured a \$943,000 grant from the Local Roads to Market funding program.
- Golden Plains Community & Civic Centre (GPCCC) in Bannockburn: Fully funded by Council, the GPCCC will deliver accessible and sustainable offices with new community meetings spaces and modern Council Chambers.
- Stage One of the Bannockburn Heart Precinct: The \$3 million project is a partnership of Council, Federal and State Government, delivering a new water and adventure play, active recreation equipment, and community facilities in summer 2019.

Construction of Berrybank Wind Farm also began in May 2019 with Mayor Cr Owen Sharkey and Victorian Premier Daniel Andrews turning the first sod on the \$525 million project that will produce 277MW of power with 41 of the 79 turbines in the south-west of Golden Plains Shire.

Council Plan

Council's performance for the 2018-19 year has been reported against each strategic objective to demonstrate how Council performed in achieving the 2017-2021 Council Plan. Performance has been measured as follows:

- Results achieved in relation to the strategic indicators in the Council Plan.
- Progress in relation to the major initiatives identified in the Budget.
- Services funded in the Budget and the persons or sections of the community who are provided these services.
- Results against the prescribed service performance indicators and measures.

Year two of the Health and Wellbeing Action Plan commenced with an 'End of Year 1 forum' providing the opportunity for health and wellbeing partners to reflect on annual progress and to review Year two activities. Partners will continue to meet annual in August to review, revise and monitor the action plan.

The Health and Wellbeing Monitoring and Evaluation Plan, Evaluation Toolkit and quarterly Health and Wellbeing Newsletter were launched in May, designed to streamline and guide regional activities.

In relation to the major initiatives undertaken during 2018-19, the following results have been achieved:

- Construction of the Golden Plains Community and Civic Centre started in March 2019 following the awarding of contract to SJ Weir via a public tender process. The project is being completed in three stages with stage 1 expected to be complete in March 2020, stage 2 in December 2020 and stage 3 in February 2021.

- Bannockburn Heart project was awarded to Rendine Construction in March 2019. Construction is well underway and the project is expected to be completed in late December 2019.
- Funding secured for the FReeZA Program for three years (2019-2021) to provide unique platforms for young people to organise sage and inclusive events for other young people.
- Youth Week Program funding secured to create events that celebrate and showcase the unique achievements and contributions young Victorians make to their communities.
- Completed construction of the Smythesdale Regional Skate Park Upgrade, Bannockburn Netball Court Upgrade, Linton Oval Lighting Upgrade and female change rooms at Linton.
- Smythesdale Courthouse Upgrade completed protecting a heritage listed building.
- Funding received for Rokewood Recreation Reserve for the upgrade of the club change rooms.
- Funding secured for Bannockburn Bowls Upgrade, Rokewood Recreation Reserve Oval Lighting, Bannockburn Oval Lighting, Lethbridge Lighting, Inverleigh Social Room upgrade, Bannockburn Soccer change room extension and Teesdale Turtle Bend Upgrade.

Further detail of these indicators, measures, initiatives and services is contained in the 'Council Plan' section of the Annual Report beginning on page 51.

Statements

The 'In Principle' Performance Statement and Financial Statements were presented, along with the Auditor's Management Letter and Closing Report, to Council's Audit and Risk Committee at its meeting held 10 September 2019. Having considered the Audit Closing Report and Management Letter, the Committee resolved:

- That the Audit and Risk Committee, having delegated power to act and in accordance with section 132 of the *Local Government Act 1989* give its approval in principle to the performance statement and financial statements and submit the statements to the auditor for reporting on the audit.
- That, as authorised by Council, the Mayor (or his deputy) and Cr David Evans, representative of the Audit and Risk Committee, certify the performance statement and financial statements in accordance with the regulations.

The overall financial position remains strong and continues to be consistent with that depicted in Council's Strategic Resource Plan. This is further supported by the following table which compares the key financial indicators from the 2018-19 actual results with the original budget and the levels Council considers best practice.

Indicator	Actual 2018-19 \$'000	Budget 2019-20 \$'000	Variance \$'000	GPS Target \$'000	Best Practice \$'000
Operating Surplus	6,350	2,438	3,912	> 0	> 0
Adjusted Underlying Result	1,865	(2,330)	4,195	> 0	> 0
Working Capital* (%)	152%	169%	17%	> 188%	> 100%
Disc. Retained Earnings*	3,643	3,544	99	> 2,000	> 1,000
Borrowings (% of Rates and charges)	33.4%	61.3%	(27.9%)	< 30%	< 60%
Cash and Investments*	18,563	6,849	11,714	> 5,000	> 0
Rate Determination	(411)	(5,503)	5,092	> 0	> 0

*Actual figures for these indicators include \$3m not budgeted relating to 50% of the 2019-20 Federal Assistance Grants that were received in advance.

When preparing the 2019-20 budget a key objective identified was to increase the standard of infrastructure assets to meet the increasing demands of our growing population. The level of investment in capital renewal projects and level of maintenance of infrastructure was increased, for the 2019-20 year only, to ensure adequate services are maintained. As a result, the adjusted underlying deficit and rate determination indicators are below Council's financial sustainability thresholds. As this deficit is for one year only, the long term financial sustainability of the Council will not be impacted.

Borrowings will increase by \$9.5 million in 2019-20 to fund the construction and development of the Golden Plains Community Civic Centre resulting in an increase in borrowings ratios. A higher cash balance at June 2019 has resulted from the timing of some capital works projects commencing later than forecast.

While these indicators generally reflect a very positive financial position, it is important to note that the variances largely relate to the timing of grant income and capital expenditure. After taking these timing issues into consideration Council's financial position is consistent to that depicted in the Strategic Resource Plan. Please refer to pages 163 and 164 of the Annual Report to view the 12 Financial Performance Indicators prescribed within the LGPRF.

Given the requirements of the 'Fair Go Rates' system (rate capping), Council will need to continually review the strategies contained within its Council Plan, Strategic Resource Plan and Long term Financial Plan to ensure it continues to deliver the services required by a growing municipality, whilst remaining financially sustainable.

In an effort to make this system fairer, Council decreased the amount received from total rate revenue (which is distributed using property values) and increased the revenue raised from the fixed municipal charge from \$225 to \$300. This approach aimed to highlight that all rate payers will contribute to a base charge for council services and less revenue will be contributed from a property valuation based rating system. Council has commenced a Rating Strategy Review which will consider a number of rating scenarios with the aim to deliver a more fair and equitable rating structure for all ratepayers in the Shire.

Auditor General's Reports

No material changes have been made to the financial statements since the adoption of the in principle statements. The audit provides a positive reflection of the quality of Council's staff, its financial management policies and procedures, good governance and strong internal controls. Pages 108 and 157 of the Annual Report contain the Auditor's Report on the Financial Statements and the Auditor's Report on the Performance Statement respectively. Both audit opinions are unqualified.

CONSULTATION

As this agenda item is part of a legislative compliance process a formal consultation process was not required. As required under the Act, public notice was provided informing stakeholders that the Annual Report is available on Council's website and available for inspection at Council's customer service centres and that the report will be discussed at this Council meeting.

CONFLICT OF INTEREST

In accordance with Section 80B of the *Local Government Act 1989*, the Officer and Authoriser preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The achievements and financial result contained within the 2018-19 Annual Report is further evidence of how Council's discipline in adhering to its four year Strategic Resource Plan, has allowed Council to sustainably deliver the projects and services being demanded from a rapidly growing community. This is a challenge that Council has been able to meet through responsible planning and implementation of such plans.

The objectives set out in the Council Plan, along with the other outcomes described in the Annual Report, were delivered within the parameters established in Council's Strategic Resource Plan.

This outcome has only been achieved through the teamwork, dedication and professionalism of Councillors, staff, volunteers and the community, as well as the unique partnerships that have been formed over many years between Council, other levels of Government and community service providers. The 2018-19 Annual Report is therefore a testament to the efforts of everyone that has been involved in making Golden Plains a shire where opportunities grow.

The support Council staff and Councillors provide each other is critical in continuing this culture within the organisation and the wider community. This culture will be vital in ensuring Council is able to meet the challenges it faces in managing the growing population and the increased demand for services, within the rate capping framework.

7.14 COUNCILLOR EXPENSES AND MEETING ATTENDANCE REPORT - FIRST QUARTER ENDING 30 SEPTEMBER 2019**File Number:** 31-01-001**Author:** Philippa O'Sullivan, Director Corporate Services**Authoriser:** Philippa O'Sullivan, Director Corporate Services**Attachments:** 1. Councillor Expenditure for Quarter ending 30 September 2019 (under separate cover)**RECOMMENDATION**

That Council note the contents of the Councillor Expenses and attendance Report for the first quarter of 2019/20 being the quarter ended 30 September 2019.

EXECUTIVE SUMMARY

The report provides a record of expenditure made on behalf of Councillors in the performance of their duties for the first quarter of 2019/20. This report now also includes quarterly updates on Councillor attendance at Ordinary meetings of Council and Special meetings of Council.

Providing regular updates throughout the year on the Councillor attendance at meetings enables enhanced transparency rather than only one annual update as reported in Council's annual report.

BACKGROUND

In accordance with Legislation and policy, Councillors can be reimbursed for eligible out of pocket expenditure in relation to resources and training to undertake their role as Councillors.

Furthermore, Councillors have a number of roles in providing leadership to the community including decision making on behalf of the community. The formal decision making process is conducted through council meetings which are held on the fourth Tuesday of each month. The meetings provide an opportunity for community members to attend and if required, address the Council in support of their submissions. This report now provides a regular update on Councillor attendance at Ordinary meetings and Special meetings of Council during the year.

POLICY CONTENT

Sections 75 and 76 of the *Local Government Act 1989* (as amended).

Council Policy 4.14 – Councillor Reimbursement.

Victorian Government's policy statement on Local Government Mayoral and Councillor Allowances and Resources.

DISCUSSION**Councillor Expense Allowances**

Summarised in the attached document are the figures for allowances and expenses for the Mayor and Councillors for the period 1 July 2019 to 30 September 2019.

The actual expenditure is compared to the annual budget as follows:-

Category	Annual Budget \$	Actual \$	Percentage spent
Conferences & Training Expenses	17,100	3,058	17.9%
Travel Expenses	5,325	682	12.8%
Car Expenses	8,000	1,739	21.7%
IT & Communications	3,750	800	21.3%
Childcare Expenses	-	-	
Total Councillor Allowances	34,175	6,279	18.4%

Councillor attendance at ordinary and special meetings of council

The table below outlines the Councillor attendance at both ordinary and special meetings of Council for the first quarter of 2019/20.

For the first quarter of 2019/20, Council held the following meetings:

- 3 Ordinary Council meetings
- No Special meetings were held during July, August or September 2019.

Councillor	Ordinary Meetings (3 meetings)	Special Meetings (0 meetings)	Total Meetings (3 meetings)
David Evans	3		3
Joanne Gilbert	3		3
Nathan Hansford	3		3
Helena Kirby	3		3
Des Phelan	2		2
Les Rowe	3		3
Owen Sharkey	3		3

CONSULTATION

A formal consultation process is not required.

CONFLICT OF INTEREST

In accordance with Section 80B of the *Local Government Act 1989*, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The report indicates that Councillors have received reimbursements and had services provided in accordance with relevant policy and also outlines Councillors attendance at ordinary and special Council meetings for the first quarter of 2019/20.

7.15 DEVELOPING A FRAMEWORK FOR THE MANAGEMENT OF GOLDEN PLAINS SHIRE CIVIC COLLECTION- IDENTIFICATION, PRESERVATION, INTERPRETATION AND ACCESS

File Number:**Author:** Kim Biggs, Arts and Culture Advisor**Authoriser:** Lisa Letic, Director Community Services**Attachments:** 1. GPS Localities List (under separate cover)**RECOMMENDATION**

That Council:

1. Agree to the development of a Civic Collections Policy incorporating procedures for collection management.
 2. Adopt the concept of a collective community exhibition for the Bannockburn Council Chambers.
 3. Agree to the re-housing of portions of the collection to community facilities ensuring that objects are accessible to the communities who value them most.
-

EXECUTIVE SUMMARY

The purpose of this report is to establish a plan to ensure the future preservation, interpretation and access to Golden Plains Shire Civic Collections. The Collection is important for its value both as a corporate record and local historical significance.

The catalyst for this report has been the construction of the new Shire offices and subsequent relocation of Civic Collection items currently located in the Bannockburn Shire Chambers and offices. In consideration of the steps required for collection relocation, the need to develop a longer term plan for the Collections' identification, sustainability, access and interpretation has been highlighted.

BACKGROUND

The Golden Plains Shire Council Civic Collection contains a wide assortment of historic memorabilia, artefacts, and other items accumulated by successive (pre and post amalgamation) Councils since the late 1850s/early 1860s.

The collection contributes to the history and corporate memory of the Golden Plains Shire by providing a record of many of its activities and events. It highlights the relationship between the Council and the community and forms part of the organisations assets.

The civic collection referred to in this report includes a diverse array of movable cultural heritage (as opposed to built heritage) and includes objects such as mayoral robes, photographs, invitations, trophies, honour boards, artwork. The collection is currently displayed in the corridors and meeting rooms of Council offices, community spaces, town halls and Council Chambers. The collection is distributed across multiple locations in the Shire, it has not been audited previously, thus the collection scope is unknown.

Despite the common practise by local government authorities of maintaining a civic collection, there is no legislative or statutory obligation to maintain any Honour Boards or other civic memorabilia within a Council Chamber. Council's obligation to the collection is an ideological one as part of its role to foster and support the community's heritage and cultural identity. This obligation implies an ethical responsibility for ensuring that the collection is appropriately cared for and accessible to the broader community.

The new Chambers at Bannockburn will incorporate a glass display area comprising 32 shelves which span the northern wall. The glass display cabinets are situated in two sections, each a total 5.71 metres in length and which alternately face inwards to the chambers and outwards to the adjoining corridor in four sections of approximately 1.4M so that displays are visible from both sides. The cabinets are 600mm deep x 1600mm high.

Hanging space within the chamber is limited however the corridor walls adjacent to the chamber are capable of supporting two dimensional items of some weight. There are other public spaces through the building such as the foyer and meeting rooms which could accommodate further (minimal) displays of the civic collection and there may also be some opportunity for the incorporation of artwork into courtyard and entry areas. Some storage may be available within the Council chambers for overflow of collection items. Other items may need to be kept off site pending assessment of conditions (subject to light, fluctuations in temperature, at risk of damage through damp environments etc) for collection conservation.

POLICY CONTEXT

The *Burra Charter* is a set of principles that have been adopted to create a nationally accepted standard for heritage conservation practice in Australia. It is not a legal requirement to adopt the *Burra Charter* guidelines, however they are well entrenched in policy relating to both fixed and movable cultural heritage in Australia. The development of a framework to care for Council's Civic Collections is in keeping with museums best practices and complies with the principles outlined in the *ICOMOS (International Council of Monument and Sites) Burra Charter*.

As an asset of Council, the Civic Collection relates to the existing internal Asset Management Policy which provides broad guiding principles for the control of assets within the organisation.

DISCUSSION

The recommendations contained within this report centre around the themes detailed below:

1 Establishing a Framework for Collection Care

- 1.1 The establishment of a 'collection policy' would provide a guiding framework for the future development and management of the civic collection. Such documentation will include guidance on the acquisition of objects, deaccessioning (disposal) and recommendations for best practice storage and documentation. Collection policies are considered standard within the museums industry and are increasingly being adopted by Councils to guide management of Council owned collections.
- 1.2 The Golden Plains Shire collection is currently housed across multiple facilities with minimal documentation, therefore the true scope of the collection is unknown. Undertaking a detailed audit will enable a better understanding of the scope and condition of the collection and provide detail needed for the inclusion of objects on Council assets lists. Completing the audit and documentation process in line with best practise museums methodology will require an intense 2-3 week period and is best conducted by an appropriately qualified consultant with an understanding of collection care and documentation. It is estimated that a budget of \$15,000 will be required to complete this work and it is proposed that the balance of the Community Grant funding not allocated in the 2019/20 budget, and previously allocated to the completion of the Community grants program, be reallocated to undertake this task. The review of the community grants program will be undertaken internally now that we have appointed the new Community Partnerships Officer.
- 1.3 To ensure the longer term preservation and accessibility of the collection, the digitisation of items within the collection (Honour Boards and other objects as appropriate) will safeguard against the potential loss of valuable historical information and preserve the record of history of the Shire. Further to this, lodging these records within existing frameworks for online access (such as those maintained by the Geelong Heritage

Centre- see <https://archives.grlc.vic.gov.au/>) will enable better discoverability of records and broad community access to our civic history. Costs relating to basic digitisation (photography and scanning) have been incorporated into the estimated audit documentation costs discussed in 1.2.

1.4 In the longer term, consideration may also be given to replacing original photos within the Honour Boards with copies to prevent loss of image integrity associated with natural disaster or exposure or time. The original images can then be stored in a facility with appropriate environmental controls and resources to monitor and ensure their preservation. This would be an additional cost to be considered once the audit is finalised.

2 Populating New Display Areas in the new Council Chambers and Connecting Community to Space

2.1 The inaugural exhibition in the new Chambers should be representative of the communities within the Shire. It is proposed that a collaborative exhibition comprising one representative object, of appropriate size, for as many of the 57 communities across the Shire as deemed appropriate, be created in partnership with community. Although Golden Plains Shire incorporates 57 localities as determined by the Community Profile (see attachment- 'GPS Localities List'), some of these communities may not identify as part of the Shire and therefore not seek inclusion in the exhibit. The exhibition is proposed as the inaugural display for the new space and will populate the glass display cabinets which face inwards towards the Chambers. These cabinets will be the most physically accessible/visible to the public. With Council approval, the community would be invited to contribute to the exhibition's development in the coming months by nominating objects for inclusion in the display.

2.2 The remaining shelves which face outwards from the chamber, towards the adjoining corridor will be comprised with objects relating to Council itself and the six pre-amalgamation Councils that make up what is now Golden Plains Shire. This is to be complimented by Honour Boards acknowledging current service to the Golden Plains Shire community (Mayoral service, Australia Day recipients, etc).

It is believed that this style of exhibition development will connect the community to the space and provide ownership. This is achieved by representing the history and identity of individual community's in tandem with a reflection of the collective identity of the Shire. It also enables a celebration of the service of individual leaders to the Shire via the display of Honour Boards and other memorabilia.

3 Enabling Access to the Collection

To minimize storage demands and maximize community access, the Honour Boards which cannot be housed within the new Chamber due to space restrictions, may be digitised and documented and then redisplayed within communities they represent. Placing these objects back into community halls, schools and other facilities ensures that communities most relevant to the memorabilia can continue to learn from and enjoy the material.

Digital material can then be catalogued within a digital repository. Initial discussions with the Geelong Heritage Centre (GHC) indicate a potential to partner with them, lodging these records within the GHC digital library and ensuring these records and images are easily discoverable.

CONSULTATION

Internal consultations have been undertaken with the Manager of Works regarding the design of the display areas within the new building, Councils records department regarding existing

procedures for documenting material and staff members from across the Community Service Division regarding issues of access and engagement.

Initial advice has been sought from staff at the Geelong Heritage Centre further consultations to occur mid October, 2019.

The Arts & Culture Advisor is will also be attending a forum focusing on Council Collections hosted by the Australia Museums and Galleries Association- Victoria Branch in mid-November.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

This report provides an opportunity to take a proactive approach to the maintenance and development of the Golden Plains Shire Civic Collections and to involve local communities in determining the manner in which the Shire's history is represented.

Promoting healthy and connected communities is a key pillar in the 2017- 2021 Council Plan and establishing a framework for the care, display and preservation of Council's civic memorabilia helps to build connection across communities, to develop a stronger sense of place and to provide a point of reference for the past as we look to the future.

8 NOTICES OF MOTION

Nil

9 PETITIONS

Nil

10 CONFIDENTIAL REPORTS FOR DECISION

Nil