AGENDA

FOR THE ORDINARY MEETING OF COUNCIL
TO BE HELD ON
TUESDAY 16 JULY 019
COMMENCING AT 6.30 PM IN THE
COUNCIL CHAMBER,
MOUNT ALEXANDER SHIRE CIVIC CENTRE
CORNER LYTTLETON AND LLOYD STREETS, CASTLEMAINE.
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10. **DELEGATES REPORTS**  
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**SEPARATE ATTACHMENTS:**  
Confidential Attachment PLA 06A: Petition – Newstead Memorial Park upgrade, October 2018.  
Confidential Attachment PLA 07A: Petition – Completion of Planned Road Barrier, Penhallurick Street Campbells Creek, June 2019.
ACKNOWLEDGEMENT OF COUNTRY

To start the official proceedings
I would like to acknowledge that we are meeting on Jaara country
of which the members and elders of the Jaara Jaara community and their
forebears have been custodians for many centuries
and have performed age old ceremonies of celebration, initiation and renewal.
We acknowledge their living culture and their unique role in the life of this region.

Council meetings are audio and video recorded and
are made available to the public via electronic media including YouTube.

1. PRESENT

2. APOLOGIES

3. DECLARATIONS OF INTEREST/CONFLICTS OF INTEREST

4. MINUTES

4.1. ORDINARY MEETING OF COUNCIL – 12 JUNE 2019

The unconfirmed minutes of the Ordinary Meeting of the Mount Alexander Shire Council
held at 6.30 pm on 12 June 2019 at the Mount Alexander Shire Civic Centre have been
circulated to Councillors.

The unconfirmed minutes have also been posted on the Mount Alexander Shire Council
website, pending confirmation at this meeting.

RECOMMENDATION

That the Minutes of the Ordinary Meeting of the Mount Alexander Shire Council
held on 12 June 2019 be confirmed.
5. **PUBLIC QUESTION TIME**

The Mayor would like to acknowledge the achievements of Emilia Vellacott, who is aged 15 and a member of Council’s Youth Advisory Group.

Emilia was accepted onto the UN Youth Australia’s tour to New Zealand to participate in the ‘UN Youth New Zealand Model UN Competition’. She was one of only 10 young Australians to be accepted onto the program. The tour ran from 3 – 8 July 2019.

UN Youth Australia is a national youth-led organisation that aims to educate and empower young Australians on global issues. The theme for this year’s tour was Undivided, with key areas surrounding diplomatic issues and complex relationships about the world explored.

6. **PETITIONS AND JOINT LETTERS**

Council received a petition on 28 May 2019 from residents with 128 signatures, requesting that Council and the Victorian Roads Board reduce the speed limit on the Elphinstone to Bendigo between Smiths Lane and Greys Road and between Smiths Road and the cross roads on the Faraday to Sutton Grange Road.

**RECOMMENDATION:**

That Council receive a report on this petition at the Ordinary Meeting of Council on 17 September 2019, due to the level of investigation required to respond to the request.

Council received a petition on 3 June 2019 from residents with 62 signatures, requesting that Council support for the proposal for a pump track / bicycle circuit track in Taradale.

**RECOMMENDATION:**

That Council receive a report on this petition at the Ordinary Meeting of Council on 15 October 2019, due to the level of investigation required to respond to the request.

Council has received a petition on 5 June 2019 from residents of Penhallurick Street, Castlemaine with 7 signatures requesting that Council complete the planned road bollards that had been agreed to as part of the Penhallurick housing estate development.

**RECOMMENDATION:**

That Council receive a report on this petition at Item PLA 07 of this Agenda.
Council received a petition on 12 June 2019 from residents with 35 signatures, opposing the Council proposal to seal Butterworth Streets (between Reckleben and Brown Streets), Brown Street (between Butterworth and Farnsworth Streets) and Farnsworth Streets (between Brown and Ray Streets).

RECOMMENDATION:

That Council receive a report on this petition at the Ordinary Meeting of Council on 17 September 2019, due to the level of investigation required to respond to the request.

7. COMMITTEE REPORTS

NO REPORTS
8. ASSEMBLIES OF COUNCILLORS

Responsible Director: Chief Executive Officer
Responsible Officer: Principal Governance Officer

Executive Summary

The purpose of this report is to provide the record of any assemblies of Councillors, held since the last Council Meeting, so they may be incorporated into the Minutes as required under the Local Government Act 1989 (the Act).

The Act defines an assembly of councillors as a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be:

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

The definition does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation.

The Act requires that the CEO must ensure that a written record of an assembly of councillors is kept and that it 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; and
4. Whether a Councillor who has disclosed a conflict of interest leaves the assembly.

The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable:

1. Reported at an ordinary meeting of the Council; and
2. Incorporated in the minutes of that Council meeting.

RECOMMENDATION

That Council notes the records for the Assemblies of Councillors, as required under the Local Government Act 1989.
## ASSEMBLY DETAILS

<table>
<thead>
<tr>
<th>Date</th>
<th>28 May 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>2.00 pm to 5.18 pm</td>
</tr>
<tr>
<td>Location</td>
<td>Council Chamber, Civic Centre, Cnr Lloyd and Lyttleton Streets, Castlemaine</td>
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## ATTENDANCE

<table>
<thead>
<tr>
<th>Councillors:</th>
<th>Tony Cordy, Stephen Gardner, Christine Henderson, Max Lesser, Bronwen Machin, John Nieman and Dave Petrusma.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officers:</td>
<td>Chief Executive Officer (Darren Fuzzard), Director Corporate and Community Services (Lisa Knight), Director Infrastructure and Development (Phil Josipovic), Principal Governance Officer (John Taylor), Healthy Heart Broker (Simone Hooppell, Item 5.1), Executive Manager Corporate Services (Carolyn Ross, Item 5.2) and Executive Manager Organisational Capability (Jude Holt, Items 5.3 - 5.4).</td>
</tr>
<tr>
<td>Visitors:</td>
<td>N/A</td>
</tr>
<tr>
<td>Apologies:</td>
<td>N/A</td>
</tr>
</tbody>
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## MATTERS DISCUSSED

1. Healthy Heart of Victoria – Active Living Census - Verbal presentation.
3. Audit and Risk Advisory Committee Meeting – March 2019.
5. DCCS – Resources.
9. Councillor Henderson- Albert Street, Chewton.
13. DCCS – Aged Care Royal Commission.
14. DCCS – Campaspe Shire.
15. DCCS – Shire Safety Strategy.
16. DID – Baringhup Solar Farm.
18. DID – Victory Park.
19. DID – New Vicroads Signs.
20. CEO – New State Budget.
CONFLICT OF INTEREST DISCLOSURES

<table>
<thead>
<tr>
<th>Matter No.</th>
<th>Councillor / Officer name and description of interest</th>
<th>Councillor / Officer left the meeting</th>
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<tr>
<td>N/A</td>
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ASSEMBLY OF COUNCILLORS RECORD

COUNCILLOR BRIEFING SESSION NOTES

ASSEMBLY DETAILS
Date: 28 May 2019
Time: 5.40 pm to 6.40 pm
Location: Council Chamber, Civic Centre, Cnr Lloyd and Lyttleton Streets, Castlemaine

ATTENDANCE
Councillors: Tony Cordy, Stephen Gardner, Christine Henderson, Max Lesser, Bronwen Machin, John Nieman and Dave Petrusma.
Officers: Chief Executive Officer (Darren Fuzzard).
Visitors: Nil.
Apologies: Nil.

MATTERS DISCUSSED
1. Councillor Workshop.
2. Handling Conflicts Of Interest in Council Reports.
4. Fraud Management.
5. Performance Plan Progress Update.

CONFLICT OF INTEREST DISCLOSURES

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<tr>
<td>N/A</td>
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</table>
ASSEMBLY OF COUNCILLORS RECORD
COUNCILLOR BRIEFING SESSION NOTES

ASSEMBLY DETAILS
Date: 04 June 2019
Time 2.00 pm to 6.19 pm
Location Council Chamber, Civic Centre, Cnr Lloyd and Lyttleton Streets, Castlemaine

ATTENDANCE
Councillors: Tony Cordy, Stephen Gardner, Christine Henderson, Max Lesser, Bronwen Machin, John Nieman, Dave Petrusma.
Officers: Chief Executive Officer (Darren Fuzzard), Director Corporate and Community Services (Lisa Knight), Director Infrastructure and Development (Phil Josipovic), Principal Governance Officer (John Taylor), Manager Development Services (Shannon Meadows, Items 5.1-5.4), Coordinator Statutory Planning (Louise Johnston, Items 5.1-5.4), Town Planner (Daniel Spark, Items 5.1-5.4), Subdivision Officer (Michelle Hutchings, Items 5.1-5.4), Executive Manager Business Performance (Carolyn Ross, Item 5.5), Climate Change Coordinator (Melanie Marshall, Item 5.6), Property Portfolio Coordinator (Lynne Williamson, Item 5.7), Acting Manager Parks, Recreation and Community Facilities (Elizabeth Atkins, Item 5.7).
Visitors: Rob Law Executive Officer, Central Victorian Greenhouse Alliance.
Apologies: Nil.

MATTERS DISCUSSED
1. Planning Permit application 293/2003 at 34 Johnstone Street, Castlemaine - for the use and the development of seven residential units and car park area – extension of time request.
2. Planning Permit application 002/2019 – use and development of two dwellings and road opening, 190 Main Road, Chewton.
3. Planning permit application 234/2018 – use and development of the land for an animal boarding facility (dog hotel/kennels) at 9 East Metcalfe-Langley Road, Langley.
4. Planning Permit application 227/2018 for the use and development of a dwelling at 154 Mia Mia Track, Newstead.
6. Presentation – Introduction to the Local Government Power Purchase Agreement.
7. Investigation of alternative sites for off-lead dog park at Campbells Creek and Wesley Hill.
8. Grading - Butterworth Street Castlemaine.
9. Grazing licence - Back Road, Taradale.
11. Wesley Hill Recreation Reserve and facility.
12. Fryerstown planning matter.
14. Director Corporate and Community Services Update.
15. Director Infrastructure and Development Update.
16. Councillor training.

CONFLICT OF INTEREST DISCLOSURES

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ASSEMBLY OF COUNCILLORS RECORD

COUNCIL MEETING BRIEFING

ASSEMBLY DETAILS

Date:         12 June 2019
Time:         5.30 pm to 6.15 pm
Location:     Council Chamber, Civic Centre, Cnr Lloyd and Lyttleton Streets, Castlemaine

ATTENDANCE

Councillors:  Tony Cordy, Stephen Gardner, Christine Henderson, Max Lesser, Bronwen Machin, John Nieman and Dave Petrusma.
Officers:     Chief Executive Officer (Darren Fuzzard), Director Corporate and Community Services (Lisa Knight), Director Infrastructure and Development (Phil Josipovic) and Governance Support Officer (Augustine Sheppard).
Visitors:     Nil
Apologies:    Nil

MATTERS DISCUSSED

2. Planning Permit application 234/2018 – use and development of the land for an animal boarding facility (dog hotel/kennels) at 9 East Metcalfe-Langley Road, Langley.
3. Planning Permit application 293/2003 at 34 Johnstone Street, Castlemaine - for the use and the development of seven residential units and car park area – extension of
time request.
4. Planning Permit application 002/2019 – use and development of two dwellings and road opening, 190 Main Road, Chewton.
5. Planning Permit application 227/2018 for the use and development of a dwelling at 154 Mia Mia Track Newstead.
10. Audit and Risk Advisory Committee meeting – March 2019.

CONFLICT OF INTEREST DISCLOSURES

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<tr>
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</table>

ASSEMBLY OF COUNCILLORS RECORD
COUNCIL BRIEFING SESSION

ASSEMBLY DETAILS

Date: 25 June 2019
Time 2.00 pm to 6.35 pm
Location Council Chamber, Civic Centre, Cnr Lloyd and Lyttleton Streets, Castlemaine

ATTENDANCE

Councillors: Tony Cordy, Stephen Gardner, Christine Henderson (left at 3.41pm – returned at 4.00pm), Max Lesser, Bronwen Machin, John Nieman and Dave Petrusma.

Officers: Chief Executive Officer (Darren Fuzzard), Director Corporate and Community Services (Lisa Knight), Director Infrastructure and Development (Phil Josipovic), Principal Governance Officer (John Taylor), Executive Manager Business Performance (Carolyn Ross, Item 5.1 and 5.2), Business Solutions Analyst (Katherine Turner, Item 5.2), Acting Manager Parks Recreation and Community Facilities (Elizabeth Atkin, Item 5.3 – 5.5), Property Portfolio Coordinator (Lynne Williamson, Item 5.3), Active Communities Team Leader (Jacquie Phiddian, Items 5.4 and 5.5), executive Manager Infrastructure (Tanya Goddard, Items 5.6 and 5.7), Climate Change Coordinator (Melanie Marshall, Item 5.6), and Waste and Recycling Coordinator (Michael Scott, Item 5.7).
MATTERS DISCUSSED

1. Presentation – Agriculture Victoria – Drought Assistance.
5. Harcourt Play Space Design.
13. Gates on fences at childrens’ play grounds.
14. Use of water on Recreation Reserves.
17. Baringhup Solar Farm Planning Panel.

CONFLICT OF INTEREST DISCLOSURES

<table>
<thead>
<tr>
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<th>Councillor / Officer left the meeting</th>
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</thead>
<tbody>
<tr>
<td>N/A</td>
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<td>N/A</td>
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ASSEMBLY OF COUNCILLORS RECORD

COUNCIL BRIEFING SESSION

ASSEMBLY DETAILS

Date: 25 June 2019
Time 6.35 pm to 6.45 pm
Location Council Chamber, Civic Centre, Cnr Lloyd and Lyttleton Streets, Castlemaine

ATTENDANCE

Councillors: Tony Cordy, Stephen Gardner, Christine Henderson (left at 3.41 pm – returned at 4.00 pm), Max Lesser, Bronwen Machin, John Nieman and Dave Petrusma.
### Officers:
Chief Executive Officer (Darren Fuzzard).

### Visitors:
Nil

### Apologies:
Nil

## MATTERS DISCUSSED
1. CEO Performance Plan.

## CONFLICT OF INTEREST DISCLOSURES

<table>
<thead>
<tr>
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<th>Councillor / Officer name and description of interest</th>
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<tbody>
<tr>
<td>N/A</td>
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<td>N/A</td>
</tr>
</tbody>
</table>
9. OFFICER REPORTS

9.1. OUR PEOPLE (PEO)

PEO 05 ANNUAL PLAN 2019/2020

Responsible Director: Director Corporate and Community Services
Responsible Officer: Executive Manager Corporate Services
Original Document: DOC/19/18448

Executive Summary

Council prepares an Annual Plan each year to monitor progress towards achieving the priorities in the Council Plan 2017-2021. On a quarterly basis, Council is provided with a report on the achievement of actions in the Annual Plan.


RECOMMENDATION

Context

The purpose of this report is for Council to adopt the Annual Plan for 2019/2020.

Refer to:


Policy and Statutory Implications

Council has adopted a Council Plan for 2017-2021 in accordance with section 125 of the Local Government Act 1989 (the Act) together with a budget for 2019/2020, in accordance with section 127 of the Act. The Council Plan sets out the aspirations of Council and the strategies and objectives to achieve Council's vision for Mount Alexander Shire: innovative, creative, connected. The budget allocates resources to the activities and services that Councillors have identified as important to achieve Council's vision.

The Annual Plan is prepared each year and progress in delivering projects is reported to Councillors and the community each quarter and in the Annual Report in accordance with the Act. The Plan is structured around the pillars included in the Council Plan:

- Our People.
- Our Place.
- Our Economy.

Issues

The Annual Plan includes projects and actions to be undertaken during the 2019/2020 financial year. These projects and actions are detailed in the attached Annual Plan 2019/2020.

The Annual Plan 2019/2020 also includes actions from prior years that have not been completed. These are included in a separate section within the Annual Plan 2019/2020 and have been given a revised target completion date. Staff will continue to address the implementation of these actions.

Superseded or replaced projects

The following projects have been superseded or replaced with an updated project:

<table>
<thead>
<tr>
<th>Previous Project</th>
<th>Updated Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neighbourhood House Policy - develop and adopt a Neighbourhood House Policy.</td>
<td>Neighbourhood House Policy - adopt a Neighbourhood House Policy.</td>
</tr>
<tr>
<td>Previous Project</td>
<td>Updated Project</td>
</tr>
<tr>
<td>------------------</td>
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</tr>
<tr>
<td>service providers and Reconciliation Victoria.</td>
<td></td>
</tr>
<tr>
<td>Retirement accommodation – develop a profile of demand and opportunities for retirement accommodation that could be met by private and/or community owned and operated facilities for Council approval as a precursor to a marketing campaign.</td>
<td>Housing and accommodation study – complete a discussion paper identifying the gaps in housing options to determine the needs of our community.</td>
</tr>
<tr>
<td>Volunteer Coordination - facilitate all volunteer coordinators in Council to review policies and procedures to ensure compliance with new Australian Volunteer Standards.</td>
<td>Volunteer Coordination - adopt policies in accordance with Australian Volunteer Standards.</td>
</tr>
<tr>
<td>Managing Volunteers During Emergencies - develop a plan to ensure appropriate coordinator of volunteers, particularly spontaneous volunteers, in the preparedness, response and recovery phases of an emergency event.</td>
<td>Managing Volunteers During Emergencies - adoption of plans to ensure appropriate coordination of volunteers during emergency events.</td>
</tr>
<tr>
<td>Create Resilient Communities – develop and implement a Municipal Fire Education/Engagement Plan in partnership with Mount Alexander Municipal Fire Management Planning Committee.</td>
<td>Create Resilient Communities – Adopt a Municipal Fire Education/Engagement Plan.</td>
</tr>
<tr>
<td>Stanley Park North play space - complete the Stanley Park North plan and play space design.</td>
<td>Stanley Park North play space - construct the Stanley Park North play space.</td>
</tr>
<tr>
<td>Streetscape Planning – work with the community planning groups of Newstead, Campbells Creek, Chewton, Guildford, Taradale and Elphinstone to implement selected actions from the streetscape plans.</td>
<td>Small Town Streetscapes – construct and implement elements of the Small Town Streetscapes Project, in consultation with the community planning groups of Newstead, Campbells Creek, Chewton, Guildford, Taradale and Elphinstone.</td>
</tr>
</tbody>
</table>
Strategies not nominated in Annual Plans

The following strategies have not been addressed in the 2017/2018 or 2018/2019 Annual Plans and nor are they planned to be addressed in the 2019/2020 Annual Plan. However, these strategies have been addressed through a number of other actions undertaken.

<table>
<thead>
<tr>
<th>Strategic Objective</th>
<th>Strategy</th>
<th>Action</th>
</tr>
</thead>
</table>
| Socially connected, safe and inclusive communities | Implement initiatives to change the behaviours and attitudes that contribute to family violence in our community | • Development of Prevention of Family Violence in Emergencies Statement.  
• Involvement in Mount Alexander Family Violence Prevention Network.  
• Development of Mount Alexander Shire Safety Committee.  
• Actions noted as part of the LGBTIQ+ Roundtable.  
• Deputation from Executive Officer Women’s Health Loddon Mallee in November 2018.  
• Promotion of 16 Days of Activism in November and December 2018.  
• Included in scope proposed Equity and Inclusion Officer budget bid for 2019  
• Involvement in the Listen, Lead, Learn program undertaken during 2017 and 2018. |
| Improved health and wellbeing | Build the capacity of our community to manage the impact of climate change and changing weather patterns | • Inclusion of a Heatwave Plan in our Municipal Emergency Management Plan.  
• Provision of shade and drinking fountains in high use public places.  
• Reviewing street tree plantings to future proof public places.  
• Member of, and participation in, Central Victorian Greenhouse Alliance (including domestic solar panel programs).  
• Inclusion within 2019 Victorian Public Health and Wellbeing Plan (as an outcome and KPI).  
• Heat health alert work undertaken with Community Wellbeing clients. |
| A welcoming place for all | Partner with service providers to support improved social and health outcomes for indigenous and culturally and linguistically diverse (CALD) communities | **Indigenous**  
• Indigenous Roundtable meetings and actions.  
• Nalderun Upper Loddon Committee monthly meetings.  
• Reconciliation Week program, including Sorry Day ceremony.  
• Representative on Bendigo and district NAIDOC week committee.  
• Co-chair of the Central Victorian Local Government Reconciliation Network  
• Reconciliation Action Plan.  
• Dja Dja Wurrung Recognition and Settlement Agreement.  
• Actions relating to upcoming Treaty requirements.  
• Australia Day civic reception and events. |
<table>
<thead>
<tr>
<th>Strategic Objective</th>
<th>Strategy</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refugees/Migrants</td>
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<tr>
<td></td>
<td></td>
<td>• Refugee Welcome Zone Action Plan.</td>
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<tr>
<td></td>
<td></td>
<td>• Refugee week program.</td>
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<tr>
<td></td>
<td></td>
<td>• Membership of Loddon Campaspe Local Government Multicultural Affairs Network.</td>
</tr>
<tr>
<td>Well planned for growth</td>
<td>Manage and protect our indigenous heritage</td>
<td>• Ensure compliance with legal, cultural and heritage requirements through the planning permit process.</td>
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<tr>
<td></td>
<td></td>
<td>• Participate in indigenous roundtable discussions.</td>
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<tr>
<td></td>
<td></td>
<td>• Consult with local indigenous partners on major projects.</td>
</tr>
</tbody>
</table>

**Risk Analysis**

Not applicable.

**Declarations of Conflicts Of Interest**

There are no disclosable interests to be raised in relation to this report.

**Alternate Options**

Adoption of an Annual Plan is standard industry practice that facilitates delivery of the Council Plan.

**Financial and Resource Implications**

Projects and initiatives contained in the Annual Plan are fully funded in the Budget 2019/2020. A number of projects are contained within the Capital Works Program or funded as a one-off initiative. A number of programs are also funded from the Operating Budget.

**Consultation**

The Annual Plan is based on feedback received from Councillors regarding their priority areas of focus. A workshop involving the Leadership Team has also been undertaken to further refine the actions to be included.
9.2. OUR PLACE (PLA)

PLA 05  FORMALISE MANAGEMENT OF CROWN LAND AT STANLEY PARK, HARCOURT INCLUDING CHANGE OF RESERVATION OF CROWN LAND, APPOINT COUNCIL AS COMMITTEE OF MANAGEMENT, ROAD DISCONTINUATION AND ROAD CREATION

Responsible Director: Director Infrastructure and Development
Responsible Officer: Property Portfolio Coordinator
Original Document: DOC/19/21183

Executive Summary

The Department of Environment, Land, Water and Planning (DELWP) is undertaking an on-going review of the management of Crown Land with the intent of formalising existing uses and ensuring land is appropriately reserved for purpose.

Stanley Park at Harcourt has been identified as land requiring a change to formal Council management to reflect current and future use. Discussions between DELWP and Council officers have recommended preferred actions to formalise Council’s management of the land, including reserving Crown Land for Public Purposes and appointing Council as a Committee of Management, partial road discontinuance of an unused government road and separate road creation.

Reservation of Crown Land and appointing Council as Committee of Management (CoM) is a non-statutory process. Road creation will be undertaken by DELWP as part of the reservation process.

At the Ordinary Meeting of Council 19 February 2019 Councillors resolved to allow officers to proceed with the statutory requirements necessary to effect partial road discontinuance.

Public Notice was published in the Midland Express in accordance with the Council resolution. No submissions were received.

RECOMMENDATION

That Council:

1. Notes that no submissions were received in response to the public notice advertised in accordance with Section 207A and Section 223 of the Local Government Act 1989 indicating Council’s intention to discontinue a road;

2. Authorises that the section of road to the east of Harmony Way between Bridge Road and south of Market Street Harcourt be discontinued;

3. Authorises that notices pursuant to the provisions of Clause 3(a) of Schedule 10 of the Local Government Act 1989 are published in the Government Gazette;

4. Authorises that once the road is closed, the land is transferred to the Crown and the land be reserved for Public Purposes with Council appointed as a Committee of Management;

5. Notes that part of the land contains road infrastructure and will be declared a Government Road;
6. Authorises the Chief Executive Officer to sign and seal any documentation required to effect discontinuation of the government road and return to the Crown.
Context

The Department of Environment, Land, Water and Planning (DELWP) is undertaking an on-going review of the management of Crown Land with the intent of formalising existing uses and ensuring land is appropriately reserved for purpose.

Stanley Park (including Stanley Park North) at Harcourt is located to the north and south of Market Street between Harmony Way and High Street. DELWP have identified that the park occupies unreserved Crown Land, crown allotments 3A and 4A for which DELWP is listed as land manager, and extends onto unmade and unused road reserve.

As the land is used as a public park with facilities including picnic tables, playground, war monument and gravelled car parking areas, and is currently physically managed by Council, DELWP have suggested it is appropriate to formalise management of this area by reserving the land for Public Purposes and appointing Council as Committee of Management (CoM).

Additionally, part of the roadway and footpath are constructed outside the road reserve over an unreserved Crown parcel.

To align the reserved area with the existing park infrastructure and to include existing bitumen roadway into the road reserve it is necessary to realign title boundaries. Part road discontinuation and road creation are required to effect this process.

Discussions between Council staff and DELWP have determined recommended actions relating to specific areas identified on Assessment Plan Township of Harcourt Section 1, Plan No. H/31-10-16N and H/31-10-16S, DELWP (Attachment PLA 05A):

- The unused government road coloured yellow, part of CA4A that is coloured red, all of CA3A coloured red, and the part of the unused government road coloured green and purple, should be discontinued and reserved for Public Purposes and Council appointed as CoM.
- The part of CA4A coloured blue should become Government Road as it contains some bitumen road as well as the nature strip.

The recommended actions have also been identified in the Plan Harcourt discussion paper, an extract of which is included in Attachment PLA 05B.

At the Ordinary Meeting of Council 19 February 2019 Councillors resolved to:

1. Give public notice in accordance with Section 223 of the Local Government Act 1989 of its intention to discontinue a portion of Government Road to the east of Harmony Way between Bridge Street and just south of Market Street Harcourt, and once the road has been discontinued the land transferred to the crown to be incorporated into the area known as Stanley Park in Harcourt;

2. Publish the Public Notice in the Midland Express newspaper;

3. Note that this statement of intention includes the commitment to formally become the responsible authority of this land as a public reserve;

4. Authorise the CEO to undertake any administrative procedures necessary to enable Council to carry out its functions under section 223 of the Act in relation to this matter;
5. **Accept written submissions on the matter, with a closing date not less than 28 days after giving public notice;**

6. **Hear and consider any persons who in their written submissions wish to be heard in support of their submission at an Ordinary Meeting of Council;**

7. **Having considered submissions determine whether to proceed with the proposed road discontinuation and road creation on the terms and conditions set out above at a later Ordinary Meeting of Council.**

Refer to:

- **Attachment PLA 05A:** Stanley Park Assessment Plan Township of Harcourt Section 1, Plan No. H/31-10-16N and H/31-10-16S, DELWP, January 2019.
- **Attachment PLA 05B:** Stanley Park Map 4d Harcourt: Proposed analysis zones and Map 7: The Harcourt Town Centre and Landscape Plan Maps, from Plan Harcourt discussion paper, Mount Alexander Shire Council, January 2019.

**Policy and Statutory Implications**

**Relevant policies, strategies and plans**

*Loddon Mallee South Regional Growth Plan (Victorian Government, 2014)*

This plan provides broad direction for regional land use and development in the region and more detailed planning frameworks for key regional centres. The plan has identified that Harcourt’s strategic location adjacent to the Calder road and rail corridor, 30 kilometres from Bendigo and seven kilometres from Castlemaine means it has potential to grow beyond its current boundaries. Recommended actions include rezoning of land for urban development in appropriate locations, particularly in regard to the surrounding horticultural land and bushfire hazard, and undertake infrastructure planning as part of the structure plan.

Expanding and intensifying the existing use of this public land accords with this strategic direction. Reserving the land for Public Purposes and appointing Council as CoM allows Council appropriate management of the area.

*Council Plan 2017 – 2021*

The ‘Our place’ pillar underpinning the Council Plan 2017 – 2021 states strategic objectives of well managed assets for now and into the future, a clean and green community and to be well planned for growth.

Strategic objective relating to ‘Our people’ strives to provide local services that support the needs of our community, improved health and wellbeing, including through use of our public spaces and trails.

*Development of public open spaces exemplifies statutory powers and implications*

*Crown Land (Reserves) Act 1978*

DELWP will implement the process of reserving the land under this Act. Mapping will be corrected to reflect current management. The area coloured blue will automatically become road reserve if it is identified as such on a gazettal plan signed by the Surveyor-General.
There are a number of legislative powers available to road authorities to discontinue roads or parts of roads and to declare a road to be open or a public highway. Council’s usual practice is to use the powers of the Local Government Act 1989. Requirements under the Road Management Act 2004 would be generally the same.

Local Government Act (LGA) 1989

The LGA gives specific functions and powers to Councils over public roads including declaring a road to be a public highway or to be open to the public, or to discontinue a road or part of a road by publishing a notice in the Government Gazette.

Section 206 - Power of Councils over roads

Provides Councils with the following powers over roads:

(1) The powers of a Council in relation to roads in its municipal district include the powers set out in Schedule 10.

Schedule 10.3 Power to discontinue roads

A Council may, in addition to any power given to it by sections 43 and 44 of the Planning and Environment Act 1987 –

(a) Discontinue a road, or part of a road, by a notice published in the Government Gazette: and
(b) Sell the land from that road (if it is not Crown land), transfer the land to the Crown or itself or retain the land.

Section 204 – Council may declare a road to be a public highway or to be open to the public

(1) A Council may, by notice published in the Government Gazette, declare a road in its municipal district to be a public highway for the purposes of this Act.
(2) A Council may, by resolution, declare a road that is reasonably required for public use to be open to public traffic.
(3) A road does not become a public highway by virtue of a Council resolution made under subsection (2).

Section 207A - Submissions under section 223

Allows that a person may make a submission on Council’s proposed exercise of power in relation to discontinuing a road, declaring a road and fixing a road alignment.

Section 223 – Right to make submission

Outlines the rights and requirements for public notice and consideration of submissions as follows:

(1) The following provisions apply if a person is given a right to make a submission to the Council under this section (whether under this or any other Act)—

(a) the Council must publish a public notice—

(i) specifying the matter in respect of which the right to make a submission applies;
(ii) containing the prescribed details in respect of that matter;
(iii) specifying the date by which submissions are to be submitted, being a date which is not less than 28 days after the date on which the public notice is published;
Issues

Plan Harcourt

At a State level Harcourt has been identified as a small town that can accommodate planned growth in the region. Plan Harcourt is a strategic study being undertaken by Council to establish the planning processes that will help shape the town into the future.

The Plan Harcourt discussion paper includes Map 4d: Harcourt: Proposed analysis zones and Map 7: The Harcourt Town Centre and Landscape Plan which identifies the total area of Stanley Park North between Market and Bridge Streets as a parkland link to the Barkers Creek trail and rezoned from Road Zone to Public Park and Recreation Zone (see Attachment B).

Stanley Park North Play Space

During the period of discussions between Council staff and DELWP, officers have requested and been granted support from DELWP to proceed with the construction of the play space at Stanley Park North, subject to compliance with any Council planning requirements and all necessary approvals being obtained. A Park Plan and a Cultural Heritage Management Plan have been prepared.

This identified strategic direction supports and is supported by the preferred actions recommended by this report.

Risk Analysis

If Council does not proceed with the formal reservation for Public Purpose and appointment as Committee of Management there is a risk the land will not be appropriately reserved for the proposed playground and public reserve. This could trigger the need for planning permits and other unnecessary bureaucracy possibly extending timeframes. Worst case scenario DELWP could refuse land owner permission for a purpose that is contrary to the reservation purpose.

Declarations of Conflicts Of Interest

Under section 80C of the Local Government Act 1989, officers providing advice to Council must disclose any interests, including the type of interest. The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

Alternate Options

One option is to not reserve the creek area. Initially Council officers were reluctant to take management of the area coloured purple as it is currently road reserve located over a vegetated creek line. It was considered this area should remain as road reserve when it was under the control of VicRoads, however Council now has management of Harmony Way so will be responsible for this area whether it is roadway or reserve.

Strategic plans for Harcourt identify the area as a future public park, so it is preferable to include the purple area in the reserved area.
The purple area is currently road reserve, DELWP are not likely to assume management responsibility.

**Financial and Resource Implications**

Council has contributed $1,090 funding to the cost of the survey report. A further plan must be completed by Crown Survey Approvals, Council officers have agreed to pay the cost of this plan, which is approximately $550.

Officer time to implement road discontinuation and road creation will be absorbed into Council operating costs.

Current Council resources required for the management and maintenance of Stanley Park may increase, depending on future use and service levels.

Council’s 2018/19 budget includes an allocation of $64,800 towards a planning and design exercise for Stanley Park North and a new play space. This project is well underway.

Considerable officer time has been devoted to the strategic planning and discussion paper for Plan Harcourt, which has been absorbed in existing salary budget.

**Consultation**

There has not been any formal community consultation to date. However; the Plan Harcourt discussion paper has been publically available since 16 November 2018. Thirteen submissions have been received and 25 surveys completed. There have not been any comments directed toward Stanley Park.

The Harcourt Play Space design project has instated a community reference group to create meaningful community engagement in the project. This group has met a number of times.

Reservation of Crown Land and appointing Council as CoM is a non-statutory process, however Public Notice of road discontinuation is required to be given under Section 223 of the Local Government Act which will allow any interested parties the opportunity to submit comment and to address Council if they wish. Public Notice was given and no submissions received.

The recommended actions have been determined after discussions between council departments and DELWP.

Service authorities have been notified and given the opportunity to comment on the proposal. As the land will remain Crown Land, there will not be any impact on existing services.

Coliban Water have advised that realignment of the sewer main which bisects Stanley Park North may be required in the future and Council should be mindful of siting landscaping and other works.

Powercor have not identified any existing assets that may be impacted.
Attachment A – Executive and Council briefing – Stanley Park – Assessment Plan Township of Harcourt Section 1, Plan No. H/31-10-16N and H/31-10-16S, DELWP.
Attachment B: Map 4d: Harcourt: Proposed analysis zones and Map 7: The Harcourt Town Centre and Landscape Plan Maps, from Plan Harcourt discussion paper, Mount Alexander Shire Council, Plan Harcourt discussion paper, MASC

Partial Map 4d: Harcourt: Proposed zones analysis, Plan Harcourt discussion paper, MASC, November 2018

Partial Map 7: Harcourt town centre and landscape plan, Plan Harcourt discussion paper, MASC, November 2018
PLA 06 RESPONSE TO PETITION – REQUEST FOR COUNCIL TO UPGRADE FACILITIES AT NEWSTEAD MEMORIAL PARK

Responsible Director: Director Infrastructure and Development
Responsible Officer: Acting Manager Community Places and Spaces
Original Document: DOC/19/22625

Executive Summary

Council received a petition on 1 October 2018 containing 378 signatures from residents of Newstead, requesting that Council fund upgrades to Newstead Memorial Park including:

- Toilet block.
- BBQ upgrade and seating upgrade.
- Consider signage with community information.

This report provides a response to the petition, outlining the amount of $10,000 included in the 2019/20 Council budget for upgrades to Newstead Memorial Park.

RECOMMENDATION

That Council advises the lead petitioner of an allocation of $10,000 in the 2019/20 Council budget to provide the following upgrades to Newstead Memorial Park:

a. Provision of new bin and seat;

b. Consultation, lease and governance arrangements with VicTrack and the Newstead Arts Hub to provide public access to the railway station toilets;

c. Undertake works to allow public toilet access from outside the railway station toilets that provides controlled access from inside the Arts Hub by the committee with a lock arrangement;

d. Ongoing cleaning of the toilets.
Context

The Newstead Memorial Park is Crown Land managed by Council. Council's Active Communities Team oversees the management and maintenance of the park on behalf of Council.

On 1 October 2018, Council received a petition from Newstead residents requesting upgrades to Newstead Memorial Park.

In March 2019, Councillor Neiman and Ben Grounds, the then Manager Community Places and Spaces, met with Newstead residents to discuss the requested upgrades. The meeting attendees included:

- David Cobden, Petition Instigator.
- Julie Pate, Newstead Arts Hub.
- Bob Clutterbuck, Newstead Goods Shed.

At the meeting, it was agreed that the amount of $10,000 included in the proposed Council budget 2019/2020 would be used to deliver the following:

- Council to install new a bin and seat.
- Council to investigate head and sub-lease changes required to allow public access to the toilets at the railway station.
- Council to develop ongoing governance requirements, in consultation with the Newstead Arts Hub, regarding public access to the toilets at the railway station.
- Council to undertake works to allow public toilet access from outside the railway station toilets and provide controlled access from inside the Arts Hub by the committee with a lock arrangement.
- When works are complete, Council to include the toilets on the Shire's toilet cleaning schedule on an ongoing basis.

Refer to:

Confidential Attachment PLA 06A: Petition – Newstead Memorial Park upgrade, October 2018.

Policy and Statutory Implications

Relevant policies, strategies and plans

The upgrade works to Newstead Memorial Park align with the following strategic objective under the Our Place pillar in the Mount Alexander Shire Council Plan 2017-2021:

- Well managed assets for now and into the future.

The proposed works align with the Council Plan strategy to 'review, maintain, renew and expand the assets of our community'.

Statutory powers and implications

Council's Local Law number 1 of 2018 Meeting Procedures sets out how petitions are managed by Council.
Issues

Due to funding constraints, it has not been possible to include all requested items in the Council budget 2019/2020. The following items were requested in the petition. There is no plan to provide these items at this stage but they could be implemented in the future, should funding be available:

- BBQ upgrade.
- Community information signage.

The community members who attended the meeting in March 2019 are aware that these items will not be delivered in 2019-2020 financial year.

Risk Analysis

The following risks have been identified:

Scope of works

Council officers will need to consult with the community to ensure they are fully informed of the scope of works. Given that not all requested works outlined in the petition will be delivered, community expectations will need to be managed and a clear message relayed to inform residents that the Ward Councillor and interested residents were consulted during the development of the agreed scope of works.

Impact upon operations

Should the upgrade works proceed, there will be an impact on park and Arts Hub users during construction. It is anticipated that the construction period will be brief and community engagement will be undertaken prior to construction to ensure all parties are informed.

Declarations of Conflicts Of Interest

No disclosable interests have been raised in relation to this report.

Alternate Options

Council could resolve not to undertake any works. However, Council officers negotiated an acceptable outcome with petitioners and there is funding included in the Council budget 2019/2020 being sufficient to resource the agreed scope of works.

Financial and Resource Implications

In addition to the amount of $10,000 to deliver the works, Council has committed to cover the cost of ongoing cleaning of the toilets. Frequency to be decided upon review of the average number of park users.

Consultation

Consultation on this matter was undertaken at a meeting in March 2019 with the following Councillor, Council staff and community members:

- Councillor Neiman.
- Ben Grounds, Manager Community Places and Spaces.
- David Cobden, Petition Instigator.
- Julie Pate, Newstead Arts Hub.
- Bob Clutterbuck, Newstead Goods Shed.
The outcome of the meeting was to agree a scope of works that has been incorporated into the recommendation being made to Council.
PLA 07  RESPONSE TO PETITION - REQUEST FOR COMPLETION OF PLANNED ROAD BARRIER BOLLARDS PENHALLURICK STREET CAMPBELLS CREEK

Responsible Director: Director Infrastructure and Development
Responsible Officer: Executive Manager Infrastructure
Original Document: DOC/19/23456

Executive Summary

Council received a petition on 5 June 2019, containing seven signatures from residents of Campbells Creek. The petition requests that Council complete the planned installation of vehicle barrier bollards. These are works previously committed to, but not completed by the Penhallurick Estate developer. Completion of these works will prevent vehicles from continuing to access the pedestrian footpath that connects Simpson Street and Penhallurick Street, thereby avoiding risk of injury to pedestrians using the footpath for its intended purpose.

RECOMMENDATION

That Council:

1. Undertakes a review to validate the historical discussions, commitments and agreements reached, between all the relevant parties, as specified within the petition, and take action accordingly.

2. Notes that if Council is required to complete the works, Council officers will assess and seek market quotations to understand the cost and budget implications associated with this. An unplanned budget variation may be required to be sought, via the standard process, prior to the commencement of any works.

3. Reports on the outcome of each of the steps outlined above to the first signatory of the petition.
Context

The development of the Penhallurick Estate occurred approximately ten years ago. The pedestrian footpath connecting Penhallurick Street into Simpson Street (a cul de sac) is a walking route used daily by a number of people from the estate and local area.

The concern of the residents of Simpson Street, raised prior to the development approval being granted, was that if Simpson Street was considered as a short cut option to access the estate by road users, it would present serious safety issues for pedestrian users of the footpath.

It appears an on site meeting was held and an in principle agreement reached at the time with the developer to install a vehicle traffic barrier (a number of permanent bollards) at the end of Simpson Street to address the safety concerns. This would allow pedestrians, not vehicles, access to Simpson Street from Penhallurick Street.

Despite preparations being undertaken for bollard installation (a survey conducted and holes dug) by the developer, these works were never completed.

The corrugated iron vehicle barrier, installed as a temporary measure, is inadequate to prevent vehicles from accessing the pedestrian footpath. The resulting safety issues are therefore twofold:

- Pedestrians remain at risk of injury by vehicles accessing and using the footpath.
- Pedestrians are at risk of sustaining injury from tripping or falling in the holes that were previously dug but which are now overgrown and unmarked.

Concerned residents are therefore seeking Council support for a satisfactory resolution of these safety issues.

Refer to:

Confidential Attachment PLA 07A: Petition – Completion of Planned Road Barrier, Penhallurick Street Campbells Creek, June 2019.

Policy and Statutory Implications

Local Law No 1 of 2018 sets out how petitions are received by and responded by Council as follows:

1. Petitions and Joint Letters

   (1) A petition or joint letter presented to the Council may lie on the table until the next ordinary meeting of the Council. No motion other than to receive the petition or joint letter may be accepted by the Chairperson at the meeting at which it is presented.

   (2) The Council must receive a report on any petitions or joint letters at the next ordinary meeting of the Council or another meeting to be determined by the Council.

   (3) A copy of the text of the petition or joint letter must be included on the agenda for the next ordinary or available meeting (as the case may be).

   (4) A petition or joint letter may nominate a person to whom a reply may be sent, but if no person is nominated the Council may reply to the first or any person whose signature appears on the petition.
(5) Every petition or joint letter must be signed by the persons whose names are appended to it by their names or marks and, except in cases of incapacity or sickness, by no one else, and the address of every petitioner or signatory must be clearly stated.

Issues

As mentioned, it appears an in-principle agreement for the developer to install bollards was reached and recorded in an internal memo dated 2007. However; the planning permit which was issued in 2005, did not contain a specific condition to install bollards. Given the passage of time, it is considered problematic to ask the developer, assuming the company still exists, to fulfil the commitments made in 2007.

Risk Analysis

Vehicles attempting to use the path as a shortcut creates a conflict with pedestrians and / or cyclists.

Declarations of Conflicts Of Interest

Under section 80C of the Local Government Act 1989, officers providing advice to Council must disclose any interests, including the type of interest. The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

Alternate Options

The alternative option is not to act on the issue raised. This is not considered appropriate given the identified risk.

Financial and Resource Implications

The proposed installation of bollards are considered minor and while there is no specific budget allocated, Council officers will seek quotations and manage the additional cost through established budget variation procedures.

Consultation

Council officers will write to the first signatory of the petition to advise of Council’s decision.
9.3. OUR ECONOMY (ECO)

ECO 27 LOCAL GOVERNMENT POWER PURCHASE AGREEMENT

Responsible Director: Director Infrastructure and Development
Responsible Officer: Climate Change Coordinator
Original Document: DOC/19/26358

Executive Summary

Thirty nine (39) Councils across Victoria have been working together to participate in a market sounding exercise for a Local Government Power Purchase Agreement (LG PPA) which has the ability to provide emission-neutral energy at competitive prices.

The business case for this project has returned favourably. When all accounts are combined, a renewable energy LG PPA is cheaper than business as usual (black power) in two-thirds of forecast scenarios. An averaged estimate suggests a saving of $23,512 for Council across the 10-year contract is possible, whilst providing Council with 100% renewable energy.

All Councils who wish to continue with this project need to sign a binding agreement to participate in a tender process by approximately 5 August 2019. This is required to ensure that the loads tendered to market are firm commitments upon which retailers will base their prices.

This agreement must outline the percentage of Council’s electricity usage to be purchased via a LG PPA. In October 2018, Council committed 50% of its electricity load to the business case development phase of this project. The business case demonstrates that there are benefits to Council considering committing 100% of its electricity load to the PPA.

RECOMMENDATION

That Council:

1. Notes that the business case has been compiled based on the Consultants’ understanding of current market movement, but that the environment could change in the future.

2. Agrees to a commitment to purchase 100% of Council’s electricity via the Local Government Power Purchase Agreement.

3. Noting that the value of the potential Power Purchase Agreement contract exceeds the CEO’s delegation, authorises the CEO to sign the contract documentation resulting from the PPA tender process.
Context

Council has committed to becoming carbon neutral through its Environment Strategy 2015-2025. Electricity represents approximately 7% of Council’s overall emissions (65% if landfill is excluded), and can be made carbon neutral through the purchase of renewable energy.

Council currently has a two-year contract for electricity via Procurement Australia, due to expire in June 2020. Current contracted prices are markedly higher than past prices; Council will spend an anticipated $187,000 this financial year on electricity, compared to $151,000 in the 2017/18 financial year.

To hedge against the uncertainty (and volatility) related to fluctuating wholesale energy prices and network charges and to secure better prices and price assurance as well as reducing Council’s emissions, Council joined a market sounding exercise for a Local Government Power Purchase Agreement (PPA) – a 10-year contract direct with a retailer, who has a direct relationship with a renewable energy generator. Such a contract is for electricity prices only; it is important to note that network charges, which make up 35% of a bill, are set by Powercor and cannot be influenced by any negotiations with retailers.

The PPA group represents 39 Councils, and is currently facilitated by City of Darebin. Consulting firm Energetics has produced a Business Case to assess the feasibility of Councils using the PPA model. See Group level business case report attached.

This business case models three long range electricity price series influenced by different renewable energy uptake scenarios within the National Electricity Market. Three scenarios have been developed low, mid and high-renewables. These scenarios include all known new gas and renewable projects which will feed into the grid, planned closure dates for coal-fired power stations at the end of technical life, and planned upgrades to the transmission network.

- The low-renewables scenario envisions prolonged use of coal stations and weak growth in renewables (beyond what is currently committed to).
- The high-renewable scenario assumes a high uptake of renewable energy generators, and fast-tracking of upgrades to the transmission network.

These scenarios are used as a foundation for comparing business as usual with two styles of PPA. Note that our current situation is a short-term retail contract with compliance renewable energy purchasing of 20% as mandated by the federal Renewable Energy Target.

The PPAs come back favourably in most scenarios, highlighting that renewable energy can be purchased for little or no extra cost to Council under a PPA – in many scenarios it even works out cheaper.

A PPA also provides increased budget certainty, clear leadership by local Councils, and reduced administrative burden of procuring electricity over the term of the contract.

Going forward the tender is expected to provide three separate account types – small market, large market and unmetered (street lighting). Modelling indicates that the most cost-effective options are that small market and large market accounts are entered into partially fixed PPAs (where part of the power price is fixed over the contract term, whilst part is market-driven within pre-determined parameters), which have some flexibility in pricing, whilst due to their load predictability unmetered accounts are best suited to a fixed firm PPA (power price fully fixed for duration of contract). Both models will be allowed for in the tender process to allow for the best price outcomes.
Refer to:


Policy and Statutory Implications

Relevant policies, strategies and plans

The Council Plan 2017-2021 commits Council to reduce carbon emissions and manage the impact of climate change, by working towards the organisation being carbon neutral by 2025, and partnering with the community and organisations to reduce environmental impacts.

Council’s Annual Plan 2018/2019 commits the Climate team to ‘develop a Carbon Neutrality Roadmap to achieve Council’s adopted carbon neutrality targets’. Whilst still in development, this roadmap highlights that sourcing renewable energy for carbon-neutral electricity is one of the simpler, more cost-effective mitigation strategies available to Council.

Other relevant documents include:

- Environment Strategy 2015-2025: The LG PPA will enable Council to lead by example, and to implement best practice in sustainable procurement and resource use – two key goals of the Environment Strategy.
- Climate Change Action Plan 2016-2020: The LG PPA will support Council’s intention to become carbon neutral by 2025.

Issues

Council committed 50% of its electricity load to the business case development stage of this project. This was partly to ‘test the waters’, and partly to leave a proportion of our load free to purchase renewable energy locally in the future.

Should Council proceed with 50% of current load, Council will need to manage a separate procurement process for the remaining 50% of the electricity load. This procurement is likely to be managed through a standard process/contract via Procurement Australia or MAV, and be subject to market volatility.

Council manages significant administrative burden from both procurement and retailer changes. These changes result in increased workload for finance, procurement, the climate change coordinator and recreation and community halls staff. Reducing these changes where possible is administratively beneficial.

Internally, a working group consisting of Climate, Finance, Procurement plus Executive Manager Infrastructure and Director Infrastructure and Development has been established. All are supportive of this project proceeding with 100% load.

Data below is specific to Mount Alexander Shire Council, and shows the modelled value of a PPA compared with business as usual (BAU) across a 10-year contract period under low-, med- and high-renewable scenarios (levels of renewable projects constructed over the 10 year period). Costs are for energy only, and do not include network costs. Therefore they should be taken as a comparison guideline rather than budget estimates.
Green highlights: Renewable PPA outcomes are cheaper than non-renewable BAU.

Orange highlights: Renewable PPA outcomes are more expensive than renewable BAU (BAU plus GreenPower).

### Large Market accounts - 198 MWH

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<th>Cost over 10-year period</th>
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<tr>
<td></td>
<td>Low-Renewable</td>
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<tr>
<td>BAU (20% renewable as mandated)</td>
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<td>BAU with GreenPower (100% renewable option)</td>
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<td>Fixed firm PPA (100% renewable)</td>
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### Street Lighting accounts - 237 MWH

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### Small Market accounts - 355 MWH

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### All accounts combined - 790 MWH

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<td>Partially fixed firm PPA (100% renewable)</td>
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<td>Savings (BAU\textsuperscript{2} – Partially fixed PPA\textsuperscript{2})</td>
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| Average | $ 23,512
These figures show that a partially-fixed firm PPA is financially the best option for large and small market accounts under low-renewable and mid-renewable scenarios. In a high-renewable scenario, a partially-fixed firm PPA is cheaper than BAU plus GreenPower but more expensive than what Council pays now for large market, whilst for small market accounts it is cheaper than both BAU and BAU plus GreenPower.

For street lighting the scenario is not as favourable. A fixed-firm PPA is cheaper than BAU in a low-renewable scenario, and cheaper than BAU plus GreenPower in a mid-renewable scenario. But under a high-renewable scenario it comes out more expensive than both. This is why Energetics recommend that if a fixed-firm PPA is entered into, a price reset at 5-7 years be built into the contract to cover the balance of the 10-year period.

When all accounts are combined the PPA options provide best outcomes for low- and mid-renewable scenarios. Under a high-renewable scenario a fixed-firm PPA would leave Council at a loss, however a partially-fixed firm PPA would leave Council better off than BAU plus GreenPower.

Risk Analysis

Policy changes

Federal and state government policy heavily influences the electricity market. The three scenarios modelled in the Business Case are low-, mid- and high-renewables. These take into account renewable energy projects which are at varying degrees of approval/construction, future generation projects under different policy options, coal power station phase-outs, and interconnectors being built and upgraded between NSW, SA, Vic and Tas. The assumption being the higher the renewable mix, the cheaper energy becomes over time.

High-renewables is the primary scenario for Council to be ‘out of the money’ (where we would experience a higher cost) through a long-term contract, particularly via a fixed-price PPA.

Market risks

These risks are inherent in all electricity contracts. Short-term contracts (our current position) expose Council to future market prices. Long-term contracts protect from rising prices, however have the potential to leave Council ‘out of the money’ if electricity prices fall more than predicted. This risk is somewhat managed by the PPA model proposed in the business case, which has partially and fully fixed options where only proportions of the buyers demand are susceptible to market-based pricing.

Long range electricity price scenario planning can only be as good as the information at hand. Energetics have over 30 years of experience in electricity market analysis and have fed all relevant available data into scenarios, along with informed predictions. However, this is still ‘best guess’ and it may be that the electricity market rises or falls further than scenarios predict.

Contractual risks

Council is being asked to commit to the project at tender stage, without final contracts to review, and there is an expectation that Council will proceed with the engagement as part of this.

To manage this, special contract conditions will be developed under advice from Energetics, and the tender outcome will be subject to the final offer being within pre-agreed price parameters. Legal advisors will be hired by the project working group to
review documentation on behalf of Councils. Council’s Principal Governance Officer has been briefed on this project, and will monitor the special contract conditions as they are developed.

Council reputational risk

The LG PPA shows leadership of local Councils across Victoria. However, the risks inherent in a 10-year contract may draw negative dialogue from some community members. This needs to be managed by strong communications of the benefits of the project.

If and when renewal energy opportunities become available locally, and subject to the duration of the PPA, Council may consider its options in negotiating pricing with providers within the competitive market environment.

Declarations of Conflicts Of Interest

Under section 80C of the Local Government Act 1989, officers providing advice to Council must disclose any interests, including the type of interest. The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

Alternate Options

Business as usual

Continue on 2-3 year contracts, via Procurement Australia or MAV. This option has high exposure to future electricity market costs, and does not meet Council’s emissions reduction commitments. Council’s next procurement phase will commence in January 2020, for contract change mid-2020, if the PPA option is not progressed.

Business as usual + GreenPower:

Continue on 2-3 year contracts, via Procurement Australia or MAV, and purchase GreenPower to achieve emissions reductions. GreenPower is modelled at 20% more expensive than renewable energy via a PPA due to shorter-term nature of contracts and allowing for a broker margin, therefore this option is not financially competitive.

Local investment

Purchase energy from a local renewable energy project, such as the pending Newstead Solar Farm or Baringhup Solar Farm. Lack of competition and buying power (i.e. of PA, MAV or PPA Buyers Group) may make this financially unviable, and development (and availability) timeframes are not yet clear.

Financial and Resource Implications

The proposed PPA would be a 10-year contract. The expected value of Council’s contract will therefore be up to $1.9 million.

Council has 62 electricity accounts. Changing the energy retailer will cause large amounts of administration – both the procurement process and the ‘settling in’ stage with the new retailer. This is a strong benefit of a long term contract, and could be the result with any procurement process undertaken.

There are extra administrative needs of a PPA involving Large-Scale Renewable Energy Certificates (LGCs) that need to be sold or surrendered, and there is a price reset built
into a partially fixed PPA every 3 or so years. Overall this would still be less administrative burden than a complete change of contract and retailer every 2 - 3 years (current model).

Consultation

39 Councils are currently part of the LG PPA project, with a further 3-5 Councils soon to join. The project’s Working Group has been consulting closely with MAV, who have expressed strong interest in leading the procurement and taking over management of this contract.

In development of the Business Case Energetics consulted within the retailer market. There was strong interest in the project, which suggests a competitive tender process will ensue.

Council’s Principal Governance Officer has also been briefed on the project, and will review the Business Case and tender specifications.

Externally, many S86 committees have electricity contracts under Council’s current Procurement Australia contract. Price rises and falls affect these groups greatly. It is anticipated that the prices and long-term budget certainty of a PPA will be favourable for S86 Committees, however they must be considered thoroughly and communicated with well. The Climate Coordinator will work closely with Council Officers to ensure this communication occurs.
Group level business case report
Financial assessment of renewable electricity procurement options

Victorian Local Governments (Darebin Group)
10 May 2019 | 125255
About Energetics

Energetics is a specialist energy and carbon management consultancy. Our experts help clients to:

- Be leaders. Develop and implement strategy
- Be informed. Make data-driven decisions
- Be efficient. Drive business improvement and realise savings
- Buy better. Leverage energy supply and carbon markets

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Document Control

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<th>Reviewed by</th>
<th>Approved by</th>
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<td>Marina Lou</td>
<td>Anita Stadler</td>
<td>30/04/2019</td>
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Executive summary

The Victorian Local Government Buyers’ Group (the Buyers’ Group) is composed of 39 Victorian local councils which are seeking to understand the potential cost and benefits of entering into a renewable energy purchase agreement (PPA) to meet their future corporate electricity needs and sustainability aspirations. The collective load currently nominated by these Councils is 142GWh per annum.

As the result of a competitive tender process, Energetics was engaged to provide strategic, technical and analytical support for the Buyers’ Group in this decision-making process. In Stage One of this project, Energetics has built a business case for the Buyers’ Group, which takes into account each potential member’s electricity demand profiles, load and retail contract margins in assessing the comparative value of contracting under a renewable PPA against the business as usual (BAU) arrangements.

This business case report provides the members of the Buyers’ Group with

- The necessary background information of the underlying market context and price drivers for the outcomes of the business case
- Energetics’ key assumptions and approach to financial modelling
- The rationale for the selection of pricing models included in the business case
- The results of the business case
- Recommendations for implementation

Options modelled

Based on the feedback from the Buyers’ Group, Energetics undertook financial analysis for the Buyers’ Group comparing the outcomes of the two indirect supply-linked PPA models to BAU:

- Option 1: a partially fixed, firm PPA
- Option 2: a fixed, firmed PPA

In both instances, we assumed that Councils will procure 1:1 LGCs per MWh purchased (i.e. 100% renewables). These two options were compared to business as usual electricity procurement under three long range electricity price series influenced by different renewable energy uptake scenarios (low-, mid- and high-renewables). The results for BAU and the PPA options illustrate the financial outcome for two alternative uses for Large-scale Generation Certificates (LGCs), as summarised below.

A. meet the Council’s indirect compliance obligation\(^1\) and voluntarily surrender the other LGCs to support the claim that it procured 100% renewable energy through the PPA. Voluntarily surrendered LGCs can be counted as emissions savings

B. meet the Council’s indirect compliance obligation (approximately 20%) in line with the retailer’s obligations under the RET and sell the remaining LGCs\(^2\)

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1 i.e. the Renewable Power Percentage under the Renewable Energy Target Scheme is approximately 20% of LGC’s procured under the PPA. This will displace the LREC charge on the Council’s electricity bill associated with the volume of electricity procured under the PPA.

2 Rather than sell, the Council could use the LGCs to meet its indirect compliance obligation associated with load not contracted under the PPA. This option would be financially more advantageous but has not been modelled.
Summary of results

The body of the report discusses the results with reference to annual year-on-year budget impacts and the resulting net present cost (NPC) for the Buyers’ Group. This analysis excludes the cost of network charges, market charges, and environmental charges (other than LGCs) that are not influenced by a corporate renewable PPA. These changes typically constitute about half of the total electricity bill.

Noting that though the value of a corporate PPA is best assessed as NPC over the life of the PPA (as in the table below), the annual net positions should help give Council members insight into the trend of change for power prices and LGC prices respectively. This is summarised in this report but these high-level results must be read in conjunction with the accompanying MS Excel file with results presented for each individual Council.

Energetics’ financial modelling of the relative costs of entering into a renewable PPA for the Buyers’ Group at an aggregate level are summarised below, compared to BAU.

Summary of NPC for the Buyers’ Group over the term of the PPA ($-million)

<table>
<thead>
<tr>
<th>Price model</th>
<th>A. Power + voluntary LGCs (80%). i.e. equivalent to 100% renewable energy</th>
<th>B. Power + Compliance LGCs only</th>
<th>Power Only</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>BAU Fixed firm PPA Partially fixed firm PPA</td>
<td>BAU Fixed firm PPA Partially fixed firm PPA</td>
<td>BAU Fixed firm PPA Partially fixed firm PPA</td>
</tr>
<tr>
<td>Low-Renew</td>
<td>108.7 98.4 90.1</td>
<td>100.7 81.7 63.5</td>
<td>97.5 79.4 81.1</td>
</tr>
<tr>
<td>Mid-Renew</td>
<td>98.1 87.7 86.6</td>
<td>90.1 81.1 60.2</td>
<td>86.9 78.7 77.8</td>
</tr>
<tr>
<td>High-Renew</td>
<td>81.0 96.5 81.6</td>
<td>73.9 79.9 74.9</td>
<td>69.8 77.5 72.6</td>
</tr>
</tbody>
</table>

It is expected that Councils will benefit from using renewable PPAs to hedge against future volatilities in the energy market, thus improving its budget certainty. In addition, based on a mid-renewable energy price scenario and the aggregate load shape of the group, the model shows that under the two indirect supply-linked PPA models:

A. the 100% renewable option could save a council approximately $8 per MWh
B. the compliance LGC option could save a council approximately $7 per MWh, but this option will not provide the Council with emission savings

The 100% renewable PPA options are significantly lower cost than BAU under the low- and mid-renewables scenarios (i.e. between 19% and 11% depending on the PPA price model and price forecast scenario). However, under a high renewable price scenario the BAU contract option as modelled results in a lower cost outcome (i.e. 7% lower than the "fixed price" PPA option; and 1% lower than the "partially fixed" price PAP option). ³

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³ These percentages will more or less halve if expressed as a percentage of the total electricity bill, including network, market and other environmental charges.
Whilst the collective load of the Buyers Group provides its members with a great opportunity to secure the best possible pricing from the market, in the long-term the evolution of the electricity market carries with it a high level of price uncertainty. There is no guarantee that a 10-year PPA executed today will always be “in the money” compared to BAU as illustrated under the high-renewables scenario. Therefore, consideration must also be given to the non-price attributes of the respective models as rated in the next table.

### Effectiveness of options modelled in meeting Buyers’ Group requirements

<table>
<thead>
<tr>
<th>Effectiveness in meeting a requirement for...</th>
<th>Partially fixed price, firm PPA - 100% renewable</th>
<th>Fixed price, firm PPA - 100% renewable</th>
<th>BAU with GreenPower® - 100% renewable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Present Cost under mid-renewable price scenario</td>
<td>$86.8M</td>
<td>$87.7M</td>
<td>$98.1M</td>
</tr>
<tr>
<td>Budget certainty (near term)</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Budget certainty (long term)</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Shield against rising market prices</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Benefit from falling market flows through</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Flexibility in volume / shape change</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Operational simplicity of contract mgmt.</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>GreenPower</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
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</table>

In the event that a high-renewables uptake scenario eventuates similar to the projections under Energetics’ model, Councils must consider whether the size of the potential cost premium is material in the context of the overall operational budget and whether they are adequately counterbalanced by other benefits such as:

- Increased budget certainty
- Increased avoided emissions
- Enhanced sustainability leadership credentials amongst the community and internally with staff
- Reduced administrative burden of procuring electricity and offsets over the term of the contract

Additionally, we found that based on the aggregated load currently committed by the members of the Buyers’ Group, over the life of the contract, a renewable PPA will result in avoided emissions of 1,217,628 tCO₂e, equivalent to avoiding the greenhouse gas emissions of 263,769 passenger vehicles in one year.

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*4 Here we calculate the aggregate emissions under the business as usual plus compliance obligations where 100% of the LGCs contracted under the load are surrendered. The comparison is based on the EPA Greenhouse Gas Equivalencies Calculator available at [https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator](https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator).*
Recommendations for implementation

Based on the financial modelling that Energetics conducted using the Buyers’ Group aggregated load, the model shows that if the Buyers’ Group optimises its hedging position through a partially fixed, firm PPA contract with a retailer, it can produce material financial and emission savings. In order to optimise its position in a renewable PPA contract, the potential members of the Buyers’ Group should consider the following in their internal business case development and subsequent tender process:

1. Agree on the price risk parameters for the Buyers’ Group to allow fixed, firm and partially fixed, firm price offers in the tender process
2. Consider being open to tenderers in pricing each account type separately
3. Remain technology neutral and be open to both new and existing projects for its portfolio of renewable assets
4. Agree on the commencement date and term of the renewable PPA
5. Seek upfront commitment from all Buyers’ Group members to the tender outcome, subject to the final offer being within the agreed price parameters (such as NPC of the PPA offer may not exceed BAU under the mid-renew price scenario for the 100% renewable by more than 5% or 10%).
ECO 28     APPROVAL OF COMMUNITY USE OF PUBLIC ASSETS POLICY

Responsible Director: Chief Executive Officer
Responsible Officer: Executive Manager Organisational Capability
Original Document: DOC/19/19962

Executive Summary

Council endorsed the draft Community Use of Public Facilities Policy at the Ordinary Meeting of Council held on 18 September 2018. The recommendation was:

That Council:

1. Endorses the draft Community Use of Public Assets Policy; and

2. Notes that the policy will be advertised for public comment for a period of four weeks.

Comment was sought from both funeral directors and a public process and the opportunity to comment was advertised in the Midland Express and on Council’s website under Public Notices on 16 October 2018. The feedback is noted in this report.

RECOMMENDATION

That Council adopts the Community Use of Public Facilities Policy.
Context

In early 2018, issues were raised about the private use of car parking spaces and issues related to funerals in public parks, in particular the Castlemaine Botanical Gardens.

The Community Use of Public Facilities Policy was developed to manage both issues specifically, and the general hire and use of other Council facilities. At the Ordinary Meeting of Council held on 18 September 2018, Council endorsed the draft policy and asked that public comment be sought about the policy prior to returning it to a future Ordinary Meeting of Council for approval.

Refer to:

Attachment ECO 28A: Community Use of Public Assets Policy.

Policy and Statutory Implications

Council has approved in principle a diagrammatic framework of policies, one stream of which concerns itself with Council’s management of itself, one stream that delineates Council’s relationships and interactions with the community, and one stream that deals with internal governance and management. It consists of a small set of high level policies that provide a modern, sound, consistent framework for governance of the organisation and delineate the principles under which Council would expect decision-making and procedures associated with a given policy to follow.

The Community Use of Public Assets Policy sets parameters within which Council and officers will make decisions relating to the many and varied uses the community may want to make of the assets Council manages on behalf of the community.

Issues

As requested feedback was sought to inform Council in its decision about approving the policy.

Feedback on funeral matters

Suggestions put to both firms of local funeral directors are included in discussions below and feedback was received from one of the two firms. The suggestions put to funeral directors were a combination of:

- Potential restricted use of sites within the Botanical Gardens.
- Proposals to minimise aural and visual intrusion.
- Current “general rules of thumb” that are followed by Council’s Parks and Gardens Unit.
Suggestions, feedback and recommendations are as follows:

<table>
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<tr>
<th>Suggestions</th>
<th>Feedback</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restriction on use of various sites within the Botanical Gardens</td>
<td>No feedback was provided by external parties on this matter however staff identified that, if Council wished to limit the possible impact on other users of the park, then areas 7 and 8 (on the attached plan) would be the best locations in which to permit funerals to occur. Memorial services were not considered to warrant any location restrictions.</td>
<td>While a restriction to the areas suggested has some merit, it is acknowledged that other areas (such as that surrounding the lake) are sought after locations for funerals and, as long as funeral directors can maintain a reasonable distance between paths and the entire ceremony then conflicts between uses can be reasonably managed. It is therefore recommended that restrictions be limited to requiring the avoidance of paths. This can be managed through the approval process.</td>
</tr>
<tr>
<td>Minimising aural and visual intrusion by disallowing the use of amplification equipment.</td>
<td>Feedback was that this was unacceptable as people conducting funerals: 1. Usually require music; and 2. Need to ensure that people speaking can be heard by the audience.</td>
<td>It is accepted that there is a need to allow for quiet reflective music and speaking. The requirement to keep music and noise to an acceptable level can be managed through the approval process.</td>
</tr>
<tr>
<td>The current “rule of thumb” for events is to keep them, where possible, below 50 people and to a maximum of 100. This is because a large number of people in a limited area, particularly if there are a number of chairs, causes damage to ground cover.</td>
<td>Feedback was that limitations on people attending a funeral were unacceptable.</td>
<td>It is noted that the general number of attendees at funerals in the park have been less than 100 people and therefore the need to have such a rule enshrined in policy is limited. It is also acknowledged that it can be difficult to determine how many people may attend such events. It is however recommended that if services are expecting more than 100 people then alternative facilities could be suggested, e.g. Campbells Creek Recreation Reserve, to balance between a particular community member’s wishes and the amenity of the facility for others. It is not proposed that a limit be set.</td>
</tr>
</tbody>
</table>
In addition to the above, there was general agreement that funerals should be discrete, preferably signposted and generally kept a reasonable distance from paths and activity areas, such as playground, barbecues, tearooms, etc.

Public feedback

Public feedback consisted of two letters and one telephone discussion. The letters raised issues that were not specifically relevant to the policy, as follows:

Was this policy intended to move events away from the centre of the city?
Response: No, events and activities can still apply to be held wherever the organisers wish.

The policy ought to ban dogs from all public events.
Response: This is not something the policy would deal with although procedures and rules for specific events might. Two people thought there was a need for such a policy.

Observations

Since initial development of this policy, there has been feedback from two funerals held in the Botanical Gardens. The first funeral resulted in one complaint about the actual location of the funeral within the gardens, and the complainant asked that Council not allow private businesses to use the gardens. Officers provided a response to the complainant, and advised that:

1. This policy was being developed to manage future bookings.
2. Specific advice was provided to the family about where the funeral could be held within the gardens, but this was not adhered to. The officer further advised that the funeral directors would be consulted in the future about acceptable locations within the gardens to alleviate the problems experienced in this instance.

On the other hand, feedback from the family was they were very happy how everything went, and that they were able to farewell their loved one in such a beautiful location.

Feedback from the funeral director in relation to the second funeral was: “The funeral went very well, and the family were extremely happy with the surroundings, and for the use of the tearooms. I also felt that having signage along the pathways, supplied by you, worked really well.”

Amendments in this draft

Amendments in this version of the policy that were not in the first draft include:

- The addition of ‘Once an application has been assessed and accepted subsequent applications for conflicting bookings will not be considered’. This Clause was included to eliminate confusion about Clause 3.2, and providing hirers with certainty that should they have a booking in place and a further booking is sought by another group that appears to have greater community benefit, their booking would not be overridden.

- The removal of Clause 3.4 (Apolitical). Upon reflection it was considered difficult for Council officers to determine ‘reasonably considered acceptable by or not offensive to the broad community’. As the community does have broad views, what is considered by one group as offensive may not be considered offensive by another.
Council may choose to reinstate this clause into the policy; if so, further clarity will be required prior to finalising the policy and supporting procedures to provide Council officers with guidance about what would and would not be offensive in the Council’s opinion.

**Assessing applications**

The online booking form has been reviewed and now includes information that will help officers assessing bookings to determine whether the booking fits into the principles within the policy.

Where an application is not straightforward and merits further consideration before accepting a booking, the assessing officer will contact the potential hirer to discuss the booking. Should the assessing officer not be comfortable that the principles of the policy will be adhered to by the booking, the matter will be referred to the Chief Executive Officer for consideration and assessment.

**Risk Analysis**

Although the policy has been developed to reduce the risk of Council providing its facilities and open spaces for use, the differing opinions of community members cannot be fully understood, so there is an inherent risk. The policy will not eliminate the risk, but it attempts to manage the process better.

**Alternate Options**

The option not to adopt this policy is available to Council. However, that will leave the organisation and community with no guiding principles for the hire and use of community facilities. Further direction from Council would be requested to address this option.

**Financial and Resource Implications**

There are no financial or resource implications in the proposed policy. It implies no more work than currently needs to be done.

**Consultation**

As noted, both funeral directors were consulted and a public process and the opportunity to comment was advised in the local media outlet.
## Community Use of Public Assets Policy

### Document Information
- **Document Type:** Council Policy
- **TRIM reference:** DOC/19/12503
- **Document Status:** Draft
- **Policy Owner (position):** Manager Communications and Customer Service
- **Internal endorsement required:** Not Applicable
- **Final Approval by:** Council
- **Date approved:** Click here to enter a date.
- **Evidence of approval:** Select approver of type a position title – Refer to Notes in TRIM
- **Version Number:** 1
- **Frequency of Review (in years):** 1
- **Review Date:** Click here to enter a date.
- **Date rescinded:** Click here to enter a date. OR ☒ Not applicable
- **Related legislation:** Local Government Act 1989
- **Related strategic documents, policies, or procedures:**

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<td>1</td>
<td>Development of new policy</td>
<td>Executive Manager Organisational Capability</td>
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### AUTHORISATIONS

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This document must remain in Microsoft Word format until finalised.
Community Use of Public Assets Policy

1. Purpose

This policy establishes Mount Alexander Shire Council’s (MASC) position in relation to the use of spacial assets such as parks, and structural assets such as roads and buildings, that Council is custodian of.

MASC is responsible for maximising community benefit from those assets and in determining how such assets may be used. It may do so directly or, in the case of many of the halls and sporting facilities, through the services of Committees of Management appointed under Section 86 of the Local Government Act 1989.

2. Scope

This policy applies to the Councillors and employees (including full time, part time, casual employees, and agency staff), contractors, volunteers, students and consultants of Mount Alexander Shire Council.

The policy does not apply where Council appoints a Committee of Management for any Council-owned or managed facility. Such committees are delegated responsibility by Council to make decisions on Council’s behalf. However, Committees are asked to abide by the general spirit of the policy.

The policy applies to the use of public assets directly managed by MASC where such use is for:
- Commercial purposes; or
- Involves a commercial organisation; or
- Where any proposed private and/or community use may appreciably impinge on the free enjoyment of an asset by the broader community.

3. Policy

Council is committed to maximising access to and use of structural and spacial assets by residents, community groups and others, such as visitors.

To support this commitment Council will provide defined processes for community members and groups to apply to use these assets in various ways.

Assessment of such applications shall be made in accordance with the following principles:

3.1. Consistency with Council’s Plans and Strategies

Any application to use a Council-owned or managed asset should be consistent with Council’s plans and strategies.
Community Use of Public Assets Policy

Any use that is inconsistent with Council’s stated values or its strategies and plans may not be prevented from occurring in a Council-managed open space but will not be allowed in Council-managed buildings.

3.2. Overall outcomes for the community

Council acknowledges that the community may benefit in a range of ways from different uses of public assets and values such benefits, e.g. through building a vibrant culture via various events held in public spaces.

Council’s primary concern is to balance between allowing individuals and groups to use public assets for particular purposes and not unduly impinging on the broader community’s safety and access to any asset and the rights of the community to freely enjoy that asset.

The factors that Council will weigh are:

- The length of time that any proposed use will prevent the broader community from using the asset in question. The longer the time, the more Council will expect identifiable offsetting community benefits.
- The timing and/or prominence of a proposed use including any likely competing level of demand by the broader community to use the asset in whole or in part.
- Any offsetting community benefits from the proposed use. Council will give preference to activities or uses of public assets that provide clear tangible benefit to the broader community.

Any application for use of a significant portion of any asset, or any application for use of any asset for a significant period of time, will be notified to Council in advance of such use.

Once an application has been assessed and accepted, subsequent applications for conflicting bookings will not be considered.

3.3. Fees and charges

Fees may be charged for use of an asset or part of an asset and will be set through Council’s annual “Fees and Charges” process. Council may also request a bond calculated to cover any likely cost of reinstatement of an asset.

In general, similar requests will be treated similarly so that no entity receives unfair or preferential treatment.

Council requires that those asking to use an asset have adequate public liability and other insurance so as to not expose Council to any financial risk.
4. Breach of this policy

Any reported breaches of this policy will be subject to an internal review. Should a breach be proven we will take appropriate action to manage the breach and to prevent reoccurrence. Serious breaches of this policy may lead to the applicant being prohibited from any further bookings.

5. Responsibilities

5.1. Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that all use of public assets are monitored, assessed and managed appropriately through agreed procedures.

5.2. Managers

Managers are responsible for ensuring that staff with appropriate skills are delegated to that task and carry it out impartially and thoroughly.

6. Definitions of Abbreviations Used

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
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</tr>
</tbody>
</table>

7. Human Rights Statement

7.1. Human Rights Statement

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act (2006).
Map of Castlemaine Botanical Gardens

1. Willows - near the wisteria arbour and rose beds
2. Fountain – near main gate entrance
3. Lake Joanna – next to north end of the lake
4. Rotunda – white and maroon rotunda in centre of clearing
5. Tea Rooms – lawn area on west side of Tea Rooms
6. Summer House – timber rotunda like structure
7. Croquet Lawn – secluded area across the creek, not in the main part of the gardens
8. North end – secluded area at the Froomes rd end of gardens

Disclaimer Note:
The Mount Alexander Shire Council believes that the information contained herein is correct. However, it bears no warranty of the accuracy of that information. The Mount Alexander Shire Council declines all responsibility for any errors, inaccuracies, or omissions. The intended use of the information is at the risk and the sole responsibility of the person using the map. The Mount Alexander Shire Council accepts no responsibility for any loss or damage that may be suffered by any person relying upon such information, whether that loss or damage is caused by any negligence on the part of the Mount Alexander Shire Council or its employees. The data shown herein remain the property of the Mount Alexander Shire Council. No part of this information shall be reproduced without the express written consent of the Mount Alexander Shire Council.
ECO 29 EVENTS GRANTS PROGRAM

Responsible Director: Director Corporate and Community Services
Responsible Officer: Venues and Events Coordinator
Original Document: DOC/19/22421

Executive Summary

Our community is renowned for its annual calendar of events showcasing a diverse range of interests including rod and custom culture, sports, arts and culture, sustainability, social outcomes and food and wine. There is a strong social and economic benefit derived from these events which attract a local, regional and, in some cases, interstate and international audience. These events are valued and an important part of what makes our community unique, this program will continue to highlight Councils commitment to support events in the Shire.

Mount Alexander Shire Council allocates funds each year to support events in the local community that align with the Council Plan 2017-2021 and other strategic directions. To ensure we can provide fair, transparent and accountable monetary support and encourage the development and sustainability of events, an Events Grants Program has been developed.

The Events Grants Program and associated guidelines were adopted at a Council Meeting on 20 February 2018. The full introduction of the program has however been delayed due to staffing changes.

The role of the Events Officer (now the Venues and Events Officer) now sits with the Communications and Customer Services Team, reporting to the Venues and Events Coordinator. The current proposed program and schedule have been updated to allow adequate time to communicate with the community and implement a successful program. The guidelines and the way in which the grants are administered have also been reviewed. The updated version, should it be approved, provides a more simplified process for all involved.

Recommendation

That Council adopts the amended Events Grants Program Guidelines noting that officers will review, evaluate and allocate funding in accordance with the processes nominated therein.
Context

A revised version of the program guidelines has been prepared to better align with the Community Grants format, thus ensuring the community has readily accessible, clear and concise information regarding eligibility, timeframe and requirements.

The proposed new guidelines include the following:

Two funding streams

- A small grant stream is available as per the original guidelines for up to a total of $3,000 in monetary funds and/or in-kind support to assist in the running of local events.

- A partnership grant stream. This will provide event organisers with access to a higher funding amount of up to $10,000 for a two year period. There are a small number of major annual events requiring a larger budget to operate, who, in turn provide a greater benefit to the community. The small grants stream isn’t suitable for these events. Without an alternative and greater support option from Council, these events may not be sustainable. Applicants would be required to submit a more in-depth application to ensure more funding is provided and reported on appropriately. This approach, based on other successful models, is currently being used with Community Grants. It also introduces a way of managing sponsorship requests as any partnership could be viewed as an event sponsorship. This partnership stream also provides an opportunity to incorporate feedback to Council on the outcome of any partnership events. This feedback could be informal updates through to more formal briefing of Councillors, depending on the event.

Quick Response Events Grants Program

In order to accommodate unforeseen events that occur on occasion within the Shire, a Quick Response Events Grants Program is proposed. This would run throughout the year, and provide an option for events to apply for up to a total of $1,000 in funding and/or in-kind support to assist in the running of local events. The proposed allocated budget for each year would total $10,000. This model is based on Council’s successful Quick Response Youth Grants Program.

The Venues and Events Officer or Coordinator will assess the applications. The assessment would be made in line with the Events Grants Program assessment criteria. The applicant would receive verbal and written notification within 5 working days of the application being submitted.

The successful applicant would be required to sign a funding agreement with Mount Alexander Shire Council, and complete a short acquittal and evaluation at the completion of their event.

Timelines

The updated schedule takes into account the lead times required for presenting the outcomes of the funding process to a Councillor Briefing, whilst allowing sufficient time for organisers to plan their events after the successful recipients are announced.

It is proposed that the opening and closing dates be aligned with the Community Grants program. If accepted, both programs would run twice a year and use the Smarty Grants online system to administer the program. The alignment of dates would reduce the
potential for public confusion about the programs, allow for co-promotion to maximise exposure and minimise workload for staff.

It is proposed the teams run information sessions jointly to ensure clarity for community members. Three Grants Program information sessions are planned to be held in July to inform relevant community members and event organisers of the changes if approved; these will be during the day and evening in Castlemaine and during the day in Maldon. The application forms for both streams would be different with a separate review panel as the requirements for each program differ.

As per the current process of providing event support, grants are proposed to be awarded based on the assessment panel’s recommendations only and would not be presented for approval at an Ordinary Meeting of Council.

Proposed timelines are outlined below:

<table>
<thead>
<tr>
<th></th>
<th>Round 1 2019</th>
<th>Round 2 2020</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>July (TBC)</td>
<td>January (TBC)</td>
<td>Community Information Sessions</td>
</tr>
<tr>
<td>22 July</td>
<td>22 July</td>
<td>29 January</td>
<td>Events Grants Program opens</td>
</tr>
<tr>
<td>9 August</td>
<td>9 August</td>
<td>18 February</td>
<td>Events Grants Program closes. Late or incomplete applications will not be considered.</td>
</tr>
<tr>
<td>August</td>
<td>August</td>
<td>February</td>
<td>Applications are assessed, decisions for funding made and funds allocated by officers.</td>
</tr>
<tr>
<td>September</td>
<td>September</td>
<td>March</td>
<td>Councillors briefed on funding outcomes. Applicants notified of the outcome of their application. Successful applicants are provided with a funding agreement to sign and return. A list of successful applications will be published on council’s website and provided to local media.</td>
</tr>
<tr>
<td>By 30 September</td>
<td>By 30 March</td>
<td>By 30 March</td>
<td>Signed funding agreements due. Funds paid to successful applicants.</td>
</tr>
</tbody>
</table>

Grant conditions

Conditions of accepting the grant funding have also been included in the guidelines. This could include co-branding opportunities, consultation with stakeholders (for example, if there is a street closure, that the event organiser informs affected residents and/or traders) and recognition of Council contribution. Non-compliance measures may include ineligibility of the event organiser applying for grant funding for 12 months and/or having to return any funding received from Council.

An acquittal is required to be completed by all successful applicants. A summary of how Event Grants recipient’s events performed will then be included in the Councillor bulletin as they occur.

Refer to:

Attachment: ECO 29B: Community Events Costs from 2016 to 2019 - as at June 2019.
Policy and Statutory Implications

Relevant policies, strategies and plans

The following Council strategies, plans and policies encompass goals and guidelines which are directly related to the provision of support for events:

Council Plan

The three pillars of the Council Plan 2017-2021, *Our People, Our Place, Our Economy* are all supported by working with community groups, businesses and organisations to help deliver safe, inclusive, economically and environmentally sustainable events. A specific priority in the Council Plan is to ‘Support events that promote the shire as a great place to visit.’

The assessment criteria aligns with the following outcomes in the 2017–2021 Council Plan:

- Provide an accessible range of services for all including children, young people and families.
- Improved health and wellbeing through use of our public spaces and trails.
- A safe, healthy and engaging environment for volunteers.
- Initiatives to create acceptance of diversity.
- Improved access to a range of convenient, safe, accessible and sustainable travel choices.
- Reduced levels of waste generated by the community.
- Support custodians who manage our heritage records and assets (including Indigenous heritage).
- Promote the shire as a great place to live and do business.
- Help to grow tourism to the Shire.
- Opportunities for adult education and skills development.

Economic Development Strategy

Objective 3.6 outlines the goal to ‘support volunteer committees involved in arts and cultural events to develop the necessary skills and resources to ensure events are viable and sustainable’.

Additional Council strategies, plans and policies which provide for and align with Council’s support for events include:

- Bendigo Region Destination Management Plan.
- Climate Change Action Plan.
- Youth Engagement Action Plan.
- Community Grants Policy.
- Community Support Policy.
- Public Health and Wellbeing Plan.
- Waste Management Strategy.
Statutory powers and implications

Council requires events to comply with a number of statutory and legislative requirements as outlined in the following Acts:

*The Disability Discrimination Act (DDA) 1992.*
*Victorian Equal Opportunities Act 2010.*
*The Food Act 1984.*
*Liquor Control Reform Act 1998.*
*Building Act 1993.*
*State Environment Protection Policy (Control of Music Noise from Public Premises) 1999.*
*Building Regulations 2006.*
*Mount Alexander Planning Scheme 1999.*

**Issues**

**Risk Analysis**

A risk analysis for the implementation of the Events Grants Program was undertaken. The following risks have been identified:

*The damage to Council’s reputation is low*

Low – Consultation will be undertaken with all current event organisers to ensure they fully understand the program guidelines prior to the program commencing. The Venues and Events team will clearly outline the benefits of the program to all event organisers. The grant acquittal form allows for event organisers to provide feedback on the program, which will be taken into consideration when reviewing the program after the first 12 months.

*Social impacts, including community impact and possible community response*

Medium – Many local events are run by volunteers. They have limited time and financial resources. There is the possibility that community organisations will initially find the application process challenging. Council’s Venues and Events team will provide support throughout the application process to ensure that a) all event organisers are aware of and understand the process and b) they submit an application to ensure they have an opportunity to receive support for their event from Council.

*Impact upon operations*

Medium – It is proposed to run two Events Grants rounds per year. This will have an impact on officer time during the assessment periods. However it is anticipated that the busy periods will be balanced out by quieter months, due to all events being required to submit their permit applications along with their funding submissions. This will help to streamline the internal event support process.

*Declarations of Conflicts Of Interest*

No disclosable interests have been raised in relation to this report.
Alternate Options

Council passed a resolution introducing an Events Grants Process in February 2018. This was not implemented due to personnel changes and this paper outlines proposed improvements to the process and guidelines made since this time. If these proposed changes are not supported, the process as approved in February 2018 could be implemented. This process is less flexible and responsive than the proposed process, and also includes the need for officers to seek Council approval of assessment and allocation of funds at an Ordinary meeting. This requirement adds a considerable amount of time to the timeline and would mean the process could not start this year as events in January would not receive advice on the outcome of their application in time to allow for proper event planning.

Another option is to accept the proposed new funding streams but elect to align the process even further with the Community Grants Program by requiring that recommendations from the assessment panel be presented for a decision at an Ordinary Meeting of Council prior to the awarding of grants. As described above, this would require extending the timeline significantly for event organisers and possibly have some implications on the ability of event organisers to receive funding from council and deliver their event in a timely manner.

Financial and Resource Implications

Council’s budget includes a provision for event support. This amount previously has included the development and implementation of Traffic Management Plans, provision of bins and waste collection and Wash Against Waste Trailer subsidies.

The Events Grants Program would be funded by the operating budget of Community Events and a portion of the Community Grants Program that has been previously used to fund events. This would be transferred from the Community Grants program to the Events Grant program permanently.

The program guidelines propose that Council (through officers) reserves its right to award partial funding. This would enable officers to ensure that Council is able to provide support to as many events as possible.

There are no significant resourcing implications, as current officer time will cover the implementation and ongoing coordinator of the program. There is an annual subscription fee for Smarty Grants, this is approximately $5,000 per year.

<table>
<thead>
<tr>
<th>Proposed budget breakdown for Events Grants Program 2019/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total community events budget (excluding salaries)</td>
</tr>
<tr>
<td>Quick response events grants (outgoing)</td>
</tr>
<tr>
<td>Annual Smarty Grants subscription fee (outgoing)</td>
</tr>
<tr>
<td>Funds to be transferred from Community Grants Program (incoming)</td>
</tr>
<tr>
<td>Total funds for Events Grants Program 2019/2020</td>
</tr>
</tbody>
</table>

Note: Currently the costs of Civic Events (such as Australia Day) come out of this budget. This represents approximately $12,000. Options regarding this funding are being explored.
Consultation

The draft Events Grants Program Guidelines and online application form have been informed by consultation with relevant Council officers, including the Executive Team. Research was undertaken to seek examples of good practice by other councils, notably Macedon Ranges Shire, Hepburn Shire and City of Greater Bendigo.

In 2018, two separate events took part in a trial program; these were the Castlemaine Jazz Festival and the Castlemaine Billy Cart Challenge. Feedback received via this trial program was incorporated into the guidelines.

If adopted, the implementation of the proposed changes to event support will be supported by a thorough communication and engagement process with event organisers and the community. This will include direct contact with event organisers via email, phone and in person information sessions.
Events Grants Program Guidelines

Civic Centre
Cnr Lyttleton and Lloyd St, Castlemaine
P.O Box 185 Castlemaine VIC 3450

t  (03) 5471 1700
e  info@mountalexander.vic.gov.au
w  www.mountalexander.vic.gov.au
Our Events Grants Program

Mount Alexander Shire Council allocates funds each year to support events in the local community that align with the goals in our Council Plan 2017-2021 and other strategic directions.

We have made some changes to how we provide event support to make it easier to plan and run your event from 2020.

These changes include:
- The introduction of two funding rounds per year - January and July
- Simple online application form and guidelines

Applications must be for events that are:
- Based in Mount Alexander Shire and
- Benefit the Mount Alexander Shire community

Our funding streams:

**Small Grants**
- Up to $3,000 available per event
- Open July and January
- Application process: Brief online application including budget
- Reporting requirements: Completion report with a summary of outcomes and photos or media links.

**Partnership Grants**
- Up to $10,000 available per event over two years
- Open July only
- Application process: Brief online application including budget, relevant business and event plans
- Reporting requirements: Completion report with evidence of outcomes and expenditure, including photos and/or media links.

**Quick Response Grants**
- Up to $1,000 available per event
- Open all year
- Application process: Brief online application including budget
- Reporting requirements: Completion report with a summary of outcomes and photos or media links.

Our vision:
Mount Alexander: innovative, creative and connected.

Program objectives:
In accordance with our vision the Events Grants Program aims to:

1. Support and encourage the development and sustainability of events that:
   - Foster community, economic and/or cultural development in Mount Alexander Shire
   - Consider impacts on the environment and surrounding community
   - Are accessible, inclusive and welcoming of everyone
   - Are safe and compliant.

2. Ensure that the assessment of applications and awarding of grants are:
   - Fair
   - Transparent
   - Accountable

Applicants are encouraged to read our Council Plan 2017-2021 and other relevant strategies and plans available on our website, prior to applying. These include, but are not limited to Bendigo Region Destination Management Plan; Climate Change Action Plan; Economic Development Strategy; Youth Engagement Action Plan.

How to apply:
- Discuss your event proposal with the Venues and Events Officer on 5471 1857
- Complete your application online at: [https://mountalexander.smartrgants.com.au](https://mountalexander.smartrgants.com.au)

Note:
- Eligible applicants may only receive one grant per funding stream each year
- Late or incomplete applications will not be considered

Applications open: Monday 22 July 2019
Applications close: Friday 9 August 2019
Events Grants Program Guidelines

Who can apply?

Council will consider applications for events held in Mount Alexander Shire.

Applicants must:

- Be a not-for-profit, incorporated association, registered charity, an auspiced individual/group, commercial or eligible service organisation;
- Not be in debt or in dispute with Council;
- Submit only one application per event per financial year.

If your group is not incorporated, you can still apply for a grant if you have an auspicing body, however this must be included in the application. Apsiced applications must have a signed auspice agreement. An auspice agreement template is available on Council’s website.

Any existing funding agreements or partnerships with Council will be taken into consideration during the assessment process.

What can be funded by the program?

Council recognises the significant costs involved in establishing and running an event, as well as the social and economic benefits they bring to the shire.

Funding can be used for a wide variety of event production costs, please also refer to the section that outlines funding restrictions on the next page.

Council will offer up to a total of $1,000 in monetary funds and/or in-kind support for quick response grants, up to $3,000 for small grants and up to $10,000 (over 2 years) for partnership grants. These streams have different application requirements, please visit the smarty grants website for details.

Funding may be applied for support to:

- Established and new events
- One-off and recurring events
- Not for profit and commercial events

In-kind support from Council

In-kind support allows for events to access the following services that would normally come at a cost:

- Permits for road closure or road use, camping, temporary signage, parking, works on a Council road, occupancy permit, siting permit or fundraising permit.
- Additional cleaning of public toilets.
- Hire fees for Council managed venues.

Even if you are only seeking in-kind support, you must submit a grant application. If an application is not received, event organisers may be required to pay a fee for services.

Applications for retrospective (after event) funding or in-kind support will not be considered.

Total grant amounts are inclusive of any in-kind support value.
Events Grants Program Guidelines

What cannot be funded by the program?

- Events that do not take place within the Mount Alexander Shire municipal boundary
- Events that have not acquitted for previous grants within 12 weeks of the event date
- Projects or activities which:
  - are reasonably considered not acceptable by or offensive to the broad community
  - have the sole purpose of fundraising, with no other social or economic benefit to the community
  - are the responsibility of other government departments or agencies
- Maintenance on facilities or debts
- Capital expenditure (equipment, purchase of land, vehicles or building on privately owned land)
- Recreational excursions (camps, holidays and tours)
- Catering, competitions, gifts and prizes
- Ongoing operational costs (core business) such as salaries (except for contract work), rent, annual general meetings, insurance and utility costs
- A private event that is not broadly accessible to the local community

How are applications assessed?

All applications are assessed by a cross-organisational panel against the criteria listed below. Applications will be ranked from highest to lowest score and those with the highest scores will be awarded funds until the total pool is exhausted.

Assessment criteria

1. **Alignment to the Mount Alexander Shire Council Plan 2017-2021**

   The event’s capacity to achieve **three** or more of the following (75%):
   - Provide an accessible range of services for all including children, young people and families
   - Improved health and wellbeing through use of our public spaces and trails
   - A safe, healthy and engaging environment for volunteers
   - Initiatives to create acceptance of diversity
   - Improved access to a range of convenient, safe, accessible and sustainable travel choices
   - Reduced levels of waste generated by the community
   - Support custodians who manage our heritage records and assets (including Indigenous heritage)
   - Promote the shire as a great place to live and do business
   - Help to grow tourism to the shire
   - Opportunities for adult education and skills development

2. **Feasibility**

   The applicant’s capacity to successfully deliver the event (25%):
   - Sound business and project planning
   - Capacity to deliver event without council grant funds
Events Grants Program Guidelines

Preparing your application

To apply for a grant, you will need to visit the smarty grants website:
https://mountalexander.smartygrants.com.au

Please note the following conditions before submitting your application:
- This is a competitive program and no application is guaranteed funding. Please ensure the amount you apply for is realistic, justifiable and supported with appropriate documentation.
- Council reserves the right to partially fund applications to provide equitable support for a range of events.
- If your event takes place in Mount Alexander Shire and another municipality, focus on the benefits delivered to the Mount Alexander Shire community in your application.
- All successful applicants will be required to acknowledge Council support as outlined in the funding agreement.

How will I know the outcome of my application

Successful applicants will be notified in writing. A funding agreement outlining the terms and conditions of the funding being provided by Council will then be sent. Funding agreements must be signed and returned by the due date. An invoice for the grant amount must also be provided with the funding agreement to receive funding.

Unsuccessful applicants will be notified in writing of their unsuccessful application and provided with feedback on the reason(s) behind the decision. Applicants may also request to speak with a council officer about their application if they would like further feedback.

<table>
<thead>
<tr>
<th>Round 1 - 2019</th>
<th>Round 2 - 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 July</td>
<td>29 January</td>
</tr>
<tr>
<td>9 August</td>
<td>18 February</td>
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<td>August</td>
<td>February</td>
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<tr>
<td>September</td>
<td>March</td>
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<tr>
<td>October</td>
<td>April</td>
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</tbody>
</table>

Events Grants Program opens
Events Grants Program closes. Late or incomplete applications will not be considered.
Applications are assessed.
Councillors briefed on funding recommendations.
Applicants notified of the outcome of their application. Successful applicants are provided with a funding agreement to sign and return.
A list of successful applications will be published on council’s website and to local media.
Signed funding agreements due.
Funds paid to successful applicants

If you have any questions or require further information please feel free to contact us.
Venues and Events Officer
- 5471 1857
- events@mountalexander.vic.gov.au
## Community Events Costs from 2016 to 2019 - as at June 2019.

<table>
<thead>
<tr>
<th>Events 2016/2017</th>
<th>Traffic Management</th>
<th>Waste</th>
<th>Fee waiver</th>
<th>Grant / contribution</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anzac Day</td>
<td>$ 605.00</td>
<td></td>
<td>$ 260.00</td>
<td></td>
<td></td>
<td>$ 865.00</td>
</tr>
<tr>
<td>Barkers Creek Beer and Cider Festival</td>
<td>$ 624.80</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 624.80</td>
</tr>
<tr>
<td>Boogaloos Invitational</td>
<td>$ 1,665.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 1,665.75</td>
</tr>
<tr>
<td>Brees Criterion</td>
<td>$ 2,638.00</td>
<td></td>
<td>$ 260.00</td>
<td></td>
<td></td>
<td>$ 2,938.00</td>
</tr>
<tr>
<td>Castlemaine Agricultural Show</td>
<td>$ 1,221.75</td>
<td>$ 250.00</td>
<td></td>
<td></td>
<td></td>
<td>$ 1,471.75</td>
</tr>
<tr>
<td>Castlemaine Feature Show</td>
<td>$ 562.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 562.00</td>
</tr>
<tr>
<td>Castlemaine Gift</td>
<td>$ 562.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 562.00</td>
</tr>
<tr>
<td>Castlemaine Lions Swap Meet</td>
<td>$ 1,353.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 1,353.50</td>
</tr>
<tr>
<td>Castlemaine Road Cycling Championships</td>
<td>$ 244.20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 244.20</td>
</tr>
<tr>
<td>Castlemaine Rotary Truck Show</td>
<td>$ 1,485.00</td>
<td>$ 310.00</td>
<td></td>
<td></td>
<td></td>
<td>$ 1,795.00</td>
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<tr>
<td>Comedy in the Park</td>
<td>$ 60.00</td>
<td></td>
<td></td>
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<tr>
<td>Community Christmas Carols</td>
<td>$ 378.40</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
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**TOTAL**

|                  | $ 30,089.10 | $ 24,742.20 | $ 3,140.00 | $ 2,890.00 | $ 600.00 |

**GRAND TOTAL**

|                  | $ 61,361.30 |

*Under $1,000 - Eligible for Quick Response Grant: $9,478.30*
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**TOTAL**         | $45,183.88        | $32,475.86 | $10,514.90 | $500.00               |       |       |

**GRAND TOTAL**    | $88,674.44        |       |            |                      |       |       |

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<td>Fee waiver</td>
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*Under $1,000 - Eligible for Quick Response Grant: 10,828.96
10. DELEGATES REPORTS

11. NOTICE OF MOTION

12. URGENT SPECIAL BUSINESS

13. MEETING CLOSE