



AGENDA

Ordinary Council Meeting

6.00pm Tuesday 26 November 2019

**VENUE:
Bannockburn Cultural Centre
27 High Street, Bannockburn**

NEXT ORDINARY COUNCIL MEETING
6.00pm Tuesday 17 December 2019

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

Code of Conduct Principles

WORKING TOGETHER

We Councillors will:

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

BEHAVING WITH INTEGRITY

We Councillors will:

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

MAKING COMPETENT DECISIONS

We Councillors will:

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

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1 OPENING DECLARATION

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

2 ACKNOWLEDGEMENT OF COUNTRY

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

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

That the minutes of the Ordinary Council Meeting held on Wednesday 6 November 2019 as circulated, be confirmed.

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

7 BUSINESS REPORTS FOR DECISION

7.1 ASSEMBLY OF COUNCILLORS

File Number: 02-03-004

Author: Sharon Naylor, Executive Assistant - Chief Executive Officer

Authoriser: Eric Braslis, CEO

Attachments: 1. Assembly of Councillors 06.11.19
2. Assembly of Councillors 19.11.19

RECOMMENDATION

That Council notes the Assembly of Councillors Record from 23 October 2019 to 25 November 2019 as attached.

EXECUTIVE SUMMARY

To present Council with written records of Assembly of Councillors in accordance with section 80A of the Local Government Act 1989 from 23 October 2019 to 25 November 2019.

BACKGROUND

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

DISCUSSION

The record must include:

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

CONSULTATION

A formal consultation process is not required.

CONFLICT OF INTEREST


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

CONCLUSION

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



Assembly of Councillors Record


Date of meeting:	Wednesday 6 November
Time:	6.00pm
Purpose of meeting:	Special Council Meeting
Councillors present:	Cr Owen Sharkey Cr Helena Kirby Cr Joanne Gilbert Cr Nathan Hansford Cr Les Rowe Cr Des Phelan Cr David Evans
Apologies:	Nil
Council staff present:	Eric Braslis, Chief Executive Officer Steven Sagona, Acting Director Assets & Amenity Lisa Letic, Director Community Services Philippa O'Sullivan, Director Corporate Services Candice Robinson, Corporate Governance Coordinator
Other people present:	-
Conflict of Interest Disclosures (Councillors)	Nil
Conflict of Interest Disclosures (Officers)	Nil
Matters discussed:	Reports <ul style="list-style-type: none"> - Outgoing Mayoral Speech - Term of Mayor - Election of Mayor - Incoming Mayoral Speech - Election of Deputy Mayor - Council Delegates 2019/20 - Council and Audit Committee Meeting dates 2020
Completed by:	Eric Braslis, Chief Executive Officer 



Assembly of Councillors Record

Date of meeting:	Tuesday 19 November 2019	
Time:	9.30am	
Purpose of meeting:	Councillor Briefing session	
Councillors present:	Cr Owen Sharkey, Mayor Cr Helena Kirby Cr Joanne Gilbert Left Cr Nathan Hansford Cr Les Rowe Left at 10.00am and returned at 3.45pm Cr David Evans	
Apologies:	Cr Des Phelan	
Council staff present:	Eric Braslis, Chief Executive Officer Steven Sagona, Acting Director Assets & Amenity Lisa Letic, Director Community Services Philippa O’Sullivan, Director Corporate Services Candice Robinson, Corporate Governance Coordinator Tim Waller, Development Manager David Greaves, Works Manager Laura Wilks, Strategic Planning Team Leader Sandra Tomic, Town Planner Alicia Te Wierik, Senior Strategic Planner Dean Veenstra, Recreation Team Leader Brodie Marston, Recreation Development Officer Fiona Rae, Finance Manager	
Other people present:	Elaine Carbines, CEO G21 Raeph Cumming, Director SocioLogic Terry Guy, Berringa/Staffordshire Reef Committee Candice Willis, Berringa/Staffordshire Reef Committee Gemma Willis, Berringa/Staffordshire Reef Committee John McNabb, Berringa/Staffordshire Reef Committee Brett Davis, Executive Director Regional Victoria VPA Emily Killin, Project Manager VPA Crystal Tang, Project Officer VPA	Thomas Wood, Meredith Primary Arabella Knight, Meredith Primary Lilly Parkinson, Meredith Primary Mitchell Patti, Meredith Primary Maxee Mullane, Meredith Primary Celeste Caine, Meredith Primary
Conflict of Interest Disclosures (Councillors)	Nil	
Conflict of Interest Disclosures (Officers)	Nil	
Matters discussed:	<p>Presentations</p> G21 Geelong Region Alliance Introducing the Victorian Planning Authority - Project Team for the Bannockburn Growth Plan Berringa / Staffordshire Reef Community Plan Community Service and Infrastructure Plan Equine Youth Leadership Program Participant Presentation 2020/21 Budget Principles and Overview Information and update on the Planning Policy Framework Translation <p>Reports</p> P19-014 for the development of land for the purposes of a three lot subdivision at 8 Merino Drive, Teesdale P19-134 for the development of a two lot subdivision at Lot 3 PS 331084 Bannockburn-Shelford Road , Teesdale P19-055 for the development of the land for a place of assembly, group accommodation and a liquor license at 199 Teesdale-Inverleigh Road, Inverleigh Amendment C87 Inverleigh Structure Plan - Post Exhibition Amendment C88 - Shire Hall - Adoption Public Submissions to the Inverleigh Play Space Naming Proposal Meredith Interpretive Centre - EOI for Lease	



	<p>Update on new requirements for swimming pools and spas Audit & Risk Committee Report - 12 November 2019 Local Government Inspectorate Examination – Progress Report Councillor Entitlements & Reimbursement Policy Gifts, Benefits and Hospitality Policy Sale or Exchange of Council Land Policy Property Use Agreements Policy Fraud and Corruption Policy Review Quarterly Finance Report Provision of Pest Plant and Animal Control Services - Contract GPSC-RTF-18-2019 - Awarding of Tender Local Government Performance Reporting Indicators - Progress Report Council Delegates 2019/20 Updates Play Space Strategy 2019-2029 - Adoption Update - Digital Transformation 2020 Rating Strategy - Progress Report Update on Steiglitz Schoolhouse relocation project Governance Quarterly Update Councillor Meeting Attendance & Expenses - Report Format Funding Opportunities Mayoral Chains Major Projects - Progress Update SMT Only CEO Only Councillor Only CONFIDENTIAL REPORT - Strategic Land Acquisition CONFIDENTIAL REPORT - Bannockburn Children's Service Long Day Care - Service Review</p>
<p>Completed by:</p>	<p>Eric Braslis, Chief Executive Officer</p> 

7.2 DELEGATES REPORT - 23 OCTOBER 2019 TO 25 NOVEMBER 2019**File Number:** 78-07-002**Author:** Sharon Naylor, Executive Assistant - Chief Executive Officer**Authoriser:** Eric Braslis, CEO**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Delegates Report – 23 October 2019 to 25 November 2019.

Cr Owen Sharkey

23 October	Community Engagement Essentials training
24 October	Tourism Geelong and Bellarine Annual General Meeting
25 October	G21 Board Meeting
25 October	CHCV Mayor's and CEO's Meeting
31 October	Committee for Geelong Annual Dinner and Graduation
6 November	Special Council Meeting (Mayoral Election)
7 November	St Joseph's Catholic Parish of Meredith Meeting
11 November	Remembrance Day ceremony
11 November	Geelong Art's Centre Grand Opening
12 November	Audit & Risk Committee Meeting
14 November	G21 Annual General Meeting
16 November	Conversation Post Dereel
19 November	Councillor Briefing Meeting
20 November	Presentation at P-12 Bannockburn College

Cr David Evans

1 November	Rural and Peri Urban Advisory Committee meeting
6 November	Special Council Meeting (Mayoral Election)
18 November	G21 Environment Pillar meeting

Cr Les Rowe

6 November	Special Council Meeting (Mayoral Election)
18 November	G21 Environment Pillar meeting

7.3 P19-014 THREE LOT SUBDIVISION AT 8 MERINO DRIVE, TEESDALE**File Number:****Author:** Sandra Tomic, Town Planner**Authoriser:** Steven Sagona, Acting Director Planning & Infrastructure**Attachments:**

1. Draft Conditions
2. Objections (under separate cover)
3. Full Officers Report (under separate cover)
4. Permit Application (under separate cover)

RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the development of a three (3) lot subdivision at 8 Merino Drive, Teesdale, subject to the conditions as attached.

EXECUTIVE SUMMARY

This report relates to a planning permit application for the development of land for the purposes of a three (3) lot subdivision at 8 Merino Road, Teesdale. The application has been referred to the Council meeting for determination because there are objections to the application. This report provides background to the application and a summary of the relevant planning considerations.

The application was referred to Council's Works department for the consideration of drainage matters. Works did not object to the proposal and have also recommended conditions to address drainage and access. Works are required to be undertaken in accordance with Council's Infrastructure Design Manual (IDM).

Objectors are concerned that the proposed subdivision will have a detrimental impact on the character of the area, as they are concerned that the smaller lots (at 0.4ha) will not provide for appropriate spacing between dwellings, and that as a result the character of the area would become more suburban. Objectors stated that the reason that they had moved to Teesdale was for space, with dwellings located central to lots and landscaping which would provide for the screening of buildings. It was considered that the positive aspects of the built form would be lost with smaller lots proposed.

The proposed subdivision satisfies Council's policies surrounding Low Density Residential Development which are designed to protect neighbourhood character. As discussed the proposed lot layout retains existing vegetation and provides opportunities for landscaping, and creates a sufficient size to provide setbacks in accordance with the DDO5.

Although it is acknowledged that the lot sizes are smaller than those within Merino Drive, the original subdivision was developed at a time when the minimum lot size was greater than 0.4ha. The proposed lot sizes comply with the minimum lot size within the Low Density Residential Zone. The site is within the Teesdale town boundary.

BACKGROUND

The subject land is situated on the corner of Bannockburn-Shelford Road and Merino Drive Teesdale. The site currently contains a dwelling, a shed and swimming pool and is further characterised by existing boundary vegetation. Vehicle access is gained from Merino Drive a sealed Council road. There is no access from Bannockburn-Shelford Road, which is managed by VicRoads.

The site is located within the Low Density Residential Zone (LDRZ) and is subject to the Design and Development Overlay – Schedule 5 (DDO5). The land is not affected by any restrictive covenants.

This application originally proposed three (3) lots. The application was amended back to two (2) lots post consultation meeting however no objections were withdrawn. As a consequence the applicant amended the application back to three (3) lots as originally proposed

POLICY CONTEXT

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

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

DISCUSSION

The proposed subdivision is considered to satisfy the relevant provisions of the planning scheme including State and the local planning policy for Low Density Residential Development (Clause 22.09)

Low Density Residential Development (Clause 22.09) seeks to ensure new lots are of sufficient size for on-site effluent disposal and to maintain the character of low density residential areas. The proposed subdivision design contributes to the character of the area by creating lots of sufficient size to provide setbacks in accordance with the DDO5, retaining existing vegetation where possible and providing space for additional landscaping. The layout will also provide for adequate access from Merino Drive. A land capability assessment submitted with the application demonstrates that the proposed lots are capable of accommodating on-site effluent disposal and the proposed subdivision has adequate infrastructure including sealed road access, drainage and utilities.

CONSULTATION

Notice of the application was given in accordance with Section 52 (1) (a) of the Planning and Environment Act 1987. Notice was provided by mail to six (6) adjoining owners and occupiers. Notice was also carried out by placing a sign on the site. Five objections were received.

The objectors and applicant were invited to a consultation meeting held on 30 August 2019. The applicant amended the number of lots proposed down to 2 lots post consultation. There was no resolution or agreement reached. The objections were not withdrawn, and the applicant amended the application back to three (3) lots as originally proposed.

CONFLICT OF INTEREST

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

CONCLUSION

The application satisfies the provisions of the Planning Scheme, including State and Local planning policies, particularly the Local Policy for Low Density Residential Development (Clause 22.09), the provisions of the Low Density Residential Zone and Design & Development Overlay – Schedule 5, and the decision guidelines of the Planning Scheme (Clause 65). The proposed subdivision design maintains the character of the area and the proposed lots are considered to be capable of on-site effluent disposal

Proposed Conditions:**Endorsed Plans**

1. The layout of the subdivision and the size and dimensions of the proposed lots must conform generally with the endorsed plan.
2. Each lot must have a minimum area of 4000 m² (0.4 hectare).

Telecommunications

3. The owner of the land must enter into an agreement with:
 - a) A telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
 - b) A suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where National Broadband Network will not be provided by optical fibre.
4. Prior to the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:
 - a) A telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
 - b) A suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

General - Prior to Certification

5. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with section 8 of the Act.
6. Prior to Certification and before any construction works associated with the development or subdivision start, the following information is required to be submitted to and approved by the responsible authority:
 - a) Remove splay at entry to shared access to Lots 2 and 3.
 - b) Access to Lot 2 and 3 via a shared carriageway easement with a total minimum width of 10 metres and containing a shared access of minimum 5.5 metre wide crushed rock pavement with 3.5 wide seal to the satisfaction of the Responsible Authority.
 - c) Detailed construction plans, drainage computations and specifications; and
 - b) Construction plans must be to Golden Plains Shire Council standards and specifications as detailed in the current Infrastructure Design Manual (IDM).

General - Prior to Statement of Compliance

7. Prior to issue of Statement of Compliance services to the existing retained house must be modified so that they are exclusive to and totally within the boundaries of the new lot to which it is appurtenant. In particular, the following existing services should be modified:
 - a) All downpipes, stormwater drainage and sanitary drainage must be taken to an approved legal point of discharge to the satisfaction of the Responsible Authority.
8. Prior to issue of Statement of Compliance all existing and proposed easements and sites for existing or required utility services, drainage and roads on the land must be set aside in the Plan of Subdivision submitted for certification in favour of the relevant authority for which the easement or site is created.
9. Prior to issue of Statement of Compliance any damaged nature strip/verge and footpaths as a result of this subdivision, are to be reinstated to the satisfaction of Responsible Authority.
10. Before the issue of a statement of compliance under the Subdivision Act 1988, the existing septic tank system must be altered/decommissioned/replaced and brought into compliance with the latest version of the 'EPA Code of Practice – Onsite Wastewater Management' to the satisfaction of the responsible authority. (Effluent must be dispersed below ground).
11. All waste water must be treated and retained within the lot/s in accordance with the State Environment Protection Policy (Waters of Victoria) under the Environment Protection Act 1970.
12. Prior to Statement of Compliance, sheds on Lot 2 and 3 must be removed.

Note: A permit to install/alter a septic tank system must be obtained from Council's Environmental Health Unit prior to any works commencing.

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

Development Contribution

13. Prior to the issue of Statement of Compliance, a Development Contribution of \$3000 (\$1500 for each new lot) must be paid to the responsible authority.

Public Open Space Contribution

14. Before the issue of a Statement of Compliance under the Subdivision Act 1988, the applicant or owner must pay to Council a sum equivalent to 5% of the site value of all the land in the subdivision in lieu of public open space in accordance with Section 18 of the Subdivision Act 1988. The applicant or owner must pay on demand to Council, the Council's reasonable costs and expenses to provide valuation for payment in lieu of open space.

Engineering - Prior to Statement of Compliance

15. Prior to issue of Statement of Compliance the subdivider must:
 - a) Relocate the crossover for Lot 1 further south, to ensure that there is clear separation from the shared crossover for Lot 2 and 3. Each access is to be upgraded by provision of a crushed rock drive entry, reinforced concrete pipe culvert and mountable end walls conforming to requirements of Golden Plains Shire Council contained in Infrastructure Design Manual (IDM) standard drawing SD 255 and to the satisfaction of Responsible Authority.

- b) Construct shared access and drive entry to Lot 2 and 3 with a minimum 5.5 metre wide crushed rock pavement, 3.5 metre seal and drained in accordance the Golden Plains Council requirements as contained in Infrastructure Design Manual (IDM) and to the satisfaction of the Responsible Authority. The seal must commence at the existing edge of seal in Merino Drive and extend for the complete frontage of Lot s 1 and 2.
- c) Provide open earth drains discharging to the existing open drain at the south east corner of the site or as agreed with Council. Drainage works are to provide to each allotment in the subdivision a discharge point, and where required include intercept drains on the low sides of each lot and modification of existing downstream drainage. Works must be in accordance with requirements of Golden Plains Shire Council contained in Infrastructure Design Manual (IDM) and to the satisfaction of the Responsible Authority. Open drains, where required, must be contained within a minimum 5m drainage easement which must be set aside on the Plan of Subdivision for this purpose.
- d) Construct road works, drainage and other civil works, in accordance with approved plans and specifications and in accordance with requirements of Golden Plains Shire Council contained in Infrastructure Design Manual (IDM) and to the satisfaction of the Responsible Authority.

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

Barwon Water – General

- 16. The plan of subdivision must be referred to Barwon Water in accordance with the Subdivision Act 1988 and any subsequent amendments to the plan provided to Barwon Water.
- 17. The developer is to apply to Barwon Water for details relating to servicing requirements and costing for the provision of a potable water supply and where applicable, recycled water and/ or sewerage services to the proposal. It would be appreciated if all communication between the developer/agent and Barwon Water quote Barwon Water reference number L016008.

Barwon Water – Potable Water

- 18. The provision and installation of a potable water supply to the development.
- 19. An additional potable water connection(s) is to be provided to service the proposed development. A dimensioned plan showing location of all new connections relative to the allotment boundaries is to be submitted, where a meter is not being fitted.

Note: Tappings and service lines are not to be located under existing or proposed driveways.

- 21. The payment of a standardised New Customer Contribution is required for any new connection or any upsize to an existing connection. The number of standardised charges applied will be determined on the basis of an equivalent lot calculation and is based on potable domestic water meter size or water service size (where a meter is not being fitted). An equivalent lot is a measure of the additional demand a connection will place on the infrastructure in terms of the water consumption and sewage discharge for an average connection utilising a 20mm tapping and/ or meter.

Powercor

- 22. This letter shall be supplied to the applicant in its entirety.
- 23. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to the Distributor in accordance with Section 8 of that Act.

24. The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor's requirements and standards.

Notes: Extension, augmentation or rearrangement of the Distributor's electrical assets may be required to make such supplies available, with the cost of such works generally borne by the applicant.

25. The applicant shall ensure that existing and proposed buildings and electrical installations on the subject land are compliant with the Victorian Service and Installation Rules (VSIR).

Notes: Where electrical works are required to achieve VSIR compliance, a registered electrical contractor must be engaged to undertake such works.

26. The applicant shall, when required by the Distributor, set aside areas with the subdivision for the purposes of establishing a substation or substations.

Notes: Areas set aside for substations will be formalised to the Distributor's requirements under one of the following arrangements:-

- RESERVES established by the applicant in favour of the Distributor.
- SUBSTATION LEASE at nominal rental for a period of 30 years with rights to extend the lease for a further 30 years. The Distributor will register such leases on title by way of a caveat prior to the registration of the plan of subdivision.

27. The applicant shall establish easements on the subdivision, for all existing Distributor electric lines where easements have not been otherwise provided on the land and for any new powerlines to service the lots or adjust the positioning existing easements.

Notes:

- Existing easements may need to be amended to meet the Distributor's requirements
- Easements required by the Distributor shall be specified on the subdivision and show the Purpose, Origin and the In Favour of party as follows:

Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited / In Favour Of
	Power Line		Section 88 - Electricity Industry Act 2000	Powercor Australia Ltd

Expiry of Permit

28. This permit will expire if:

- a) The plan of subdivision is not certified within two years of the date of this permit; or
- b) The registration of the subdivision is not completed within five years of the date of certification.

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards.

7.4 P19-134 TWO LOT SUBDIVISION AT LOT 3 PS 331084 BANNOCKBURN-SHELFORD ROAD , TEESDALE**File Number:****Author:** Sandra Tomic, Town Planner**Authoriser:** Steven Sagona, Acting Director Planning & Infrastructure**Attachments:**

1. Draft Conditions
2. Objections (under separate cover)
3. Full Officers report (under separate cover)
4. Permit Application (under separate cover)

RECOMMENDATION

That Council resolves to issue a Notice of Decision to Grant a Planning Permit for the development of a two lot subdivision at Lot 3 PS 331084 Bannockburn-Shelford Road , Teesdale subject to the conditions as attached.

EXECUTIVE SUMMARY

This report relates to a planning permit application for the development of land for the purposes of a two lot subdivision at Lot 3 PS 331084U Bannockburn-Shelford Road, Teesdale. This report provides a background to the application and a summary of the relevant planning considerations.

The objectors are concerned that the proposed subdivision will have a detrimental impact on the character of the area. Concerns were raised with lot sizes becoming smaller, minimal spacing between dwellings, and less opportunity for landscaping.

The Low Density Residential Development Policy (Clause 22.09) applies to all land in the LDRZ. The policy aims to protect the character and amenity of low density residential areas and ensure that new subdivisions are capable of containing on site effluent disposal and have adequate infrastructure. The proposal satisfies the policy as the proposed lots exceeds the minimum lot size of 400sqm (0.4 ha) and are consistent with the development in the surrounding area. In addition the lots are considered to be capable of treating and retaining effluent on-site and have access from the sealed road.

BACKGROUND

The subject land is situated at the corner of the Bannockburn-Shelford Road and Merino Drive, Teesdale and is known at Lot 3 PS3331084U.

There is no access from Bannockburn-Shelford Road, which is managed by VicRoads, access to the site is from Merino Drive. Merino Drive is a sealed road managed by Council. The site is located within the Low density Resident Zone (LDRZ) and is subject to Design and Development Overlay – Schedule 5 (DDO5). The site is currently vacant and has a total area of 1.07ha (10,700sqm). The land is flat and mostly cleared except for the large established Pine Trees at the rear. The land is not affected by any restrictive covenants

The application proposes the development of the land for a two (2) lot subdivision. A copy of the application and plans is available at Attachment 3.

The subdivision proposes the following features:-

Lot 1 – 0.53ha – retain existing accessway

Lot 2 – 0.53ha – with a new accessway along Merino Drive

An indicative plan has been submitted showing the anticipated subdivision layout.

POLICY CONTEXT

The site and surrounding land is located within a Low Density Residential Zone (LDRZ). The minimum lot size in the LDRZ is 0.4 hectares. The subject land is affected by the Design and Development Overlay Schedule 5 (DDO5) which relates to setbacks for the construction of buildings.

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

DISCUSSION

The proposed subdivision is considered to satisfy the relevant provisions of the planning scheme including State and the Local planning policy for Low Density Residential Development (Clause 22.09)

Low Density Residential Development (Clause 22.09) seeks to ensure new lots are of sufficient size for on-site effluent disposal and maintain the character of low density residential areas. A land capability assessment submitted with the application demonstrates that the proposed lots are capable of accommodating on-site effluent disposal. In addition, the proposed subdivision has adequate infrastructure including sealed road access, drainage and utilities available; infrastructure requirements will be specified as conditions on permit

The proposed subdivision design contributes to the character of the area by creating lots of sufficient size to provide setbacks in accordance with the DDO5, retaining existing vegetation and providing space for additional landscaping. The layout will also provide suitable street frontage and access from Merino Drive.

The proposal satisfies the policy as the proposed lots meet the minimum lot size of 4000sqm (0.4 ha) and are consistent with the development in the surrounding area. In addition the lots are considered to be capable of treating and retaining effluent on-site and have adequate access.

CONSULTATION

Notice of the application was given in accordance with Section 52 (1) (a) of the *Planning and Environment Act 1987*. Notice was provided by mail to 7 adjoining and nearby owners and occupiers. Notice was also carried out by placing a sign on the site.

As a result of the public notice, 3 objections were received. A copy of the objections are attached (Attachment 4). All objectors are owners of land within Merino Drive. The main concerns raised relate to, impact on amenity as a result of the subdivision on the rural character of Merino Drive and the proposal not complying with objectives outlined in Clause 11 (Settlement).

The objectors and applicant were invited to a consultation meeting held on 28 August 2019. There was no resolution or agreement reached at the meeting.

CONFLICT OF INTEREST

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

CONCLUSION

The application satisfies the provisions of the Planning Scheme, including State and Local planning policies, particularly the Local Policy for Low Density Residential Development (Clause 22.09), the provisions of the Low Density Residential Zone, and the decision guidelines of the Planning Scheme (Clause 65). The proposed subdivision has been designed to maintain the character of the area and the proposed lots are capable of on-site effluent disposal.

P19-134 – Lot 3 PS331084 Bannockburn Shelford Road, Teesdale**Proposed Conditions:**

1. The layout of the subdivision and the size and dimensions of the proposed lots must conform generally with the endorsed plan.
2. The formal plan of subdivision must be modified to a standard necessary for the certification of the plan and must show in particular:
 - a) Tree Protection Zone for Lot 1 and 2.

Telecommunications

3. The owner of the land must enter into an agreement with:
 - a) A telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
 - b) A suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where National Broadband Network will not be provided by optical fibre.
4. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:
 - a) A telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
 - a) A suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

General

5. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.

Statement of Compliance

6. Prior to Statement of Compliance, the owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electrical and telecommunication services to each allotment in the subdivision in accordance with the authority's requirements and relevant legislation at the time.
7. The plan of subdivision submitted for certification under the subdivision for the certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with section 8 of the Act.

Development Contribution

8. Prior to the issue of Statement of Compliance, a Development Contribution of \$1500 (\$1500 for each new lot) must be paid to the responsible authority.

Environment Health Department

9. All waste water must be treated and retained within the lots in accordance with the State Environment Protection Policy (Waters of Victoria) under the Environment Protection Act 1970.

Engineering General

10. Before the commencement of works a Construction Management Plan must be submitted to and approved by the Responsible Authority. Management measures are to be in accordance with EPA guidelines for Environment Management, "Doing It Right On Subdivisions" Publication 960, September 2004.

Engineering - Prior to Statement of Compliance

11. Prior to issue of Statement of Compliance vehicle crossing to Lot 1 & 2 must be provided by provision of a crushed rock drive entry, reinforced concrete pipe culvert and mountable end walls conforming to requirements of Golden Plains Shire Council contained in Infrastructure Design Manual (IDM) standard drawing SD 255 and to the satisfaction of Responsible Authority.
12. Prior to issue of Statement of Compliance the existing vehicle crossing to Lot 1 must be upgraded by provision of a mountable end walls conforming to requirements of Golden Plains Shire Council contained in Infrastructure Design Manual (IDM) standard drawing SD 255 and to the satisfaction of Responsible Authority.

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

Note:- Works will not consent to the issue of Statement of Compliance until such time as the developer provided satisfactory evidence of compliance of the above conditions.

Expiry of Permit

13. This permit will expire if:

- a) The plan of subdivision is not certified within two years of the date of this permit; or
- b) The registration of the subdivision is not completed within five years of the date of certification.

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards.

7.5 P19-055 PLACE OF ASSEMBLY, GROUP ACCOMMODATION AND A LIQUOR LICENSE AT 199 TEESDALE-INVERLEIGH ROAD, INVERLEIGH**File Number:****Author:** Sandra Tomic, Town Planner**Authoriser:** Steven Sagona, Acting Director Planning & Infrastructure**Attachments:**

1. Draft conditions
2. Objections (under separate cover)
3. Full Officers Report (under separate cover)
4. Permit Application (under separate cover)

RECOMMENDATION

That Council resolves to issue a Notice of Decision to Grant a Permit for the use and development of land for a place of assembly (function centre), group accommodation and a liquor license at 199 Teesdale-Inverleigh Road, Inverleigh.

EXECUTIVE SUMMARY

This report relates to a planning permit application for the use and development of land for a place of assembly (function centre), group accommodation and a liquor license at 199 Teesdale-Inverleigh Road, Inverleigh. This report provides a background to the application and a summary of the relevant planning considerations.

BACKGROUND

The subject site is located on the north-west side of the Teesdale – Inverleigh Road. The site currently contains a dwelling and a number of outbuildings. The site is accessible from the Teesdale - Inverleigh Road, where there are two existing access points. Teesdale- Inverleigh Road is a sealed Council road, close to the intersection with Common Road.

The subject site and adjoining properties are zoned Farming (FZ) and the site is subject to the Environmental Significant Schedule 2 (ESO2). A permit is triggered under the ESO for building and works and under the FZ for use and development. A permit is also triggered under particular provision (52.27) for a liquor license.

This application seeks approval for the use and development of the land for a place of assembly (function centre), group accommodation and use of the land for a liquor license on land zoned Farming (FZ).

Place of assembly

Use of a function centre. The site is proposed to be used to host a variety of functions and events including but not limited to weddings, birthdays, celebration events and school camps.

- The applicant has summarised the proposal as follows:
- A limited amount of functions 12-20
- Maximum number of people 120
- Tuesday – Sunday 11am – 11pm, expected peak times, Friday and Saturday.
- Utilise the existing building (identified as coffee lounge on plans) and also the garden.
- Informal car parking is proposed, utilising the existing access way, which is separate from the dwelling access way.

Building and works

The proposal is for retrospective approval of building and works. The site currently contains the coffee house (chapel), accommodation and deck area. This has all been constructed without the required permits.

Property and Site Access

The application proposes to utilise one of the two existing property accesses off the Inverleigh-Teesdale Road, with no proposed alterations.

The plans submitted with the application shows an area of approximately three (3) acres for parking.

Accommodation

Various accommodation choices are proposed:

- The bed and breakfast – couples accommodation, with private lounge, dining room, bedroom, bathroom and patio. Sleeps up to 4 people (2 per room), contained within 1 building.
- Cottage – fully self-contained, featuring two bedrooms, lounge, kitchen and dining room, with amenities. Sleeps up to 4 people (2 per room), contained within 1 building.
- Dormitories – bunk beds, with private ensuite. Sleeps up to 18 people (6 per room), contained within 1 building.

School camps of approximately 25 students are proposed to be accommodated in the bunk dorms, the permit applicant has confirmed that these are limited to approximately 1-4 (camps) annually

POLICY CONTEXT

Clause 13.07-1S – Land Use Compatibility

Clause 14.01-2S – Sustainable agricultural land use

Clause 15.01-2S – Building Design

Clause 15.01-6S – Design for rural areas

Clause 17.04-1S – Facilitating Tourism

Clause 21.05 Economic Development

Clause 35.07 - Farming Zone (FZ)

Car parking – Clause 52.06-5

Licensed Premises – Clause 52.27

DISCUSSION

The proposed use (Function centre & accommodation) is considered to satisfy the relevant provisions of the planning scheme including State and Local planning policies, the Farming Zone, and Clause 65 of the Victoria Planning Provisions.

It is clear that the proposed use does not have a direct link to agriculture, since it proposes a fundamentally different land use. In assessing this application, it was therefore important to consider adjoining and nearby land uses, and whether the application responded to relevant policy and decision guidelines. This included ensuring the proposal would not detract from the potential agricultural use of the site, and the existing agricultural use on surrounding properties.

The proposal will utilise existing buildings and a modest sized area close to the road access which still provides the option for the balance of the site to be used for agricultural purposes.

The landowners reside on the property, which will assist in the management of the site. The nearest dwelling under different ownership is approximately 270m to the north-west.

The proposal is generally supported by planning policies pertaining to tourism and economic development.

CONSULTATION

The main concerns raised by the objectors relate to the proposed use not being appropriate to the area (zone), having a detrimental impact on the farming community, increased traffic, waste water, future expansion and safety regarding patrons and the location of the adjoining dam.

Farming Zone

The concerns brought up by the two objectors related to any impact the use(s) could have on the farming activity on the adjoining and surrounding area, with the objectors making clear that they did not want to have their agricultural operations impinged in any way via the introduction of this type of use. At the consultation meeting Council made clear that it cannot ask these existing agricultural operations to alter the way they use their land on account of a new use such as this starting up.

Conditions have been recommended to address the operation of the function centre and accommodation to ensure that the amenity of the adjoining properties and farming activities are not impacted.

Increased traffic

The application was referred to Council's Works department in relation to parking, access and the road network. Comments were provided that suggested a number of conditions be included if the application was to be approved. No upgrades to the road network have been required as it is deemed capable of supporting this use and all car parking must be contained on site as will be shown on endorsed plans and recommended via relevant condition/s.

Waste water

All waste/discharge is required to be dealt with on site and Council's Environmental Health department did not object to the application. A separate permit will be required through the Environmental Health department.

Future expansion

Any expansion or changes to conditions restricting this type of detail would require further approval from Council.

Safety of patrons and location of adjoining Dam

Objectors raised concerns about a large dam on the western side of this site, close to the property boundary. This dam is on property under separate ownership and is separated from the subject site by a boundary fence, meaning anyone crossing that boundary would be trespassing.

Although it has been noted that any patrons entering this neighboring land would be trespassing, it is not unreasonable for the owners of the subject site to place some signage on or near the boundary alerting patrons to the fact that the dam is not part of the property.

CONFLICT OF INTEREST

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

CONCLUSION

The application satisfies the provisions of the Planning Scheme, including local planning policies, the provisions of the Farming Zone and the decisions guidelines of the Planning Scheme (Clause 65). The proposed use has been located within close proximity to the existing dwelling, within existing buildings. The operators reside at the property, and have also carried out extensive landscaping within the grounds of the site. The proposed use will have minimal impact on the surrounding area. Conditions will be included which will restrict the hours of operation, number of functions and school camps and parking to be carried out on site.

Proposed conditions for P19-055 - The use and development for a place of assembly (function centre), group accommodation and liquor license**Proposed Conditions:**

1. The use and development as shown on the endorsed plans must not be altered without the prior written consent of the responsible authority.
2. The red line area as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

General

3. Prior to the use commencing, an Operations Model to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the operational model will be endorsed and will then form part of the permit.
 - a) The locations, hours, and methods of serving alcohol to guests.
 - b) A requirement that no outdoor activities associated with the function centre may occur after 10:00pm.
 - c) Arrangement for the orderly arrival, and departure of guests.
 - d) All noise and amenity measure to be undertaken to manage amenity impacts from the use.
 - e) The number of staff which must be present during any Function or when guests are accommodated.
 - f) Security arrangements.
 - g) Arrangements for parking and bus transportation of guests.
 - h) Arrangements for the approval and engagement of suppliers, and transportation of goods and materials to and from the land.
 - i) Arrangements for the collection of recycling and general waste.
 - j) Details of emergency management procedures.
 - k) The management practices for waste collection and disposal including details of storage, regularity and collection times;
 - l) Collection of waste by a private contractor.
 - m) The location of rubbish bins and skips;
 - n) The management practices for the collection and disposal of bottles;
 - o) The management practices for the periodic cleaning of the land and,
 - p) Hours and days of collection.
 - q) Details of the sign and location warning patrons of the Dam located on the adjoining propriety

Once approved, the use must operate in accordance with the operations model to the satisfaction of the Responsible Authority.

Accommodation

4. No more than 26 guests may be accommodated in the accommodation at any one time. (excluding school camps)
5. The permit operator must maintain a guest register for the group accommodation to be approved to the satisfaction of the Responsible Authority. The guest register must include the name, date and duration of stay of guests staying at the accommodation. The register must be made available to the Responsible Authority upon a written request being made.

Function centre

6. The use (Function Centre), unless with the written consent of the responsible authority, may only operate between the following hours:
 - Tuesday – Sunday 11am – 11pm

7. No more than 20 functions may occur in any calendar year.
8. No more than 120 people may attend a function.
9. All guests of the function centre use, who are not accommodated on the land overnight, must leave the land within 30 minutes of the conclusion of any function.
10. Functions may only occur within the areas identified on the endorsed plans.
11. At all times when guests are accommodated on the land or a function is held, there must be present on the land a person aged 18 years or over who is responsible for ensuring that the activities on the premises and the conduct a person's attending the land do not have a detrimental impact on the amenity of the locality to the satisfaction of the Responsible Authority.
12. The school camps unless with the written consent of the responsible authority, must only accommodate:
 - a) A maximum of 30 students per camp.
 - b) Five (5) camps per year. (This excludes other functions)

Works Department

13. Prior to the use commencing, vehicle crossing to the proposed visitor parking area access must be provided by provision of crushed rock drive entry, reinforced concrete pipe culvert and mountable end walls conforming to requirements of Golden Plain Shire Council contained in Infrastructure Design Manual (IDM) standard drawing SD 265 and to the satisfaction of Responsible Authority.
14. Before the use of the development starts, the area(s) set aside for parking of vehicles and access lanes as shown on the endorsed plans must be:-
 - a) Surfaced with an all-weather seal coat/ surfaced with crush rock or gravel and treated to the satisfaction of the Responsible Authority to prevent dust;
 - b) Constructed and completed to the satisfaction of the Responsible Authority;
 - c) Meet the requirements for CFA access (particular passing, slope and turning)
 - d) Drained in accordance with an approved drainage plan;
 - e) Car spaces, access lanes and driveways must be kept available for these purposes at all times.
 - f) A small directional sign on the property fence to the clearly identify the entry to car parking for patrons.

All to the satisfaction of the Responsible Authority.
15. All car parking spaces must be designed to allow all vehicles to drive forwards both when entering and leaving the property.
16. The access to the site by patrons and service vehicles must be from the second entrance located approximately 170m north of the existing entrance along Teesdale-Inverleigh Road.
17. The loading and unloading goods from vehicles must only be carried out on the land subject to this permit and must not disrupt the circulation and parking of vehicles on the land.
18. Prior to the use commencing, all internal access roads must be constructed, formed and drained to avoid erosion and to minimise disturbance to natural topography of the land to the satisfaction of the Responsible Authority
19. Before the use begins and the buildings are occupied all storm water and surface water discharging from the site, buildings and works must be conveyed to the legal point of discharge to the satisfaction of the Responsible Authority. No effluent or polluted water of any type will be allowed to enter the storm water drainage system.

Note: Works on Road Reserves Permit must be obtained from the Responsible Authority prior to the carrying out of any vehicle crossing works.

Environmental Health Department

20. Entertainment noise must comply with EPA State Environment Protection Policy No. N2 (Control of Music Noise from Public Premises).
21. Outdoor entertainment noise is not permitted after 10pm unless a report prepared by an acoustic consultant or noise expert is completed which demonstrates compliance with the EPA State Environment Protection Policy No. N2 (Control of Music Noise from Public Premises) to the satisfaction of the relevant authority.
22. The amenity of the area must not be adversely affected by the use or development as a result of:
 - a) transport of materials, goods or commodities to or from the land;
 - b) appearance of any building, works, stored goods or materials;
 - c) emission of noise, artificial light, vibration, smell, fumes, smoke, steam, soot, ash, dust, waste water, waste products or oil; and
 - d) the presence of vermin.

Note: Any accommodation where six or more persons are accommodated must be registered with Council under the provisions of the Public Health and Wellbeing Act 2008 prior to the commencement of operation.

Expiry of Permit

23. This permit will expire if one of the following circumstances applies:
 - a) The development is not started within two years of the date of issue.
 - b) The use is not started and the development is not completed within four years of the date of issue.

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

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

Note: Any accommodation where six or more persons are accommodated must be registered with Council under the provisions of the Public Health and Wellbeing Act 2008 prior to the commencement of operation.

7.6 AMENDMENT C87 INVERLEIGH STRUCTURE PLAN - POST EXHIBITION**File Number:****Author:** Alicia Te Wierik, Senior Town Planner**Authoriser:** Steven Sagona, Acting Director Planning & Infrastructure**Attachments:**

1. C87gpla Officer Report (under separate cover)
2. C87gpla Amendment Documents (under separate cover)
3. C87gpla Submissions 1-10 (redacted) (under separate cover)
4. C87gpla Submissions 11-20 (redacted) (under separate cover)
5. C87gpla Submissions 21-30 (redacted) (under separate cover)
6. C87gpla Submissions 31-40 (redacted) (under separate cover)
7. C87gpla Submissions 41-50 (redacted) (under separate cover)
8. C87gpla Submissions 51-60 (redacted) (under separate cover)
9. C87gpla Submissions 61-70 (redacted) (under separate cover)
10. C87gpla Submissions 71-80 (redacted) (under separate cover)
11. C87gpla Submissions 81-91 (redacted) (under separate cover)
12. C87gpla Summary Table of Submissions (redacted)
13. C87gpla List of Suggested Changes

RECOMMENDATION

That Council request the Minister for Planning to appoint a Panel pursuant to Section 23(1)(b) of the *Planning and Environment Act 1987* to consider all submissions to amendment C87gpla and make recommendations regarding the amendment.

EXECUTIVE SUMMARY

Amendment C87gpla was exhibited between 16th August and 16th October 2019.

As a result of the exhibition process, 91 submissions were received. A number of submissions support the amendment, others provide corrections and suggest modifications, whilst a number of submissions do not support the Amendment based on a range of issues.

In these circumstances it is appropriate that submissions be considered by an independent Panel. This will allow for a robust review of the key directions of the Inverleigh Structure Plan.

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 Inverleigh Structure Plan is required to ensure that future land use planning decisions for the town are based on sound strategic justification. It is appropriate that submissions to Amendment C87gpla be referred to an independent Panel appointed by the Minister for Planning.

Summary Table of Submissions and whether a Panel is required to consider issues raised.

Submission No.	Name	Themes	Requires consideration by a Panel
1	[REDACTED]	Increased traffic on Hamilton Hwy will require upgrades to the Hamilton Highway.	Yes
2	[REDACTED]	Supports proposed amendment	No
3	[REDACTED]	Retain current minimum lot sizes to maintain village character. Higher densities will increase traffic	Yes
4	[REDACTED]	Retain existing lot size of property within the Future Investigation Area	Yes
5	[REDACTED]	Access in and out of Geelong Fire risk and evacuation Environmental risk to flora and fauna Water supply and pressure Increased traffic concerns at Common Road intersection	Yes
6	[REDACTED]	Retain minimum lot sizes Traffic on Common Road Water pressure Environmental risk from wastewater/ effluent disposal Fire risk and evacuation Restrict commercial growth in town Increased traffic on Hamilton Highway Retain country feel of township Retain town boundaries	Yes
7	[REDACTED]	Increased traffic on local roads dangerous and busy Fire risk Environmental risk to flora and fauna Capacity of primary school and kindergarten Environmental risk from wastewater/effluent disposal Water pressure	Yes
8	[REDACTED]	Reduced lot sizes and increased population will impact on roads, schools and village character. Fire risk and evacuation. Environmental risk of effluent disposal.	Yes

9	[REDACTED]	<p>No objection to the amendment proceeding.</p> <p>Reference to the priority action for Inverleigh within the Golden Plains Domestic Waste Water Management Plan and support for undertaking shared actions from this.</p>	Not required.
10	[REDACTED]	<p>Retain the minimum lot size.</p> <p>Impacts on traffic, local roads and infrastructure.</p> <p>Retain rural character.</p>	Yes
11	[REDACTED]	<p>Retain Inverleigh as a small town.</p> <p>Retain lot sizes</p>	Yes
12	[REDACTED]	<p>Road safety issues re: Common Road and Teesdale-Inverleigh Road.</p>	Yes
13	[REDACTED]	<p>Increased population will impact the character of the town.</p> <p>Lack of employment opportunities, infrastructure and services to meet population increase.</p> <p>Environmental risk from effluent disposal.</p> <p>Fire risk</p> <p>Conflicts of interest</p>	Yes
14	[REDACTED]	<p>Retain lot sizes</p> <p>Fire risk</p> <p>Impact on local waterways and water supply</p> <p>Capacity for growth is greater than required.</p> <p>Retain 'village' character</p>	Yes
15	[REDACTED]	<p>Inadequate infrastructure and services, in particular education facilities, to support growth.</p> <p>Limit population growth or fund expansion of education facilities</p> <p>Provide details of how infrastructure will be funded, including relocation of tennis courts.</p>	Yes
16	[REDACTED]	<p>Retain lot sizes</p> <p>Include an additional Residential Development Strategy to read:</p> <p>"At the development planning permit stage, the Council will advocate on behalf of the Inverleigh community for, and ensure, diversity of lot size".</p> <p>Maintain the rural village character of Inverleigh.</p> <p>Retain the town boundary.</p>	Yes

17	[REDACTED]	<p>Supports Amendment C87 and the Inverleigh Structure Plan. In particular:</p> <ul style="list-style-type: none"> • The removal of the minimum 1-4 ha from the Low Density Residential Zone. • Identifying the area west of Phillips and Riverview Roads as a Future Investigation Area for residential growth. 	No
18	[REDACTED]	<p>Deficits in what underpins Amendment C87</p> <p>Lack of confidence in the internal governance of Golden Plains Shire and its capacity to implement the Inverleigh Structure Plan and Amendment C87.</p> <p>Proposes</p> <ul style="list-style-type: none"> • Factual errors in the Structure Plan be corrected. • Rezoning of the Inverleigh Flora and Fauna Nature Reserve west of Inverleigh-Teesdale Road • Conservation of Aboriginal Cultural Heritage, adherence with Planning Practice Notes 37 and 45; and reflect the extent of cultural overlays in Amendment C87 and Potential Growth Areas. • Review of the Golden Plains Shire Policy Manual Development Contributions (10.4) to reflect the estimated increased profit for owners/agencies from Amendment C87 minimum lot size of 0.4ha. • Reports to the community and agreed timeframes relating to developer contributions, changes to planning permits, development and subdivision plans and adherence to the moderate growth rate. 	Yes
19	[REDACTED]	<p>Risk of unsewered lots to local waterways</p> <p>Impact on the sustainability and health of small scale intensive agricultural businesses.</p> <p>Impact on the Inverleigh Flora and Fauna Nature Reserve</p>	Yes
20	[REDACTED]	<p>Supports Amendment C87gpla for residential development in the Future Investigation Area</p>	No
21	[REDACTED]	<p>Require reference to Biolink to be included in Clause 21.07-5 and that the width be at least 200m</p> <p>Supports small lots to manage population growth</p>	Yes
22	[REDACTED]	<p>Requests rezoning of land adjacent and west of the Inverleigh Primary School to Education – Public Use Zone</p>	Yes

		Objects to reference that the School Woodlot could be used to meet future needs.	
23		<p>Bushfire Risk</p> <p>Strategic Bushfire Risk Assessment</p> <p>Educational Facilities</p> <p>Retain town boundary</p> <p>Inverleigh Flora and Fauna Reserve</p> <p>Sustainability and health of small scale intensive agricultural businesses</p> <p>Unsewered lots</p> <p>Sustainable development in Inverleigh</p> <p>Diversity of lot sizes</p> <p>Loss of faith in Golden Plains Shire and Amendment C87 best interests</p> <p>Upgrade Hamilton Highway</p> <p>Improve public transport</p> <p>Redevelop main street with supermarket</p> <p>Retain country feel</p> <p>A range of suggestions to Council including:</p> <p>Remove restrictions on house size in covenants</p> <p>All for an additional portable unit for one family per lot</p> <p>Allow additional domestic pets on 2 plus acres</p> <p>Demonstrate where rates are going towards maintenance of common areas</p> <p>Provide free green waste collection</p> <p>Tidy and reduce fire risk</p> <p>Allow collection of firewood in the Inverleigh Flora and Fauna Reserve</p> <p>Provide free tip vouchers and mulch</p>	Yes
24		<p>Support smaller lots</p> <p>Consider reticulated sewerage for Inverleigh</p> <p>Consider underground drainage for use by golf club and CFA</p> <p>Requests advice whether existing lots can be subdivided</p> <p>Consider potential for re-use of recycled water from Bannockburn</p>	Yes

25	[REDACTED]	Same as Submission 23	Yes
26	[REDACTED]	Same as submission 23	Yes
27	[REDACTED]	Same as submission 23	Yes
28	[REDACTED]	Bushfire Risk	Yes
29	[REDACTED]	Supports Amendment with suggestions further strategic work regarding infrastructure planning	Yes
30	[REDACTED]	<p>Bushfire Risk</p> <p>Strategic Bushfire Risk Assessment</p> <p>Retain Town Boundary</p> <p>Inverleigh Flora and Fauna Reserve Impact</p> <p>Sustainability and Health of small scale intensive agricultural businesses</p> <p>Unsewered lots</p> <p>Sustainable development in Inverleigh</p> <p>Diversity of lot size</p> <p>Loss of faith in Golden Plains Shire and Amendment C87 best interests</p>	Yes
31	[REDACTED]	Supports Amendment	No
32	[REDACTED]	<p>Supports the Amendment with removal of reference to the Inverleigh Streetscape Plan within the Structure Plan</p> <p>Plan for the future Kindergarten needs</p> <p>Plan for more public transport</p> <p>Work with VicRoads to improve surface and safety of Hamilton highway</p> <p>Allow for removal of firewood from the Flora and Fauna Reserve to reduce fire risk</p> <p>Replace trees west of the town on the Highway</p> <p>Maintain Federation Bridge as a pedestrian link</p> <p>Maintain High Street as welcoming and safe for visitors.</p>	Yes
33	[REDACTED]	Same as submission 30	Yes
34	[REDACTED]	<p>Flood Risk</p> <p>Environmental risk from wastewater and effluent disposal.</p> <p>Water pressure</p> <p>Education facilities</p> <p>Traffic</p>	Yes

		Country town feel Limited postal services	
35		Support moderate growth Plan for future education needs Removal of fallen timber for firewood in the Flora and Fauna Reserve Support smaller lot sizes Water servicing for the future Hamilton Highway requires improvements Maintenance of the Biolink Relocate tennis courts to Recreation Reserve	Yes
36		Retain minimum lot size Provide alternative access to growth areas Use Gravel footpaths Environmental risk from effluent disposal Provision of utilities to new developments Traffic Bushfire Risk Provide larger lot sizes for horse keeping Retain rural character Compliance issues	Yes
37		Amend Schedule 9 to Development Plan Overlay to adopt 0.4 ha minimum lot size Amend the requirements for the upgrade of twin bridges by the developer Remove reference to the width of the Biolink Infrastructure funding Clarify that the numbering of growth areas does not represent a preferred or recommended development sequencing Amend Framework plan to refer to bridle paths, pedestrian access, biolink and greenlinks as 'indicative only'.	Yes
38		Education facilities Retain rural character Traffic Issues; maintenance of roads; road safety Fire Risk Strategic Fire Risk Assessment	Yes
39		Water supply and pressure	Yes



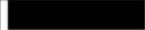

		<p>Unsewered lots and environmental risk</p> <p>Supports town boundary</p> <p>Education facilities</p> <p>Provide a diversity of lot sizes</p> <p>Sustainability of small scale agricultural business and associated support trades</p> <p>Provide a Business Park area on the town fringe</p> <p>Loss of faith in the performance of Golden Plains Shire Council</p> <p>Hamilton Highway</p>	
40		<p>Bushfire Risk</p> <p>Retention of minimum lot size</p> <p>Education facilities impact</p> <p>Loss of faith in performance of Golden Plains Shire Council.</p> <p>Sustainable Growth</p> <p>Environmental impacts of effluent disposal</p> <p>The impact on the sustainability and health of small scale intensive agricultural businesses</p> <p>Impact on the Flora and Fauna Reserve</p> <p>Supports retaining the town boundary</p>	Yes
41		Same as submission 40	Yes
42		<p>Defer Amendment C87 based on:</p> <ul style="list-style-type: none"> • Lack of community consultation • Funding of upgrades for infrastructure <p>Supports retaining town boundaries</p> <p>Retain minimum lot sizes</p> <p>Bushfire risk</p> <p>Education facilities</p> <p>Road safety</p> <p>Traffic</p> <p>Bicycle safety</p> <p>Wildlife</p> <p>Agriculture</p> <p>Water and environment concerns</p> <p>Concerns about Council's performance</p>	Yes
43		<p>Country Town Lifestyle</p> <p>Local roads becoming congested</p> <p>Lack of infrastructure</p>	Yes

		Same as Submission 30	
44		<p>Bushfire Risk</p> <p>Management of stormwater</p> <p>Retain existing lot sizes</p> <p>Local Roads and the Hamilton Highway</p> <p>Lack of Public Transport</p> <p>Lack of employment opportunities</p> <p>Potential for increased crime</p> <p>Inverleigh Flora and Fauna Reserve</p> <p>Unsewered Lots</p> <p>Stewardship – Loss of Faith in Golden Plains Shire.</p>	Yes
45		<p>Support Amendment C87gpla, except:</p> <ul style="list-style-type: none"> • Does not support reference to a small scale supermarket within the Inverleigh Structure Plan 2019, <p>Suggests Council:</p> <ul style="list-style-type: none"> • encourage a diversity of lot sizes above 0.4 ha • ensure new developments demonstrate appropriately graded lot size interfaces with adjoining residential areas • ensure EPA Wastewater management guidelines are applied across all new developments 	Yes
46		Supports Amendment C87gpla	No
47		<p>Bushfire Risk</p> <p>Strategic Bushfire Risk Assessment</p> <p>Education Facilities</p> <p>Retain Town Boundary</p> <p>Inverleigh Flora and Fauna Reserve</p> <p>Sustainability and Health of small-scale intensive agricultural businesses</p> <p>Unsewered lots</p> <p>Sustainable development</p> <p>Diversity of lot sizes</p> <p>Loss of faith in Golden Plains Shire</p>	Yes
48		<p>Scope of the Structure Plan is limited due to:</p> <ul style="list-style-type: none"> • Lack of consideration around changing the town boundary; 	Yes

		<ul style="list-style-type: none"> • Policy of 0.4 ha as the minimum lot size • Lack of broader consideration for the municipal growth catering for 15 years supply. <p>Growth should be modest</p> <p>Identification of a Future Investigation Area is inappropriate.</p> <p>Lack of comprehensive strategic infrastructure planning</p> <p>Growth pressures on kindergarten, primary school and CFA</p> <p>Plan should provide a commitment that Council will work with relevant agencies to ensure service planning for community and public services.</p> <p>Amendment C87gpla is premature and should be abandoned.</p>	
49	<p>[REDACTED]</p> <p>[REDACTED]</p>	<p>Supports Amendment C87gpla because:</p> <ul style="list-style-type: none"> • LDRZ provides a good transition to the Farming Zone; • 0.4 ha is a rural residential lot enabling setbacks from roads and other dwellings and retains the township/village and rural character. • Lots will generally in excess of 4500m2 due to land capability assessments • Developers like to provide a diversity of lot sizes • Larger lot sizes of 1-2 ha may not attract developers and will stifle development and investment into local infrastructure such as roads. • LDRZ areas will facilitate connectivity and access/egress for the local community. • An Infrastructure Contributions Plan would be effective in facilitating development and consider using a Development Plan Overlay for growth areas. 	Yes
50	<p>[REDACTED]</p>	<p>Lack of Infrastructure</p> <p>Lack of Public Transport</p> <p>Local Roads require upgrades</p> <p>Water pressure should be upgraded</p> <p>Environmental concerns from effluent disposal</p> <p>Drainage/ stormwater management</p> <p>Bushfire risk</p> <p>Provide a diversity of lot sizes</p> <p>Lack of services for maternal health, early childhood and education</p>	Yes

51	[REDACTED]	Same as Submission 30	Yes
52	[REDACTED]	<p>Support Amendment C87gpla</p> <ul style="list-style-type: none"> • Support 0.4 ha minimum lot size because: • Lots sizes will be 8-10 times the size of lots in Bannockburn; • Smaller lots are easier and more affordable to maintain improving presentation • More affordable to purchase • Consistent with minimum lot size in LDRZ areas of Golden Plains Shire <p>To consider if minimum lot size changes:</p> <ul style="list-style-type: none"> • Hamilton Highway/ Common Road intersection needs upgrading • Reduce speed limit of Common Road • Address fuel load in the Inverleigh Flora and Fauna Reserve • Lack of public transport • Provision of safe access/ egress in the event of a bushfire in the Flora and Fauna Reserve. • Continue improving public recreation space around river environs • Protect native vegetation in future development areas • Consider health of river systems from waste water/ effluent disposal. • Upgrade Hamilton Highway • Encourage commercial development in the main street. 	Yes
53	[REDACTED]	<p>Structure plan does not reflect community views.</p> <p>Insufficient community consultation</p> <p>Inverleigh Framework Plan does not include planning scheme overlays and the Federation Bridge</p> <p>Inverleigh Structure Plan should not include reference to the Streetscape Plan.</p> <p>Lack of faith in Golden Plains Shire to manage the future of Inverleigh and infrastructure</p> <p>Supports diversity of lot sizes with a 1.9 acre minimum.</p> <p>Encourage cottage industries</p> <p>Support maintaining the town boundary.</p> <p>Questions the preparation and basis of the Amendment and Structure Plan document</p> <p>Lacks planning for maintenance of infrastructure, roads, traffic and the natural environment</p>	Yes

54	[REDACTED]	Supports Amendment C87gpla and the ability to potentially subdivide in the future within the Future Investigation Area	No
55	[REDACTED]	<p>Provision of Infrastructure to meet population growth</p> <p>Supermarket is not in keeping with village atmosphere</p> <p>Effect on annual rates</p> <p>Use of underutilised sites and re-use of buildings – commercial should be identified for community use</p>	Yes
56	[REDACTED]	<p>Retain minimum lot sizes</p> <p>Remove Potential Growth Area 3</p> <p>Retain country town/ village character</p> <p>Road safety – local roads and Hamilton Highway</p> <p>Twin bridges upgrade should cater for heavy vehicle useage and flood levels</p> <p>Evacuation during fire and flood</p> <p>Impact of increased population, domestic pets on neighbouring farm land, livestock and livelihood. What does a clear separation mean?</p> <p>Impact on the Flora and Fauna Reserve</p> <p>Provision of education and recreation facilities to cope with increased population</p> <p>Potential for postal road side delivery</p>	Yes
57	[REDACTED]	Same as Submission 56	Yes
58	[REDACTED]	<p>Maintain village character and reduce the rate of population growth in Inverleigh</p> <p>Infrastructure (school, early learning and roads) cannot support planned population increases</p> <p>Tokenistic and insufficient consultation</p> <p>Correct the name of the Common to Inverleigh Nature Conservation Reserve</p> <p>A large part of reserve is not shown on maps on page 59, 60, 61, 63, 64 and 66</p> <p>Acacia Paradoxa is removed by Parks Victoria for environmental reasons</p>	Yes
59	[REDACTED]	<p>Seeks additions to the Structure Plan:</p> <ul style="list-style-type: none"> • Under developer responsibilities (page 60 and 61) include the requirement to develop an access management plan, to the satisfaction of the Department of Transport, for ultimate access 	Yes

		<p>arrangements to the Hamilton Highway where it abuts Growth Area 1 and Growth Area 4.</p> <ul style="list-style-type: none"> In the Streetscape Masterplan (page 31), the provision of active transport networks should be considered on the Hamilton Highway east of Common Road, Inverleigh. This section of Hamilton Highway is designated as part of the Principle Bicycle Network (PBN). 	
60		<p>Seeks to safeguard existing farming rights.</p> <p>Requests land to the east and west of Lot 34 PP2355 not be developed until the landowners of Lot 34 PP2355 resolve to sell or develop.</p> <p>Concern that fragmented development will occur.</p> <p>Apply a Design and Development Overlay to the land (Potential Growth Area 3) for matters including:</p> <ul style="list-style-type: none"> Consideration of sewerage Flooding impacts Protection of environmental values along Leigh River Bushfire risks Infrastructure upgrades to roads, school and kindergarten Heritage values under the Heritage Overlay. 	Yes
61		Same as Submission 30	Yes
62		<p>Urbanisation and development are risks to biodiversity values</p> <p>Development adjacent to reserves can have significant impacts on land management issues and biodiversity.</p> <p>Concerned regarding the interfaces and suggests consideration for an appropriate buffer around the Inverleigh Flora Reserve.</p> <p>The quality and quantity of stormwater drainage should be carefully assessed.</p> <p>Creation of a public asset (such as a road) along interfaces to manage issues of direct access from residential land into the Flora and Fauna Reserve.</p>	Yes
63		<p>Retain minimum lot sizes</p> <p>Retain Town boundary</p> <p>Sustainable growth, stormwater and effluent disposal and impact on waterways</p>	Yes

64	[REDACTED]	Retain minimum lot size Bushfire Risk Water pressure Environmental risk to waterways from effluent disposal Retain country rural village character	Yes
65	[REDACTED]	Use of the Public Hall for future kindergarten services: <ul style="list-style-type: none"> • is not feasible • has not included consultation • would detract from the role of the Hall in the community • would be difficult to manage • would clash with other activities • is unsuitable • not the responsibility of the Hall Committee 	Yes
66	[REDACTED]	Fire Risk Provision of education facilities Retain town boundaries Retain village character Inverleigh Flora and Fauna Nature Reserve Retain minimum lot sizes Unsewered lots Lack of water supply Poor road infrastructure Stormwater drains are dangerous unsightly and inadequate	Yes
67	[REDACTED]	Retain country town character Impact on native wildlife and flora Roads Fire Risk Provision for education and infrastructure Environmental concerns Lack of consultation	Yes
68	[REDACTED]	Same as Submission 30	Yes
69	[REDACTED]	Bushfire Risk Strategic Bushfire Risk Assessment Provision of Education Facilities Retain Town Boundary Inverleigh Flora and Fauna Reserve Sustainability and Health of small scale intensive agricultural businesses	Yes

		<p>Unsewered lots</p> <p>Sustainable development in Inverleigh</p> <p>Diversity of lot size</p> <p>Loss of faith in Golden Plains Shire and Amendment C87 best interests</p>	
70		<p>Retain minimum lot sizes</p> <p>Retain village character</p> <p>Lack of infrastructure to support population growth</p> <p>Same as Submission 30</p>	Yes
71		<p>Same as Submission 30</p>	Yes
72		<p>Same as Submission 30</p>	Yes
73		<p>Retain rural character</p> <p>Retain minimum lot sizes</p> <p>Impacts of smaller lot sizes include:</p> <ul style="list-style-type: none"> • Traffic • Stormwater and drainage; • Pressure on limited infrastructure • Local wildlife and flora <p>Amendment contradicts positive aspects of Inverleigh</p>	Yes
74		<p>Fire Risk</p> <p>Lack of water supply – upgrade required</p> <p>Local roads require upgrades (Common and Hopes Plains)</p> <p>Environmental risk from effluent disposal</p> <p>Suggests larger lot sizes closest to river</p> <p>Light industry not mentioned</p> <p>Support for Biolink and extension of public access on the north side of Leigh River</p>	Yes
75		<p>Water pressure</p> <p>Internet speed</p> <p>Roads</p> <p>Local Shopping</p> <p>Phone lines</p> <p>Lack of kerbside mail delivery and wait on Post Boxes</p>	Yes
76		<p>Retain minimum lot sizes</p> <p>Oppose rezoning of Potential Growth Area 3</p> <p>Impacts on wildlife and habitat</p> <p>Loss of grasslands for kangaroo habitat</p>	Yes

		Protect Potential Growth Area 3 with the Vegetation Protection Overlay. Rezoning will not support Clause 15.01-55 of the Golden Plains Planning Scheme.	
77		Tidy up zoning anomalies by rezoning small Farming Zone parcels to LDRZ Land at 43 Peel Road should be zoned LDRZ	Yes
78		Same as submission 30	Yes
79		Retain minimum lot sizes Remove reference to Streetscape Masterplan Inverleigh Framework Plan errors Mail out to 'occupiers' Retain Village Character Expansion of the school site and relocation of the tennis courts Investigate additional access from the north to the south of the township for safety of new developments.	Yes
80		Same as submission 30	Yes
81		Population increase will reduce liveability Map errors Retain village character Future Investigation Area has no water supply Increasing the value of lots through potential for subdivision will increase rate valuations making it unaffordable for some Provision for education facilities through developer contributions rather than green links Hamilton Highway needs upgrading and passing lanes Structure plan does not cater for increased traffic Difficulties of living in Inverleigh are not identified in the Structure Plan Structure Plan is not acceptable and not up to standard for ensuring the uniqueness of Inverleigh. Support town boundaries and retain green wedges between Inverleigh and Geelong. Provide a variety of lot sizes Limit subdivision to one additional lot Provide wide roads Improve drainage Encourage fire buffers	Yes

82		Same as Submission 30	Yes
83		<p>Amendment proposes to strip environmental objectives and strategies.</p> <p>Objectives and strategies should remain and be enhanced to enable wildlife from the Inverleigh Flora and Fauna Reserve to access the Leigh River.</p> <p>Lot sizes should be a minimum of 0.4 ha not a default size.</p> <p>Lot sizes between the Leigh River and the Flora and Fauna Reserve should be 1-2 ha.</p> <p>A dedicated biolink of at least 150 metres be considered for the western edge of the Common Road development along the Teesdale-Inverleigh Road.</p> <p>Suggests using a Green Wedge A Zone for the suggested Biolink on the western boundary of Potential Growth Area 3.</p> <p>River frontage Masterplan</p> <p>Boundary changes on the western side of Inverleigh</p> <p>Changes in wording between the existing clause 21.07-5 and the proposed clause 21.07-5</p>	Yes
84		<p>Concerns regarding Potential Growth Area 3 along Common Road including:</p> <p>Stormwater and effluent disposal waste management</p> <p>Retain 1 ha minimum lot sizes</p> <p>A second Biolink corridor of at least 100 m width be provided on the western boundary of the land abutting the Inverleigh-Teesdale Road.</p> <p>A 50 metre wide riparian zone extending from the river edge be provided</p> <p>Adequate setbacks should be provided by the developer to reduce the risk to new development from potential bushfire.</p>	Yes
85		Supports Amendment C87gpla in its current form.	No
86		No objection to the Amendment but advise of zoning anomalies to be addressed prior to approval of Amendment C87.	Yes
87		<p>Retain minimum lot sizes</p> <p>Pressure on environment, infrastructure and village character</p> <p>Provision of paths</p>	Yes

		<p>Provision for education facilities</p> <p>Increased pressure on local roads</p> <p>Fire risk</p> <p>Environmental issues including</p> <ul style="list-style-type: none"> • Threats to the Flora and Fauna Reserve • Stormwater issues • Effluent disposal issues <p>Consultation on heritage and cultural sites with appropriate bodies and expectations outlined to developers</p> <p>Increased lots will impact on existing organic, bio-dynamic, agricultural businesses</p> <p>Support reference to the Infrastructure Design Manual in the Structure plan.</p> <p>Provide for diversity of lot sizes</p> <p>Inclusion of errors and suggestions which have not been raised with stakeholders.</p> <p>Developer contributions and obligations are unclear</p> <p>Provides for too much and too rapid growth</p> <p>No provision for staging of land release</p> <p>Provide a diversity of lot sizes</p> <p>Structure Plan is conceptual and lacking in background data and details for implementation</p> <p>Bridle path takes in private land</p> <p>Lack of proper community consultation</p>	
88		<p>Bushfire Risk</p> <p>Council's Management of Stormwater flow</p> <p>Retain minimum lot size</p> <p>Impact on local roads and the Hamilton Highway</p> <p>Lack of public transport</p> <p>Lack of employment opportunities</p> <p>Risk of increased crime</p> <p>Risk to Flora and Fauna</p> <p>Environmental risk of unsewered lots</p> <p>Poor Council stewardship</p>	Yes
89		<p>Supports Amendment C87gpla</p> <p>Seeks to rezone land in McCallum Road to LDRZ</p>	No
90		<p>Sustainable development</p>	Yes

		<p>Extend settlement boundary south of railway line on the eastern side of the township</p> <p>Lot size</p> <p>Upgrade of local roads and bridges</p> <p>Water supply and pressure</p> <p>Funding of infrastructure</p>	
91		<p>Land supply</p> <p>Environmental risks of effluent disposal</p> <p>Stormwater management</p> <p>Bio-link dimensions and location</p> <p>Bushfire Risk</p> <p>Local road and bridge upgrades</p>	Yes

List of Suggested Changes to Present to Panel for Amendment C87gpla**1. Suggested changes to Inverleigh Structure Plan**

- a) At page 7, insert 15km south west of Bannockburn
- b) Removal all references to the Streetscape Masterplan (pages 30, 31, 32, 42, 49)
- c) At page 38, in paragraph 8, second sentence: change word 'average' to 'minimum'.
- d) At page 43, remove the sentence "There is potential to use the Public Hall on High Street if capacity for services is exceeded at the kindergarten site".
- e) At page 60, include the requirement for a traffic impact assessment as a Developer Responsibility.
- f) At page 62 reword the first Developer Responsibility as follows:
 - The contribution towards the upgrade or replacement of the Twin Bridges to a 15 tonne capacity to support access by emergency vehicles, must be resolved prior to the land being considered for rezoning.
- g) References to Inverleigh Flora and Fauna Reserve be changed to the Gazetted names of 'Inverleigh Flora Reserve'
- h) In Section 7 include a note that Potential Growth Area numbers do not indicate staging.
- i) In Section 7, the requirement for the preparation of a management plan for the Leigh River be included as a Council action with the table on page 58.
- j) In Section 7, on pages 59, 60, 61, 63, 64 and 66 identify the extent of the Inverleigh Flora Reserve to include the area between the Inverleigh-Teesdale Road and Bakers Lane to the top of the image.

2. Suggested changes to the Inverleigh Framework Plan

- a) Delete the proposed pedestrian access from Dawber Road to the Leigh River and replace it with a pedestrian access along the extent of Bourkes Road (eastern side).
- b) Remove from Legend and from plan the identification of Formal Streetscape and Informal Streetscape.
- c) Rawson Road – incorrectly identified to the south of Mahers Road. Remove text 'Rawsons Road' south of the Settlement boundary where it extends south from Mahers Road.
- d) Railway Crossing at Newman Street does not exist and should be removed.
- e) Use text on map to Identify Federation Bridge.
- f) Correct status of Cemetery Road/ Gallagher Road – Gallagher Road is depicted as an Unsealed Key Access Road.
- g) Savage Drive – remove small grey line jutting off Savage Drive as it does not exist.
- h) Identify the lookout around Savage Drive?
- i) Change name of The Common to Inverleigh Flora Reserve
- j) Identify the extent of the Inverleigh Flora Reserve within the area between the Inverleigh-Teesdale Road and Bakers Lane.
- k) Include a notation that the exact location of green links, bridle paths, pedestrian access and Bio-Link are indicative (or subject to more detailed planning in consultation with DELWP).

3. Suggested changes to Clause 21.07-5

- a) At Strategy 1.1, amend to read:

Support **moderate** residential growth within the existing defined ~~township~~ **Settlement** boundary consistent with the Inverleigh Structure Plan 2019 in Figure 21.07-5A Inverleigh ~~Structure Framework~~ **Plan**.

- b) At Strategy 2.4, amend to read:

Locate and design development ~~adjacent to the township boundary~~ so that it does not impact on agricultural land use.

- c) At Strategy 3.1, amend to read:

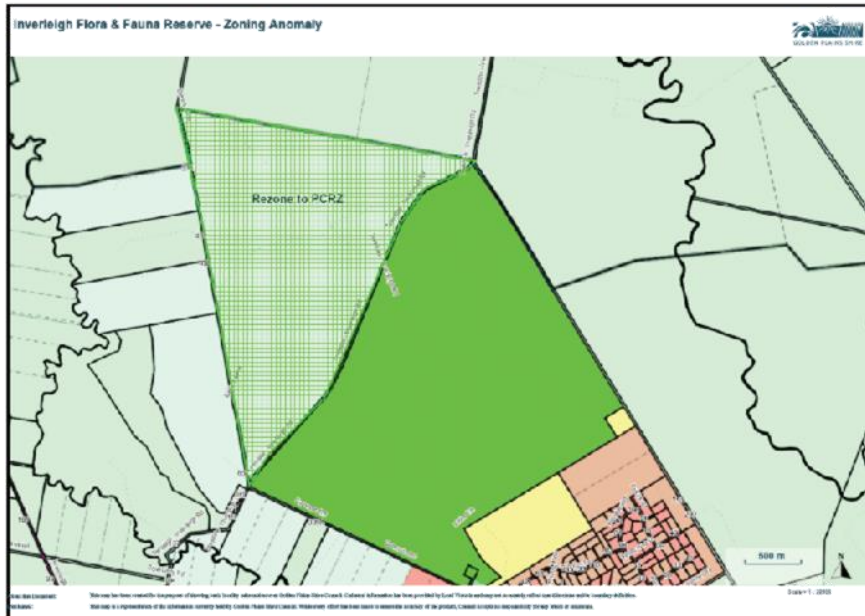
Protect the natural landscape and its environmental qualities, including the **Inverleigh Flora Reserve**, the Barwon and Leigh rivers and vegetation as fundamental elements of Inverleigh.

4. Suggested changes to Development Plan Overlay 9 at Clause 43.04 Development Plan Overlay (DPO)

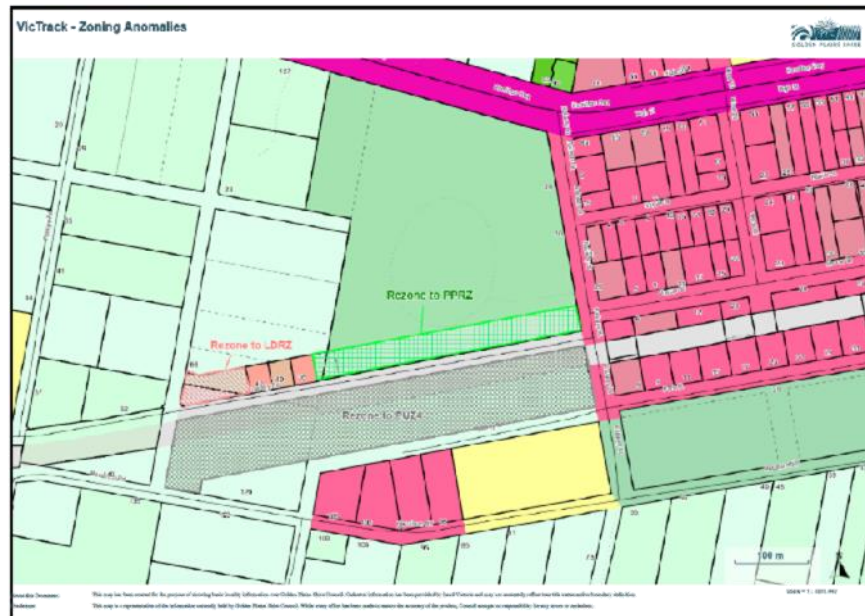
- a) Redrafting of Clause 43.04 Development Plan Overlay Schedule 9 in accordance with Panel recommendations.

5. Suggested Zone Anomalies

- a) Inverleigh Flora and Fauna Reserve –land between Teesdale-Inverleigh Road and Bakers Lane should be rezoned to the same as the Inverleigh Flora Reserve on Common Road which is Public Conservation and Resource Zone (PCRZ). See plan below:



- b) VicTrack land around Railway Street, Cemetery Road, See plan below.



7.7 AMENDMENT C88 - BANNOCKBURN SHIRE HALL - ADOPTION**File Number:****Author:** Laura Hardiman, Strategic Planner**Authoriser:** Steven Sagona, Acting Director Planning & Infrastructure**Attachments:**

1. Amendment Documentation (under separate cover)
2. Submission from DELWP (under separate cover)

RECOMMENDATION

That Council:

1. Adopt Amendment C88gpla (Attachment 1), to rezone land at 12 High Street, Bannockburn from Public Use Zone Schedule 6 (PUZ6) to Commercial 1 Zone (C1Z).
 2. Request the Minister for Planning to approve Amendment C88gpla in accordance with section 31 of the *Planning and Environment Act 1987*.
-

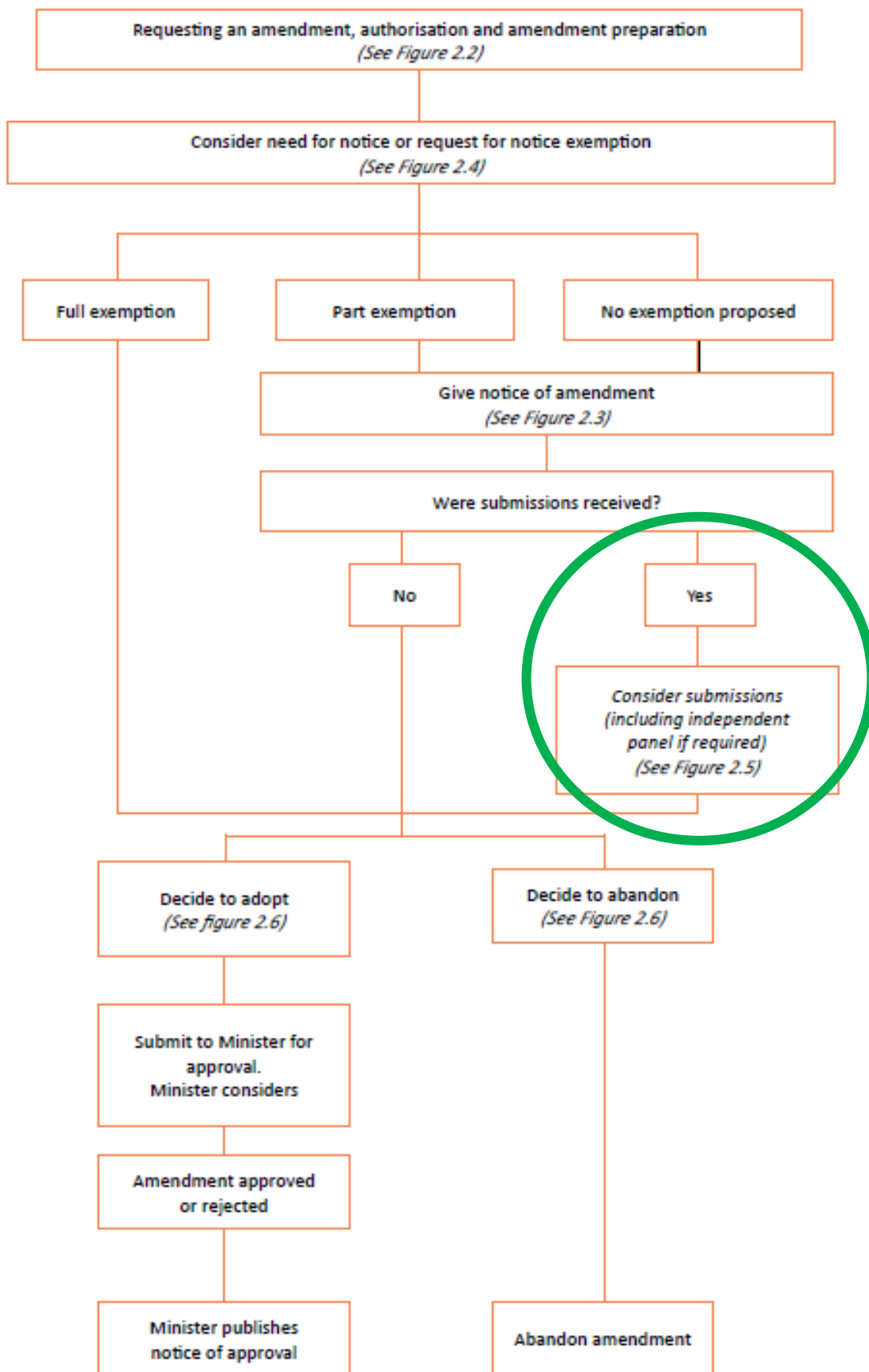
EXECUTIVE SUMMARY

Amendment C88gpla seeks to rezone land at 12 High Street, Bannockburn from PUZ6 (Local Government) to Commercial 1 Zone (C1Z). The subject site currently contains a playground, war memorial, commemorative forecourt and the Bannockburn Shire Hall. The Council Chambers as part of the Golden Plains Community & Civic Centre development are due for completion in early 2020 and therefore the subject site will no longer be required for Local Government purposes.

The Bannockburn Shire Hall is recognised as a building of historic significance and it has served the community well for more than 100 years. Appropriate planning controls are place to ensure the protection of the heritage place long into the future.

BACKGROUND

At the ordinary meeting on 23 July, 2019 Council resolved to authorise the preparation and exhibition of an amendment to the Golden Plains Planning Scheme to rezone Lot 2 PS427300 12 High Street, Bannockburn from PUZ6 to C1Z. Following this meeting, Council officers prepared an amendment to the Golden Plains Planning Scheme to rezone the subject site and sought authorisation from the Minister for Planning. The Amendment was exhibited between 26 September and 28 October, 2019. The current stage of the amendment process is depicted in the following figure:



POLICY CONTEXT

The Amendment seeks to:

- Amend Planning Scheme Map No.29 to change the zoning of land at 12 High Street, Bannockburn from PUZ6 to C1Z.

The proposed Amendment affects Planning Scheme Maps only and will not affect planning scheme ordinance.

The amendment seeks to implement and is supported by the following clauses of the Planning Policy Framework:

- Clause 15.03-1S Heritage Conservation
- Clause 17.02-1S Business

The amendment also seeks to implement and is supported by the following clauses of the Municipal Strategic Statement:

- Clause 21.07 Local Areas – Townships
- Clause 21.05 Economic Development
- Clause 22.12 Heritage

CONSULTATION

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

- Letters sent to prescribed Ministers
- Letters sent to authorities with a potential interest in the amendment
- Letters sent to the Inverleigh & Geelong RSL and Bannockburn Chamber of Commerce
- Poster displaying Amendment details placed at the Bannockburn Shire Hall.
- Amendment information published on the Golden Plains and the Department of Environment Land Water and Planning (DELWP) websites.
- Notice published in the Golden Plains Times (19 September), Geelong Advertiser (21 September) and Victorian Government Gazette (26 September).

One submission of support was received from the Department of Environment, Land, Water and Planning (DELWP). A copy of this submission is provided at Attachment 2. Given no other submissions were received Amendment C88gpla is not required to be considered by an independent Panel.

CONFLICT OF INTEREST

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

CONCLUSION

The adoption of Amendment C88gpla will allow officers to forward the amendment to the Minister for Planning for approval, a necessary step towards ensuring the ongoing use of the Shire Hall once it is no longer required for Local Government purposes.

7.8 INVERLEIGH PLAY SPACE NAMING PROPOSAL - PUBLIC SUBMISSIONS

File Number:**Author:** Philippa O'Sullivan, Director Corporate Services**Authoriser:** Philippa O'Sullivan, Director Corporate Services**Attachments:** 1. Location Map of Inverleigh Play Space (under separate cover)**RECOMMENDATION**

That Council resolve to name the parcel of land proposed for the new Inverleigh Play Space (see attached map) "Inverleigh River Park" and proceed with official gazettal of the name.

EXECUTIVE SUMMARY

At its meeting held on 27 August 2019, Council resolved to endorse the proposed name 'Inverleigh River Park' for the parcel of land as shown in the attached map, advertise its intention to name the parcel of land 'Inverleigh River Park' and commence a public consultation period.

The public consultation period commenced on Thursday, 19 September 2019 and closed on Friday, 18 October 2019. A public notice was included in the Golden Plains Times on the 19 September 2019 and in the October 2019 edition of the Leigh News. This was supported by posts on Council's website and social media pages.

One submission was received as a result of this public consultation period. The submission did not directly object to the proposed name however, proposed alternate name suggestions which have been considered in detail and are summarised in the report.

BACKGROUND

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

To assist with easy location and marketing of the feature, the community requested to formally name the space "Inverleigh River Park".

The name "Inverleigh River Park" was determined by the Inverleigh community following a shortlisting of names with the Inverleigh Progress Association and a public vote conducted where the "Inverleigh River Park" name received a clear majority of the vote. Detailed results have previously been presented to Council at the Ordinary Meeting of Council on the 20 August 2019.

POLICY CONTEXT

In accordance with Section 223 of the *Local Government Act 1989* public submissions were invited in response to the proposal to formally name the parcels of land associated with the new Inverleigh Community Play Space, Inverleigh public amenity facility and skate park as a whole.

Under the Act a person may also request in their submission to be heard in support of, and/or to nominate a representative to present their submission at a Council Meeting if they wish to do so.

The consultation undertaken by Council also meets the minimum requirement as set out by the Department of Environment Land, Water and Planning (DELWP) Naming Rules for Places in Victoria Guide.

DISCUSSION

Following the public consultation period one submission was received. The submitter did not wish to be heard in support of their submission at a Council Meeting. A summary of this submission including the officer response is provided in the following table:

Submitter 1		
Land Name Proposed	Supported Yes/No	Officer Response
Wedge Green	No	Not supported as "Green" is not the best descriptor of the feature type. The other suggested name "Wedge Park" may be better suited. "Park" - a large public garden or area of land used for recreation "Green" - covered with grass or other vegetation.
Wedge Park	No	Strong link to place in recognition of John Helder Wedge - the first European known to have visited Inverleigh, arriving in 1835. It is suggested he named the Leigh River after his Tasmanian Farm 'Leighlands' and the town name Inverleigh followed from this. Information has also been found on Wedge's nephew, Charles Wedge. He is sited in many historical references as being brutal in his responses to sheep stealing, killing many indigenous people on the land he occupied in his quest for wealth from wool. Because of this link, the name is not supported.
Doroq Place	No	Named after Parish of Doroq. The DELWP Naming Rules for Places in Victoria guide suggests if choosing a name based on location, the feature should be given the name of the official locality, in this case Inverleigh would be the official locality and better suited to this request.
Doroq Park	No	Named after Parish of Doroq. The DELWP Naming Rules for Places in Victoria guide suggests if choosing a name based on location, the feature should be given the name of the official locality, in this case Inverleigh would be the official locality and better suited to this request.
Barwon Common	No	This name is not supported based on naming principle D – proposed names must not duplicate within 15km. Barwon Park Mansion, Winchlesea is located within the 15km radius of the park. Also looking at naming principle A this name may cause confusion for Emergency Services if users of the park refer to it as Barwon Park, rather than Barwon Common as proposed. This could affect the Emergency Services response times.
Leigh Parkland	No	Not supported as Leigh Park would be a better alternative. "Park" is a better descriptor of the feature type "Park" - a large public garden or area of land used for recreation "Parkland" - open grassy land with scattered groups of trees.
Leigh Park	Yes	Naming Principle C – Linking the name to the place. Name creates a link to the already named Leigh River
Leigh Lawns	No	Not supported as "Leigh Park" would be better suited "Park" - a large public garden or area of land used for recreation "Lawns" - an area of short, regularly mown grass in the garden of a house or park.
Yaramlok Playspace	No	Not supported - Yaramlok Park a better alternative as "Park" is a better descriptor of the feature type "Park" - a large public garden or area of land used for recreation "Playspace" - an environment where play can take place
Yaramlok Park	Partially	This name responds to Naming Principle F – Recognition and use of Aboriginal language in naming. This could be an opportunity to recognise and commemorate the traditional landowners. Google search indicates that Yaramlok is what the Wathaurong People call the Leigh River however Stephanie Skinner - Wadawurrung Language Officer has advised Yaramlok is the literal translation of "morning river", with its name being most suited to the naming of the

		actual river. Due to the location of the park Stephanie has suggested Worrowing Yaramlok – “bank of the morning river”.
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Following consideration of each of the proposed alternate names provided in the submission against DELWP’s Naming Rules for places in Victoria, one name has been identified by officer as supported and one as partially supporting.

It is however, recommended that Council resolve to name the parcel of land “Inverleigh River Park” as originally proposed based on the following reasons:

- the one submission received does not object to the originally proposed name; and
- no objections were received in regards to the proposed name and it is therefore considered that public support for the originally proposed name is strong.

Council may however, resolve to undertake a further round of consultation by way of public vote on two or more of the supported and complying names.

When considering any further consultation Council should note that before any aboriginal names can be put forward e.g. “Yaramlok Park” to public consultation, a consultative group will need to be formed with the Traditional Owner Group to first obtain their support and endorsement of the name.

CONSULTATION

Following the Inverleigh Community Play Space Steering Group’s own extensive community consultation as reported at the August Council Meeting, Council conducted its own consultation for a minimum period of 30 days between the dates of 19 September and 18 October 2019 as follows:

- Public notice placed in the Golden Plains Times on 19 September 2019
- Public notice advertised on Council’s website from 19 September 2019
- Posts with a link to the public notice on the Council website
- Public notice appearance in the October edition of the Leigh News

This consultation meets the requirement as set out by the Department of Environment Land, Water and Planning (DELWP) Naming rules for places in Victoria guide.

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

Given that no objections were received during the public consultation period on the proposed name for the new Inverleigh Play Space, it is recommended that Council now resolve to name the parcel of land “Inverleigh River Park” as originally proposed and proceed with official gazettal of the name.

7.9 MEREDITH INTERPRETIVE CENTRE - EOI FOR LEASE

File Number:**Author:** Dean Veenstra, Recreation and Youth Team Leader**Authoriser:** Lisa Letic, Director Community Services**Attachments:** Nil

RECOMMENDATION

That Council :

1. Note the Expressions of Interest received for leasing the Meredith Interpretive Centre.
2. Having been through the evaluation process, authorise the Chief Executive Officer or his delegate to enter into lease negotiations with CLAW Enterprises Pty Ltd to lease the Meredith Interpretive Centre, with final lease conditions to be presented to Council for final approval.

EXECUTIVE SUMMARY

The Council owned and managed Meredith Interpretive Centre has been vacant since May 2019, since that time an expression of interest process was undertaken to identify a future potential tenant. This report provides details of the outcome of the expression of interest and recommends that Council enter into a lease with CLAW Enterprises Pty Ltd for the provision of a creative social enterprise, subject to successful negotiations.

BACKGROUND

At the July 2019 Council briefing, Council were given an update on the vacancy of the Meredith Interpretive Centre. It was agreed that Council would seek Expressions of Interest from commercial operators, community groups and social enterprise to lease the vacant site at 10 Wallace Street, Meredith.

The Expression of Interest was open for two months, opening on Thursday 5 September, and closing at 9am, Monday 28 October 2019. It was advertised and promoted extensively via newspapers, community newsletters, social media and site signage.

The Meredith Interpretive Centre (the Centre) is a multi-functional facility on the Midland Highway that provides a space for displaying historic and visitor information, public toilets and amenities, visitor parking and a space for community or business to operate. For the last two years, the BoP Art Co-Op Limited, a not-for-profit community organisation managed the facility but in May 2019 chose not to renew their agreement.

POLICY CONTEXT

This report aligns to Council's priorities of: 'Promoting Healthy & Connected Communities', 'Managing the Built Environment' and 'Enhancing Local Economies' as outlined in the 2017-2021 Council Plan.

DISCUSSION

The Centre is located at 10 Wallace Street, Meredith, a prominent location along the Midland Highway, situated on an 8,200 square metre block of Township Zone land, owned by Golden Plains Shire Council.

Originally, the facility was constructed to encourage visitors to stop and experience Meredith and provide a place for the community to show off the best of their town and district. The facility was designed to be interactive and include business and community involvement.

In creating the vision for the Centre the Meredith community identified that it would deliver economic and social benefits for the community and it would be best achieved with a consistent

human presence which could have taken the form of an appropriate commercial operator, volunteers at targeted times and community groups around key displays and events.

Expressions of Interest were sought from commercial operators, community groups and social enterprises to lease the Centre. The site offers:

- A modern and attractive 61.5 square metre building that includes an exhibition space, store room, entrance foyer plus covered terrace
- 15 off street car parks
- On site public toilets that make it a popular rest spot for travellers
- Prominent site with Midland Highway frontage with 5,700 daily traffic movements
- Central location between Geelong and Ballarat
- Power and town water supply
- Public toilets on septic system
- Close to workforce
- NBN Fixed Wireless
- Location:
 - 46km (41 mins) to Geelong CBD
 - 39km (28 mins) to the Geelong Ring Road
 - 106km (1 hr 20 mins) to Melbourne
 - 43km (39 mins) to Ballarat
 - 55km (41 mins) to Avalon Airport
 - 104km (1 hr 19 mins) to Tullamarine Airport

The Expression of Interest was open for two months, opening on Thursday 5 September, and closing at 9am, Monday 28 October, 2019. It was advertised and promoted extensively via newspapers, community newsletters, social media and site signage. Specifically it was advertised via the following:

- Sign out the front of the facility
- Posters on the building
- Meredith Community Newsletter (September and October editions)
- Golden Plains Business News e-newsletter (September and October editions)
- Golden Plains Times (advert, feature in Council section and story)
- Geelong Advertiser (advert)
- The Courier (advert)
- Social media
- News story on Council's website
- Email to Meredith Community Coordinators and real estate agents

Expressions of Interest

A total of 6 enquiries were received regarding leasing the building, and of these 2 enquiries submitted formal EOI submissions; CLAW Enterprises Pty Ltd and Caroline Mann. Councillors have been provided with copies of those submissions.

Submission 1

CLAW Enterprise Pty Ltd propose to utilise the Centre and some of the surrounding land to establish a creative co-working space where local entrepreneurs can test and develop their ideas into real businesses. This would include creating pop-up shops, establishing a community garden and a community meeting space. This proposal would see CLAW partnering with the local community, the Meredith Primary School and Runway Limited to deliver the above suite of programs. Runway operate facilities in Geelong and Ballarat that support entrepreneurs in regional ecosystems, providing opportunities for them to fast-track, grow and scale using a unique startup support model. Runway have a virtual platform that would deliver online training, resources, tools/templates for various topics at the Meredith Interpretive Centre. CLAW would partner with Meredith Primary School to develop and deliver a program for Youth Entrepreneurs, and Meredith & District Lions Club have confirmed their support to design, build and manage a community

garden at the site. CLAW Enterprises Pty Ltd is operated by local Meredith residents Chris Ardrey and Linda Wong.

Submission 2

Caroline Mann propose to utilise the Centre and some of the surrounding land for aged and disability activities such as arts, craft, music, dance, word games and food. She would like to incorporate groups and individuals from aged and disability sectors to participate in these activities and programs. Caroline is a local Meredith resident.

Both submissions were assessed based on the economic, social and environmental benefits each proposal would bring to Meredith and the surrounding community, the sustainability of the proposal, and achievement of Council Plan priorities. Council officers have assessed the submissions, based on the criteria outlined above, and have determined that Submission 1 from CLAW Enterprises Pty Ltd provides greatest benefit to the Meredith community in terms of fostering new business enterprises, partnering with the local community, the Meredith Primary School and Runway Limited, generating employment opportunities and fostering community connectedness. Councillors have been provided with a copy of the Evaluation Assessment.

CONSULTATION

Expressions of Interest were promoted for a period of two months through a comprehensive advertising process via newspapers, community newsletters, social media and site signage.

Internally Council's Recreation and Investment Attraction and Business Support teams worked together to promote this opportunity. This ensured that a good cross-section of the community, businesses and social enterprises were made aware of the leasing opportunity at the Centre.

CONFLICT OF INTEREST

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

CONCLUSION

It is recommended that Council enter into lease negotiations with the CLAW Enterprises Pty Ltd to lease the Meredith Interpretive Centre, that a further report be submitted to Council for a decision.

7.10 UPDATE ON NEW REQUIREMENTS FOR SWIMMING POOLS AND SPAS**File Number:****Author:** Tim Waller, Development Manager**Authoriser:** Steven Sagona, Acting Director Planning & Infrastructure**Attachments:** 1. DELWP correspondence dated 30/10/19 (under separate cover)**RECOMMENDATION**

That Council notes this update regarding new State Government requirements for swimming pool and spa compliance.

EXECUTIVE SUMMARY

This report provides a second update to councillors regarding the impending swimming pool and spa barrier regulations.

BACKGROUND

On 1 December 2019, amendments to the Building Act 1993 will take effect that require all councils to establish a register of swimming pools and spas located within their municipal districts.

The Department of Environment, Land, Water and Planning (DELWP) is currently finalising Regulations in relation to swimming pool and spa barriers.

POLICY CONTEXT

Building Act 1993

DISCUSSION

On 30 October 2019 Council received correspondence from the Department of Environment, Land, Water and Planning acknowledging receipt of a significant number of submissions from councils following the release of the draft Regulations in July 2019. The issues raised in the submissions are currently being considered by DELWP and will inform the final implementation plan.

The correspondence also provides 'advance notification' of the information that is likely to be required to be kept on council registers. This information includes the following:

- Owner's name and address, pool or spa location and whether pool or spa is relocatable.
- The date of construction
- Compliance / non-compliance certificates
- Compliance dates

Council officers are now preparing for implementation in December, including implementation of new software to receive and process the required information. Additionally, non-budgeted staff resources may also be required during the early months of implementation.

On the 12 November 2019 the Audit and Risk Committee was informed of the impending changes and the potential implications for the organisation.

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

While Council's Building Services Team strongly supports the proposed framework for future swimming pool and spa barrier compliance, it is noted that there is still a significant degree of uncertainty regarding how the new legislation will be successfully implemented across the state.

7.11 LOCAL GOVERNMENT INSPECTORATE EXAMINATION – PROGRESS REPORT**File Number:****Author:** Candice Robinson, Corporate Governance & Risk Coordinator**Authoriser:** Philippa O'Sullivan, Director Corporate Services**Attachments:**

1. Council Response - Progress Report - October 2019
2. Procurement Report (under separate cover)
3. Local Government Inspectorate Golden Plains Shire Council Examination Report - February 2019 (under separate cover)

RECOMMENDATION

That Council:

1. Receive and note the update on the Local Government Inspectorate Golden Plains Shire Council Examination including the Progress Report lodged with the Local Government Inspectorate on 31 October 2019 (Attachment 1).
2. Note that all agreed actions have now been reported as completed and no outstanding actions remain.
3. Note the Progress Report and Procurement Report will be made publically available on Councils website.

EXECUTIVE SUMMARY

In November 2018 Golden Plains Shire Council participated in an examination by the Local Government Inspectorate (LGI) to ensure Council's processes and practices, specifically, in relation to governance and procurement, met the requirements of the Local Government Act 1989 (the Act).

The LGI lodged a report on 28 February 2019 detailing the results on the examination.

A number of recommended actions were made by the LGI to improve current process and practices. Council were supportive of all the recommendations contained within the LGI report and a number of activities undertaken to implement the recommendations made.

The following papers have previously been provided to the LGI, the Audit and Risk Committee and Council:

- Council's initial response to the examination (April 2019); and
- Progress Report (August 2019).

It was agreed with the LGI that a further progress report be provided by the 1 November 2019. Council lodged its second Progress Report (Attachment 1) on the 31 October 2019. A copy of that report was provided to the Audit and Risk Committees at its November 2019 meeting and is now presented to Council.

BACKGROUND

The LGI is the dedicated integrity agency for local government in Victoria and has powers under the Local Government Act 1989 (the Act) to examine, investigate and prosecute any matter relating to a councils operations and any breaches of the Act.

The examination of the Golden Plains Shire Council commenced in November 2018. The LGI undertook the examination following some concerns proactively raised by Council's Chief Executive Officer in relation to procurement practices.

The examination process included:

- a series of meetings with senior staff;

- provision and review of Council records and documents; and
- follow up decisions with senior staff.

The LGI provided the Examination Report (Attachment 3) to the Chief Executive Officer on the 2 March 2019. The report is broken down into the following areas;

- Governance culture
- Governance schedule
- Policy framework
- Sale of land
- CEO/Senior Officer performance reviews
- Corporate credit cards
- Interest returns
- Audit Committee
- Special Committees
- Councillor expenses and reimbursement
- Government grants
- Delegations
- Authorised officers; and
- Procurement.

As discussed and detailed in the Examination Report, most of the areas examined came with recommendations on ways to improve current process and practices. Council were supportive of all the recommendations contained within the report and steps taken to implement outstanding recommended actions.

The following papers have previously been provided to the LGI, the Audit and Risk Committee and Council:

- Council's initial response to the examination (April 2019); and
- Progress Report (August 2019).

POLICY CONTEXT

The examination was conducted by the LGI under powers prescribed in the Local Government Act 1989.

Implementation of recommended actions supports the delivery Strategic Direction 4 - Delivering good governance and leadership in the Council Plan 2017-2021.

DISCUSSION

Following the previous Progress Report (August 2019), the LGI requested that a further update be provided by the 1 November 2019. Council lodged its second Progress Report on the 31 October 2019. A copy of that report was provided to the Audit and Risk Committees at its November 2019 meeting and is now presented to Council.

All agreed actions have now been reported as completed and no outstanding actions remain. A response from the LGI is yet to be received however, it is understood that this Progress Report will be the last report required and will close out and finalise the examination.

Council are committed to strengthening governance practices on an ongoing basis and will continue to report on governance activities to the Audit and Risk Committee and Council as part of the quarterly governance report.

The examination has been beneficial to Council and the advice provided during various stages of the process was extremely valuable. The examination highlighted areas that can be improved and strengthened by making adjustments to current processes and practices and additional, identified measures to lead towards best practice in the local government sector.

CONSULTATION

In an effort to ensure Council is transparent and accountable, the LGI examination report (February 2019), Council's initial response (April 2019) and Progress report (August 2019) were made publically available on Council's website:

<https://www.goldenplains.vic.gov.au/residents/my-council/about-council/our-performance>.

The Progress Report (October 2019) will also be made publically available on Council's website.

CONFLICT OF INTEREST

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

CONCLUSION

Following the Local Government Inspectorate Golden Plains Shire Council Examination Report (February 2019) a number of activities have been undertaken and completed to implement the recommendations. Council provided a second Progress Report to the LGI on the 31 October 2019. A copy of that report is provided for Councils information.



LOCAL GOVERNMENT INSPECTORATE: GOLDEN PLAINS SHIRE COUNCIL EXAMINATION – FEBRUARY 2019

Response to Examination Report and Recommendations - Update as at 31 October 2019

Items highlighted in '□' have been previously completed.

NO.	AREA	ACTIONS RECOMMENDED	AGREED ACTIONS	CURRENT ACTIONS / STATUS	EVIDENCE
1.	GOVERNANCE SCHEDULE	Recommendation 1: The council develop a governance schedule to ensure key statutory requirements are met.	Accept the recommendation provided. Governance and compliance schedule to be developed taking into consideration the example provided by the Local Government Inspectorate. The schedule to be endorsed at a future Full Management Team meeting. Ongoing management of the schedule to become a responsibility of the Corporate Governance Coordinator position. A copy of the schedule to be made readily available to relevant responsible officers.	Action Status / Target Date: ITEM PREVIOUSLY COMPLETED Responsible Officer: Corporate Governance Coordinator Action to Date: Item previously reported as completed - 1 August 2019 update.	Evidence Provided: As per update 1 August 2019.
2.	POLICY FRAMEWORK	No actions recommended.	Comments noted.	Action Status / Target Date: ITEM PREVIOUSLY COMPLETED Responsible Officer: Corporate Governance Coordinator Action to Date: No actions recommended.	Evidence Provided: Not applicable.



3.	SALE OF LAND	Recommendation 1: Council must ensure that sale of land transactions are at all times transparent to the community, in accordance with the Local Government Best Practice Guideline for the Sale, Exchange and Transfer of Land.	Accept the recommendation provided. Council is more likely to consider the sale of land in the future and therefore, a best practice Council Policy will be developed and implemented. As an interim measure, internal instructions to be developed that reference to the Local Government Best Practice Guideline for the Sale, Exchange and Transfer of Land. A copy of the instructions and guide to be made readily available to relevant responsible officers.	Action Status / Target Date: ITEM NOW COMPLETED Responsible Officer: Corporate Governance Coordinator Action to Date: Item now completed. Internal instructions developed and included in the governance manual, along with a copy of the Local Government Best Practice Guideline for the Sale, Exchange and Transfer of Land. Sale or Exchange of Council Land Policy developed and to be presented to the Audit and Risk Committee and Council in November 2019.	Evidence Provided 1. Sale or Exchange of Council Land Policy Evidence Previously Provided – 1 August 2019: 2. Sale of Land Internal Instructions
4.	CEO / SENIOR OFFICER CONTRACT & PERFORMANCE REVIEWS	Recommendation 1: Council to ensure that the CEO performance review is conducted at the earliest convenience.	Accept the recommendation provided. The CEO performance review was presented and approved at the February 2019 Council meeting for approval.	Action Target Date: ITEM PREVIOUSLY COMPLETED Responsible Officer: Director Corporate Services Action to Date: Item previously reported as completed – 2 April 2019 update.	Evidence Provided: As per update 2 April 2019.



5.	CORPORATE CREDIT CARDS	Recommendation 1: Council should ensure that as per section 6.8 of the Standard Operating Procedure, audits of procurement card usage are conducted randomly by the Finance Department, internal and/or external audit to further mitigate fraudulent activity and ensure that all procedural requirements are being met.	Accept the recommendation provided. There are current processes and practices in place to ensure monthly credit cards are reviewed and approved by the relevant supervisor. This to be further strengthened by random audits which will be included as part of the Finance Department responsibility. This will include the development of a schedule of financial activities to ensure that audits are undertaken across all areas of council.	Action Status / Target Date: ITEM PREVIOUSLY COMPLETED Responsible Officer: Finance Manager Action to Date: Item previously reported as completed - 1 August 2019 update.	Evidence Provided: As per update 1 August 2019.
6.	INTEREST RETURNS	Recommendation 1: Council send out notification memo on the day the return period commences.	Accept the recommendation provided. Notification memos will be distributed on the day the return period commences and the governance schedule updated accordingly.	Action Status / Target Date: ITEM PREVIOUSLY COMPLETED Responsible Officer: Corporate Governance Coordinator Action to Date: Item previously reported as completed - 1 August 2019 update.	Evidence Provided: As per update 1 August 2019.



		<p>Recommendation 2: Communication with relevant staff and councillors reinforces that returns are due within 40 days after 30 June and 31 December.</p>	<p>Accept the recommendation provided.</p> <p>Notification memo to be updated to include relevant timeframes for submission.</p>	<p>Action to Date: ITEM PREVIOUSLY COMPLETED</p> <p>Responsible Officer: Corporate Governance Coordinator</p> <p>Action to Date: Item previously reported as completed - 1 August 2019 update.</p>	<p>Evidence Provided: As per update 1 August 2019.</p>
		<p>Recommendation 3: That the responsible officer ensure that all submitted returns are reviewed for completeness but excluding content.</p>	<p>Accept the recommendation provided.</p> <p>The newly appointed Corporate Governance Coordinator to take over responsibility for Register of Interest Returns to ensure centralised oversight. Corporate Governance Coordinator to facilitate training with support staff who assist with the administration.</p>	<p>Action to Date: ITEM PREVIOUSLY COMPLETED</p> <p>Responsible Officer: Corporate Governance Coordinator</p> <p>Action to Date: Item previously reported as completed - 1 August 2019 update.</p>	<p>Evidence Provided: As per update 1 August 2019.</p>
		<p>Recommendation 4: For any non-compliant or non-submitted returns, relevant detail must be recorded in the register.</p>	<p>Accept the recommendation provided.</p> <p>Register to be update to include a new field for recording non-compliant or non-submitted returns.</p>	<p>Action to Date: ITEM PREVIOUSLY COMPLETED</p> <p>Responsible Officer: Corporate Governance Coordinator</p> <p>Action to Date: Item previously reported as completed - 1 August 2019 update.</p>	<p>Evidence Provided: As per update 1 August 2019.</p>



7.	AUDIT COMMITTEE	Recommendation 1: Review date included on the charter or in the governance schedule to ensure the document is routinely reviewed in line with other policies and procedures.	Accept the recommendations provided. The Audit and Risk Committee charter will be presented at the May 2019 Audit and Risk Committee meeting and in the future will be reviewed annually as part of the annual audit and risk plan.	Action Target Date: ITEM PREVIOUSLY COMPLETED Responsible Officer: Director Corporate Services Action to Date: Item previously reported as completed - 1 August 2019 update.	Evidence Provided: As per update 1 August 2019.
8.	SPECIAL COMMITTEES	No actions recommended.	Comments noted.	Action Target Date: ITEM PREVIOUSLY COMPLETED Responsible Officer: Corporate Governance Coordinator Action to Date: No actions recommended.	Evidence Provided: Not applicable.
9.	COUNCILLOR EXPENSES AND REIMBURSEMENT	Recommendation 1: Approval process to be formalised in the Councillor Reimbursement Policy and adhered to.	Accept the recommendation provided. Corporate Governance Coordinator to review the Councillor Reimbursement Policy and related forms. Training to be facilitated for relevant staff in the Mayor and Councillors office.	Action Target Date: ITEM NOW COMPLETED Responsible Officer: Corporate Governance Coordinator Action to Date: Item now completed. Councillor expenses Reimbursement Claim Form updated - June 2019. Councillor Reimbursement Policy reviewed (renamed Councillor Entitlements & Reimbursement Policy) and to be presented to the Audit and Risk Committee and Council in November 2019.	Evidence Provided: 1. Councillor Entitlements & Reimbursement Policy Evidence Previously Provided – 1 August 2019: 1. Updated Councillor expenses Reimbursement Claim Form 2. Council Meeting Minutes - 25 June 2019 (resolution to Extend Review Due Date of Policy)



10.	GOVERNMENT GRANTS	Recommendation 1: Where any changes to the process are agreed upon, the process documented be updated accordingly.	Accept the recommendation provided. Standard Operating Procedure –for 'Making Applications / Submissions for Funding (SOP-7049) to be amended to include briefing of Council before specified grants are applied for. Recreation Team Leader has been tasked with updating SOP-7049 and taking to a future Full Management Team meeting for adoption.	Action Target Date: ITEM PREVIOUSLY COMPLETED Responsible Officer: Director Community Services Action to Date: Item previously reported as completed - 1 August 2019 update.	Evidence Provided: As per update 1 August 2019.
11.	COMMUNITY GRANTS	Recommendation 1: Ensure that all relevant information is available on the council website.	Accept the recommendation provide. All relevant information is now available on website.	Action Target Date: ITEM PREVIOUSLY COMPLETED Responsible Officer: Director Community Services Action to Date: Item previously reported as completed - 1 August 2019 update.	Evidence Provided: As per update 1 August 2019.
		Recommendation 2: A provision be included on the assessment form that allows for the assessors name and sign-off to be recorded.	Accept the recommendation provide. The current process requires all awarding of grants to be by resolution of Council. This will be further strengthened by the new SmartyGrants software which has been configured to require assessors to identify themselves.	Action Target Date: ITEM PREVIOUSLY COMPLETED Responsible Officer: Director Community Services Action to Date: Item previously reported as completed - 1 August 2019 update.	Evidence Provided: As per update 1 August 2019.



12.	DELEGATIONS	Recommendation 1: Council must ensure that wherever a review of a delegation take place, it is authorised via a resolution of council, and the instrument of delegation is executed accordingly. This can be included in the governance schedule.	Management confirm that all reviews of delegations have been correctly administered. Accept the recommendation provided to include the review of delegations in the governance schedule.	Action Target Date: ITEM PREVIOUSLY COMPLETED Responsible Officer: Corporate Governance Coordinator Action to Date: Item previously reported as completed - 2 April 2019 update.	Evidence Provided: As per update 2 April 2019.
		Recommendation 2: Council assess where there are legal and financial risk for the period in where the Instrument of Delegation were not executed.	No action required. The incorrect (incomplete) version of the instrument of delegation in question was provided to the Local Government Inspectorate. The delegation was in fact correctly executed and a copy provided to the inspectorate on the 19 March 2019. There is no legal or financial risk to Council.	Action Target Date: ITEM PREVIOUSLY COMPLETED Responsible Officer: Corporate Governance Coordinator Action to Date: Item previously reported as completed - 2 April 2019 update.	Evidence Provided: As per update 2 April 2019.
13.	AUTHORISED OFFICERS	No actions recommended.	Comments noted.	Action Target Date: ITEM PREVIOUSLY COMPLETED Responsible Officer: Corporate Governance Coordinator Action to Date: No actions recommended.	Evidence Provided: Not applicable.



<p>14.</p>	<p>SYSTEMS/RECORD KEEPING</p>	<p>Recommendation 1: Council should develop an appropriate record keeping strategy to address the identified issues over an appropriate time period.</p>	<p>Accept the recommendation provided. The following Internal Procedures (IP) an Standard Operating Procedures (SOP) to be updated:</p> <ul style="list-style-type: none"> • IP-334 - Records Management Policy • SOP-3048 – Mail Procedures • SOP-3059 – Records Creation and Capture • SOP-3060 – Records Storage, Security and Access • SOP-3061 – Records Transfer and Disposal • SOP-3083 – Archiving <p>Once IP's and SOP's have been adopted by management, a process for changing processes will commence. This will include the development of a Digitisation Policy (and associated SOP's). Digitisation Strategy currently being developed. The Paperlite Project which manages the change has been developed and will be presented at the Full Management Team meeting in April 2019 for adoption before then being rolled out across the organisation.</p>	<p>Action Target Date: ITEM PREVIOUSLY COMPLETED</p> <p>Responsible Officer: ICT & Digital Transformation Manager</p> <p>Action to Date: Item previously reported as completed - 1 August 2019 update.</p>	<p>Evidence Provided: As per update 1 August 2019.</p>
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15.	PROCUREMENT	<p>Recommendation 1: Council, as a matter of priority, develop a strategy to address the issues identified in the management of procurement.</p>	<p>Accept the recommendation provided.</p> <p>In order to implement the recommendations and have continuous improvement in place in the best interests of the community and other stakeholders, Council is in the process of developing an Improvement Plan.</p> <p>The Improvement Plan will aim to:</p> <ol style="list-style-type: none"> 1. address the seven (7) issues which are highlighted in the Report and action them; and 2. develop a Procurement and Contract Management System which will support the underlying principles of: <ol style="list-style-type: none"> a. Best value for money b. Open and fair competition c. Accountability and management d. Risk management e. Probity and transparency. <p>The Procurement and Contract Management System will:</p> <ol style="list-style-type: none"> 1. have up to date policies, procedures, tender and 	<p>Action Target Date: ITEM NOW COMPLETED</p> <p>Responsible Officer: Manager Finance</p> <p>Action to Date: Agreed actions now completed. Refer to the Procurement Covering Report (October 2019) for detail.</p>	<p>Evidence Provided:</p> <ol style="list-style-type: none"> 1. Procurement Covering Report (October 2019) 2. Attachments to Procurement Covering Report: <ul style="list-style-type: none"> - Procurement Policy; - Conditions of Contract for Panel of Suppliers; - General Conditions of Tendering; - Flow- Chart: Procurement Process; - Procurement Quick Reference Guide; - Evaluation Panel Report – Request for Quotation Process; - Evaluation Panel Report – For the Chief Executive Officers under his Instrument of Delegation; - Evaluation Panel Report – For Council Approval. - Instrument of Delegation Council to CEO 24 Sept 2019 <p>Evidence Previously Provided – 1 August 2019:</p> <ol style="list-style-type: none"> 1. Procurement Covering Report (August 2019) 2. Attachments to Procurement Covering Report:
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			<p>contract templates, a contract register, a compliance register, facts sheets and/or checklists;</p> <ol style="list-style-type: none"> 2. ensure compliance with legislation, policy requirements and best practice principles; 3. be clear, simple and easy to use; 4. be understood and applied by Council employees; 5. support potential contractors engaged as a result of the procurement process; 6. provide education and training across Council; and 7. be monitored for record keeping, reporting, compliance and continuous improvement. 		<ul style="list-style-type: none"> - Procurement Policy - Exemption Procedure - Procurement Policy - Procurement and Contract Management System - Procurement Checklist for Record Management - Procurement File Closure Checklist - Staff Survey – Development of PCM Framework - Terms of Reference Project Steering Group - Agenda for PSG Meeting – Template - Minutes of PSG Meeting – Template - Request for Exemption Form - Contract Register - Educational Guidance (Superintendent) - Formal Instruments of Agreement - Governance Framework for GPCC and Heart Projects - Instruments of Appointment - Letters of Engagement - Reporting Framework for the GPCC and Heart Projects
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		<p>Recommendation 2: Review systems and process relating to procurement to ensure they meet the requirements of the procurement policy, the Act and the process is fair and transparent.</p>	<p>Accept the recommendation provided.</p> <p>The review into Councils current practices and procedures has been undertaken with the aim of identifying the areas for improvement. Council has put an action plan in place to ensure that procurement documents including conflict of interest and confidentiality forms are complete, the evaluation process and documents are compliant, the sign off process and decision making are accountable, fair and transparent, panel members are aware of, and comply with, their roles and responsibilities.</p>	<p>Action Target Date: ITEM PREVIOUSLY COMPLETED / FURTHER UPDATE NOW PROVIDED</p> <p>Responsible Officer: Manager Finance</p> <p>Action to Date: Item previously reported as completed - 1 August 2019 update.</p> <p>Further update now provided – Refer to the Procurement Covering Report (October 2019) for detail.</p>	<p>Evidence Provided: As per above.</p>
		<p>Recommendation 3: Relevant training should be provided for procurement staff to ensure they are fully aware of their roles and responsibilities.</p>	<p>Accept the recommendation provided.</p> <p>Training of all staff will be provided to ensure clear understanding of staff responsibilities. Training for procurement staff on their responsibilities will also be provided.</p> <p>The education and training plan will be put in place to:</p> <ol style="list-style-type: none"> a. identify the areas for improvement in order to 	<p>Action Target Date: ITEM PREVIOUSLY COMPLETED / FURTHER UPDATE NOW PROVIDED</p> <p>Responsible Officer: Manager Finance</p> <p>Action to Date: Item previously reported as completed - 1 August 2019 update.</p>	<p>Evidence Provided: As per above.</p>



			<p>provide training for the procurement staff about their roles and responsibilities;</p> <p>b. provide training for the Management team about their roles and responsibilities in leading and supporting Council's Procurement and Contract Management System; and provide training for all Council employees as part of their induction process with additional training provided to employees who require or use the procurement services.</p>	<p>Further update now provided – Refer to the Procurement Covering Report (October 2019) for detail.</p>	
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7.12 LOCAL GOVERNMENT PERFORMANCE REPORTING INDICATORS - PROGRESS REPORT

File Number:

Author: Philippa O'Sullivan, Director Corporate Services

Authoriser: Philippa O'Sullivan, Director Corporate Services

Attachments:

1. **Local Government Performance Reporting Indicators - Quarter 4 (under separate cover)**
2. **Know Your Council Report 18.19 (under separate cover)**

RECOMMENDATION

That Council:

1. Receive the report on the Local Government Performance Reporting Indicators (Attachment 1) for the period 01 July 2018 to 30 June 2019.
 2. Note the Know Your Council Performance Summary Report 18/19 (Attachment 2).
-

EXECUTIVE SUMMARY

Council is required under the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 to report on its performance in accordance with the Local Government Performance Reporting Framework (LGPRF).

Council's performance against LGPRF measures is reported to management, the Audit & Risk Committee and Council on a six-monthly basis and included in the Golden Plains Shire Council Annual Report.

The Audit and Risk Committee previously requested that Management provide progress reports to be tabled in February and September and include trend data reporting and detailed commentary on results. The September report was held off until November as data was still being checked and finalised at the date of the September Meeting.

The final progress report for the period 01 July 2018 to 30 June 2019 was provided to the Audit & Risk Committee at their meeting on 12 November 2019 and is now presented for Council's information (Attachment 1).

BACKGROUND

The Local Government Performance Reporting Framework (LGPRF) is a key initiative developed by Local Government Victoria (LGV) within the Department of Environment, Land, Water and Planning (DELWP) to improve the transparency and accountability of Council performance.

The LGPRF requires Councils across Victoria to measure and report on performance in a consistent way. The mandatory performance reporting became a requirement for local government from the 2014-15 local government annual budgeting and reporting cycle onwards.

The framework is made up of 66 measures and a governance and management checklist of 24 items which together build a comprehensive picture of Council performance.

Council's performance against LGPRF measures is reported to management, the Audit & Risk Committee and Council on a six-monthly basis and also included in the Golden Plains Shire Council Annual Report.

The performance data for each financial year is additionally made publically available. The 'Know Your Council' website www.knowyourcouncil.vic.gov.au provides an opportunity for the community to access performance data for each Council and compare that data against similar Councils.

POLICY CONTENT

Reporting on the LGPRF ensures compliance with the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 and further aligns with the Council Plan 2017-2021.

DISCUSSION

The final report at end of Quarter 4 covering the period 1 July 2018 - 30 June 2019 is provided (Attachment 1) for Council's information.

The data captured in the report shows Council's performance over the 2018/19 year against the LGPRF indicators.

Of the 54 indicators reported, 31 of these were finalised at or above target whilst 15 finished up below target. The remaining 8 either did not have an initial target to measure against or in the case of indicator SP4 – Council planning decisions upheld by VCAT, Council did not have any planning applications determined by VCAT during the 2018/19 period.

Between the half-yearly and final report improvements were made in the following areas:

- MC4 Participation in the MCH Service increased from 73.4% to 82.31% raising it above the set target of 80%
- FS2 Food Safety assessments rose from 44.7% to 100%
- FS4 Critical and major non-compliance outcome notifications increased from 93.3% to 100%
- G3 Councillor attendance at Council Meetings rose from 92.9% to 96.94% and exceeding the set target of 95%
- C1 Expenses per head of municipal population decreased from \$1,773.80 to \$1,655.84 slightly below the set target of \$1,700.00
- O2 Loans and Borrowings as a percentage of rates reduced from 55.3% to 33.36% against a target of 37%.
- O4 Non-current liabilities as a percentage of own source revenue reduced from 49.6% in Quarter 2 to 12.05% in Quarter 4 against a target of 35%.

Areas that changed from being above target to below target are as follows:

- E3 Percentage of staff turnover rose from 7.4% at end of Quarter 2 to 22.43% by the end of Quarter 4. The target was set at 13%.
- L1 Current assets as a percentage of current liabilities changed from 211.6% to 170.06% against a target of 188%. A loan previously taken up matures in November 2019 and therefore was reclassified from non-current to current liability which has impacted on this ratio.
- R1 Sealed local road requests per 100km of sealed local roads increased from 11.9 to 28.9, well above the target of 12.4. It is suggested that the increase is due to the improved effectiveness in reporting requests.

The final report data for 2018/19 was also uploaded to the Know Your Council Website which allows Council to track their progress against similar and all Councils in Victoria for the same period. These comparative results are shown in Attachment 2 – Know Your Council Report 18.19.

A new reporting period has now commenced for 19/20 with the first progress report due to the Audit & Risk Committee in February 2020. Targets for this period are currently under review and will also be presented at the February 2020 meeting.

The final progress report for the period 01 July 2018 to 30 June 2019 was provided to the Audit & Risk Committee at their meeting on 12 November 2019 and is now presented for Council's information (Attachment 1

CONSULTATION

Council's performance against LGPRF measures will be presented to a public Council meeting six-monthly and reported in the Golden Plains Shire Council Annual Report.

CONFLICT OF INTEREST

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

CONCLUSION

This report provides information on Council's performance in relation to the LGPRF strategic indicators contained in the Local Government (Performance Reporting) Framework 2014 which provide a transparent reporting mechanism to the community in relation to Council's performance.

7.13 AUDIT & RISK COMMITTEE REPORT - 12 NOVEMBER 2019**File Number:****Author:** Philippa O'Sullivan, Director Corporate Services**Authoriser:** Philippa O'Sullivan, Director Corporate Services**Attachments:** 1. **Audit and Risk Committee Minutes 12.11.19 (under separate cover)****RECOMMENDATION**

That Council receive the Audit & Risk Committee report from the meeting of 12 November 2019.

EXECUTIVE SUMMARY

This report is being submitted to Council to provide a summary of business considered at the 12 November 2019 meeting of the Audit & Risk Committee.

BACKGROUND

The Audit & Risk Committee (the Committee) is an independent advisory committee to Council. The primary objective of the Committee is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the organisation's ethical development

POLICY CONTEXT

To remain compliant with Section 139 of Local Government Act 1989, the Audit and Risk Committee has been established to assist Council in fulfilling its responsibilities relating to risk management, financial management and control and reporting.

DISCUSSION

Attendees at the Committee meeting were as follows:

Councillors:

Cr Owen Sharkey

Independent Members:

Mr Andrew Pearce

Mr Joe Adamski

Mr Phil Delahunty

Officers:

Eric Braslis, Chief Executive Officer

Philippa O'Sullivan, Director Corporate Services

Lisa Letic, Director Community Services

Steven Sagona, Acting Director Planning and Infrastructure

Claire Tehan, People and Culture Manager

Fiona Rae, Finance Manager

David Greaves, Works Manager

Candice Robinson, Governance and Risk Coordinator

Emily Chapman, Governance and Corporate Services Administration Officer

Guests:

John Gavens, Crowe Horwath

Thivya Mahendran, Crowe Horwarh

Justin Gillingham, JLT

Declaration of Conflict of Interest: Nil

The Committee considered the following matters at the meeting:

- External Presentation by Justin Gillingham, JLT
- Audit Committee Action Items
- Publications of Interest
- Outstanding Internal and External Audit Actions
- Local Government Performance Reporting Indicators – Progress Report
- Quarterly Finance Report
- Quarterly OHS Report
- Risk Management Quarter One Report
- Major Projects – Progress Update
- Governance Quarter One Report
- Update on Inspectorate Audit
- Special Report on Corruption Risks associated with Procurement in Local Government – IBAC Report
- Fraud and Corruption Policy Review
- Internal Audits held during the Quarter – Tree Management Update
- Borrowing Policy – Maturity of Loan November Borrowing
- Councillor Entitlements & Reimbursements Policy
- Sale or Exchange of Land Policy

A copy of the minutes have been provided for Council's information in Attachment 1.

CONSULTATION

Nil

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 next meeting of the Committee is scheduled for Tuesday, 11th February 2020.

7.14 QUARTERLY FINANCE REPORT

File Number:**Author:** Fiona Rae, Finance Manager**Authoriser:** Philippa O'Sullivan, Director Corporate Services**Attachments:** 1. Financial Dashboard and Financial Reports (under separate cover)**RECOMMENDATION**

That Council adopts the Budget Report for the 3 months ended 30 September 2019.

EXECUTIVE SUMMARY

As at 30 September 2019, the Income Statement reports total operating revenue of \$26.9m and total operating expenditure of \$10.1m, which results in a year to date surplus of \$16.8m. This is a \$1.8m unfavourable variance to the original budget, and \$0.003k favourable variance to the revised budget.

The Capital Works Statement indicates total capital works expenditure of \$4.0m, which is \$1.1m above the original budget, and \$0.1m above the revised budget.

The Finance Quarterly Report for quarter one was also presented at the 12 November 2019 Audit and Risk Committee meeting whereby the Committee recommended that Council receive and note the report and attachments at the November Council meeting.

BACKGROUND

The content of this report assists Council to gain assurance in relation to financial management of Council's operations and to meet its responsibilities under its Charter. Section 138 of the *Local Government Act 1989* requires a statement, comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date, to be presented to Council at least every three (3) months.

Council has completed three (3) months of the 2019-20 financial year. The attached budget report has been prepared on an operating basis and includes a comparison of actual results for the period to September 2019 to the annual budget adopted by Council for the following financial statements:

- Income Statement
- Balance Sheet
- Statement of Cash Flows
- Statement of Capital Works
- Corporate Summary
- Key Strategic Area Report
- Operational and Capital Grants

POLICY CONTENT

Local Government Act 1989

Local Government Amendment (Fair Go Rates) Act 2015

Local Government (Planning and Reporting) Regulations 2014

Strategic Resource Plan

Annual Budget

DISCUSSION**Budget Report**

The operating result for the period is reporting a surplus of \$16.8m compared to the original budgeted surplus of \$18.6m. This movement of \$1.8m is primarily due to:

- \$500k capital grant funding not yet received for Bannockburn Vic Park Oval Lighting project.
- \$450k capital grant funding received in 2018-19 for Bannockburn Bowls Upgrade and Inverleigh Netball Courts Upgrade projects but budgeted in 2019-20.
- \$519k decrease in monetary contributions and recoupments due to a timing difference of when income is to be received compared to budget.
- \$682k increase in materials and services due to expenditure relating to projects carried forward from 2018-19 and not fully acquitted.
(e.g. Bannockburn parking and traffic management strategy, Bannockburn south west precinct, children’s services small services grant, access and inclusion activities, social Infrastructure and services planning, play space facilities strategy).
- \$323k decrease in employee costs relating to carried forward projects.

The ‘Adjusted Underlying Result’ as at 30 September 2019 which removes any non-recurrent grants used to fund capital expenditure, non-monetary asset contributions and other capital contributions to fund capital expenditure from the result, is a surplus of \$16.4m, compared to a budget of \$16.6m. This formula is prescribed within the *Local Government (Planning and Reporting) Regulations 2014*.

Total expenditure in the Statement of Capital Works is \$4.0m, \$1.1m higher than the original budget of \$2.9m, and \$1.0m higher than the revised budget of \$3.9m.

Capital Projects

Actual versus Budget

The capital program has delivered 137% of the original budget and 102% of the revised budget. Higher capital spend is primarily due to works completed on projects totalling \$6.9M rolled forward into 2019-20 for projects not yet complete. Significant capital projects and amounts rolled forward include:

- Golden Plains Community & Civic Centre \$4.4m
- Bannockburn Heart construction \$1.8m
- Wall Bridge Renewal \$0.5m
- Bridge rehabilitation – Coopers Bridge \$0.5m
- Golden Lake Road Bridge \$0.56m

Delivery of Projects

A number of projects have been completed during the quarter within the allocated budget, as outlined below:

Project	Project Budget \$	Actual Project Cost \$	\$ Variance	% Variance
Tall Tree Road Upgrade	1,415,000	1,401,613	13,387 <i>Favourable</i>	0.9% <i>Favourable</i>
Teesdale-Lethbridge Road Upgrade	827,987	783,067	44,920 <i>Favourable</i>	5.4% <i>Favourable</i>
Local Roads Gravel Resheeting Program	500,000	495,939	4,061 <i>Favourable</i>	0.8% <i>Favourable</i>
2018/19 Local Roads Resealing Program	896,535	891,955	4,580 <i>Favourable</i>	0.5% <i>Favourable</i>

The following projects are on track to be delivered on time in 2019-20.

- Golden Plains Community & Civic Centre \$9.5m
- Bannockburn Heart \$2.3m
- Turtle Bend Upgrade \$0.4m
- Bannockburn Soccer Pitch \$0.48m
- Bannockburn Vic Park Oval Lighting \$0.57m

Contracts approved under delegation

As part of continuous improvement and reporting in relation to procurement activities, contracts that have been awarded between the values of \$200,000 and \$400,000 will be reported. There were no contracts awarded between these values during the quarter.

Contracts Awarded – Contract Value Between \$200,000 - \$400,000			
Project	Approved by:	Awarded To	Contract Value \$
Nil awarded this quarter	CEO	Nil	0

Council officers have been pro-active with earlier planning of projects and allocation of budgets than traditional processes, which has enabled a number of tenders to be issued and awarded well in advance of a normal year. Projects currently out to tender include:

- Inverleigh Netball Court Upgrade (tender evaluation phase)
- Provision of pest plant and pest animal control services (tender evaluation phase)
- Crane Truck Replacement
- Line marking for panel of suppliers
- Rokewood Recreation Reserve Lighting

The table below outlines tenders awarded during the quarter.

Project	Approved by:	Awarded To	Contract Value \$
Coopers Bridge	Council	Ace Infrastructure	1,235,196
Wall Bridge	Council	Begbies Contracting	573,267
Barwon Park Road Bridge	Council	Ace Infrastructure	619,632
Vic Park Sports Lighting	Council	DeAraugo & Lea Electrical Contractors	597,300
Bannockburn Soccer Pitch	Council	Global Turf Project Pty Ltd	416,312
Bulk Fuel	Council	Maxi-Tankers Pty Ltd	310,896 pa

In addition, if there have been any contract variations to contracts valued over \$200,000 greater than 10% but less than 15% they will be reported as part of the continuous improvement process. There were no contract variations of this nature during the quarter.

CONSULTATION

A formal consultation process was 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 content included in this agenda and the attached documents are consistent with the adopted Budget and Strategic Resource Plan after taking to account the movements described above. Officers will continue to monitor variances over the remainder of the year, to ensure Council's operating sustainability is maintained.

7.15 COUNCILLOR ENTITLEMENTS AND REIMBURSEMENT POLICY

File Number:**Author:** Candice Robinson, Corporate Governance & Risk Coordinator**Authoriser:** Philippa O'Sullivan, Director Corporate Services**Attachments:** 1. Councillors Entitlements and Reimbursement Policy (under separate cover)**RECOMMENDATION**

That Council adopts the Councillors Entitlements and Reimbursement Policy as attached.

EXECUTIVE SUMMARY

The Local Government Act 1989 specifies that Council must adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of special committees.

The Councillor Reimbursement Policy was last reviewed and adopted by Council at its meeting held on 28 July 2015.

A review of the Councillor Reimbursement Policy (retitled to Councillor Entitlements and Reimbursement Policy) has been undertaken. Significant changes are proposed to strengthen the policy and ensure consistency with the Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances and Resources and best practice across the sector.

Proposed changes of significance include, but are not limited to:

- clearly defining the resources and support to be provided by Council to Councillors;
- clearly defining eligible expenditure that may be reimbursed to Councillors and members of Special Committees when incurred in the performance of their duties;
- strengthening the procedures and processes to be followed;
- cosmetic changes including re-formatting the policy to bring it into alignment with the approved Policy template.

The policy was endorsed by the Audit and Risk Committee at its 12 November 2019 meeting and is now provided for Council's consideration and adoption.

BACKGROUND

The policy has been developed to define and guide processes in relation to Councillor entitlements and reimbursement. The policy also applies to members of special committees.

The Councillor Reimbursement Policy was last reviewed and adopted by Council at its meeting held on 28 July 2015. A review of the Councillor Reimbursement Policy (retitled to Councillor Entitlements and Reimbursement Policy). The review additionally supports preparations for the Council elections to be held on October 2020.

The policy is to be read and interpreted in conjunction with the relevant sections from the *Local Government Act 1989* and the Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances and Resources (April 2008).

POLICY CONTEXT**Legislation**

The Local Government Act 1989

Strategic Documents

Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances and Resources (April 2008)

DISCUSSION

The current policy adopted in July 2015 is unsatisfactory, in its entirety it states that:

'POLICY

1. *Council will reimburse each Councillor for expenses if the Councillor:*
 - *applies in writing to the Council for reimbursement of expenses using the appropriate reimbursement form; and*
 - *establishes in the application to Council that the expenses were reasonable bona fide Councillor out-of-pocket expenses incurred while performing duties as a Councillor.*
2. *The types of expenses eligible for reimbursement are:*
 - *approved conference and meeting related expenses including accommodation;*
 - *travel (including public transport costs and parking);*
 - *phone (relevant call costs);*
 - *internet; and*
 - *printing and stationery supplies.*
3. *Councillors will forward the claim form to the Council Support Officer for verification.'*

The current policy required significant changes and revisions to:

- clearly define the recourses and support to be provided by Council to Councillors;
- clearly define eligible expenditure that may be reimbursed to Councillors and members of Special Committees when incurred in the performance of their duties;
- generally strengthen the policy overall;
- provide greater clarity overall;
- improve governance processes and practices;
- ensure consistency with the Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances and Resources;
- ensure consistency with best practice across the sector; and
- ensure alignment with the approved Policy template.

The policy was endorsed by the Audit and Risk Committee at its 12 November 2019 meeting and is now provided for Council's consideration and adoption. In addition, the Committee recommended that Council consider publishing the Quarterly Councillor Expenses summary on its website so that it could be easily accessible to the public. The Committee did note that the current quarterly Councillor expenditure report is publically available via the Council agenda, however for additional transparency the summary be published separately.

CONSULTATION

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

All Councillors and Members of Special Committees will be informed of the application of this policy as 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 Councillor Reimbursement Policy was last reviewed and adopted by Council at its meeting held on 28 July 2015. A review of the policy (retitled to Councillor Entitlements and Reimbursement Policy) has been undertaken and significant changes are now recommended. The policy was endorsed by the Audit and Risk Committee at its 12 November 2019 meeting and is now provided for Council's consideration and adoption.

7.16 GIFTS, BENEFITS AND HOSPITALITY POLICY

File Number:**Author:** Candice Robinson, Corporate Governance & Risk Coordinator**Authoriser:** Philippa O'Sullivan, Director Corporate Services**Attachments:** 1. Gifts, Benefits and Hospitality Policy (under separate cover)**RECOMMENDATION**

That Council adopt the Gifts, Benefits and Hospitality Policy as attached.

EXECUTIVE SUMMARY

Each public sector organisation is required to develop and implement a gifts, benefits and hospitality framework and policy.

A review of the Golden Plains Shire Council gifts, benefits and hospitality framework and policy has recently been undertaken.

The review encouraged the current Policy to be re-modelled in accordance with the Victorian Public Sector Commission's (VPSC) Gifts, Benefits and Hospitality – Policy Guide and the Department of Environment, Land, Water and Planning (DELWP) Gifts, Benefits and Hospitality – Model Policy.

Whilst it is not mandated for councils to adopt the DELWP model policy, Council has an opportunity to adopt a policy that is in line with contemporary public sector best practice guidelines and community expectations of public officials.

Currently Council's framework encompasses an Organisational Policy applicable only to staff and separate provisions for the Mayor and Councillors in the Councillor Code of Conduct. It is now recommended that Council adopt a clear position in relation to the acceptance and provision of gifts benefits and hospitality and a Council Policy document that is applicable to both Councillors and staff.

Proposed changes of significance include, but are not limited to:

- clearly defining the types of gifts, benefits and hospitality;
- increasing declaration requirements;
- changes to the provision of catering and alcohol, specifically, no alcohol to be purchased with Council funds at internal events and prescribed limits for external events; and
- publish a public version of the gifts, benefits and hospitality register on Council's website.

The draft Gifts, Benefits and Hospitality Policy was presented to Audit and Risk Committee at its 10 September 2019 meeting. The committee recommended that following presentation to the Staff Consultative Committee in early November 2019 that Council consider and adopt the policy at its 26 November 2019 Council meeting.

BACKGROUND

The way organisations respond to offers of gifts, benefits and hospitality is critical to good governance, transparency and earning and sustaining the trust of the community and key stakeholders.

Each public sector organisation is required to develop and implement a gifts, benefits and hospitality policy.

The VPSC publishes tools and resources to help agencies implement a suitable gifts, benefits and hospitality framework. These include a policy guide, model declaration form and register. The VPSC framework recognises that policies can include one of two approaches, either:

- a total ban on the acceptance of gifts, benefits and hospitality; or
- acceptance of gifts within an approved framework.

In addition to the VPSC tools and resources, DELWP have issued a Gifts, Benefits and Hospitality – Model Policy to support the VPSC’s second approach of acceptance of gifts within an approved framework. These resources, along with other supporting information, can be accessed on DELWPs website: <https://www2.delwp.vic.gov.au/boards-and-governance/gifts,-benefits-and-hospitality>.

Whilst it is not mandated for councils to adopt the DELWP model policy, Council has an opportunity to adopt a policy that is in line with contemporary public sector best practice guidelines and community expectations of public officials.

Currently Council’s framework encompasses an Organisational Policy applicable only to staff and separate provisions for the Mayor and Councillors in the Councillor Code of Conduct. It is now recommended that Council adopt a clear position in relation to the acceptance and provision of gifts benefits and hospitality and a Council Policy document that is applicable to both Councillors and staff.

POLICY CONTEXT

Strategic Documents, Policies or Procedures

- Code of Conduct for Employees
- Code of Conduct for Councillors
- DELWP Gifts, Benefits and Hospitality – Model Policy (July 2019)
- Minimum accountabilities for the management of gifts, benefits and hospitality
- Victorian Auditor-General’s Report – Implementing the Gifts, Benefits and Hospitality Framework
- VPSC Gifts, Benefits and Hospitality – Policy Guide (June 2018)

Legislation

- *The Local Government Act 1989*
- *Independent Broad-based Anti-corruption Commission (IBAC) Act 2011*

DISCUSSION

The policy has been developed in accordance with:

- the VPSC Gifts, Benefits and Hospitality – Policy Guide (June 2018); and
- the DELWP Gifts, Benefits and Hospitality – Model Policy (July 2019).

It is recommended that Council adopt an approach of acceptance of gifts within an approved framework.

The purpose of the Policy is to clearly state Council’s position on:

- responding to offers of gifts, benefits and hospitality;
- providing gifts, benefits and hospitality; and
- support individuals within Council to avoid conflicts of interest and maintain high levels of integrity and public trust.

The review has incorporated a significant rewrite from the previous methodology and policy.

The changes of major significance compared to current practice, are detailed in Table 1.

Table 1: Significant changes compared to current practice

Topic	Current Practice	Proposed Change
Structure of Policy	Organisational Policy applicable only to staff. Separate provisions related to the Mayor and Councillors in the Councillor Code of Conduct.	Adopt a strategic position and Council Policy document applicable to both Councillors and staff.
Types	Types of gifts, benefits and hospitality not defined.	Gifts, benefits and hospitality defined as either: <ul style="list-style-type: none"> • Token Offers (\$50 or less); or • Non token Offers (more than \$50)
Declaration	Only required where valued at \$500 or more over a five year period.	No declaration for token offers (\$50 or less), subject to provisions included in the Policy. Declaration required for non-token offers (more than \$50).
Provision of Alcohol	Alcohol purchased with Council funds and provided at internal and external events.	No alcohol purchased with Council funds at internal events. Councillors and staff may purchase alcohol if they choose and where appropriate. Alcohol may be purchased with Council funds to serve at external guests based on criteria, including, no more than two standard drinks.
Register	Internal gifts, benefits and hospitality register maintained.	In addition to the internal register, maintain a public register and make the public register available on Council's website.

The draft Gifts, Benefits and Hospitality Policy was presented to Audit and Risk Committee at its 10 September 2019 meeting. The committee recommended that following presentation to the Staff Consultative Committee in early November 2019 that Council consider and adopt the policy at its 26 November 2019 Council meeting.

CONSULTATION

Councillors and the Senior Management Team were initially consulted to establish an agreed outcome of the policy review.

The Policy was presented to the Staff Consultative Committee Meeting in November 2019.

CONFLICT OF INTEREST

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

CONCLUSION

A review of the Gifts, Benefits and Hospitality Policy has been undertaken. The new policy has been prepared in accordance with the Victorian Public Sector's guide and model policy. The policy was presented to Audit and Risk Committee at its 10 September 2019 meeting and is now provided for Council's consideration and adoption.

7.17 SALE OR EXCHANGE OF COUNCIL LAND POLICY

File Number:**Author:** Candice Robinson, Corporate Governance & Risk Coordinator**Authoriser:** Philippa O'Sullivan, Director Corporate Services**Attachments:** 1. Sale or Exchange of Council Land Policy (under separate cover)**RECOMMENDATION.**

That Council adopts the Sale or Exchange of Council Land Policy as attached.

EXECUTIVE SUMMARY

The Local Government Inspectorate Golden Plains Shire Council Examination Report (February 2019) recommended that Council develop a Sale of Land Policy.

A Sale or Exchange of Council Land Policy has been now developed with reference being made to the Local Government Best Practice Guideline for the Sale, Exchange & Transfer of Land (June 2009). In development of the policy, benchmarking against other Council policies was undertaken.

The policy was endorsed by the Audit and Risk Committee at its 12 November 2019 meeting and is now provided for Council's consideration and adoption.

BACKGROUND

The development of a policy in relation to the sale of Council-owned land was an agreed action as part the Local Government Inspectorate Golden Plains Shire Council Examination Report (February 2019).

The new Sale or Exchange of Council Land Policy will assist officers by providing a clear and transparent process regarding the sale or exchange of Council land. Further, it will assist officers to determine if land will be considered as surplus prior to presenting a report to Council.

POLICY CONTEXT***Legislation***

The Local Government Act 1989

Strategic Documents

Department of Planning and Community Development - Local Government Best Practice Guidelines for the Sale, Exchange or Transfer of Land (June 2009)

DISCUSSION

The new Sale or Exchange of Council Land Policy will ensue that:

- There is clear direction from Council in relation to its position on the sale or exchange of Council-owned land;
- The sale of Council-owned land will be subject to a fair and transparent process.
- That all sales of land assets will be consistent with Council's economic, social and environmental objectives;
- Adherence to legislation and other obligations;
- Adequate consultation with all affected stakeholders and relevant sections of the community will occur;
- The sale of land will be undertaken with the intention of securing the best possible financial and/or other outcomes for the community;

- There is a fair and equitable process in place; and
- That appropriate levels of commercial confidentiality are maintained.

This policy is to be read in conjunction with the State Government Department of Planning and Community Development Local Government Best Practice Guidelines for the Sale, Exchange or Transfer of Land.

The policy was endorsed by the Audit and Risk Committee at its 12 November 2019 meeting and is now provided for Council's consideration and adoption.

CONSULTATION

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

Responsible officers will be informed of the application of this 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

As a result of the Local Government Inspectorate Golden Plains Shire Council Examination Report (February 2019), a Sale or Exchange of Council Land Policy has been developed. The policy was endorsed by the Audit and Risk Committee at its 12 November 2019 meeting and is now provided for Council's consideration and adoption.

7.18 PROPERTY USE AGREEMENTS POLICY

File Number:**Author:** Candice Robinson, Corporate Governance & Risk Coordinator**Authoriser:** Philippa O'Sullivan, Director Corporate Services**Attachments:** 1. Property Use Agreements Policy (under separate cover)**RECOMMENDATION**

That Council adopts the Property Use Agreements Policy (previously titled Council Properties & Council Managed Crown Land: Usage Agreements with Committees and Incorporated Entities Policy) as attached.

EXECUTIVE SUMMARY

The Council Properties and Council Managed Crown Land: Usage Agreements with Committees & Incorporated Entities Policy was last reviewed and adopted by Council at its meeting held on 24 November 2015.

A review of the policy (retitled to Property Use Agreements Policy) has been undertaken. Proposed changes of significance include, but are not limited to:

- clearly defining the types of agreements, fees and conditions of agreements;
- clearly defining obligations, maintenance responsibilities and outgoings;
- stating insurance requirements (building contents and public liability);
- clarifying that no alteration or additions are to be made to property without consent;
- providing procedures and processes for consultation and notification; and
- cosmetic changes including re-formatting the policy to bring it into alignment with the approved Policy template.

The policy is provided for Council's consideration and adoption (Attachment 1).

BACKGROUND

The Council Properties and Council Managed Crown Land: Usage Agreements with Committees & Incorporated Entities Policy was last reviewed and adopted by Council at its meeting held on 24 November 2015.

The policy is in place to determine the nature of agreements that will be entered into for use of Council land or property. The policy applies to land and properties that Council owns or has the delegated authority to manage.

A review of the policy (retitled to Property Use Agreements Policy) has been undertaken. Changes have been identified as means to further strengthen the policy and provide clarity of its application. Those changes are explained in detail in the report.

POLICY CONTEXT***Legislation***

The Local Government Act 1989

Strategic Documents

Council Plan 2017-2021

DISCUSSION

The current policy adopted in November 2015 provides a brief and high-level overview of the nature of agreements that will be entered into for use of Council land and property. A number of changes are recommended to further strengthen the policy and provide clarity of its application. Proposed changes of significance include, but are not limited to:

- clearly defining the types of agreements, fees and conditions of agreements;
- clearly defining obligations, maintenance responsibilities and outgoings;
- stating insurance requirements (building contents and public liability);
- clarifying that no alteration or additions are to be made to property without consent;
- providing procedures and processes for consultation and notification; and
- cosmetic changes including re-formatting the policy to bring it into alignment with the approved Policy template.

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

CONSULTATION

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

All Councillors and Members of Special Committees will be informed of the application of this policy as 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 Council Properties and Council Managed Crown Land: Usage Agreements with Committees and Incorporated Entities Policy was last reviewed and adopted by Council at its meeting held on 24 November 2015. A review of the policy (retitled Property Use Agreements Policy) has been undertaken and changes are recommended. The policy is provided for Council's consideration and adoption.

7.19 FRAUD AND CORRUPTION POLICY REVIEW

File Number:**Author:** Fiona Rae, Finance Manager**Authoriser:** Philippa O'Sullivan, Director Corporate Services**Attachments:** 1. Fraud and Corruption Control Policy (under separate cover)**RECOMMENDATION**

That Council:

1. Note the revised Fraud and Corruption Control Policy.
 2. Acknowledge the Fraud and Corruption Control Policy is now in accord with the Independent Broad Based Anti-Corruption Commission (IBAC) requirements.
 3. Adopt the revised Fraud and Corruption Control Policy as attached.
-

EXECUTIVE SUMMARY

The Fraud and Corruption Control Policy has been revised and incorporates the requirement to report to the Independent Broad Based Anti-Corruption Commission (IBAC).

The Policy was also presented at the 12 November 2019 Audit and Risk Committee whereby it was noted and recommended to be adopted by Council at the November Council meeting.

BACKGROUND

Policies are required to be reviewed regularly and should be updated when compliance or reporting requirements change.

The Fraud and Corruption Control Policy outlines responsibilities of the Chief Executive Officer, Corporate Services Director, Directors, Managers, employees and volunteers. Fraud prevention strategies are outlined together with responsibilities for compliance, monitoring and review.

IBAC are required to be notified of any matter which there is suspicion that corrupt conduct has occurred or is occurring.

POLICY CONTEXT

Local Government Act 1989

Local Government (Planning and Reporting) Regulations 2014

DISCUSSION

A key strategy in managing the risk of fraud and corruption is the implementation and maintenance of a sound ethical culture. Golden Plains Shire Council (GPSC) aims to ensure that it has a healthy and sustainable ethical culture.

The Fraud and Corruption Control Policy applies strategies to prevent, detect and deal fairly with matters pertaining to fraud which integrate the activity of management, staff and volunteers across all activities at Golden Plains Shire Council. The policy includes provision for an individual to take action under the terms of the industrial provisions prevailing at that time or the Protected Disclosures Procedures of GPSC.

The requirement to report any suspected corrupt conduct to IBAC is also included in the revised Fraud Control Policy.

As part of the revised Fraud and Corruption policy, Council will also conduct training sessions to staff to ensure they are across the key aspects of the policy and the ways to identify and report on fraudulent or corrupt behaviours.

CONSULTATION

A formal consultation process was 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

Policies are required to be reviewed on a regular basis. The Fraud and Corruption Control Policy has been reviewed to ensure it reflects current requirements and processes.

The requirement to report any suspected corrupt conduct to IBAC has been incorporated into the revised Fraud and Corruption Control Policy.

7.20 PROVISION OF PEST PLANT AND ANIMAL CONTROL SERVICES - CONTRACT GPSC-RTF-18-2019 - AWARDING OF TENDER

File Number:

Author: David Collins, Environment & Sustainability Team Leader

Authoriser: Steven Sagona, Acting Director Planning & Infrastructure

Attachments: Nil

RECOMMENDATION

That Council:

1. Award the Contract GPSC-RFT-18-2019 for the Provision of Pest Plant and Pest Animal Control Services to the following companies as part of the Panel of Suppliers;
 - (a) Allwright Ag and Pest Contracting
 - (b) Barongarook Weed & Pest Control Pty Ltd
 - (c) Goldfields Weed Management
 - (d) Rabbit Busters
 - (e) Stephen Guy
 2. Award this Contract for the tendered Schedule of Rates for the initial Contract term 3 years with 1 further term of up to 2 years option to extend.
-

EXECUTIVE SUMMARY

Golden Plains Shire Council is looking to form a panel of suppliers to undertake pest plant and animal management works on Council owned and managed land. Following a competitive tender process, Council officers evaluated and assessed the eight tenders received and now recommend the awarding of contract to five of the tenderers.

BACKGROUND

Golden Plains Shire is responsible for the management of pest plants and pest animals on Council owned and managed land including Council managed roadsides. To manage these pest species, Council has previously sought individual quotations or multiple quotations (dependent on the scale of the required works) from specialised contractors. In order to reduce administrative burden for both Council and contractors, a panel of suppliers with three-year contracts (plus two x 12 month options to extend) is recommended.

Evaluation process

Eight tenders were received and checked to ensure compliance with all mandatory criteria.

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 Evaluation Panel Report is attached to Council Report in confidence and is designated as confidential by the Chief Executive Officer pursuant to section 77(2)(c) and section 89(2)(d) of the Local Government Act 1989.

Each compliant submission was reviewed and evaluated against the following criteria:

Mandatory Criteria	Pass/Fail
Insurances 1. Public & Product Liability (minimum \$20,000,000) 2. Workers Compensation (as legislated) 3. Motor vehicle (as legislated)	Pass/Fail
Policies and Permit/License 1. Risk Management Policy and OH&S Policy 2. Australian Chemical Users Permit 3. Commercial Operators License	
Environmental Policy & Management System	Desirable
Weighted Criteria	Weighting
Details of the contractor's relevant experience and examples of projects undertaken of a similar nature	30%
Outline of plant equipment, staff and capacity to undertake works	30%
Details of current pricing (hourly and/or daily rate)	30%
<ul style="list-style-type: none"> Geographical Location 	10%
Total	100%

Evaluation Outcome

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

Supplier Name	Total Score
Goldfields Weed Management	94.3
Barongarook Weed & Pest Control Pty Ltd	91.0
Stephen Guy	89.8
Allwright Ag and Pest Contracting	86.64
Rabbit Busters	83.6
Tender F	78.8
Tender G	77.6
Tender H	74.1

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

Awarding of contracts to the five preferred suppliers will assist Council in the management of pest plant and animal management works on Council owned and managed land, while ensuring good procurement practice and value for money.

7.21 MAYORAL & COUNCILLOR ALLOWANCES - ANNUAL ADJUSTMENT**File Number:****Author:** Candice Robinson, Corporate Governance & Risk Coordinator**Authoriser:** Philippa O'Sullivan, Director Corporate Services**Attachments:** 1. LGV Bulletin - Councillor Allowances**RECOMMENDATION**

That Council note the notification from Local Government Victoria, announcing a 2.0% increase in the Mayoral and Councillor allowances from 1 December 2019.

EXECUTIVE SUMMARY

The Minister for Local Government annually reviews the limits of the Mayoral and Councillor Allowances and makes a determination. The Minister has announced a 2.0% increase in the Mayoral and Councillor allowances to apply from 1 December 2019.

In accordance with the Council resolution of 26 March 2019, the 2.0% increase will also be applied to the Audit and Risk Committee independent member allowances.

BACKGROUND

The announced increase is to apply to allowances in accordance with section 73B(5) of the *Local Government Act 1989* and has been published in the *Victorian Government Gazette*.

Councils have no discretion to refuse to apply the adjustment and a Council resolution is not required for the increase to be effective. Council cannot decide to apply only part of the increase or to set new allowance amounts.

At its meeting held on 26 March 2019 Council resolved to:

'Authorise the Chief Executive Officer to apply annual increases to the Audit and Risk Committee independent member allowances equivalent to the percentage rate prescribed by the Minister for Local Government for Mayoral and Councillor Allowances under section 73B of the Local Government Act 1989.'

In accordance with that resolution, the 2.0% increase will also be applied to the Audit and Risk Committee independent member allowances.

POLICY CONTEXT

The Local Government Act 1989

DISCUSSION

The Minister for Local Government, the Hon Adem Somyurek MP, has reviewed the limits and ranges of the current mayoral and councillor allowances, and has determined that these allowances be increased by an adjustment factor of 2.0% from 1 December 2019.

Councils must therefore increase their current mayoral and councillor allowances by 2.0% from 1 December 2019, in accordance with section 73B(5) of the *Local Government Act 1989*.

This adjustment, including the adjusted ranges and limits for each of the three council categories, was published by notice in the Victoria Government Gazette S459 on 13 November 2019 available online at www.gazette.vic.gov.au.

Councils have no discretion in applying this adjustment to allowances. Also, a council cannot subsequently decide to apply only part of the increased adjusted amount or set new amounts altogether.

Whilst a council resolution is not required to apply the new allowance amounts this report is provided to Councillors for their information and noting.

In accordance with the Council resolution of 26 March 2019, the 2.0% increase will also be applied to the Audit and Risk Committee independent member allowances.

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 Minister for Local Government announces an annual adjustment to the Mayoral and Councillor Allowances. The Minister has announced a 2.0% increase in the Mayoral and Councillor allowances to apply from 1 December 2019. This report is provided for information and noting.

**BULLETIN: 29/2019****MAYORAL & COUNCILLOR ALLOWANCES – ANNUAL ADJUSTMENT**

The Minister for Local Government, the Hon Adem Somyurek MP, has reviewed the limits and ranges of the current mayoral and councillor allowances, and has determined under section 73B of the *Local Government Act 1989* that these allowances be increased by an adjustment factor of **2.0%** from **1 December 2019**.

Councils must therefore increase their current mayoral and councillor allowances by 2.0% from 1 December 2019, in accordance with section 73B(5) of the Local Government Act.

This adjustment, including the adjusted ranges and limits for each of the three council categories, was published by notice in the *Victoria Government Gazette* S459 on 13 November 2019 (available online at: www.gazette.vic.gov.au).

The following also apply to allowances:

- The amount equivalent to the superannuation guarantee under Commonwealth taxation legislation (currently 9.5 per cent) is payable in addition to these amounts.
- Allowance payments must not exceed more than one month in advance
- Mayors and councillors are entitled to receive a 'remote area travel allowance' of \$40 per day in certain circumstances, up to a maximum of \$5,000 per annum.

It should be noted that councils have no discretion in applying this adjustment to allowances. A council resolution is not required to apply the new allowance amounts. Also, a council cannot subsequently decide to apply only part of the increased adjusted amount or set new amounts altogether.



7.22 COUNCIL DELEGATES 2019/20**File Number:****Author:** Sharon Naylor, Executive Assistant - Chief Executive Officer**Authoriser:** Eric Braslis, CEO**Attachments:** Nil**RECOMMENDATION**

That Council appoints Councillor Rowe to the Audit and Risk Committee for the remainder of the 2019/20 term.

EXECUTIVE SUMMARY

As a result of Councillor Evans resignation from the Audit and Risk Committee, Council must appoint another Councillor to the Committee.

BACKGROUND

Council at its Special meeting of 6 November resolved to appoint Councillors to various committees. Since the adoption Cr Evans has advised that he does not wish to take on Audit and Risk Committee role, therefore Council must reappoint other Councillor.

POLICY CONTENT

Local Government Act 1989

DISCUSSION

As elected representatives, the Golden Plains community expects its Council to be represented on relevant internal and external organisations and committees. Councillors have an obligation to represent the community and must be cognisant in being actively engaged in such appointments. Council is invited to appoint representatives to the list of committees as it did at a Special meeting in November. Some of the committees are mandatory, others voluntary and some are of special interest.

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 to determine its representatives on a number of internal and external committees for 2019/20.

8 NOTICES OF MOTION

Nil

9 PETITIONS

Nil

10 CONFIDENTIAL REPORTS FOR DECISION

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 89(2) of the Local Government Act 1989:

10.1 Bannockburn Children's Service Long Day Care - Service Review

This matter is considered to be confidential under Section 89(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with industrial matters.
