

AGENDA

Ordinary Council Meeting

6.00pm Tuesday 26 June 2018

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

NEXT ORDINARY COUNCIL MEETING
6.00pm Tuesday 24 July 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 Special meeting of council held 12 June 2018, as circulated, be confirmed.

5 DECLARATION OF CONFLICT OF INTEREST

6 ASSEMBLY OF COUNCILLORS

6.1 ASSEMBLY OF COUNCILLORS

File Number: 02-03-004

Author: Sharon Naylor, Executive Assistant - Chief Executive Officer

Authoriser: Eric Braslis, CEO

Attachments: 1. Assembly of Councillors 120618
2. Assembly of Councillors 190618

RECOMMENDATION

That Council notes the Assembly of Councillors Record from 23 May 2018 to 25 June 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 23 May 2018 to 25 June 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:

- The names of all Councillors and members of Council staff attending
- The matters considered
- Any conflict of interest disclosures made by a Councillor attending
- 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 12 June 2018
Time:	6.50pm
Purpose of meeting:	Councillor Briefing session
Councillors present:	Cr Helena Kirby, Mayor Cr Joanne Gilbert Cr Nathan Hansford Cr Les Rowe Cr Owen Sharkey Cr Des Phelan Cr David Evans
Apologies:	
Council staff present:	Eric Braslis, Chief Executive Officer Greg Anders, Director Assets & Amenity Jillian Evans, Director Community Services Richard Trigg, Director Corporate Services Jason Clissold, Finance Manager
Other people present:	
Conflict of Interest Disclosures (<i>Councillors</i>)	Nil
Conflict of Interest Disclosures (<i>Officers</i>)	Nil
Matters discussed:	Draft 2018-19 Council Budget – Submissions
Completed by:	Eric Braslis, Chief Executive Officer 



Assembly of Councillors Record

Date of meeting:	Tuesday 19 June 2018
Time:	1.00pm
Purpose of meeting:	Councillor Briefing session
Councillors present:	Cr Joanne Gilbert (arrived 3pm) Cr Nathan Hansford Cr Les Rowe Cr Owen Sharkey Cr Des Phelan Cr David Evans
Apologies:	Cr Helena Kirby, Mayor Eric Braslis, Chief Executive Officer
Council staff present:	Greg Anders, Director Assets & Amenity Jillian Evans, Director Community Services Richard Trigg, Director Corporate Services David Greaves, Works Manager Tim Waller, Development Manager Tony Talevski, Team Leader of Roads and Waste Sarah Fisher, Statutory Planning Team Leader Mick Cosgriff, Economic Development Officer Kim Sykes, Development Officer
Other people present:	Mark Zuker, JWS Consulting Mark Kelly & Wayne Street, Agribusiness Presentation
Conflict of Interest Disclosures (Councillors)	Nil
Conflict of Interest Disclosures (Officers)	Nil
Matters discussed:	<p>Presentation</p> <ul style="list-style-type: none"> - Community Satisfaction Survey 2018 - G21 Agribusiness Forum Innovative Agribusiness Collaboration Roadmap <p>Council Reports</p> <ul style="list-style-type: none"> - Council Plan 2017-21 Annual Review Recommended for Adoption - Adoption of 2018-19 Golden Plains Shire Council Budget - 2018/19 Community Grants Program Report - Bannockburn Library Opening Hours Trial - Amendment C75 - Adoption of the Panel Report - Planning application P18-060 The use of the land for Dog Breeding - Planning application P17-251 for a dwelling and shed at Land in PC368644 Steiglitz Road, Maude - Feature Naming - Ross Creek Hall - Minor Civil Works & Wet Plant Hire (GPS-RFT5/2018) - Awarding of Tender - Review of Appointments and Authorisations - Planning and Environment Act 1987 - Council Policy 6.3 - Township Maintenance - Council Policy 6.8 - Asset Management - Council Policy 3.4 - Private Works - Variation to Recyclable Materials Receiving and Processing Contract <p>Councillor Updates</p> <ul style="list-style-type: none"> - Riverstone Open Space - Development Contributions - Northern Settlement Strategy - The World Game Facilities Fund – Bannockburn Recreation Precinct Second Soccer Pitch Application - Communications and Marketing Update - Former Steiglitz Primary School



- Bannockburn Children's Service Update

Completed by: Richard Trigg, Director Corporate Services

A handwritten signature in blue ink, appearing to read "R. Trigg".

7 BUSINESS REPORTS FOR DECISION

7.1 COUNCIL PLAN 2017-21 ANNUAL REVIEW RECOMMENDED FOR ADOPTION

File Number: 01-01-013

Author: Felicity Bolitho, Team Leader Executive Unit

Authoriser: Eric Braslis, CEO

Attachments: 1. Revised Council Plan 2017-21 (under separate cover)

RECOMMENDATION

That Council, having advertised the draft 2017-21 Council Plan, proceed to adopt the revised Council Plan 2017-21 (which includes the Municipal Health and Wellbeing Plan and Strategic Resource Plan), including the changes made to it as a result of the Plan's annual review consultation

EXECUTIVE SUMMARY

Following the first year of the Council term, the Council Plan 2017-21, as required under the Local Government Act (1989), is required to be reviewed. Following community consultation, a number of changes were made to the Plan, and as required under the Act, it was placed on public exhibition. No further submissions were received on the re-drafted Plan and as a result it is now presented to Council for adoption.

BACKGROUND

The 2017-2021 Council Plan including the Strategic Resource Plan and Municipal Health and Wellbeing Plan is a single strategic high level plan delivers on Council's Vision for:

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

Extensive community engagement processes were undertaken to develop the Council Plan 2017-2021, and, as a result the first annual review was a less complex process designed specifically to identify any major gaps or issues to ensure the document continues to be effective in guiding us for the remaining three years of the Council Plan. This annual review increased our understanding of how effective we have been as an organisation in implementing the Council Plan, and what we can do to improve over coming years.

POLICY CONTENT

Council Plan 2017-21, Local Government Act (1989).

DISCUSSION

The Council Plan was exhibited via surveys between 21 February and 6 March 2018. 48 community members viewed information about the Council Plan Annual Review on Council's website, 12 downloaded the Council Plan document, and 4 responded to the survey. Survey results provided valuable feedback to inform the Review. There was a good rate of participation from staff, and a moderate rate of participation from Councillors.

Community feedback received during the review process was collated, analysed and discussed with Councillors at a March 2018 Briefing and informed a number of changes to the draft Council Plan 2017-21. The draft was shared with the community during May.

It is noteworthy that most of the suggestions made in submissions were positive and would either improve clarity in the document or enhance its aim to represent community aspirations.

CONSULTATION

Feb 2018

- Community was informed via Council's website, social media, general media release, and community newsletters on the annual review process and opportunities for input.
- Councillors were informed and consulted through a briefing on the process and the Council Plan survey.
- Staff were engaged through internal communications and Council Plan staff survey.

March 2018

- Survey results and other feedback were collated and assessed for preparing the draft updated Council Plan.
- Council was briefed on progress.

April 2018

- The draft updated Council Plan was presented at a Council workshop for discussion.
- The final draft updated Council plan was published and distributed for public comment with 2018-19 Draft Budget and Strategic Resource Plan via a Section 223 process. No submissions were received during this process.

June 2018

- Final updated Council Plan tabled for adoption.

CONFLICT OF INTEREST

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

CONCLUSION

Council is required under the Local Government Act 1989 to review its four year Council Plan annually. Following community consultation, a number of changes were made to the Plan, and as required under the Act, it was placed on public exhibition. No further submissions were received on the re-drafted Plan and as a result it is now presented to Council for adoption.

It is recommended that Council, having advertised the draft 2017-21 Council Plan, proceed to adopt the revised Council Plan 2017-21 (which includes the Municipal Health and Wellbeing Plan and Strategic Resource Plan), including the changes made to it as a result of the Plan's annual review consultation.

7.2 ADOPTION OF 2018-19 GOLDEN PLAINS SHIRE COUNCIL BUDGET

File Number:

Author: Jason Clissold, Finance Manager

Authoriser: Richard Trigg, Director Corporate Services

Attachments: 1. **Differential Rate Characteristics (under separate cover)**
 2. **Draft Budget as at 19June18 (under separate cover)**

RECOMMENDATION

That Council, having considered all verbal and written submissions received, resolves that the 2018-19 budget pursuant to Section 127 of the Local Government Act 1989 be adopted with the following declaration of rates;

Amount intended to be raised

In order to implement these programs and initiatives an amount \$22,902,946 (or such other amount as is lawfully raised) will need to be declared as the amount which Council intends to raise by general rates, the municipal charge and the annual service charges, which amount is calculated as follows:

General Rates	\$17,401,151
Municipal Charge	\$2,362,050
Annual Service (Garbage) Charge	\$2,860,017
Supplementary Rates Income	\$85,000
Municipal Charge on Supplementary Rates	\$12,000
Special Charge Income	\$32,728
Interest on Rates	\$150,000

1. General Rates

- 1.1. *A general rate be declared in respect of the 2018-19 Financial Year.*
- 1.2. *It be further declared that the general rate be raised by the application of differential rates.*
- 1.3. *A differential rate be respectively declared for rateable land having the respective characteristics specified in the Attachment.*
- 1.4. *Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described in the Attachment to this resolution) by the relevant cents in the dollar indicated in the following table, or such lesser amount as required to achieve compliance with Part 8A – Rate caps of the Local Government Act 1989:*

Category	Cents in the dollar on CIV*
<i>Residential Improved</i>	<i>0.3482 cents in the dollar of Capital Improved Value</i>
<i>Residential Improved (Growth Area)</i>	<i>0.3680 cents in the dollar of Capital Improved Value</i>
<i>Business, Industrial and Commercial</i>	<i>0.3482 cents in the dollar of Capital Improved Value</i>
<i>Business, Industrial and Commercial (Growth Area)</i>	<i>0.3680 cents in the dollar of Capital Improved Value</i>
<i>Farm Land</i>	<i>0.3134 cents in the dollar of Capital Improved Value</i>
<i>Farm Land (Growth Area)</i>	<i>0.3332 cents in the dollar of Capital Improved Value</i>
<i>Non Farm Vacant Land</i>	<i>0.6964 cents in the dollar of Capital Improved Value</i>
<i>Non Farm Vacant Land (Growth Area)</i>	<i>0.7162 cents in the dollar of Capital Improved Value</i>
<i>Vacant Land Non Developable</i>	<i>0.3482 cents in the dollar of Capital Improved Value</i>
<i>Vacant Land Non Developable (Growth Area)</i>	<i>0.3680 cents in the dollar of Capital Improved Value</i>

**The above rates in the dollar are indicative only as they are based on the rate book as at 31 January 2018. These rates in the dollar will be recalculated in July 2018 using the actual rate book as at 1 July 2018, in order to ensure compliance with the rate capping provisions of the Local Government Act. The rates in the dollar will not increase as a result of a recalculation.*

- 1.5. *It be recorded that Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions, and that*
- 1.5.1. *the respective objectives of each differential rate be those specified in the Schedule included in the Annual Budget;*
- 1.5.2. *the respective types or classes of land which are subject to each differential rate be those defined in the Schedule included in the Annual Budget;*
- 1.5.3. *the respective uses and levels of each differential rate in relation to those respective types or classes of land be those described in the Schedule included in the Annual Budget; and*
- 1.5.4. *the relevant*
 - 1.5.4.1. *uses of;*
 - 1.5.4.2. *geographical locations of;*
 - 1.5.4.3. *planning scheme zonings of; and*
 - 1.5.4.4. *types of buildings on;**the respective types or classes of land be those identified in the Schedule included in the Annual Budget.*

2. Municipal Charge

- 2.1. *A municipal charge be declared in respect of the 2018-19 Financial Year.*
- 2.2. *The municipal charge be declared for the purpose of covering some of the costs of Council.*
- 2.3. *The municipal charge be in the sum of \$225 for each rateable land (or part) in respect of which a municipal charge may be levied.*
- 2.4. *It be confirmed that the municipal charge is declared in respect of all rateable land within the municipal district in respect of which a municipal charge may be levied.*

3. Annual Service (Garbage) Charge

- 3.1. *An annual service charge be declared in respect of the 2018-19 Financial Year.*
- 3.2. *The annual service charge be declared for the collection and disposal of refuse (including recyclables).*
- 3.3. *The annual service charge be:*
 - 3.3.1. *in the sum of \$330 for each rateable land (or part) in respect of which the annual service charge may be levied; and*
 - 3.3.2. *based on ownership of any land used primarily for residential purposes within the area designated for waste collection in the plan, which are the criteria for the annual service charge so declared.*

4. Consequential

- 4.1. *It be recorded that Council requires any person to pay interest on any amount of rates and charges to which:*
 - 4.1.1. *that person is liable to pay; and*
 - 4.1.2. *have not been paid by the date specified for their payment*
- 4.2. *The Chief Executive officer be authorised to levy and recover the general rates, municipal charge and annual service charge in accordance with the Local Government Act 1989.*
- 4.3. *The Chief Executive officer be authorised to make so much of Council's rating database available as is reasonably necessary to enable any person to ascertain the designation of any land located within any of the areas bounded by the continuous and unbroken lines in the plans included in the 2018-19 Budget.*

EXECUTIVE SUMMARY

This report seeks to formally adopt the 2018-19 Budget, Incorporating the 2018-19 rating fees and charges pursuant to Section 127 of the Local Government Act 1989.

The 2018-19 Draft Budget has been prepared based on the adopted principles within the 2017-2021 Council Plan and Strategic Resource Plan and within the framework of a 2.25% rate increase cap mandated by the State Government.

After making the document available for public inspection and inviting submissions under Section 223 of the Local Government Act, Council received a total of 34 submissions, addressing a total of 7 issues. A Special Meeting of Council was held on Tuesday 12 June 2018 to hear from three of the five submitters who requested to address Council in support of their submission. In response to those submitters, Council has amended the exhibited draft budget as explained in the report.

BACKGROUND

Section 130 of the Local Government Act 1989 requires Council to adopt the Annual Budget by 30 June each year. To achieve this Council has undertaken the following process:

Table 1

Budget Process	Timing
1. Community Engagement Activities	Ongoing
2. Analysis and consideration of Community Engagement activities	Dec – Jan
3. Officers prepare operating and capital budgets	Dec – Feb
4. Council receives Draft Budget for review	March
5. Council workshop/s conducted to review Draft Budget	March/ April
6. Draft Budget submitted to Council for 'in principle' approval	April
7. Public notice advising intention to adopt Budget	April
8. Proposed Budget available for public inspection and comment	April
9. Submissions period closes (28 days)	May
10. Submissions considered by Council	June
11. Budget presented to Council for adoption	June
12. Copy of adopted Budget submitted to the Minister	June

As part of Council's ongoing Community Engagement activities, Council and officers have undertaken many forms of engagement with the community since November 2015. The feedback from this engagement has been utilised throughout the process of developing both the Council Plan and Annual Budget. This ongoing engagement will assist Council to focus on a broader range of strategic issues in the Shire, rather than seeking limited feedback within small periods of specified time. The process undertaken in preparing the annual budget has been lengthy and detailed and the document has been carefully prepared to ensure it delivers the strategies Council has outlined in the 2017-2021 Council Plan and to a standard that is acceptable to the Golden Plains community.

Prior to the draft budget being finalised, Council reviewed the document and participated in a workshop to ensure it delivered the services and initiatives contained in the Council Plan and again reflective of the feedback from the community. The final draft of the budget was discussed at the April Council meeting where Council confirmed its support for the document and resolved to place it on public exhibition and invite submissions from the community.

After making the document available for public inspection and inviting submissions under Section 223 of the Local Government Act, Council received a total of 34 submissions, addressing a total of 7 issues. A Special Meeting of Council was held on Tuesday 12 June 2018 to hear from three of the five submitters who requested to address Council in support of their submission. After having listened to the submitters and reviewing the written submissions, Council undertook detailed discussion of the issues raised during a workshop following the Special Meeting.

This agenda provides a response to each of the issues raised in the submissions including the proposed amendments. Submitters will receive a written response to their individual submission following this meeting.

POLICY CONTENT

- Local Government Act 1989
- Local Government Amendment (Fair Go Rates) Act 2015
- Valuation of Land Act 1960

DISCUSSION

The 2018-19 Draft Budget has been prepared based on the adopted principles within the 2017-2021 Council Plan and Strategic Resource Plan. The Budget seeks to maintain and improve services and infrastructure as well as deliver projects and services that are valued by our community, and do this within the 2.25% rate increase mandated by the State Government. The Budget projects a surplus of \$3.3m for 2018-19, however, it should be noted that the adjusted underlying result is a deficit of \$223k after removing capital grants and capital contributions. Within the principles of the Council Plan, there have been some areas of increased focus for Council in the 2018-19 financial year. These include increased expenditure on gravel and sealed road maintenance and renewal, and an increase in revenue from certain user fees to reduce or eliminate Council's contribution to some services. Council will continue to review services to ensure they remain sustainable. The Annual Service (Garbage) charge will increase to \$330 as a result of the recent developments in the recycling industry. This is \$60 (or 22%) higher than it would have been otherwise.

As per Section 127 of the Local Government Act, the following initiatives have been identified by Council as priorities to be undertaken during the 2018-19 financial year:

- Construction of stage one of the Bannockburn Heart Precinct. Stage one will be a \$2.6m project to create a play space with water play elements, a new car park, public toilets, a BBQ area, shade and a paved plaza next to the Bannockburn Library and Cultural Centre. Relevant approvals, further community consultation and the appointment of architectural services were completed in 2017-18.
- Golden Plains Shire Council is focused on providing quality customer service and achieving efficiencies for residents. As part of these efforts, this Budget allocates \$5m to begin the construction phase of the redevelopment of the existing customer service centre located at 2 Pope Street, Bannockburn. This follows an extensive community engagement and consultation process that was undertaken during 2017-18.

This building, the Golden Plains Community and Civic Centre, is one aspect of a broader Civic Precinct including the Bannockburn Family Services Centre, planned for the site in future. This will enable Council to deliver community services from this site for many years to come.

Council has made this decision for a number of reasons, including the need to provide more modern and welcoming public areas, improve efficiencies in our operations, and provide improved access and transparency around monthly Council meetings.

The existing Shire Hall and Customer Service Centre are over 120 and 40 years old respectively and present a number of building compliance and safety issues, resulting in increased spending on building maintenance. In addition, the customer service areas are outdated and do not provide privacy for residents to discuss sensitive issues such as planning matters.

The redeveloped facility will have an increased focus on the availability of dedicated community space within the central building.

- Council will be further developing its current asset management practices and processes. This will include the procurement and implementation of new or improved asset management software, review of Council's road management plan, review of operational practices and procedures and increased funding, of \$750K, for maintenance and renewal of gravel and sealed local road.

- Council will be participating in the MAV WorkCare initiative to further improve its focus on occupational health and safety. MAV WorkCare is a workers compensation self-insurance scheme for local government employers. The new scheme began on 1 November 2017 and will produce significant benefits for Council and their employees. These benefits include:
 - sustained and measurable improvements in workplace safety;
 - lower costs to Council's through reductions in the incidence of avoidable injuries;
 - effectively and appropriately managed claims; and
 - optimal return to work initiatives and programs.

As part of the agreement with WorkSafe to enter into a self-insurance scheme, Council's OHS Management System will need to conform to the 108 National Audit Tool criteria. Member councils must achieve 100% conformity with these standards before February 2021.

After placing the 2018-19 Draft Budget on public exhibition, 34 submissions were received, covering a total of seven issues, which are summarised in the table below (Please note that some submissions raised multiple issues).

Issue	No. of Submissions
1. Child Care Fees	26
2. Bannockburn Children Services	1
3. Waste Collection & Green Waste	2
4. Waste Management	1
5. Haddon Stadium floor replacement	4
6. Golden Plains Community and Civic Centre	1
7. Municipal Charge	1

ADDRESSING THE KEY ISSUES

1. Child Care Fees

The draft Budget proposed a daily fee for Bannockburn Children's Service Long Day Care of \$135 and a weekly fee of \$635 (\$127/day). Council has subsidised the service to a significant extent since 2015 and this was an attempt to redress the situation.

The negative response from the families and broader community to the new fee structure has been significant (approx. 84% of submissions, along many emails and social media feedback). Acknowledging that the current year's fee is \$109/day while private providers are currently charging \$118/day, increasing the fee to \$135/day is a significant increase. As such, the recommendation is to reduce the proposed fee to \$123/day and \$565 for a five day service (equivalent to \$113/day).

The decrease in the proposed fee to \$123/day, along with a reduction in the enrolment numbers at the Bannockburn Children Service, will result in the surplus from operations reducing from \$216k to a loss of \$48k. The combined movement of \$264k reduction in profit will be recouped through delaying a number of activities, projects and staff replacements as follows:

Non replacement of off floor staff member at BCS	\$60k
Reduce administrative overheads at BCS	\$20k
Reduce staff at BCS	\$75k
Disability Action Plan – defer actions or seek funding	\$5k
Community Health Planning – defer or external funding	\$3k
Early intervention services – reduce effort	\$10k
Strategic Planning – Teesdale Structure Plan - defer	\$35k
Defer replacing Community Engagement Officer immediately	\$20k
Re-allocate community grants budget undersubscribed	\$36k

2. Bannockburn Children Services Centre

This submission requests clarification on how the surplus from this centre has increased to \$216k, when it was budgeted to achieve a small surplus of \$28k in 2017-18 and a small deficit of \$52k in 2016-17. Also, the submission request clarification that the surplus will be retained in consolidated revenue rather than used to subsidise Child Care fees.

The 2018-19 was prepared in late 2017, prior to the decrease in enrolments. It was based on utilising 107 places (max capacity 148) at 93% occupancy and charging \$127/day to match the Government cap rate.). This was seen as achievable by staff at the time and the general belief was that most/all other Centres would lift fees in line with the cap rate. This provided a surplus of \$216k and a buffer should any of the assumptions fall short. This fee was further increased to \$135/day (refer Issue 1 above).

This was also an attempt to arrest further losses which occurred over the past three years as follows:

15-16 Budget	15-16 Actual	16-17 Budget	16-17 Actual	17-18 Budget	17-18 Projected
\$	\$	\$	\$	\$	\$
(127,032)	(447,917)	(52,055)	(100,818)	27,557	(257,546)

Since preparing the 2018-19 Budget, Officers became aware during March – April 2018, that enrolments had been impacted by the new child care centre. Following the hearing of submissions, a revised budget was prepared based on 107 places at a reduced occupancy of 86% and \$123/day fee. This was in line with average occupancy from February to May 2018. As a result of the lower fee income, the budgeted 2018-19 surplus from the centre decreased from \$216k to a loss of \$48k. To ensure that Council’s bottom line result was not impacted, the reduction in expenditure and projects as shown in the table at Issue 1 above, were made to the budget.

3. Waste Collection

These submissions address concerns over the frequency of waste collections, recycling collection and the lack of a green waste service in Golden Plains Shire.

Prior to the current service delivery model being introduced under the contract with Cleanaway, Golden Plains was one of the highest depositors of waste to landfill in Victoria. Council made the decision to change the service from a 240L weekly waste collection and 240L fortnightly recycling collection to a fortnightly 240L waste collection and 240L weekly recycling collection, which was more cost effective than replacing the 240L waste bins with 120L bins and paying for them to be collected weekly. This decision reduced the amount of Council’s waste going to landfill by approximately 25% and increase recycling by 64%, which, until the current recycling crisis, reduced the waste fee significantly compared to what it would have been under the previous service model.

In 2015 Council surveyed township areas to determine the level of community support for a green waste service at cost. From this survey only 34% of respondents indicated they would consider using a green waste service and only 8.9% of respondents were prepared to pay for this service.

Council’s kerbside waste and recycling collection contract commenced in July 2015 and is due to end in July 2020, with an option for a further two-year extension. The decision to extend the contract (for a period of two years) is something that Council must consider no later than April 2020, but will endeavour to have decided by around June 2019.

Council has committed to develop a Resource Recovery and Waste Strategy in the 2018-19 financial year. The Strategy will include wide community consultation and consider future waste service delivery options. The Strategy, including community feedback and aspirations, will inform the development of the next kerbside collection tender for Council to consider, as well as help decide on a preferred service model, including consideration of 120L weekly waste collection, 240L fortnightly recycling and 240L fortnightly green waste (and possibly organic waste) collection.

The thoughts and preferences of all of the residents across the Shire will be sought and taken into account by Council during the development of the Strategy. The Strategy development is planned to commence in August 2018 and is envisaged to be completed in February 2019 and we are actively encouraging residents to sign up to our Community Engagement Register to be emailed about any community engagement opportunities – it can be found at: www.goldenplains.vic.gov.au/community-engagement-register

A comparison with other Councils indicate that Golden Plains Shire is at the lower end of the fee structure. It should also be emphasised that no two Councils are the same. The frequency of collections may vary, the size of the bin may vary, some have green waste collection, some have landfill facilities in their Shire and the concentration of population will vary from Shire to Shire. Each Council sets their own waste management charge using cost recovery and based on their particular circumstances.

4. Waste Management

The submission is requesting that the costs associated with street sweeping and review of the waste strategy be removed from the Waste Charge and transferred to General Rates, as the submitter believes they do not meet the ombudsman's edict from the Wodonga Council's adjudication, that it is part of 'the collection and disposal of refuse'.

In Wodonga Council's case, the Ombudsman found that 30 percent of the revenue raised from the waste management charge was spent on maintenance of parks, gardens and other Council activities. In contrast to Wodonga Council, one hundred percent of the revenue that will be generated through Golden Plains Shire's waste management charge will be expended on services, activities and programs that are all directly related to the management of waste, litter and graffiti across the Shire.

5. Haddon Stadium Floor

Four submissions were received requesting that the flooring at the Haddon Stadium be replaced.

As stated in the submissions the Haddon Primary School is a major user of this facility and Council has been lobbying the State Government to assist in the delivery of this project. The Capital Works program on page 57 of the exhibited draft budget provides for this project at an estimated total cost of \$250,000 which will now be subject to \$125,000 matching funds being received from the State Government and \$125,000 from Council. The proposed Government funding will remove the need for Council to borrow \$150,000 towards the project as outlined in the exhibited draft budget.

6. Golden Plains Community and Civic Centre

The submission raises concerns that the overall cost of \$10m for this project is not disclosed in the budget, rather just the \$5m relating to the first tranche in 2018-19.

While Council has widely publicised the estimated cost of this project to be \$10m within its community consultation program, Council Plan (Strategic Resource Plan) and other forums, this annual budget properly discloses the amount expected to be paid in 2018-19. The submission goes on to propose that no borrowings should be entered into until rate payers agree to the final design and costing and are informed of the cost to rates over the life of the borrowings.

A comprehensive communications and engagement plan was undertaken in late 2017 to ensure the community was provided with ample opportunity to provide input and have their say on how they might like to use the new public spaces and to view concept plans. Council continues to provide updates on the project (where available) to the wider community through social media, its website and the Gazette.

Council has been provided with all the information regarding this project and continue to be involved on a regular basis. Council has been charged with the responsibility of ensuring this project meets the requirements of an ever growing and changing community, now and well into the future. Council will endorse the final plans and award the tender for construction by the end of this calendar year.

The budgeted cost of \$10m and related borrowings have been provided for in Council's long term financial plan and will be managed as part of Council's operating budget and within the confines of the Fair Go Rates legislation, will not cause an increase in rates.

7. Municipal Charge

The submission challenges Council's Rating Strategy and the use of a Municipal Charge to deliver an equitable rating system. Specifically, it requests that the total revenue to be raised by the Municipal Charge in 2018-19 be limited to 10% of the total figure of General Rates and Municipal Charge combined (as proposed in the Exposure Draft of the Local Government Bill), which the Submitter has calculated to be \$188.26.

Golden Plains Shire Council has included a Municipal Charge within its Rating Strategy for many years now and its purpose is two-fold.

- Firstly, to ensure that low valued properties pay a fair share of the total rates burden. If Council did not apply a Municipal Charge the general rate would rise and the rates on higher valued properties would increase substantially. This would be contrary to Council's responsibility to provide a fair and equitable system of rating; and
- Secondly, to ensure all rate payers are contributing equitably to some of the administration costs of Council.

As stated in the submission, there are varying opinions and theories on the use of a Municipal Charge and Council is able to reconsider its use during the process of reviewing its Rating Strategy. Reducing or eliminating the Municipal Charge will not impact Council's financial result or sustainability as it is a component of the 'Fair Go Rates' (rate cap) calculation. Hence, any reduction in Municipal Charge revenue will only result in a

corresponding increase in General Rates, which rightfully stated in the submission will result in an overall rate increase for higher valued properties and a reduction for lower valued properties.

The Municipal Charge stands at 12% in the draft 2018-19 Budget. This will be reviewed as part of the Rating Strategy in March 2021 or earlier if the proposed Local Government Act in enacted.

CONSULTATION

As part of Council’s Community Engagement Strategy, Council has implemented an ongoing process which has seen Councillors and officers participate in many engagement activities prior to, and throughout the process of developing the draft Budget. Also, as required under the Local Government Act 1989, the draft Budget was released for public inspection and comment for a period of at least 28 days.

CONFLICT OF INTEREST

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

CONCLUSION

The draft Budget provides Council with a clear direction and the capacity to make Golden Plains Shire a great regional municipality where opportunities for residents, businesses and investors continue to grow. The financial outcomes included in the 2018-19 budget are critical in ensuring Council’s long term financial sustainability.

The Financial Performance Indicators disclosed in the budget reflect Council’s ongoing commitment to sound financial management. The indicators Council considers critical are outlined in table below and shows that the 2018-19 results are generally positive when compared to best practice and Council’s preferred targets.

Indicator	Budget 2018-19	Best Practice	GPS Target	Traffic Light Position
Surplus ¹	\$3,270k	>\$0	>\$5,000k	Amber
Adjusted Underlying Result ²	(\$223k)	>\$0	>\$0	Red
Working Capital (%) ³	202%	>100%	>180%	Green
Discretionary Retained Earnings ⁴	\$7,500k	>\$1,000k	>\$2,000k	Green
Borrowings (% of Rates and Charges) ⁵	55.2%	<60%	<30%	Amber
Cash Balance ⁶	\$10,375k	>\$0	>\$5,000k	Green
Rate Determination ⁷	(\$474k)	>\$0	>\$0	Red

Indicators that meet both Best Practice and GPS Target are given a ‘Green’ light, one of the two targets ‘Amber’ and neither target a ‘Red’ light.

Council need to consider the above issues and information provided when adopting the 2018-19 Budget. As Council is aware, it has an extensive planning process established in developing the Council Plan (including Strategic Resource Plan), which outlines the strategies and services to be delivered to the community and how these will be funded.

The 2018-19 Draft Budget has been prepared based on the direction Council has provided in the Council Plan and after conducting a detailed review of current services and operations. This planning process has been, and will continue to be, even more challenging given Council’s requirements around asset renewal and the ‘Fair Go Rates System’. While Council has made some interim adjustments to meet the rate cap since its implementation in 2016-17, it is important to note that appropriate planning must be undertaken to ensure Council’s long term sustainability.

¹ Surplus – The net result of total revenue and expenditure, including non-cash items such as depreciation.
² Adjusted Underlying Result – Surplus less non-recurrent capital grants, non-monetary asset contributions and other contributions to fund capital expenditure. These items have the potential to incorrectly inflate the operating surplus.
³ Working Capital – This is a measure of Council’s ability to meet its short term commitments.
⁴ Discretionary Retained Earnings – The component of total equity that is not committed (includes proceeds from sale of land at Bakers Lane and VGC received in advance).
⁵ Borrowings – Balance of total interest bearing loans and liabilities as a percentage of rates and charges (including garbage charges). The prudent limit is considered to be 60%.
⁶ Cash Balance – The total cash and cash equivalents.
⁷ Rate Determination – This calculation demonstrates Council’s ability to fund its capital program from operations. A deficit means retained earnings will be depleted further.

Council has reviewed and amended the exhibited budget and recognises that any further reduction in expenditure will have an adverse impact on the quality or quantity of service delivery. Having conducted an extensive process in preparing the budget and receiving and hearing submissions, the Budget as exhibited has been amended in the attachment, to reflect a number of issues raised including:

- Reduction of the daily child care rate from \$135/day to \$123/day until 31 December 2018 and align future reviews with the calendar year;
- Reduction of the “five day” childcare fee from \$635/week (equivalent \$127/day), to \$565/week (equivalent \$113/day);
- Reduction of the expected child care occupancy rate from 93% to 86%;
- Cutting projects, staffing and resourcing (refer Issue 1) to cover the expected \$264k reduction in income from child care so that there is no change to the bottom line of the exhibited budget; and
- Amending the proposed funding sources for the floor replacement of the Haddon Stadium (\$250k) to show – proposed Government grant \$125k and Council funds \$125k.

7.3 PLANNING APPLICATION P18-060 THE USE OF THE LAND FOR DOG BREEDING**File Number:****Author:** Sarah Fisher, Statutory Planning Team Leader**Authoriser:** Greg Anders, Director Assets and Amenity**Applicant:** Elizabeth Debrincat**Owner:** Paul Horos and Elizabeth Debrincat**Proposal:** The use of the land for Dog Breeding**Location:** Lot 2, PS 520953, 5051 Colac-Ballararat Road, Cambrian Hill 3352**Attachments:**

1. Recommended conditions (under separate cover)
2. Copy of Objection (under separate cover)
3. Copy of Application and Plans (under separate cover)

RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the Use of the Land at 5051 Colac-Ballararat Road, Cambrian Hill for Dog Breeding, with the conditions shown on Attachment 1.

EXECUTIVE SUMMARY

This report relates to a planning permit application which proposes the use of the subject site at 5051 Colac-Ballararat Road, Cambrian Hill for Dog Breeding. This report provides a background to the application, a summary of the relevant planning considerations and an officer recommendation which supports the issue of a planning permit.

PURPOSE

The application has been referred to the Council Meeting for determination because there is an outstanding objection to planning application P18-060 for the use of the land for Dog Breeding, at 5051 Colac-Ballararat Road, Cambrian Hill.

DECLARATIONS OF CONFLICT OF INTEREST

Greg Anders 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.

Tim Waller 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.

Sarah Fisher 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.

Peter O'Brien: 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.

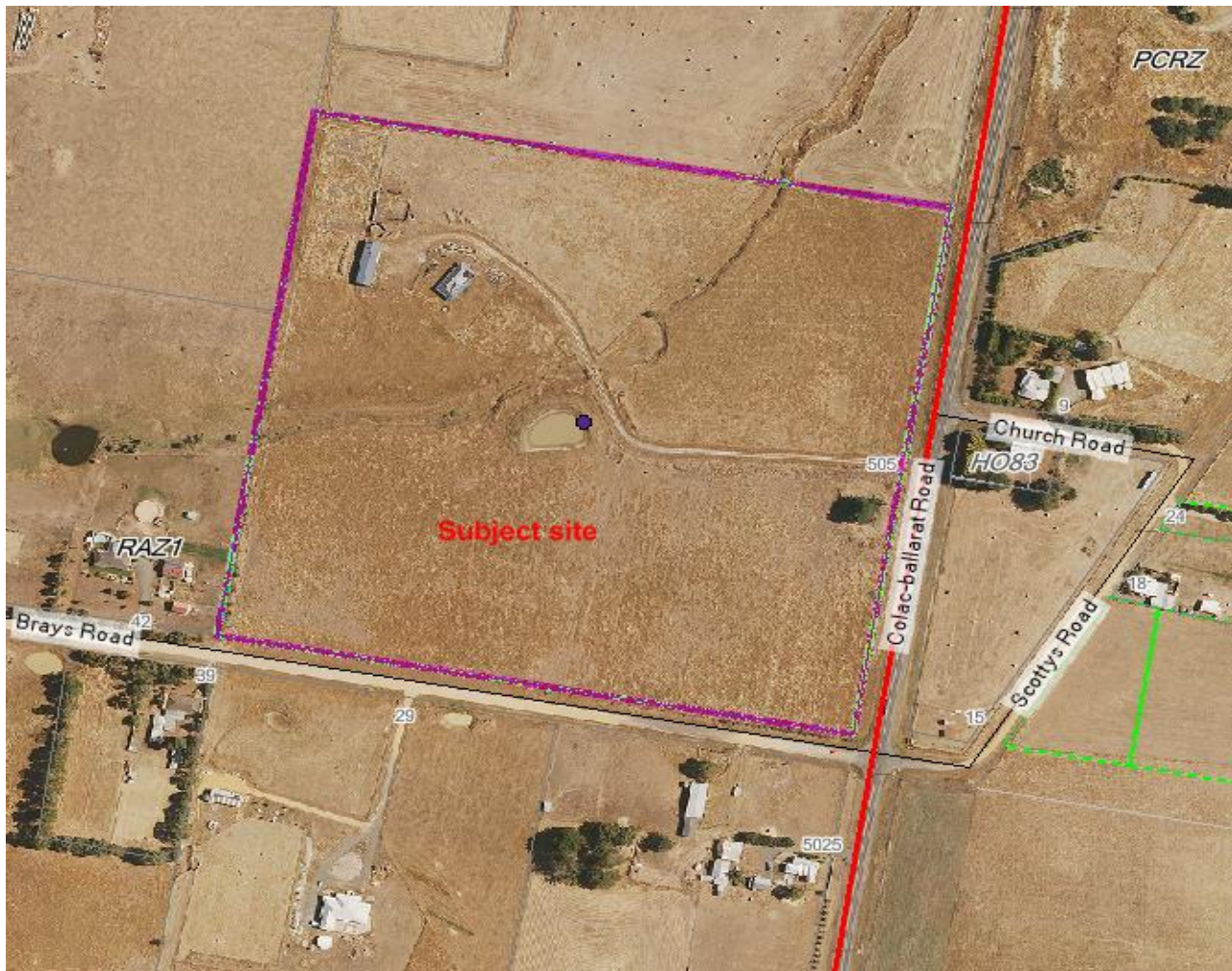
COUNCIL PLAN

Managing natural and built environments.

BACKGROUND INFORMATION

The subject site is known as Lot 2, PS 520953, 5051 Colac-Ballararat Road, Cambrian Hill. The site is zoned Rural Activity Zone 1 – North West Central Area, no overlays apply. Adjoining and nearby land is also zoned Rural Activity with a modest sized area of land zoned Public Conservation and Resource on the north eastern side of the site, on the other side of the Colac-Ballararat Road, which is a Road Zone Category 1, VicRoads Road. The subject site is 12.7 hectares in area with a dwelling and shed in the north-western portion of the site, accessible from the Colac-Ballararat Road. The site

is devoid of vegetation; a water course runs across the site and a dam is centrally located being the only other notable site features. Refer to aerial image for location details.



Land parcels in the immediate area vary in size and configuration and a number of them contain dwellings.

The application proposes the use of the land for Dog Breeding (refer to Attachment 3).

As per the Golden Plains Planning Scheme, Dog Breeding is nested under Animal Keeping, which is defined as:

Land used to:

- a) breed or board domestic pets; or
- b) keep, breed, or board racing dogs

This application seeks a total number of dogs on site at any one time of 16 adult dogs (Poodles) and up to 12 puppies (dogs are required to be registered with Local Laws from 3 months of age). The number of puppies on site at any one time is an estimate, depending on the size of litters.

All dogs are proposed to be housed in the applicant's dwelling at night time but have full run of at least 2 acres (0.80 hectares) during the day where they will have access to toys, areas to dig, explore and play. Information has been provided in relation to animal hygiene, the return of any puppies after sale, socialisation, pest management and so on.

Dogs (Poodles) have been kept on this property by the current owner via local laws permit, however the proposed increase in numbers means it has now reached the point of needing planning approval, hence the lodgement of this application.

Specifically, an application for the Keeping of More than 2 Dogs or Cats was received by Council in March 2017 for 2 Poodles and 6 Standard Poodles, a permit was issued later the same month via Local Laws.

An amendment to this approval was sought in November 2017, which was subsequently granted allowing a maximum of 9 dogs. The owner again contacted Council in December 2017 wanting to know if she would need a planning permit for 11 dogs.

The applicant was advised that this could not be given approval by Local Laws and referred the matter to Planning, who subsequently advised what information would need to be provided to lodge a planning permit application. This application was lodged in February 2018.

CONSULTATION

Notice of the application was given in accordance with Section 52(1) (a) of the *Planning and Environment Act 1987*. Notice was sent by mail to 13 adjoining owners and occupiers and a notice was placed on site.

As a result of the public notice two (2) objections were received to this application, one (1) of which was later withdrawn. The matters raised in the remaining objection are summarised as follows (refer to Attachment 2):

1. Noise.
2. Waste.
3. Stock movement.

A consultation meeting was not convened due to the circumstances described in the objection.

ASSESSMENT

The application was received by Council on 22 February 2018. No referrals were required to be undertaken.

Planning Scheme

State Planning Policy Framework (SPPF)

Clause 13.04 Noise Abatement

Objective

- To assist the control of noise effects on sensitive land uses.

Local Planning Policy Framework (LPPF)

There are no policies considered relevant to this type of application.

Zone and overlay controls

Clause 35.08 Rural Activity Zone – Schedule 1 - North West Area

The purpose of the Rural Activity Zone includes, but is not limited to:

- To implement relevant policy
- To provide for the use of land for agriculture
- To provide for other uses and development, in appropriate locations, which are compatible with agriculture and the environmental and landscape characteristics of the area
- To ensure that the use and development does not adversely affect the surrounding land uses

Dog Breeding is a Section 2 use – permit required under the provisions of the RAZ.

Decision guidelines for the use of land as per Clause 35.08-5 of the Rural Activity Zone include, but are not limited to:

- Whether the site is suitable for the use and development and whether the proposal is compatible with adjoining and nearby land uses
- The impact of the proposal on the natural features and resources of the area, in particular on soil and water quality
- The location of on-site effluent disposal areas to minimise the impact of nutrient loads on waterways and native vegetation

Schedule 1 of the RAZ applies to the North West Area and seeks to achieve a planned mix of continuing small scale farming, horticulture and agricultural land uses, small agricultural holdings, rural industries and associated agribusinesses, nature based tourism development and recreation facilities and revegetation of areas that are compatible with, among other things, the area's dominant landscape features and the distinctive local townships, communities and settlements dispersed throughout the area.

General provisions

- The decision guidelines contained in Clause 65 of the planning scheme require Council to consider the following matters, as appropriate:
- The matters set out in Section 60 of the Act
- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies
- The purpose of the zone, overlay or other provisions.
- Any matter required to be considered on the zone, overlay or provisions.
- The orderly planning of the area.
- The proximity of the land to any public land.
- Factors likely to cause or contribute to land degradation, salinity or reduce water quality.
- Whether the proposed development is designed to maintain or improve the quality of stormwater within the existing site.
- The extent and character of native vegetation and the likelihood of destruction.
- Whether native vegetation is to be or can be protected, planted or allowed to regenerate.
- The degree of flood, erosion, or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.

DISCUSSION

Planning Scheme

Dog breeding in the RAZ is a Section 2 use. There is limited guidance in the planning scheme at both State and local level in regard to this particular type of use, making the purpose and decision guidelines of the zone and the general provisions of Clause 65 the pertinent decision guidelines.

The purpose of the RAZ is of particular relevance, which is to ensure that use and development does not adversely affect the surrounding land uses. In relation to this application, noise was one of the matters raised via objection.

Objector concerns

In response to the matter of noise raised via the objection, the application proposes to house the dogs inside the dwelling at night whilst during the day they will be free to roam around part of the property for exercise, socialisation and play. Preventative measures will be taken in relation to this outside area to reduce external visual stimulants by erecting some Brushwood screening along some existing fence lines.

The applicant has suggested that the dogs will be trained to prevent noise being a nuisance. Whilst noise from a dog or a couple of dogs from a property in the RAZ setting could be expected, up to 16

dogs and puppies is considered to be something that needs to be managed by the property owner and as such a standard SEPP condition has been recommended.

There are no buildings and works proposed to be constructed as part of this application.

The capability of the land to accommodate a particular use includes consideration of effluent disposal. In this instance dog waste is proposed to be picked up and bagged daily as part of the maintenance and hygiene routine associated with the use. The bagged waste will be disposed of in the regular household bin collection. Washing of the internal enclosures (inside the house) is said to be undertaken by washing with disinfectant, in a similar manner to the cleaning routine associated with a standard residential use. This wash water will be captured via the septic system and as such is not expected to have any undue impact on the waterway that traverses the property. Given no external enclosures are proposed with concrete flooring for example, that may require regular wash down, no specific conditions have been recommended in regard to this.

There is no impact on native vegetation as a result of this proposed use.

The final matter of concern raised through the outstanding objection relates to difficulty moving stock on the neighbouring property when the dogs are in close proximity. This is a civil matter though responsible dog ownership and communication between neighbours is encouraged.

Finally it is noted that an amended Code of Practice for the Operation of Breeding and Rearing Businesses (2014) commenced on 1 July 2015 in response to the Minister for Agriculture taking action in relation to illegal puppy and kitten farms. It is understood the applicant would need to comply with this Code. The purpose of the Code is to specify the minimum standards of accommodation, breeding and care that are appropriate to the physical and behavioural needs of dogs and cats housed in businesses operating as breeding or rearing domestic animal businesses.

While the Code is not a Reference or Incorporated Document to the Golden Plains Planning Scheme, the proposed business meets the requirements of the Code in terms of the number of dogs and the way they are housed, meaning this number of dogs can be accommodated as proposed without the need for outdoor kennels/enclosures.

The requirements of the Code must be adhered to by the proprietor, operations manager and any staff of a breeding and/or rearing business, including all persons involved in the sale of an animal. All businesses must comply with the state and local government legislation and permits.

OPTION ANALYSIS

Not applicable to this application.

CULTURAL HERITAGE IMPLICATIONS

This proposal does not require the preparation of a Cultural Heritage Management Plan under the Aboriginal Heritage Regulations 2007.

RISK IMPLICATIONS

It is considered that there are no risk implications associated with this application.

FINANCIAL IMPLICATIONS

It is considered that there are no financial implications associated with this application.

CONCLUSION

A recommendation has been made to issue a Notice of Decision to Grant a Planning Permit for the purposes of Dog Breeding. Although there is very little relevant policy in relation to this type of use, it is considered that the application generally satisfies the relevant purpose of the zone and the decision guidelines of the zone and Clause 65. It is considered that the manner in which the use is proposed to be operated and the recommended conditions should allow for this use to be undertaken with minimal impact on the amenity to the surrounding area.

7.4 PLANNING APPLICATION P17-251 FOR A DWELLING AND SHED AT LAND IN PC368644 STEIGLITZ ROAD, MAUDE**File Number:****Author:** Peter O'Brien, Town Planner**Authoriser:** Greg Anders, Director Assets and Amenity**Applicant:** Heath Kania**Owner:** Bryce Swindells**Proposal:** Dwelling and shed**Location:** Land in Plan of Consolidation 368644, Steiglitz Road, Maude**Attachments:**

1. Attachment 1 - Copy of application, plans and traffic report (under separate cover)
2. Attachment 2 - Copy of objections (under separate cover)
3. Attachment 3 - Referral advice (under separate cover)

RECOMMENDATION

That Council resolves to issue a Notice of Decision to Refuse to Grant a Permit for the use and development of a dwelling at Land in Plan of Consolidation 368644 Steiglitz Road, Maude on the grounds that the application does not satisfy the decision guidelines of the Rural Activity Zone (Clause 35.02-8) and Clause 52.29 of the planning scheme because the proposed means of access to the land does not meet traffic safety standards and presents an unacceptable risk to public safety.

EXECUTIVE SUMMARY

This report relates to a planning permit application for the use and development of land for a dwelling and shed at Land in Plan of Consolidation 368644 Steiglitz Road, Maude. This report provides a background to the application and a summary of the relevant planning considerations.

PURPOSE

The application has been referred to the Council Meeting for determination because there are objections to the application and because Council officers' are of the opinion that the application does not satisfy the provisions of the planning scheme and should be refused.

DECLARATIONS OF CONFLICT OF INTEREST

Greg Anders: 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.

Tim Waller: 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.

Sarah Fisher: 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.

Peter O'Brien: 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..

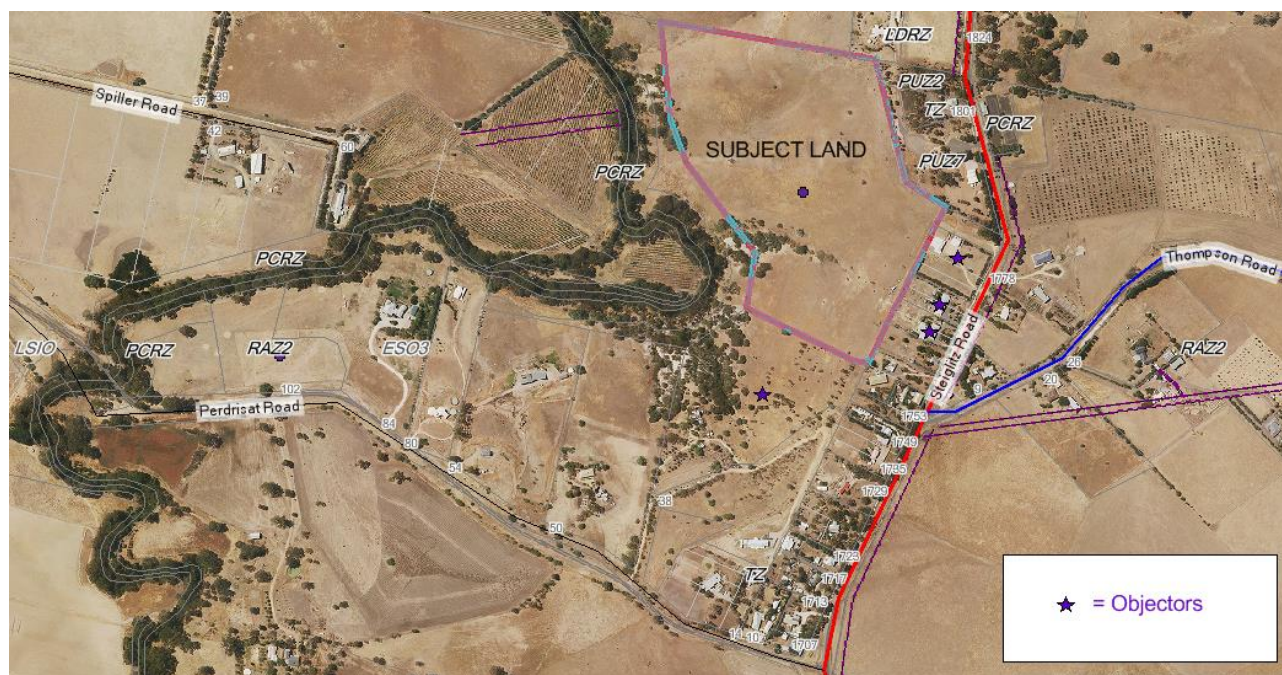
COUNCIL PLAN

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BACKGROUND INFORMATION

The subject land is formally described as Land in Plan of Consolidation 368644. The land is located in the Moorabool Valley on the western side of the Maude township.

Locality map



The total area of the land is 13.03 hectares. Access to the land is via an unmade government road off Steiglitz Road. The land adjoins the Maude Recreation Reserve ('Bunjil Lookout') and Maude township to the east and is bounded by the Moorabool River to the west. The surrounding area is used for a mixture of residential purposes, small-scale agricultural activities and community purposes.

The application proposes the use and development of the land for a dwelling and shed (refer to Attachment 1 – copy of application and plans). The dwelling and shed are proposed to be located at the top of the slope of the Moorabool River valley with setbacks of 7.5m from the eastern boundary, 151m from the north-east boundary and approximately 250m from the Moorabool River.

The proposed dwelling is a small single storey residence containing two bedrooms, a living/dining area, kitchen, and bathroom. The total floor area of the dwelling is 60m². The external materials of the dwelling consists of coloured metal ('slate grey') walls and roofing. The proposed shed has dimensions of 12m length, 10m width and 4.8m height. The total floor area of the shed is 120m². The external cladding of the shed consists of coloured metal ('slate grey').

A driveway to the dwelling and shed is proposed from Steiglitz Road which is a road in a Road Zone, Category 1 (RDZ1) and managed by VicRoads. Access to the land is via a short section of unmade government road between Steiglitz Road and the subject land. A new vehicle crossing is proposed at Steiglitz Road. The driveway will run the length of the unmade road before entering the land and following the eastern boundary to the site of the dwelling and shed. The short section of unmade government road is not listed on the register of roads which the Council has deemed to be reasonably required for general public use.

CONSULTATION

Notice of the application was given in accordance with Section 52(1)(a) of the *Planning and Environment Act 1987* ('the Act'). Notice was sent by mail to 13 adjoining owners and occupiers. Notice was also provided by placing a sign on the site.

As a result of the public notice four objections were received. A copy of the objections are provided in Attachment 2. The main grounds of objection are summarised as follows:

- Visual impact. The objectors are concerned that the development will impact the views of the Moorabool Valley which they currently enjoy from their properties. Concerns are also held that the proposed dwelling and shed will have a visual impact on the landscape and character of the area.
- Loss of privacy. Concerns have been raised regarding loss of privacy due to the location of the development at the rear of their properties.
- Devaluation. Objectors are concerned that the proposal will adversely affect the financial value of their properties.
- Noise. Concerns have been raised regarding vehicle noise from the proposed driveway.
- Environmental impact. The objectors have raised concerns regarding the impact of the proposal on the environment, including erosion, wastewater disposal, fire management and wildlife.
- Traffic safety. A concern was raised that the proposed access point to Steiglitz Road is on a tight bend and is unsafe.

A consultation meeting with the objectors and the applicant was held on 1 March 2018. There was no resolution or agreement reached at the meeting.

ASSESSMENT

The application was received by Council on 6 October 2017 and a preliminary assessment of the application was undertaken. A request for further information was made on 27 November 2017. The further information consisted of amended plans and landscape plans in order to minimise any visual impact of the proposal on the landscape and character of the area. The further information was submitted to Council on 31 January 2018 and consisted of amended plans that reduced the size of the proposed shed and showed the driveway location and landscaping.

The application was referred under Section 55 of the Act to VicRoads in accordance with the Clause 52.29 of the planning scheme (proposal to create access to a road in a RDZ1). VicRoads had no objection to the issue of a permit subject to conditions (refer to Attachment 3 – referral advice).

The advice of Council's Works Engineer was also sought regarding vehicle access to the land. The Works Engineer raised concerns regarding the safety issues associated with the access point to the Steiglitz Road and requested further information in the form of a Traffic Impact Assessment Report. The applicant engaged a consultant to prepare the Traffic Report and it was submitted to Council on 19 February 2018. The Works Engineer reviewed the Traffic Report and objected to the issue of a permit because the proposed access point does not meet safety standards and is considered to be dangerous to road users (refer to Attachment 3 – referral advice).

Planning Scheme

State Planning Policy Framework (SPPF)

Clause 11.07 Regional Victoria

The policy for Regional Planning (Clause 11.07-1) includes strategies that seek to maintain and provide for the enhancement of environmental health and productivity of rural landscapes by avoiding development impacts on land that contains, among other things, landscape amenity and food production capacity.

Clause 11.09 Geelong (G21)

The Geelong (G21) policy applies to the Geelong G21 region which includes Golden Plains Shire. The Environmental assets policy (Clause 11.09-4) aims to protect the region's unique environment and the Agricultural productivity policy (Clause 11.07-5) aims to protect critical agricultural land.

Clause 12.04 Significant environments and landscapes

The objective of the Landscapes policy (Clause 12.04-2) is to protect landscapes that contribute to character, identity and sustainable environments. This is to be achieved by ensuring that sensitive landscape areas are protected and that new development does not detract from their natural quality and by recognising the natural landscape for its aesthetic value.

Clause 14.01 Agriculture

The objective of the policy for the Protection of agricultural land (Clause 14.01-1) is to protect productive farmland which is of strategic significance in the local or regional context. The policy seeks to ensure that the State's agricultural base is protected from the unplanned loss of productive agricultural land due to permanent changes of land use. In considering a proposal to develop agricultural land, factors to be considered include the impacts of the proposed development on the continuation of primary production on adjacent land and the compatibility between the proposed development and the existing uses of the surrounding land.

Local Planning Policy Framework (LPPF)

Clause 21 Municipal Strategic Statement (MSS)

Clause 21.01-2 of the MSS identifies managing residential growth, enhancing economic growth, maintaining and encouraging viable agricultural industries, and protecting and enhancing the natural environment as key land use and planning issues affecting the Shire.

The Golden Plains Strategic Framework Plan (Figure 21.01-1A) sets out the key land use planning directions for the Shire. The subject land is shown within the 'Moorabool Valley Tourism Area' on the Framework Plan. The planning scheme does not contain a Town Structure Plan for the Maude township.

The Agriculture policy (Clause 21.05-1) emphasises the economic importance of agricultural industries to the Shire. The policy aims to ensure that agricultural land is protected and used as an economically valuable resource and to maintain farm size to allow for viable agriculture. This will be achieved by ensuring that the use and development of rural land is both compatible and complementary to agricultural activities.

Rural Land Use Strategy

The Golden Plains Rural Land Use Strategy (2008) is a reference document to the planning scheme and is designed to guide future land use and development and the application of rural zones across the Shire's rural areas. The strategy identifies the subject land within the Moorabool Valley area which is identified as an area containing small scale agricultural activities with the potential for tourism and other complementary activities. The rural strategy recommended that the Moorabool Valley be zoned Rural Activity Zone with a 40ha minimum subdivision area in order to achieve a mix of rural uses that reflects the current land use and development and that is compatible with, among other things, the area's dominant landscape features in particular the enclosed river valleys and escarpments.

Zone and overlay controls

Clause 35.08 Rural Activity Zone – Schedule 2

The subject land is in a Rural Activity Zone – Schedule 2 (RAZ2). The purpose of the RAZ is, among other things, to provide for the use of land for agriculture; to provide for other development, in appropriate locations, which is compatible with agriculture and the environmental and landscape characteristics of the area; and to ensure that development does not adversely affect surrounding land uses.

A dwelling is a Section 2 – permit required use under the provisions of the RAZ. Under Clause 35.08-2 the use of land for a dwelling must meet the following requirements:

- Access to the dwelling must be provided via an all-weather road with dimensions adequate to accommodate emergency vehicles.
- The dwelling must be connected to a reticulated sewerage system or if not available, the waste water must be treated and retained on-site in accordance with the State Environment Protection Policy (Waters of Victoria) under the Environment Protection Act 1970.
- The dwelling must be connected to a reticulated potable water supply or have an alternative potable water supply with adequate storage for domestic use as well as for fire fighting purposes.
- The dwelling must be connected to a reticulated electricity supply or have an alternative energy source.

Before deciding on an application in the RAZ, Council must consider the decision guidelines contained in Clause 35.08-5 including the following design and siting issues:

- The impact of the siting, design, height, bulk, colours and materials to be used, on the natural environment, major roads, vistas and water features and the measures to be undertaken to minimise any adverse impacts.
- The impact on the character and appearance of the area or features of architectural, historic or scientific significance or of natural scenic beauty or importance.
- The location and design of existing and proposed infrastructure including roads, gas, water, drainage, telecommunications and sewerage facilities.
- Whether the use or development will require traffic management measures.

Schedule 2 of the RAZ applies to the Moorabool Valley and seeks to achieve a planned mix of small agricultural holdings used for horticulture, rural industries, tourism and recreation facilities that are compatible with, among other things, the area's dominant landscape features in particular the enclosed river valleys.

Clause 42.01 Environmental Significance Overlay – Schedule 3

The Environmental Significance Overlay – Schedule 3 (ESO3) seeks to protect the environmental attributes of the Moorabool Valley and other areas of environmental significance. The objectives of the ESO3 are to protect the conservation values of the above areas including geological formations and landscape values. A permit is required to develop land for a dwelling under the provisions of the ESO3. There are no referral authorities specified in the ESO3. The decision guidelines of the ESO3 require Council to consider the following matters:

- the preservation of the natural environment including natural environmental processes, any important landscape or conservation characteristics of the area;
- the need to protect the general environs of any natural vegetation or objects or features from development which would detract from their setting.
- the necessity of undertaking landscaping works and retaining vegetation in the vicinity of natural features, watercourses, roads, property boundaries, buildings and natural habitats.
- the need to control the siting, shape and height of any buildings or extensions and the extent to which the materials, colours and external finishes of buildings conform in appearance and character with adjacent buildings and with the character and appearance of the area generally.

Particular provisions

Clause 52.29 Land adjacent to a Road Zone, Category 1

A permit is required under this clause to create or alter access to a road in a Road Zone, Category 1. An application to create or alter access must be referred to VicRoads under Section 55 of the Act. The application was referred to VicRoads and VicRoads had no objection to the issue of a

permit subject to conditions being placed on the permit. Before deciding on an application, the decision guidelines of Clause 52.29 require Council to consider the effect of the proposal on the operation of the road and on public safety.

General provisions

The decision guidelines contained in Clause 65 of the planning scheme require Council to consider the following matters, as appropriate:

- The matters set out in Section 60 of the Act.
- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- The purpose of the zone, overlay or other provision.
- Any matter required to be considered in the zone, overlay or other provision.
- The orderly planning of the area.
- The effect on the amenity of the area.
- The proximity of the land to any public land.
- Factors likely to cause or contribute to land degradation, salinity or reduce water quality.
- Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.
- The extent and character of native vegetation and the likelihood of its destruction.
- Whether native vegetation is to be or can be protected, planted or allowed to regenerate.
- The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.
- The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.

DISCUSSION

Planning Scheme

It is a requirement of the planning scheme that a dwelling must have access via an all-weather road with dimensions adequate to accommodate emergency vehicles (Clause 35.08-2 Rural Activity Zone). The decision guidelines of the RAZ require Council to consider the location of existing and proposed infrastructure including roads, and whether the use or development will require traffic management measures.

Access to the land is via an unmade road to Steiglitz Road. Therefore if a permit is issued a condition of the permit must require that the owner provides all-weather access to the site including the construction of a vehicle crossing to Steiglitz Road. The construction of access to Steiglitz Road, which is a road in a Road Zone Category 1 (RDZ1), requires a permit under Clause 52.29 of the planning scheme. The decision guidelines of Clause 52.29 require Council to consider the effect of the proposal on the operation of the road and public safety. VicRoads are a determining referral authority for an application under Clause 52.29 and Council must consider the views of VicRoads before it makes a decision on an application. Whilst VicRoads has no objection to the issue of a permit, Council, as the responsible authority, must be satisfied itself that the proposal does not present a risk to public safety.

Council officers have determined that the proposed access to Steiglitz Road does not meet safety standards and is dangerous to road users. The traffic report commissioned by the applicant states that the sight distances at the proposed access location are less than the recommended minimum safety guidelines (AustRoads Road Safety Guidelines). For example the existing 'approach sight distance' over the crest is 55m compared to a 73m AustRoads recommended minimum distance.

The traffic report suggests that a dispensation of the safety standards is appropriate due to the low volume of traffic using the proposed access and sets out a range of mitigating works that may be appropriate such as tree trimming, installation of signage and mirrors, and lowering of the speed

limit. While such measures may slightly improve safety, Council officers consider that the sight distances at the location are inadequate and pose too great a risk to the safety of those using the proposed access and other road users.

While it is recommended that the application be refused because it fails to meet safety standards in relation to the proposed access, the application is considered to otherwise satisfy the provisions of the planning scheme and can address the concerns of objectors by way of permit conditions.

The application is considered to satisfy the State and local policies for Agriculture and the Rural Activity Zone which seek to protect productive agricultural land by ensuring that new development does not impact primary production on adjacent land and is compatible with existing uses on surrounding land. The proposal will not result in the loss of productive agricultural land because the land is limited capacity for agricultural production due to the steep slope. The proposed dwelling is also not considered to have any impact on adjoining agricultural activities because surrounding properties are predominately used for residential purposes.

The Rural Activity Zone – Schedule 2 (RAZ2) together with the Environmental Significance Overlay – Schedule 3 (ESO3) both identify the need to protect the dominant landscape features and natural beauty of the Moorabool Valley. In particular the ESO3 seeks to ensure that development does not detract from the landscape through the use of landscaping along boundaries and in the vicinity of buildings and by controlling materials, colours and external finishes of buildings so that they conform to the character and appearance of the area. It is considered that these matters can be addressed by way of permit conditions requiring the establishment of landscaping in the vicinity of the proposed buildings and requiring that the external materials of the buildings be coloured or painted so that they are muted and non-reflective to ensure there is no visual impact on the landscape and amenity of the area.

Objectors concerns

Visual impact. The objectors have raised concerns that the proposed development will interrupt views from their properties of the Moorabool Valley. There are long-established legal principles in relation to balancing the views of neighbours in respect of a view. VCAT has previously held that there is no legal right to a view and all parties should receive a reasonable share of views. Furthermore, while a development may interfere to some degree with a view the degree of interference must not be unreasonable. In this case, while it is accepted that the development will partially intrude into the views of neighbours, due to the modest size and scale of the proposed dwelling and shed, the development will not unreasonably impact the views of others and provides for the reasonable sharing of views.

In regard to the visual impact of the development on the landscape, if a permit was to issue these concerns can be addressed by way of conditions controlling the appearance of the development such as the establishment of landscaping and controls on external finishes.

Loss of privacy. The proposal is not considered to result in a loss of privacy of existing residents. The setbacks between the proposed dwelling and neighbouring dwellings and areas of private open space are adequate to ensure the protection of residential amenity and addresses such matters as privacy and overlooking.

Devaluation. Property devaluation is not a material planning consideration and Council can only consider the matters that may affect them. VCAT has consistently dismissed property devaluation per se as a valid ground of refusal.

Noise. Concerns have been raised regarding noise from vehicles accessing the dwelling, in particular by the objector that is located nearest to the proposed access. The objector chose to construct their dwelling close to the subject land and was required to obtain the consent to do so from the owner of the land which is the subject of this application before Council. It is therefore considered unreasonable for the objector to now seek to control development of this property.

Furthermore the noise created by residential traffic accessing the subject land will be no greater than the noise from traffic associated with adjoining residences and Steiglitz Road.

Environmental impact. The proposal is not considered to have any adverse impact on the environment and permit conditions can address such matters as soil stability, sediment control, wastewater management and weed control. The proposal does not involve the removal of native vegetation and will have no impact on native fauna. In respect to concerns regarding fire management, the subject land is not in a Bushfire Management Overlay and the proposed development is not expected to increase fire risk.

Traffic safety. As discussed elsewhere in this report, the proposed access to Steiglitz Road is considered to be unsafe and presents an unacceptable risk to road users.

CULTURAL HERITAGE IMPLICATIONS

This proposal does not require the preparation of a Cultural Heritage Management Plan under the Aboriginal Heritage Regulations 2007.

FINANCIAL & RISK IMPLICATIONS

The officer's recommendation to refuse the application does not present any financial or risk management implications for Council.

CONCLUSION

The application is not considered to satisfy the provisions of the planning scheme, in particular the decision guidelines of the Rural Activity Zone and Clause 52.29 of the planning scheme. The access to the proposed dwelling does not meet safety standards and presents an unacceptable risk to public safety. It is therefore recommended that the application be refused.

7.5 COMMUNITY SATISFACTION SURVEY 2018

File Number:**Author:** Claire Tehan, People and Culture Manager**Authoriser:** Richard Trigg, Director Corporate Services**Attachments:**

1. Golden Plains Shire Council Community Satisfaction Survey 2018 (under separate cover)
2. Golden Plains Shire Council Community Satisfaction Survey - Tailored Report (under separate cover)

RECOMMENDATION

That Council:

1. Receive the 2018 Community Satisfaction Survey for Golden Plains Shire.
2. Acknowledge that the performance ratings have increased for all sub-groups over the past year.
3. Recognises that performance ratings increased significantly since 2017 in the areas of sealed local roads, lobbying, and overall direction.

EXECUTIVE SUMMARY

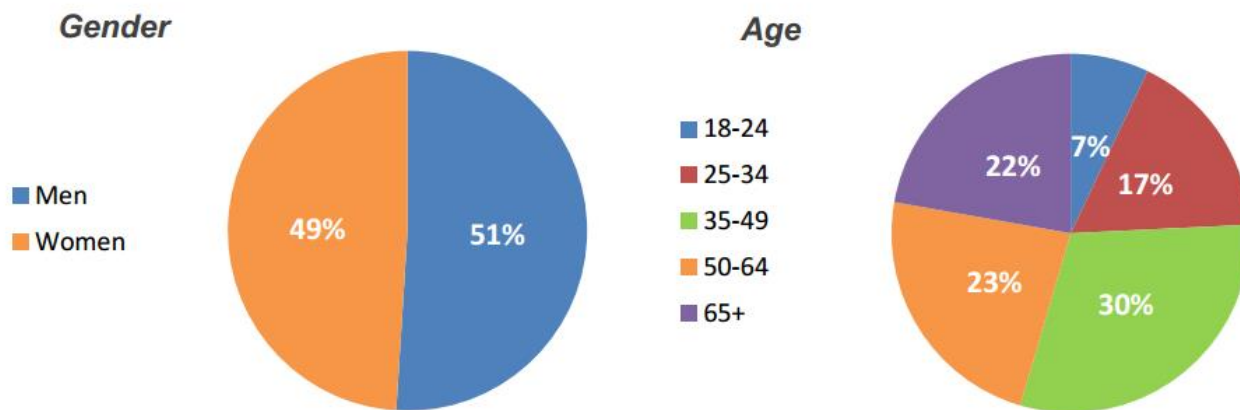
Each year the Local Government Victoria (LGV) coordinates a State-wide Local Government Community Satisfaction Survey (Survey) throughout Victorian local government areas. The 2018 Survey has been received for Council to discuss the results of the Survey which was conducted over a period from 1 February to 30 March 2018.

The overall performance index score of 52 for Golden Plains Shire represents a 3 point improvement since 2017 and the performance ratings increased significantly since 2017 in the areas of sealed local roads, lobbying and overall direction. Ratings for sealed local roads and community decisions are at their highest points to-date (since added as core measures in 2015).

BACKGROUND

Each year the Local Government Victoria (LGV) coordinates a State-wide Local Government Community Satisfaction Survey throughout Victorian local government areas. The main objectives of the survey are to assess the performance of Golden Plains Shire Council across a range of measures and to seek insight into the ways to provide improved or more efficient service delivery. The survey also provides Council with a means to fulfil some of our statutory reporting requirements.

The data was collected through 400 telephone surveys with respondents being a representative random sample of Golden Plains Shire residents aged 18 and including minimum quotas of gender within the various age groups. In 2018, 64 Councils participated in the survey (2017 = 68). Golden Plains Shire Council has been included in the Large Rural Council category since 2015.

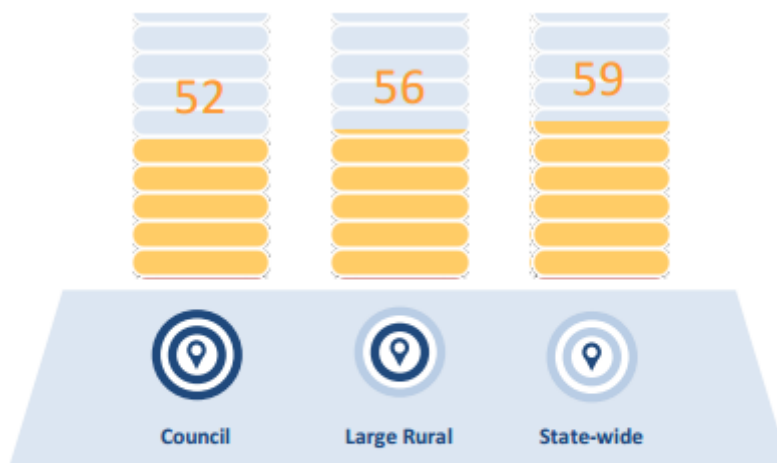


The survey is divided into two areas including key performance measures and individual service areas, with the results benchmarked against prior year results, State-wide averages and other Large Rural Councils.

The overall performance index score of 52 for Golden Plains Shire Council represents a 3 point improvement since 2017. Ratings have yet to return to the higher levels achieved pre-2015, where index scores were 67 in 2012 and 62 in both 2013 and 2014.

Positively, performance ratings improved slightly in the past year across all sub-groups. Also more residents rate Golden Plains overall performance as “very good” (6%) or “good” (31%) than “poor” (15%) or “very poor” (9%).. Positive ratings increased 8 percentage points since 2017.

Golden Plains Shire Council’s overall performance is rated statistically significantly lower (at the 95% confidence interval) than the average rating for Large Rural councils and councils State-wide (index scores of 59 and 56 respectively).



OVERALL COUNCIL PERFORMANCE

Results shown are index scores out of 100.

The results of the core performance measures shows that Golden Plains’ performance improved on all measures compared to Council’s own results in 2017.

- Performance ratings increased significantly since 2017 in the areas of sealed local roads (index score of 47, nine points higher than 2017), lobbying (index score of 51, five points higher than 2017), and overall direction (index score of 49, four points higher than 2017).
- Ratings for sealed local roads and community decisions (index score of 51) are at their highest points to-date (since added as core measures in 2015).

- Golden Plains Shire Council’s performance on most measures is in line with average ratings for the Large Rural group. However, in the areas of overall performance, Council performs significantly lower than group average.
- Golden Plains Shire Council’s performance is significantly lower than State-wide averages for councils across all core measures.

Council’s core service area of customer service has again performed strongly, increasing by 4 index points in the past year to an index score of 65.

More than two-thirds (67%) of Golden Plains Shire Council residents have had recent contact with Council. Residents are more likely to have contacted Council in the past twelve months than in the year leading up to the 2017 survey (increase of seven percentage points). Contact increased significantly in the past twelve months among residents aged 35 to 49 years.

Areas where Council is performing well

TOP 3 PERFORMING AREAS



In addition to positive ratings in the area of customer service (index score of 65), it is important to note the significant gains made over the past year in the areas of advocacy (index score of 51, five points higher than 2017) and sealed local roads (index score of 47, nine points higher than 2017).

While sealed local roads is rated lower than other core measures, Council achieved its highest ratings to date on this measure and performance is in line with (slightly but not significantly higher than) the Large Rural group average (index score of 45).

Areas that Council need to focus on

Notwithstanding ratings gains, there is still room for growth. The areas that stand out as being most in need of Council attention are as follows:

- Unsealed roads (margin of 40 points) (This is also Council’s lowest performing area with an index score of 41.)
- Sealed local roads (margin of 36 points)
- Community decisions (margin of 30 points)
- Consultation and engagement (margin of 27 points)
- Lobbying (margin of 19 points).

Of the aforementioned areas, however, consultation and engagement is the only area where Council's performance rates significantly lower than the Large Rural group average. Other results are in line with group averages.

There is also still work to be done in the sealed local roads area, as evidenced by the fact that:

- The proportion rating Council's performance as 'very poor' (14%) outnumbers 'very good' (7%) ratings. Another 23% rate Council's performance on sealed local roads as 'good', 34% as 'average', and 20% as 'poor'.
- One-quarter (26%) of residents mention sealed road maintenance as central to improving overall Council performance.
- Sealed local roads is considered the most important service area (importance index score of 84) relative to other measures tested.

Summary of Core Measures – detailed analysis

Performance Measures	Golden Plains 2018	Golden Plains 2017	Large Rural 2018	State-wide 2018	Highest score	Lowest score
OVERALL PERFORMANCE	52	49	56	59	NA	NA
COMMUNITY CONSULTATION (Community consultation and engagement)	50	48	54	55	Women	Men
ADVOCACY (Lobbying on behalf of the community)	51	46	52	54	Women	Men
MAKING COMMUNITY DECISIONS (Decisions made in the interest of the community)	51	48	52	54	Aged 35-49 years	Aged 18-34 and 50-64 years
SEALED LOCAL ROADS (Condition of sealed local roads)	47	38	45	53	NA	NA
CUSTOMER SERVICE	65	61	67	70	Women, North, Aged 65+ years	Men, Aged 18-34 years
OVERALL COUNCIL DIRECTION	49	45	52	52	Aged 18-34 years	Aged 35-64 years

CONCLUSION

Golden Plains Shire Council results for the 2018 Community Satisfaction Survey have increased for all sub-groups compared with the 2017 survey results, however our performance is rated statistically lower (at the 95% confidence interval) than the average rating for Large Rural councils and councils State-wide (index scores of 59 and 56 respectively).

The 2018 results do highlight service areas that Council need to focus on in the future in order to meet the expectations of the community.

7.6 2018/19 COMMUNITY GRANTS PROGRAM REPORT

File Number:

Author: Kim Sykes, Community Development Officer

Authoriser: Jill Evans, Director Community Services

Attachments:

1. Council Policy 5.1 Community Grants Program (under separate cover)
2. Community Grants Report 2018/19 (under separate cover)

RECOMMENDATION

That Council approve the awarding of \$109,010.78 in community grants to the organisations listed in Attachment 2.

EXECUTIVE SUMMARY

The purpose of the report is for Council to determine the priority projects for the 2018/19 Community Grants Program. The 2018/19 draft Council budget provides an allocation of \$145,000 toward the Community Grants Program with \$15,000 of this budget allocated to environmental projects.

Council received 36 applications, requesting \$128,877.05 in funding, with an overall total project cost of \$331,983.01.

KEY POINTS

It is recommended Council commit a total grant allocation of \$109,010.78 towards 34 projects (please see attachment two).

Two projects require additional funding from other sources. It is recommended that Council hold the grant funding until the other sources of funds are secured.

Two other projects are not recommended for funding as the groups do not have adequate funds listed to complete the project. In these cases, Council will assist these groups to further scope their projects.

As per Council Policy 5.1, Council has the opportunity to consider applications requesting more than \$5,000. The Haddon Community Planning Group is the only group to request more than \$5,000. This group has requested \$15,000 funding to build a rotunda at a total project cost of \$52,380.

BACKGROUND

This year will mark the 23rd year of Councils Community Grants Program. Since 1996, this program has supported 930 community projects across the Shire. By matching funding from community groups, Councils investment in community grants has delivered a staggering \$6.8M in value to local communities.

Council provides grants to community organisations that address community needs and provide opportunities that enhance wellbeing and quality of life of Golden Plains Shire residents. Council's Community Grants Program supports the following key objectives:

- To encourage and assist common interest groups to take an active involvement in the life of their community for the overall benefit of that community and its members;
- To help communities to help themselves to become stronger and more economically, environmentally and socially sustainable;
- To enhance leadership and other civic skills within communities so as to enhance the capacity of those communities to address local issues and challenges and to build vibrant, healthy places;
- To develop a sense of community spirit, pride, ownership and identity within communities.

POLICY CONTENT

Council Policy 5.1 – Community Grants Program

The guidelines for funding are as follows:

- Council will be responsible for setting the total annual budget allocation for community grants.
- Funding will be allocated on a \$ for \$ basis, matched by cash or in-kind.
- Grants will be assessed to a maximum of \$5,000
- Council reserves the right to consider allocating more than \$5,000 in funding to any given project.

DISCUSSION

In previous years the Community Grants Program submission period was 1 – 28 February with grants awarded in July. This presented a number of challenges for community groups who requested a reduced amount of time between grant submissions closing and grants being awarded. As a result of this feedback, the submission period changed from February to April.

The 2018/19 Community Grants Program was open 1- 30 April 2018. Applications were submitted online via Council's grants website. The following strategies were undertaken to promote the 2018/19 Community Grants Program:

- Promotional article in the Golden Plains Gazette delivered to all households in February 2018.
- Information session and grant writing workshop held in Bannockburn and Smythesdale during March 2018.
- One-on-one mentoring sessions were offered during April 2018 in Bannockburn and Smythesdale.
- Full page advertisement in the Golden Plains Shire Council News section of the Miner.
- Multiple emails to community groups, sport and recreation clubs, community coordinators, committees of management and kindergarten committees.
- Promotion through Golden Plains Shire website and social media platforms.
- Direct staff and Councillor promotion through contact with local communities.

Council received 36 applications, requesting \$128,877.05 in funding, with an overall total project cost of \$331,983.01. The number of applications is lower in comparison to previous years. This is due in part to Council offering mentoring sessions and advice to community groups during the submission period. An additional ten organisations enquired about the 2018/19 Community Grants Program but five organisations were ineligible to apply due to not meeting the organisation eligibility criteria or the project responsibility was resting with state government. A further five eligible organisations felt their project was not adequately scoped to apply for funding during this round.

There are also a number of incomplete projects from 2017/18 Community Grants Program and this may have impacted on applicant numbers this year, with many organisations focused on completing these projects rather than planning for new projects.

The table below provides an overview of the number of applications received, level of funding requested and total project costs each year since 2014/15:

Financial Year	2014/15	2015/16	2016/17	2017/18	2018/19
Number of grant applications received	39	52	53	51	36
Level of funding requested	\$135,879.50	\$188,628.00	\$183,254.06	\$187,635.74	\$128,877.05
Total project cost requested	\$322,464.40	\$493,368.40	\$553,030.12	\$429,242.19	\$331,983.01

An analysis of the 2018/19 Community Grants Program applications reveals the following information:

Type of organisation

Organisation type	No. of applications	% of all applications
Sport and recreation clubs/groups	12	33%
Committees of Management	4	11%
Community groups	10	28%
Community coordinators	3	8%
Event committees	1	3%
Kindergarten/Children services	3	8%
School/Parents and friends groups	0	0%
Men's Sheds	2	6%
Environment groups	1	3%
CFA's	0	0%
Total	36	100%

Type of project

Project type	No. of applications	% of all applications
Construction	17	47%
Equipment	9	25%
Maintenance	4	11%
Events	2	6%
Other	4	11%
Total	36	100%

Location of project

Town	No. of applications	% of all applications
Bannockburn	6	17%
Dereel	2	6%
Haddon	1	2%
Happy Valley	1	2%
Inverleigh	3	8%
Lethbridge	3	8%
Meredith	3	8%
Rokewood	4	11%
Ross Creek / Smythes Creek	2	6%
Shelford	2	6%
Smythesdale	5	14%
Teesdale	2	6%
Other	2	6%
Total	36	100%

ASSESSMENT PROCESS

Each application received was assessed for eligibility and then evaluated against the following criteria identified in the funding guidelines:

- Clear and achievable objectives/outcomes
- Meets identified community need
- Demonstrates community involvement in its planning and implementation
- The organisation can demonstrate the need for Council financial support
- Clear benefit to the community
- It is inclusive for people of all abilities
- Accurately costed including written quotes
- The organisation has the capacity to implement the project

Community grant funding recommendations are presented for Council’s consideration. A summary of each application is presented in the attached 2018/19 Community Grants Report including:

- Organisation name
- Name of project
- Project description
- Total project expenditure
- Funding requested
- Updated total project cost
- Funding recommended
- Applicant contribution; and
- Assessor comments

The 2018/19 draft Council budget provides an allocation of \$145,000 toward the Community Grants Program with \$15,000 of this budget allocated to environmental projects. The current assessment of the community grant applications recommends Council commit a total grant allocation of \$109,010.78 towards 34 projects (please see attachment two). Of these applications, if the budget submitted was inaccurate, the funding amount has been adjusted to meet the \$ for \$ criteria.

Two projects require additional funding from other sources. In these cases, it is recommended that Council hold the grant funding until the other sources of funding are secured.

A further two projects are not recommended for funding as the groups do not have adequate funds listed to complete the project. Council will work with these two organisations and assist them with scoping their projects.

Should Council endorse the recommendation to commit \$109,010.78 towards 34 projects, there is a balance of \$35,989.22 remaining. As per Council Policy 5.1, this provides Council with an opportunity to consider applications requesting more than \$5,000. Alternatively Council may choose to make no further allocation to community grants for 2018/19 financial year. The Haddon Community Planning Group is the only group to request more than \$5,000. This group has requested \$15,000 funding to build a rotunda at a total project cost of \$52,380.

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

Council officers have assessed all 2018/19 Community Grants Program applications against the criteria set by Council and recommends 34 projects be funded to a total value of \$109,010.78 (as per the attachment two). By matching funding from community groups, Council's investment in the 34 projects will deliver \$321,945 in value to local communities. This equates to a return of \$2.95 for every dollar contributed by Council.

7.7 BANNOCKBURN LIBRARY OPENING HOURS TRIAL

File Number:

Author: Louisa White, CD Manager

Authoriser: Jill Evans, Director Community Services

Attachments: 1. Trial Hours Data

RECOMMENDATION

That Council:

1. Note the successful outcome of the trial opening hours at the Bannockburn Library.
2. Continue to operate under the changed hours, with the exception of the open time of 10am rather than 9am except on Saturday

EXECUTIVE SUMMARY

To brief Council on the outcome of the trial of the new opening hours at the Bannockburn Library and to provide a recommendation for the way forward.

BACKGROUND

The Geelong Regional Library Corporation conducts a bi-annual user survey and asks a range of questions about satisfaction with the service. The 2016 survey results showed high levels of satisfaction from users. Of the suggested improvements at the Bannockburn Library the most frequent comments related to opening hours/days. Respondents want the library to be open on Mondays and the next most frequent response was opening at 9.00am to coincide with school drop off times.

As a result of the feedback from the survey a report was prepared for Council in January 2018 where Council agreed to trial a change in the hours to meet the expressed interests of the community without impacting too much on the current users. The hours changed from:

Initial Hours (36 hours)

Monday	Closed
Tuesday	10am-6pm
Wednesday	10am-8pm
Thursday	10am-6pm
Friday	10am-5pm
Saturday	9.30am-12.30pm
Sunday	Closed

Change of Hours (41 hours)

Monday	9am-1pm
Tuesday	9am-5pm
Wednesday	9am-6pm
Thursday	9am-5pm
Friday	9am-5pm
Saturday	9am-1pm
Sunday	Closed

The change of hours option provided an increase of 5 hours across the week and is being trialled from February – June 2018 at a cost of \$15,000 for the five month period.

The funds for the trial were found from savings in other areas of Council operations.

DISCUSSION

Since the change of hours with the library open on a Monday approximately 85 people attend regularly. This indicates that the facility is well utilised on a Monday and reflects the positive feedback Council has received from patrons.

The Bannockburn Librarian has provided further feedback that usage at all times is increasing as community groups are starting to use the library more regularly. These groups include the two long day care centres, the Planned Activity Group and students from St Mary McKillop Primary School. Other library programs such as Toddler Time, Let's Go Lego Club, Golden Pens Writing Group and other programs have also resulted in increased use of the library. The librarian is liaising with the Bannockburn P-12 College to return to the library now that they have settled into the new school.

The trial data also indicates that the quietest time in the library is from Monday – Friday, 9am -10am, where 11-17 people on average use the facility each day at this time. There could be many reasons for this including that school children are often dropped off at 8.30am and parents still need to wait 30 mins to access the library.

As the trial period ceases on the 30 June 2018, Council will need to decide the way forward.

The following options are available to Council:

1. Make the trial hours permanent, increasing the service by 5 hours per week. This would cost Council \$31,500 and these funds would need to be allocated from retained earnings.
2. Decrease the trial hours by 5 hours over the week resulting in a nil effect on the budget. Given the current data, the quietest times are between Monday-Friday from 9am – 10am. This would mean that the library will open from 10 am each day except on a Saturday. This would affect on average 11-17 people per day.

COMMUNICATIONS

A communications plan will need to be developed and collateral (flyers, posters, website, community newsletter articles, etc.) prepared for distribution. The key message will highlight the outcome of the trial period and the new opening hours in response to community feedback.

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 Bannockburn Library hours of operation had not been reviewed since the facility opened in May 2012. The proposed trial increase in operational hours provided an opportunity to improve the spread of hours the library is open and address issues raised by members of the community whilst minimising the impact on current users and the budget.

Trial Opening Hours

Based on data from Feb 5 - Jun 6 2018

Traffic - average per hour		Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
9:00		17	14	11	12	14	36		103
10:00		21	38	20	35	24	39		177
11:00		22	43	19	34	28	38		184
12:00		26	23	14	16	22	19		121
13:00			23	18	15	15			71
14:00			30	19	17	14			80
15:00			36	40	37	23			136
16:00			31	42	35	28			137
17:00				27					27
18:00									
19:00									
TOTAL		85	238	209	201	169	132	-	1,035
		8%	23%	20%	19%	16%	13%	0%	

M-F 9-5	14,875	87%
M-F 5-8	457	3%
Sat	1,827	11%
Sun	-	0%
	<u>17,159</u>	
Weekly Hours		41

7.8 AMENDMENT C75 - ADOPTION OF THE PANEL REPORT

File Number: 60 02 075

Author: Laura Wilks, Strategic Planning Team Leader

Authoriser: Greg Anders, Director Assets and Amenity

- Attachments:**
1. C75 Panel Report (under separate cover)
 2. Amendment C75 documents (under separate cover)

RECOMMENDATION

That Council;

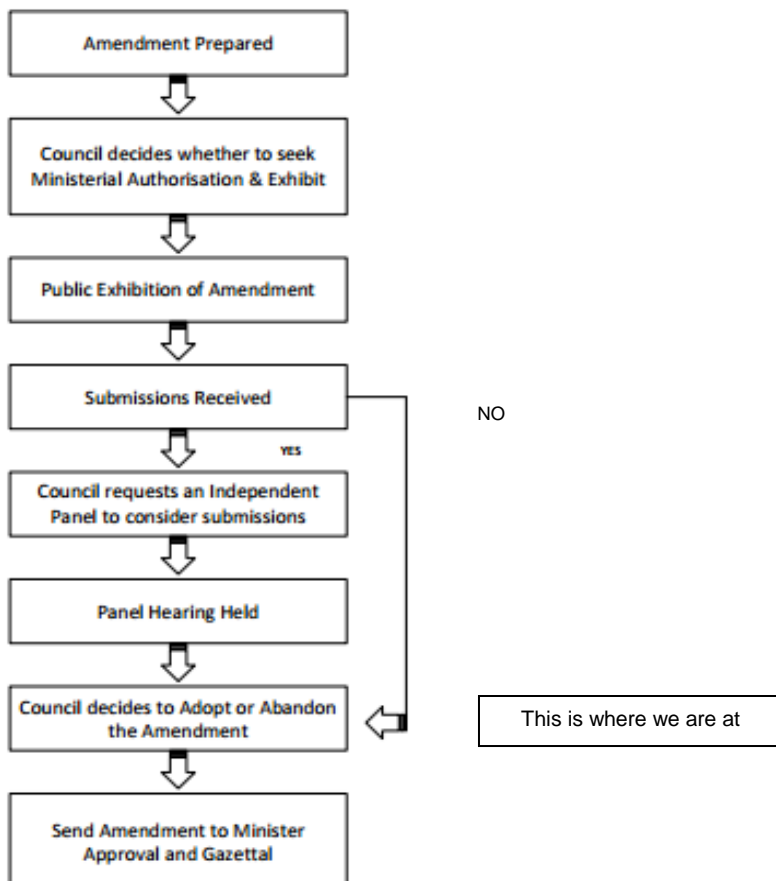
1. Adopt Amendment C75 which rezones land at 385 Common Road, Inverleigh from Farming Zone to the Low Density Residential Zone and Public Park and Recreation Zone, and applies the Design and Development Overlay – Schedule 5 (DDO5) and the Development Plan Overlay - Schedule 15 (DPO15).
2. Requests the Minister for Planning to approve the Amendment in accordance with Section 31(1) of the Planning and Environment Act 1987.

EXECUTIVE SUMMARY

To consider the recommendations from a Panel report dated 28 March 2018 prepared in relation to Amendment C75. A resolution is required before the Amendment can be sent to the Minister of Planning for approval.

BACKGROUND

The key steps in the Amendment process are summarised below:



Amendment C75 rezones land at 385 Common Road in Inverleigh from Farming Zone to the Low Density Residential Zone and Public Park and Recreation Zone. The Amendment was supported by seven technical assessments that addressed land capability, vegetation, traffic, landslip and geotechnical risk, cultural heritage, stormwater management and bushfire risk. Amendment C75 was exhibited from the 18 September to the 6 November 2017, in accordance with the requirements of Section 19 of the Planning and Environment Act 1987. Six (6) submissions were received during the exhibition period. Two (2) submitters presented to a Panel Hearing held on 16 March 2018.

The Panel Report as at (Attachment 6) was received by Council on 28 March 2018. Council had 28 days to consider the report before it became publically available on 26 April 2018.

DISCUSSION

The Panel supports the adoption of the Amendment as exhibited subject to the following recommendation:

Introduce and apply Schedule 15 to the Development Plan Overlay that is contained in Appendix B (of the panel report – Attachment 6)

Panel suggests that the constraints of the land can be better addressed by applying the Development Plan Overlay (DPO). The DPO was not exhibited as part of the Amendment, therefore Panel advised that Council should seek advice on whether further notice should be undertaken before adopting the Amendment.

The DPO sets out conditions and requirements derived from reports that have been exhibited as part of the Amendment and also includes requirements that reflect the consideration of submissions.

The DPO will formalise the specific requirements related to the development of the land within the planning scheme, ensuring compliance into the future.

CONSULTATION

Officers provided notice of the DPO15 to all those land owners who were party to the initial exhibition of the Amendment and the relevant authorities. Those notified were given two weeks to make a submission or provide comment. No submissions have been received and therefore the application of the DPO15 is considered appropriate.

CONFLICT OF INTEREST

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

CONCLUSION / WAY FORWARD

Council has received the Panel report for Amendment C75 which recommends the introduction and application of the Development Plan Overlay Schedule 15. This recommendation is supported by Council Officers.

7.9 FEATURE NAMING - ROSS CREEK HALL

File Number:**Author:** Richard Trigg, Director Corporate Services**Authoriser:** Richard Trigg, Director Corporate Services**Attachments:**

1. Hall Location
2. Hall Map

RECOMMENDATION

That Council:

1. Advertise its intention to name the small Community Hall at Ross Creek, Morrissey Memorial Hall.
 2. Consider any submissions received following the advertised period and if no objections received, proceed with the gazettal process.
-

EXECUTIVE SUMMARY

The purpose of this report is to seek Council approval to advertise the proposed name of the Ross Creek Community Hall, the Morrissey Memorial Hall.

BACKGROUND

Within the township of Ross Creek there is confusion when referring to the Hall. For some it is the School Hall, others the Hall, or big hall or small hall.

POLICY CONTENT

Office of Geographic Names

DISCUSSION

As the Ross Creek area is celebrating its 100 year anniversary in August, it was felt by the Organising Committee that it was time to recognise the contribution of the Morrissey family by naming the original hall after them.

The Morrisseys had 20 acres of land on the corner of the Main Rd and Post Office Rd., next to the Recreation Reserve Community land (as it still is). They donated a small block of land to be added to the Community Land in memory of their eldest son, James who was killed in action 1 Oct 1917, at Zonnebeke near Ypres, Belgium. The Ross Creek Hall, which was the old school building vacated in 1915, was to accommodate this land and had been transferred for community use by the Education Department and moved down the hill sometime in 1917.

In the 1970s, the Ross Creek Hall was built on the present site (old allocation of Recreation Reserve) following the removal of the old Hall from the Morrissey site.

Various Community Committees have been responsible for the land and Hall over the years and in 2005 the Department of Education became the owners, to enable the entrance and drive to the new school building to be constructed and part of the land for erection of the multi-purpose hall. Golden Plains Shire Council allocated land to the Ross Creek Community in lieu of the land taken by the Department of Education.

It was considered by the Ross Creek Recreation Reserve Committee of Management at numerous meetings over the years, to name this Hall and recently a motion was moved that the Hall be named the Morrissey Memorial Hall.

CONSULTATION

Council will advertise its intention to name the Hall, Morrissey Memorial Hall and invite submissions on the matter. A letter will be forwarded to community groups within Ross Creek providing them with the opportunity to make a submission on the matter.

Investigations were undertaken to ascertain if there are any living descendants of the Morrissey family. There are no Morrissey's on the Golden Plains Shire Council electoral roll and no further records could be found, either by Golden Plains Shire Council officers or members of the Ross Creek Anniversary Committee.

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

If this recommendation is adopted by Council, a public notice will be placed in the Golden Plains Miner which circulates in the Ross Creek area and other areas of the Shire, detailing Council's intention to name this Hall, Morrissey Memorial Hall and inviting submissions.



Hall to be named – Morrissey Memorial Hall



7.10 REVIEW OF APPOINTMENTS AND AUTHORISATIONS - PLANNING AND ENVIRONMENT ACT 1987

File Number:

Author: Richard Trigg, Director Corporate Services

Authoriser: Richard Trigg, Director Corporate Services

Attachments: 1. Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

RECOMMENDATION

That Council in the exercise of the powers conferred by section 224 of the *Local Government Act* and the other legislation referred to in the attached instrument of appointment and authorisation, resolves that:

1. The members of Council staff referred to in the instrument be appointed and authorised as set out in the instrument.
 2. The instrument comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke it.
 3. The instrument be sealed
-

EXECUTIVE SUMMARY

Council maintains approved Appointment and Authorisation under the Planning and Environment Act where certain powers can only be delegated directly by Council to an approved Officer. Certain authorisation require amendment due to changes in staff appointments.

BACKGROUND

Section 188(2)(c) *Planning and Environment Act* (The Act) provides that councils cannot delegate the power to the CEO to authorise officers for the purposes of enforcing The Act. Council must delegate that power directly to the officers concerned.

POLICY CONTENT

Local Government Act 1989

Planning and Environment Act, 1987

DISCUSSION

The following changes need to be made to the Appointment and Authorisations – Planning and Environment Act, under Section 224 *Local Government Act* 1989:

- Sarah Fisher has been appointed as the Team Leader – Statutory Planning and therefore her title needs to be altered from Acting Planning Team Leader
- Laura Wilks has been appointed as the Team Leader – Strategic Planning and therefore needs to be added to the list of Officers

The Appointment and Authorisations – Planning and Environment Act, need to be updated with the above changes.

CONSULTATION

No formal consultation process is 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

As a result of changes to staff positions, the Appointment and Authorisations under the Planning and Environment Act need to be updated.

Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "**officer**" means –

Alicia te Wierik	Strategic Planner
Angela Vary	Strategic Planner
Bram Muller	Natural Resources Officer
Dale Smithyman	Natural Resources Officer
Greg Anders	Director Assets and Amenity
Laura Wilks	Team Leader Strategic Planning
Leigh Page	Town Planner
Mark Bradley	Community Protection Officer
Martin Roberts	Environment Services Team Leader
Matthew Sims	Emergency Management Officer
Michael Cooke	Investigations Officer
Michael Henry	Community Protection Officer
Peter O'Brien	Town Planner
Rafaele Sorgiovanni	Community Protection Officer
Sarah Fisher	Team Leader Statutory Planning
Tim Waller	Development Manager
Tracey Simmons	Town Planner

By this instrument of appointment and authorisation Golden Plains Shire Council

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorises the officers generally to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Golden Plains Shire Council on 26 June 2018.

**THE COMMON SEAL of GOLDEN
PLAINS SHIRE COUNCIL was hereunto
Affixed on the 28 June 2018 in the presence of**

_____ **Mayor**

Date: 28 June 2018

7.11 MINOR CIVIL WORKS & WET PLANT HIRE (GPS-RFT5/2018) - AWARDING OF TENDER**File Number:** 39-149-003**Author:** Tony Talevski, Team Leader of Roads & Waste Services**Authoriser:** Greg Anders, Director Assets and Amenity**Attachments:** Nil**RECOMMENDATION**

That Council award contract GPS-RFT5/2018 Panel of Contractors for Minor Civil Works & Wet Plant Hire to the following contractors and for the schedules of rates submitted with their respective tenders:

- Ballarat Earthmoving Pty Ltd
 - AK Tucker Excavations Pty Ltd
 - Plumbing Logistics Pty Ltd
 - RJ & JD Begbie Earthmoving & Transport
 - PatAsh and Civil (Group) Pty Ltd
 - Porter Constructions (VIC) Pty Ltd as Trustee for the Pitman Investment Trust
 - East Contractors Pty Ltd
 - 2Bobs Pty Ltd AFT 2Bobs Family Trust
 - Hume Earthmoving Pty Ltd
 - Bartlett's Waste Management Pty Ltd
 - Total Drain Cleaning Services Pty Lt
-

EXECUTIVE SUMMARY

Tenders were invited for the Provision of Minor Civil Works & Wet Plant Hire (equipment & operator) on 10 February 2018, closing 28 February 2018. Fifteen [15] tenders were received, and checked for correctness and for omissions/qualifications. Any tenders not meeting the mandatory criteria were excluded from further review.

BACKGROUND

Golden Plains Shire Council annually undertakes construction and maintenance works on the local road and drainage network across the municipality. Use of external plant and equipment is required as a supplement, when Council plant is fully committed to other works or when specialist plant and equipment is required. This contract establishes a panel of suitably resourced, qualified and experienced contractors for the supply of wet hire plant and equipment (ie. plant and equipment with operators) for use on the construction and maintenance of Council assets.

Council's requirement for contract plant and equipment is generally limited to the three main activities of:

- Construction plant and equipment;
- Bulk haulage trucks; and
- Specialised non-destructive excavation plant and equipment.

This is a schedule of rates tender - contractors accepted onto the panel will be paid the appropriate rate for the type of plant and equipment 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.

EVALUATION PROCESS

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

Name	Position	Role
David Greaves	Works Manager	Scoring
Tony Talevski	Team Leader of Roads & Waste Services	Scoring
Satinder Singh	Works Engineer Roads & Bridges	Scoring
Gail Sheedy	Procurement & Contracts Officer	Non Scoring & Panel Chair
Joanne Bettiol	Former Council 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 note that there were no Conflicts declared for this evaluation. Each conforming submission was reviewed and evaluation using the agreed evaluation criteria as follows:

Mandatory Criteria	
Occupational Health & Safety	Pass/Fail
Insurance	Pass/Fail
Risk Management Policy	Pass/Fail
Quality Policy & Management System	Pass/Fail
Weighted Criteria	Weighting
Capability	30%
Capacity	30%
Price	40%
Total	100%

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

Evaluation Outcome

Below are the weighted assessment results of the quantative/qualative and pricing criteria. Due to the number of tenderers, the panel set a minimum weighted score of 70/100 to be eligible for inclusion on the panel for general equipment wet hire. The tender also called for specialty non-destructive excavation equipment to be included into the panel.

The following 11 tenderers received a weighted score above 70 and are therefore recommended for inclusion onto the panel, tender’s A, B, C and D listed below are to be excluded.

General Wet Hire Equipment	Weighted Assessment Score (%)	Rank
Ballarat Earthmoving Pty Ltd	88	1
AK Tucker Excavations Pty Ltd	80.5	2
Plumbing Logistics Pty Ltd	79.5	3
RJ & JD Begbie Earthmoving & Transport	78.6	4
PatAsh and Civil (Group) Pty Ltd	77.3	5
Porter Constructions (VIC) Pty Ltd as Trustee for the Pitman Investment Trust	77.3	6
East Contractors Pty Ltd	75.2	7
2Bobs Pty Ltd AFT 2Bobs Family Trust	74.2	8
Hume Earthmoving Pty Ltd	73.5	9
Tender A	65.2	10
Tender B	55.5	11
Tender C	53.5	12

Specialty Equipment	Weighted Assessment Score (%)	Rank
Bartlett's Waste Management Pty Ltd	94	1
Total Drain Cleaning Services Pty Ltd	77.3	2
Tender D	0	3

FINANCIAL & RISK MANAGEMENT IMPLICATIONS

All costs incurred by Council in the utilisation of contract plant and equipment during road and drainage maintenance are allowed for in establishing the budget for each project.

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. Of the 15 tenders received, 1 failed to meet the mandatory criteria.

The remaining 14 tenders were assessed against the evaluation criteria and all 14 demonstrated the capability of providing value for service, however due to anticipated plant and equipment requirements, 11 tenders are to be accepted onto the panel, inclusive of 2 suppliers of specialty equipment for non-destructive excavation plant.

7.12 VARIATION TO RECYCLABLE MATERIALS RECEIVAL AND PROCESSING CONTRACT (CONTRACT NO. 0913)

File Number:**Author:** Elisha Atchison, Resource Recovery & Waste Coordinator**Authoriser:** Greg Anders, Director Assets and Amenity**Attachments:** Nil

RECOMMENDATION

That Council delegate to the Chief Executive Officer the authorisation to approve a variation to the Recyclable Materials Receival and Processing Contract (Contract No. 0913) between Council and SKM Recycling Pty Ltd for the period 1 March to 30 June 2018.

EXECUTIVE SUMMARY

SKM Recycling Pty Ltd (SKM) are seeking a variation to the Recyclable Materials Receival and Processing Contract (Contract No 0913). The variation is sought as a result of severely disrupted worldwide recycling markets following the introduction of China's National Sword Policy. The variation is being sought for the period 1 March 2018 to 30 June 2018 and is necessary to ensure continuity of the recycling service in the municipality.

BACKGROUND

Council's kerbside recycling is collected by Cleanaway, with the collected materials being owned by Golden Plains Shire Council to the final delivery point. Council, in conjunction with four G21 Councils (City of Greater Geelong, Surf Coast Shire, Colac Otway Shire and Borough of Queenscliffe), has a separate contract with SKM to accept all of its kerbside recyclables. Under the Contract, Council receives income of \$25 per tonne from SKM, equating to an annual income of approximately \$80,000. In 2016/17, Council collected 2,955 tonnes of recyclables – or 56.8 tonnes per week – generating an income to Council of over \$76,000.

Council's current contract with SKM expires on 30 June 2030. There is an option to terminate the Contract at the tenth (1 July 2020) or fifteenth (1 July 2025) anniversary of the Contract, provided the party opting to terminate the Contract gives 24 months' notice in writing of its intention to terminate the contract.

It has been widely publicised that the 'National Sword Policy' introduced by China's General Administration of Customs has severely disrupted recycling markets worldwide, with significant impacts on Victorians. Changes include banning the importation of mixed paper and unprocessed plastics and reducing the allowable level of contamination in recovered paper to less than 1%. The Chinese Government is also controlling the number of permits issued for importation of recyclable material into the country.

SKM wrote to Council seeking a proposed variation which would ensure continued service provision to the Golden Plains Shire Council community. In summary, the SKM proposal would take advantage of the State Government Funding available from March 2018 to the end of June 2018 to assist transitioning to a new pricing model. As a collective, the G21 Councils engaged Russell Kennedy Lawyers to draft a Variation Deed to ensure continuity of the contract with the changes as requested by SKM. The Variation Deed was sent to SKM on 30 May 2018, with SKM acknowledging receipt of the document. It is believed the document is being considered by SKM; however, it is yet to be signed and returned.

It is also proposed that a new cost sharing model will be negotiated to take effect from 1 July 2018. The intent of this model would incorporate a base processing fee and a variable component that would move with recycling commodity market and levels of contamination. This would remove some risk from the contractor and share profit when the market is favourable.

A further report will be provided to Council at a future date. This report will be seeking Council approval to the recommended terms of agreement for Council's contract with SKM beyond 1 July 2018.

POLICY CONTENT

Council Plan 2017-2021 - Implement waste management and minimisation practices that are innovative, effective and reflect best practice

Council's Procurement Policy states that where a variation to a tendered contract is over 15% of the total contract sum, the variation must be approved by Council.

DISCUSSION

Temporary Relief Funding

The State Government made funding available for the period of March 2018 to June 2018. Council has received its first payment under this Funding Agreement; however, the second payment is contingent on Council successfully negotiating this contract variation with SKM.

Exemptions to Tender Requirements

Council received confirmation of approval from the Minister for Local Government to vary the contract pursuant to section 185(5)(c) of the *Local Government Act*. Councils must enter into the renegotiated contract by 30 June 2018. The exemption is valid up until 30 June 2020, after which time councils are required to revert to their original contract conditions.

Re-tender Option

In the present climate it is not considered advantageous for Council to terminate the contract and re-tender. It is highly unlikely that a more favourable tender will be submitted than the SKM offer and it is highly likely that termination would result in recyclables being sent to landfill for a period of time.

Financial implications

The 2017/2018 budget implications of accepting the variation result in a shortfall of approximately \$25,000 in income, and a further \$11,000 that will need to be paid to SKM (not covered by the Temporary Relief Funding).

It is expected that the shortfall will be balanced against expected savings in the waste management operational budget; therefore it should not negatively impact the net outcome of the 2017/18 waste management operational budget.

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

Officers believe it is in Council's best interests to provide delegation to the CEO to approve a variation to the Recyclable Reveal and Processing Contract for the period 1 March to 30 June 2018. The proposed variation is considered reasonable given the current market disruption and is required to ensure continuity of the recycling service in Golden Plains Shire Council.

7.13 COUNCIL POLICY 6.3 - TOWNSHIP MAINTENANCE**File Number:****Author:** David Greaves, Works Manager**Authoriser:** Greg Anders, Director Assets and Amenity**Attachments:**

1. Council Policy 6.3 - Township Maintenance (under separate cover)
2. Council Policy 6.3 - Township Maintenance Plans (under separate cover)

RECOMMENDATION

That Council adopt the revised version of Policy 6.3 – Township Maintenance, as attached

BACKGROUND

The Council Policy 6.3 - Township Maintenance is currently required to be reviewed regularly. In 2017 a significant review was completed on this policy by the Works and Environmental departments. The current review considers the majority of the document to be current and relevant.

In the current policy, Council outdoor staff generally address all mowing works within Service Levels 1 and 2. Service Level 3 is addressed through the annual use of contractors supported as required by ad hoc mowing from Council outdoor staff. Level 4 service relates to annual fire prevention works carried out by contractors within township areas.

The annual fire prevention works are currently under contract.

POLICY CONTENT

A review of the current policy and existing works has been undertaken by the Works and Environmental Departments.

The review identified the following required changes to the current Council policy:

- The addition of general direction in regards to nature strip management within the Shire. This item has been added to address regular customer enquiries on this matter and Local Law No.2.
- Change of policy review date to June 2019 and then “as needed”. This will allow staff time to review the effectiveness of the previous year’s program and fire season contract delivery.
- Minor changes to service level boundaries to reflect actual maintenance performed. (All changes reflect increased service from current plans)

The updated policy will provide:

- Clarity regarding Councils policy position on nature strip maintenance.
- Improved policy review timeframe to better reflect learnings from previous years.
- Service Level Boundary Plan modification. Alignment to actual service provided. (All changes reflect very minor increase in service boundaries from previous plans)

The updated policy does not address the mowing arrangements for recreation reserves and public halls. These are addressed separately through Council Policy – Recreation Reserves, Public Halls and Buildings Maintenance.

CONSULTATION

The amended policy has been reviewed by the Full Management Team and is recommended to Council for adoption.

CONFLICT OF INTEREST

The Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The updated Council Policy 6.3 - Township Maintenance has had minor changes to better align with Local Law No.2 and to reflect the actual scope of the services provided under the policy.

2.8 COUNCIL POLICY 6.8 - ASSET MANAGEMENT

File Number:

Author: David Greaves, Works Manager

Authoriser: Greg Anders, Director Assets and Amenity

Attachments:

1. Council Policy 6.8 - Asset Management
2. Existing Council Policy 6.8

RECOMMENDATION

That the Council adopts the revised version of Policy 6.8 – Asset Management, as attached.

EXECUTIVE SUMMARY

Council officers are currently reviewing whole of business asset management. As part of this review Council Policy 6.8 – Asset Management is an essential document to define a broad framework and guiding principles for the sustainable and effective lifecycle management of Council's physical assets.

BACKGROUND

This report relates to the review of Council Policy 6.8: Asset Management. This policy was first adopted by Council on 28 September 2006 and last reviewed on 26 July 2010.

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

The current policy is lacking in that it does not address some of the essential issues in detail, such as levels of service, demand forecasting, risk management, financial management, training needs, life cycle planning, and a complete list of roles and responsibilities required for asset management.

POLICY CONTENT

The revised policy bears no resemblance to the current policy. A full review and rewrite of the current policy was required to meet the changing needs of Asset Management within Council. The revised policy fulfils the requirements of National Asset Management Assessment Framework (NAMAF, under the MAV STEP Program) and address' all the functionalities essential for core asset management practices. The benefits to the Council under this policy are also listed in section 8 of the policy. Adopting this revised policy will place the Council in the position of being able to make the transition to being advanced asset managers.

CONSULTATION

The new policy and supporting documents have been reviewed and accepted by the Asset Management Steering Committee and the Full Management Team and is recommended to Council for adoption.

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 updated Council Policy 6.8 – Asset Management has been reviewed and modified to better reflect current and future asset management principles and alignment to future business needs

6.8 – ASSET MANAGEMENT POLICY

COUNCIL POLICY

Date Adopted	28/09/2006
Date Revised	26/07/2010
Minute Book Reference	28/09/2006 Item 4.5.1 page 11 25/11/2010 Item 4.10.1 (c) page 22 (refer Audit and Finance Committee minutes 11/11/2010 ,item 4.3 page 8)
Next Revision Due	November 2021

1. PURPOSE

The purpose of this policy is to define a broad framework and principles for the sustainable and effective lifecycle management of all asset groups required for current and future service delivery to the community of Golden Plains Shire Council. It will enable Council to implement a coordinated approach, adopting ISO 55000 standards and current International Infrastructure Management Manual guidelines, to the management of all assets essential for its service delivery.

2. SCOPE

This policy applies to all infrastructure asset categories under the control of Golden Plains Shire Council. The policy extends to other assets such as land, fleet and plant, artwork, monuments and various equipment managed by the Council that are required to deliver the services.

3. LEGISLATIVE PROVISIONS

- Local Government Act 1989,
- Local Government (General) Regulations 2015,
- Road Management Act 2004,
- Road Management Regulations 2016,
- Road Safety Act 1986,
- Building Act 1993,
- Building Regulations 2017.

4. REFERENCES AND STANDARDS

- International Infrastructure Management Manual (IIMM)
- ISO 55000 Asset Management Standards
- Council Plan 2017-2021
- Strategic Resource Plan 2017-2021
-

Figure 1 indicates the Council Asset Management Framework.

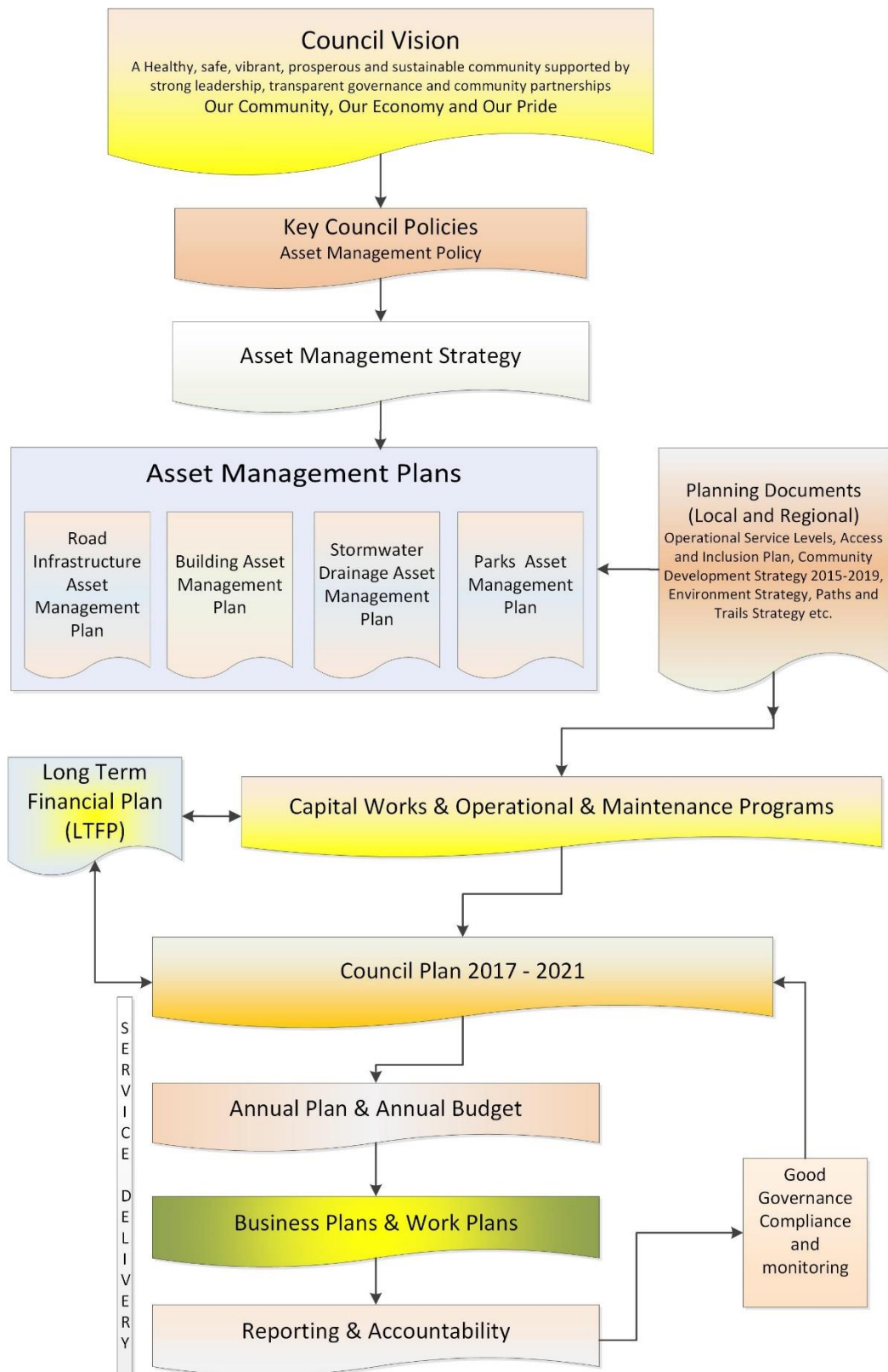


Figure 1 – GPSC Asset Management Framework

5. DEFINITIONS

Asset	<ul style="list-style-type: none"> An asset is a physical component of a facility that has value, enables services to be provided and has an economic life of greater than 12 months.
Asset Management	Asset Management is the combination of management, financial, economic, engineering and other practices and is applied to physical assets with the objective of providing the required level of service in the most cost effective manner over the life of the asset.
Asset Management Plan	An Asset Management Plan is a plan developed for the management of specific infrastructure asset categories that combines multi-disciplinary management techniques over the lifecycle of the asset in the most cost-effective manner to provide specified levels of service.
Council Plan	The Council Plan is a legislative requirement that each local government entity must develop every four years, soon after electing a new Council. The Council Plan is a key component in the corporate planning framework. It provides guidance and direction to the organisation by setting organisational goals, outcomes, strategies, actions, resource requirements and performance measures for the next four years.
Council Vision	The Council Vision is a statement that represents the aspirations of our diverse communities and articulates a vision for Golden Plains Shire’s future.
Levels of Service	Levels of Service statements describe the outputs or objectives that Council intends to deliver to its customers.
Lifecycle cost	Lifecycle cost is the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal cost.
Strategic Resource Plan	The Strategic Resource Plan (SRP) describes the resources, both financial and non-financial, required to achieve the strategic objectives proposed in the Council Plan over the life of the Council Plan.

6. POLICY DETAILS

Golden Plains Shire Council’s Asset Management goal is to provide community facilities and infrastructure assets that are sustainable and contribute to economic viability, access and mobility and improved lifestyle for the community. In order to achieve this goal, Council will develop a comprehensive Asset Management Strategy and Asset Management Plans for all asset categories.

This goal will be supported by the following guiding principles:

Level of service

- Service levels will be established with the guidelines indicated in IIMM 2015 and ISO 55000 standard.
- Service levels will form the basis of asset management and be reviewed on an ongoing basis against budget realities, taking into account changing priorities and constraints.
- In accordance with the Council Plan, provide quality infrastructure assets that support service levels that are appropriate, accessible, responsive and sustainable to the community.
- Consult with the community and key stakeholders on determining levels of service and asset service standards.

Demand forecasting

- Developing sustainable and effective management strategies for the long term including demand analysis as indicated in IIMM, covering changes in legislation & demographics and associated environmental impacts.

Life cycle planning

- Lifecycle asset management is fundamental to the achievement of the Council Plan, the sustainability of Council and Council's Long Term Financial Plan.
- Asset management plans for each asset class shall articulate how the assets will be managed in the long term and inform the Long Term Financial Plan.
- Asset planning shall evaluate alternative means to meeting service levels including lower cost assets and non-asset solutions.
- Environmental sustainability of assets will be considered at all levels of asset management – renewal, upgrade and extension depending on the available resources and funding.
- The decision to fund capital projects will be through an established prioritisation process, that has been developed, based on the relevant criteria specific to the asset category. This will include those projects suggested by the community and other Council departments.
- Setting the priority for asset management in descending order as follows:
 - Asset renewal
 - Asset upgrade
 - Asset extension

Risk management

- Resources and priorities for asset management practices will include a risk assessment (e.g. Risk assessment for roads in the Road Infrastructure Asset Management Plan).

Financial management

- The amount of renewal funding required to maintain the specified service levels will be the basis for the Long Term Financial Plan and is subject to change at any time at Council direction.
- The provision of funding for upgrades, extensions and new projects will only be considered after renewal requirements are identified and considered.
- Prior to consideration of any major new works, renewal or up-grade to an asset, a critical review, based on demonstrated service needs will be undertaken and the "whole of life" costs of that asset shall inform the Long Term Financial Plan, subject to Council direction.

Asset Management Steering Committee (AMSC)

Council will establish the Asset Management Steering Committee with a defined terms of reference, under the chairmanship of Director Asset and Amenity, comprising of following members to represent the departments that are relevant to asset management.

- Works Manager
- Finance Manager
- Community Development Manager
- Asset Management System Coordinator

Training needs

Council will assess the current capabilities of staff and Councilors involved in asset management activities and provide training needs to fill the gap.

7. ROLES AND RESPONSIBILITIES

Council recognises that asset management requires a 'whole of organisation' approach. Appropriate skills development and training programs are required to increase awareness and build internal capacity to undertake required asset management functions and responsibilities.

Council

- Act as overall steward for infrastructure assets that are owned or controlled by Council.
- Adopt the corporate Asset Management Policy.
- Set the levels of service, risk and cost standards via the annual business planning process.
- Approve appropriate resources for asset management activities in the Strategic Resource Plan and Annual Budget

Senior Management Team (SMT)

- Foster and support the cross-functional Asset Management Steering Committee (AMSC) with a defined Term of Reference.
- Ensure that accurate and reliable information is presented to Council for decision-making.
- Advocate for adequate resources to be provided to implement approved Asset Management Strategies and Plans.
- Ensure assets are managed in accordance with relevant legislation, best practice and comply with legal obligations

Asset Management Steering Committee (AMSC)

- Monitor and review the implementation of the Asset Management Policy and Asset Management Strategy.
- Implement, promote and raise awareness of Asset Management for the whole organisation providing consistent direction, focus and attention for all staff from senior managers to those involved in day to day service delivery.
- Ensure a 'whole of life' approach is taken in the development of Asset Management Plans
- Monitor the development and implementation of Asset Management improvements.
- Ensure community needs and expectations are considered in the development of Asset Management Plans.
- Meet as required and report to the SMT and to the Council.
- Measure and report to Council annually on asset performance and recommend adjustment to plans as required depending on priorities and financial constraints.
- Identify future funding needs so that assets can achieve their defined level of service.
- Develop service levels in consultation with the community and inform the Council of asset service levels for renewal, upgrade and extension, and any funding requirements.

Works Department

- Review the Asset Management Policy and Strategy as required.
- Develop and implement Asset Management Plans for individual asset classes and present to the Asset Management Steering Committee and SMT.
- Assist Service Departments to define the level of service to identify asset requirements.
- Monitor the implementation of maintenance, renewal and improvement works programs in accordance with Asset Management Plans.
- Monitor the performance of assets and ensure they are in compliance with relevant acts and regulations.
- Report to AMSC on asset performance annually.
- Ensure road maintenance activities are complying with the Road Management Act 2004.
- Utilise an Asset Management System for asset management tasks, which includes an asset register, works management system, valuations and condition assessments.
- Ensure asset related outcomes from other Council strategic documents are included in respective asset management plans.

8. BENEFITS OF THIS POLICY TO THE COUNCIL

Anticipated benefits of implementing this policy are:

- Improved financial performance,
- Informed asset investment decisions,
- Reducing risks and thereby reducing insurance premiums,
- Improved service and outputs,

- Reducing adverse environmental effects,
- Assuring legislative compliance,
- Enhance Council's reputation through improved customer satisfaction and confidence,
- Improved financial sustainability, and
- Improved efficiency and effectiveness through improved processes, procedures and asset performance.

9. PUBLICATION AND REVIEW

This policy will be published on Council's internet and intranet sites and will be reviewed on a 4 yearly cycle in line with the election of a new Council.

10. RELATED DOCUMENTS

Asset Management Strategy
Structure Plans and other Strategic Documents

6.8 Asset Management

<i>Policy Title:</i>	<i>Asset Management</i>
<i>Date Adopted:</i>	<i>28/9/2006</i>
<i>Date Revised:</i>	<i>25/11/2010</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i> <i>28/9/06 Item 4.5.1, page 11</i> <i>25/11/10 Item 4.10.1(c), page 22 (refer Audit and Finance Committee minutes 11/11/10, item 4.3, page 8)</i>
<i>Next Revision Due:</i>	<i>November 2015</i>

OBJECTIVE

This policy sets the broad framework for undertaking asset management in a structured and co-ordinated way across all asset groups of the organisation by defining responsibilities and resources to be employed to develop and enhance asset management plans to deliver the policy.

ORGANISATIONAL CONTEXT

1. Vision

Golden Plains Shire is committed to sound management of its assets to ensure the sustainability and quality of its services and infrastructure to ensure the continued advancement of economic and social development of the municipality. Council will provide for current customer needs while sustaining resources for future generations.

Asset management is the foundation for the management of infrastructure and services in areas of transport infrastructure, community facilities, recreation and leisure services, and community health and welfare services.

The policy reflects Council's vision, mission, and asset management objectives as enshrined in the Council Plan.

In order to enhance our sense of community spirit, it is essential that our services are appropriate for the communities we serve, accessible, responsive and sustainable.

2. Principles

Council will address the following key asset management principles:

- Compliance with legislative requirements.
- Represent the community as the asset owners.
- The balance between level of service and the cost to provide the service to the community.
- Ensure the asset and its service delivery is maintained for the future generations at an equitable cost.
- Manage the asset based on full life cycle costing.
- Renew the existing assets in preference to creating new assets.
- Long term financial plans and annual budgets will take into account Asset Management Plans and financial forecasts.
- Council will periodically analyse and report on current status of service delivery and future provision of the service in consultation with the community.
- Council will monitor and report on asset management expenditure in terms of operational, maintenance, renewal, new and upgrade costs.

3. Benefits

The benefits of a strategic approach in establishing an asset management policy, together with an Asset Management Strategy and Asset Management Plan, include:

- Better allocation of limited Council resources.
- Improved alignment of assets with services and community expectations.
- More effective use and maintenance of existing Council assets.
- Improved processes and accountability for capital and recurrent works.
- Use of non-asset solutions to meet service demand.
- Increase the use of sustainable development solutions.

ASSET MANAGEMENT PLANS

Asset Management Plans consistent with the Asset Management Policy provide an effective and comprehensive process to meet Council Plan objectives. These plans will be developed for Council's various asset groups.

Asset Management Plans developed will include and address the following principles:

- Council shall consult with and involve the community where appropriate in developing asset management levels of service.
- Report on the cost to manage assets in accordance with relevant local government frameworks.

ASSET MANAGEMENT RESPONSIBILITIES

1. Council

- To act as stewards for infrastructure assets.
- To approve the Council Plan and monitor its outcomes.
- To set a corporate asset management policy and vision.
- To set levels of service, risk and cost standards.
- To ensure appropriate resources for asset management activities are made available.

2. Chief Executive

- To agree the corporate asset management policy with Council.
- To implement the corporate asset management policy with agreed resources.
- To monitor, audit and review performance of Council staff in achieving the asset management policy.
- To ensure that accurate and reliable information is presented to Council for decision making.
- To promote and inform asset management awareness of the Councillors.

3. Senior Staff & Asset Managers

- To develop Asset Management Plans for individual asset groups, using the principles of life cycle analysis.
- To implement improvement plans for individual asset groups.
- To implement tactical plans (such as maintenance programs, capital works programs) in accordance with the Asset Management Plan and Council Plan.
- To deliver levels of service to agreed risk and cost standards.
- To present information to the Council and Chief Executive Officer in terms of life cycle risks and costs.
- To ensure that asset management skills and training needs are identified as part of the staff performance appraisal process.

IMPLEMENTATION & AUDIT

Asset Management Plans will be developed by a cross functional group of senior Council officers to ensure that asset management is integrated into all Shire operations.

This policy and asset management plans will be reviewed every 5 years in accordance with council procedures.

DEFINITIONS

- An asset management plan is an asset group specific plan consistent with the strategy which seeks to optimise activities and programs to meet agreed levels of service through the development of management tactics based on the collection and analysis of key information on asset condition, performance, life cycle costs, risk costs and treatment options.
- Life cycle costing is the process of including all management options such as the assets creation, operation, maintenance, and disposal costs in determining the actual cost of an asset to the organisation.

7.15 COUNCIL POLICY 3.4 - PRIVATE WORKS**File Number:****Author:** Greg Anders, Director Assets and Amenity**Authoriser:** Greg Anders, Director Assets and Amenity**Attachments:**

1. Existing Council Policy 3.4 - Private Works
2. Revised Council Policy 3.4 - Private Works

RECOMMENDATION

That Council adopt the revised version of Council Policy 3.4 – Private Works, as attached.

EXECUTIVE SUMMARY

Council Policy 3.4 – Private Works has recently been reviewed.

The review has been completed by the Works Manager, who has determined that the only change required is that of amending the Policy to clearly reflect that Council will not undertake any private works that would detrimentally impact on the delivery of Council's works program.

BACKGROUND

Council Policy 3.4 – Private Works has recently been reviewed in accordance with Council Practice.

POLICY CONTENT

It is Council practice to review all Council Policies at least every five [5] years.

DISCUSSION

The Works Manager has determined during the review that when considering all future requests for Council to undertake private works, an assessment must first be made as to whether the requested private works will impact on Council's normal works program. If it is considered that there will be an impact, the Works Manager has the discretion to determine that Council is not in the position of being able to undertake the private works as requested.

CONSULTATION

It is considered that broader consultation is not required in regard to the amendment proposed to be made to this Council Policy.

CONFLICT OF INTEREST

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

CONCLUSION

The officers are recommending a minor amendment only to Council Policy 3.4 – Private Works following its review.

3.4 Private Works

Policy Title: Private Works
Date Adopted: 25/7/96
Date Revised: 24/9/98; 24/7/03; 27/11/08; 26/3/09; 25/3/14; 25/2/16 (amended)
Minute Book Reference: Council Minutes
 25/7/96 Item 4.1.1 page 4
 24/9/98 Item 4.6.1 page 48 (refer Audit & Finance Committee Minutes 16/9/98 pages 12, 31 & 74)
 24/7/03 Item 4.1.2 page 13
 27/11/08 Item 4.10.1(e) page 18 (refer Audit & Finance Committee Minutes 13/11/08 pages 18-22)
 26/3/09 Item 4.10.1(d) page 26 (refer Audit & Finance Committee Minutes 12/3/09 pages 13-18)
 25/3/14 Item 4.10.5(b) page 19 (refer Governance Committee Minutes 11/3/14, item 4.1.2, pages 7-8)
 25/2/16 Amended as instructed by the Chief Executive Officer
Next Revision Due: March 2018

PURPOSE

To clarify Council's position regarding private carried out by Council's outdoor staff.

POLICY

Private Works

1. Private Works should not interfere with Council's normal works program and shall not be undertaken outside of normal operating hours.
2. Tender parameters:

Authority to submit tenders or quotes for works	Value (including GST)
Superintendent of Works.....	Up to \$16,500
Works Manager.....	\$16,501 to \$50,000
Director Assets and Amenity.....	\$50,001 to \$100,000
Chief Executive Officer.....	\$100,001 to \$200,000
Chief Executive Officer in consultation with the Mayor.....	Above \$200,001

3. Any tender or quotation prepared by a Council officer must include a precise description of the works to be carried out by Council staff and the tendered or quoted amount.
4. A profit margin of 12½% shall be applied to all private works that are estimated to cost up to \$1,500. For projects with cost estimates in excess of \$1,500 a reasonable profit margin shall be applied relevant to the nature of the current market place.
5. Community organisations, not-for-profit and charitable institutions providing community services or facilities within the Shire would generally be charged at cost only.

3.4 Private Works

<i>Policy Title:</i>	<i>Private Works</i>
<i>Date Adopted:</i>	<i>25/7/96</i>
<i>Date Revised:</i>	<i>24/9/98; 24/7/03; 27/11/08; 26/3/09; 25/3/14; 25/2/16 (amended)</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
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	<i>27/11/08 Item 4.10.1(e) page 18 (refer Audit & Finance Committee Minutes 13/11/08 pages 18-22)</i>
	<i>26/3/09 Item 4.10.1(d) page 26 (refer Audit & Finance Committee Minutes 12/3/09 pages 13-18)</i>
	<i>25/3/14 Item 4.10.5(b) page 19 (refer Governance Committee Minutes 11/3/14, item 4.1.2, pages 7-8)</i>
	<i>25/2/16 Amended as instructed by the Chief Executive Officer</i>
<i>Next Revision Due:</i>	<i>June 2023</i>

PURPOSE

To clarify Council's position regarding private carried out by Council's outdoor staff.

POLICY

Private Works

1. No agreements will be entered into for the undertaking of private works in any circumstances where the Works Manager believes that the private works, if carried out by Council, would detrimentally impact on Council's works program.
2. Private works must not be undertaken outside of normal operating hours.
3. Tender parameters:

Authority to submit tenders or quotes for works	Value (including GST)
Superintendent of Works	Up to \$16,500
Works Manager.....	\$16,501 to \$50,000
Director Assets and Amenity	\$50,001 to \$100,000
Chief Executive Officer	\$100,001 to \$200,000
Chief Executive Officer in consultation with the Mayor.....	Above \$200,001

4. Any tender or quotation prepared by a Council officer must include a precise description of the works to be carried out by Council staff and the tendered or quoted amount.
5. A profit margin of 12½% shall be applied to all private works that are estimated to cost up to \$1,500. For projects with cost estimates in excess of \$1,500 a reasonable profit margin shall be applied relevant to the nature of the current market place.
6. Community organisations, not-for-profit and charitable institutions providing community services or facilities within the Shire would generally be charged at cost only.

7.16 DELEGATES REPORT - 23 MAY 2018 TO 25 JUNE 2018

File Number: 78-07-002
Author: Sharon Naylor, Executive Assistant - Chief Executive Officer
Authoriser: Eric Braslis, CEO
Attachments: Nil

Cr Helena Kirby

23 May Geelong Community Foundation – Annual Grants Reception
25 May National Volunteers Week Morning Tea
29 May Community Solar Program Event
30 May Sons of the West ‘Premiership Season’ 2018 Graduation
1 June Round Table 3 – Good Governance for Mayors
Inverleigh vs Winchelsea first game under lights in Inverleigh
2 June Audit & Risk Committee Meeting
VicRoads Tree Planting for World Environment Day
8 June RDA Grampians Committee
CHCV Mayor & CEO Meeting
13 June VicHealth Ballarat Board Forum
14 June Central Highlands 2018 Regional Assembly
16 June Environment Strategy Listening Post
17 June – 20 June ALGA National General Assembly of Local Government
23 June Conversation Post at Inverleigh Reserve

Cr Nathan Hansord

MAV Delegate Update

8 NOTICES OF MOTION

Nil

9 CONFIDENTIAL ITEMS

Nil