

AGENDA

Ordinary Council Meeting

6.00pm Tuesday 23 October 2018

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

NEXT ORDINARY COUNCIL MEETING
6.00pm Wednesday 7 November 2018

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**Our Vision**

A healthy, safe, vibrant, prosperous and sustainable community supported by strong leadership, transparent governance and community partnerships - Our Community, Our Economy and Our Pride.

Opening Prayer

Almighty God, Help us to undertake our duties impartially and honestly, in the best interests of the people of the Golden Plains Shire. We make this prayer through Jesus Christ Our Lord. Amen.

2 ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges the traditional Wadawurrung owners of this land. 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**

That the minutes of the meeting of council held 25 September 2018, as circulated, be confirmed.

5 DECLARATION OF CONFLICT OF INTEREST

6 BUSINESS REPORTS FOR DECISION

6.1 CITIZENSHIP CEREMONY

File Number:

Author: Sharon Naylor, Executive Assistant - Chief Executive Officer

Authoriser: Eric Braslis, CEO

Attachments: 1. Citizenship Ceremony Brochure

Council would like to congratulate the following residents on their decision to become Australian Citizens:

- Mr John Callus from Malta who resides in Scarsdale
 - Ms Daisa Cociuba from Romania who resides in Cambrian Hill
 - Ms Farah Mohamad from Lebanon who resides in Gheringhap
 - Mr Worasit Phiwphong from Thailand who resides in Lethbridge
 - Ms Rose Runge from Philippines who resides in Scarsdale
 - Ms Minh Chau Ho from Vietnam who resides in Dereel
 - Mrs Tuyet Yeardley from Vietnam who resides in Dereel
-

Note - Council will need to resolve to suspend standing orders to allow for the presentation of the award and then to resume standing orders in order to move back into Council reports / ordinary business.

AUSTRALIAN NATIONAL ANTHEM



Australians all let us rejoice, for we are young and free
 We've golden soil and wealth for toil; our home is girt by sea
 Our land abounds in nature's gifts of beauty rich and rare
 In history's page, let every stage Advance Australia Fair
 In joyful strains then let us sing, Advance Australia Fair.

Beneath our radiant Southern Cross we'll toil with hearts and hands
 To make this Commonwealth of ours renowned of all the lands
 For those who've come across the seas we've boundless plains to share
 With courage let us all combine to Advance Australia Fair
 In joyful strains then let us sing, Advance Australia Fair.

www.goldenplains.vic.gov.au



AUSTRALIAN CITIZENSHIP CEREMONY

CANDIDATE NAME

TUESDAY, 23 OCTOBER 2018

BANNOCKBURN SHIRE HALL



WELCOME

Citizenship Ceremonies provide Council with an opportunity to welcome its new citizens as formal members of the Australian community and in particular as members of the local Golden Plains Shire community.

The decision to become an Australian Citizen is a significant one. It involves commitment, responsibility and public recognition – the essence of Australian citizenship.

Cameras and videos

Photos and video footage can be taken throughout today's citizenship ceremony, including throughout the presentation of gifts and certificates. There will also be an opportunity for photographs to be taken with the Mayor at the conclusion of the ceremony.

In addition to the local newspaper, Council representatives will be taking photos for use in Council publications and on social media sites. Should you wish for your photo to not be used, please advise a Council representative either before or after the ceremony.

Citizenship enquiries

Any enquiries in relation to citizenship should be directed to:

Department of Home Affairs
Citizenship Information Line – 131 881
www.homeaffairs.gov.au/Trav/Citi

THE PROGRAM

Welcome and introduction by the Mayor, Cr Helena Kirby

Citizenship Ceremony conducted by the Mayor, Cr Helena Kirby

Presentation of Certificate by the Mayor Cr Helena Kirby

Affirmation Ceremony – Australian Citizenship Affirmation is a statement all Australians can make to affirm their loyalty and commitment to Australia and its people. The recitation of the affirmation is voluntary and has no legal effect.

Any non-citizens are invited to join from the second line of the affirmation:

*"As an Australian citizen,
I affirm my loyalty to Australia and its people,
Whose democratic beliefs I share,
Whose rights and liberties I respect,
And whose laws I uphold and obey."*

National Anthem – words for the Australian National Anthem can be found on the back of this program.

Conclusion and congratulations by the Mayor, Cr Helena Kirby, along with the presentation of the gift and certificate.

Refreshments – you are invited to join us for refreshments to celebrate this occasion.

6.2 BANNOCKBURN PLAZA PLANNING APPLICATION P17-269**File Number:****Author:** Greg Anders, Director Assets and Amenity**Authoriser:** Greg Anders, Director Assets and Amenity**Applicant:** JMPlanning**Owner:** Nardi Holdings (Aust) Pty Ltd**Proposal:** A major redevelopment and expansion of the Bannockburn Plaza.**Location:** The site of the new complex proposed under the application generally described as being bounded by High Street, McPhillips Road and Victor Streets, Bannockburn

Attachments:

1. Permit Conditions
2. Overshadowing Diagrams 2.4m Fence
3. Overshadowing Diagrams 3m Fence
4. Objections (under separate cover)
5. Ground Level Site Plan (under separate cover)
6. Elevations Plan 1 (under separate cover)
7. Elevations Plan 2 (under separate cover)
8. Underground Level Site Plan (under separate cover)
9. September 2018 Council Meeting Report (under separate cover)

RECOMMENDATION

That Council resolves to issue a Notice of Decision to Grant a Planning Permit for the building and works associated with the existing retail premises including partial demolition of existing car park, buildings and works to alter access in a road zone category 1, use and development of a restricted recreation facility, buildings and works associated with the construction of pylon, panel, directional, and internally illuminated signage at Lot 1 on PS427300H, PC169885N, CA 10, Section 6, Lot 1 on TP688963H, Lot 1 on TP696893G, CA 2009, Lots 1 & 2 on PS137829, CA 7, 8, & 10, Section 7, Lot 2 on PS115936, and Lots 1 & 2 on PS205032L, Township of Bannockburn, Parish of Wabdallah (High Street, McPhillips Road, Burns Street, & Victor Street, Bannockburn) subject to the conditions attached to this report.

EXECUTIVE SUMMARY

The report relates to the planning application for buildings and works associated with the redevelopment/expansion to the existing retail premises. This report provides responses and clarity in regard to matters raised about the proposed development at the September Ordinary Meeting of Council.

PURPOSE

The application has been referred to Council following the decision at the September Council Meeting when the Council resolved

CONFLICT OF INTEREST

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

BACKGROUND INFORMATION

An officer report on this application for planning permit was presented to Council at the 25 September 2018 Ordinary Council Meeting, with a recommendation that Council resolves to issue a Notice of Decision to Grant the Permit.

Council, following consideration of the report and verbal submissions made by objectors and the representative of the applicant resolved to defer the application and bring it back to the October Ordinary meeting for determination.

DISCUSSION

The following commentary responds to the concerns/issues that were raised in regard to the application at the September Ordinary Meeting.

Heritage

It is considered that there are no heritage issues of sufficient magnitude that would provide any grounds for concern:

- The bluestone guttering in McPhillips Road will not be altered or impacted by the proposed development.
- None of the below listed heritage sites will be detrimentally impacted by the proposal.
 - Bannockburn Railway Station, Clyde Road Bannockburn. Included on the Victorian Heritage Register (H1560)
 - Bannockburn Railway Station – Not on the Victorian Heritage Register (HO3)
 - Bannockburn Heritage Precinct (includes the Shire Hall)
 - Gaol (former) Crown Allotment 4, Victor St Bannockburn – Not on the Victorian Heritage Register. It is noted that the Bluestone lockup was relocated from Lethbridge to Bannockburn in 1869, so it is not in its original location.

A Heritage Overlay (HO) does not 'quarantine' future development from ever occurring. Buildings and works in a HO look for considered development which may draw inspiration from nearby or on site heritage features and values, but a good heritage response would not look to recreate a mock heritage development. Nor would it avoid any possible re-use or development - on the contrary, reusing heritage buildings gives them new life rather than letting them sit and rot, though that is not under consideration here, because there are *no heritage buildings proposed to be altered or used*. Further, the separation between the existing features is still significant. There is still 'breathing space' around the identified heritage buildings. The large mass of car parking fronting McPhillips Road will actually help to maintain the Railway Station and its surrounds from being dominated by built form fronting McPhillips Road.

Traffic management

Further discussions were held with the applicant's traffic engineering consultants TTM Consulting (Vic) Pty Ltd, in regards to the traffic direction and volumes in and around the shopping plaza precinct associated with:

- The new Bannockburn P-12 school;
- The Bannockburn Recreation Centre and precinct;
- The increasing residential development; and
- The expanded shopping plaza.

The consultants confirmed that all of the above traffic generating sources were fully considered during the process of preparing the traffic impact assessment for the proposed shopping centre expansion.

Following on from the discussions with the traffic engineers consultant and matters raised at the September Ordinary Council Meeting conditions have been added to the officers recommendation requiring:

- Line marking at the Milton Street/Burns Street intersection to provide dedicated turning lanes on each approach;
- A splitter island pedestrian refuge at the McPhillips Road/Victor Street Intersection;
- A 3 metre x 3 metre splay on the building line at the McPhillips Road/Victor Street intersection building line.

Overshadowing

Further consideration of overshadowing was requested to be assessed to ensure that there are no unreasonable impacts on the dwelling at 9 Victor Street.

Additional overshadowing plans are provided as attachments 2 and 3. These overshadowing plans indicate the overshadowing in relation to the dwelling at 9 Victor Street at the equinox (as required by ResCode) The two plans take into consideration boundary fence heights of 2.4 metres and 3 metres.

Although ResCode applies to (some) residential zones, it does not apply to the Commercial 1 Zone. Notwithstanding, Council officers referenced ResCode in relation to overshadowing and side setbacks when taking into account the matters raised by the owners of 9 Victor Street in regard to impact on their amenity. The difference between the overshadowing for the two different fence heights was found to be minimal. It is reiterated that it is not mandatory that the assessment of overshadowing and side setbacks as per ResCode requirements be considered, or satisfied in the Commercial 1 Zone.

Given that the overshadowing plans prepared for the shadow impacts on 9 Victor Street would be compliant with ResCode in a Residential Zone location, it is considered that the future impacts from overshadowing on 9 Victor Street is not a ground for refusal of the application for planning permit.

Development Orientation

Design and Development Overlay Schedule 9 has an objective that development not turn its back on High Street, and the orientation responds favourably to this. The proposal now before Council presents an acceptable façade treatment along Victor Street from a visual perspective given the articulation with the artwork and gym,

Angle car parking

The requirement for 45 degree angle car parking was not considered as part of this development as it would reduce the number of accessible car parking spaces and laneways would be required to be altered to one way to safely allow vehicles to access vacant bays to the left and right. The anchor tenant requires 90 degree parking bays and there are no compelling grounds for this to be changed or approved.

Fencing

Concerns have been raised regarding the height of the fencing around the adjoining dwelling at 9 Victor Street. The conditions within the planning permit required that an acoustically treated fence at a height of 2 metres be installed along the south, east, and west boundaries of 9 Victor Street. There have been no comments/concerns provided to Council Officers regarding the height of the fence from the owners of 9 Victor Street. If the owners would prefer a 2.4 metre high fence, this can be achieved by a minor amendment to the recommended planning permit conditions.

Previous development

The developer has advised that the reasoning for not continuing the previous approval was that they felt that the development was too much of a shopping centre with the majority of being shops internally focussed, with minimal external presence. They felt that they needed to change the layout to create a town centre, to do this the incorporated a traditional mall space for a gym, external facing shops, true pedestrian connectivity to the footpath network, and undercover car parking.

The developer felt that the new proposal was comparable in retail space but allowed more flexibility to have a greater variety of stores. The new layout also allowed for greater public open space areas.

Alterations to conditions

Following on from the September Council Meeting the following changes have been made to the suite of recommended conditions:

- a) Condition 1d relating to overshadowing diagrams has been deleted. This condition required overshadowing diagrams to be submitted. As overshadowing plans have now sufficiently demonstrated what the overshadowing would be at 9 Victor Street, there is no need for further overshadowing plans to be submitted.
- b) Inclusion of condition 1(b)(v) to require a splay at the corner of Victor Street and McPhillips Road.
- c) Inclusion of condition 32 that requires a revised stormwater impact assessment to ensure the storage retention meets pre-development levels.
- d) Inclusion of condition 37 requiring dedicated turning line marking at the intersection of Milton Street and Burns Street and a pedestrian island at the McPhillips Road/Victor Street intersection.
- e) Inclusion of condition 38 which requires that all works identified by the Traffic Impact Assessment Report be completed.

CONCLUSION

Council Officers remain firmly of the view that the proposed development satisfies the provisions of the State and Local Planning Policy Frameworks, the Commercial 1 Zone, the Design and Development Overlay Schedule 9, relevant particular provisions and the decision guidelines of the Planning Scheme (Clause 65), and that it favourably responds to all of the matters previously raised and considered.

P17-269 Conditions**Amended Plans and Information Required Prior to Commencement**

1. Before the development starts, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions shown, must be provided. The plans must generally be in accordance with the plans submitted on 13 September 2018, but modified to show:
 - a. A staging plan of the proposed development:
 - i. Stage 1 must provide a minimum of 107 car parking spaces, including 2 disabled parking spaces.
 - b. An amended site layout plan that provide the following details:
 - i. Infrastructure associated with communal/open space areas;
 - ii. Additional 'Shade Sails' within the car park;
 - iii. Amended location of tanks and pump equipment to be located away from 9 Victor Street;
 - iv. An acoustic fence to be constructed to a height of 2 metres along the south, east, and western boundaries of 9 Victor Street;
 - v. A 3 metre x 3 metre splay along the title boundary towards the intersection of Victor Street and McPhillips Road.
 - vi. Minimum 1.5 metre concrete footpath for the full frontage of the subject site;
 - vii. Minimum 1.5 metre concrete footpath connecting to existing concrete footpath on eastern side of Victor Street;
 - viii. Loading bays to be dimensioned and shown to be easily accessible by the expected delivery and service vehicles utilising them;
 - ix. Car park street lighting layout;
 - x. Public litter and recycling bins shown;
 - xi. The roundabout in Burns Street to be formed;
 - xii. Bike racks shown;
 - xiii. The crossover for 9 Victor Street shown.
 - c. Amended elevation plans that provides for:
 - i. Access to the Restricted Recreation Facility to front Victor Street;
 - ii. A wall height along the southern elevation of the Restricted Recreation Facility (that adjoins 9 Victor Street) must comply with the standard A10 of Clause 54.04-1 and provides a design response to the satisfaction of the responsible authority;
 - iii. Plant and equipment to be screened from public view;
 - iv. Details of the art panels fronting Victor Street;
 - v. Details of the façade treatment for the Woolworths building fronting McPhillips Road.
 - d. A lighting design plan to show the size, height, style, and lux levels of all lighting to be located throughout the development site.

All to the satisfaction of the responsible authority.

2. Before the development starts, an amended Waste Management Plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans must be endorsed and will then form part of the permit. The Waste Management Plan must generally be in accordance with the Recycling and Waste Management Plan submitted with the application but modified to provide the following details:
 - a. Truck accessibility/manoeuvrability to pick up all skip bins within the lower level bin room;
 - b. The location of the waste pick up area for the High Street tenancies, including details on how the collection truck will access the skip bins in the storage area
 - c. The location of Woolworths bin/waste area, including truck accessibility/manoeuvrability to pick up all skip bins and identification of storage area for baled materials;
 - d. Management options for any prescribed or hazardous waste.
3. Before the submission of amended plans, the submitted Traffic Impact Assessment Report must be amended to show the following:
 - a. That delivery vehicles for the existing High Street tenancies are capable of utilising the provided loading bays without disrupting the parking or circulation of traffic within the car park;
 - b. That delivery vehicles for the existing Railway Hotel are capable of utilising the provided loading bay without disrupting the parking or circulation of traffic within the car park facility;
 - c. Waste service vehicles capable of accessing the nominated waste collection areas without disrupting the parking and circulation of traffic within the car park facility.All to the satisfaction of the responsible authority.
4. Prior to the commencement of any works, a Construction Management Plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must address the following matters:
 - a. Full work schedule/construction management plan to ascertain impacts on surrounding properties, including consideration of construction hours;
 - b. Details as to how traffic and pedestrian safety and amenity will be controlled within the vicinity of the land and its surrounds;
 - c. Measures to minimise the impact of construction vehicles arriving at, queuing, and departing from the land;
 - d. Measures to accommodate the private vehicles of workers/ tradespersons;
 - e. Details of the location of all construction equipment and facilities, including delivery points, storerooms, toilets, temporary offices and workers' facilities;
 - f. Noise attenuation measures to be put in place to protect the amenity of nearby residents during construction having regard to the EPA Guidelines on Construction and Demolition Noise;
 - g. Measures to minimise the generation and dispersal of dust;
 - h. Measures to eliminate windblown litter and waste leaving construction site and arrangements for collection of litter in surrounding areas from development construction activities.
 - i. Details of a 24 hour hotline for access to a contact person or project manager accountable for the project and compliance with the CMP;

- j. Arrangements for waste collection and other services to be provided during construction.

The approved Construction Management Plan must be implemented to the satisfaction of the responsible authority.

5. Before the display of advertising signs; amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - a. Location and details of all individual advertising signage;
 - b. The content of the signage;
 - c. Any illuminated signs;
 - d. lighting details which demonstrate that the design, intensity and baffling of lighting will not unreasonably impact on the amenity of nearby residential zoned land.
6. Prior to the commencement of any buildings and works on the land, a schedule of all external materials and finishes must be submitted to the responsible authority and, when endorsed, will form part of this permit. The schedule must show materials, colours, finish of all external walls, roofs, fascia's, window frames, glazing type, doors, fencing, paving (including car park surfacing and footpaths) and structures, all to the satisfaction of the responsible authority.
7. Before the Development starts a Landscape Plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the Landscape Plan will be endorsed and will then form part of the permit. The Landscape Plan must show:
 - a. Site and building boundaries (at ground level) and any existing or proposed services or easements;
 - b. Details of all existing and proposed fencing;
 - c. Details of all non-plantable areas whether permeable or non-permeable;
 - d. Details of proposed planting and landscaping works, including the type and depth of mulch, type of edge material and whether an irrigation system will be provided.
 - e. Where possible use of canopy trees;
 - f. Trees being retained on site;
 - g. A plant schedule that includes the:
 - i. botanical name;
 - ii. common name;
 - iii. height and spread at maturity;
 - iv. quantity;
 - v. size at planting (e.g. container size, advanced tree to nominated height); and
 - vi. key/legend.

All landscaping, including plant species, must be to the satisfaction of the responsible authority and the plan must reflect the mature spread of the selected planting at an appropriate scale.

8. Prior to the commencement of site works, engineering plans prepared by an experienced Traffic Engineering Consultant must be submitted to council for assessment and approval for the design of a roundabout in Burns Street at the entrance to the Proposed Shopping Centre Expansion in accordance with the traffic engineering requirements of the Infrastructure

Design Manual and reference documents. Without limiting the design of the roundabout, the submission of engineering plans must include the following minimum requirements:

- a. The roundabout design must provide for the use of the roundabout and adjoining area by all road users and pedestrians seeking access to the Proposed Shopping Centre Expansion from Burns Street and all properties having vehicular access abutting onto the proposed roundabout.
 - b. Demonstration by swept path analysis that vehicular access for all types of vehicles entering and leaving the site and the roundabout from Burns Street can be undertaken safely without causing damage to vehicles, and without impinging on other roundabout users. Council will consider the design of a fully mountable roundabout.
 - c. The engineering plans must include construction details for the inner concrete island and splitter islands, line marking, pavement markers and signage, associated pavement construction works, and any other works required in Burns Street as a result of the proposed roundabout construction.
9. Designs for street furniture within the development including recycling bins, seating, bicycle racks, lighting, drinking taps, shade sails, and any other infrastructure, must be submitted to and approved by the responsible authority prior to them being installed. This infrastructure must be designed in accordance with Council's standards and an Urban Design Framework that Council has adopted for the Bannockburn Town Centre. The infrastructure must be installed and constructed to the satisfaction of the responsible authority.

Endorsed Plans

10. The development as shown on the endorsed plans must not be altered without the written consent of the responsible authority.

Consolidation of Titles

11. Within 6 months of commencement of works a plan of Consolidation must be submitted with the responsible authority for certification and statement of compliance requiring consolidation of Lot 1 PS427300, CP169885 Parish of Wabdallah, CP2009 Parish of Wabdallah, CA10 SEC 7 Parish of Wabdallah, CA8 SEC 7 Parish of Wabdallah, CA7 SEC 7 Parish of Wabdallah, Lot 1 TP688963, Lot 1 TP699184, Lot 1 TP696893, Lot 2 LP137829, Lot 1 LP137829, Lot 2 LP115936, Lot 2 LP205032, Lot 1 LP205032 and part CA10 SEC 6 Parish of Wabdallah. An approved plan of consolidation must be lodged with the Titles Office within 30 days of the issue of a Statement of Compliance.

Landscaping

12. Within 6 months of the development being completed, the landscaping works, as shown on the endorsed plan must be carried out and completed to the satisfaction of the responsible authority.
13. All landscaping within the site must thereafter be maintained to the satisfaction of the Responsible Authority.

Fencing

14. Prior to the completion of Stage 1, the developer must construct a 2 metre high, acoustically treated fence along the east, south, and west boundaries of the site which abut the land at 9

Victor Street. Such fencing must be constructed to the satisfaction of the responsible authority.

15. The full cost of the acoustic fencing required by Condition 12 must be at the expense of the developer.

Colours and Materials

16. The external fabric including the roofing of the shopping centre must be muted tones of non-reflective material (non-zincalume) so as to blend with the environments and preserve the aesthetic amenity of the area, to the satisfaction of the responsible authority.
17. The approved buildings and works must not cause damage to or result in the removal of bluestone kerb and drain located on the south side of McPhillips Road, without the written approval of the responsible authority.

Noise

18. The maximum noise level emitted from the premises including loading bay and mechanical plant must comply at all times with the requirements of the Environmental Protection Authorities *Interim Guidelines for Control of Noise from Industry in Country Victoria* (EPA Publication 1989).
19. The use for the restricted place of assembly must not cause a nuisance (including unreasonable noise) to surrounding properties.
20. No permanently fixed sound amplification equipment, jukeboxes or loud speakers shall be used for the purpose of announcements, broadcasts, playing of music (whether recorded or otherwise) or similar purposes so as to be audible on adjoining public or private land, except with the prior written permission of the Responsible Authority.

External Plant and Equipment

21. No plant, equipment, services or architectural features other than those shown on the endorsed plans are permitted above the roof level of the building/s without the prior written consent of the responsible authority.
22. Any relocation of services/utilities affected by this development must be relocated/modified to the satisfaction of the relevant servicing authority and the responsible authority, entirely at the cost of the owner/developer.
23. All plant and equipment must be located and/or screened so that it is not visible from any public road or residential property.

External Storage

24. The storage of goods and waste materials must not take place outside the buildings other than a waste storage area adequately screened to the satisfaction of the responsible authority.

Signage

25. No advertising sign is to be erected, painted or displayed on the land without the written consent of the responsible authority, except a sign that does not require a permit under the provisions of the Golden Plains Planning Scheme.
26. Outdoor lighting and illuminated signage must be designed, located and where practicable, baffled to the satisfaction of the Responsible Authority to prevent any adverse effect on adjoining land and must not contain flashing lights.
27. The intensity of the light in the signage associated with the Plaza and Supermarket must be limited so as not to cause glare or distraction to motorists or other persons or loss of amenity in the surrounding area, to the satisfaction of the responsible authority.
28. The signage hereby approved may only be illuminated between the opening hours of the supermarket premises. The lighting must be automatically time switched to turn off each night. The time switch for sign illumination must be installed by a Licensed Electrician and adjusted for Daylight Savings Times at the commencement and completion of each Daylight Saving period.
29. The signage must be wholly located within the land. That is, no part of the sign may encroach into the declared road reserve.
30. The signage must be constructed and thereafter maintained to the satisfaction of the Responsible Authority.
31. The location, details and structure of the sign(s) as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

Road and Drainage Works

32. Before any road and/or drainage works associated with the development start, detailed civil and drainage construction plans, including drainage and road pavement calculations to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority.

When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must show:

- a. The outcomes recommended by the approved Traffic Impact Assessment Report
- b. The Stormwater Impact Assessment report as prepared by Van Der Meer Ref Job No. ME17-2023 must be revised to ensure that the design of storage retention facilities meet pre-development outflow conditions for minor and major flows not to be exceeded.
- c. Construction of 1.5m wide concrete footpath for full frontage of development site to McPhillips Road and Victor Street.
- d. Construction of 1.5m wide concrete footpath connecting to existing concrete footpath on eastern side of Victor Street.
- e. Construction of kerb and channel and pavement widening for full frontage of development site to McPhillips Road and Victor Street.

All works constructed or carried out must be in accordance with the approved plans.

33. Prior to the commencement of use, or at a time agreed with Council, the recommendations of the Traffic Impact Assessment Report and as set out in the plans endorsed under condition 3 must be completed to the satisfaction of the Responsible Authority.
34. The subject land must be drained to the satisfaction of the responsible authority, and the required infrastructure must be constructed in accordance with the design provided and approved by the responsible authority.
35. The use and development hereby permitted must not cause any nuisance or loss or amenity in any adjacent or nearby land by the reasons of discharge or drainage.
36. All activities and works associated with the stormwater management plan must be carried out to the satisfaction of the responsible authority and at the cost of the developer and all care must be taken to minimise the effect of such activities on the amenity of the locality.
37. Before the commencement of Stage 2 of the development, the following works must be undertaken:
 - a. Line marking at the intersection of Milton Street and Burns Street must be undertaken to provide dedicated turning lanes on each approach, in accordance with the conclusions of the Traffic Impact Assessment Report prepared by TTM Consulting Pty Ltd.
 - b. A splitter island pedestrian refuge must be installed at the McPhillips Road/Victor Street intersection.
38. Before the development starts, all mitigating works identified in the Traffic Impact Assessment Report prepared by TTM Consulting Pty Ltd must be completed to the satisfaction of the responsible authority.

Car Park and Access

39. Prior to the commencement of use, or at a time agreed with Council, areas set aside for car parking and access lanes shown on the endorsed plans must be;
 - a. Constructed to the satisfaction of the responsible authority
 - b. Properly formed to such levels that they can be used in accordance with the plans;
 - c. Surfaced an all-weather seal;
 - d. Drained and maintained to the satisfaction of the responsible authority;
 - e. Line-marked to indicate each car space and all access lanes to the satisfaction of the responsible authority.
 - f. Surfaced in accordance with the endorsed plans
 - g. Maintained to the satisfaction of the Responsible Authority.All to the satisfaction of the responsible authority.
40. There must be no public access to the basement car parking outside of the supermarket trading hours.
41. Redundant existing vehicle crossings must be removed and replaced with kerb and channel, and footpath where applicable, of the same or similar profile to the satisfaction of the responsible authority.
42. A minimum of 484 parking spaces must at all times be provided on the subject site and made available for the use by patrons of the use to the satisfaction of the responsible authority, unless written agreement is reached with the responsible authority for alternative provision of these

spaces. The number, design, layout and construction of the spaces must be to the satisfaction of the responsible authority, and include at least eight (8) spaces clearly marked and set aside for disabled parking, as well as six (6) parents with prams spaces. Car parking provided in the accordance with this condition must be shown on the endorsed plans for the development.

43. Parking areas and access lanes must be kept available for these purposes at all times.

Loading and Unloading of Vehicles

44. The loading and unloading of goods from vehicles for the development must only be carried out on the land, within the loading bay designated on the endorsed plans, and not disrupt the parking and circulation of traffic within the carpark facility.
45. The loading bay area must remain free and available for such purpose at all times to the satisfaction of the responsible authority.
46. All delivery and service vehicles must enter and exit the site in a forwards direction.
47. Except with the prior written consent of the responsible authority, the loading and unloading of vehicles on the premises is only permitted between the following hours:
- a. Monday to Friday between 7:00am to 10:00pm;
 - b. Sunday and Public Holidays between 9:00am to 10:00pm

These specified times are in accordance with the Environment Protection Authority Publication 1254 Noise Control Guidelines October 2008, Section 9 '*Deliveries to Shops, Supermarkets and Services Stations.*'

Waste

48. All garbage/refuse generated by the use permitted must be stored on the site and screened from view from outside the site, prior to the disposal. The storage, removal and disposal of such garbage/refuse must be undertaken in such a manner so as to avoid any nuisances, pollution or loss of amenity to surrounding areas and must at all times be to the satisfaction of the responsible authority.
49. Storage and stockpiling of waste, including but not limited to baled materials, must be within designated areas. Waste must not be stored or stockpiled in viewable public areas.
50. Rubbish bins must be provided in the areas available to the public within the property, for use by patrons of the premises, to the satisfaction of the responsible authority.
51. Waste collection from the site must only take place:
- a. Monday to Friday between 7am to 6pm
 - b. Sunday and Public Holidays 7am to 1pm
- Unless otherwise agreed in writing by the responsible authority.

Lighting

52. A general lighting proposal for the proposed development must be prepared by a suitably qualified and experienced person generally in accordance the appropriate sections of AS1158, having regard to the classification of the road, and submitted to the Responsible Authority for approval.

- 53. External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the responsible authority.
- 54. Once approved all works detailed on the plans must be installed to the satisfaction of the Responsible Authority prior to the use commencing.
- 55. Approval of Responsible Authority shall be obtained prior to the use of Non Standard (Decorative) poles and lanterns.
- 56. Where non-standard (Decorative) poles and lanterns are installed and prior to the issue of Statement of Compliance payment of a cash contribution shall be made to Council for future replacement and maintenance of these assets. Cash contribution shall be 10% of purchase price of total number of poles and lanterns installed.

Amenity

- 57. The use and development must be managed so that the amenity of the area is not detrimentally affected, through the:
 - a. transport of materials, goods or commodities to or from the land
 - b. appearance of any building, works or materials
 - c. emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil
 - d. presence of vermin.

Section 173 Agreement – External Works

- 58. Before the Development starts and where off site works are required as set out in the approved Traffic Impact Assessment Report, the owner must enter into an agreement with the responsible authority made pursuant to section 173 of the Planning and Environment Act 1987, and make application to the Registrar of Titles to have the agreement registered on title to the land under section 181 of the Act, which provides for the following:
 - i. The owner will carry out all off site works as set out in the approved Traffic Impact Assessment Report at their own cost.The owner/operator under this permit must pay the reasonable costs of the preparation, execution and registration of the section 173 agreement.

Delivery Vehicles/Hours of Operation

- 59. Deliveries to and from the premises (excluding waste collection) must not take place outside of the hours of:
 - a. 7:00 am and 10:00 pm Monday to Saturday;
 - b. 9:00 am to 10:00 pm Sundays or public holidaysThe use is to adhere to the Environment Protection Authority Publication 1254 Noise Control Guidelines October 2008, Section 9 'Deliveries to Shops, Supermarkets and Service Stations'.

Disabled Access

- 60. Disabled access to the buildings must be provided to the satisfaction of the responsible authority. All work carried out to provide disability access must be constructed in accordance with Australian Standards Design for Access and Mobility:- AS1428.1-2001 and AS1428.4-2002 or updated standards.

Expiry of Permit

- 61. This planning permit will expire is one of the following circumstances applies:
 - a. The development is not started within five years of the date of this permit; or

53. External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the responsible authority.
54. Once approved all works detailed on the plans must be installed to the satisfaction of the Responsible Authority prior to the use commencing.
55. Approval of Responsible Authority shall be obtained prior to the use of Non Standard (Decorative) poles and lanterns.
56. Where non-standard (Decorative) poles and lanterns are installed and prior to the issue of Statement of Compliance payment of a cash contribution shall be made to Council for future replacement and maintenance of these assets. Cash contribution shall be 10% of purchase price of total number of poles and lanterns installed.

Amenity

57. The use and development must be managed so that the amenity of the area is not detrimentally affected, through the:
 - a. transport of materials, goods or commodities to or from the land
 - b. appearance of any building, works or materials
 - c. emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil
 - d. presence of vermin.

Section 173 Agreement – External Works

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 - i. The owner will carry out all off site works as set out in the approved Traffic Impact Assessment Report at their own cost.The owner/operator under this permit must pay the reasonable costs of the preparation, execution and registration of the section 173 agreement.

Delivery Vehicles/Hours of Operation

59. Deliveries to and from the premises (excluding waste collection) must not take place outside of the hours of:
 - a. 7:00 am and 10:00 pm Monday to Saturday;
 - b. 9:00 am to 10:00 pm Sundays or public holidaysThe use is to adhere to the Environment Protection Authority Publication 1254 Noise Control Guidelines October 2008, Section 9 'Deliveries to Shops, Supermarkets and Service Stations'.

Disabled Access

60. Disabled access to the buildings must be provided to the satisfaction of the responsible authority. All work carried out to provide disability access must be constructed in accordance with Australian Standards Design for Access and Mobility:- AS1428.1-2001 and AS1428.4-2002 or updated standards.

Expiry of Permit

61. This planning permit will expire if one of the following circumstances applies:
 - a. The development is not started within five years of the date of this permit; or

- b. The development is not completed within seven years of the date of this permit. 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 (or twelve months after the permit expires for a request to extend the time to complete the development).

VicRoads

- 62. The luminance of an advertising signage visible from High Street must be such that it does not give a veiling luminance to the driver of greater than 0.25 cd/m² throughout the drivers approach to the advertising sign.

Transport for Victoria

- 63. Before the development starts, the Transport Impact Assessment prepared by TTM Consultants dated 23 April 2018, must be amended to the satisfaction of the Head, TfV. The Transport Impact Assessment must be modified to include:
 - a. An assessment of the impact of increased rail and road movement across the rail crossing against Australian standards for crossings (AS1749);
 - b. A Risk Assessment to determine the requirement for any upgrade to the High Street level crossing.
- 64. Before the commencement of use of the development, any measures recommended in the amended Traffic Impact Assessment, and Risk Assessment must be implemented/constructed to the satisfaction of Public Transport Victoria (PTV), at the full cost of the permit holder.
- 65. No lighting is to be erected that throws light onto railway tracks or which interferes with the visibility of signals and the rail lines by train drivers.
- 66. Building materials (including glass/window treatments) must be non-reflective and avoid using red or green colour schemes that may interfere with train driver operations.
- 67. Wheel stops must be installed on parking spaces beside the bus stop to prevent cars from nosing into the boarding and access areas.
- 68. DDA compliant boarding points must be established at the existing bus stop on High Street to accommodate access via both the front door boarding point and the bus lift (that is situated at the rear door) and must be designed and built to the satisfaction of PTV's Bus Infrastructure Team.

Notes**Works within Road Reserve Permit Required**

A works within road reserve permit must be obtained from the Responsible Authority prior to the carrying out of any vehicle crossing works.

Building Approval Required

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

Barwon Water

General

69. The owner shall create easements for Pipelines or Ancillary Purposes and or reserves in favour of Barwon Region Water Corporation on the plan of subdivision in accordance with Barwon Water's Land Development Manual, without cost to Barwon Water, over existing and proposed potable water (including recycled water where applicable) and sewerage infrastructure within the land. If further easements or reserves are required following design of the required infrastructure these must be added to the plan of subdivision prior to seeking Barwon Water's consent to the issue of a statement of compliance for the subdivision.

Potable Water

70. Reticulated potable water mains are required. This work must be undertaken by a Barwon Water accredited Consultant and accredited Contractor following the "Developer Works" process.
71. Strategic potable water infrastructure is required. The process to deliver and funding of these assets will be determined at the time a Developer Deed is issued for the development.
72. An additional potable water connection(s) is to be provided to service the proposed development. A dimensioned plan showing location of all new connections relative to the allotment boundaries is to be submitted, where a meter is not being fitted. Note that tappings and service lines are not to be located under existing or proposed driveways.
73. Barwon Water's records indicate that existing potable water service and meters are located on this property. A dimensioned plan showing the location of existing meters, and the location of the meter relative to the existing boundaries, and its number, is to be submitted. Private potable water service pipes are not permitted to cross allotment boundaries and must be plugged and abandoned at the boundaries of such allotments.
74. The payment of a standardised New Customer Contribution is required for any new connection or any upsize to an existing connection. The number of standardised charges applied will be determined on the basis of an equivalent lot calculation and is based on potable domestic water meter size or water service size (where a meter is not being fitted). An equivalent lot is a measure of the additional demand a connection will place on the infrastructure in terms of the water consumption and sewage discharge for an average connection utilising a 20mm tapping and/ or meter. If there is more than one meter within a single meter assembly, the size of the largest meter (excluding the fire service meter) will determine the number of equivalent connections. If there is a combined fire and domestic meter assembly proposed (incorporating a low flow meter), whereby the meter size is largely dictated by the fire service requirements, the developer is required to submit to Barwon Water the proposed peak (probable simultaneous demand) associated with the domestic supply in accord with AS/NZS 3500. Barwon Water will then assess the equivalent number of connections."

Sewer

75. The provision and installation of a sewerage service to the development.
76. Reticulated sewer mains are required. This work must be undertaken by a Barwon Water accredited Consultant and accredited Contractor following the "Developer Works" process.
77. Strategic sewerage infrastructure is required. Strategic sewerage assets include a rising main. The rising main is considered reticulation assets and to be delivered following Barwon

Water's "Developer Works Process". The process to deliver and funding of these assets will be determined at the time a Developer Deed is issued for the development.

78. Upon completion of this work a sewer drainage plan is to be submitted to Barwon Water by a licensed plumber that complies with Victorian Building Authority requirements. Note that if any common drain or drain from another allotment crosses under a proposed dwelling, a "modification to consent" is to be obtained from the Victorian Building Authority and presented to Barwon Water with the required drainage plan. Where an Owners Corporation is not applicable, individual allotment house connection drains are to be provided for and extend into each allotment.
79. Any existing sewer house connection point that is to be utilised for additional connections or altered to serve the development is to be CCTV inspected by a licensed plumber and the 'CCTV Inspection Form' with the video footage submitted to Barwon Water. If the property connection point is not deemed satisfactory for use or is no longer required, it is to be decommissioned in accordance with Barwon Water's "Property connection decommissioning process". Details of this process are available on Barwon Water's website under the business -> property connections section.
80. The payment of a standardised New Customer Contribution is required for any new connection or any upsize to an existing connection. The number of standardised charges applied will be determined on the basis of an equivalent lot calculation and is based on potable domestic water meter size or water service size (where a meter is not being fitted). An equivalent lot is a measure of the additional demand a connection will place on the infrastructure in terms of the water consumption and sewage discharge for an average connection utilising a 20mm tapping and/ or meter. If there is more than one meter within a single meter assembly, the size of the largest meter (excluding the fire service meter) will determine the number of equivalent connections. If there is a combined fire and domestic meter assembly proposed (incorporating a low flow meter), whereby the meter size is largely dictated by the fire service requirements, the developer is required to submit to Barwon Water the proposed peak.
81. For the economical and efficient servicing of this development, Barwon Water may require the owner or permit holder to acquire an easement through other land in the vicinity of this development not owned by the applicant to connect this development to Barwon Water sewerage system. This clause empowers the permit holder to acquire these easements compulsorily on behalf of Barwon Region Water Corporation in accordance with section 36 of the Subdivision Act 1988.

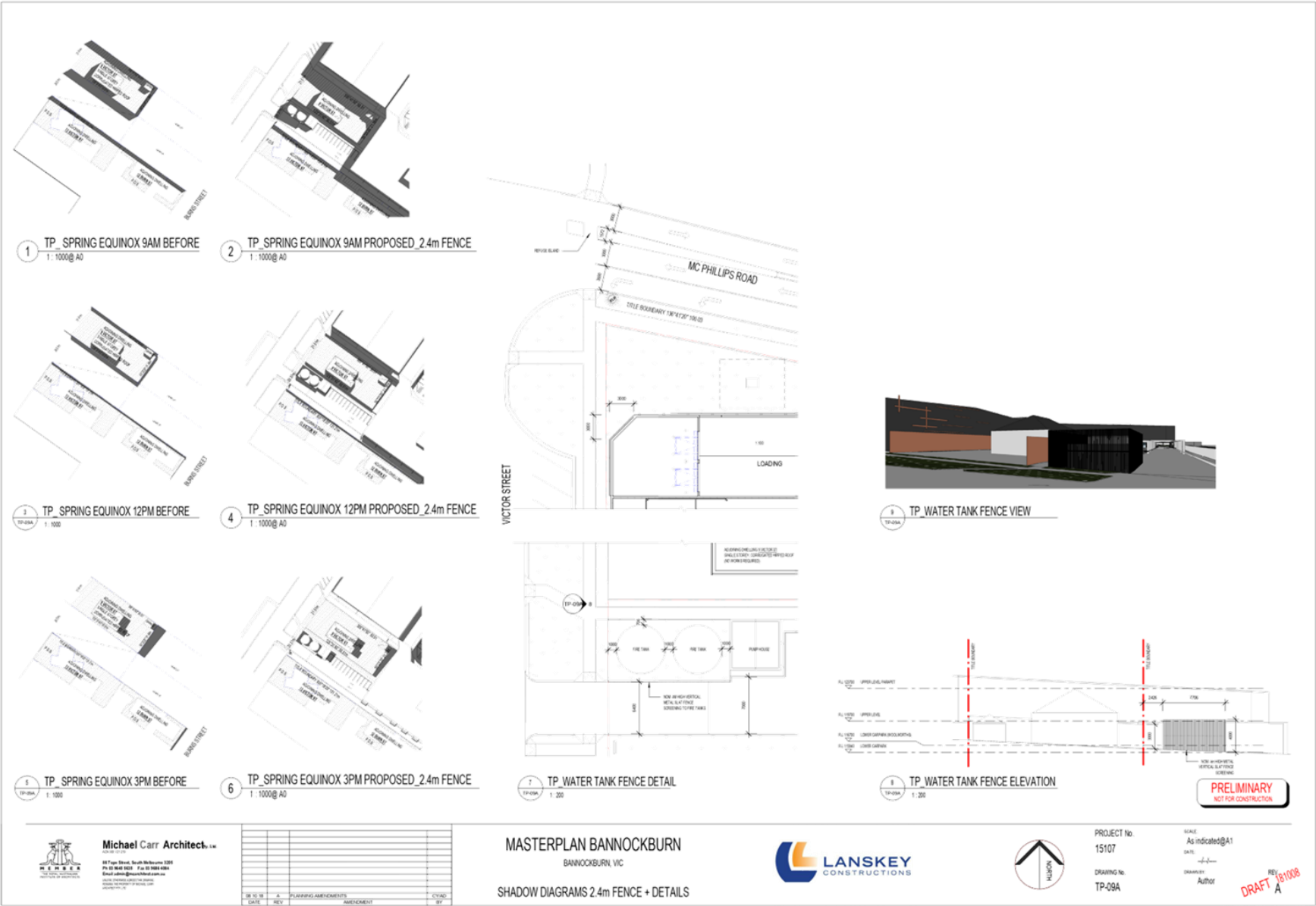
These easements shall be for Pipelines or Ancillary Purposes and shall be made in favour of and without cost to Barwon Region Water Corporation; that is, the owner or permit holder shall pay all costs associated with creating these easements including payment of any compensation to other land owners for the easements.

Note: The developer is to apply to Barwon Water for details relating to servicing requirements and costing for the provision of a potable water supply and where applicable, recycled water and/ or sewerage services to the subdivision.

Powercor

82. The applicant shall:-

- Provide an electricity supply to the development in accordance with Powercor's requirements and standards, including the extension, augmentation or re-arrangement of any existing electricity supply system, as required by Powercor (A payment to cover the cost of such work will be required).
 - Where buildings or other installations exist on the land to be subdivided and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issued by the Victorian Electricity Supply Industry. You shall arrange compliance through a Registered Electrical Contractor.
 - Any buildings must comply with the clearances required by the Electricity Safety (Installations) Regulations.
 - Any construction work must comply with Energy Safe Victoria's "No Go. Zone" rules.
 - Set aside on the plan of subdivision for the use of Powercor Australia Ltd reserves and/or easements satisfactory to Powercor Australia Ltd where any electric substation (other than a pole mounted type) is required to service the subdivision.
83. Alternatively, at the discretion of Powercor Australia Ltd a lease(s) of the site(s) and for easements for associated powerlines, cables and access ways shall be provided. Such a lease shall be for a period of 30 years at a nominal rental with a right to extend the lease for a further 30 years. Powercor Australia Ltd will register such leases on the title by way of a caveat prior to the registration of the plan of subdivision.
- Provide easements satisfactory to Powercor Australia Ltd, where easements have not been otherwise provided, for all existing Powercor Australia Ltd electric lines on the land and for any new powerlines required to service the lots and adjoining land, save for lines located, or to be located, on public roads set out on the plan. These easements shall show on the plan an easement(s) in favour of "Powercor Australia Ltd" for "Power Line" pursuant to Section 88 of the Electricity Industry Act 2000.
 - Obtain for the use of Powercor Australia Ltd any other easement external to the subdivision required to service the lots.
 - Adjust the position of any existing easement(s) for powerlines to accord with the position of the line(s) as determined by survey.
 - Obtain Powercor Australia Ltd's approval for lot boundaries within any area affected by an easement for a powerline and for the construction of any works in such an area.
 - Provide to Powercor Australia Ltd, a copy of the version of the plan of subdivision submitted for certification, which shows any amendments which have been required.





6.3 AMENDMENT C74 - REZONING OF LAND AT 230 HOPES PLAINS ROAD, INVERLEIGH**File Number:****Author:** Laura Wilks, Strategic Planning Team Leader**Authoriser:** Greg Anders, Director Assets and Amenity**Applicant:** Samantha and James Ramsey**Owner:** Gwenda Donaldson**Proposal:** Rezone land from Farming Zone to Low Density Residential Zone and apply the Design and Development Overlay Schedule 5 and the Development Plan Overlay Schedule 16**Location:** Lot 1 on TP372637J and Lot 1 on TP397040G at 230 Hopes Plains Road, Inverleigh**Attachments:** 1. C74 Exhibited Amendment Documents (under separate cover)
2. Submissions (under separate cover)**RECOMMENDATION**

That Council request the Minister for Planning to appoint a panel pursuant to Section 23(1)(b) of the Planning and Environment Act 1987 to consider submissions to amendment C74, and make recommendations regarding the amendment.

EXECUTIVE SUMMARY

At the December 2016 Council meeting Council moved to prepare and exhibit an amendment (C74) to the Golden Plains Planning Scheme. Since this time the amendment has been exhibited and as a result two submissions have been received which remain unresolved.

PURPOSE

To seek Council support to progress amendment C74 to a planning panel. This independent hearing would allow further consideration of amendment C74, specifically in relation to the matters that remain unresolved as a result of submissions.

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.

COUNCIL PLAN

Managing Natural and Built Environments - We work to promote, conserve, enhance and protect the natural environment and ensure that growth and change in the built environment is managed for the benefit of all of our community.

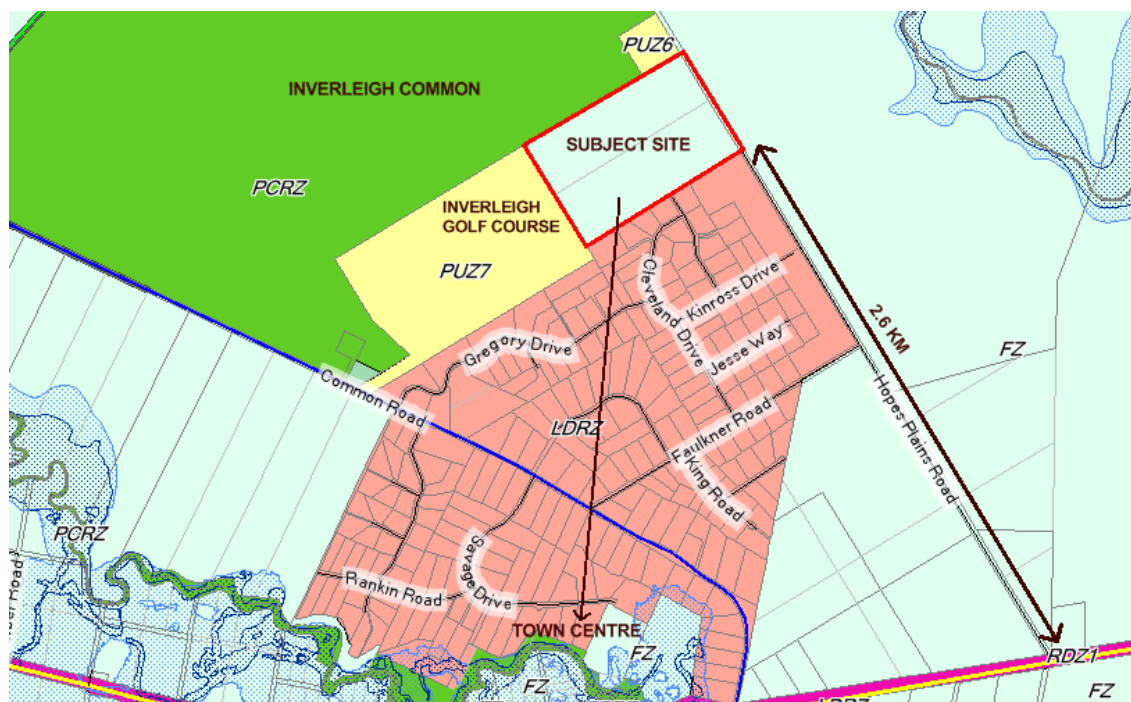
BACKGROUND INFORMATION

Amendment C74 proposes to:

- Rezone approximately 41.7 hectares of land (made up of two titles) located at 230 Hopes Plains Road Inverleigh from the Farming Zone (FZ) to the Low Density Residential Zone (LDRZ).
- Apply the Design and Development Overlay Schedule 5 (DDO5) which is applied to all land zoned LDRZ to ensure adequate building setbacks.
- Apply the Development Plan Overlay Schedule 16 (DPO16). The purpose of the DPO is to identify areas which require the form and conditions of future use and development to be

shown on a development plan before a permit can be granted to use or develop the land. The DPO will exempt an application from notice and review if a development plan has been prepared to the satisfaction of the responsible authority.

The subject site (as shown on map below) is identified as Future Low Density Residential in the Inverleigh Structure Plan 2005. The amendment will ensure that there is a suitable supply of low density residential land available for development.



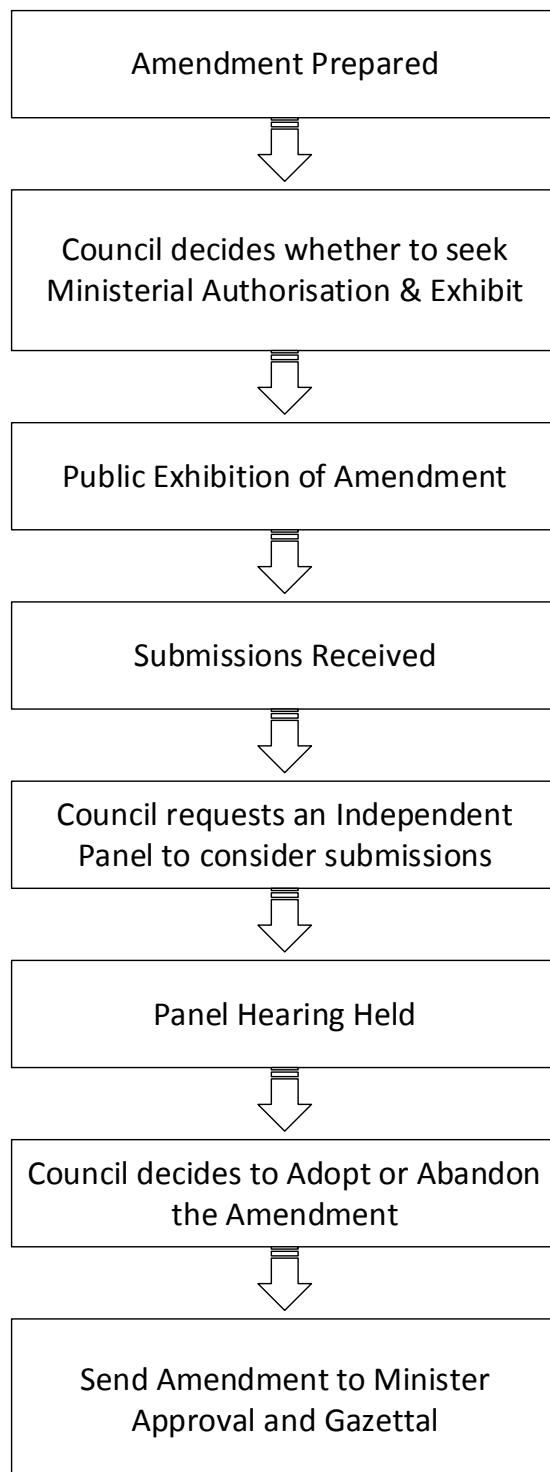
CONSULTATION

Amendment C74 was initially exhibited in March 2017. The exhibition at this time did not include the application of the DPO16 and therefore the amendment was exhibited again in August 2018 to include this overlay. During March 2017 and August 2018 Council considered the Panel Report for Amendment C75 which recommended the application of a DPO. Given the similar nature of this amendment it was determined that a DPO was required. Also during this time negotiations have been ongoing with the applicant regarding the upgrade of Hopes Plains Road, with the final outcome now captured in DPO16 (provided at attachment 1).

The amendment was exhibited in accordance with the requirements of Section 19 of the Planning and Environment Act 1987. A copy of the exhibited amendment documents is provided at attachment 1. Five (5) submissions to the amendment were received during the exhibition period which are discussed below. A copy of each submission is provided at attachment 2.

ASSESSMENT

The flow chart below outlines the main steps involved in the amendment process and which step Council is currently considering.



WE ARE HERE

DISCUSSION**Submission 1: Jodi Rose-Nealy**

This submission was received when the amendment was initially exhibited in March 2017. The submitter did not object to the amendment, however the submitter had concerns regarding the impact the traffic generated from this development would have on Hopes Plains Road and the eastern (unsealed) section of Faulkner Road.

Direction

The submitter has withdrawn their submission based on the application of the DPO16. The DPO requires a Section 173 agreement to ensure the upgrade of the intersection of Hopes Plains Road with the Hamilton Highway, and a monetary contribution to the responsible authority. The monetary contribution will see additional maintenance of Hopes Plains Road, beyond what is usually scheduled, until such time as this road is fully constructed and sealed.

This submission is not required to be referred to a Panel as the submitters concerns have been satisfied.

Submission 2: Tim and Melissa Rutherford

This submission is seeking assurance from Council that stormwater from the future subdivision does not flow into the existing Faulkner Road drainage system. In previous storm events the submitter's property has experienced flooding. As a result Council has undertaken significant drainage works in the area in attempts to rectify the problems.

Direction

Officers have met with the submitters and we have conveyed their concerns directly to the amendment proposers / developers. If the proponents are not able to resolve the submitters' concerns to their satisfaction, the submission will remain unresolved and will be referred to a Panel

Submission 3: EPA

The EPA do not object to the amendment however seek changes to the DPO16 to note the correct EPA publication at Clause 3. The EPA also notes the DPO16 does not make any reference to the assessment of potentially contaminated land.

Direction

To resolve this submission Officers would support a revision of the DPO16 to reference the correct EPA publication which is 891.4 *Code of Practice – Onsite Wastewater Management*. The DPO16 should also include the following requirement:

Requirement before a permit is granted

Use, development or subdivision of land for a sensitive use on Lot 1 TP372637J and Lot 1 TP397040G, 230 Hopes Plains Road, Inverleigh – Environmental Site Assessment

An environmental site assessment of the land must be carried out by a suitably qualified environmental professional to the satisfaction of the responsible authority, and provide information including:

- *Detailed assessment of potential contaminants on the relevant land; and*

- *Clear advice on whether the environmental condition of the land is suitable for the proposed use/s and whether an environmental audit in accordance with Part IXD of the Environment Protection Act 1970 of all, or part, of the land is recommended having regard to the Potentially Contaminated Land General Practice Note June 2005, DSE.*

Where the environmental site assessment determines an environmental audit is required, any subsequent permit for the subdivision, use or development of land must ensure that where residual contamination remains, it is managed through:

- *Ensuring the permit aligns with the list of suitable land uses on the associated Certificate or Statement of Environmental Audit issued under part IXD of the Environment Protection Act 1970, and;*
- *Ensuring the conditions on land use and development, as specified in the abovementioned Certificate or Statement of Environmental audit, where relevant to the proposed permit, are translated into a condition(s) on that permit.*

The changes to the DPO16 as outlined above would not alter the intent of amendment C74 and should be supported. These changes satisfy the EPA and therefore this submission is not required to be referred to a Panel.

Submission 4: CFA

The CFA submit that Council should request a review of amendment C74 by Planning Panels to comprehensively and objectively confirm the following:

- The protection of human life is prioritised over other land use planning objectives.
- Adequate bushfire hazard identification and assessment has been undertaken.
- The planning scheme change and development it seeks to enable is appropriate given the bushfire hazard in the wider landscape.
- If the amendment is strategically justified, whether sufficient bushfire protection is implemented through the proposed planning controls.

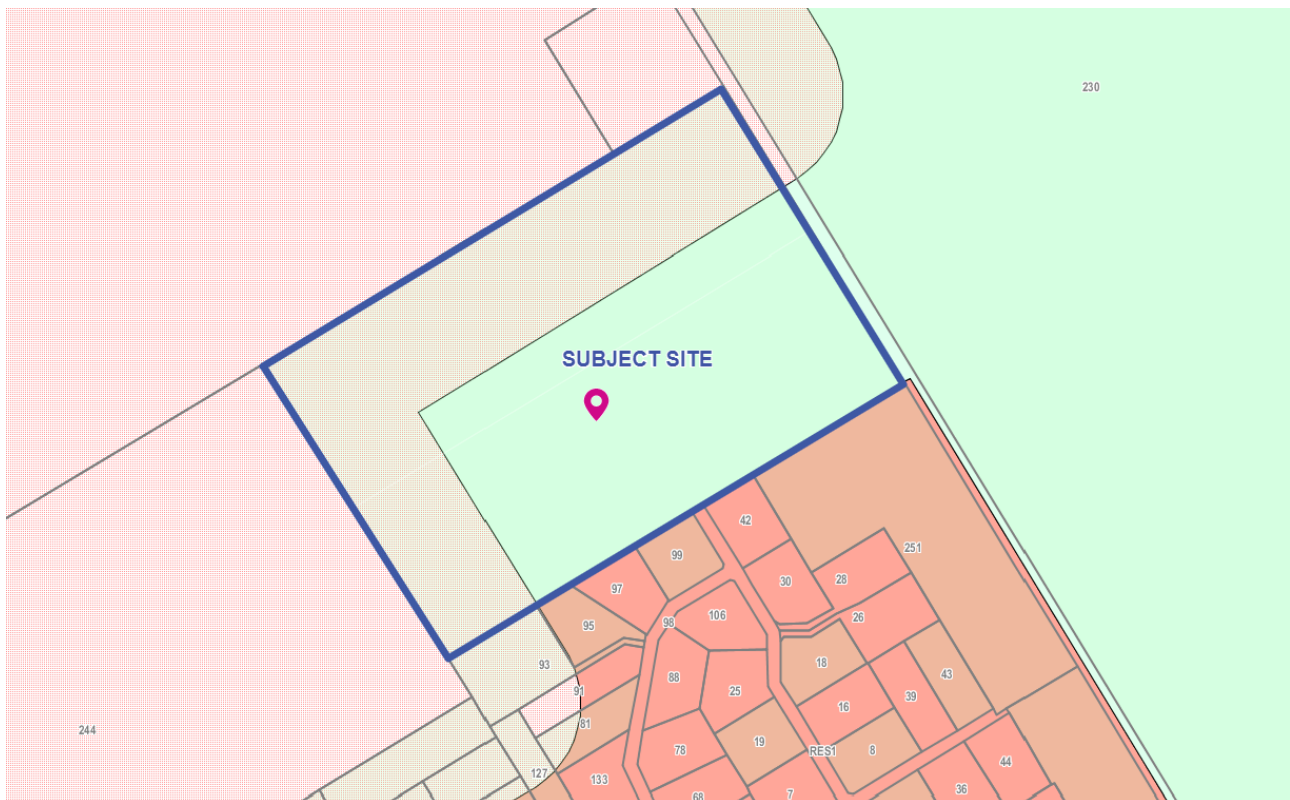
Direction

Since receiving the rezoning application state planning policy has been introduced which strengthens the level of consideration settlement planning must have in relation to bushfire. Of particular importance is the following strategy included at Clause 13.02 Bushfire -

Plan to strengthen the resilience of settlements and communities and prioritise protection of human life by:

- *Not approving any strategic planning document, local planning policy, or planning scheme amendment that will result in the introduction or intensification of development in an area that has, or will on completion have, more than a BAL-12.5 rating under AS 3959-2009 Construction of Buildings in Bushfire-prone Areas (Standards Australia, 2009).*

Furthermore the Bushfire Management Overlay (BMO) mapping has been revised since the amendment was lodged, and as shown on the map below the subject site is now partially encumbered by the BMO.



A Bushfire Planning Assessment was prepared by Ecotide and submitted with the rezoning application in June 2016. At this time the site was not covered by the BMO, however it was and remains subject to the Bushfire Prone Area (BPA). The assessment determined that the development of the site would be required to meet the bushfire protection provisions of the BMO and BPA. It was determined that minimum setbacks to future development from the boundary of the site would ensure the appropriate BAL rating could be achieved.

In 2016 the setbacks were determined to be a minimum of 24 metres from the site boundary in the north-west and south-west, and a minimum of 22 metres from the site boundary in the north-east. As a result of policy change and the revised BMO mapping an addendum was submitted to the Bushfire Planning Assessment. The addendum requires the setbacks to be increased to a minimum of 33 metres from the north-west and south-west boundaries to achieve BAL 12.5.

Officers and the applicant have met with the CFA to determine if there are any measures that could be implemented to resolve their concerns. If a resolution cannot be reached with the CFA this submission must be referred to a Panel.

Submission 5: Transport for Victoria

Transport for Victoria do not object to amendment C74 however they submit detail of the treatment required for the upgrade of the intersection of Hopes Plains Road and Hamilton Highway. Transport for Victoria also raise concern regarding the intersection of the Hamilton Highway and Common Road. Concern with this intersection however is raised in the context of the Inverleigh Structure Plan and the increased population that will occur as land along common road is rezoned for residential purposes. Transport for Victoria submit that development of this land must cater for an upgrade of this intersection. This is a matter to be considered and addressed as part of the Inverleigh Structure Plan.

Direction

The DPO16 states the developer must enter into a Section 173 agreement which requires the upgrade of the intersection of Hopes Plains Road and the Hamilton Highway be completed to the satisfaction of VicRoads and the responsible authority.

This submission is not required to be referred to a Panel.

OPTION ANALYSIS

Following the exhibition of an amendment, Council must consider all submissions made within the exhibition period and has three (3) options in dealing with a submission. Council may:

- a) Change the amendment in the manner requested;
- b) Refer the submission to a panel; or
- c) Abandon the amendment or part of the amendment.

Council also has the opportunity to approve parts of the amendment. This option results in the amendment being divided into parts. These parts then operate as individual amendments.

Panel dates have been pre-set by Panels Victoria with the directions hearing scheduled for the week commencing 26 November 2018 and the panel hearing the week commencing 17 December 2018. **It is important to note that should the submissions be resolved prior to the panel hearing, the hearing will be cancelled and a report seeking adoption will be bought before Council.**

RISK IMPLICATIONS

There are not considered to be any risk management implications.

FINANCIAL IMPLICATIONS

The applicant (Samantha and James Ramsey) will be responsible for the costs associated with the amendment process having completed and signed an 'acceptance of costs' form. Therefore it is considered that financial implications associated with the planning scheme amendment process are acceptable.

CULTURAL HERITAGE IMPLICATIONS

The applicant provided cultural heritage information with the application in the form of advice, prepared by Dig international Pty Ltd Cultural Heritage Management. There are no Aboriginal archaeological sites recorded on the site. It should be noted that a Cultural Heritage Management Plan (CHMP) is not required to be prepared as the site is outside of a cultural heritage sensitivity area.

CONCLUSION

Two submissions have raised concerns with amendment C74 that are not able to be resolved at this time. A panel hearing will provide all parties, including the responsible authority, with the opportunity to have their submission heard in detail and considered independently.

The panel will then make a recommendation as to how the amendment should proceed, either with changes, as proposed or to be abandoned. Council has an opportunity to consider the panel's report and subsequently make a further decision on how the amendment should proceed prior to submitting the amendment to the Minister for Planning for approval. As previously stated should the submissions be resolved prior to the panel hearing, the hearing will be cancelled and a report seeking adoption will be bought before Council.

6.4 ARTS AND CULTURE STRATEGY 2018 - 2022

File Number:**Author:** Louisa White, Community Development Manager**Authoriser:** Patti Wenn, Acting Director Community Services**Attachments:** 1. Arts and Culture Strategy 2018-2022**RECOMMENDATION**

That Council adopts the Golden Plains Shire Council Arts and Culture Strategy 2018-2022

EXECUTIVE SUMMARY

Council's previous Arts and Culture Strategy expired in 2017. Following a report from Council in August 2018, the draft strategy has been exhibited for public comment for a period of four weeks. Two submissions were received.

Consultation undertaken in the development of the strategy was via a number of sources including the Golden Plains Shire Council Plan 2017-2021, the Municipal Public Health and Wellbeing Plan, the Community Engagement Strategy 2016-2020 as well survey findings, external research, case studies and academic papers. Specific artist's feedback was sought through targeted focus group meetings.

The new Golden Plains Shire Council Arts and Culture Strategy 2018-2022 (the Strategy) has been prepared to guide programming of arts activities, and support the arts and creative industries in Golden Plains Shire. The arts contribute significantly to the implementation of the Council Plan. The arts also enhance the wellbeing and cohesion of the community, as well as economic development in the Shire. The priorities outlined in the strategy will ensure more equitable access to the arts and broader engagement with the community.

PURPOSE

To present the Golden Plains Shire Council Arts and Culture Strategy 2018-2022 for adoption by Council following an exhibition period for public comment.

BACKGROUND

Council has a role to play in supporting and facilitating local arts activity; assisting local people to participate in artistic and cultural expression; and to assist local arts organisations and businesses to remain viable. Building local capacity will ensure a vibrant and sustainable arts community.

The draft Arts and Culture Strategy 2018-2022 sets three key goals, which are directly aligned to the Strategic Directions in the Council Plan:

- Arts and culture promotes healthy, vibrant and connected communities.
- Arts and culture stimulates prosperous local economies.
- Arts and culture revitalises local spaces.

Following a report to Council in August 2018, the draft Arts and Culture Strategy 2018-2022 was exhibited for public comment for a period of four weeks. The exhibition of the draft strategy was advertised widely. An advertisement was placed in the Geelong Advertiser, the Ballarat Courier and the Golden Plains Times. It was also advertised on line via social media and sent to all artists who participated in the 2017 Arts Trail.

DISCUSSION

In total, 80 people visited the on line 'Have your Say' page and two written responses were received, which focused on endorsing a change to the Arts Trail and suggesting a way to support artists with funding. The two responses are outlined below:

- *I enjoyed reading the draft Arts and Culture Strategy for 2018 - 2022. Congratulations.*

I think the idea of sharing the funding as far as possible around the shire, artists and craft hobbyists etc is one to go with rather than putting the majority of funding into one event, i.e. the Golden Plains Arts Trail. To be able to share the talents of these people to the community in the way of workshops etc is a far better way of empowering members of the community to not only enjoy the event and their end product but to perhaps encourage them to take up the particular activity themselves. A far more fulfilling outcome than just viewing an exhibition for example. Although, of course, exhibitions certainly have their own place as well. All the best with your planning.

- *It would be really appreciated if a document was created that outlined all the grant and funding projects that were available for Golden Plains artist of all disciplines. This document should include the different departments offering funding possibilities, the amount, criteria, dates for submissions, contact person and details. This information should then be widely publicized.*

Neither of the responses suggested changes to the draft strategy. The funding suggestion will be considered as part of the implementation of the Strategy.

Implementation of the Strategy actions for year one can be completed within the current resources of the Connected Communities Unit for 2018/2019. Funding requests to deliver on future Strategy actions will be put forward during annual budget development processes, once actions are planned in detail and accurately costed.

POLICY CONTENT

Golden Plains Shire Council Plan 2017-2021:

Arts and Culture Strategy actions contribute to the achievement of strategic objectives under the following Council Plan 2017-2021 pillars:

- Promoting Healthy and Connected Communities
- Enhancing Local Economies
- Managing the Natural and Built Environment

CONSULTATION

Prior to the exhibition period, the themes and actions in this strategy were informed by extensive consultation. Consultation was via a number of sources including the Golden Plains Shire Council Plan 2017-2021, the Municipal Public Health and Wellbeing Plan, the Community Engagement Strategy 2016-2020 as well survey findings, external research, case studies and academic papers. Specific artist's feedback was also sought through targeted focus group meetings.

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

Levels of government, businesses and community recognise that arts and culture programs contribute significantly to:

- Supporting a creative community
- Enhancing community health and well being
- Enhancing the local economy through creative industries
- Place making and creating spaces to celebrate local identity.

Council's Arts and Culture Strategy 2018-2022 will enable equitable access to the arts; support current and emerging arts organisations; create more opportunities to bring art into people's lives; build social cohesion within the community; and increase community wellbeing and economic vitality.



Arts and Culture Strategy

2018-2022

Introduction – How This Strategy Works

The Arts and Culture Strategy 2018-2022 is grounded in research drawn from an external and local evidence base. It does not seek to provide a full list of arts and culture activities for the next four years, but sets a strategic framework in which responsive and detailed activity planning can occur.

Planning Context

The Strategy sits within the public policy domain of culture, which connects to the other public policy domains of social, economic and environmental. By guiding Council towards creative and artistic activities for the next four years, the Strategy will assist Council to achieve its vision of *'A healthy, safe, vibrant, prosperous and sustainable community supported by strong leadership, transparent governance and community partnerships – Our Community, Our Economy and Our Pride.'*¹

The Arts and Culture Strategy sets three key goals, directly aligned to the Strategic Directions in Council Plan. The three goals are:

- *Arts and culture promotes healthy, vibrant and connected communities.*
- *Arts and culture stimulates prosperous local economies.*
- *Arts and culture revitalises local spaces.*

Under this Strategy, the selection of future arts and culture activities will be based on the following six planning principles:

1. Based on values.
2. Directed towards goals.
3. Focused on outcomes.
4. Informed by evidence.
5. Underpinned by a theory of change.
6. Respondent to evaluation.

¹ Golden Plains Shire Council Plan 2017 to 2021
<https://www.goldenplains.vic.gov.au/consultations/council-plan-2017-to-2021>

Measurable Outcomes and Evaluation

In addition to Council's quantitative evaluation methods, the Arts and Culture Strategy uses the schema of measurable cultural outcomes developed by the Cultural Development Network (CDN). This has been endorsed by the National Local Government Cultural Forum, an initiative of the Australian Government, CDN and the Australian Local Government Association.

The schema facilitates outcome-focussed planning and the measurement of arts participation and cultural engagement against desired outcomes.² The outcomes are:

- **STIMULATION**
Creativity stimulated. Sparking of the imagination, creativity or curiosity, resulting in increased desire to participate more and/or create new cultural works.
- **ENRICHMENT**
Aesthetic enrichment experienced. Experiences (familiar or unfamiliar) that come through the senses and are special and outside the everyday; feelings of being moved that are evoked by experiences such as beauty, joy, awe (including discomfort) or wonder.
- **INSIGHT**
New knowledge, insights and ideas gained. Intellectual stimulation, deeper understanding, critical reflection and creative thinking generated.
- **APPRECIATION**
Diversity of cultural expression appreciated. Appreciation of different forms of cultural expression: the diverse ways that people express themselves depending on their life experience and interests, and how the interactions between those expressions are valued.
- **BELONGING**
Sense of belonging to shared heritage experienced. Illumination of the present through a sense of continuity with the past, and a pathway to the future, through connections to present and past. History, heritage, cultural identity appreciated.³

² <http://www.culturaldevelopment.net.au/outcomes>

³ www.culturaldevelopment.net.au/outcomes/

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The Strategy also uses measurable outcomes in the social, economic and environmental domains that relate to Council's Strategic Directions.

Measuring outcomes will take place over the four-year life of the Strategy using a suite of evaluation tools, targeted surveys, exit polls, interviews following new activities, and expert opinion from professional staff. At all times, community consumers and the arts community will be involved in the evaluation process. Reporting to Council and the community will occur periodically during the life of the Strategy.

Research and Evidence Base

Evidence for this Strategy has been gathered from a number of sources including the Council Plan (2017-2021), which includes the Municipal Health and Wellbeing Plan, the Community Engagement Strategy (2016-2020), professional practice knowledge, government policy, surveys, external research, case studies and academic papers.

The findings of the community consultation that led to the current Council Plan have been a primary input to the Arts and Culture Strategy - in particular the **Golden Plains Shire Council Development of Council Plan 2017-2021 Key Findings Paper**⁴. The Key Findings Paper provides the best available data that reflects community values relating to supporting young and older people; supporting the changing demographic profile of the shire; and supporting community events, markets, activities and health and wellbeing programs.

The **Community Engagement Strategy 2016-2020** survey asked what barriers prevented people from participating in decision-making processes. Out of 122 respondents, 47% said they did not hear about opportunities for participation, 23% nominated issues about daytime availability, and other barriers related to travel and transport issues, lack of confidence in group settings, health, age, time pressure, and Council processes. Although this question related specifically to Council decision-making, the same barriers are thought to apply to participation across the board in Council activities, including arts and cultural activities.

An independently prepared **2018 Arts Trail Evaluation** report is an important piece of evidence that has also informed this Strategy. The evaluation found that whilst the Arts Trail has been successful in building a solid base on which future arts and cultural development can occur, its cost and resource-intensiveness means that many other potential opportunities cannot be pursued. The Arts Trail evaluation report recommends that the future of the Arts Trail be considered within the broader planning context of this Arts and Culture Strategy. Accordingly, this has been addressed under Goal 2 of this Strategy, where it is recommended that the Arts Trail be retired (or replaced with a smaller and more manageable activity) so as to allow for a range of new arts and cultural activities that would deliver greater overall outcomes and appeal to a wider demographic.

Council's first **Arts and Culture Strategy (2013-2017)** was a milestone in the beginnings of a cultural conversation with community members. However, the Strategy itself has in some ways been a barrier rather than an enabler for several reasons. These include lack of integration with the Council Plan; heavy reliance on lists of actions; action plans retrofitted to reflect 'new' strategic directions; evaluation difficult due to unfocussed nature of intended outcomes; and no allowance for new opportunities during the life of the plan.

This Strategy seeks to address the above through its use of the Cultural Development Network planning framework and measurable outcomes. Importantly, it does not seek to provide a full list of arts and culture activities for the next four years. Instead, it sets a strategic framework in which responsive and detailed arts and cultural activity planning can occur based on opportunities, emerging trends, local interest, evidence and resources.

⁴ Golden Plains Shire Council Development of Council Plan 2017-2021 Key Findings Paper. March 2017. Section 3.2.

Goal 1:

Arts and culture promotes healthy, vibrant and connected communities...

Alignment to the Council Plan

Strategic Direction 1:

Promoting healthy and connected communities.

We are committed to creating a healthy, active and safe community that provides opportunities for all residents to connect and engage with their local community.

What we know

- *We know that our community values opportunities to participate in Council activities including arts and cultural activities that offer audience participation for physical and mental stimulation.*
- *We know that our community enjoys informal opportunities to get together in a creative, supportive learning environment.*

What we will do

We will be looking to stimulate good physical and mental health, and to increase useful connections between groups in the community.

We will program activities that target health and wellbeing and that incorporate participatory elements for all age groups.

We will deliver and facilitate activities with other cultural institutions and local groups, and explore program partnerships between Council departments.

We will plan and deliver arts and cultural activities that respond to opportunities, emerging trends, local interest, evidence and resources.

Refer to 2018-19 Action Plan, page 14

Evidence

- Participation in the arts has a big impact on wellbeing and happiness, and a positive correlation with good health.
- Our local community wants arts and cultural activities that offer audience participation for physical and mental stimulation.
- Departments across Council have expressed interest in how cultural activity can relate to them.
- Interaction between disparate demographics encourages communication, better understanding, and opportunities to learn from each other.
- Cross-generational connection within programs is valued and effective, as evidenced by the success of 'Tech Tea and Tales'.

The research and evidence base is detailed on the following pages.

Measurable Outcomes

Cultural

- Creativity stimulated.
- New knowledge, insights and ideas gained.
- Diversity of cultural expression appreciated.

Economic

- Employment enhancing skill development facilitated.

Social

- Good physical and mental health stimulated by enhanced social connectedness.

External Evidence

INFORMING GOAL 1

There is strong external evidence that arts and culture enhances health and well-being in communities. The Victorian state government has a long history of supporting regional community arts. Arts Victoria managed a number of programs in the early 2000s involving diverse communities which may otherwise have had limited access to arts and cultural activities. The results of the Arts Development for Communities program in 2006 show that community-based arts activities generate significant benefits for artists, participants and communities. For example, they can create new career pathways and opportunities for both artists and participants, and can combat social exclusion by building tolerance within communities and by giving participants a sense of belonging. The results demonstrate that programs that use community strengthening practices are effective tools for engaging hard-to reach populations, particularly youth, ethnic and socio-economically disadvantaged populations. They provide a means of expressing issues of importance and visions for the future. They can also create networks and partnerships that make arts and cultural activities more sustainable.⁵

Every four years, the Australia Council for the Arts produces research with detailed information on how Australians participate in the arts. The latest report from December 2014, *Arts in Daily Life: Australian Participation in the Arts* shows that most of the states and territories highlighted key areas where the arts have a big impact – child development; our ability to express ourselves; our ability to think creatively and develop new ideas; helping us deal with stress, anxiety or depression and; our sense of wellbeing and happiness.⁶ 56% of Australians believe that the arts significantly help them deal with stress, anxiety and depression.⁷

A detailed study by Scottish Government analysts confirmed that for the first time in Scotland, participating in culture or attending cultural places or events has a positive impact on health and life satisfaction. The report, *Healthy Attendance: The impact of cultural engagement and sports participation on health and satisfaction with life in Scotland 2013*, identifies a positive link with wellbeing, even when other factors including age, economic status, income, area deprivation, education, qualifications, disability or long-standing illness and smoking are accounted for. Those who had attended a cultural place or event in the previous 12 months were almost 60 per cent more likely to report good health compared to those who had not, and theatre-goers were almost 25 per cent more likely to report good health.⁸

The State Library of Victoria and the Public Libraries Victoria Network published a research document in 2014: *CREATIVE COMMUNITIES: The cultural benefits of Victoria's public libraries*.⁹ The comprehensive research used quantitative data, extensive community consultation and case studies from public libraries across Victoria. Insights were gathered from a range of stakeholders of varied ages, locations and backgrounds, including library users and staff, arts professionals and cultural thinkers. The research identified 6 lenses through which the cultural benefits of public libraries can be viewed. These are:

- Libraries as public places of cultural meaning and significance.
- The culture of library spaces.
- Libraries incubating creativity.
- Libraries as cultural connectors.
- Libraries supporting Australia's complex cultural mosaic.
- Libraries nurturing the culture of the written and spoken word.

⁵ https://creative.vic.gov.au/_data/assets/pdf_file/0007/56968/AV_DVC_FinalReport_lo_res.pdf 2006 Arts Victoria and Committee for Melbourne

⁶ http://www.australiacouncil.gov.au/workspace/uploads/files/research/aca_221751_research-fact-sheet-54911b235537d.pdf

⁷ Arts in Daily Life: Australian Participation in the Arts, Australia Council for the Arts, May 2014, p. 30.

⁸ https://www.arts council.org.uk/sites/default/files/download-file/Value_arts_culture_evidence_review.pdf

⁹ <https://www.slv.vic.gov.au/sites/default/files/Creative-communities-summary-report.pdf>

Local Evidence

INFORMING GOAL 1

❖ Big Tops and Tiny Tots Circus

The recent Big Tops and Tiny Tots Circus Performance and Workshops in Golden Plains, April 2018, in partnership with Regional Arts Victoria and Solid State Circus, were specifically targeted at pre-school children, a group that has hitherto been under-represented in arts and culture in the Shire. There were 3,864 0-11 year olds in the Shire in 2016. The rationale for this project was broadly to estimate the appetite for performance programming and to explore the benefits of arts participation for children and young people.¹⁰ It was the first time any form of circus visited the shire and the introduction of this new idea which was fun and accessible proved to be of great interest to the audience.

The project aligns with the Early Years Learning Framework and ideas and lessons about healthy eating, physical activity and teamwork are woven into the performance. It involved audience participation, stimulating the audience with achievable activities that the children could take away and practice at home with a couple of simple props. The event was advertised in a fun, easy way, a key to attracting 200 people to attend. It stimulated interest across Council program areas including Youth Development and Recreation – and widened understanding of how cultural activity can relate to different areas of Council. This insight will be used to plan similar programs for the future.

Participants reported on social media and by email their delight that a professional theatre company could be accessible to them and their families without having to travel to larger regional centres, and that it was great to see a project focussed on physical activity in such a fun and entertaining way.

Activities of this nature, perceived to be non-threatening and entertaining and providing physical and mental stimulation, will contribute to Council achieving some of its broader directions in health and well-being.

❖ Library Services

Council and the Geelong Regional Library Corporation currently provide a public library service through the Bannockburn Public Library and the Golden Plains Mobile Library service. The Geelong Regional Library Corporation's 2016–2017 Annual Report provides the following information:

Bannockburn Library

- Members: 3,997
- Visits for the year: 71,239
- Loans for the year: 77,431
- Collection size: 16,800
- Regular events: Weekly Baby Time, Toddler Time and Preschool Story Time.
- Bannockburn Library is part of the Bannockburn Cultural Centre and works closely with the Golden Plains Shire to provide library services and programs tailored to the specific interests and needs of Shire residents.
- The library service complements the large variety of activities that take place in the Centre, making it an important community hub for local residents.
- In 2016/17, the library experienced a 4% increase in visits compared to the previous year.
- Bannockburn Library scored 4.7 out of 5 for customer satisfaction in the latest library survey. *"The library is a gateway to the world – it can cater to any interest, introduce children to a life of learning, connect people, and provide an outlet for homebound or physically disabled people."* (Comment from Bannockburn Library user, 2016 Library Survey).

The Golden Plains Mobile Library service

- The mobile library services geographically-dispersed communities across Golden Plains Shire and ensures residents in these areas have access to a quality library collection and information services.

¹⁰ *The Role of Arts Participation in Students' Academic and Non-Academic Outcomes: A Longitudinal Study of School, Home and Community Factors.* The Australia Council for the Arts, 2013.

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- The mobile library provides a weekly service at eight stops: Cape Clear, Dereel, Enfield, Haddon, Linton, Meredith, Rokewood and Smythesdale; a monthly service to Grenville; and an additional Saturday visit to Smythesdale for the monthly Community Market.
- Over the past year 5,457 visitors to the mobile library borrowed over 19,000 collection items.
- The Golden Plains Mobile Library Service achieved 4.9 out of 5 customer satisfaction rating in the latest library survey. *"A good meeting place for small communities that are a long way from Ballarat and Geelong. Brings locals together to chat – swap books, magazines, videos – always pleasant event due to our helpful library person who gets out of her way to find what we want."* (Comment from Golden Plains Mobile Library member, 2016 Library Survey).

❖ Tech Tea and Tales

During 2017, the *Tech, Tea and Tales* project was established to address a two-fold challenge - lack of employment opportunities for young people, and technology assistance for seniors.

Held at several venues in the Shire, the project employed 15 young people from the Golden Plains Shire to work with 32 older participants, helping the older participants learn how to use technology to connect with friends, family, interests and information. They also recorded the older participant's stories and life experiences, resulting in 22 life stories.

The program concluded with a community event for National Youth Week held at the Bannockburn Cultural Centre, which brought together over 70 members of the community to celebrate the programs and the stories that had been recorded and shared.

Bannockburn Library supplied spaces for collaborative learning and interviewing, free wi-fi, and the use of technological devices as required. The branch librarian oriented the program's participants with some of the library's digital e-resources, including e-audio and e-books, which participants learned to download and use on their own devices. Participants were either library members coming back into the library after some time, regular visitors, or joined up during the program.

The program was so successful that both Golden Plains Shire and Geelong Regional Library Corporation teams decided to repeat the 'tech help' element of the project during Senior's Week in 2017. This ran over two Council venues and employed 6 young people for sessions with 10 seniors.

90% of the older participants reported greater confidence in their use of technology as a result of the program and 43% said that their perception of young people in the shire had positively changed.

Critical to the success of the program was the fact that technology was central to the project. Two seemingly disparate groups came together around the thing that many people perceive as the thing that divides them. This is where new knowledge and insight was born, along with knowledge of the possibilities that exist beyond perceived demographic limitations.

There was no cost to participants, which made it equally accessible to as many community members as possible. 100% of the youth participants reported that the skills and experience they gained through the program had increased their confidence to apply for new jobs, courses or programs. Crucially, they also reported an improvement in soft skills and behaviours, such as the ability to communicate, self-esteem and improved attitudes towards older people.

The program bridged the gap between old and young and improved attitudes to each other. This type of cross-generational connection is both valued and effective, and has wider possibilities for other activities in other settings.

Goal 2:

Arts and culture stimulates prosperous local economies...

Alignment to the Council Plan

Strategic Direction 2:

Enhancing local economies.

We will work with business, government and community partners to sustain a diverse, resilient, prosperous and socially responsible economy through investment attraction, supporting local business, and tourism development.

What we know

- *We know that cultural goods and services have quantifiable economic value.*

What we will do

We will be looking to support to the local artistic community.

We will offer opportunities for artists to promote, showcase and sell their work.

We will introduce new ideas and inspiring content to local creatives.

We will use art and culture to support economic development across the shire.

We will plan and deliver arts and cultural activities that respond to opportunities, emerging trends, local interest, evidence and resources.

Refer to 2018-19 Action Plan, page 14

Evidence

- Cultural industries are an important economic sector, and significant contributors to Victoria's GDP.
- High level of career satisfaction in these industries, but economic factors inhibit career progress.
- Supporting cultural industries strengthens diversity of local industry, retains businesses and potentially attracts more.
- Regional arts drives new ideas that ignite community imagination and attract visitors.

The research and evidence base is detailed on the following pages.

Measurable Outcomes*Cultural*

- Creativity stimulated.

Economic

- Indirect employment stimulated.

Social

- Active citizenship and leadership stimulated.

External Evidence

INFORMING GOAL 2

In 2017, the Australia Council for the Arts commissioned a report by David Throsby, *Making Art Work – An Economic Study of Professional Artists in Australia*¹¹. This major national survey looks at demographics, education and training, career progression, professional practice, multi-tasking, employment, the changing nature of work, gender issues, CALD artists, regional artists, artists with disability, subjective wellbeing, age, and mobility. In terms of regional artists, 'only 21% of artists across all artforms indicated that living and working outside a capital city had no effect on their work... On most measures there are few differences between artists according to their location. However, we can observe that on the whole artists living outside capital cities appear to earn significantly less than their urban counterparts'.

25% of artists in regional cities or towns among visual artists and craft practitioners and 20% writers and musicians. Across all art forms, 27% of artists who reside in rural areas are community cultural development artists. The single most important factor identified by artists as inhibiting their career progress is lack of income, both throughout their professional lives and at the present time. The data does not reveal any significant differences between capital city and regional artists in the obstacles they face in their professional development; both groups see economic factors as the most important in approximately equal numbers.¹² Artists generally enjoy a higher level of career satisfaction and report better general well-being than other full-time employment.

The global economic contribution by cultural and creative industries (CCI) in 2015 reveals US\$2,250b of revenues generated and 29.5 million jobs worldwide. CCI revenues worldwide exceed those of telecom services (US\$1,570b globally), and surpass India's GDP (US\$1,900b). Within the total, the top three earners are television (US\$477b), visual arts (US\$391b), and newspapers and magazines (US\$354b). With 29.5 million jobs, CCI employ 1% of the world's active population. The top three employers are visual arts (6.73m), books (3.67m) and music (3.98m)¹³.

At a local level, Creative Victoria estimates that collectively, Victoria's creative industries make up 8% of the economy, contributing almost \$23 billion and 220,000 jobs¹⁴. Clearly, arts and culture is a significant contributor to global and local economies.

Local Evidence

INFORMING GOAL 2

❖ Arts Trail

The Golden Plains Arts Trail is an annual event which features open artist studios and cultural venues over two weekends in March. 2018 was the 10th year and to date has been Council's most consistent vehicle for facilitating arts and cultural activity in the Shire. The 2018 edition attracted 1519 visitors, 105 paid artists and 130 participating artists and creatives.

The 2018 Arts Trail Evaluation recommends that the future of the event be considered in the broader context of this Strategy, with consideration as to whether it should continue in its current form.

Based on event surveys referred to in the Arts Trail Evaluation, the event has been successful in:

- Engaging and strengthening community
- Providing a platform for artists to exhibit their work
- Raising artist profiles
- Promoting and encouraging creativity
- Raising aspirations for young artists
- Strengthening connections – professionally, artistically and personally
- Attracting tourists/ travellers into the shire and encouraging those living within the shire to explore their municipality.

While the Arts Trail has been a great success in encouraging interest and engagement with arts and

¹¹ <http://www.australiacouncil.gov.au/workspace/uploads/files/making-art-work-throsby-report-5a05106d0bb69.pdf>

¹² Ibid, Chapter 13

¹³ *Cultural times: The first global map of cultural and creative industries. CISAC and Ernst and Young. Dec 2015.*

http://www.worldcreative.org/wp-content/uploads/2015/12/EY_CulturalTimes2015_Download.pdf

¹⁴ *Creative State Executive Summary. Creative Victoria 2017.*

https://creative.vic.gov.au/_data/assets/pdf_file/0004/110947/creativestateexecutivesummary-2.pdf

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culture in the shire, it is labour and resource intensive. However, the successful outcomes listed above (previous page) are not exclusive to the Arts Trail program and could be achieved – and in fact maximised – through other arts and culture activities that are less resource intensive and with a wider community reach. Indeed, the Arts Trail has provided a solid base on which to build and reinvest in other activities.

This Arts and Culture Strategy is focused on outcomes and evaluation, providing a framework for Council to select a range of activities targeted to different demographics, and that can deliver on outcomes over the life of the plan. Examples of the type of activities are listed in the Year 1 Action Plan (page 14), however most of these cannot take place if the Arts Trail is to continue in its current form. It is recommended, therefore, that the Arts Trail be retired in its current form, and that resources and effort be concentrated on new activities and programs that are based on evidence, which support the Strategy's goals, and which appeal to a broader demographic across the community.

Goal 3:

Arts and culture revitalizes local spaces...

Alignment to the Council Plan

Strategic Direction 3:

Managing natural and built environments.

We will work to promote and protect the natural environment and ensure that growth and change in the shire will be managed for the benefit of all of the community.

What we know

- *We know that people have a strong connection to Golden Plains Shire's natural environment and public places.*

What we will do

We will be looking to enhance a sense of community belonging and civic pride.

We will offer activities that reflect and encourage interaction with Golden Plains Shire landmarks, landscapes and heritage.

We will plan and deliver arts and cultural activities that respond to opportunities, emerging trends, local interest, evidence and resources.

Refer to 2018-19 Action Plan, page 14

Evidence

- People have a strong connection to the Shire's natural environment and enjoy exploring the creative possibilities offered by the varied landscape and rich history and heritage.
- Art and culture in public places enhances pride, belonging, local awareness and aesthetic values.
- The 'Spring In The Shire' photography competition resulted in increased social capital.

The research and evidence base is detailed on the following pages.

Measurable Outcomes***Cultural***

- Aesthetic enrichment experienced.
- New knowledge, insights and ideas gained.
- Sense of belonging to shared heritage experienced.

Environmental

- Valued connection to the natural world is inspired.

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External Evidence

INFORMING GOAL 3

The Australia Council for the Arts paper *The Arts In Regional Australia – A Summary*¹⁵ collates research publications to build the evidence base about regional arts and artists, and engagement with the arts in regional Australia. Some key findings are that:

- People living in regional Australia increasingly recognise the positive impacts of the arts on their daily lives and communities.
- Creativity is strong in the regions – residents of regional Australia are as likely to creatively participate in the arts as residents of metropolitan Australia, and living in a regional area does not substantially affect overall arts attendance.
- 1 in 6 professional Australian artists live in regional cities or towns, and around 1 in 10 live in rural, remote or very remote areas. Craft practitioners, visual artists and community arts and cultural development (CCD) artists are the most likely to live outside capital cities.
- Regionally based artists have increasingly negative perceptions about the impact of their location on their practice. Artists living in the regions earn almost a third less than their city counterparts for creative work. These are trends to watch to understand the degree to which artists can maintain practice in regional Australia.
- 1 in 3 First Nations people in remote Australia creatively participate in First Nations arts and almost 1 in 10 earn income from the arts. However, remote creative arts participation rates declined between 2008 and 2014–15 driven by declines in remote NT and Queensland – a concerning trend given the importance of First Nations arts to cultural and economic sustainability, and community wellbeing.

Regional arts drive new ideas that ignite community imagination and attract visitors. Seeded in the local arts ecosystem, regional arts are exported to major exhibitions and festivals locally, nationally and globally, contributing to the cultural, social and financial capital of the country. Regional Arts Australia's paper *Regional Arts Impact Australia – That's A Fact*¹⁶ provides a snapshot and case studies of the cultural value of arts in regional Australia.

A research paper by Dr Kim Dunphy for the Cultural Development Network examined the contribution of arts and creativity to the development and revitalisation of regional, rural and remote communities¹⁷. The paper describes factors that are critical to building long-term sustainability for arts in rural communities, including an appreciation of local culture, history and heritage, local people, assets and characteristics; enthusiastic local leadership, positive attitudes, local entrepreneurship and investment; retaining young people through employment, recreational, and educational initiatives. The paper also argues for more support for arts in communities through networks of regional arts development officers and assistance for volunteers (including training), and reduction of bureaucratic obstacles. Also suggested are better funding programs, including long-term investment and less onerous application processes, as well as data collection about arts activities and outcomes at a local level.

Local Evidence

INFORMING GOAL 3

❖ Photography Competition

In November 2017, Council initiated a new photography competition designed to encourage participants to connect with the landscape and landmarks of the Shire. Held at the Meredith Interpretive Centre, Council partnered with commercial enterprises, Bendigo Bank/Buninyong & District Community Bank, Bannockburn Pharmacy, Pink Carnation Gift Shop, BOP Arts Collective. Prizes sponsored by these businesses amounted to \$1200. The competition attracted 200 entries, from which 30 finalists were chosen. The works of the finalists were on display at Bannockburn Cultural Centre for 3 months.

Photography is a great medium for community engagement; it's easy for most people to take photographs on their mobile devices. It encouraged broader participation as no specialised

¹⁵ <http://www.australiacouncil.gov.au/research/regional-arts-summary/> November 2017

¹⁶ <https://d33dlkxm851fuz.cloudfront.net/wp-content/uploads/2015/12/RAA%E2%80%94a-fact1.pdf> 2016

¹⁷ Developing and Revitalizing Rural Communities Through Arts and Creativity: AUSTRALIA. Kim Dunphy, Cultural Development Network. This paper is part of the "Developing and Revitalizing Rural Communities Through Arts and Creativity" project, prepared for the Creative City Network of Canada, March 2009. ©The author, the Creative City Network of Canada, and the Alberta Recreation and Parks Association 2009.

Arts and Culture Strategy 2018-22

photography skills were required – simply an enthusiasm to interpret the shire in whatever way the photographer chose. With the permission of the finalists, their work is now being used by Council in promotional materials.

The accessibility of this program provided a pathway to new knowledge – of the capability of smartphones, of the surrounding natural and built environments, and of other community members' interpretation of the shire.

From the comments collected at the opening event and via email and social media, participants expressed pleasure at being able to showcase and talk about their work to friends, family, other community members and artists.

The social capital resulted from the choice of thematic content. Based on anecdotal evidence from the opening night, the most positive responses were about seeing images of shire locations people had not visited, not heard about, or had visited and were seeing through new eyes. This appreciation of place has added to a sense of civic pride and the community has unequivocally called for the competition to be run again.

2018-19 ACTION PLAN

As explained throughout this Strategy, the intention is not to provide a definitive list of arts and culture activities for implementation over the four years 2018-2022.

Instead, Council will plan and deliver arts and cultural activities consistent with the three goals contained in the Strategy, and which respond to opportunities, emerging trends, local interest, evidence and resources.

Notwithstanding the above, the following activities are earmarked for Year 1 (2018-19):

Goal 1 – Arts and culture promotes healthy, vibrant and connected communities

- 1.1 Establish and fund a Christmas Community Choir, with intention for community to continue in the future.
- 1.2 Fund, promote and program School Holiday programs that where possible employ local artists. (Recent examples are the Tiny Tots Circus show, Pencil Workshops with Youth, African drumming at the community markets, and 3D card making workshops.)
- 1.3 Work with CAKE INDUSTRIES (Experimental Artists and Robot creators) to engage with youth via its gallery/workspace in Linton.
- 1.4 Support "GP ARTS INC" with its future programs and events/funding assistance.
- 1.5 Support and promote LOLA (Linton on Literary Arts) to deliver a weekend arts event in October (Funded by Regional Arts Victoria) celebrating the township and history of Linton by the written and spoken word.

Goal 2 – Arts and culture stimulates prosperous local economies

- 2.1 Support and promote an arts exhibition delivered by Meredith History Group in conjunction with history week in October.
- 2.2 Support the "Art In Dereel" group to deliver its 12 month plan (including exhibitions, workshops, guest speakers and public art).
- 2.3 Fund and deliver the new program to stimulate and inspire shire-based creative industries. The program will include two events/workshops a year including guest speakers.
- 2.4 Support and promote the WAMA project (The Wildlife Art Museum of Australia) to hold an exhibition in the shire in November 2018.

Goal 3 – Arts and culture revitalises local spaces

- 3.1 Create/fund and deliver the new promotional booklet, "Creative Wonderings", that will promote our professional creative studios, public art, creative infrastructure and inspiration for half day creative experiences, all year round.
- 3.2 Program and deliver a "Spring in the Shire" photography competition and exhibition.
- 3.3 Contribute to relevant planning and design processes to ensure places for visual and public arts.

Note:

The above assumes that the Arts Trail will not be funded and arranged by Council in 2019. If the Arts Trail were to be funded and arranged by Council, the only other activities likely to occur are Actions 1.5, 2.1, 2.2 and 3.3.

6.5 G21 REGIONAL HOCKEY STRATEGY DRAFT PUBLIC CONSULTATION

File Number:

Author: Dean Veenstra, Recreation Team Leader

Authoriser: Patti Wenn, Acting Director Community Services

Attachments: 1. DRAFT G21 Regional Hockey Strategy (under separate cover)

RECOMMENDATION

That Council endorse the draft G21 Regional Hockey Strategy (August 2018) for public exhibition, seeking community feedback.

EXECUTIVE SUMMARY

Local government authorities within the G21 region, in partnership with Hockey Victoria, commissioned insideEDGE Sport and Leisure Planning to develop a regional strategy to guide the overall direction and development of hockey across the G21 region for the next ten years.

BACKGROUND

The strategy focuses on both the built 'on-field' elements of the game (facilities and infrastructure), and the equally important 'off-field' components, including increasing participation levels, building the social hockey format, sports development, resourcing and partnership development.

Key outcomes of this project include the identification and assessment of both local and regional needs; and the development of practical strategies that can collectively meet local government, hockey and community stakeholder objectives.

A comprehensive consultation was undertaken as part of the development of the draft strategy, including a workshop with key stakeholders on 3 April 2018 and a member survey to all Geelong Hockey Association (GHA) registered players or parents of junior players.

DISCUSSION

- There are nine hockey clubs affiliated with the GHA, including three clubs that have formed in the past five years - Torquay Hockey Club, Hockey Bellarine and the Golden Plains Hockey Club. Despite the addition of these new clubs, registered hockey participation numbers have declined by 318 players in the past three years.
- The number of hockey pitches in the G21 region is adequate to support current participation numbers. Although the distance players are required to travel is a key issue, the Stead Park facility is servicing the needs of the sport from a competition perspective currently.
- Three of the five hockey venues do not have pitch lighting; whilst three are located on education land, two of which have turf surfaces. There are issues including facility capacity, access and ownership that are negatively impacting the growth of the sport.
- To address the decline in player numbers, the sport and its stakeholders (including LGA's and schools), must work together to improve the quality, capacity and access to existing facilities; and deliver more flexible and non-structured programs to enable future growth.
- Evidence collected via local and regional stakeholder groups identified a range of priorities that will assist the future development and growth of hockey across the region. These include:
 - Floodlighting projects

- Upgrades to existing facilities and amenities to support training and competition needs
 - Increasing the profile of the sport and supporting club development opportunities.
- Upgrades to existing grass pitches or delivery of new local hockey facilities should be guided by the principle of shared use. The trends toward more unstructured participation being offered at flexible times supports the development of multipurpose floodlit synthetic pitches.

As a key growth area, planning for future hockey provision in the G21 Region is critical to ensuring hockey continues to have a presence in new sport and recreation infrastructure planning across the State.

Issues

G21 Region

The G21 region is forecast to experience an estimated growth of 670 traditional hockey players from 2011 to 2031. In addition to the growth in traditional hockey participation, the implementation of social hockey within the region should see approximately 500 new people playing one of the new social hockey formats by the end of 2019. This number is expected to double by 2021 through the introduction of new venues offering all versions of hockey. The Strategy considers the need to service future demand through regional priorities for the broader G21 region, and local priorities for each of the five Councils.

Golden Plains Shire

The Golden Plains Navigators Hockey Club currently do not play any games in Golden Plains Shire. During winter, Under 8's and 10's play at the Kind Lloyd Reserve in Newtown on grass; while Under 12's through to senior men and women play at Stead Park, Corio on a synthetic pitch.

In summer, mixed competitions are held at Stead Park, and at Geelong College, Newtown for Under 10's.

The Under 12's and below train on grass at the Bannockburn Recreation Precinct Soccer Pitch having moved from the Teesdale Don Wallace Recreation Reserve synthetic tennis courts. The Under 14's age group and above train at Stead Park, Corio on a synthetic pitch. To enable training for all categories to occur in Golden Plains Shire, a synthetic surface the size of at least half a hockey pitch would be required. A full sized pitch would allow for competition games to be played in Golden Plains Shire.

Current Status

Draft Strategy outcomes for Golden Plains Shire Council

Strategic recommendations in the draft Strategy highlight the following outcomes for Council:

TASK	STRATEGIC RECOMMENDATIONS	TIMELINE	COUNCIL RESPONSIBILITY (Initiate, Deliver, Support)
1.3	Investigate opportunities to provide better facility access locally for the Golden Plains Hockey Club. Explore school partnership opportunities for satellite/training facilities within the Golden Plains Shire.	Medium	Initiate and Deliver
2.5	Explore options in the Golden Plains Shire for a synthetic pitch to promote training to senior level with a long term view to provide a full sized pitch subject to demand.	Medium	Initiate and Deliver

Strategic recommendations to be undertaken by other stakeholders that may have an impact in Golden Plains Shire include:

TASK	STRATEGIC RECOMMENDATIONS	TIMELINE	COUNCIL RESPONSIBILITY (Initiate, Deliver, Support)
2.7	Monitor participation provision ratios and population benchmarks, and identify triggers for new facility development.	Ongoing	Initiate and Deliver
3.3	Review the hockey player development pathway and identify strategies that minimise participant drop off and support the transition into senior competition.	Medium (3-5 years)	N/A
4.1	Support clubs to deliver social and unstructured forms of hockey to their members and the wider community. Explore funding opportunities to support activity delivery and facilitation.	Critical	Support
4.2	Increase the number of G21 schools offering Hookin2Hockey programs (currently 110) annually by at least 5% through the establishing greater partnerships with the education sector.	Critical (0-1 year)	Support
5.1	Support GHA to develop a business plan, to be delivered in conjunction with the regional strategy, that provides clear organisational and operational directions for association, its clubs and facility owners.	Critical (0-1 year)	Support
5.2	Review the structure of hockey in the Region and identify preferred management and operational models and joint use agreements for proposed new pitch developments in Torquay and Armstrong Creek West, that will enable facility and participation growth.	High (1-2 years)	Support
6.2	Develop strategies and initiatives in collaboration with clubs to attract and maintain new participants, acknowledging national sporting trends of providing more non-traditional, unstructured and social forms of participation.	High (1-2 years)	N/A
6.3	Develop and foster partnerships with other compatible synthetic based sports such as tennis, soccer (training), gridiron, touch rugby and lacrosse to support increased multi / shared use models, and leverage relationships to engage new participant markets.	Medium	Initiate

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 G21 Regional Hockey Strategy will provide clear strategic direction for the sport of hockey in our region for the next ten years. The draft Strategy will be on public exhibition across all G21 Council areas from 26 October to 7 December 2018. At the conclusion of the public exhibition period, InsideEDGE will consider the community feedback, discuss any potential amendments with the Project Control Group, and then refine the content to complete the final Strategy for endorsement by Council. The Strategy will also be received by the G21 Board, the four other G21 Council's, Hockey Victoria and Geelong Hockey Association.

6.6 G21 AND CRICKET VICTORIA BARWON REGIONAL CRICKET STRATEGY**File Number:****Author:** Dean Veenstra, Recreation Team Leader**Authoriser:** Patti Wenn, Acting Director Community Services**Attachments:** 1. G21 & CV Barwon Regional Cricket Draft Strategy (under separate cover)**RECOMMENDATION**

That Council endorse the release of the draft G21 and Cricket Victoria Barwon Regional Cricket Strategy (September 2018) for public exhibition and to seek community feedback.

PURPOSE

To update Council about the draft G21 and Cricket Victoria Barwon Regional Cricket Strategy (September 2018), and seek Council's support to release the strategy for a six week public exhibition period.

EXECUTIVE SUMMARY

The draft G21 and Cricket Victoria Barwon Regional Cricket Strategy (the draft Strategy) aims to guide the future planning and development of cricket across the Barwon region to 2028. The strategy provides a framework to support the future management, development and infrastructure outcomes for the sport. The Strategy is a collaborative planning project between the G21 Region Alliance, G21 local government authorities (LGAs), Cricket Victoria, Victorian Government and the local cricket community.

The development of the draft Strategy involved the investigation of issues and opportunities facing cricket identified through extensive consultation with the cricket community and the five G21 LGAs (City of Greater Geelong, Surf Coast Shire, Borough of Queenscliffe, Golden Plains Shire and Colac Otway Shire).

Only cricket sites in Golden Plains Shire that fall within Cricket Victoria's Barwon Region have been included in the scope of this strategy (Bannockburn, Inverleigh, Lethbridge, Meredith, Shelford and Teesdale). Those sites in Cricket Victoria's Central Highlands Region were out of scope for this strategy; however, audit assessments have been conducted at all facilities in Golden Plains Shire and made separately available to Council by Cricket Victoria.

There are no immediate investment or resource implications for Golden Plains Shire Council in the draft strategy. Funding for any future actions noted in the draft strategy will be sought through a range of funding opportunities and through Council's budgetary process. Further detail regarding future priorities are detailed in the discussion section of this report.

The draft strategy highlights that improving the structure and governance of cricket as the main critical priority.

All G21 LGA's are planning to release the draft strategy for public exhibition from 26 October 2018 for a six week period.

BACKGROUND

The draft G21 and Cricket Victoria Barwon Regional Cricket Strategy provides the strategic framework to support and improve the sport of cricket across the region over the next 10 years.

Strategy development commenced in 2016 using the facility audits conducted by Cricket Victoria in 2014/15. As a result, findings in the strategy are reflective of a point in time and several improvements in cricket have been made across the region since then. This does not impact on the draft Strategy's five strategic priorities that aim to improve and develop the sport:

- Priority 1 – Governance and cricket activity management
- Priority 2 – Participation growth
- Priority 3 – Facility provision, capacity and renewal
- Priority 4 – Regional cricket and community centre
- Priority 5 – Resourcing and partnerships

POLICY CONTENT

The draft Strategy aligns with Council's priorities of 'Promoting Healthy and Connected Communities' and 'Managing the Built Environment' under the Golden Plains Shire Council Plan 2017-2021.

By consulting with the community and developing a prioritised action plan with key stakeholders, the draft Strategy will provide greater participation opportunities and health outcomes through sport. Furthermore, the G21 and Cricket Victoria Barwon Regional Cricket Strategy will support and provide strategic justification through a well-developed evidence base for future management and infrastructure requirements for the sport within the G21 region.

DISCUSSION

The draft Strategy has been driven through extensive engagement with the cricket community via club and school surveys, cricket stakeholder workshops as well as Project Control Groups and Project Reference Groups. Overarching strategic documents also used to guide the draft Strategy's development include Cricket Victoria's *Common Ground: A Unified Plan for Victorian Cricket Facilities (2014)*, Cricket Australia's *National Facilities Audit (2015-2017)*, Cricket Australia's *Community Infrastructure Guidelines (2015)*, and the *Victorian Cricket Infrastructure Strategy (VCIS) (2018)*.

A total of 155 fields across 111 sites make up the G21 region's current cricket facility landscape, with only six (6) of the Golden Plains Shire sites falling within the Barwon Cricket Region. The remaining venues fall within the Central Highlands Cricket Region. For the purpose of this draft Strategy, sites outside of the Barwon Region have not been included for overall analysis or factored into future facility directions. The Central Highlands Cricket Region facilities will be considered by Golden Plains Shire when implementing the strategy recommendations. Cricket Victoria has provided the audit recommendations for these sites directly to the Shire.

The draft Strategy has identified a vision for the Barwon Cricket Region being '*More cricket, played by more participants, across a diversity of programs and locations*'. To achieve this vision, the draft Strategy has identified five (5) key strategic priorities:

Priority 1 – Governance and Cricket Activity Management

The structure of cricket within the Barwon region provides a mixed approach to the delivery of services, competitions, programs and activities with a number of separate clubs, associations, committees and player development programs operating independently of each other. Therefore, the most immediate priority and challenge facing cricket across the region is the current governance and management structure. This is impacting on the viability of all other elements of the game and needs to be addressed in order for the sport to prosper. The most critical action under this priority is to 'Develop an aligned and collaborative structure to manage cricket' and for Cricket Victoria to lead a stakeholder working party to investigate this in partnership with the cricket community. It is identified that all other strategic directions cannot progress until this is addressed. A future amended governance model will require coordinated and supported administration through sustainable management, along with broad consultation from leagues, clubs and associations within G21.

Priority 2 – Participation Growth

This priority aims to grow cricket, its range of activities, club capacity and profile across the region. It is identified within the draft strategy that cricket in G21 has experienced a decline in participation in recent seasons which is in contrast to the rest of Victoria. In addition, despite considerable

improvement in the past two years, female participation rates are very low and clubs and associations require continued support from Cricket Victoria to provide diversified and flexible formats to help address this. Within this priority is a need for Cricket Victoria to lead a strategic review of current structures and game formats and to work with clubs to introduce diversified programs. This includes engaging and promoting junior, youth and female programs and growing inclusive cricket programs for multi-cultural and Indigenous communities. Along with this wider suite of cricket programs and opportunities, there must be adequate resources to support implementation and ongoing operation.

Priority 3 – Facility Provision, Capacity and Renewal

The Barwon region's unique 'metro meets country' hybrid profile means that there is no one size fits all approach when looking at future cricket facility provision. The provision of playing facilities in G21 aligns with recommendations for both country and metropolitan areas however the unique geographical spread of the region sees varying levels of demand for infrastructure. Due to this, the draft strategy notes that the prioritisation of new venues and facilities should be led by clubs reaching capacity or within areas of forecast population growth.

It is identified within the draft strategy that some existing facilities within G21 are not meeting recommended standards for cricket at a local level. In order to attract investment and subsequent development of these sites, the first critical action under this priority is for Cricket Victoria, G21 LGA's and SRV to assist clubs in developing individual facility renewal plans with projects that promote diversity and inclusion prioritised.

Turf

A key priority for the Barwon Cricket Region will be assessing the suitability and balance of synthetic and turf cricket pitches in-line with future demand, competition and governance restructuring, and the financial capacity of tenant clubs and facility owners.

While ensuring a suitable balance of turf and synthetic pitches will be a key focus for the Barwon Region into the future, there is to be no net gain of turf provision in the Barwon region during the life of this strategy or until 'Priority 1 – Develop an aligned and collaborative structure to manage cricket' is resolved. This extends to turf practice wickets also.

The following three actions under priority 3 relate directly to turf wicket provision.

Task	Strategic recommendations	Priority	Stakeholder Responsibility	
			Deliverer	Supporters
3.7	In line with the VCIS, conduct a review of the region's current turf pitch and turf practice net provision levels and approach to management (and any relevant Council subsidy provisions) maintenance responsibilities and financial capacity). This review should take place in line with recommended competition and governance restructure resulting from Priority 1.	High	Cricket Victoria	Clubs, Associations, G21 Region LGA's.
3.8	Support Cricket Victoria and AFL Victoria's current Turf Wicket Pilot Program aimed at identifying strategies and	HIGH + ONGOING	Cricket Victoria & AFL Victoria	G21 Region LGA's, Associations, Clubs, Barwon Region Cricket Community

	processes that can assist in addressing the challenge of turf wicket preparation prior to season commencement.			
3.9	Support land owners/managers to manage the carrying capacity of existing playing fields with high use, and/or the view to increase use, through education and resourcing. This includes increasing education on ground maintenance and turf wicket management requirements and best practices to local clubs.	HIGH + ONGOING	Cricket Victoria	G21 Region LGA's

Priority 4 – A Regional Cricket and Community Centre

Cricket Victoria has identified a need to deliver and activate regional level Cricket and Community Centres in a number of regions, including G21, to achieve and address the following key roles and functions:

- Participation development – for year-round competition activities, program delivery and school participant development including a venue suitable for finals and events
- Education – provide adequate support, education and training for players, coaches, umpires and off-field support services including volunteers
- High performance – provision of indoor, outdoor, health and fitness infrastructure, particularly within an area where access to such facilities may be limited.
- Shared regional services – to provide a more centralised and streamlined approach to future cricket activities including competition, marketing and promotion

The delivery of a regional centre includes the opportunity to leverage off existing facilities using a multi-use approach.

The critical action under this priority is for a working group to further progress this investigation and consider potential locations. It is noted that any investment for a Regional Cricket and Community Centre will require a collaborative approach from G21 along with Cricket Victoria, Cricket Australia, State and Federal Governments and potentially commercial partners.

Priority 5 – Resourcing and Partnerships

It is identified within the draft Strategy that no single organisation can deliver all activities and priorities alone, and that collaboration is required to create cohesive and efficient sports administration, programs, partnerships and infrastructure for the Barwon cricket region. Once the financial impact of implementing proposed actions is known, a coordinated approach to the delivery and funding of priorities is important to achieve collective outcomes.

The critical action under this priority will be for G21 LGA's and Cricket Victoria to actively advocate to the State Government and Cricket Australia for the continuation of Sport and Recreation Victoria's Community Sports Infrastructure Fund 'Cricket Facilities' category along with Cricket Australia's National Facilities Funding Scheme. In addition, project partners will be encouraged to work together to provide structured communication and promotion of the strategy and its progression.

CONSULTATION

The draft Strategy will be released for a period of six (6) weeks from 26 October to align with all G21 LGA's, allowing the community to provide feedback to the strategy.

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 development of the draft G21 and Cricket Victoria Barwon Regional Strategy (September 2018) investigates issues and opportunities facing cricket and provides a clear strategic direction for the sport of cricket in the Cricket Victoria Barwon region over the next 10 years. The draft Strategy is planned to be publicly exhibited for all G21 Council's from 26 October to 7 December 2018. At the conclusion of this period, community feedback will be considered and discussed by the project control group and a final strategy will be prepared for endorsement by Council. The Strategy will also be received by the G21 Board, the G21 Council's and Cricket Victoria.

6.7 PERMITS TO BURN BY PRIVATE PERSONS (SCHEDULE 13)

File Number:**Author:** Greg Anders, Director Assets and Amenity**Authoriser:** Greg Anders, Director Assets and Amenity**Attachments:**

1. Typical Schedule 13 Permit to Burn with Covering Letter
2. Policy 9.2 - Permits to Burn by Private Persons (Schedule 13)

RECOMMENDATION

That Council;

1. Discontinue the service of issuing Schedule 13 Permits to Burn by Private Persons and advise the Country Fire Authority Regional Operations Managers and primary producers accordingly.
2. Continue to provide assistance to primary producers and to the Country Fire Authority with the processing of Schedule 13 Permits to Burn by Private Persons until such time as the Country Fire Authority has the resources to directly receive, assess and issue the permits without the need for assistance from Council.

EXECUTIVE SUMMARY

This report seeks a determination that Council not continue to issue Schedule 13 Permits to Burn by Private Persons because of the associated risks, but continue to assist with the permit application process during a transitional period.

BACKGROUND

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

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

Rural councils where cropping is an agricultural practice have historically issued Permits to Burn to primary producers within the declared fire danger period (usually November to April) on behalf of the CFA. Golden Plains Shire Council is one of the municipalities that has issued permits annually. The Act was written at a time when local government provided a broad range of services to its communities and the CFA had limited regional offices and resources. Since the introduction of the legislation the landscape has changed significantly. The CFA now has many regional and district offices and local governments have been amalgamated, meaning greater areas to manage, less resources, and a requirement to provide services - where possible - under a user pays / cost recovery system. Despite these changes, the practice of issuing Permits to Burn by local governments has continued, generally without review or question. Increasing public scrutiny, education and awareness around the risks of fire to life and property means that many Councils are currently considering their role in the issuing of permits, particularly in relation to cost, risk and resourcing.

Golden Plains Shire Council issues 315 Schedule 13 permits (stubble burning permits) on average each season. Council issued 373 permits during the 2017/18 season, which commenced on 18 December 2017 and ended on 1 May 2018.

The following processes / actions are required each season to facilitate the issue of Schedule 13 Permits to Burn:

- Organising meetings / teleconferences with CFA / Group Officers to determine dates for the issuing of Schedule 13 notices. This also includes discussion on the conditions that will be applied to each permit.
- Officer time dealing with any issues emerging from the annual teleconference, including conversations with land owners.
- IT / GIS staff provide assistance in the issuing of the permits (updating GIS software and templates).
- Assessing each application utilising the CFA checklist. This may include a site visit or, at a minimum, a desktop assessment.

It is estimated that the current cost to Council associated with the service of issuing Schedule 13 Permits to Burn is well in excess of \$100 per permit. Two of the municipalities that have introduced fees for the issue of Schedule 13 permits – Shepparton and Ararat – set their fees at \$69 and \$100 respectively for the 2017/18 financial year.

Currently there are at least three [3] rural councils that have decided not to continue with the issuing of Schedule 13 Permits to Burn, being Mildura, Gannawarra and Moira. Primary producers in these municipalities have their permits issued through their regional CFA offices, at nil cost.

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

POLICY CONTENT

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

DISCUSSION

The issue of Schedule 13 Permits to Burn was previously considered by the former Council, viz:

- In January 2016 Council was made aware that some other councils were contemplating withdrawal from the issuing of permits.
- The CFA at that time expressed concerns that local communities – in particular agri-business – could be disadvantaged as a result, adversely impacting on safe and efficient farming practices. The Chief Officer of the CFA also commented that the Schedule 13 permits, and the process of them being issued by Councils, had been in place for decades and was relied upon by the farming community.
- Council was also aware then that, in response to local government concerns, the CFA was leading a process – in collaboration with the MAV and LGV – to thoroughly review all aspects of issuing Schedule 13 permits. This review had commenced and was expected to be concluded by June 2016, with implementation of outcomes completed by the commencement of the 2016/17 fire season. To date, Council has not received any further information on the status of this review.

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

Financial & Risk Management Implications

The cost to Council of providing the service of issuing Schedule 13 Permits to Burn is currently well in excess of \$100 per permit. Full cost recovery is possible if Council wishes to continue to issue the permits and is of the view that a fee should be introduced to recover the costs from the service users. There are clearly inherent risks to Council and to its Municipal Fire Prevention Officer associated with the issuing of Schedule 13 Permits to Burn. Council Policy 9.2 – Permits to Burn by Private Persons (Schedule 13) – mitigates these risks to some extent. These risks could be fully removed, however, if Council were to decide not to continue with the practice of issuing the permits.

CONSULTATION

It is considered that Council is able to exercise its discretion when deciding whether or not to continue issuing Schedule 13 Permits to Burn or to introduce a fee for the service. The costs associated with the issuing of these permits to primary producers are currently subsidised by all ratepayers. It is considered that a formal consultation process is not required. Extensive general communications to inform the community and the CFA will have to be undertaken if Council decides to make any changes in regard to the issue of Schedule 13 permits.

The CFA District Managers (Ballarat and Geelong) have recently met with the Golden Plains Shire CEO in relation to their capacity to issue Schedule 13 Permits to Burn, indicating that:

- The CFA does not currently have any form of digital portal for the receipt and processing of permits, but is moving towards this on a State-wide basis.
- The matter of the Issuance of the Permits is currently being considered as part of a broader State Government strategy on digitising government processes (no timeline on the implementation of this).
- It is likely that some of Council's primary producers would have land holdings in two [2] CFA regions, requiring applications for permits to be submitted to each region.

Having also raised the concerns of the Council, it was generally agreed that in the short term, that practise could remain that the local community lodge the applications with the Council, and that we in turn forward them electronically to the relevant CFA Regional office, for them to issue.

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 regard to the matter of Schedule 13 Permits to Burn by a Private Person, it is considered that Council has a number of options, being:

- Continue to issue the permits to primary producers at no cost, with the service subsidised by all ratepayers.
- Continue to issue the permits under a fee for service/cost recovery model.
- Stop providing the service because of the associated risks and in the knowledge that there are other agencies duly authorised to issue the permits – ie, CFA – and provide assistance to farmers and the CFA during a transitional period.

The issue of most concern associated with the Council providing the service of issuing Schedule 13 permits (with or without a fee) is that once the permits are issued, the enforcement

in the field of the conditions placed on that permit by the Municipal Fire Prevention Officer becomes the responsibility of the Country Fire Authority. This is because Council officers are not able to be Authorised Officers for enforcement under the provisions of the *Country Fire Authority Act*. It is primarily for this reason that the officers are recommending to Council that it should decide against continuing to provide this service. This risk can and should be removed by not continuing to issue the permits.

Whilst we are advised that the CFA has not previously issued any Schedule 13 Permits to Burn in the Shire, we are also advised by the CFA Regional Managers that the CFA regional offices would be able to issue Schedule 13 permits during the next and future fire danger periods if the Council is able to assist with the permit application process during a transitional period.

It is also suggested that Council continue to make the permit application forms available for downloading from Council's website, and that the downloaded and completed forms be forwarded to Council for checking of property details against Council's data base, prior to being scanned and emailed to the appropriate CFA Regional Office for issue.

Each of the CFA Regions across the Golden Plains Shire have the capacity to receive completed Schedule 13 Permits to Burn applications by email or fax



P: (03) 5220 7111
F: (03) 5220 7100
Local call: 1300 363 036
E: enquiries@gplains.vic.gov.au

Golden Plains Shire Council
2 Pope Street, PO Box 111
Bannockburn, Victoria, 3331
W: www.goldenplains.vic.gov.au

1 March 2018

Dear Applicant

Schedule 13 Permit to Burn Enclosed

Enclosed with this letter is your Schedule 13 Permit to Burn.

Please note that Council Officers may attend your property at any time to inspect the width and standard of the 5 metre break. Any compliance issues with the break may result in the permit being revoked.

Consideration of weather and fire danger conditions in the days following a burn is vital in reducing the risk of a burn reigniting and escaping.

Permit holders are also reminded of the need to be vigilant in patrolling and extinguishing a burn.

It is important to note that non-compliance with the listed permit conditions and restrictions is an offence under section 38(3) of the *Country Fire Authority Act 1958*. Severe penalties apply for those found in breach of the Act.

Escaped burns will be investigated by the Country Fire Authority (CFA) and Police and non-compliance with permit conditions will result in further action being taken.

If you have any further queries regarding your permit or the associated conditions please contact your local CFA district office or Brigade Captain, as identified on the permit.

Yours sincerely,

Matthew Sims
Emergency Management Officer and
Municipal Fire Prevention Officer

...where opportunities grow...

COUNTRY FIRE AUTHORITY REGULATIONS 2014 (SR 165/2014)

SCHEDULE 13

REGULATION 109 (1)(b)

PERMIT TO BURN BY A PRIVATE PERSON

(Not valid on a day of TOTAL FIRE BAN)

REFERENCE NO: 2018 - 003

PERMIT granted to **Adam Walton** of **1911 Rokewood-Shelford Road Rokewood 3330** to light a fire or fires for the purpose of allowing the following specified material to be burned: **Grass and stubble** during the period commencing on **Monday, 5 March 2018** and ending on **Monday, 30 April 2018** at Property of: **Wurrook South Pty Ltd** Property No: **52170645** at **1911 Rokewood-Shelford Road, Rokewood**.

Approximate burning location reference: MGA 94, Zone 54 **745224 / 5798491**.

The permit is granted subject to the following conditions:

- (1) The person performing the burning operation to which the permit relates must be in possession of the permit or a copy of it.
- (2) **Notice of Intention to conduct a burning operation must be given between 2 and 24 hours before the burning is to commence:**
 - (a) to each owner or occupier of land contiguous to the area to be burned; and
 - (b) to the officer in charge of the fire brigade in whose area the burning is to take place, by telephoning the officer in charge on ☎ 0429913071 ; and
 - (c) to the Emergency Services Telecommunications Authority (within the meaning of the Emergency Services Telecommunications Authority Act 2004) (ESTA), on 1800 668 511, or by one or more of the means of notification specified on the ESTA Internet site (<http://www.esta.vic.gov.au>) or the Country Fire Authority Internet site (<http://www.cfa.vic.gov.au>)
- (3) If the area to be burned is within 3 kilometres of any State forest, national park or protected public land, notice of the intention to burn must be given to the appropriate forest officer between 2 and 24 hours before the burning is to commence.
- (4) Before commencing a burning operation, a fire break must be prepared around the perimeter of the area to be burned, which is:
 - * not less than 5 metres wide (~~being a minimum width of 1.5 metres~~) and cleared of all flammable materials; **OR**
 - * ~~not less than 3 metres wide (being a minimum width of 1.5 metres) and thoroughly wetted down whilst the fire is within 3 metres of the wetted area.~~
- (5) Burning off must not commence before 10:00am eastern daylight savings time or 09:00am eastern standard time on each day of the burning operation.
- (6) Every reasonable precaution must be taken that only the material specified in this permit is burned. Any other material catching alight must be extinguished immediately.
- (7) Until all fires lit under this permit have been completely extinguished –
 - (a) the perimeter of the burning area must be continuously monitored; and
 - (b) an adequate number of adults and adequate fire suppression equipment or appliances must be present.
- (8) If in the vicinity of the area to be burned, the shade temperature exceeds 32 degrees Celsius or the average wind speed exceeds 15 kilometres per hour –
 - (a) burning operations must not be commenced; or
 - (b) if burning operations have commenced, all fires must be extinguished as soon as possible.
- (9) All fires must be extinguished before sunrise on the day following the day on which they were lit.
- (10) Additional Conditions:
 - (a) A minimum of two trucks to be in attendance at the fire with a combined capacity of at least 3,000 litres complete with individual working pump units. The smaller unit shall have a capacity of at least 400 litres.
 - (b) At the time of ignition and during the burn, no less than 2 adults are in attendance. These adults are to be determined competent by the permit holder to undertake the task provided to them.
 - (c) Prior to burning notify Owner, Communications Officer Carolyn Wilson ☎ 0417321403/52813278 , Brigade Captain Dion Griffith ☎ 0429913071 .

Dated at Bannockburn on **02/03/18**.



Matthew Sims
MUNICIPAL FIRE PREVENTION OFFICER

of the Golden Plains Shire

All permit holders please note: Under Section 38(4) of the CFA Act 1958. Compliance with the conditions of a permit does not of itself relieve the holder of the permit from liability for any damage sustained by another person as a result of any fire lit by the holder of the permit pursuant to that permit.

9.2 Permits to Burn by Private Persons (Schedule 13)

Policy Title:	Schedule 13 Permits to Burn by Private Persons
Date Adopted:	27/1/16
Date Revised:	
Minute Book Reference:	27/1/16 Item 4.4.1, pages 19-22
Next Revision Due:	January 2020

PURPOSE

- To ensure permits to burn issued under the *Country Fire Authority Act 1958* (CFA Act 1958) by the MFPO, consider risks and contain conditions that may be reasonably required.
- To ensure Council resources are utilised effectively during the application, and issue of permits to burn.

INTRODUCTION

Golden Plains Shire is required under the CFA Act 1958 to appoint a Municipal Fire Prevention Officer (MFPO). The MFPO has a range of functions under the CFA Act 1958 including the ability to issue Section 38 permits to burn during the Fire Danger Period (FDP).

SCOPE

Applies to MFPOs (including deputy MFPOs as delegated) and administrative support staff.

POLICY

In rural areas a permit (permit to burn) pursuant to section 38(1) of the CFA Act 1958 must be obtained prior to burning off during the Fire Danger Period (FDP). The MFPO will only issue permits that are in accordance with the delegated responsibility of the position.

Permits to burn may be issued by the MFPO at any time throughout the FDP. The MFPO will determine if a permit to burn will be issued based on the seasonal fire conditions, the potential for the planned burn to become uncontrolled and the impact if that burn was to become uncontrolled. Based on the risk factors above, permits to burn generally will not be issued from 1 December to 1 March.

The MFPO will only consider applications for a permit to burn if all of the information required on the approved application form is provided.

Unless exceptional circumstances are given by the applicant and accepted by the MFPO, Schedule 13 permits will only be issued for the burning of grass and cropping stubble. Permits will also be issued in accordance with the Municipal Fire Management Planning Committee (MFMP) endorsed Schedule 13 conditions. The conditions have been developed to consider the risk posed by the burning activity under advice from the MFMP which is an inter-agency body chaired by the CFA as fire experts and authorities. The conditions approved by the MFMP to be used during the fire season will be attached to the permit when issued.

If the MFPO believes additional conditions are required for a specific permit, based on the level of hazard that exists for the area of the burn, this decision may be made by the MFPO after consulting with the CFA Operational Officer or Operational Manager for that given area.

If Council or the MFPO is specifically aware of specific risks or vulnerabilities in relation to issuing of a permit, Council or the MFPO will attempt to refer the matter to the CFA.

Permit holders have a responsibility under Section 38(3) of the CFA Act 1958 to 'comply with each of the conditions and restrictions contained in the permit.'

Section 38(4) of the CFA Act 1958, determines that 'compliance with the conditions of a permit does not of itself relieve the holder of a permit from liability for any damage sustained by another person as a result of any fire lit by the holder of the permit pursuant to that permit.'

Once a permit is issued, the enforcement of the conditions on that permit are the responsibility of Authorised Officers for enforcement under the CFA Act 1958. The MFPO is not an Authorised Officer for enforcement purposes and therefore will not enforce permit conditions.

Council including the MFPO, Deputy MFPOs or other Council officers will not monitor compliance with section 38 permits to determine compliance. Council does not have a responsibility to do so, and it does not have the resources to do so.

Community education programs may be undertaken from time to time in partnership with CFA if Council resources allow.

PERMITS

A person may apply to the MFPO to be issued with a permit to burn under the CFA Act 1958. Applications for permits to burn are required to be in writing on the prescribed form as determined by the MFPO.

All applicants must sign a statement on the application form that they have the appropriate authority to submit the application and to carry out the works/ undertakings allowed under the permit.

No permit fee will apply to permit applications.

Application forms will not be considered by the MFPO if information is not correct or missing from the application.

In determining if a permit should be issued for burning, the MFPO will take into account the following considerations:

- The reasons for wanting to burn.
- The potential hazards/ risk of undertaking the burn or if the burn gets away.
- Vulnerabilities of the applicant or community around them and their ability to understand the conditions of a permit.
- Other means of disposing of the material.
- The duration of burning.
- The location of the proposed burn in proximity to adjoining hazards.
- The zoning of the land on which the burn is to take place.
- Whether there are adequate means of controlling and extinguishing the spread of the fire.
- Any relevant CFA advice.

If a permit is issued, it may contain relevant conditions as determined to be reasonably required by the MFPO. Whilst the MFPO can (and should) receive and consider advice from bodies such as the MFMPC and CFA (and Council if relevant), the MFPO has sole discretion in relation to the granting of permits and any associated conditions.

Once a permit is issued, it will be sent to the permit holder, the Brigade Captain and the CFA Group Communications Officer in which the burn is to take place.

The conditions contained in the permit to burn must be complied with by the permit holder. If a permit holder is unsure of the conditions contained in a permit they must contact the relevant CFA District for clarification prior to commencing the burn.

REFERENCES

Country Fire Authority Act 1958

6.8 GOLDEN PLAINS SHIRE COUNCIL ANNUAL REPORT 2017-18**File Number:****Author:** Richard Trigg, Director Corporate Services**Authoriser:** Richard Trigg, Director Corporate Services**Attachments:** Nil**RECOMMENDATION**

That Council:

1. Notes the Auditor's unqualified reports on the 2017-18 Performance Statement and 2017-18 Financial Statements;
 2. Acknowledges that the Golden Plains Shire Council 2017-18 Annual Report was submitted to the Minister for Local Government on 20 September 2018 in accordance with section 133(1) of the *Local Government Act 1989*; and
 3. Adopts the Golden Plains Shire Council 2017-18 Annual Report in accordance the Local Government Act 1989.
-

EXECUTIVE SUMMARY

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

The unqualified Audit opinions on the 2017-18 Performance Statement and 2017-18 Financial Statements appear in the document and disclose an overall surplus of \$6.0 million, an Adjusted Underlying Result of \$1.5 million and capital expenditure on assets of \$10.1 million.

BACKGROUND

Section 131 of the LGA requires Council to prepare an Annual Report containing:

- a Report of Operations of the Council;
- an audited Performance Statement;
- audited Financial Statements;
- a copy of the auditor's report on the Performance Statement prepared under section 132;
- a copy fo the auditor's report on the financial statements under Part 3 of the Audit Act 1994; and
- any other matter required by the regulations.

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

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

- The Annual Report must be submitted to the Minister by 30 September each year;
- Council must pass a resolution giving its approval in principle to the Performance Statement and Financial Statements;
- Council must authorise 2 Councillors to certify the Performance Statement and financial statements in their final form, after any changes have been made following the audit; and
- Council must hold a publically advertised meeting to discuss the Annual Report as soon as practicable after it has been sent to the Minister.

Council has complied with all these requirements.

POLICY CONTENT

- Council Plan 2017-2021
- Strategic Resource Plan
- Annual Budget 2017-18

DISCUSSION

The following is an extract from the Annual Report that highlights Council's major achievements over the past year. These are just some of the achievements that contributed to Council completing all of its actions allocated to 2017-18, within the Council Plan 2017-2021. Please refer to 'Highlights and achievements' from the Annual Report for a more detailed list of achievements.

COUNCIL MEETINGS CHANGE FOLLOWING COMMUNITY FEEDBACK

Starting from February 2018, the Council meeting start time changed from 4pm to 6pm to make it easier for community members to attend.



INVESTMENT

The Golden Plains Food Production Precinct reached \$50M in investment approved for development. These projects will create jobs and stimulate investment in the Shire.



SPOTLIGHT ON INVERLEIGH

Various departments across Council are working together on projects to manage growth and improve amenity in Inverleigh. These projects will greatly benefit the town.

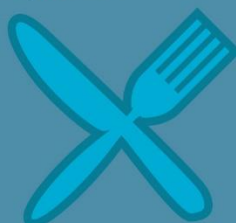


NEW TOURISM WEBSITE

We launched visitgoldenplains.com.au, a new tourism website for Golden Plains Shire, promoting the Shire's varied tourism offerings to locals and visitors.

FOOD SAFETY PROCEDURE MANUAL DEVELOPED

Council staff now have a procedure manual to refer to which aims to improve consistency amongst officers, efficiency and overall quality of service provided.



NEW LOCAL PLANNING POLICY FRAMEWORK

A new Local Planning Policy Framework, including a new Municipal Strategic Statement was incorporated into the Golden Plains Planning Scheme.



FUNDING FOR PLAYGROUPS

Our Maternal and Child Health service was successful in obtaining funding for Supported Playgroup programs across the Shire. The program has a commitment to improved learning, development and wellbeing outcomes for disadvantaged children and their families.



FOCUS ON RISK AND OHS

We embarked on a three-year OHS Management program, PlainSafe. The best-practice framework is built around four pillars of Leadership, Systems, Safety Culture and Safe Workplaces and Equipment and will deliver significant improvement to OHS at Golden Plains.



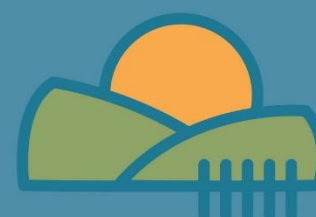
NEW BUSINESS BOOM

273 new businesses were set up in Golden Plains Shire between July 2017 and January 2018, supported by our Economic Development team.



EXPLORING THE IMPACT OF RAPID GROWTH

Working with the Peri-urban Group of Rural Councils, the Strategic Planning team is exploring the future impacts and opportunities presented by the rapid growth occurring on the outskirts of our adjoining regional cities.



Council Plan

Council's performance for the 2017-18 year has been reported against each strategic objective to demonstrate how Council performed in achieving the 2017-2021 Council Plan. Performance has been measured as follows:

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

In order to be more responsive to ratepayer issues, reduce duplication of effort and to gather better data for the newly elected Council, some improvements to the 2017-18 community satisfaction survey were made. However, these improvements resulted in some Council Plan indicators not being reported on as they related to survey questions that were no longer deemed relevant or informative.

In relation to reducing the duplication of effort, these changes to the survey were also influenced by the Local Government Performance Reporting Framework (LGPRF) introduced in 2014-15. Included in the 2017-18 Annual Report are a total of 50 performance measures, covering all service areas, as prescribed by the framework.

22 of the 25 strategic indicators contained in the Council Plan 2017-18 were able to be reported on.

In relation to the six major initiatives undertaken during 2017-18, the following results have been achieved:

- Planning for future development and facilitation of programs to support secondary school students in the local community, including completion of road safety infrastructure at the Bannockburn P-12 College;
- Funding secured to build stage one of the Bannockburn Heart Precinct;
- Completion of a Northern Settlement Strategy;
- Full year operation of the new Resource Recovery Centre at Rokewood;
- Redevelopment of the Golden Plains Customer & Civic Centre is underway; and
- Advocacy for a new emergency services precinct.

Further detail of these indicators, measures, initiatives and services is contained in the 'Council Plan' section of the Annual Report beginning on page 35.

Statements

The 'In Principle' Performance Statement and Financial Statements were presented, along with the Auditor's Management Letter and Closing Report, to Council's Audit and Risk Committee at its meeting held 11 September 2018.

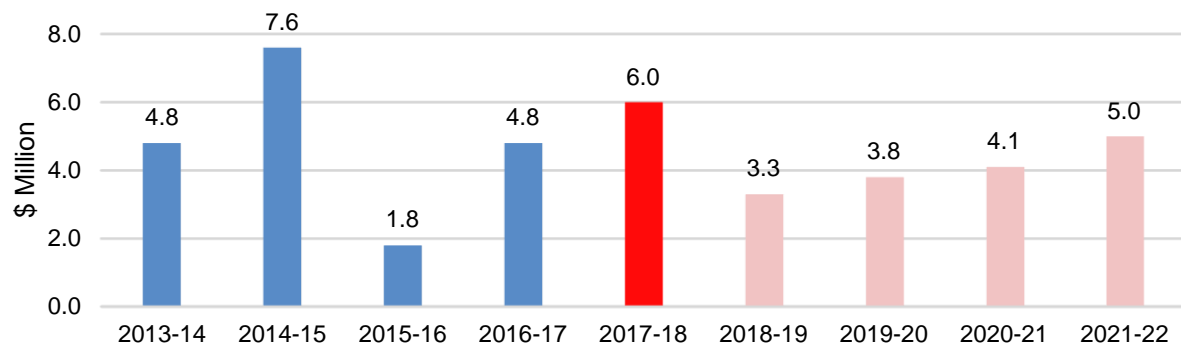
Having considered the Audit Closing Report and Management Letter, the Committee resolved:

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

The following key indicators provide a brief overview of Council's financial performance for the year, including graphs which visually demonstrate the recent trend of each.

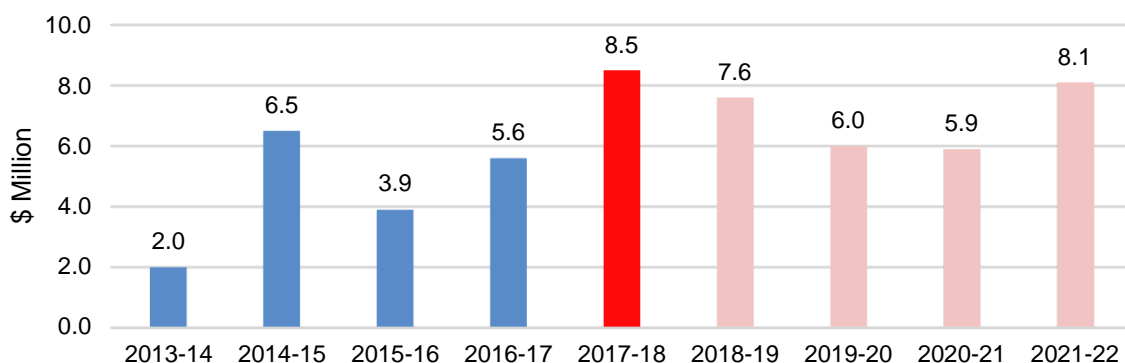
Operating Result

The operating result shows Council's overall performance for the year. The surplus for 2017-18 totalled \$6.0 million, which is \$3.0 million greater than budget. However, this 'headline' figure can be misleading. The 'Adjusted Underlying Result', which removes any non-recurrent grants used to fund capital expenditure, non-monetary asset contributions and other contributions to fund capital expenditure from the result, is actually a surplus of \$1.5 million. Both the operating and adjusted underlying result for 2017-18 includes 50%, or \$2.8 million, of the 2018-19 Financial Assistance Grant that was paid in June 2018.



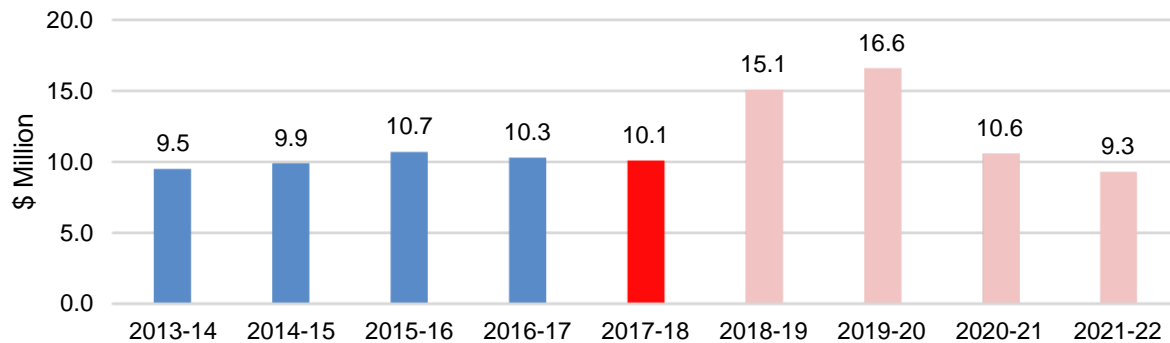
Discretionary Retained Earnings

Discretionary Retained Earnings is the surplus funds that Council has available to take advantage of unexpected opportunities. These are primarily utilised to match grants offered by third party funding. Council has been able to maintain a healthy balance for the past five years. It should be noted that the 2017-18 balance of \$8.5 million includes \$2.8 million of 2018-19 Federal Assistance Grants received in advance during June 2018 and \$1.5 million in profits held from the sale of Bakers Lane. It is planned that the profits from Bakers Lane will be utilised to fund the capital investment required for the fourth, and final, stage of the same development in 2020-21.



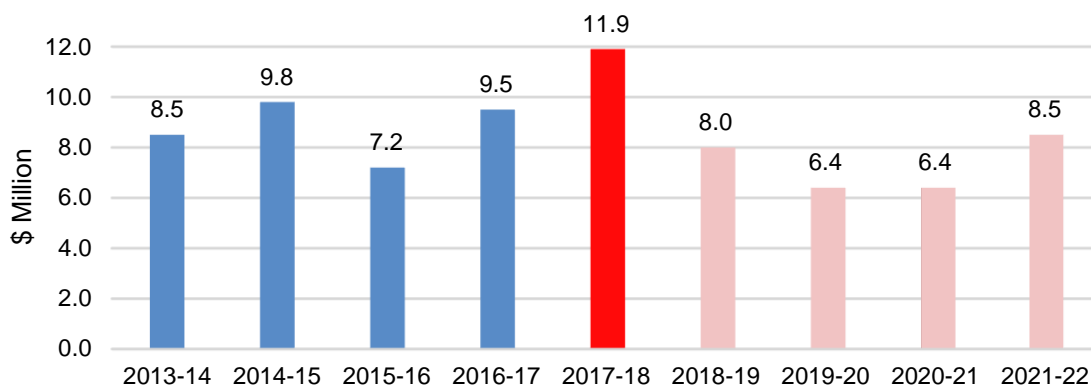
Capital Expenditure

The capital program for 2017-18 of \$10.1 million, takes Councils total capital expenditure over the last three years to \$31.1 million. These programs have been consistent with Council's Strategic Resource Plan and have been funded by a combination of government grants, borrowings and discretionary retained earnings (as outlined above).



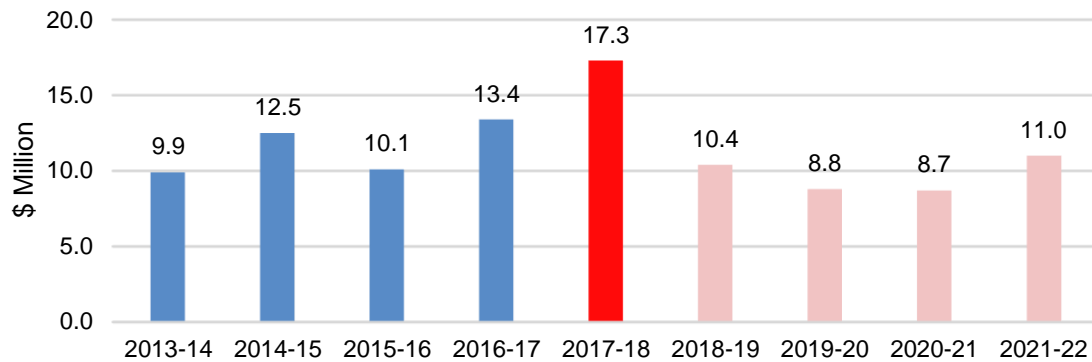
Working Capital

Working Capital is the amount by which current assets exceed current liabilities. This is a measure of Council's ability to meet its short term obligations. At 30 June 2018 the surplus is \$11.9 million compared to a budget of \$4.5 million. This large working capital surplus is primarily a result of a higher than anticipated cash balance, which has resulted from grants received in advance, timing of payments and 2017-18 projects that are yet to be completed (and paid).



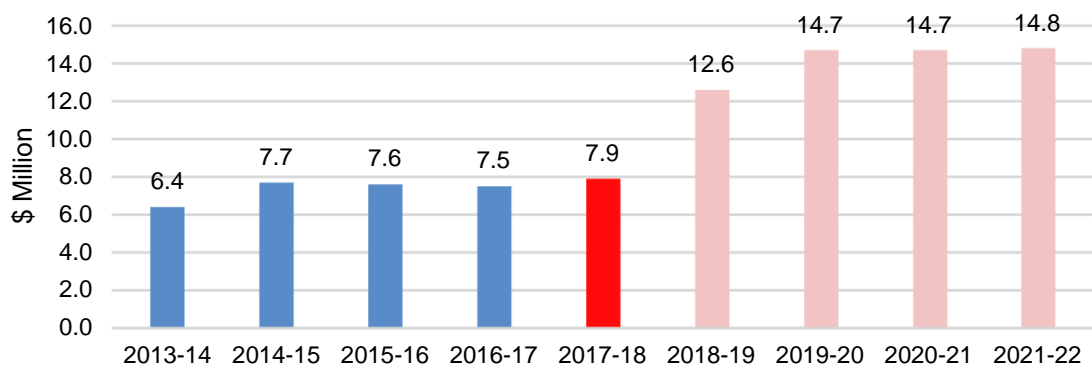
Cash Balance

Council's cash balance at 30 June 2018 totalled \$17.3 million, which is \$10.7 million favourable to budget and an increase of \$3.9 million from the previous year. The balance includes the \$2.8 million of 2018-19 Federal Assistance grants received in advance during June 2018, \$3.8 million being held to complete funded and capital works projects from prior years and recent operating surpluses.



Interest Bearing Liabilities

Borrowings have decreased by \$408 thousand from the previous year to a total of \$7.9 million. New borrowings of \$650 thousand were undertaken to fund Council's capital program. These amounts are in accordance with Council's Strategic Resource Plan. Interest bearing liabilities are set to increase over the life of the Strategic Resource Plan as a total of \$10 million will be borrowed to fund the redevelopment of the existing customer service centre located at 2 Pope Street, Bannockburn. Council has structured borrowings to ensure costs are spread fairly over current and future years. Council has also availed itself of the benefits from the Municipal Association of Victoria's Local Government Funding Vehicle which has seen the cost of borrowing reduce for Victorian Councils.



The overall financial position remains strong and continues to be consistent with that depicted in Council's Strategic Resource Plan. This is further supported by the following table which compares the key financial indicators from the 2017-18 actual results with the original budget and the levels Council considers best practice.

Indicator	Actual 2017-18 \$'000	Budget 2017-18 \$'000	Variance \$'000	GPS Target \$'000	Best Practice \$'000
Operating Surplus	6,023	2,987	3,036	> 0	> 0
Adjusted Underlying Result	1,979	(85)	2,064	> 0	> 0
Working Capital* (%)	249%	188%	61%	> 188%	> 100%
Disc. Retained Earnings*	8,548	3,897	4,651	> 2,000	> 1,000
Borrowings (% of Rates and charges)	36.9%	37.2%	(0.3%)	< 30%	< 60%
Cash and Investments*	17,271	6,580	10,691	> 5,000	> 0
Rate Determination	2,753	920	1,833	> 0	> 0

*Actual figures for these indicators include \$2.8m not budgeted relating to 50% of the 2018-19 Federal Assistance Grants that were received in advance and allocation of \$310k to assist with the redevelopment of Rokewood Recreation Reserve Pavilion.

While these indicators generally reflect a very positive financial position, it is important to note that the variances largely relate to the timing of grant income and capital expenditure. As mentioned earlier, after taking these timing issues into consideration Council's financial position is consistent to that depicted in the Strategic Resource Plan.

Please refer to pages 145 and 146 of the Annual Report to view the 12 Financial Performance Indicators prescribed within the LGPRF.

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

Auditor General's Reports

No material changes have been made to the financial statements since the adoption of the in principle statements. The audit provides a positive reflection of the quality of Council's staff, its financial management policies and procedures, good governance and strong internal controls. Pages 92 and 139 of the Annual Report contain the Auditor's Report on the Financial Statements and the Auditor's Report on the Performance Statement respectively. Both audit opinions are unqualified.

CONSULTATION

As this agenda item is part of a legislative compliance process a formal consultation process was not required.

As required under the Act, public notice was given informing stakeholders that the Annual Report is available on Council's website and available for inspection at Council's customer service centres and that the report will be discussed at this Council meeting.

CONFLICT OF INTEREST

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

CONCLUSION

The achievements and financial result contained within the 2017-18 Annual Report is further evidence of how Council's discipline in adhering to its four year Strategic Resource Plan, has allowed Council to sustainably deliver the projects and services being demanded from a rapidly growing community. This is a challenge that Council has been able to meet through responsible planning and implementation of such plans.

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

This outcome has only been achieved through the teamwork, dedication and professionalism of Councillors, staff, volunteers and the community, as well as the unique partnerships that have been formed over many years between Council, other levels of Government and community service providers. The 2017-18 Annual Report is therefore a testament to the efforts of everyone that has been involved in making Golden Plains a shire where opportunities grow.

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

6.9 COUNCIL PLAN IMPLEMENTATION

File Number:

Author: Richard Trigg, Director Corporate Services

Authoriser: Richard Trigg, Director Corporate Services

Attachments:

1. 1a - Pillar 1 - Healthy and Connected Communities
2. 1b - Pillar 2 - Local Economies
3. 1c - Pillar 3 - Natural & Built Environment
4. 1d - Pillar 4 - Good Governance & Leadership

RECOMMENDATION

That Council note the report and achievements attained in the implementation of the actions contained in the Council Plan 2017-2021 for the first quarter ending September 2018.

EXECUTIVE SUMMARY

The purpose of this report is to update Council on the progress made in completing the 2018-19 actions contained in the Council Plan 2017-2021.

BACKGROUND

The Council Plan 2017-2021 contains 40 actions framed around 4 Pillars. This is the first quarterly report to Council regarding implementation of the Plan for 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

The following table indicates the quarter the actions are budgeted to be completed (●) and the quarter they are completed and reported on to Council is shown by a tick (✓).

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

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
Action	Strategy	Sept	Dec	Mar	June	PM Ref
12. Promote and support the development and sustainability of our rural economy	• Economic Development & Tourism			•		2.1.02

	<ul style="list-style-type: none">• Road				<ul style="list-style-type: none">•	
	<ul style="list-style-type: none">• Road Management Plan				<ul style="list-style-type: none">•	
	<ul style="list-style-type: none">• Rural Land Use		<ul style="list-style-type: none">•			
	<ul style="list-style-type: none">• Northern Settlement		<ul style="list-style-type: none">•			
13. Promote and support innovative, environmentally sustainable and value adding approaches and solutions within our business, rural and visitor economies	<ul style="list-style-type: none">• Economic Development & Tourism			<ul style="list-style-type: none">•		2.1.03
	<ul style="list-style-type: none">• Environment				<ul style="list-style-type: none">•	
	<ul style="list-style-type: none">• Events, Marketing & Communications	✓				
14. Advocate, facilitate and provide built, service and technology infrastructure to support business and industry growth and development	<ul style="list-style-type: none">• Economic Development & Tourism			<ul style="list-style-type: none">•		2.1.04
15. Promote and advocate for education, vocational and lifelong learning opportunities to support skill development and employment opportunities	<ul style="list-style-type: none">• Youth		<ul style="list-style-type: none">•			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	<ul style="list-style-type: none">• Economic Development & Tourism			<ul style="list-style-type: none">•		2.1.06
	<ul style="list-style-type: none">• Events, Marketing & Communications	✓				
17. Encourage greater investment in the Shire through creative industries, local events and festivals	<ul style="list-style-type: none">• Events, Marketing & Communications	✓				2.1.07
	<ul style="list-style-type: none">• Economic Development & Tourism			<ul style="list-style-type: none">•		
Pillar 3: Natural & Built Environment						
18. Support and encourage community resilience to respond to a changing climate and the impact of natural disasters	<ul style="list-style-type: none">• Environment				<ul style="list-style-type: none">•	3.1.01
19. Define a pathway to achieving carbon neutrality for Council operations	<ul style="list-style-type: none">• Environment				<ul style="list-style-type: none">•	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
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
Action	Strategy	Sept	Dec	Mar	June	PM Ref
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
	• Urban Design Frameworks		•			
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

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
Action	Strategy	Sept	Dec	Mar	June	PM Ref
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		•			

A detailed explanation of actions can be obtained from Attachments 1a to 1d – Council Plan 2017-2021 Actions Quarterly Report for September 2018.

CONSULTATION

A formal consultation process was not required.

CONFLICT OF INTEREST

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

CONCLUSION

The implementation timetable above is an effective monitoring method to enable Council to complete the 2018-19 actions contained in the 2017-2021 Plan.

Council Plan 2018-19

Quarterly Report on Action September 2018



Strategic Objective :

1. Promoting Healthy and Connected Communities

Description :

We commit to creating a healthy, active and safe community that provides opportunities for all

Strategy: 1.2.03 Support people at all life stages and abilities to maximise their potential and participation in community life		
Action	Status % Completed	
EM&C - 06 C&M Residents and Ratepayers - Access and Inclusion	Q1 Jul-Sep	100 % Council publications, resources and guides are provided in accessible formats; for example files are provided as Word documents online where ever possible to allow for

Strategy: 1.3.03 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

Action	Status % Completed		Officer Comments
Gov - Lobby to maintain safety and security of community	Q1 Jul-Sep	100 %	<p>GPS has done the following:</p> <p>Participate in and develop regional partnerships and plans (CoRE Plan (Communities of Equality and Respect (Grampians Region) G21 Preventing and Addressing violence against women and children strategic plan 2016-2020)</p> <p>Support implementation of G21 Preventing and Addressing violence against women and children strategic plan 2016-2020 (GPS, WHWBSW)</p> <p>Deliver Baby Makes 3, Family violence prevention program for new parents.</p> <p>Provide access to Family violence resources at Community Centres and public facilities across the Shire</p> <p>Embed universal design principles into all capital projects.</p> <p>Engage with organisations and partners to undertake sustainable action to address gender inequality and prevent violence against women</p> <p>Support and facilitate a Gender Equity group with representation of staff from across Council. Group has developed action plan and is implementing internal projects.</p>

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Strategy: 1.3.04 Communicate, consult and engage with our community to ensure the provision of responsive and effective services to enable people to increase control over, and to improve, their wellbeing			
Action	Status % Completed		Officer Comments
EM&C - 01 C&M Residents and Ratepayers - Gazette	Q1 Jul-Sep	100 %	Golden Plains Shire's bi-monthly Gazette has been successfully delivered to residents across the Shire and has included interesting, relevant and timely notification of Council news and events.
EM&C - 03 C&M Residents and Ratepayers - Access and Inclusion	Q1 Jul-Sep	100 %	Continued to review and update the publications, websites, media channels and social media platforms used to promote Council business. These are assessed for readership, response, cost and resource requirements to ensure the most effective <u>communications are achieved</u> .
EM&C - 07 C&M Residents and Ratepayers - Media Releases	Q1 Jul-Sep	100 %	The Communications team has worked with the Mayor, CEO and senior officers to develop and distribute newsworthy items. Council news has featured in 243 press items, 48 radio/TV items and 31 online stories in the past 12 months (as a result of 47 media releases, 23 media responses and ad hoc general coverage).
EM&C - 12 C&M Residents and Ratepayers - website	Q1 Jul-Sep	100 %	The Communications team provide website support and assistance to staff (to manage their areas of expertise) as well as maintain the news feed, social media feeds, online events calendar and important project pages. The corporate website, now in its second year since the redesign has again seen significant growth in traffic – up 34% on last year with 323,755 page views. (eg: this month; 26.6K page views and 5.9K users. with users 50% desktop, 40% mobile, 10% tablet.)
EM&C - 13 C&M Residents and Ratepayers - Social Media Activity	Q1 Jul-Sep	100 %	This year has seen almost 300,000 more social media impressions than 2016-17 with 1.6 million impressions across all Council's social channels. 80% of these are from Council's corporate Facebook page. 2017-18 saw the introduction of the Mayor Facebook page and Council's presence on LinkedIn – these are positive steps towards increasing brand exposure & building reputation and have been well received.
EM&C - 14 C&M Residents and Ratepayers - Council Update	Q1 Jul-Sep	100 %	Council updates are provided to the community each month via a Mayor's video, a Mayor's message in the monthly community newsletters, fortnightly in the Miner (now Golden Plains Times) and bi-monthly Gazette as well as on the corporate website and social media.

Strategic Objective :

Description :

2. Enhancing Local Economies

We work with business, government and community partners to sustain a diverse, resilient, prosperous and socially responsible economy, through investment attraction, supporting local business and tourism development

Strategy: 2.1.03 Promote and support innovative, environmentally sustainable and value adding approaches and solutions within our business, rural and visitor economies

EM&C - 29 ED Business - Business Events	Q1 Jul-Sep	100 %	Successfully held 16 business training and mentoring sessions across the Shire, attended by 86 businesses. Promotion of business events has been increased to include more information on the website, more social media posts as well as improved utilisation of the Golden Plains Business News database and community newsletters.
EM&C - 31 ED Business - Council Business e-news	Q1 Jul-Sep	100 %	A business database is maintained and currently has a subscription of over 620. The GPBN e-newsletter is distributed every month. The newsletter is well received with an average of 27.5% opens (this relates to the number of people who open the email and click on a newsletter article "e-newsletter industry average is 24.2% opens).
EM&C - 35 ED Business - Business Events	Q1 Jul-Sep	100 %	As Noted under 29. 16 business training and mentoring sessions, attended by 86 businesses.

Strategy: 2.1.06 Lobby, advocate, collaborate and develop strategic relationships with government, business, community and key stakeholders to facilitate local economic development and job creation

EM&C - 40 C&M Government Stakeholders - Lobbying and Advocacy Plan	Q1 Jul-Sep	100 %	Council's bi-annual lobbying plan has been successfully implemented with priority project booklets prepared for two rounds of meetings (March/Sept) with the CEO & Mayor and local members and Ministers as well as other relevant stakeholders such as VicRoads, SES and political candidates as required.
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Strategy: 2.1.07 Encourage greater investment in the Shire through creative industries, local events and festivals

EM&C - 59 E Organiser & Community Groups - Annual Events Forum	Q1 Jul-Sep	100 %	The second annual events forum is scheduled for November 2018 with more than 30 local community event organisers expected. The main focus is to provide a networking opportunity. Five organisers of successful events are scheduled to speak about their event experiences and answered questions.
EM&C - 60 E Organiser & Community Groups - Community Portal	Q1 Jul-Sep	50 %	The Community Development Team has been developing an online community portal 'directory'. The work is currently on hold due to staffing resource availability. The Communications team has created and now monitors and updates township pages on the corporate website for all townships which have a community plan.
EM&C - 62 E Organiser & Community Groups - Event Planning Toolbox	Q1 Jul-Sep	80 %	There is a comprehensive toolbox of information and resources made available to event organisers via Council's corporate website. This is currently undergoing a review and new information is added as required.

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EM&C - 64 E Organiser & Community Groups - Sponsorship	Q1 Jul-Sep	100 %	Council provides guidance and advice to event organisers to enable them to seek sponsorship for their events either through Council's community grants program or through State or other funding opportunities. Internally, Council uses a sponsorship strategy which guides the process for seeking suitable sponsorship for council functions and events. Sponsorship this year has been successfully secured for the Golden Plains Farmers' Market, the new Twilight Market and the Business Networking events.
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Strategic Objective :

3. Managing the Natural & Built Environment

Description :

We work to promote and protect the natural environment and ensure that growth and change in the built environment is managed for the benefit of all of our community

Strategy: 3.1.05 Implement the Municipal Fire Management Plan and fire related statutory controls			
Gov - Implement Municipal Fire Management Plan	Q1 Jul-Sep	100 %	Council has implemented the actions of the Municipal Fire Management Plan - maintenance of strategic fire breaks - facilitating planned burning by CFA brigades - issuing Schedule 13 Permits to Burn to farmers for stubble burns - reviewing the Municipal Fire Management Plan in preparation for audit - conducting the annual Fire Prevention Notice program and issuing in excess of 900 notices.

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Strategic Objective :

4. Delivering Good Governance & Leadership

Description :

We will govern with integrity, plan for the future and advocate for our community

Strategy: 4.2.01 Continue long-term financial planning that outlines the emerging challenges for the Shire			
Finance - 10 year financial plan	Q1 Jul-Sep	100 %	2018-19 budget was adopted in June 2018. The principles within this budget were based on those included in the 10 year Financial Plan and Strategic Resource Plan. The 10 year plan (2018-19 to 2027-28) has been updated in August 2018.
Finance - Financial Statements	Q1 Jul-Sep	100 %	2018-19 Financial statements prepared and approved by VAGO during August/September, without any major concerns. Approved by Audit and Risk in September and will be discussed at the October Council meeting.
Finance - Invest surplus funds	Q1 Jul-Sep	100 %	All funds are invested pursuant to Council Policy in order to maximise interest revenue and to ensure sufficient cash is available to meet commitments as they fall due.
Finance - Strategic Resource Plan	Q1 Jul-Sep	100 %	2018-19 budget was adopted in June 2018. The principles within this budget were based on those included in the 10 year Financial Plan and Strategic Resource Plan. The 10 year plan (2018-19 to 2027-28) has been updated in August 2018.

Strategy: 4.4.01 Provide a consistent coordinated and innovative approach to communicating with the community			
EM&C - 08 C&M Residents and Ratepayers - Sound Grab Releases	Q1 Jul-Sep	100 %	The Communications and Marketing Team has supported the Mayor with research and prepared speaking notes to take advantage of recorded and live to air radio interview opportunities. The Mayor has been interviewed on 99.9 Voice FM and ABC Ballarat radio on regular occasions throughout the year.
EM&C - 09 C&M Residents and Ratepayers - Video Clip Releases	Q1 Jul-Sep	100 %	Utilising predominantly in-house technical skills and software the Communication's team has developed 24 very successful and engaging video clips for web and social media use. This shows that video has quickly become a useful and engaging tool for communicating with our residents. (26 last year and 9 in 2015-16 our first year of developing and using videos).

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6.10 RURAL COUNCILS TRANSFORMATION PROGRAM

File Number:

Author: Eric Braslis, CEO

Authoriser: Eric Braslis, CEO

Attachments:

1. Rural Councils Transformation FAQ Sheet
2. Rural Councils Transformation Program Summary

RECOMMENDATION

That Council acknowledge the \$20mil State Government Rural Councils Transformation program and support Golden Plains Shire's involvement with the G21, Central Highlands and Western Victorian Group of Councils, in submitting an Expressions of Interest to pursue the investigation of a Share Service Model for various Council services and functions.

EXECUTIVE SUMMARY

Each of the G21, Central Highlands and Western Victorian Group of Councils are proposing to submit an application to Local Government Victoria (LGV) under the \$20mil Rural Councils Transformation Program (RCTP).

BACKGROUND

The RCTP provides funding for groups of Councils to develop partnership initiatives that progress the transformation of local government. The RCTP may include initiatives such as shared delivery of Council functions and services, along with the ability to purchase new plant, equipment or software platforms. The program aims to improve the efficiency and financial sustainability of rural and regional councils, and signals LGV's direction of transforming the sector through collaboration and sharing amongst Councils.

Attached are some of the publicly available LGV materials that describe the details of the program and a link to their website <https://www.localgovernment.vic.gov.au/grants/rural-regional-councils-sustainability-reform>

Groups of Councils from across the state are encouraged to apply for funding to develop a business case and to implement their nominated initiatives. The program has a total of \$20mil to be allocated towards 4-5 transformational projects across the State. Expressions of Interest are due by mid-November.

POLICY CONTENT

Under our Council Plan, Good Governance, Leadership, Regional Cooperation and Financial Sustainability are paramount to the running of the organisation and initiatives such this Rural Council Transformation program is an opportunity to consider alternative ways and means for Councils to service its community more efficiently and effectively.

DISCUSSION

In the current environment of rate capping, all Councils, regardless of their size or scale, will need to consider changes to their operations, in order to ensure that they continue to deliver the services and functions expected by their communities. Regional cooperation is one way to address this, and the opportunity to consider transformational changes through such a funding program will enable this to occur with minimal risk.

The five G21 Councils (Geelong, Surf Coast, Colac Otway, Queenscliff and Golden Plains), the seven Central Highlands Councils (Ballarat, Moorabool, Central Goldfields, Pyrenees, Ararat, North Grampians and Golden Plains) and the 9 Western Victorian Councils (Buloke, Central Goldfields, Hepburn, Horsham, Loddon, Pyrenees, West Wimmera, Yarriambiack and Golden Plains) are currently working on a joint submission. Initial discussions have suggested that consideration be given to opportunities for a number of Customer Facing, Back Office and Strategic areas. If the EoI

is successful, groups will then be invited to develop a much more detailed and formal business case. The preparation of such a business case could be upwards of \$250k and would be fully funded under this program. Those business cases would need to be completed by the end of March 2019 and funding expected to be announced in May 2019.

CONSULTATION

At this stage, no formal consultation is required, however, the organisation is aware of the program and further more detailed conversation with the staff will occur if our EoI is successful and we are provided the funding to progress to the preparation of a business case.

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

That Council acknowledges the collaborative efforts of the G21, Central Highlands and Western Victorian Group of Councils in their endeavour to secure funding for shared service models across the region.

Rural Councils Transformation Program

FAQ Sheet



What is the Rural Councils Transformation Program (RCTP)?

The RCTP is a program to incentivise and support rural and regional councils to implement large-scale, transformative projects on a regional level, such as joined-up service delivery, corporate services, procurement and asset management.

The RCTP is designed to improve the financial sustainability of councils, by providing them with initial financial assistance to invest in these transformations.

The Victorian Government is committing \$20 million in the 2018-19 financial year towards the Rural Councils Transformation Program.

Why is the Rural Councils Transformation Program needed?

Rural councils often have a restricted ability to affordably invest and deliver services and infrastructure, in part due to their dispersed populations and larger geographic areas they need to service.

Compared to metropolitan councils, rural councils tend to face greater barriers to sustainability: meaning they are less likely to have the capacity to meet the agreed service and infrastructure needs of their community and absorb foreseeable changes and unexpected shocks into the future.

This can lead to poorer outcomes for the community, with measures of health and wellbeing in many rural communities being recorded at lower levels than those of their metropolitan counterparts.

It can also result in a reduction in service levels, declining breadth and scope of available services, and deterioration in infrastructure performance.

Regional service delivery models can help to achieve greater service benefits for rural and regional communities, through increased collaboration across councils and the delivery of greater efficiencies.

How can the RCTP benefit councils and communities?

The RCTP aims to:

- improve the financial sustainability of rural and regional councils by achieving economies of scale including through regional service delivery or collaborative procurement;
- promote more efficient and improved service delivery through collaboration and innovation;
- facilitate benefits for rural and regional communities, with priority given to those for rural communities; and
- demonstrate potential efficiencies to be gained through regional service delivery.

What types of activities will be considered for funding?

The RCTP aims to fund regional scale proposals that will implement transformation of existing council functions such as direct service delivery, corporate services, procurement or asset management.

Who will be eligible to apply for this program?

Councils, as defined by the *Local Government Act 1989*, from rural and regional Victoria are eligible to submit an application under this fund.

Rural and regional Victoria is defined as the 48 local government areas set out in Schedule 1 of the *Regional Infrastructure Development Fund Act 1999*.

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Rural Councils Transformation Program

How do councils apply for the program?

To request funding under the RCTP, applicants will need to submit an Expression of Interest (EOI), which will be assessed and considered for approval to progress to a full application that includes development of a business case. Both the EOI and the full application will be submitted via Grants Online. Details are contained in the RCTP Funding Guidelines.

What commitment is required for an EOI to proceed to a full application?

Applications will only be considered where there is an arrangement governed by a Memorandum of Understanding (MOU) or similar between three or more eligible councils. The arrangement is expected to include a majority of rural councils, and may also include regional councils. The inclusion of relevant public-sector agencies in the arrangement will be considered on a case by case basis.

What commitment is required for a full application to be assessed for funding?

Parties to the MOU must pass and submit relevant council resolutions to implement a successful business case. Successful applicants will be invited to enter a funding agreement with the Department of Environment, Land, Water and Planning.

Is this program paving the way for future council amalgamations?

No. This program is not a step toward council amalgamations. It is intended to support the sustainability of rural and regional councils by helping address issues associated with revenue raising constraints, absence of economies of scale and human resource limitations.

It is essential that rural councils retain their autonomy and local decision-making ability, while being able to deliver high quality, efficient services to their community.

Does this mean councils will start cutting jobs if they share services?

It is possible that through combined services, councils may propose to reduce positions in some areas, and increase investment in other areas leading to new recruitment.

Sharing services means reconfiguring staffing and resources, not simply cutting costs. Retaining high quality staff and skills can be another benefit of collaboration, along with attracting new skills.

The RCTP offers a range of support to councils beyond staffing. This support includes digital transformation or system development, IT hardware and software, and related consultancy advice (such as legal and finance).

These types of support can help councils to achieve greater service benefits for rural and regional communities, through increased collaboration and the delivery of greater efficiencies.

Were councils involved or consulted in the development of this program?

Councils were extensively consulted in 2017-18 as part of the Rural and Regional Councils Sustainability Reform Program. This Program identified the key challenges to financial sustainability and developed options for councils, and the Victorian Government.

This work directly contributed to the development of the RCTP.

How will it work in terms of community consultation? Will communities be notified of council applications?

Councils are not required to consult with communities as part of the application process, however individual councils may choose to conduct community consultation as part of their process if they deem it necessary.

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Rural Councils Transformation Program

Program Summary



What is the Rural Councils Transformation Program?

The \$20 million Rural Council Transformation Program (RCTP) funded in the 2018-19 State Budget aims to support large scale proposals by rural and regional councils to transform existing council functions. This will help improve the financial sustainability of councils which would not otherwise be able to invest in these large-scale transformations.

The RCTP is designed to seed fund transformative projects requiring approximately \$2 million to \$5 million in funding and comprising three or more rural or regional councils.

Potential funded projects could include shared engineering and building services, corporatising fleet management, asset management for multiple rural councils, and / or combining the back office corporate functions of finance, human resources, IT, procurement and payroll.

Activities to be considered for funding under the RCTP include but are not limited to:

- Establishment of governance arrangements
- Digital transformation, harmonisation or system development
- IT hardware and software – both new and upgrades
- Staffing – management and administration
- Related consultancy advice – legal and finance
- Buildings (leased only) and fixtures and furniture – leased and owned
- Vehicles and office equipment.

Program Timelines

Applications by council groups will be subject to assessment against the Program criteria and councils will be offered additional support within the RCTP to develop a project business case.

Key milestones:

1. RCTP Expressions of Interest period commences on 14 August 2018 with the release of Program guidelines and accompanying information by the Minister for Local Government.
2. Regional information sessions for rural and regional councils across Victoria (see communication and engagement below).
3. Expressions of Interest proposals for RCTP funding close on 15 November 2018. Applications must include a commitment from the applicant councils' CEOs in the form of a Memorandum of Understanding.
4. Final applications, including a detailed business case close on 31 March 2019. Council resolutions of commitment from each participating council must accompany the application.
5. Assessment of applications from April-May 2019.
6. Final project funding allocation decisions and announcements in May 2019.

Communication & Engagement

The transformative requirements of RCTP proposals, coupled with a single year budget allocation in 2018/19, require supporting communication and engagement.

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Rural Councils Transformation Program

Local Government Victoria (LGV) has information sessions in rural and regional locations for councils and interested stakeholders in August 2018 at the following locations:

LOCATION	DATE
• Benalla	22 August 2018
• Bendigo	22 August 2018
• Swan Hill	23 August 2018
• Horsham	23 August 2018
• Warrnambool	24 August 2018
• Geelong	31 August 2018

LGV staff can also assist rural and regional councils in the scoping of potential projects and the development of proposals.

How does RCTP build on existing programs?

The Victorian Government has provided support to rural and regional councils to develop shared services for almost a decade. These efforts have focussed on developing the evidence base and local government confidence to move forward. Current programs such as the Collaborative Councils – Sustainability Fund Partnership and the Finance and Accounting Support Team have funded business cases and feasibility studies for rural and regional council shared services. Other efforts have focussed on joint procurement of goods and services.

There are limited examples of shared services currently in place. Many of these examples are small scale, specific to a particular service and involve small numbers of staff. The local government sector has experienced challenges in the past with initiating shared services at a larger and transformative scale without Victorian government support.

In 2017-18, the Victorian Government invested in research and consultation to identify the main obstacles and paths to improved financial sustainability for rural and regional local governments. KPMG were engaged

to undertake this project, which proposed a suite of reforms and investments encompassing operational transformation, stronger local governance and a state-local government alliance to support sustainable service delivery. This project resulted in a State budget allocation of \$20 million in 2018-19 for the Rural Councils Transformation Program.

Contacts and Further Information

Further information regarding the program is located at

<https://www.localgovernment.vic.gov.au/grants/rural-and-regional-councils-sustainability-reform>

To discuss the program please contact:

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6.11 ANNUAL REPORT ON AUDIT & RISK COMMITTEE OPERATIONS**File Number:****Author:** Richard Trigg, Director Corporate Services**Authoriser:** Richard Trigg, Director Corporate Services**Attachments:** 1. Charter Completion Report**RECOMMENDATION**

That Council receives the 2018 Audit and Risk Committee Annual report.

EXECUTIVE SUMMARY

This report provides an overview to Council of the areas of responsibility contained within the Audit & Risk Committee's Charter to ensure they have been carried out. This report indicates that the responsibilities have been completed, however, Management note that there is scope to improve monitoring and reporting to the Committee.

BACKGROUND

Under item 9(c) of the Audit and Risk Committee Charter the committee is required to '*Confirm annually that all responsibilities outlined in this charter have been carried out*'.

The Audit Committee plays a critical role in the financial reporting framework of Council by overseeing and monitoring the participation of Management and external Auditors in the financial reporting process, along with a number of governance and probity tasks.

The Committee was comprised of the following members during the year:

- Independent members:
 - Mr Peter Bollen (Chairperson)
 - Mr Joe Adamski
 - Mr Andrew Pearce
- Councillors:
 - Cr Helena Kirby (Mayor)
 - Cr Nathan Hansford (Deputy Mayor)

The Committee met on the following occasions:

Attendee	14/11/17	13/02/18	5/6/18	11/9/18
Peter Bollen (Chair)	Y	Y	Y	N
Joe Adamski	Y	Y	Y	Y
Andrew Pearce	Y	Y	N	Y
Helena Kirby	Y	Y	Y	Y
Nathan Hansford	Y	Y	Y	N

The following individuals attended Committee meetings during the year:

- Council Officers:
 - Rod Nicholls (CEO to Dec 2017)
 - Eric Braslis (CEO from Dec 2017)
 - Richard Trigg, Director Corporate Services
 - Jillian Evans, Director Community Services

- Patti Wenn, Acting Director Community Services
 - Greg Anders, Director Assets & Amenity
 - Jason Clissold, Finance Manager & Acting Manager Human Services
 - Lynne Stevenson, Acting Finance Manager
 - Claire Tehan, People & Culture Manager
 - Carolynne Roberts, Acting Finance Manager
 - Dale Aston, Municipal Building Surveyor
 - Paul McVeigh, Risk Management Officer
- Coffey Hunt, agent of the Victorian Auditor General's Office (VAGO):
 - Mr Chris Kol
 - Crowe Horwath (Internal Auditors):
 - Mr John Gavens
 - Ms Gabrielle Castree

POLICY CONTENT

Local Government Act 1989

DISCUSSION

The attached Charter Completion Report indicates that all 30 tasks identified in the 9 areas of responsibility have been completed successfully. This is supported by the reports that were tabled throughout the year as follows:

November 2017

- Election of Chair – Audit and Risk Committee
- Review of Charter - Audit and Risk Committee
- Meeting Plan 2017-18 – Audit and Risk Committee
- Quarterly Risk Management Report
- Strategic Internal Audit Plan – Outstanding Recommendation
- Finance Report
- Swimming Pool Safety Audit Program
- Fraud Investigation

February 2018

- Quarterly Risk Management Report
- Biannual Risk Profile Monitoring Report
- Local Government Indicators Six Monthly Report
- External Audit – 2017-18 Audit Strategy
- Strategic Internal Audit Plan – Outstanding Recommendations
- Finance Report
- Recycling Industry in Victoria

May 2018

- Annual Risk Management Strategy and Action Plan Report
- Council Policy 3.2 - Procurement Policy Review
- Quarterly Risk Management Report
- External Audit - Interim Management Letter 2016-17
- Strategic Internal Audit Plan – Outstanding Recommendations
- Finance Report

September 2018

- Quarterly Risk Management Report
- Biannual Risk Profile Monitoring Report
- Insurance Policy Review and Renewals 2018-2019
- Finance Report
- Approval of 'In-Principle' Performance Statement and Financial Statements
 - VAGO final Management letter
 - VAGO closing report
- Internal Audit – Data Analytics
- Charter Completion Report
- Committee Self-Assessment of Performance
- Strategic Internal Audit Plan – Outstanding Recommendations
- Appointment of Internal Auditors

In addition to these reports, both internal and external auditors have been in regular attendance at meetings and available for comment or private meetings with the Committee.

CONSULTATION

A formal consultation process is not required.

CONFLICT OF INTEREST

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

CONCLUSION

The Committee has met its obligations within the Charter and the meeting schedule as shown in the Charter Completion report.

GOLDEN PLAINS SHIRE COUNCIL
AUDIT AND RISK COMMITTEE
CHARTER COMPLETION REPORT 2016-17

Responsibilities per Charter		Method of Reporting	Completed 2016-17
Financial Reporting			
(a)	Review significant Accounting and reporting issues	Annual Report and as required	Yes
(b)	Review results of Audit	VAGO Interim and Final Management Letter and Verbal Report	Yes
(c)	Review Quarterly Statements	Quarterly budget report	Yes
(d)	Review annual financial report	Reviewed statements prior to Council's in principle approval.	Yes
(e)	Review audit matters required to be reported to the Audit and Risk Committee.	VAGO Interim and Final Management Letter and Verbal Report	Yes
Internal Control			
(a)	Consider and understand internal and external auditor reports on internal controls	Review of all audit reports tabled	Yes
(b)	Monitor related party transactions	Quarterly budget report and Annual Report	Yes
Risk Management			
(a)	Monitor the systems and processes for risk management	Quarterly Risk Report	Yes
(b)	Monitor the process of review of the Council's risk profile	Quarterly Risk Report	Yes
(c)	Review actions taken to mitigate material business risks	Quarterly Risk Report	Yes
Business Continuity			
(a)	Monitor processes and practices to ensure Business Continuity	Quarterly Risk Report and existence of a Business Continuity Plan	Yes
Internal Audit			
(a)	Review charter, activities, staffing, etc. of the internal audit function.	3 Yr internal audit plan and regular progress report	Yes
(b)	Review and recommend the annual audit plan for approval	3 Yr internal audit plan and regular progress report	Yes
(c)	Monitor processes and practices to ensure independence of Internal Auditor	At time of engagement and monitor any changes in personnel	Yes
(d)	Assess performance of Internal Auditor	Regular audits, corresponding reports and progress reports	Yes
(e)	Ensure internal annual plan is linked to Council's material business risks	Annual internal audit plan and Risk Register	Yes
(f)	Provide opportunity for the Committee to meet with the internal auditor privately	Annual internal audit plan, Internal Audit reports and attendance by internal auditors	Yes
External Audit			
(a)	Note the external auditor's proposed audit scope and approach.	VAGO Audit Strategy	Yes
(b)	Provide opportunity for the Committee to meet with the external auditor privately	VAGO Audit Strategy, Interim and Final Audit and attendance by external auditors	Yes
Compliance			
(a)	Monitor effectiveness of the system for monitoring compliance with legislation and regulations	Quarterly Risk Report Review of Annual Report Management Representation Letter to VAGO LGPRF reporting	Yes

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GOLDEN PLAINS SHIRE COUNCIL
AUDIT AND RISK COMMITTEE
CHARTER COMPLETION REPORT 2016-17

Responsibilities per Charter		Method of Reporting	Completed 2016-17
(b)	Keep informed of the findings of any examinations by regulatory agencies, and any auditor (internal or external)	Reports and Publications of Interest. As required.	Yes
(c)	Oversee the investigation of any suspected cases of fraud within the organisation	As required	Yes
(d)	Obtain regular updates from management about compliance matters	As required	Yes
Reporting			
(a)	Report regularly to Council about Committee Activities, issues and recommendations	Council Reports	Yes
(b)	Monitor that open communication between the internal auditor, the external auditors, and the Council occurs.	Both internal and external auditors are in regular attendance and are available for comment.	Yes
(c)	Consider the findings and recommendations of relevant performance audits undertaken by VAGO	As required	Yes
Other			
(a)	Other tasks as requested by Council	As required	Yes
(b)	Review the adequacy of the Charter annually	Review and Adopt Charter	Yes
(c)	Confirm annually that all responsibilities have been completed	Review this schedule	Yes
(d)	Evaluate the Committee's performance annually using a self-assessment tool.	Members self-assess the committees performance annually	Yes

6.12 ELECTRICAL MAINTENANCE SERVICES (GPS-RFT07/2018) AWARDING OF TENDER**File Number:****Author:** David Greaves, Works Manager**Authoriser:** Greg Anders, Director Assets and Amenity**Attachments:** Nil**RECOMMENDATION**

That Council award contract GPS-RFT07/2018 Panel of Contractors for Electrical Maintenance Services to the following contractors and for the schedules of rates submitted with their respective tenders:

- QA Electrical Pty Ltd
- GT Electrical
- Stack Electrical & Dat

EXECUTIVE SUMMARY

Tenders were invited for the Provision of Electrical Maintenance Services on 24 February 2018, closing 21 March 2018. Eight [8] tenders were received, and checked for correctness and for omissions/qualifications. Any tenders not meeting the mandatory criteria were excluded from further review.

Due to a change in employee status and project priority during this tender process the evaluation has taken longer than usual. All tenderers were contacted with a request to extend the expiration date of the prices they submitted, and all were happy for their tendered Year 1 rates to take effect from the date of the contract being awarded by Council.

BACKGROUND

Golden Plains Shire Council undertakes electrical maintenance and upgrade works on the Shires assets across the municipality which consists of approximately 180 buildings, facilities and structures of varying classes of occupancy from major municipal buildings to minor sporting pavilions, public toilets and community facilities. Council has reserved the right to award this contract in whole or in part to multiple suppliers to form a Panel of Contractors.

This is a schedule of rates tender - contractors accepted onto the panel will be paid the appropriate rate for the type of service provided. Council will not restrict itself to hiring from only one Contractor. Acceptance to the panel of preferred suppliers is no guarantee of work and Council maintains the ability to seek quotations outside the preferred panel process if it deems necessary. The Contract period is for an initial 3 years with 2 by 1 year options to extend.

Golden Plains Shire requires the contractor to provide a broad range of electrical services and maintenance at Council owned and/or managed facilities. Facilities include, but are not limited to; office buildings, sports pavilions, family service centres, and public halls.

The electrical works will consist of general routine electrical services, minor installation and repairs of electrical equipment and related electrical services within and to Council facilities.

The Contractor must ensure that all electrical equipment, fixtures and fittings installed in Council buildings and facilities are fully functional and operational at optimum capacity, without fault and in accordance with the design criteria at all times.

The Contractor must comply with all legislative requirements and applicable Australian Standard with relevant compliance certificates for completed works including. The Contractor must provide suitably skilled, qualified and licensed personnel to fulfil the requirements of this Contract.

EVALUATION PROCESS

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

	Name	Position	Scoring/ Non Scoring
1	David Miocic	Community Projects Engineer Team Leader	Scoring
2	David Greaves	Works Manager	Scoring
3	Henk Mensinga	Building and Facilities Assets Officer	Scoring
4	Jen Murray	Procurement Officer / Chair	Non Scoring

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

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

Technical / operational criteria	Weighting %
Capability Experience and demonstrated understanding of and ability to meet the project brief including Key personal and contractors	30%
Capacity Indicative timeline with milestones outlining capacity to complete the project with in council's timeframes.	30%
Price	40%
Total	100.00%

EVALUATION OUTCOME

On the basis of the evaluation of the weighted criteria, price comparison and OH&S review the TEP recommends that a Panel of Suppliers be created using the top 3 scored tenderers, GT Electrical, Stack Electrical and Data and QA Electrical. All offer similar services with similar staff experience and qualifications enabling them to fulfil the requirements of Golden Plains Shire Council.

Trading Name	Weighted Score	Mandatory Criteria	Conforming/Non-Conforming Tender
QA Electrical Pty Ltd	82.00	Pass	Conforming
GT Electrical	80.39	Pass	Conforming
Stack Electrical & Data	77.23	Pass	Conforming
Tender A	63.56	Pass	Conforming
Tender B	63.29	Pass	Conforming
Tender C	60.22	Pass	Conforming
Tender D	54.96	Pass	Conforming
Tender E	41.59	Fail	Non-Conforming

Things to note about the top 3 scored suppliers are:

- All 3 suppliers are local (within Golden Plains Shire, Ballarat or Geelong)
- All 3 have local Government experience
- All 3 are available 24/7 as needed

- All 3 have listed experienced staff

FINANCIAL & RISK MANAGEMENT IMPLICATIONS

It is proposed that all future electrical works be funded from the currently funded budget line items.

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 Tender Evaluation Panel conducted a thorough evaluation of compliant tenders using the tender evaluation criteria and it now recommends that a Panel of Suppliers be approved using the top 3 scored tenderers, GT Electrical, Stack Electrical and Data and QA Electrical for the provision of electric maintenance services to Council for the term of the contract.

6.13 ROAD CONDITION ASSESSMENT (GPS-RFT12/2018) 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 approves the awarding of contract No. GPS-RFT12/2018 to ARRB GROUP for the Road Condition Assessment of Council's local road network for the tendered sum of \$182,500 excluding GST.

EXECUTIVE SUMMARY

This report informs Council of the recent procurement process for the Road Condition Assessment of Council's local road network. The report also includes an officer's recommendation for appointment of a contractor to undertake condition assessment in accordance with the project specifications.

BACKGROUND

Council periodically captures asset condition data of the road network. We use this data to determine the condition of these assets so that we can better manage them. An output of this asset condition capture is a ten year works program and identification of roads that are in poor condition and require maintenance or renewal. This process is undertaken every five years by external consultants. This is the first occasion that a condition assessment of road shoulders has been included in the scope of tasks.

Tenders were invited for the capture of either visual or video footage and detailed condition assessment of Council's road network, including the assessment of shoulder condition which is a growing area of community concern and complaint. This assessment will enhance future prioritisation and inform Council's capital and maintenance programs for the next ten years.

Tenders were invited by the open public tender method on the 18th August 2018, closing on Wednesday 5th September 2018.

Five tenders were received by the close of tender and all tenders were scrutinised and assessed, two were deemed non-conforming and were excluded from further evaluation by a Tender Evaluation Panel (TEP).

EVALUATION PROCESS

The TEP conducted a thorough evaluation of all conforming tenders. The evaluation panel determined a consensus for each weighted criteria to allow an evaluation score for each tender. The TEP consisted of the following staff members:

Name	Position	Role
David Greaves	Works Manager	Scoring
Tony Talevski	Team Leader of Roads & Waste Services	Scoring
Senavi Abeykoon	Asset Management Systems Coordinator	Scoring
Jen Murray	Procurement & Contracts Officer	Non Scoring & Panel Chair

All members of the TEP have completed conflict of interest and confidentiality deeds prior to being provided with any of the Tender submissions. The TEP notes that there were no Conflicts

declared for this evaluation. Each conforming submission was reviewed and evaluation using the agreed evaluation criteria as follows:

Weighted Criteria	Weighting %
Capability	30
Capacity	15
Local	5
Price	50
Total	100

The mandatory assessment criteria and insurance details have been met by the recommended tenderer.

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

EVALUATION OUTCOME

Whilst Council requested 2 Option responses, tenderers had the ability to respond to one or both options.

Option 1 – Visual inspection of whole road network & report

Option 2 – Automated video capture and electronic profiling of road network & report

The TEP has recommended Option 1, consistent with what has been performed historically and to reduce impact on budget. Below are the weighted scores including Capacity, Capability, Local & Pricing for Option 1:

Specialty Equipment	Weighted Assessment Score (%)	Rank
ARRB GROUP	89	1
TENDER C	73	2
TENDER B	36	3

FINANCIAL & RISK MANAGEMENT IMPLICATIONS

It is proposed that the project be funded from the following sources for the road condition assessment:

- GL 71004 \$125,000 (Asset Management Support Systems); and
- GL 70002 \$57,500 (Sealed Road Routine Maintenance).

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 Tender Evaluation Panel conducted a thorough evaluation of compliant tenders using the tender evaluation criteria and is now recommending that the contract for undertaking the Road Condition Assessment of the Council's local road network be awarded to ARRB Group for the tendered lump sum of \$182,500 excluding GST.

6.14 BUS SHELTER POLICY 6.1 - REVIEW**File Number:****Author:** David Greaves, Works Manager**Authoriser:** Greg Anders, Director Assets and Amenity**Attachments:** 1. Council Policy 6.1 - Bus Shelters**RECOMMENDATION**

That Council approves the reviewed Council Policy 6.1 – Bus Shelters as attached.

EXECUTIVE SUMMARY

Council Policy 6.1 – Bus Shelters was last reviewed on 28/10/2014. This most recent review identified no required changes and determined that the current policy, as attached, was still fit for purpose.

DISCUSSION

The review of Council Policy 6.1 – Bus Shelters has been carried out in accordance with the review schedule.

Council Policy 6.1 – Bus Shelters is a valuable tool for officers to ensure that all requests made by members of the public for the addition of new bus shelters along a defined school bus route are dealt with consistently.

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 review of Council Policy 6.1 – Bus Shelters, has identified that the document in its current form is still valid, valuable and requires no changes.

6. ROADS

6.1 *Bus Shelters*

<i>Policy Title:</i>	<i>Bus Shelters</i>
<i>Date Adopted:</i>	<i>27/2/97</i>
<i>Date Revised:</i>	<i>24/9/98; 28/10/04; 22/10/09; 28/10/14; 23/10/18</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>27/2/97 Item 4.4.3, page 65</i>
	<i>24/9/98 Item 4.6.1, page 48 (refer Audit & Finance Committee Minutes 16/9/98, item 5.4, pages 12, 48 & 74)</i>
	<i>28/10/04 Item 4.10.1(b), page 29 (refer Audit & Finance Committee Minutes 14/10/04, item 4.2, page 12)</i>
	<i>22/10/09 Item 4.10.1(a), page 22, (refer Audit & Finance Committee Minutes 8/10/09, item 4.1, pages 5-6)</i>
	<i>28/10/14 Item 4.8.2, pages 24-35</i>
	<i>28/10/18 Item</i>
<i>Next Revision Due:</i>	<i>October 2023</i>

PURPOSE

This policy sets parameters for the provision of bus shelters within Golden Plains Shire.

POLICY

1. Bus shelters are normally only provided where a minimum of eight children would use the stop.
2. Bus shelters are normally only provided where Council has made allowance in the budget for either a new shelter or the relocation of an existing shelter.
3. The exact location of the bus shelter is to be determined after consultation with Public Transport Victoria, Council's engineering staff and the community.
4. Shelters are to generally comprise a rectangular, metal framed, colorbond clad shelter located on a concrete slab or compacted gravel base. Alternative designs may be considered where appropriate and subject to budget constraints.
5. Special, larger shelters may be considered where the number of children would overcrowd a standard shelter. Special shelters are to be referred to the budget process for funding.

6.15 DELEGATES REPORT - 26 SEPTEMBER 2018 TO 22 OCTOBER 2018**File Number: 78-07-002****Author: Sharon Naylor, Executive Assistant - Chief Executive Officer****Authoriser: Eric Braslis, CEO****Attachments: Nil****Mayor Cr Kirby**

1 October	Conversation Post at the Teesdale General Store
6 October	Conversation Post for Communications Strategy at Farmers Market
7 October	The opening of "The William Dunbar Johnstone Art Exhibition"
8 October	Committee for Ballarat Annual General Meeting
10 October	'Take the Lead' Women's Leadership Event
11 October	CHCV Mayor's & CEO's Meeting
13 October	Walk around Meredith with Community Coordinators
17 October	Rural Councils Victoria Forum and AGM
18 October	MAV Annual Conference and Dinner
19 October	MAV State Council Meeting PUGRC Bi-monthly Meeting Linton on Literary Arts (LOLA)
20 October	Blue Pyrenes Avoca Cup
21 October	Rokewood Children's Week celebrations

Cr Owen Sharkey

1 October	Conversation Post at the Teesdale General Store
4 October	G21 Economic Development Pillar
18 October	Tourism Board Meeting
19 October	Lifeline Geelong AGM

Cr Nathan Hansford

MAV Delegate Update

6.16 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

RECOMMENDATION

That Council notes the Assembly of Councillors Record from 26 September 2018 to 22 October 2018 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 26 September 2018 to 22 October 2018.

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 16 October 2018
Time:	9.00am
Purpose of meeting:	Councillor Briefing session
Councillors present:	Cr Helena Kirby, Mayor Cr Nathan Hansford Cr Les Rowe Cr Owen Sharkey Cr David Evans Arrived 10.45am
Apologies:	Cr Des Phelan Cr Joanne Gilbert
Council staff present:	Eric Braslis, Chief Executive Officer Greg Anders, Director Assets & Amenity Patti Wenn, Acting Director Community Services Richard Trigg, Director Corporate Services Louisa White, Community Development Manager David Greaves, Works Manager Felicity Bolitho, Connected Communities Team Leader Dean Veenstra, Recreation Team Leader Laura Wilks, Strategic Planning Team Leader Geoff Alexander, Strategic Planner Sam Thompson, Community Development Officer
Other people present:	Blue Horizons Baumgart Clark Architects
Conflict of Interest Disclosures (Councillors)	Nil
Conflict of Interest Disclosures (Officers)	Nil
Matters discussed:	Councillor Issues Councillor Only Presentations Early Years Education and Care Services - (Cr Hansford was not present for the first half of the presentation) Golden Plains Civic Centre Update Council Plan and Corporate Planning Update with Clear Horizon Consultants Reports Arts and Culture Strategy 2018 – 2022 Bannockburn Plaza Planning Application Update Amendment C74 - Rezoning of land at 230 Hopes Plains Road, Inverleigh G21 Regional Hockey Strategy Draft Public Consultation G21 and Cricket Victoria Barwon Regional Cricket Strategy Permits to Burn by private persons (Schedule 13) Tender RFT07-2018 - Electrical Maintenance Services Road Condition Assessment (GPS-RFT12/2018) Awarding of Tender Bus Shelter Policy 6.1 – Review Golden Plains Shire Council Annual Report 2017-18 Council Plan Implementation Rural Councils Transformation Program Annual Report on Audit & Risk Committee Operations Updates Mayor Elect and Deputy Mayor Elect 2018-19 Proposed World Heritage Listing of the Central Victorian Goldfields – Membership Councillor Issues SMT Only CEO Only
Completed by:	Eric Braslis, Chief Executive Officer

 18/10/18

7 NOTICES OF MOTION

Nil

8 PETITIONS

9 CONFIDENTIAL ITEMS

Nil