

AGENDA

Ordinary Council Meeting

6.00pm Tuesday 27 August 2019

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

NEXT ORDINARY COUNCIL MEETING
6.00pm Tuesday 24 September 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.

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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 23 July 2019 as circulated, be confirmed.

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

7 BUSINESS REPORTS FOR DECISION

7.1 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 Report 24 July - 26 August

RECOMMENDATION

That Council notes the Assembly of Councillors Record from 24 July 2019 to 26 August 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 24 July 2019 to 26 August 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: | Tuesday 20 August 2019 |
| Time: | 8.30am |
| Purpose of meeting: | Councillor Briefing session |
| Councillors present: | Cr Owen Sharkey, Mayor Cr Helena Kirby Cr Joanne Gilbert (left meeting at 1pm) Cr Nathan Hansford Cr Les Rowe Cr Des Phelan (left meeting at 1pm) Cr David Evans |
| Apologies: | |
| Council staff present: | Eric Braslis, Chief Executive Officer Greg Anders, Director Assets & Amenity Lisa Letic, Director Community Services Philippa O'Sullivan, Director Corporate Services David Greaves, Works Manager Tim Waller, Development Manager Peter O'Brien, Town Planner Brodie Marston, Recreation Development Officer Tony Talevski, Roads and Waste Services Team Leader David Collins, Environment and Sustainability Team Leader Candice Robinson, Corporate Governance Coordinator Fiona Rae, Finance Manager Geoff Alexander, Strategic Planner Paige Whyte, Community Engagement Officer Georgie Fuller, Events and Information Officer Susan Talpey, Senior Communications and Marketing Officer |
| Other people present: | Mark Davies – Mach2 Consulting La Vergne Lehmann – Grampians West Waste & Resource Recovery Group John Clark – Baumgart Clark Architects Adam Lehmann – CT Management Group |
| Conflict of Interest Disclosures (Councillors) | Nil |
| Conflict of Interest Disclosures (Officers) | Nil |
| Matters discussed: | <p>Presentations</p> <ul style="list-style-type: none"> - Rating Strategy Discussion - Grampians Central West Waste and Resource Recovery Group - Civic Centre Progress and Materials Update - FAST Asset Management Report <p>Reports</p> <ul style="list-style-type: none"> - Waste and Resource Recovery Strategy – Service Options and Community Engagement - Asset Management Strategy & Plans - Planning application P19-047 for a two lot subdivision at 39 Stevenson Road, Bannockburn - Draft Play Space Strategy 2019 – 2029 - Golden Lake Road Bridge Replacement - Coopers Bridge Replacement – Meredith - Geelong Regional Library Infrastructure Plan |



| | |
|----------------------|---|
| | <ul style="list-style-type: none"> - Renewable Energy Power Purchase Agreement for Local Government - Council Policy Review – Public Participation in Council Meetings - Council Policy Review – Election Period (Caretaker) - Naming Proposal for Inverleigh Play Space - Councillor Expenses and Meeting attendance Report – 12 months ended 30 June 2019 - Council Plan Implementation – June Quarter 2019 - 2018-19 Budgeted Projects no completed at Year End - Tree Management Policy – Adoption - Chief Executive Officer Performance Review (Confidential) - Appointment of Audit & Risk Committee Independent Member (Confidential) <p>Updates</p> <ul style="list-style-type: none"> - Teesdale Structure Plan - International Women’s Day 2020 - Councillor 2019 Conversation Post - Annual Report 2018/19 - Inverleigh Works Plan - Rokewood Recreation Reserve Waste Water System - Local Government Rating System Review - Special Charge Schemes - Bannockburn Locals on the Green Event |
| <p>Completed by:</p> | <p>Eric Braslis, Chief Executive Officer</p>  |

7.2 DELEGATES REPORT - 24 JULY 2019 TO 26 AUGUST 2019**File Number:****Author:** Sharon Naylor, Executive Assistant - Chief Executive Officer**Authoriser:** Eric Braslis, CEO**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Delegates Report – 24 July 2019 to 26 August 2019.

Cr Owen Sharkey

| | |
|--------------|--|
| 26 July | G21 Board Meeting |
| 26 – 28 July | Councillor Development Weekend |
| 29 July | National Tree Day Planting at Bruce's Creek |
| 31 July | Local Government Bill 2019 Forum |
| 01 August | Tourism Geelong Bellarine Board Meeting |
| 02 August | Berrybank Windfarm CEC Meeting |
| 05 August | Community Grants Evening |
| 12 August | Science Week 2019 Stadium Show |
| 16 August | PUGRC Mayor & CEO Forum |
| 20 August | Councillor Briefing Meeting |
| 20 August | Meeting with Michael O'Brien and Richard Riordan |
| 21 August | Meeting with Libby Coker |
| 21 August | Local Government Rating Review Consultation Commencement |

7.3 PLANNING APPLICATION P19-047 FOR A TWO LOT SUBDIVISION AT 39 STEVENSON ROAD, BANNOCKBURN

File Number:**Author:** Peter O'Brien, Town Planner**Authoriser:** Greg Anders, Director Assets and Amenity**Attachments:**

1. Recommended conditions
2. Copy of objection (under separate cover)
3. Copy of application and plans (under separate cover)
4. Officer report (under separate cover)

RECOMMENDATION

That Council resolves to issue a Notice of Decision to Grant a Planning Permit for the development of a two lot subdivision at 39 Stevenson Road, Bannockburn subject to the conditions attached to this report.

EXECUTIVE SUMMARY

This report relates to a planning permit application for the development of land for the purposes of a two lot subdivision at 39 Stevenson Road, Bannockburn. The application has been referred to the Council Meeting for determination because there is an objection to the application.

BACKGROUND

The subject land is situated at 39 Stevenson Road, Bannockburn and is located in a low density residential area of Bannockburn. The site contains an existing dwelling and outbuildings and has a total area of 2.034 hectares.

The application proposes a two lot subdivision (refer to attachment 3). The proposed subdivision will create a vacant lot of 4000m² (0.4ha) at the rear of the property (proposed lot 1) and a large lot of 1.524ha containing the balance of the land and the existing dwelling (proposed lot S2). A common property driveway along the eastern boundary will provide access to lot 1.

POLICY CONTEXT

The site and surrounding land is in a Low Density Residential Zone (LDRZ). A permit is required to subdivide land under the provisions of the LDRZ. The minimum lot size in the LDRZ is 0.4 hectares. The land is affected by the Design & Development Overlay Schedule 5 (DDO5) which relates to setbacks for the construction of buildings.

The local policy for Low Density Residential Subdivision (Clause 22.09) applies to this application. This policy seeks to ensure the elements of land capability and character are addressed when considering subdivision applications.

DISCUSSION**Planning policy**

The application is considered to satisfy the relevant provisions of the planning scheme including the local policy for Low Density Residential Development (Clause 22.09). The proposed subdivision design contributes to the character of the area by creating lots of sufficient size to provide setbacks in accordance with the DDO5, retaining existing vegetation and providing space for additional landscaping. A land capability assessment submitted with the application demonstrates that the proposed lots are capable of accommodating on-site effluent disposal.

Objector's concerns

The main concern of the objector is that the proposed driveway along the eastern boundary will result in loss of privacy and safety, noise and dust impacts. The proposed driveway will service

only one lot as part of this subdivision. The traffic levels associated with a driveway to a single lot are not expected to result in any unreasonable amenity impacts. It is recommended that conditions be placed on the permit requiring landscaping and a Section 173 Agreement requiring the future sealing of the common property driveway if the land is further subdivided.

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 2). The objector has amenity concerns regarding the subdivision, in particular that the proposed driveway along the northern boundary will result in loss of privacy and safety, noise and dust impacts. A consultation meeting with the objector and applicant was held on 30 May 2019. There was no resolution or agreement reached at the meeting.

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 State and Local planning policies, particularly the Local Policy for Low Density Residential Development (Clause 22.09), the provisions of the Low Density Residential Zone and Design & Development Overlay – Schedule 5, and the decision guidelines of the Planning Scheme (Clause 65). The proposed subdivision design maintains the character of the area and the proposed lots are considered to be capable of on-site effluent disposal. The placement of conditions on the permit requiring landscaping and the future sealing of the common property driveway will ensure that the issue of a permit does not cause material detriment to any person.

PLANNING APPLICATION P19-047 FOR A TWO LOT SUBDIVISION AT 39 STEVENSON ROAD, BANNOCKBURN**RECOMMENDED CONDITIONS FOR A NOTICE OF DECISION TO GRANT A PERMIT**

- 1 The layout of the subdivision and the size and dimensions of the proposed lots must conform generally with the endorsed plan. Each lot must have a minimum area of 0.4 hectares.
- 2 Before the certification of the plan of subdivision under the *Subdivision Act* 1988, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. The landscape plan must show appropriate planting of trees and shrubs along the eastern boundary of the proposed common property. The planting must be of sufficient density to achieve an effective visual and dust screen to the adjacent dwelling at 29 Stevenson Road. All species selected must be indigenous to the local area.
- 3 Before the issue of a statement of compliance under the *Subdivision Act* 1988, the landscaping shown on the endorsed landscape plan must be completed to the satisfaction of the responsible authority.
- 4 Before the issue of a statement of compliance under the *Subdivision Act* 1988, the owner of the land must enter into an agreement under Section 173 of the *Planning and Environment Act* 1987 with the responsible authority. The agreement must be in a form to the satisfaction of the responsible authority, and the applicant must be responsible for the expense of the preparation and registration of the agreement, including the responsible authority's reasonable costs and expenses (including legal expenses) incidental to the preparation, registration and enforcement of the agreement. The agreement must contain covenants to be registered on the title of the property so as to run with the land, and must provide that the common property driveway is sealed before lot S2 is further subdivided.
- 5 Before the issue of a statement of compliance under the *Subdivision Act* 1988, a development contribution of \$4500 must be paid to the responsible authority.
- 6 The owner of the land must enter into an agreement with:
 - a) a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
 - b) a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where National Broadband Network will not be provided by optical fibre.
- 7 Before the issue of a statement of compliance for any stage of the subdivision under the *Subdivision Act* 1988, the owner of the land must provide written confirmation from:
 - a) a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time.
 - b) a suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

- 8 The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity and gas services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.
- 9 All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.
- 10 The plan of subdivision submitted for certification under the *Subdivision Act* 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.
- 11 This permit will expire if:
 - a) the plan of subdivision is not certified within two years of the date of this permit; or
 - b) the registration of the subdivision is not completed within five years of the date of certification.The responsible authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards.

Note: Before certification the responsible authority will require a plan showing the location of all existing and proposed vehicle crossings. The plan is required to show setback distances of existing and proposed crossovers from the closest property boundary to the satisfaction of the responsible authority. The plan is required to satisfy Regulation 29 of the Subdivision (Procedures) Regulations 2011, allowing the allocation of street numbers.

Golden Plains Shire Environmental Health Department conditions

- 12 Before the certification of the plan of subdivision under the *Subdivision Act* 1988, a restriction must be placed on the plan of subdivision that provides for the following:
 - a) Any new dwelling on lot 1 does not exceed 4 habitable bedrooms. Habitable bedrooms include any room that may be closed off with a door, such as a study, library or sunroom that could be used for the purposes of a bedroom.
 - b) This requirement is at the owner's expense and must not be varied except with the written consent of the responsible authority.
- 13 Before the issue of a statement of compliance under the *Subdivision Act* 1988, the existing septic tank system must be altered/decommissioned/replaced so that it treats and disposes effluent to a minimum of secondary level in accordance with the Land Capability Assessment Report No. 15555G-LCA completed by St Quentin dated June 2018, the latest version of the 'EPA Code of Practice – Onsite Wastewater Management' and Council requirements.
- 14 All waste water must be treated and retained within the lots in accordance with the State Environment Protection Policy (Waters of Victoria) under the *Environment Protection Act* 1970.

Golden Plains Shire Works Department conditions

- 15 Before the certification of the plan of subdivision under the *Subdivision Act* 1988, the existing drainage easement along the southern boundary of Lot 1 must be widened to 5.0m and made in favour of Golden Plains Shire Council to the satisfaction of the responsible authority.

- 16 Before the certification of the plan of subdivision under the *Subdivision Act 1988*, and before any construction works associated with the development or subdivision start, detailed construction plans, drainage computations and specifications to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. Construction plans must be to Golden Plains Shire standards and specifications as detailed in the current Infrastructure Design Manual (IDM).
- 17 Before the issue of a statement of compliance under the *Subdivision Act 1988*, a separate vehicle crossing to the common property must be provided and existing vehicle crossings to Lot S2 upgraded by provision of a crushed rock drive entry, reinforced concrete pipe culvert and mountable end walls conforming to the requirements of Golden Plains Shire Council contained in the Infrastructure Design Manual (IDM) standard drawing SD 255 to the satisfaction of responsible authority.
- 18 Before the issue of a statement of compliance under the *Subdivision Act 1988*, the proposed common property must be constructed in accordance with CFA access requirements and have an all-weather surface. The common property must be of a minimum 3.5m trafficable width and must be sufficiently drained to the legal point of discharge.
- 19 Before the issue of a statement of compliance under the *Subdivision Act 1988*, provide open earth drains along southern and western boundaries of Lot S2 and to enable common property to be satisfactorily drained and discharging to the open drain along southern boundary of lot 1 and provide to each lot in the subdivision a discharge point. Where required by Council, works may include regrading of existing open drain. Works must be in accordance with the requirements of Golden Plains Shire Council contained in the Infrastructure Design Manual (IDM) to the satisfaction of the responsible authority. Open drains where required must be contained within a minimum 5m drainage easement which must be set aside on the plan of subdivision for this purpose.
- 20 Before the issue of a statement of compliance under the *Subdivision Act 1988*, services to the existing retained house must be modified so that they are exclusive to and totally within the boundaries of the new lot to which it is appurtenant. In particular, the following existing services must be modified:
 - a) All downpipes, stormwater drainage and sanitary drainage must be taken to an approved legal point of discharge to the satisfaction of the responsible authority.

Note: A works within road reserve permit must be obtained from the responsible authority prior to the carrying out of any vehicle crossing works.

Note: Works Department will not consent to the issue of Statement of Compliance until such time as the applicant contact provides satisfactory evidence of compliance with the above conditions.

7.4 DRAFT PLAY SPACE STRATEGY 2019-2029

File Number:**Author:** Brodie Marston, Recreation Development Officer**Authoriser:** Lisa Letic, Director Community Services**Attachments:** 1. **Final Golden Plains Shire Play Space Strategy 2019-2029 (under separate cover)****RECOMMENDATION**

That Council endorse the draft Play Space Strategy 2019-2029 for public exhibition from 28 August to 25 September 2019 and seek community feedback.

EXECUTIVE SUMMARY

Council commissioned '@Leisure Planners' to develop a 'Play Space Strategy' to inform its planning and delivery of outdoor play infrastructure for the period 2019 – 2029.

The Strategic recommendations within the draft Play Space Strategy 2019-2029 are important for ensuring Council's future provision and maintenance align with the needs of the Golden Plains community, whilst being realistic and achievable.

The draft Play Space Strategy has been developed following extensive industry review and community consultation and now the draft Strategy has been prepared for public exhibition. Community feedback received during the exhibition period will inform the final document that will be presented to Council for endorsement in October.

BACKGROUND

Council and the State Government Department of Sport and Recreation have partnered to fund the development of a ten year Play Space Strategy to inform Council's planning and delivery of outdoor play infrastructure and services in Golden Plains for the period 2019 – 2029.

The Play Space Strategy was developed to:

- Define Council's vision and objectives for play space facilities
- Outline the classification and distribution of play spaces within Golden Plains Shire, capturing provision in neighbouring LGA's
- Guide Council's future investment in play spaces in the long term through agreed classification and distribution frameworks for Golden Plains Shire.

Council appointed '@Leisure Planners' to undertake development of Council's inaugural Play Space Strategy and to date have completed the following:

- Review of background documents
- Demographic profile and forecasts
- Community consultation
- Independent site assessments
- Locality analysis
- Findings and Issues Paper – May 2019)
- Draft Strategy – **(August 2019)**
- Final Strategy

POLICY CONTEXT

The draft Play Space Strategy 2019-2029 aligns with the following strategic directions in the Council Plan:

Promoting Healthy & Connected Communities

- Providing and supporting programs, activities and spaces to promote and encourage health and wellbeing for people of all ages and abilities;
- Supporting local sporting and community groups to provide participation and engagement opportunities.

Managing the natural and built environment

- Work with the community to plan and provide natural and built environments that create safe, accessible, inclusive and inviting public spaces, social infrastructure, open space and destinations for all.

DISCUSSION

The draft Play Space Strategy 2019-2029 has been developed following the presentation of the Findings and Issues paper the Council briefing on 21 May 2019.

Play is essential for developing social, emotional, cognitive and physical skills necessary for children to grow into happy, healthy and resilient adults. Council provides play spaces because they offer multiple benefits; to the individual playing, families who play together and the broader community.

The goals outlined in the draft Play Space Strategy 2019-2029 include:

- An affordable distribution of built play spaces across Golden Plains Shire
- Residential areas that support play in their design
- Better quality and value of play spaces through detailed master planning and site design
- More trees and other natural elements in play space
- More opportunities for people of all ages and abilities to play
- Better maintenance of the current play facilities
- More information about where to play in Golden Plains Shire

Once adopted, Council will progressively work towards the actions and goals within the strategy over the next ten years and follow the key directions outlined:

- Improve the quality, accessibility, diversity, amenity, play and environmental value of play spaces in Golden Plains Shire
- Strategically redevelop 8 key Township parks for play and complete construction of the Bannockburn Heart and in doing so, consolidate provision where there are low value, low use play spaces or two or more play spaces within the one township.
- Seek to improve the standard of future urban subdivisions to encourage play, access to nature, independent mobility and liveability
- Adopt guidelines for design requirements, location criteria and what should be provided in each hierarchy of play space
- Maintain a higher annual budget (minimum \$150,000) for play space maintenance and renewal in line with the above recommendations and introduce a more regular program of inspections and maintenance for play spaces, especially skate and BMX facilities.
- Seek funding to upgrade all skate parks to increase the size of concrete, prevent maintenance issues and extend usage opportunities

- Improve the promotion of play spaces generally within the community.

CONSULTATION

The draft Play Space Strategy 2019-2029 will be released for public exhibition for a period of four weeks, seeking community feedback.

The development of the draft Play Space Strategy 2019-2029 included significant consultation with the Golden Plains Shire community and input from key internal and external stakeholders. The following engagement methods were used during this process:

- Establishment of a PCG with representatives from Councils Recreation, Health & Wellbeing and Works Teams and Sport & Recreation Victoria
- Community workshops in the South, Centre and North of the Shire (Bannockburn, Dereel and Smythesdale) in September 2018
- An online survey
- Two staff 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 draft Play Space Strategy 2019-2029 provides a clear strategic direction for the planning and delivery of outdoor play infrastructure and play spaces over the next ten years. Following the public exhibition of the draft Play Space Strategy 2019-2029, '@Leisure Planners' will consider the community feedback, discuss any potential amendments with the Project Control Group, and then complete the final Strategy for adoption by Council.

7.5 RENEWABLE ENERGY POWER PURCHASE AGREEMENT FOR LOCAL GOVERNMENT

File Number:**Author:** David Collins, Environment & Sustainability Team Leader**Authoriser:** Greg Anders, Director Assets and Amenity**Attachments:** Nil**RECOMMENDATION**

That Council supports participation in the Renewable Energy Power Purchase Agreement for Local Government.

EXECUTIVE SUMMARY

Golden Plains Shire has an opportunity to participate along with a group of at least 39 other Councils in a joint renewable energy electricity contract. A financial assessment undertaken on behalf of the group indicates an expected financial benefit to participating Councils. The Municipal Association of Victoria (MAV) has been appointed to take the project to market. Along with anticipated improvement in electricity pricing, participation will have the benefit of reducing Council's environmental footprint.

BACKGROUND

Over the past year, 39 councils led by Darebin City Council, partnered to deliver a business case investigating a joint renewable energy electricity contract. The business case indicated the collective buying power of the group is well placed to drive down electricity costs while taking action on climate change by switching to 100% renewable energy. This group has appointed MAV as the agent to bring the project to market and is inviting other Councils to join the project.

POLICY CONTEXT

The *Renewable Energy Power Purchase Agreement for Local Government* aligns with the following strategic directions in the Council Plan:

1. Managing natural and built environments
 - (a) As a rural council with a range of environments, land uses and communities spread out over a large area, GPS is particularly vulnerable to the impacts of climate change. Switching to renewable energy decreases the organisations carbon footprint and is a step to mitigating impacts to climate
2. Delivering good governance and leadership
 - (a) The community told us that financial management for sustainability and the efficient use of resources is important. Participating in the Renewable Energy Power Purchase Agreement for Local Government is anticipated to result in improved electricity pricing.

The *Renewable Energy Power Purchase Agreement for Local Government* also aligns with all five strategic directions of the Environment Strategy 2019-2027.

DISCUSSION

The concept of a renewable energy power purchase agreement is not a new one. Recently a consortium of Melbourne based organisations led by the City of Melbourne went to tender to purchase renewable energy and the winning tender was Pacific Hydro and the Crowlands Windfarm.

There has been a considerable amount of work done in the recent business case to identify and assess the risks and to forecast energy pricing. It would appear that there are no unreasonable

risks and that there is an opportunity to realise a cheaper energy price than what is forecast for conventional electricity. The tender will cover the following electricity contracts categories and participating councils may elect to nominate all or selected parts from each category:

- Large Buildings and Facilities (> 160MWh p.a.)
- Small tariff sites (< 160 MWh p.a.)
- Unmetered Street Lighting
- Large Generation Certificates (LGCs)

The tender is structured so that Councils under existing electricity contracts can switch across at the expiration of that contract where necessary.

To cover the cost of participation there will be up-front costs to Council which are outlined in the table below (noting that Golden Plains Shire is classified as a small Shire Council)

| Category | Continuing Councils | New Councils |
|--|---------------------|---------------|
| Metropolitan and Interface Councils | \$25,000 +GST | \$35,000 +GST |
| Regional City Councils | \$12,000 +GST | \$17,000 +GST |
| Large Shire Councils | \$4,000 +GST | \$5,500 +GST |
| Small Shire Councils | \$3,000 +GST | \$4,000 +GST |

These funds will be paid to the lead organisation, Darebin City Council to help cover various project costs, such as advisory services, media and promotions and procurement/tendering activities.

The next steps of the project along with anticipated timelines are as follows:

| | |
|--|-------------------------------|
| Tender Development | 2 months- August – September |
| Tender Period | 1 month- October |
| Tender Evaluation and Negotiation | 2 months- November – December |
| Sign new contracts | 1 week- January 2020 |

Should council choose not to participate, it is unlikely that there will be another opportunity to participate in a local government group of a comparable size in the foreseeable future.

CONSULTATION

Consultation has occurred with Darebin City Council on participation in this initiative.

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

Golden Plains Shire has an opportunity to participate along with at least 40 other Councils in a joint renewable energy electricity contract. Along with positive environmental outcomes, it is anticipated that the tender process will result in improved electricity pricing.

7.6 NAMING PROPOSAL FOR INVERLEIGH PLAY SPACE

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

1. Location Map / Image (under separate cover)
2. Consultation Results (under separate cover)

RECOMMENDATION

That Council:

1. Endorse the proposed name 'Inverleigh River Park' and advertise its intention to name the parcel of land 'Inverleigh River Park'.
2. Consider any submission received following the advertised period and if no objections received, proceed with the gazettal process.

EXECUTIVE SUMMARY

The Inverleigh community is seeking to formally name the parcels of land associated with the new Inverleigh Community Play Space, Inverleigh public amenity facility and skate park as a whole (see Attachment 1).

It has been researched and shown that the site has never had an official or unofficial name, so the naming proposal is unique and original to the site.

BACKGROUND

In late 2018 the Inverleigh community were successful in obtaining grant funding through Pick My Project to provide a new multi age play space for the Inverleigh community.

To assist with easy location and marketing of the feature, the community is now looking to formally name the space.

POLICY CONTEXT

Following the requirements as set out in Section 2 of the DELWP Naming rules for places in Victoria the proposed name conforms to the general naming principles and ensures that there is no ambiguity, confusion, errors or discrimination in relation to the proposed naming.

DISCUSSION

As part of the project planning involved in the development of the new Inverleigh Community Play Space (ICPS). It was identified that the site where the play space will be built has no associated name, either formally or informally. From research undertaken by local community members, it has been shown that the site has never had an official name.

For the purpose of clarifying the location, it is important that the site has a formalised name that can be used officially on signage, mapping and marketing.

The ICPS steering group used the DELWP document "Naming rules for places in Victoria" as a guide and approached the Inverleigh Progress Association (IPA) and Inverleigh Historical Society (IHS) to shortlist 3 possible names.

In developing the shortlist, the IPA and IHS were clear that the names needed to contain the town name of "Inverleigh" with a preference to also include the site identifier as a "Park".

The shortlist of names were:

- Inverleigh River Park
- Inverleigh Community Park
- Inverleigh Play Park

These names were checked against VicNames for originality and were not identified at any other site. The ICPS steering group, then facilitated a month long consultation, allowing the community to vote and comment on their preferred name.

CONSULTATION

The Inverleigh Community Play Space Steering Group have conducted extensive community consultation. The community consultation period was open for 4 weeks from 16th May – 14th June 2019.

A survey monkey was used to collect online votes for preferences between the 3 shortlisted names, with an open answer question allowing for any comments or feedback. (See Attachment 2)

Voting was also provided for in hardcopy at the Inverleigh Store and via a community information table on the Federal Election Day.

The community consultation was promoted via local facebook pages, a hard copy advertisement in the June edition of the Leigh News, on the local notice board and via brochures in the Inverleigh Store.

The result of the consultation was 242 members of the community voted and 19 provided further comments.

The outcome of the voting is as follows:

Which of these names would you prefer to be given to the site of the new play space?

| | Online | Hardcopy | Total | |
|---------------------------|------------|-----------|------------|-------------|
| Inverleigh River Park | 99 | 43 | 142 | 59% |
| Inverleigh Community Park | 40 | 18 | 58 | 24% |
| Inverleigh Play Park | 28 | 14 | 42 | 17% |
| Total | 167 | 75 | 242 | 100% |

If this recommendation is adopted by Council, a public notice will be placed in the Golden Plains Times and on Council’s website detailing Council’s intention to name the park and invite submissions. A number of social media posts will also be generated with a link back to the public notice on the Council website.

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

In response to the Community Consultation undertaken and application of the Naming Rules for places in Victoria it seems appropriate to have the park named ‘Inverleigh River Park’.

7.7 GOLDEN LAKE ROAD BRIDGE REPLACEMENT - PIGGOREET (CONTRACT NO. GPSC-RFT-08-2019) - AWARDING OF TENDER

File Number:

Author: Tony Talevski, Team Leader of Roads & Waste Services

Authoriser: Greg Anders, Director Assets and Amenity

Attachments: Nil

RECOMMENDATION

That Council:

1. Not proceed with the Golden Lake Road bridge replacement project over the Woody Yaloak River, Piggoreet, on the grounds that the submitted tenders are significantly in excess of the available budget for the project.
2. Advise the Federal Department of Infrastructure, Transport, Cities and Regional Development of its decision not to proceed with this bridge replacement project.
3. Commence the formal process, pursuant to section 207A and Clause 9 of Schedule 11 of the *Local Government Act* 1989, giving public notice of Council's intention to permanently close Golden Lake Road to through traffic, such closure to take effect immediately Council determines that the bridge over Woody Yaloak River is no longer safe for any motorised vehicles.
4. Receive a further report on how the \$300k Council funding for this project can be best reallocated to other 2019/20 road and / or bridge renewal projects.

EXECUTIVE SUMMARY

Having undertaken a competitive tender process for the Bridge Replacement located on Golden Lake Road, Piggoreet, and having evaluated and assessed the tenders received, officers have provided a detailed report on options for Council to consider, being to proceed with the bridge replacement project or abandon it and reallocate the Council contribution of \$300,000 to another project. The officers have recommended that Council decide against the awarding of any contract for replacement of the bridge.

BACKGROUND

The Australian Government is committed to ensuring bridges that are nearing the end of their useful life are maintained or replaced to provide ongoing access for local communities and improve the productivity of users. The Government understands the significance of this access for Australia's regions and the importance of the bridges for future economic prosperity. To assist in the upkeep of this important infrastructure, the Australian Government has established the Bridges Renewal Program.

The program is investing in crucial bridge infrastructure projects that are being conceived by local communities – and this approach is helping Australia's regions to invest in their own future. The Australian Government will provide \$640 million from 2015/16 to 2022/23 financial year, with an ongoing commitment of \$85 million each year following to upgrade and repair bridges to enhance access for local communities and facilitate higher productivity vehicle access.

In an effort to allow for a wider distribution of projects, the Australian Government limited Round Four to local government entities seeking funding for the replacement of up to two timber bridges in their Shire. The Australian Government will contribute up to 50 per cent of the total project costs, with a maximum amount of \$700,000 per project – or \$1.4 million per proponent. This will allow local governments to fast track their most important infrastructure needs.

On 1 April 2019, the Minister for Infrastructure, Transport and Regional Development, the Hon Michael McCormack MP, agreed to fund 126 projects submitted for funding under Round Four of the Bridges Renewal Program in accordance with the *National Land Transport Act 2014*.

Council's two highest priority bridges that satisfied the Round Four criteria (*ie*, they are timber structures) were successful in receiving 50 per cent funding under Round Four of the Bridges Renewal Program.

The projects are:

- Wall Bridge over Native Hut Creek - located on Stones Road, Teesdale
- Golden Lake Road Bridge – over Woody Yaloak River, Piggoreet

Golden Lake Road Bridge, Piggoreet

Golden Lake Road Bridge was constructed in 1920 and refurbished with steel main beams / girders later in its life (approx. 1960). The steel girders have signs of pitting. This hybrid structure has timber cross-decking, with heavy deterioration of multiple horizontal decking members across the structure (as shown in Photos 3 and 4 below). The timber kerb located on top of the decking has deterioration, with splitting and rotting which also needs replacement.

Locality Plan 1:

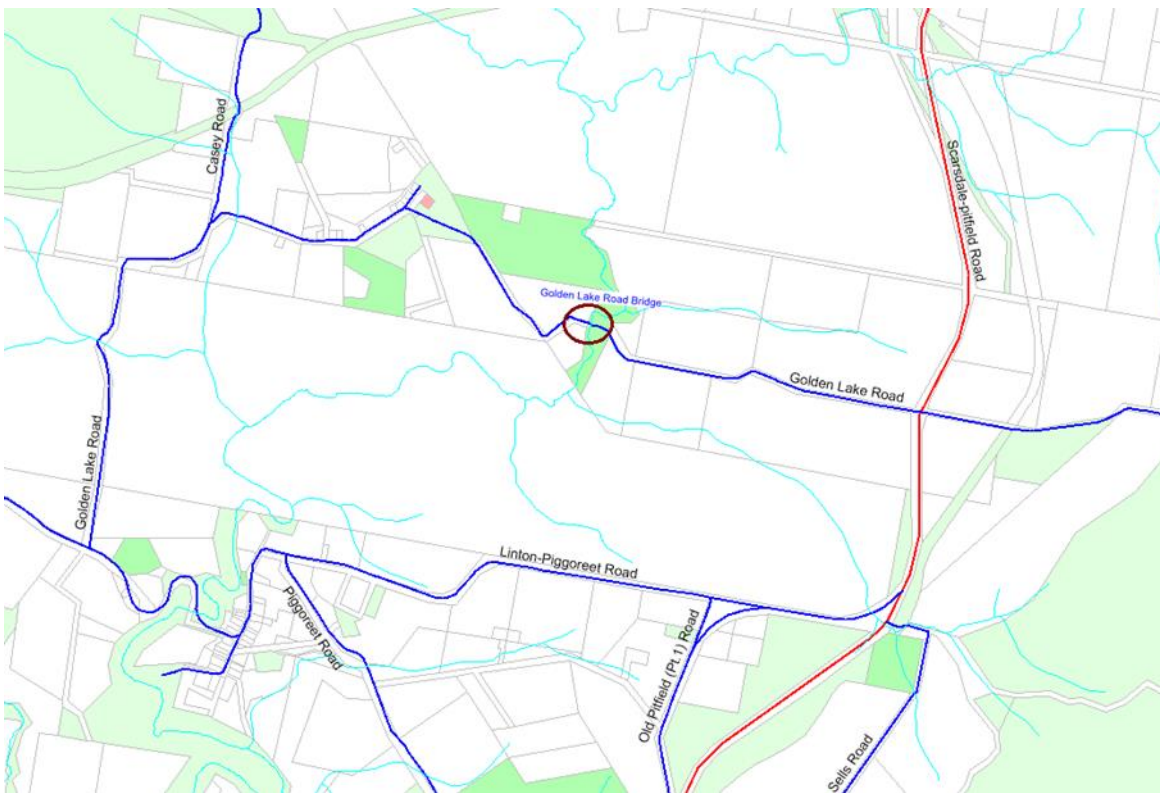


Photo 1



Photo 2

The two timber piers / piles are also in very poor condition with signs of splitting and rotting. These timber piers / piles require replacement, including those that have previously been encased in concrete (as shown in Photos 5 and 6).



Photo 3



Photo 4



Photo 5



Photo 6

There is currently a 5 tonne load limit on Golden Lake Road and it provides access for vehicles entering Piggoreet from the Lismore-Scarsdale Road.

Evaluation process

Six [6] tenders were received, and checked for correctness and for omissions / qualifications. Any tenders not meeting the mandatory criteria were excluded from further review.

The Tender Evaluation Panel 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.

Each conforming submission was reviewed and evaluated using the agreed evaluation criteria as follows:

| | |
|--|------------------|
| Mandatory Criteria | |
| OH&S and Risk Management System | Pass/Fail |
| Quality Policy & Management System | Pass/Fail |
| Environmental Policy & Management System | Pass/Fail |
| Insurance | Pass/Fail |
| Weighted Criteria | Weighting |
| Capability | 25% |

| | |
|--------------|-------------|
| Capacity | 25% |
| Price | 45% |
| Local | 5% |
| Total | 100% |

Evaluation Outcome

Below are the weighted assessment results of the quantitative / qualitative criteria. To ensure best value for Council, a total of 25% weighting was attributed to Capability and a further 25% to Capacity. This weighting is critical in reducing the risks of engaging a contractor who is not capable of completing the project to a satisfactory standard or within the desired timeframe.

| Golden Lake Road Bridge Replacement | Weighted Assessment Score (%) | Rank |
|--|--------------------------------------|-------------|
| Tender A | 85 | 1 |
| Tender B | 76.71 | 2 |
| Tender C | 74.6 | 3 |
| Tender D | 0 | 4 |
| Tender E | 0 | 5 |
| Tender F | 0 | 6 |

FINANCIAL & RISK MANAGEMENT IMPLICATIONS

Round Four of the Bridges Renewal Program will contribute up to and only 50 per cent of the total project costs, with a maximum amount of \$700,000 per project – or \$1.4 million per proponent.

Council has budgeted \$300,000 as its estimate for its 50 per cent contribution for the construction of this bridge. The preferred tender is significantly in excess of the allocated budget. Council officers modified aspects of the scope to reduce overall price; however, could not get the project below the allocated budget.

Council officers contacted the Department of Infrastructure, Transport, Cities and Regional Development to investigate its capacity within the Bridges Renewal Program to increase its contribution for the entire additional amount. The response was that the funding body would agree to fund 50 per cent only of the budget shortfall.

OPTIONS AVAILABLE FOR COUNCIL

Council could postpone the project and re-tender the bridge replacement project later. However, the market place for bridge works is currently in high demand because of the significant investment by both the Federal and State Governments in infrastructure within Victoria – and any delay will most likely result in cost increases.

Another option considered was redesign of the crossing to allow a low level culvert installation. This is, however, unlikely to provide a solution cheaper than the current tendered amount. The existing road geometry vertically produces grades of 12 to 13 per cent at the bridge approaches. Lowering the road level above the river would only increase these grades to an unsafe and undesirable outcome with a significant amount of earthworks. Any proposed alternative that restricts the water flow along the Woody Yaloak River would also be subject to the Corangamite Catchment Management Authority approving such an installation.

Alternatively, there is also the option of filling over a new large diameter culvert structure to match the existing road height, as Council did over Springdallah Creek crossing on the Linton-Piggoreet

Road. This culvert installation, with a significant amount of fill volumes over the structure, was undertaken for a tendered sum of \$588,000 (Ex GST) in 2011. Again, Council would be subject to the current market pressure described above and would be unlikely to deliver this alternative within the current \$600,000 budget.

Council could also decide to abandon any plans to replace the bridge if it were of the opinion that there is no ongoing future requirement for general public or emergency access vehicles to be able to cross the Woody Yaloak River at this location. It is acknowledged that there are other route options in reasonably close proximity - the Linton-Piggoreet Road to the south is one such alternative route. It is also acknowledged that the primary producer who owns large property holdings on both sides of the existing bridge has indicated that if the bridge is not replaced and Golden Lake Road has to be eventually closed to through traffic, he would be able to provide his own crossing and continue farming with little inconvenience.

If Council decides to not proceed with replacement of the bridge or low-level floodway construction, the bridge will eventually deteriorate to a condition where it is no longer safe for any form of vehicular traffic. At that stage, Council will be able to exercise its powers under the *Local Government Act 1989* to permanently place obstructions or barriers across the road on either side of the Woody Yaloak River. These powers are provided under sections 207, & 207A and schedule 11, clause 9 of the Act. Council must not exercise these powers without first consulting Regional Roads Victoria, and giving notice of its intention pursuant to section 223 of the Act.

In consideration of the above information it is suggested that Council has two [2] realistic options – being to proceed with the bridge replacement project or abandon it and reallocate the Council contribution of \$300,000 to another road or bridge renewal project. The alternative options of crown unit culverts or floodway will not, in the officer's opinion, provide a cheaper solution – and there would also be significant time delay and additional costs associated with redesign and re-tendering. Also, there is no certainty that the Catchment Management Authority would approve any new structure at this site other than a replacement bridge.

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

It is concluded that Council has two [2] options to consider in regard to the matter of the proposal to replace the existing dilapidated bridge over the Woody Yaloak River on Golden Lake Road, Piggoreet, being to proceed with a replacement bridge or reallocate the Council funds to other projects.

It is the officer's recommendation that Council not proceed with any actions to replace the bridge over the Woody Yaloak River on Golden Lake Road, Piggoreet, on the following grounds:

- the preferred tendered amount is significantly in excess of the total available budget in spite of significant re-scoping of the project and an additional funding commitment from the Federal Government; and
- the main property owner who benefits from the bridge has no objection to the bridge not being replaced and Golden Lake Road eventually being closed to through traffic; and
- the close proximity of other roads that service local area properties; and
- the \$300,000 that Council has allocated to the project could be re-allocated to higher strategic order bridge and / or road renewal projects; and
- a decision to not replace the bridge will effectively result in Council divesting itself of the asset, improving Council's asset infrastructure renewal gap position.

7.8 COOPERS BRIDGE REPLACEMENT - MEREDITH (CONTRACT NO. GPSC-RFT-09-2019) - AWARDING OF TENDER

File Number:

Author: Tony Talevski, Team Leader of Roads & Waste Services

Authoriser: Greg Anders, Director Assets and Amenity

Attachments:

1. Letter of Support CFA (under separate cover)
2. Letter of Support G21 Agribusiness Forum (under separate cover)
3. Letter of Support Eureka Concrete (under separate cover)
4. Letter of Support Lethbridge Quarry (under separate cover)
5. Site Plan (under separate cover)

RECOMMENDATION

That Council:

1. Award contract GPSC-RFT-09-2019, Coopers Bridge Replacement – Meredith, to Ace Infrastructure Pty Ltd for the tendered sum of \$1,235,196.54 (ex GST) in accordance with Clause 2.4.3 of the procurement policy.
2. Authorise the Chief Executive Officer to execute Contract No. GPSC-RFT-09-2019 with Ace Infrastructure Pty Ltd for Coopers Bridge Replacement located on Meredith-Steiglitz Road, Meredith.

EXECUTIVE SUMMARY

Having undertaken a competitive tender process for the Coopers Bridge Replacement located on Meredith-Steiglitz Road, Meredith and having evaluated and assessed the tenders received, Council is now being requested to approve awarding of the contract to the preferred and recommended tenderer.

BACKGROUND

Golden Plains Shire Council is responsible for 138 bridge and major culvert structures, of which many are considered to be near the end of their serviceable life. Coopers Bridge is one of these structures. The existing bridge is only one lane with priority given to westbound vehicles. The very steep approaches to the narrow bridge include sub-standard curves which provides a hazardous environment particularly for heavy vehicles. There have been a number of crashes on this road including one fatality associated with the bridge.



Photo 1: Looking south-east along Meredith-Steiglitz Road towards Coopers Bridge over the Moorabool River.



Photo 2: Looking west along Meredith-Steiglitz Road towards Coopers Bridge over the Moorabool River.



Photo 3: Looking north-west at Coopers Bridge.

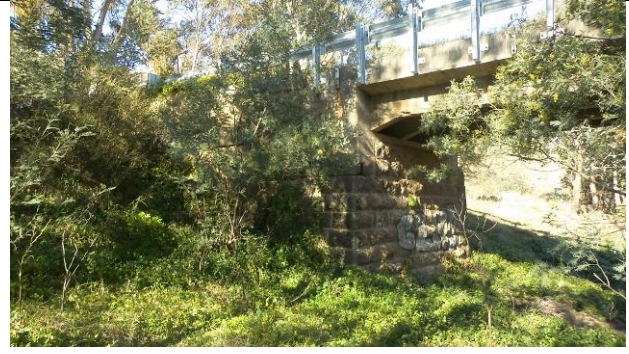


Photo 4: Looking north-west at Coopers Bridge showing the west side abutment.

During 2016 Council sought further expert advice regarding the structures remaining serviceable life, and to investigate or determine remedial works to manage this structure until funds become available for replacement.

Subsequently, Council engaged TGM during May 2016 to undertake this structural investigation and prepare a report of their findings, which was received by Council in July 2016.

The report detailed the visual inspection and non-destructive methods used to physical test and determine the structure's bearing capacity and condition. The below is a summary of the findings:

- The bridge is generally in a very dilapidated condition.
- Abutment A: masonry wall has signs of obvious settlement and the two outer beams do not appear to be fully supported. Some of the cracking in the abutment is relatively new which indicates some recent movement. It is possible that this abutment could fail unless the movement can be stopped.
- Abutment B: Is in reasonable condition with only some small areas of softer soils present.
- Pier 1 has damage and cracking which reduces the load capacity.
- Pier 2 is in a better condition, but damaged.
- The outer beams have exposed cables and are considered redundant.
- The inner beams are most likely over-stressed as they will be supporting the additional load from the outer beams.

Following this Council implemented a 40kph speed limit, load limitations (20 tonne) and undertook remedial works during August 2016 as measures to manage the structure until replaced.

Planning for the replacement commenced, Council engaged a suitably qualified consultant during 2017. The scope of works included, concept development, geotechnical analysis and hydrologic modelling of the Moorabool River to determine the velocities and water levels aiding the design of the replacement structure.

The proposal seeks to retain the existing structure as a pedestrian link between the camping sites on either side of the Moorabool River. IT is expected that the service life of the retaining structure would be significantly extended without vehicle loading, like many other retained structures in the shire.

Evaluation process

Seven [7] tenders were received, and checked for correctness and for omissions/qualifications. Any tenders not meeting the mandatory criteria were excluded from further review. The details of each supplier are provided on the confidential attachment.

The Tender Evaluation Panel 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.

Each conforming submission was reviewed and evaluated using the agreed evaluation criteria as follows:

| | |
|--|------------------|
| Mandatory Criteria | |
| OH&S and Risk Management System | Pass/Fail |
| Quality Policy & Management System | Pass/Fail |
| Environmental Policy & Management System | Pass/Fail |
| Insurance | Pass/Fail |
| Weighted Criteria | Weighting |
| Capability | 25% |
| Capacity | 25% |
| Price | 45% |
| Local | 5% |
| Total | 100% |

Evaluation Outcome

Below are the weighted assessment results of the quantitative/qualitative criteria. To ensure best value for Council, a total of 25% weighting was attributed to Capability and a further 25% to Capacity. This weighting is critical in reducing the risks of engaging a contractor who is not capable of completing the project to a satisfactory standard or within the desired timeframe.

| Coopers Bridge Replacement | Weighted Assessment Score (%) | Rank |
|-----------------------------------|--------------------------------------|-------------|
| ACE Infrastructure Pty Ltd | 86.5 | 1 |
| Tender B | 70.8 | 2 |
| Tender C | 63.6 | 3 |
| Tender D | 51.9 | 4 |
| Tender E | 0 | 5 |
| Tender F | 0 | 6 |
| Tender G | 0 | 7 |

FINANCIAL & RISK MANAGEMENT IMPLICATIONS

Council budgeted \$1,100,000 in the current (2019/20) financial year which includes a grant amount of \$300,000 from the Fixing Country Roads Program.

Council will also roll forward from the 2018/19 financial year, a sum of \$490,529 providing for a total available project budget of \$1,590,529.

This budget configuration was outlined in an earlier report to Councillors at the February Council meeting.

The submitted tender by ACE Infrastructure Pty Ltd is within the allowable budget. Council officers are still in negotiations with the preferred supplier to the extent works and are intending to conclude these matters before the scheduled Council meeting on the 27 August 2019.

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 / WAY FORWARD

The Tender Evaluation Panel recommend ACE Infrastructure Pty Ltd to be engaged to deliver the GPSC-RFT-09-2019 – Coopers Bridge Replacement located on the Meredith-Steiglitz Road, Meredith.

7.9 ASSET MANAGEMENT STRATEGY & PLANS

File Number:

Author: David Greaves, Works Manager

Authoriser: Greg Anders, Director Assets and Amenity

- Attachments:**
1. **Asset Management Strategy (under separate cover)**
 2. **Roads & Carpark Asset Management Plan (under separate cover)**
 3. **Bridges & Culverts Asset Management Plan (under separate cover)**

RECOMMENDATION

That Council adopts the following Asset Management Documents as attached:

1. Asset Management Strategy 2019-2021
2. Roads & Carparks Asset Management Plan 2019
3. Bridges & Culverts Asset Management Plan 2019

EXECUTIVE SUMMARY

Council officers are currently reviewing whole of business asset management. The adoption of these listed Asset Management Documents is essential to providing a framework and guiding principles for the sustainable and effective lifecycle management of Council’s physical assets.

BACKGROUND

In early 2018, Golden Plains Shire Council identified asset management as an area within the organisation which required enhancement to its capabilities to deliver and monitor services and complete robust long-term financial planning in relation to asset management.

This report relates to the review of Council Asset Management via the FAST program and internal work completed of the last 12 months in relation to whole of business Asset Management. This work is underpinned by Council Policy 6.8 Asset Management and the National Asset Management Assessment Framework (NAMAF). Council have derived a hierarchy of asset management that can be aligned and used to inform existing and future Council Plans as per the Asset Management framework figure below.

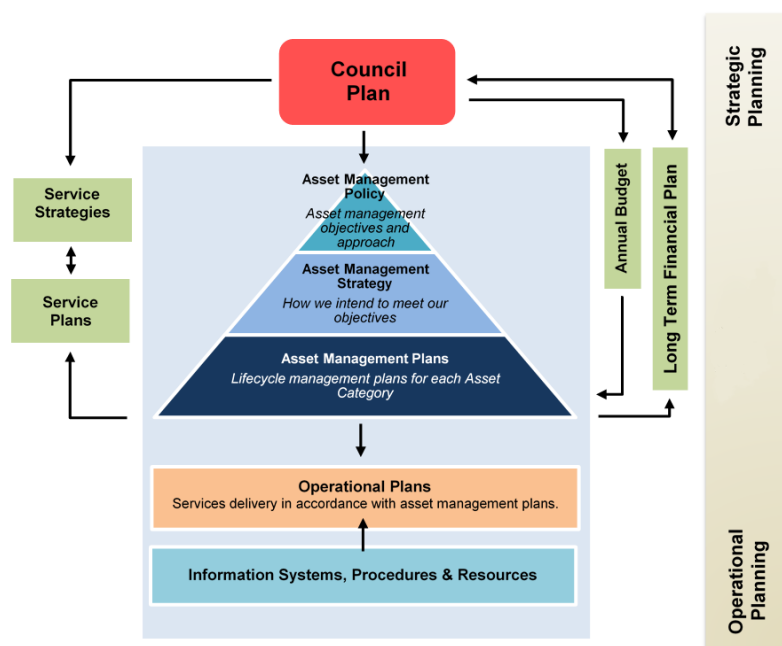


Figure 1 – Asset Management Framework

To support effective decision-making Council needs to understand what future assets will look like to address service needs, what it needs to do to design, build and manage these assets, and how it intends to deliver this in an environment of ever evolving challenges and opportunities.

Council's Asset Management Strategy and Plans are key documents within its asset management framework as they contextualise the current asset management environment; identifies the desired state of Council's asset management practices; and also details the roadmap to achieving this. Council's aspiration is to achieve a 'Core' level of asset management maturity in the coming years.

It is critical that for these Strategy and Plan outcomes to be successfully achieved there must be good leadership by management, a whole of organisation approach towards service and asset planning, and a commitment to allocating sufficient resources to facilitate organisational change.

Ultimately Council's primary driver for improved asset management capability should be to ensure that it can demonstrate that ongoing financial sustainability can be delivered by making decisions that lead to a cost-effective asset base.

POLICY CONTEXT

Council Policy 6.8: Asset Management. This policy was first adopted by Council on 28 September 2006 and last reviewed on 26 June 2018.

The policy was originally developed to establish a broad framework for undertaking asset management in a structured and co-ordinated way across all asset groups of the organization by defining responsibilities and resources to be employed to develop and enhance asset management plans to deliver the policy.

DISCUSSION

These are the first documents to be developed in relation to Councils Asset Management Framework and complement the existing Council Policy 6.8 – Asset Management and the recently adopted Gravel Roads Operational Maintenance Plan. Moving forward it is intended to develop the remaining asset Management plans as detailed below following the collection of appropriate data and information.

- Part 'A' – General Asset Management Strategy (Complete)
- Part 'B' – Roads and Car Parks Asset Management Plan (Complete)
- Part 'C' – Bridges and Culverts Asset Management Plan (Complete)
- Part 'D' – Footpaths and Cycleways Asset Management Plan
- Part 'E' - Buildings Asset Management Plan
- Part 'F' – Public Open Space Asset Management Plan
- Part 'G' – Stormwater Drainage Asset Management Plan

It is intended that once complete and adopted these plans will become fluid documents that are regularly reviewed and updated to meet the changing needs of the business and be adjusted based on future condition surveys and inspections

FINANCIAL IMPLICATIONS

The asset management plans demonstrate the achievement of Council's strategic objectives through the application of responsible asset management planning which – amongst other matters - anticipates, plans and prioritises spending on Council's infrastructure assets. The long-term financial plan supports Council to achieve this aim and provides the context within which Council formulates its Council Plan, Strategic Resource Plan and Budgets.

The Asset Renewal Gap is the difference between:

- the amount of funds Council needs to be spending on asset renewal; and

- the funding allocated by Council for the replacement and renewal of its infrastructure assets.

The renewal forecasting indicates that Council has significant challenges in the mid to longer term. Over the next ten [10] years Council is facing an average Asset Renewal Gap (for existing managed Infrastructure Assets) in the order of \$6.95 million per annum.

CONSULTATION

These documents are internal Asset Management documents derived from the recent asset condition inspections and the FAST program. As such no external consultation is 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

Council is now making substantial progress in regard to improving its asset management performance and capacity across all asset categories.

The greatest challenge now facing Council is the development of the strategy to significantly increase its annual funding for asset renewal. Achieving a NAMAFA (National Asset Management Assessment Framework) score of 1,100 will be a significant step in that direction.

Asset Management Strategy and Plans have been developed to better reflect current and future asset management principles and alignment to future business needs.

7.10 GEELONG REGIONAL LIBRARY INFRASTRUCTURE PLAN

File Number:**Author:** Lisa Letic, Director Community Services**Authoriser:** Lisa Letic, Director Community Services**Attachments:** 1. GRLC Draft Library Infrastructure Plan (under separate cover)**RECOMMENDATION**

That Council endorse the Geelong Regional Library Infrastructure Plan.

EXECUTIVE SUMMARY

At its Board Meeting of the 26 June 2019, the Geelong Regional Library Corporation Board considered member Council feedback in relation to Draft Library Infrastructure Plan and resolved for the draft plan to be presented to member Council's for endorsement.

BACKGROUND

The Geelong Regional Library Corporation (GRLC) is a partnership of four member Councils - Borough of Queenscliffe, City of Greater Geelong, Surf Coast Shire and Golden Plains Shire.

This region-wide shared library service is delivered through a network of branches that includes the Geelong Library & Heritage Centre (Central Library), sixteen branch libraries, two mobile library services, outreach services and an extensive range of eServices available via website. In Golden Plains Shire the service includes the Bannockburn Library and a range of mobile library stops in Cape Clear, Dereel, Enfield, Grenville, Haddon, Linton, Meredith, Rokewood and Smythesdale.

The GRLC services an area of 5,513 km² and includes the State's fastest growing region with a population of 310,575 in 2019 forecast to grow by nearly 70,000 in the next decade. In addition to the large geographic area covered, there are two other notable characteristics of the network, which are: the large number of library branches for the population (highest number of library branches of all library services in Victoria), and the size of the branches. There is one library for every 18,000 people in the region.

POLICY CONTEXT

The policy context for the renewal and development of library services in the region includes; *Creative Communities – the cultural benefits of Victoria's Public Libraries*; *State Library of Victoria* (2014) and *the Victorian Public Libraries 2030 Strategic Framework* (2013).

Golden Plains Shire Council's membership of the Geelong Regional Library Corporation contributes to the achievement of its Vision to 'provide a healthy, safe, vibrant, prosperous and sustainable community supported by strong leadership, transparent governance and community partnerships' as articulated in the Golden Plains Shire Council Plan 2017-21.

DISCUSSION

This Geelong Regional Library Infrastructure Plan has been prepared following analysis of information from a number of sources that include; an inspection of all library buildings, interviews with library branch managers, a review of library catchments, an examination of usage data and analysis of customer feedback and comments provided in the 2018 Library User Survey.

In addition to this a scan has been undertaken more broadly of strategic documents and guidelines impacting on library services including membership Council, Council Plans.

The Plan recommends that library renewal and development be informed by best practice in public library service provision through the use of *People Places* (a guide for the development of public

library buildings) and the *Guidelines, Standards and Outcome Measures for Australian Public Libraries* (a guide for developing service levels in public libraries). These reference documents should underpin any library development projects in the region.

It is also proposed that decisions to advance library projects in the Geelong region be informed by eight *Guiding Principles* as follows:

- New libraries will meet *People Places* building area standards.
- Equity and fairness in development and renewal
- Local community needs will drive library design and renewal
- Libraries are for everyone and will engender pride in the community
- Libraries will be accessible to all and feature universal design
- Libraries will be “future proofed”, built and redeveloped for the future incorporating Environmentally Sustainable Design (ESD) principles and flexibility
- New libraries in the region will be developed in partnership and/or located with other services
- Libraries will be primary access points for new and emerging technologies.

Decisions regarding infrastructure models and the extent of library networks and building infrastructure provision sit with each member Council. In relation to Golden Plains Shire, the Plan suggests that the Bannockburn Library is currently meeting community need and is big enough to meet community need for the next five years therefore it is planned that a review be undertaken in the long term (5-10 years). Details can be found on page 24 of the Plan.

The Plan also suggests that as Smythesdale and surrounding areas outgrow the service offered by the mobile library service, there may need to be consideration for the future provision of a Community Library at ‘The Well’. According to the plan, a Community Library usually complements the services provided by a larger library such as Sebastapol in Ballarat and have a community lounge feel and include popular collections, holds and returns, public internet access, informal seating and study areas.

CONSULTATION

The GRLC undertakes a customer satisfaction survey every two years. The 2018 survey and the 3,500 responses received informed the development of this infrastructure plan.

Feedback in relation to the Bannockburn library indicated a desire for more private reading and study areas, a weather cover over the return chute, more parking and power points. The report notes these requirements and that Council’s development of the ‘Heart’ and precinct will respond to the issue of parking.

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 GRLC Infrastructure Plan provides a framework and guiding principles for the future review and development of library infrastructure across the membership Council’s and appropriately notes that each of these Council’s are responsible for decisions relating to the implementation of this plan including the review of existing infrastructure and in determining the extent of the library network.

7.11 TREE MANAGEMENT POLICY - ADOPTION

File Number:**Author:** Greg Anders, Director Assets and Amenity**Authoriser:** Greg Anders, Director Assets and Amenity**Attachments:** 1. Draft Tree Management Policy (under separate cover)**RECOMMENDATION**

That Council adopts the Tree Management Policy, as attached, and places a copy of the Policy on Council's website.

EXECUTIVE SUMMARY

The purpose of this report is to present to Council for adoption a new policy that has as its principal objective the management of trees for which Council has responsibility in a proactive, rather than reactive, manner – acknowledging, however, that Council does not have the resources to remove all risks associated with trees.

BACKGROUND

Council is responsible for the maintenance and management of hundreds of thousands of trees located on road reserves and Council managed land. As such, Council's Risk Register has appropriately identified the public liability risk associated with community safety – *ie*, the risk of trees losing branches or falling onto people or property.

Urban street trees provide significant social, environmental and aesthetic benefits to our communities and assist in the creation of neighbourhood character in urban streets. Council recognises trees as a living asset and understands that ongoing maintenance, renewal and management is required for long-term sustainability and community benefit.

Whilst there are many benefits to having street trees, they come with some public risks that need to be managed. Previous audits on street tree management have highlighted that there is a lack of policies and systems to support staff in managing trees, particularly trees in urban locations.

The aim of this policy is to formalise the Golden Plains Shire Council's commitment to the preservation and enhancement of its urban environments through providing and maintaining high quality trees in urban areas whilst implementing prudent management practices to manage risk.

POLICY CONTEXT

- Coroner of Victoria's recommendations in regard to improvement in tree management across the Victorian local government sector.
- Council Plan 2017-2021
 - improving access to safe and universally designed, built environments including community facilities and spaces, open spaces and places for active recreation
 - managing natural and built environments
 - preserving and enhancing the natural environment and open space
- *Local Government Act 1989*

DISCUSSION

The draft policy seeks to address the risk to public safety whilst taking into account the amenity, environmental and heritage value of the trees. A copy of the policy forms the attachment to this report.

The purpose of the policy is to:

- Provide a basis to make decisions on trees
- Establish clear guidelines and principles for trees
- Provide guidance to Council and officers regarding trees
- Establish criteria for prioritising work on trees within the scope of the Council budget
- Identify the resourcing needs to implement the Policy
- Engage the community with the issue of trees

The objective is to handle tree management in a proactive, rather than reactive, manner. Council has finite resources and so is unable to remove all risks associated with trees but these resources need to be directed towards those public areas that expose the community to the greatest risk.

FINANCIAL IMPLICATIONS

Council has provided \$350,000 in the 2019/20 budget for tree clearing – an increase of \$30,000 above the 2018/19 budgeted allocation. It is anticipated that the vast majority of the funds will have to be expended on removing branches or trees that have encroached onto the road carriageways, become dangerous, or are obstructing motorists' views.

An additional \$50,000 has been included in the 2019/20 budget to meet the costs of dealing with the aged and dangerous cypress trees in the Inverleigh and Meredith townships.

It is recognised that adoption by Council of the new Tree Management Policy will require significant additional resources having to be provided to enable compliance with and implementation of the Policy. These resources will be identified in Council's long-term financial plan.

CONSULTATION

There is no requirement for community consultation associated with this report or the officer's recommendation.

The Policy is quite clear on the importance of community consultation and the matters that require such consultation.

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

It is recognised that trees are a living asset, and ongoing maintenance, renewal and management are required for long term sustainability and community benefit. A draft Tree Management Policy has been developed to provide a basis to make decisions on the management of trees with a particular vision to balance amenity and risk. It is recommended that the draft policy be presented to Council for formal adoption.

7.12 COUNCIL POLICY REVIEW - ELECTION PERIOD (CARETAKER)**File Number:****Author:** Candice Robinson, Corporate Governance Coordinator**Authoriser:** Philippa O'Sullivan, Director Corporate Services**Attachments:** 1. Revised Council Policy - Election Period (Caretaker) (under separate cover)**RECOMMENDATION**

That Council adopts the revised Election Period (Caretaker) Policy as attached.

EXECUTIVE SUMMARY

The Election Period (Caretaker) Policy was last reviewed and adopted by Council at its meeting held on 23 February 2016.

The *Local Government Amendment (Improved Governance) Act 2015* specifies that Councils must review their Election Period policy not later than 12 months prior to each election period. The forthcoming election period will commence in September 2020.

To meet legislative requirements, the Election Period (Caretaker) Policy has been reviewed. Changes to the policy have been made to clarify and strengthen practices during the election period including, updating the purpose and policy statement, adding scope to identify to whom the policy applies to and any exclusions, updating the election period dates, strengthening procedures in regard to public question time, media services, use of resources, functions and events, travel and accommodation, access to information and advice to candidates. Other changes include defining responsibilities under the policy, updating definitions and cosmetic changes specifically, re-formatting the policy to bring it into alignment with new Council Policy template.

The revised policy is provided for Council's consideration and adoption.

BACKGROUND

The policy has been developed to define and guide operational processes during an election period.

The policy is to be read and interpreted in conjunction with the relevant sections from the *Local Government Act 1989* applicable, including s.55D, s.76B, s.76BA, s.76C, s.76D, s.76E, s.93A and s. 95.

The policy was last reviewed and adopted by Council in February 2016. Council is required by legislation to review the policy not later than 12 months prior to each election period. The next election period will commence in September 2020. To ensure Council meets its legislative requirements, a review of the policy has been undertaken. Minor changes have been identified as means to further strengthen the policy and provide clarity of its application. Those changes are explained in detail in the report.

POLICY CONTEXT**Legislation**

The Local Government Act 1989

The Local Government Amendment (Improved Governance) Act 2015

The Victorian Electoral Act 2002 and Regulations

Policies and Procedures

Councillor Code of Conduct

Code of Conduct (Staff)

Councillor Reimbursement Policy

CEO Protocol

DISCUSSION

Changes to the policy are summarised in the below table.

Table 1 – Summary of Changes

| Section/Clause Number | Recommended Change | Reason for Change |
|---|---|--|
| Purpose – Section 1 | Revise and update the purpose statement. Delete the words <i>‘To provide’</i> and add the words <i>‘The purpose of this policy is to ensure that’</i> . Generally reduce and simplify words. Add new points to read as follows: <ul style="list-style-type: none"> • <i>‘The community is informed about how Golden Plains Shire Council will conduct business during the election period;</i> • <i>The community’s trust is upheld by the transparency of the council election process.’</i> | Strengthens, simplifies and clarifies the purpose of the policy. |
| Scope – Section 2 | Add new section and include statement to identify who the policy applies to and any exclusions. | Provides clarity. |
| Policy Statement – Section 3 | Revise and update the opening policy statement. Delete the words <i>‘The intent of this policy is to avoid the use of public resources in a way that may unduly affect the election result and minimise Golden Plains Shire Council making certain types of decisions that may limit the decision-making ability of the incoming Council.’</i> Add the words <i>‘The intent of this policy is to acknowledge that during the election period, the business of Council still needs to continue and ordinary matters of administration still need to be addressed.’</i> | Strengthens and simplifies policy statement. |
| Procedures - Election Period – Clause 4.1 | Revise and update the election period dates. Clause to now read as follows: <i>‘The Election (Caretaker) Period</i> | Ensures the correct dates for the 2020 election period are referenced in the policy. |

| | | |
|--|--|---|
| | <i>commences on Wednesday 23 September 2020 and continues until 6pm on Saturday 24 October 2020. A period of 32 days.'</i> | |
| Procedures - Public Question Time – Clause 4.6 | Add new section and provision to suspend public question time at Council meetings during the Election Period. | Ensures that public question time cannot be used as a means to canvass information, for electioneering or to provide an undue advantage to a candidate or a support person of a candidate. |
| Procedures - Media Services – Clause 4.8 | Add entire new section and provisions. Refer to relevant section in Attachment 1. | Clarifies processes for media services. Provisions were provided in alternate section – Use of Council Resources. |
| Procedures - Use of Council Resources – Clause 4.9 | Revise and update section. Delete the following words: <i>'In applying the above principles, Golden Plains Shire Council understands that the following will be normal practice during election periods also:</i> <ul style="list-style-type: none"> • <i>public events will only be organised and run by Council administration if they are part of the normal services or operation of Council</i> • <i>speeches for Councillors will only be prepared by Council staff in relation to events that are part of the normal services or operation of Council and such speeches will not be circulated or available for publication</i> • <i>media services, including media releases, will not be provided for Councillors by the administration during the election period</i> • <i>Councillor Bulletins will not be resourced by Council in any way during the election period.</i> • <i>the Golden Plains Shire Council logo and Council stationery will not be used by Councillors in any way that relates to the election'</i> Add the following words: <i>'Golden Plains Shire Council logos, letterheads, photographs and images are not to be used, or linked in any way to a candidate's election</i> | The provisions deleted were out of context to this section with those provisions now provided for in alternate sections, where still required. New provisions clarify processes and practices. |

| | | |
|--|---|--|
| | <p><i>campaign.</i></p> <p><i>Council staff, including the CEO, will not perform any tasks connected directly or indirectly to electioneering.'</i></p> | |
| Procedures - Functions and Events – Clause 4.11 | <p>Add new section and provisions.</p> <p>Refer to relevant section in Attachment 1.</p> | New provisions clarify processes and practices. |
| Procedures - Travel and Accommodation – Clause 4.12 | <p>Add new section and provisions.</p> <p>Refer to relevant section in Attachment 1.</p> | New provisions clarify processes and practices. |
| Procedures - Access to Information – Clause 4.13 | <p>Revise and update section.</p> <p>Add the following words:</p> <p><i>'A process will be instigated whereby information requested by any candidate will be made available to all candidates in a timely manner, having regard to the reasonableness of the request. This will be achieved via a dedicated candidate information page on Councils website or a group email, as appropriate.'</i></p> | New provisions clarify processes and practices. |
| Procedures - Advice to Candidates – Clause 4.13.2 | <p>Add new section and provisions.</p> <p>Refer to relevant section in Attachment 1.</p> | New provisions clarify processes and practices. |
| Responsibilities – Clause 6.1 | <p>Add new section and provisions.</p> <p>Refer to relevant section in Attachment 1.</p> | New provisions clarify processes and practices. |
| Definitions of Terms or Abbreviations Used – Section 7 | <p>Add new definitions to read as follows:</p> <p><i>'Act - means the Local Government Act (Vic) 1989.</i></p> <p><i>Electioneering - means any action, statement and or publication that contains material directly related to, or likely to influence, a Councillor's re-election or a candidate's election.'</i></p> | New definitions provide context to words used within the policy. |
| General | <p>Change references to 'Chief Executive Officer' to the abbreviation 'CEO'.</p> <p>Policy re-formatted to bring it in alignment with the new Council Policy Template – August 2019.</p> | Cosmetic changes. |

CONSULTATION

Following adoption by Council, the revised policy will be made available on Council's website. A hardcopy copy of the policy will be made available to members of the community on request.

All Councillors and Council staff will be informed of the application of this policy prior to the commencement of the 2020 election period.

CONFLICT OF INTEREST

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

CONCLUSION

The Election Period (Caretaker) Policy was last reviewed and adopted by Council at its meeting held on 23 February 2016. *The Local Government Amendment (Improved Governance) Act 2015* specifies that Councils must review their Election Period policy not later than 12 months prior to each election period. With the 2020 elections forthcoming, the policy has been reviewed and changes are now recommended. The revised policy is attached and presented for Council's consideration and adoption.

7.13 COUNCIL POLICY REVIEW - PUBLIC PARTICIPATION IN COUNCIL MEETINGS

File Number:

Author: Candice Robinson, Corporate Governance Coordinator

Authoriser: Philippa O'Sullivan, Director Corporate Services

Attachments: 1. Revised Council Policy - Public Participation in Council Meetings (under separate cover)

RECOMMENDATION

That Council adopts the revised Public Participation in Council Meetings (Question Time, Presentations & Submissions, Petitions & Joint Letters) Policy as attached.

EXECUTIVE SUMMARY

The Public Participation in Council Meetings (Question Time, Presentations & Submissions, Petitions & Joint Letters) Policy was last reviewed and adopted by Council at its meeting held on 25 June 2019.

Minor changes to the policy have since been made to further strengthen practices and provide clarity of the application, including removing the ability for a proxy to ask a public question on behalf of another person at a Council meeting and cosmetic changes specifically, re-formatting the policy to bring it into alignment with new Council Policy template.

The revised policy is provided for Council’s consideration and adoption.

BACKGROUND

The policy has been developed to define and guide public participation in Council Meeting specifically, public question time, presentations and submissions and petitions and joint letters. The policy has been developed as a supplementary document to Council’s Local Law No. 1 of 2019 - Council Meeting Procedures & Common Seal (the Local Law). The policy is to be read and interpreted in conjunction with the Local Law.

The policy was last reviewed and adopted by Council in June 2019. Minor changes have since been identified as means to further strengthen the policy and also, provide clarity of its application. Those changes are explained in detail in the report.

POLICY CONTEXT

The Local Government Act 1989

Local Law No. 1 of 2019 - Council Meeting Procedures & Common Seal

DISCUSSION

Changes to the policy are summarised in the below table.

Table 1 – Summary of Changes

| Section/Clause Number | Recommended Change | Reason for Change |
|------------------------------------|--|--|
| Public Question Time – Clause 5.10 | Delete the words ‘ <i>or their proxy</i> ’. Clause to now read as follows: ‘5.10 Council will respond to a question asked at a meeting if the person who asked the question is present at the meeting....’ | Strengthens question time procedures. If a person is unable to attend the meeting, they may submit their question to the next meeting they are able to attend. |

| | | |
|---|--|---|
| <p>Public Question Time – Clause 5.11</p> | <p>Delete the words <i>‘or their proxy’</i> and add the words <i>‘Under special circumstances, Council may allow a request by the person for a nominated representative to read the question on their behalf.’</i></p> <p>Clause to now read as follows: <i>‘5.11 A question shall not be read out unless the person asking the question, or their proxy, is in the gallery at the time it is due to be read. Under special circumstances, Council may allow a request, by the person, for a nominated representative to read the question on their behalf.’</i></p> | <p>Strengthens question time procedures. A representative to be permitted only under special circumstances e.g. due to disability, speech disorder or impediment etc.</p> |
| <p>General</p> | <p>Policy re-formatted to bring it into alignment with the new Council Policy Template – August 2019.</p> | <p>Cosmetic change.</p> |

CONSULTATION

Following adoption by Council, the revised policy will be made available on Council’s website and circulated to relevant officers. A hardcopy copy of the policy will be made available to members of the community on request.

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 Public Participation in Council Meetings (Question Time, Presentations & Submissions, Petitions & Joint Letters) Policy was last reviewed and adopted by Council at its meeting held on 25 June 2019. Minor changes are now recommended. The revised policy is attached and presented for Council’s consideration and adoption.

7.14 COUNCIL PLAN IMPLEMENTATION - JUNE QUARTER 2019**File Number:** 01-01-002**Author:** Philippa O'Sullivan, Director Corporate Services**Authoriser:** Philippa O'Sullivan, Director Corporate Services**Attachments:**

1. Pillar 1 (under separate cover)
2. Pillar 2 (under separate cover)
3. Pillar 3 (under separate cover)
4. Pillar 4 (under separate cover)

RECOMMENDATION

That Council note the report, the achievements attained and also those actions not fully completed in the Council Plan 2017-2021, as at 30 June 2019.

EXECUTIVE SUMMARY

To update Council on the progress made to 30 June 2019 in completing the 2018-19 actions contained in the Council Plan 2017-2021. The Council Plan 2017-2021 contains 40 actions framed around 4 Pillars which are:

- Promoting healthy and connected communities;
- Enhancing local economies;
- Managing natural and built environments; and
- Delivering good governance and leadership.

This is the fourth quarterly report to Council regarding implementation of the Plan for 2018-19.

The report includes both achievements attained but also highlights those actions where Council has not achieved for reasons outlined in the report.

BACKGROUND

The Council Plan 2017-2021 contains 40 actions framed around 4 Pillars. This is the fourth quarterly report to Council regarding implementation of the Plan for 2018-19. Council's management team has established an implementation timetable and monitors the organisation's progress of the Plan on a monthly basis to ensure that all of the actions set by Council are achieved by the end of the year. Each of the actions is numbered for ease of reference.

POLICY CONTENT

Council Plan 2017-2021

DISCUSSION

At a summary level, the 40 actions have been completed as most of the underlying sub actions have been successfully delivered with detailed explanations of each sub action provided in Attachments 1 to 4.

However, it is noted that a number of sub actions have not been successfully completed. The following provides specific exceptions where actions have not been achieved.

Pillar One - Promoting healthy and connected communities

Community Development (CD) - 4.6: Develop a skills bank has not been completed, a review of this sub action is being undertaken to consider if this is still required.

CD - 5.3: Activate Leadership and Increase Participation - online Community Directory has not been completed this year, however communications and marketing plan on promoting the online directory will be developed in the first half of 2019/20 and actioned in the second half.

Arts and Culture (AC): A number of arts based and indigenous culture activities have not been completed due to the Arts officer role being vacant. This role has recently been successfully filled and delivery of these activities will be part of this roles work plan.

Youth Development (YD) - 2.1.2: Get out and about – The communication plan has not been pursued based on limited transport options available. It was considered that encouraging young people to ride share was not a safe option. It should be noted that a number of other get and about initiatives have been successfully completed including learner driver mentor program.

YD - 4.2.3: Review school holiday program – The Manager of this area has commenced meeting with primary school principals to investigate opportunities and have identified this is an area to be supported in the future, additional resourcing will be reviewed to support this program.

Pillar Two - Enhancing local economies

Economic Development & Tourism (ED&T) - 1.2: Southern Investment Attraction. Although not completed, Council has secured \$80,000 in funding from the Berrybank wind farm to deliver this project in 2019/20 and 2020/21. Council has also provided support to investors and business including, Lethbridge airport, Dongmun Greentec, Farm Pride, AustBio Fert, WestWind Energy and Global Power Solutions.

Youth Development (YD) - 1.1.1: Get job ready - work experience initiative has not been completed due to vacancies in this area. This will be commenced in 2019/20.

YD - 1.1.4: Get job ready - social procurement policy has not been actioned, however the revised procurement policy as adopted at the June 2019 Council meeting specifically includes process for considering social procurement.

Pillar Three - Managing natural and built environments

Paths and Trails (PT) – 05: Horse trail strategy has not been completed as funding is not available, however will be reviewed as part of the Recreation Strategy 2020-2030.

Pillar Four - Delivering good governance and leadership

Development of 25 year Community Plan and future vision is 10% complete with initial research and design of approach undertaken. Presentations to both Management and Council occurred in July 2019 and further work will continue during 2019/20.

AC - 1.3.04: Communications Strategy - on-line directory. The arts information is not included in the community directory at this stage. This will be a project for the new Arts & Culture Officer once appointed.

AC - 1.3.05: Communications Strategy - promotional local stories. This will be a project for the new Arts & Culture Officer once appointed.

Reporting to Council

The following table indicates as shown by a tick (✓), the quarter the actions have been reported to Council.

| Pillar 1: Healthy & Connected Communities | | | | | | |
|--|-----------------------|-------------|------------|------------|-------------|---------------|
| Action | Strategy | Sept | Dec | Mar | June | PM Ref |
| 1. Provide and support programs, activities, and spaces to promote and encourage health and wellbeing for people of all ages and abilities | Access & Inclusion | | | | ✓ | 1.3.01 |
| | Arts & Culture | | | | ✓ | |
| | Community Development | | | | ✓ | |
| | Recreation | | | | ✓ | |
| | Youth | | ✓ | | | |

| | | | | | | |
|--|--|---|---|---|---|--------|
| 2. Develop a longer term vision and planning for an integrated approach to providing quality health and community services infrastructure | Municipal Public Health & Wellbeing Plan | | | | ✓ | 1.3.02 |
| 3. Support local sporting and community groups to provide participation and engagement opportunities and continue to encourage and value volunteering in our community | Recreation | | | | ✓ | 1.1.01 |
| 4. Provide and support contemporary and innovative community development programs initiatives and opportunities | Community Development | | | | ✓ | 1.2.01 |
| 5. Identify, facilitate and advocate for initiatives to increase access to public and community transport | Ageing Well | | | | ✓ | 1.2.02 |
| 6. Support people at all life stages and abilities to maximise their potential and participation in community life | Municipal Early Years | | ✓ | | | 1.2.03 |
| | Events, Marketing & Communications | ✓ | | | | |
| 7. Lobby, advocate and work with others to maintain and enhance the safety and security of all people across our community and proactively address family violence | Governance | ✓ | | | | 1.3.03 |
| 8. Communicate, consult, and engage with our community to ensure the provision of responsive and effective services and to enable people to increase control over, and to improve, their wellbeing | Community Engagement | | | ✓ | | 1.3.04 |
| | Events, Marketing & Communications | ✓ | | | | |
| 9. Respect, celebrate and protect the history and diversity of our heritage, the arts and community spaces | Arts & Culture | | | | ✓ | 1.2.04 |
| 10. Implement a range of activities and programs to support young people in our Shire to be healthy, resilient and empowered | Youth | | ✓ | | | 1.3.05 |

| Pillar 2: Local Economies | | | | | | |
|---|--------------------------------|-------------|------------|------------|-------------|---------------|
| Action | Strategy | Sept | Dec | Mar | June | PM Ref |
| 11. Implement a strategic approach to support, promote and grow our local business sector, attract new business investment, and build our visitor economy | Economic Development & Tourism | | | ✓ | | 2.1.01 |

| | | | | | | |
|--|------------------------------------|---|---|---|---|--------|
| 12. Promote and support the development and sustainability of our rural economy | Economic Development & Tourism | | | ✓ | | 2.1.02 |
| | Road | | | | ✓ | |
| | Road Management Plan | | | | ✓ | |
| 13. Promote and support innovative, environmentally sustainable and value adding approaches and solutions within our business, rural and visitor economies | Economic Development & Tourism | | | ✓ | | 2.1.03 |
| | Environment | | | | ✓ | |
| | Events, Marketing & Communications | ✓ | | | | |
| 14. Advocate, facilitate and provide built, service and technology infrastructure to support business and industry growth and development | Economic Development & Tourism | | | ✓ | | 2.1.04 |
| 15. Promote and advocate for education, vocational and lifelong learning opportunities to support skill development and employment opportunities | Youth | | ✓ | | | 2.1.05 |
| 16. Lobby, advocate, collaborate and develop strategic relationships with government, business, community and key stakeholders to facilitate local economic development and job creation | Economic Development & Tourism | | | ✓ | | 2.1.06 |
| | Events, Marketing & Communications | ✓ | | | | |
| 17. Encourage greater investment in the Shire through creative industries, local events and festivals | Events, Marketing & Communications | ✓ | | | | 2.1.07 |
| | Economic Development & Tourism | | | ✓ | | |

| Pillar 3: Natural & Built Environment | | | | | | |
|---|-----------------|-------------|------------|------------|-------------|---------------|
| Action | Strategy | Sept | Dec | Mar | June | PM Ref |
| 18. Support and encourage community resilience to respond to a changing climate and the impact of natural disasters | Environment | | | | ✓ | 3.1.01 |
| 19. Define a pathway to achieving carbon neutrality for Council operations | Environment | | | | ✓ | 3.1.02 |
| 20. Encourage all landholders to more effectively manage the risk of pest and invasive plants across the municipality | Environment | | | | ✓ | 3.1.03 |

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|--|---|---|---|---|---|--------|
| 21. Implement waste management and minimisation practices that are innovative, effective and reflect best practice | Waste | | | ✓ | | 3.2.01 |
| 22. Promote and support innovative and environmentally sustainable management of water resources through strategic partnerships | Environment | | | | ✓ | 3.1.04 |
| 23. Review the existing Road Strategy and Road Asset Management Plan in consultation with the community and continue to advocate for improvements to arterial roads and highways | Road | | | | ✓ | 3.3.01 |
| | Road Management Plan | | | | ✓ | |
| 24. Implement our Paths and Trails Strategy to increase safety, connectivity, and active transport networks within and between townships | Paths & Trails | | | | ✓ | 3.4.01 |
| 25. Progressively review township structure plans and urban design frameworks to effectively manage growth, encourage diversity and maintain township character | Urban Design Frameworks | | ✓ | | | 3.5.01 |
| 26. Proactively support and encourage an increase in civic pride and build ownership of place | Community Development | | | | ✓ | 3.6.01 |
| 27. Invest in maintenance, renewal and improvement of community infrastructure | Bannockburn Community Infrastructure Development Plan | | | ✓ | | 3.3.02 |
| | Recreation | | | ✓ | | |
| 28. Implement the Municipal Fire Management Plan and fire related statutory controls | Environment | | | | ✓ | 3.1.05 |
| | Governance | ✓ | | | | |
| 29. Work with the community and fire agencies to improve community preparedness and resilience | Environment | | | | ✓ | 3.1.06 |

| | | | | | | |
|--|-----------------|-------------|------------|------------|-------------|---------------|
| Pillar 4: Good Governance & Leadership | | | | | | |
| Action | Strategy | Sept | Dec | Mar | June | PM Ref |
| 30. Develop a long term (25 year) community plan outlining a future vision for Golden Plains Shire | Governance | | | | ✓ | 4.1.01 |
| 31. Continue long term financial planning that outlines the emerging challenges for the Shire | Finance | ✓ | | | | 4.2.01 |

| | | | | | | |
|---|------------------------------------|---|---|---|---|--------|
| 32. Further develop and implement an advocacy framework in partnership with the community | Economic Development & Tourism | | | ✓ | | 4.3.01 |
| 33. Maintain active regional partnerships with a focus on economic development, wellbeing, environmental sustainability and shared services | Economic Development & Tourism | | | ✓ | | 4.3.02 |
| 34. Provide a consistent coordinated and innovative approach to communicating with the community | Events, Marketing & Communications | ✓ | | | | 4.4.01 |
| 35. Review decision making and governance processes and structures to improve transparency, accountability and progressively implement Council's Community Engagement Strategy | Community Engagement | | | ✓ | | 4.1.02 |
| 36. Build commitment to the organisational Customer Service Charter | Customer Service | | | | ✓ | 4.5.01 |
| 37. Work towards the application of 'deliberative engagement' processes | Community Engagement | | | ✓ | | 4.1.03 |
| 38. Continue to implement Council's commitment to equal employment opportunity and influencing broader access, inclusion and gender equity issues in our community | Organisational Development | | ✓ | | | 4.6.01 |
| 39. The Golden Plains Community and Civic Centre will be a redevelopment of the Bannockburn Customer Service Centre to provide a suite of community, municipal and office spaces to meet the needs of community access to Council, Council governance processes and Council staff delivery of the key pillars of the Council Plan | Governance | | | | ✓ | 4.6.02 |
| 40. Provide a workplace that facilitates the highest level of productivity and supports a healthy lifestyle for employees | Governance | | | | ✓ | 4.6.03 |
| | Organisational Development | | ✓ | | | |

CONSULTATION

A formal consultation process was not required.

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 adopted implementation timetable provides a monitoring method to enable Council to complete the 2018-19 actions contained in the 2017-2021 Plan by the 30 June 2019.

It is noted that some actions have not been completed due to resourcing or funding constraints, these activities have now been scheduled for delivery in the 2019/20 year.

7.15 2018-19 BUDGETED PROJECTS NOT COMPLETED AT YEAR END**File Number:****Author:** Fiona Rae, Finance Manager**Authoriser:** Philippa O'Sullivan, Director Corporate Services**Attachments:** Nil**RECOMMENDATION**

That Council note the programs and projects not completed by 30 June 2019 and the budgets to be rolled forward to 2019-20.

EXECUTIVE SUMMARY

The purpose of this report is to provide a summary of the projects that were not completed by 30 June 2019 and advising of the creation of the waste management reserve.

BACKGROUND

Each year Council has numerous projects or programs that have been provided for in the annual budget that are unable to be delivered by 30 June for a range of reasons. Financial impacts from incomplete projects are an increase in cash, reduction in planned borrowings, and increase in retained earnings at year end.

POLICY CONTENT

Local Government Act 1989

Local Government (Planning and Reporting) Regulations 2014

Audit Act 1994

DISCUSSION

As at 30 June 2019 there was a total of \$9.2m capital projects and \$493k of operational projects not complete.

These incomplete projects have had the impact of increasing Council's cash by \$4.6m, deferring the budgeted \$5.0m borrowing, and increasing the retained earnings balance at 30 June 2019 by \$9.6m. This excess \$9.6m in funds is then utilised to deliver the projects in 2019-20.

Funding of the GP CCC "Golden Plains Community and Civic Centre" included borrowing \$5.0 million in 2018-19. This borrowing was not required due to the project commencing later than expected.

In addition to these 'roll forwards' an amount of \$490k has been transferred to a new waste management reserve within Council's retained earnings balance. The waste management reserve has been created to transfer funds into a dedicated reserve for waste management services comprised of:

| Account Description | Amount |
|---|------------------------|
| 2018-19 Waste Management Revenue | \$2.936 million |
| 2018-19 Waste Management Expenses | \$2.446 million |
| Waste Management Reserve at 30 June 2019 | \$0.490 million |

The following table provides a summary of the \$9.2m of capital works projects that will need to be 'rolled forward' into 2019-20. Budget roll forwards consist of actual and committed funds.

| Project / Program | \$'000 | Status as at 30 June 2019 |
|--|--------------|---|
| External Funding Received (These projects must be completed to satisfy funding parties) | | |
| Haddon Stadium Floor Replacement | 72 | State government funding has been committed and tender expected to be let in August. |
| The Heart underground power upgrade | 227 | Unexpended amount to be carried over and used for Heart contingencies. |
| Coopers Bridge rehabilitation | 490 | Expected grant funding of \$800k unable to be accessed due to change in funding criteria. Budget amended to remove \$800k with balance unspent rolled over. |
| Wall Bridge renewal | 541 | Contribution reallocated from Natural Disaster Funds and Somerset Estate savings, with \$303k grant to be received. |
| Teesdale-Lethbridge Rd upgrade | 328 | Unanticipated funding received during the year. |
| Golden Lake Rd bridge renewal | 562 | Bridge renewal funding successful post adoption of budget, council contribution reallocated from Coopers Bridge and savings from Somerset Estate. |
| Bannockburn Soccer Pitch | 450 | World game grant funding received. |
| Bannockburn Heart (SRV, RDV, NSRF and GPSC) | 1,777 | Both grant funding and Council contribution required to complete this project. This is a multi-year project. |
| Batesford Playground | 12 | Unspent SRV grant funds received for completion of minor works. |
| Bannockburn Heart active rec (SRV minors) | 66 | SRV grant funding |
| Council Funded (These projects relate to delivering community and council priorities) | | |
| Open Space Strategy Implementation | 11 | Paths works at Lethbridge Lake works delayed due to weather preventing machinery getting on site. |
| Bannockburn Streetscape upgrade | 53 | Project commencement delayed. |
| Aged & Disability Minor Equipment | 16 | DHHS funding that will be utilised to improve the use of technology in the area of Active Ageing and Disability assessment. |
| Asset Management Software | 120 | G21 Rural Transformation application unsuccessful therefore tender for software to occur in 2019-20. |
| Vehicle Purchases | 128 | Vehicles ordered in 2018-19 but delivered in early July. |
| Plant Purchases | 44 | Heavy plant monitoring system \$12k and plant ordered in 2018-19 but delivered in July. |
| Disability Action Plan (toilet DDA) | 20 | Funding to be consolidated with 2019-20 funds to DDA toilet program. |
| Golden Plains Community & Civic Centre | 4,380 | Project commenced later than expected. |
| TOTAL | 9,297 | |

Budget roll forwards consist of actual and committed funds and predominantly grant monies received and not fully acquitted. In addition the below are grants that have been confirmed since the adoption of the 2018-19 budget.

The following table provides a summary of the \$493k operating projects that will need to be 'rolled forward' into 2019-20.

| Project / Program | \$'000 | Status as at 30 June 2019 |
|--|------------|---|
| External Funding Received (These projects must be completed to satisfy funding parties) | | |
| Dereel rural recovery project | 5 | Grant funding following fires, planned expenditure in 19-20. |
| Bannockburn parking and traffic management strategy | 32 | Deliverable complete, final plan yet to complete. |
| Bannockburn south west precinct | 26 | Grant funding not fully acquitted. |
| Environmental strategy | 2 | Central Highlands integrated water management forum led project, GPSC contribution. |
| Central Highlands green blue inf | 16 | Central Highlands integrated water management forum led project, DEWLP funding. |
| Maternal & Childcare Contracts | 4 | Grant received in June for family violence program. |
| Facilitated playgroup | 14 | DET supported playground funding. Supplier and program required targets and acquittals allocated. |
| Childrens services small services | 40 | Small services grants not fully acquitted. |
| Central enrolment grant | 25 | Funding received in April for 12 months central enrolment. |
| Health Promotion program | 24 | DHS funding to be rolled forward to priority area. |
| Disability Action Plan | 20 | For access and inclusion activities. |
| VicHealth Walk to School Project | 5 | Grant received for walk to school project. |
| Access & Inclusion Projects | 23 | DHS Grant – for access and inclusion projects. |
| Barwon Health Contract | 2 | DHS Grant - Health Promotion. Roll forward to pay out to Allied Health Contract. |
| Social Infrastructure and Services Planning | 67 | DHHS Grant – committed to delivery of Community Infrastructure Plan in 2019-20. |
| Engage Program | 13 | Calendar year grant funding with balance required to be expensed by 31 December. |
| Play Space Facilities Strategy | 28 | Grant - Play Space Facilities Strategy (SRV). Work in progress. |
| Rokewood Rec Reserve Septic | 140 | Rolled forward from Rokewood Pavilion Upgrade project. |
| Council Funded (These projects relate to delivering community and council priorities) | | |
| Community Engagement | 7 | As per Council Plan developing a 25 year long term plan. |
| TOTAL | 493 | |

CONSULTATION

A formal consultation process was not required.

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 amounts within this report have been utilised to finalise the 2018-19 annual accounts and will be included in the 2019-20 forecast to enable Management to accurately monitor Council's financial performance.

7.16 COUNCILLOR EXPENSES AND MEETING ATTENDANCE REPORT - 12 MONTHS ENDED 30 JUNE 2019**File Number:** 31-01-001**Author:** Philippa O'Sullivan, Director Corporate Services**Authoriser:** Philippa O'Sullivan, Director Corporate Services**Attachments:**

1. Councillor expenditure - Quarter ended June 2019 (under separate cover)
2. Councillor expenditure - Total Year 2018/19 (under separate cover)

RECOMMENDATION

That Council note the contents of the Councillor Expenses and attendance Report for the quarter ended 30 June 2019 and the financial year ended 30 June 2019 as will be reported within the 2018/19 Annual Report.

EXECUTIVE SUMMARY

The report provides a record of expenditure made on behalf of Councillors in the performance of their duties over the 2018/19 financial year. Going forward, this report will also include 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 will now provide 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 2018 to 30 June 2019 and for the year ended on that date. The actual expenditure is compared to the annual budget as follows:-

| Category | Annual Budget \$ | Actual \$ | Percentage spent |
|------------------------------------|-------------------------|------------------|-------------------------|
| Conferences & Training Expenses | 17,000 | 14,808 | 87.1% |
| Travel Expenses | 5,000 | 2,791 | 55.8% |
| Car Expenses | 6,000 | 5,149 | 85.8% |
| IT & Communications | 5,000 | 3,319 | 66.4% |
| Childcare Expenses | - | - | - |
| Total Councillor Allowances | 33,000 | 26,067 | 79.0% |

Councillor attendance at ordinary and special meetings of council

The table below outlines the Councillor attendance at both ordinary and special meetings of Council and is consistent with the table that will be reported in the 2018/19 Annual report.

For the 2018-19 year, Council held the following meetings:

- 12 Ordinary Council meetings
- 2 Special Council meetings

| Councillor | Ordinary Meetings (12 meetings) | Special Meetings (2 meetings) | Total Meetings (14 meetings) |
|-------------------|--|--|---|
| David Evans | 11 | 2 | 13 |
| Joanne Gilbert | 11 | 2 | 13 |
| Nathan Hansford | 11 | 2 | 13 |
| Helena Kirby | 12 | 2 | 14 |
| Des Phelan | 12 | 2 | 14 |
| Les Rowe | 12 | 2 | 14 |
| Owen Sharkey | 12 | 2 | 14 |

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 2018/19 year.

8 NOTICES OF MOTION

Nil

9 PETITIONS

Nil

10 CONFIDENTIAL REPORTS FOR DECISION

10.1 APPOINTMENT OF AUDIT AND RISK COMMITTEE INDEPENDANT MEMBER

File Number:

Author: Philippa O'Sullivan, Director Corporate Services

Authoriser: Philippa O'Sullivan, Director Corporate Services

Attachments: Nil

The Council is satisfied that, pursuant to Section 89(2) of the *Local Government Act 1989*, the information to be received, discussed or considered in relation to this agenda item is:

- a personnel matters

CONFIDENTIAL

10.2 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW

File Number:

Author: Claire Tehan, Acting Director Corporate Services

Authoriser: Philippa O'Sullivan, Director Corporate Services

Attachments: Nil

The Council is satisfied that, pursuant to Section 89(2) of the *Local Government Act 1989*, the information to be received, discussed or considered in relation to this agenda item is:

- d contractual matters.

CONFIDENTIAL