MINUTES

OF THE ORDINARY MEETING OF COUNCIL
HELD ON
TUESDAY 22 MAY 2018
AT 6.30 PM IN THE
COUNCIL CHAMBER,
MOUNT ALEXANDER SHIRE CIVIC CENTRE
CORNER LYTTLETON AND LLOYD STREETS, CASTLEMAINE.
**TABLE OF CONTENTS**

1. **PRESENT**  
   4

2. **APOLOGIES**  
   4

3. **DECLARATIONS OF INTEREST/CONFLICTS OF INTEREST**  
   4

4. **MINUTES**  
   4
   4.1. **ORDINARY MEETING OF COUNCIL – 17 APRIL 2018**  
       4

5. **PUBLIC QUESTION TIME**  
   5

6. **PETITIONS AND JOINT LETTERS**  
   6

7. **COMMITTEE REPORTS**  
   7
   7.1. **LODDON MALLEE LOCAL GOVERNMENT WASTE FORUM**  
        7
   7.2. **AUDIT AND RISK ADVISORY COMMITTEE**  
        7

8. **ASSEMBLIES OF COUNCILLORS**  
   18

9. **OFFICER REPORTS**  
   32
   9.1. **OUR PEOPLE (PEO)**  
        32
       PEO 04 **COMMUNITY GRANTS 2017/2018 – RECOMMENDATIONS FOR FUNDING**  
            32
       PEO 05 **ANNUAL PLAN 2017/2018 – QUARTER 3 PROGRESS REPORT**  
            42
       PEO 06 **APPOINTMENTS TO SPECIAL COMMITTEES OF COUNCIL – CASTLEMAINE WAR MEMORIAL STADIUM, CAMPBELLS CREEK COMMUNITY CENTRE, CAMPBELLS CREEK RECREATION RESERVE, NEWSTEAD COMMUNITY CENTRE, SUTTON GRANGE HALL AND WATTLE FLAT RESERVE**  
            44
   9.2. **OUR PLACE (PLA)**  
        51
       PLA 07 **RESPONSE TO PETITION – CONCERNS REGARDING THE PROPOSED REMOVAL OF PLANTER BOXES AT HUB BUILDING**  
            51
       PLA 08 **VICTORY PARK PLAY SPACE FINAL CONCEPT PLAN**  
            54
       PLA 09 **RELINQUISHMENT OF MANAGEMENT OF TUTES COTTAGE**  
            57
   9.3. **OUR ECONOMY (ECO)**  
        61
       ECO 18 **PLANNING PERMIT APPLICATION 044/2018- CONSTRUCTION OF A DWELLING, SHED AND ASSOCIATED WORKS AT 12 PHOENIX STREET, MALDON**  
            61
       ECO 19 **PLANNING PERMIT APPLICATION 065/2018 - USE AND DEVELOPMENT OF THE LAND FOR A TELECOMMUNICATIONS FACILITY AND REMOVAL OF NATIVE VEGETATION AT RAILWAY STREET, CHEWTON**  
            83
       ECO 20 **AWARDING OF CONTRACT CT000362 FOR KERBSIDE COLLECTION AND ASSOCIATED SERVICES FOR THE PERIOD 1 OCTOBER 2018 TO 30 SEPTEMBER 2023**  
            100
       ECO 21 **PROPOSED FEE AND CHARGES SCHEDULE 2018/2019**  
            106
       ECO 22 **QUARTERLY FINANCIAL MANAGEMENT REPORT TO 31 MARCH 2018**  
            115
10. **DELEGATES REPORTS**

11. **NOTICE OF MOTION**

11.1. NOTICE OF MOTION 2018/004 – NALDERUN ADVOCACY

11.2. NOTICE OF MOTION 2018/005 – SUPPORTING MACEDON RANGES SHIRE COUNCIL'S NOTICE OF MOTION TO THE AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL ASSEMBLY 2018

12. **URGENT SPECIAL BUSINESS**

13. **MEETING CLOSE**

**SEPARATE ATTACHMENTS:**

- Confidential Attachment PLA 07A: Petition - Concerns regarding the Proposed Removal of the Planter Boxes on the Footpath around the Hub building.
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.

1. PRESENT

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), Acting Director Sustainable Development (Ben Grounds), Acting Executive Manager Organisational Capability (Kevin Pittman).

2. APOLOGIES

Nil.

3. DECLARATIONS OF INTEREST/CONFLICTS OF INTEREST

Nil.

4. MINUTES

4.1. ORDINARY MEETING OF COUNCIL – 17 APRIL 2018

The unconfirmed minutes of the Ordinary Meeting of the Mount Alexander Shire Council held at 6.30 pm on 17 April 2018 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 17 April 2018 be confirmed.

MOVED COUNCILLOR CORDY

That the recommendation be adopted.

SECONDED COUNCILLOR HENDERSON

CARRIED.
5. PUBLIC QUESTION TIME

MOVED COUNCILLOR NIEMAN

That standing orders be suspended at 6.34 pm.

SECONDED COUNCILLOR CORDY

CARRIED.

a. Ms Joyce Sanders

Ms Sanders asked if the proposed tree replacement program would include trees in Barkers Street, Castlemaine.

- The Acting Director Sustainable Development (ADSD) advised that he would take Ms Sanders' question on notice.
- The Chief Executive Officer (CEO) noted that the tree planting program will be starting shortly, having been delayed by the weather. He advised that it would be checked if Barker Street is to be included in the program this year.

b. Ms Bev Phillips

Ms Phillips advised that she was an objector to Item ECO 18 of the Agenda, Planning permit application 044/2018. She raised concerns around the heritage value of the area and the fact that the Officer Recommendation places emphasis on the retention of the Moreton Bay Fig tree but it is not mentioned in the conditions.

- The Mayor thanked Ms Phillips for voicing her concerns and advised that Council would be discussing the matter when the item comes up in the Agenda this evening.

c. Ms Joyce Sanders

Ms Sanders stated that there is an electric coffee advertisement on Theatre Royal in Castlemaine. Ms Sanders advised that she is concerned that there are no heritage controls or apparently, a heritage officer in Council.

- The ADSD advised that he would take Ms Sanders question on notice.
- The CEO advised that the matter would be followed up. He also noted that Council had recently appointed a person with both architectural and heritage skills who is very well qualified to work in this area.

MOVED COUNCILLOR NIEMAN

That standing orders be resumed at 6.47 pm.

SECONDED COUNCILLOR CORDY

CARRIED.
6. **PETITIONS AND JOINT LETTERS**

Council received a petition on 3 April 2018, containing 13 signatures from tenants in The Hub building on the corner of Templeton and Barker Streets, Castlemaine, requesting the existing planter boxes on Templeton Street be considered a permanent fixture and any works to footpath to be carried out around the boxes.

**RECOMMENDATION:**

That Council receive a report on this petition, being Item PLA 07 of this Agenda.

MOVED COUNCILLOR PETRUSMA

That the recommendation be adopted.

SECONDED COUNCILLOR HENDERSON

CARRIED.
7. COMMITTEE REPORTS

7.1. LODDON MALLEE LOCAL GOVERNMENT WASTE FORUM

The unconfirmed Minutes of the Loddon Mallee Local Government Waste Forum meeting held on 26 February 2018 are at Attachment 7.1A.

7.2. AUDIT AND RISK ADVISORY COMMITTEE

The unconfirmed Minutes of the Audit and Risk Advisory Committee meeting held on 8 March 2018 are at Attachment 7.2A.

RECOMMENDATION

That the unconfirmed Minutes of the Loddon Mallee Local Government Waste Forum and Audit and Risk Advisory Committee meetings be noted.

MOVED COUNCILLOR CORDY

That the recommendation be adopted.

SECONDED COUNCILLOR NIEMAN

CARRIED.
1. Welcome and Introductions:

Daryl Warren opened the meeting at 12.33pm and welcomed those in attendance to Wedderburn, including guest speakers Noel Irwin (ArcBlue), Christine Wardle and Bill Grant (Blue Environment), Danny Childs and Mutha Muthukaruppan (EPA). Daryl thanked the Loddon Shire Council for hosting the meeting and then members introduced themselves.

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Present:</td>
</tr>
<tr>
<td></td>
<td>Michael Scott (Mount Alexander Shire), Matt George (Mildura Rural City Council), Sarah O’Connor (Mildura Rural City), Karen Fazzani (LMWRRG), Melanie Bell (LMWRRG), Nick Tuohy (EPA), Kaylee Thompson (EPA), Ian Gillingham (LMWRRG), Ken Rowe (Buloke Shire Council), Kylie Douglas (City of Greater Bendigo), Ron Gibbs (Swan Hill Rural City Council), Daniel Lloyd (Loddon Shire), Ritika Jindal (Macedon Ranges Shire), Tina Fitzgerald (Gannawarra Shire Council), Win Laing (SV), Simon Dobie (Loddon Shire Council), Noel Irwin (ArcBlue), Christine Wardle and Bill Grant (Blue Environment), Danny Childs and Mutha Muthukaruppan (EPA), Geoff Curnow (Loddon Shire), Bronwen Machin (Mount Alexander Shire), Lorraine Learmonth (Gannawarra Shire), Daryl Warren (Buloke Shire), Jennifer Anderson (Macedon Ranges Shire), Bill Moar (Swan Hill Rural City), Anthony Grillo (Mildura Rural City Council).</td>
</tr>
<tr>
<td>3</td>
<td>Apologies:</td>
</tr>
<tr>
<td></td>
<td>Bridgette McDougall (City of Greater Bendigo), Izzy Tunali (Wentworth Shire), Mark McDonald (Buloke Shire), Gary Randhawa (Macedon Ranges Shire Council), Kimmly Johnston (Swan Hill Rural City Council), Andrea Metcalf (City of Greater Bendigo), Claire Dunn (MAV).</td>
</tr>
<tr>
<td>4</td>
<td>Approval of Minutes – 27 November 2017</td>
</tr>
<tr>
<td></td>
<td>That the Minutes of the meeting from 27 November 2017 be accepted:</td>
</tr>
<tr>
<td></td>
<td><strong>Moved</strong>: Lorraine Learmonth</td>
</tr>
<tr>
<td></td>
<td><strong>Seconded</strong>: Geoff Curnow</td>
</tr>
<tr>
<td></td>
<td><strong>Carried</strong></td>
</tr>
<tr>
<td>5</td>
<td>Business Arising from Prior Meetings</td>
</tr>
<tr>
<td>Action</td>
<td>Action by Whom</td>
</tr>
<tr>
<td>--------</td>
<td>----------------</td>
</tr>
</tbody>
</table>
| 2. LMWRRG Projects. Procurement policy  
Action: Bronwen to look for procurement policy. | Bronwen | Next meeting | There is currently an opportunity to provide comments about procurement in the LG Act.  
Action: Councilors are encouraged to take this item back to council and provide feedback through the LG Act. |
| 3. Attendance at next meetings.  
ACTION – Chair/Karen to invite president of MAV and LGA to next meetings. | Chair / Karen | Next meeting | Completed.  
Karen invited Claire Dunn to attend the meeting however she was unable to attend, but will attend a future meeting. |
| 4. Officers for the Protection of the Local Environment (EPA Pilot Program)  
Action: Nick to invite the Loddon Mallee OPLE’s to the 28 May meeting. | EPA | 28 May 2018 | Completed  
OPLE’s will attend the next meeting in May. |
| 5. E-Waste Ban | | | |
| 6.  
ACTION: Mark McDonald to wait for more details about the e-waste ban before deciding to email Angela (DELWP), councils national television and computer scheme issues. | Mark McDonald | Next meeting | Mark was not present at the meeting to discuss this item. |
| 7.  
ACTION: During the 3 month consultation period, councils are asked to provide feedback to DELWP on the implementation of the e-waste ban. This can be done through the Engage Vic website, through the LMWRRG, or councils can write to DELWP. | Councils | 25 January 2018 | Completed.  
The Victorian e-waste infrastructure network assessment report has been distributed to councils. 15 sites out of 29 that were put forward for the Loddon Mallee region, have been identified for funding. There has been at least 1 site in |
<table>
<thead>
<tr>
<th>8. Regional consolidated solution for waste/recycling.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACTION:</strong> Karen to raise with the LMWRGG Board on how we can establish this dialogue for the best way to approach State Government. Karen to put on the agenda for the next board meeting on 8 December 2017.</td>
<td><strong>Karen Fazzani</strong> \n<strong>Next meeting</strong></td>
</tr>
</tbody>
</table>

---

6 Regional Procurement Strategy presentation – Noel Irwin, ArcBlue (attached).

There was discussion about how the LMWRGG compares to other WRGGs. Each region has a different focus and different opportunities: NE has an events focus, GV has a focus on resourcing in WRGG, Metro are more advanced than other groups. LMWRGG has polystyrene and pyrolysis opportunities.

There was also discussion about council procurement policy – all of the 8 member councils would have one in place, so how would alignment work? Most councils have had PA or MAV contracts. However, it may be difficult in 1 council who have very firm scoring/weighting in their policy which can be restrictive. It is hoped that a regional approach can lift the maturity of councils and that they can do an exemption if they can get a better regional outcome.

---

7 Loddon Mallee Regional Organics Strategy presentation – Christine Wardle and Bill Grant, Blue Environment (attached)

The issues paper that was circulated before the meeting was discussed:

1. To what extent should LMWRGG pursue opportunities for recovery of organics not currently landfilled or not incurring significant costs to businesses? (e.g. agricultural/horticultural waste)
   - add value

2. Should LMWRGG actively pursue and invest in facilities in the LM region, or leave it to market forces based on transport, and processing costs?
   - e.g. “Geelong” model versus open tender process
   - The LMWRGG would not actively pursue and invest in facilities on the LM region. It would be council or a consortium.
   - Stanhope is taking material out of Melbourne – currently 55,000T and are looking to extend this to 100,000T.
   - Scatoplus need to consider that if they get bigger that it does not get offensive/affect the community.
   - The Jeffries model in Swan Hill is planned to be the same as SA. The produce from SA is good and accepted and used by the horticulture industry in NW Victoria.
3. How much emphasis should be placed on reduction strategies?

4. Targets and objectives. Should they be:
   - Non-numeric statements of intent?
   - Numeric KPIs?
   - Conservative, realistic or ambitious?
   - Separate/specific for diversion and recovery targets for each council?
     - Preference for numeric KPI’s that are ambitious.
     - We need to think about why we are doing this – for GG reduction (need attention on reduction strategies (question 3 above)) and for cost reduction (need figures).
     - Has there been any research on social trends? Reports from the city is that people are buying food that is already prepared. Uncertain if this is making a mark yet?
     - The water authority in the fishermen’s bend area are considering using insinkers.
     - Behaviour programs can be done for households.

5. Sub-regional facilities or multiple small-scale facilities? What ‘clusters’ of councils/areas are preferred? Are councils interested in joint procurement?
   - Small councils have a need to.
   - Mildura is remote – need to bring goods/service in from elsewhere or be self-sustainable.

Action: Need information back from councils as soon as possible on:
   - Sites
   - Other sources of organics

The draft document will be completed in 2 week’s time.

8 Update from LMWRG Board – Karen Fazzani
   - At the board meeting held on 2 February:
     - Ian Gillingham gave a presentation on the LMWRG Market Development projects.
     - A presentation from the EPA was also provided on the new referral procedure – the expectation is that any new proposals should align with the regional implementation plans. The WRG’s will receive notification of any new cell development, R&D projects and referred any new landfill requests.
     - Karen provided an update on the recycling industry; and the risk management policy and risk matrix.
   - The next board meeting is on Friday 2 March.

9 Update from Technical Sub-Committee – Matt George
   Matt highlighted the discussion points from the technical meeting:
   - The main focus of the meeting was a workshop to develop new education project ideas aligned with the LMWRG Business Plan, to begin the process of drafting an annual work plan for the TARG.
     - Workshopped new ideas aligned with the 3 themes in the LMWRG Business Plan.
     - Prioritised projects to roll out over the next couple years.
     - Council staff are busy, and lack waste education resources to plan for these types of projects – LMWRG have a role to do this for council.
     - SV participated in the workshop. Projects will be targeted at the regional and local council level.
- Also discussed how to measure success – will be worked through as projects are scoped out further.
- Discussed council reporting – TARG will review the current reporting template and what is being reported.
- The Environmental Risk Assessment Tool for closed landfills has been finalised by the EPA and released to WRRG’s and their member councils to commence their risk assessments.

10. **SV Update – Win Laing**
Report attached to the agenda was taken as read.
- E-waste Ban – waiting to do the next round of consultation with councils and WRRG’s on the e-waste infrastructure assessment report.
- SWRRIP is still not gazetted as yet – there has been a delay due to the recycling issue.
- RRIF – assessment of applications was held last week, 45 submissions were received, 25 from LG and 20 from industry, 6 were from the LM region. Funding is to be announced in May.
- Land use planning – SV has 1 staff member, Sam Trowse, who is working on getting waste and resource recovery facilities recognised in the planning provisions, and can also provide advice to WRRG’s and councils.

11. **EPA Update – Nick Tuohey**
- Staff – Paul Ratajczyk is moving back into compliance and Nick will return to his previous role as compliance strategist. Nick will continue to attend the TARG and Forum meetings.
- Kaylee (Planning Assessment Officer) will continue to attend the TARG and Forum meetings and can be a resource like Sam is at SV to councils and WRRG’s.
- The Environmental Risk Assessment Tool for closed landfills has been finalised by the EPA and released to WRRG’s and their member councils to commence their risk assessments.
- The OPLES got their authorisation in the last 4 weeks. Kristen and Michael will come to the next TARG meeting.
- A works approval has been granted for an in-vessel organics facility at Panmure (Warrnambool).

**Victorian Government Resource Recovery Audit Taskforce presentation (attached)** – Danny Childs, EPA Interagency Stockpile Taskforce Manager
- Taskforce was established after Coolaroo fire in July 2017.
- 798 sites identified, 150 high risk sites, 76 inspected, 9 inspected in the Loddon Mallee region.
- 54 remedial notices issues, and have been starting with education. 2 sanctions issued across the state.
- Issues included oversized stockpiles, lack of/poor access to firefighting equipment, poor emergency response procedures, maintenance, housekeeping, stormwater.
- A report has been developed with 27 recommendations – report is not publicly released yet – will be released towards the end of the financial year.
- Interim Waste Management Plan – only for 12 months. Existing guidelines – councils asked to do checklist – not many responses were received – feedback from councils was that the checklist was hard to apply to smaller sites; others felt the checklist was helpful to revisit sites and update their council documents and equipment at sites.
- Issues identified were inside older sheds, not having adequate sprinkler systems; also outside issues included no clear paths for fire trucks or access to hydrants.
- All questions related compliance with the Policy/Guidelines and the Operational Audits:
taskforce@epa.vic.gov.au
- Danny Childs, Manager, Interagency Stockpile Taskforce
  Phone: 0439 373 467
  Email: danny.childs@epa.vic.gov.au
Regional Waste and Resource Recovery Implementation Plan (WRRIP) Update – Melanie Bell. Melanie discussed the progress of the WRRIP and projects currently being implemented from the priority actions.

- **C&I and C&D waste - Network Event**
  In conjunction with Sustainability Victoria the LMWRG will be holding a network event in early June 2018 for major waste generators, collectors and recyclers including organics business and industry to enable discussions about increased recycling, reprocessing, employment, economic development and more efficient systems in the Loddon Mallee region as an alternative to landfill.

- **C&I and C&D waste - Market Development**
  Stakeholders who indicated in the initial survey last year that they wanted further contact with the LMWRG will be contacted in March 2018 by the Market Development Manager to follow up opportunities to reduce waste to landfill and for materials to be reprocessed and used inside the region; to assist with networks, growth opportunities, and promote new activity in the region.

- **Local Buffer Support Program**
  The LMWRG is currently working with its member councils to reference the regional implementation plan and ensure the schedule aligns with the relevant council planning schemes; protect buffers of current and future waste and resource recovery facilities from encroachment; protect communities from the potential negative impacts of waste and resource recovery facilities; and support councils to effectively use buffer protection tools.

- **Contingency Planning**
  As part of the regional implementation plan the LMWRG is required to factor contingency requirements into the assessment of landfill and resource recovery needs. Planning for, and allocating contingency allowances ensures that sufficient landfill or reprocessing capacity is available if an adverse or emergency event occurs, such as fire, floods or market failure.

The LMWRG has developed a Contingency Plan in 2017 and consulted with councils to identify what support from the LMWRG would be useful for council to receive going forward in relation to managing incidents. This has resulted in the commencement of the following pieces of work:

- Annual assessment of the capacity of the regions waste infrastructure.
- Development of templates for specific incident planning with Metro WRRG and councils.
- Development of MOU’s between councils.
- Referencing the Contingency Plan in Municipal Emergency Management Plans.
- Rawtec in partnership with Waste Management Services will be delivering Better Practice and Contingency Training for Resource Recovery Centres to council managers and operators of these facilities in May 2018.

### 13 Other

- Recycling Industry update – Karen Fazzani
  - This has been occurring for 1 month
  - China do not want comingled recyclables – they want clean, separated materials.
  - Mt Alexander and Macedon Ranges Shire Councils has contracts with Wheelie Waste and Visy.
  - Buloke has contracts with Four Seasons and Polytrade.
  - New taskforce has been established “Recycling Market Response Taskforce”
  - New funding has been announced until 30 June 2018 for councils that can prove that they will be affected.
  - No recycling has gone into landfill.
  - Councils need to talk to their contractors to see what the prices will be. Contractors may want to re-negotiate.
  - Why has this happened to Victoria first? Rebates were being offered to Metropolitan councils – but not anymore.
  - Now need short term sorting solutions.
  - Longer term, also need local solutions so no transporting overseas.

**Action:** Karen will continue to keep the member councils up to date on this issue.

- Tidy Town Awards 2018 now open for entries – closes 6 April 2018.

### 14 Next Meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 May 2018</td>
<td>Wycheproof</td>
</tr>
<tr>
<td>27 August 2018</td>
<td>Echuca to include a tour of the Biomix facility.</td>
</tr>
<tr>
<td>26 November 2018</td>
<td>location TBD</td>
</tr>
</tbody>
</table>

**Action:** Buloke Shire Council to book a meeting room and advise Mel.

**Action:** Mel to send calendar invitations and agenda.

**Action:** Karen to ask the Goulburn Valley WRGR and their member councils if they would like to hold a joint meeting in Echuca with us.

### 15 Meeting Close

There being no further business, the meeting closed at 3.10pm
AUDIT AND RISK ADVISORY COMMITTEE MEETING MINUTES
8 MARCH 2018 AT 1.00PM AT THE
COUNCIL CHAMBER,
MOUNT ALEXANDER SHIRE CIVIC CENTRE
CORNER LYTTLETON AND LLOYD STREETS, CASTLEMAINE.

1. PRESENT

Committee members:
Ken Belfrage (Chairperson), Nicole Cox, Marina Bland, Glenn Sutherland;
Councillor Bronwen Machin (Mayor),

Officers: Chief Executive Officer (Darren Fuzzard); Executive Manager Business
Performance (Bradley Thomas), Acting Executive Manager Organisational
Capability (Kevin Pitman) - Item 7.1.

Visitors: Philip Delahunty (External Auditor), Andrew Zavitsanos (Internal Auditors -
Crowe Horwath) Item 9.1, 9.2 and 9.4.

2. APOLOGIES

Nil

3. DECLARATIONS OF INTEREST / CONFLICTS OF INTEREST

Nil

4. ACCEPTANCE OF MINUTES

The unconfirmed minutes of the Audit and Risk Advisory Committee meeting held on 30
November 2017 at the Council Chamber, Mount Alexander Shire Civic Centre have been
circulated to Committee members.

RECOMMENDATION

That the unconfirmed Minutes of the Audit and Risk Advisory Committee meeting 30
November 2017 be confirmed.

Moved: Glenn Sutherland /Seconded: Marina Bland.

5. MATTERS ARISING FROM PREVIOUS MINUTES
6. FINANCE REPORTS

6.1 FINANCIAL MANAGEMENT REPORT FOR THE PERIOD: 1 JULY 2017 – 31 DECEMBER 2017


7. RISK MANAGEMENT

7.1. RISK MANAGEMENT ACTIVITIES

Report noted. Moved: Nicole Cox /Seconded: Marina Bland

Action: That the Strategic Risk Report be included in each agenda of the Committee and a one-page summary of any changes to the Strategic Risks be completed. The Inherent Risk Column, and details of the tolerance criteria to be included in future reports.

8. CHIEF EXECUTIVE OFFICER REPORT – VERBAL

The Chief Executive Office spoke on the following topics:

- 2018/2019 Budget, including process for Councillor budget requests
- New Councillor and Councillor elections
- Managing difficult customers
- Aged Care services
- Local Government Act review
- Waste industry updates
- Bushfire prone areas

9. AUDIT REPORTS

9.1. INTERNAL AUDIT – INTERNAL AUDIT PUBLICATIONS OF INTEREST

Report noted. Moved: Marina Bland/Seconded: Nicole Cox

9.2 INTERNAL AUDIT – PROGRESS REPORT:

Report noted. Moved: Marina Bland/Seconded: Nicole Cox

9.3 EXTERNAL AUDIT – 2018/2019 Strategy

Report tabled and noted. Moved: Glenn Sutherland /Seconded: Marina Bland
9.4  INTERNAL AUDIT – INSURANCE AND CLAIMS MANAGEMENT

Report noted. Moved Marina Bland /Seconded: Nicole Cox

Action: Confirm that insurance requirements for building and civil works are included in contracts with contractors.

Action: Confirm adequacy of cyber insurance.

10.  OTHER MATTERS

10.1  COMMITTEE SELF ASSESSMENT

Report noted. Moved: Ken Belfage / Seconded: Nicole Cox

Action: Identify any training opportunities available to Committee members.

Action: Future agendas to include a standing item to allow the Mayor to provide any update that may be of relevance to the Committee.

10.2  VAGO – LOCAL GOVERNMENT REPORT 2016/2017 – FOR INFORMATION

10.3  Q2 ANNUAL PLAN PROGRESS REPORT - FOR INFORMATION

11  NEXT MEETING – 14 JUNE 2018 AT 1PM

12  MEETING CLOSE: 3.15 PM
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.

MOVED COUNCILLOR LESSER

That the recommendation be adopted.

SECONDED COUNCILLOR PETRUSMA

CARRIED.
ASSEMBLY DETAILS
Date: 13 March 2018
Time 10.00 am to 1.00 pm
Location Council Chamber, Civic Centre, Cnr Lloyd and Lyttleton Streets, Castlemaine.

ATTENDANCE
Officers: Chief Executive Officer (Darren Fuzzard), Director Corporate and Community Services (Lisa Knight), Acting Director Sustainable Development (Rebecca Stockfeld), Executive Manager Business Performance (Bradley Thomas), Financial Accountant (Carolyn Ross).
Visitors: Nil.
Apologies: Nil.

MATTERS DISCUSSED

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>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
</tr>
</tbody>
</table>
ASSEMBLY OF COUNCILLORS RECORD

BUDGET BRIEFING

ASSEMBLY DETAILS

Date: 20 March 2018
Time: 2.00 pm to 5.00 pm
Location: Council Chamber, Civic Centre, Cnr Lloyd and Lyttleton Streets, Castlemaine.

ATTENDANCE


Officers: Chief Executive Officer (Darren Fuzzard), Director Corporate and Community Services (Lisa Knight), Acting Director Sustainable Development (Rebecca Stockfeld), Executive Manager Business Performance (Bradley Thomas), Financial Accountant (Carolyn Ross).

Visitors: Nil

Apologies: Nil

MATTERS DISCUSSED


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>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
</tr>
</tbody>
</table>
# ASSEMBLY OF COUNCILLORS RECORD

## COUNCILLOR BRIEFING SESSION

### ASSEMBLY DETAILS

<table>
<thead>
<tr>
<th>Date</th>
<th>27 March 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>2.00 pm to 6.53 pm</td>
</tr>
<tr>
<td>Location</td>
<td>Council Chamber, Civic Centre, Cnr Lloyd and Lyttleton Streets, Castlemaine.</td>
</tr>
</tbody>
</table>

### 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), Acting Director Sustainable Development (Rebecca Stockfeld), Acting Executive Manager Organisational Capability (Kevin Pittman), Manager Economy and Culture (David Leathem, Item 5.1), Cultural Development Officer (Vicki Anderson, Item 5.1), Manager Community Places and Spaces (Ben Grounds, Item 5.2), Community Facilities Project Officer (Barb Ives, Item 5.2), Acting Manager Healthy environments (Casey Hearps, Item 5.3), Climate Change Coordinator (Jay Smith, Item 5.3), Executive Manager Business Performance (Bradley Thomas, Item 5.4).
- **Visitors:** Ms Julie Millowick, Chair, Castlemaine State Festival.
- **Visitors:** Ms Christine Nixon, Board and Fundraising Sub-Committee member, Castlemaine State Festival.
- **Visitors:** Ms Krista Horbatiuk, General Manager, Castlemaine State Festival.
- **Apologies:** Nil.

### MATTERS DISCUSSED

2. Community Facilities Review.
6. Dust on Picnic Gully Road and Other Side Effects of Vehicle Traffic Related to Mountain Bike Path.
7. VCAT Determination on Templeton Street, Maldon.
8. Flags Policy.
## 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>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

## ASSEMBLY OF COUNCILLORS RECORD

### COUNCILLOR BRIEFING SESSION

### ASSEMBLY DETAILS

**Date:** 27 March 2018  
**Time:** 6.53 pm to 7.25 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).  
**Visitors:** Nil.  
**Apologies:** Nil.

### MATTERS DISCUSSED

1. CEO Performance Review.  
2. HR matters.  
3. Councillor Workshop.

### 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>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
**ASSEMBLY OF COUNCILLORS RECORD**

**BUDGET BRIEFING**

---

**ASSEMBLY DETAILS**

<table>
<thead>
<tr>
<th>Date</th>
<th>29 March 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>1.00 pm to 3.00pm</td>
</tr>
<tr>
<td>Location</td>
<td>Council Chamber, Civic Centre, Cnr Lloyd and Lyttleton Streets, Castlemaine.</td>
</tr>
</tbody>
</table>

**ATTENDANCE**

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Officers:</td>
<td>Chief Executive Officer (Darren Fuzzard), Director Corporate and Community Services (Lisa Knight), Acting Director Sustainable Development (Rebecca Stockfeld), Executive Manager Business Performance (Bradley Thomas), Financial Accountant (Carolyn Ross).</td>
</tr>
<tr>
<td>Visitors:</td>
<td>Nil</td>
</tr>
<tr>
<td>Apologies:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

**MATTERS DISCUSSED**


**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>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td></td>
<td>Nil</td>
</tr>
</tbody>
</table>
ASSEMBLY OF COUNCILLORS RECORD

COUNCILLOR BRIEFING SESSION

ASSEMBLY DETAILS
Date: 3 April 2018
Time 3.00 pm to 7.20 pm
Location Sutton Grange Hall, 921 Faraday- Sutton Grange Road, Sutton Grange.

ATTENDANCE
Councillors: Tony Cordy, Stephen Gardner, Christine Henderson, Max Lesser, Bronwen Machin, John Nieman, David Petrusma.

Officers: Chief Executive Officer (Darren Fuzzard), Director Corporate and Community Services (Lisa Knight), Acting Director Sustainable Development (Rebecca Stockfeld), Acting executive Manager Organisational Capability (Kevin Pittman), Coordinator Strategic Planning (Dominique Trickey, Item 5.1), Acting Manager Development Services (Louise Johnston, Items 5.2 and 5.3) and Executive Manager Business Performance (Bradley Thomas, Item 5.4).

Visitors: Rob Harris, National Development Manager, Lascorp Development Group (Aust) Pty Ltd.
John Rantine, Maddocks Lawyers.

Apologies: Nil.

MATTERS DISCUSSED
1. Deputation - Lascorp Development Group (Aust) Pty Ltd.
3. Planning Permit Application 249/2016 for Use of the Land as a Place of Assembly on the 24-26 February 2017, at Crown Allotment 13M, Section 2 of the Parish of Campbelltown, Yandoit Creek Road, Franklinford.

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>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
# ASSEMBLY OF COUNCILLORS RECORD
## COUNCILLOR BRIEFING SESSION

### ASSEMBLY DETAILS

<table>
<thead>
<tr>
<th>Date</th>
<th>10 April 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>3.00 pm to 6.42 pm</td>
</tr>
<tr>
<td>Location</td>
<td>Council Chamber, Civic Centre, Cnr Lloyd and Lyttleton Streets, Castlemaine.</td>
</tr>
</tbody>
</table>

### 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),
- Acting Director Sustainable Development (Rebecca Stockfeld),
- Acting executive Manager Organisational Capability (Kevin Pittman),
- Executive Manager Business Performance (Bradley Thomas, Item 5.1).

**Visitors:**
- Chris Barrett VRC.
- Ian Krelle, VRC.
- Anne Brosnan, Goldfields LLEN.
- Graeme Lynas, Goldfields LLEN.

**Apologies:**
- Councillor Christine Henderson (part session only).

### MATTERS DISCUSSED

2. Deputation - Goldfields Local Learning & Employment Network.
3. Flags Policy.
5. Notice of Motion,
6. Advice of Meeting in Harcourt.
7. Influx of Vehicles for Bike Trail.
8. Strategic Planning.
11. Request for Stand-In.
13. Listening Posts.
14. PhD Affordable Housing.
15. Langslow Street.
16. Road Grading.
17. Speaking Tubes at Newstead Park.
18. LGBTIQ Forum.
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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Director Corporate and Community Services excused herself from the GLLEN presentation since a close relative is principal of a school involved in this project.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Time left – 3.00 pm / time returned – 3.30 pm

ASSEMBLY OF COUNCILLORS RECORD

COUNCILLOR BRIEFING SESSION

ASSEMBLY DETAILS

Date: 10 April 2018
Time: 6.42 pm to 7.00 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).
Visitors: Nil.
Apologies: Councillor Christine Henderson (part session only).

MATTERS DISCUSSED

1. Councillor Workshop.
2. HR Matters.

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>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
ASSEMBLY OF COUNCILLORS RECORD
COUNCILLOR BRIEFING MEETING

ASSEMBLY DETAILS
Date: 17 April 2018
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, Dave Petrusma.
Officers: Chief Executive Officer (Darren Fuzzard), Director Corporate and Community Services (Lisa Knight), Acting Director Sustainable Development (Rebecca Stockfeld), Acting Executive Manager Organisational Capability (Kevin Pittman).
Visitors: Nil.
Apologies: Nil.

MATTERS DISCUSSED
1. Response to Petition to Complete the Fencing of the Playground at the Taradale Mineral Springs Reserve.
2. Flags Policy.

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>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
## ASSEMBLY OF COUNCILLORS RECORD
### COUNCILLOR BRIEFING SESSION

### ASSEMBLY DETAILS

<table>
<thead>
<tr>
<th>Date:</th>
<th>1 May 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>2.00 pm to 4.50 pm</td>
</tr>
<tr>
<td>Location:</td>
<td>Council Chamber, Civic Centre, Cnr Lloyd and Lyttleton Streets, Castlemaine.</td>
</tr>
</tbody>
</table>

### ATTENDANCE

<table>
<thead>
<tr>
<th>Councillors:</th>
<th>Tony Cordy, Stephen Gardner, Christine Henderson, Max Lesser, Bronwen Machin, John Nieman, Dave Petrusma.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officers:</td>
<td>Chief Executive Officer (Darren Fuzzard), Director Corporate and Community Services (Lisa Knight), Acting Director Sustainable Development (Rebecca Stockfeld), Acting Executive Manager Organisational Capability (Kevin Pittman), Acting Manager Development Services (Louise Johnston), Executive Manager Business Performance (Bradley Thomas), Acting Manager Healthy Environments (Casey Hearps) and Waste Management Officer (Michael Scott).</td>
</tr>
<tr>
<td>Visitors:</td>
<td>Nil.</td>
</tr>
<tr>
<td>Apologies:</td>
<td>Nil.</td>
</tr>
</tbody>
</table>

### MATTERS DISCUSSED

1. Planning Permit Application 044/2018- Construction of a Dwelling, Shed and Associated Works at 12 Phoenix Street, Maldon.
2. Planning Permit Application - PA211/2016 – Buildings and Works to Install a Toilet Block at CA10 Section 11A Parish of Fryers – 86 Castlemaine Street, Fryerstown.
7. Clarification of Officer Advice to Ratepayers.
8. Events Policy.
10. Sutton Grange- Redesdale Road Closure for Works.
11. Speed Limits – Reservoir Road, Harcourt.
12. Flying of Flags – NAIDOC Week.
13. ISH Flag Flying Request.
14. Proposed Notice of Motion.
15. Councillor Training.
<table>
<thead>
<tr>
<th>Matter No.</th>
<th>Councillor / Officer name and description of interest</th>
<th>Councillor / Officer left the meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
### ASSEMBLY DETAILS

**Date:** 8 May 2018  
**Time:** 2.00 pm to 5:56 pm  
**Location:** Council Chamber, Civic Centre, Cnr Lloyd and Lyttleton Streets, Castlemaine.

### ATTENDANCE

**Councillors:** 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), Acting Director Sustainable Development (Ben Grounds), Acting Executive Manager Organisational Capability (Kevin Pittman), Manager Economy and Culture (David Leathem, Item 5.1 and 5.2), Cultural Development Officer (Vicki Anderson, Item 5.1), Executive Manager Business Performance (Bradley Thomas, Items 5.3 – 5.5), Manager Community Partnerships (Gaynor Atkin, Item 5.6) and Community Partnerships Officer (Rebecca Smith, Item 5.6).  
**Visitors:** Bryon Cunningham, Chair, Castlemaine Art Museum. Dr Glenn Sedgewick, Board Advisor, Castlemaine Art Museum. Jane Crawley, Director, Arts Sector Investment, Creative Victoria. Jeremy Gaden, Senior Manager, Partnership Programs, Creative Victoria.  
**Apologies:** Councillor Tony Cordy.

### MATTERS DISCUSSED

1. Deputation – Castlemaine Art Museum.  
2. Activation of the Wheel and Loom Building.  
5. Annual Review of Councils Procurement Policy.  
7. Campbells Creek Recreation Reserve Special Committee of Council and Antique Fair.  
9. Use of Land as a Dog Park.  
10. LGBTIQ Round Table.  
11. Aged Care Review.  
12. DELWP – Harcourt.  
<table>
<thead>
<tr>
<th>Matter No.</th>
<th>Councillor / Officer name and description of interest</th>
<th>Councillor / Officer left the meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Councillors Henderson and Lesser declared an indirect conflict of interest with respect to particular community grants applications; however, they did not leave the Council Chamber, as the specifics of those grant applications were not discussed.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**ASSEMBLY OF COUNCILLORS RECORD**

**COUNCILLOR BRIEFING SESSION**

**ASSEMBLY DETAILS**

- **Date:** 8 May 2018
- **Time:** 5.56 pm to 6.30 pm
- **Location:** Council Chamber, Civic Centre, Cnr Lloyd and Lyttleton Streets, Castlemaine.

**ATTENDANCE**

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

**MATTERS DISCUSSED**

1. HR Matters.

**CONFLICT OF INTEREST DISCLOSURES**

- **Matter No.** N/A
- **Councillor / Officer name and description of interest** N/A
- **Councillor / Officer left the meeting** N/A
9. OFFICER REPORTS

9.1. OUR PEOPLE (PEO)

PEO 04 COMMUNITY GRANTS 2017/2018 – RECOMMENDATIONS FOR FUNDING

Responsible Director: Director Corporate and Community Services
Responsible Officer: Community Partnerships Officer
Original Document: DOC/18/16560

Executive Summary

The purpose of this paper is to provide Councillors with the officer recommendations for the Community Grants Program 2017/2018.

The Program received 93 applications however only 89 were eligible for assessment and 2 applications have been withdrawn.

The assessment process was undertaken by council officers with expertise in the focus area of the application. Applications recommended for funding were subsequently reviewed and approved by a panel of managers.

Of the 89 applications assessed, 61 are being recommended for funding, resulting in a total allocation of $142,717 and an underspend of $14,263.

RECOMMENDATION

That Councillors approve the awarding of Community Grants as detailed in the confidential attachment.

MOVED COUNCILLOR LESSER

That the recommendation be adopted.

SECONDED COUNCILLOR CORDY

CARRIED.
Context

Council’s Community Grants Program seeks to develop partnerships with and within the community by providing financial support to projects and initiatives that are consistent with the Council Plan 2017 – 2021.

Funding priorities and program eligibility are detailed in the Community Grants Program 2017/2018 - Program Guidelines.

The Program is funded by an annual allocation in Council’s Operating Budget with the funds allocation from four budget lines: Community, Events, Sustainability, and Natural Environment.

Refer to:

Attachment PEO 04B: Community Grants 2017/2018 – Program Guidelines.

Policy and Statutory Implications

Relevant policies, strategies and plans

The Community Grants Program, seeks to develop partnerships with and within the community that help to strengthen the community and target initiatives that are consistent with the Council Plan 2017 – 2021. This strongly aligns with the strategic objective to “Work in partnership with community organisations to develop and implement community focussed projects”.

Issues

The Community Grants Program 2017/2018 received 93 applications requesting $238,872 from the Community Grants budget of $156,980 ($155,000 operational, $1,980 in returned funds from the 2016/2017 program).

Of the 93 applications, only 87 were assessed as 2 applications were withdrawn and 4 applications were deemed ineligible; 2 were incomplete applications, 1 required funds to be applied retroactively and 1 did not meet the non-for-profit requirement for applicants.

The table below summarises the eligible applications received, the amount sought and the amount available across each budget line:

<table>
<thead>
<tr>
<th>Budget Line</th>
<th>Number of Applications</th>
<th>Amount Sought</th>
<th>Available Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community</td>
<td>66</td>
<td>$173,372</td>
<td>$101,980</td>
</tr>
<tr>
<td>Events</td>
<td>8</td>
<td>$20,414</td>
<td>$15,000</td>
</tr>
<tr>
<td>Natural Environment</td>
<td>8</td>
<td>$20,136</td>
<td>$20,000</td>
</tr>
<tr>
<td>Sustainability</td>
<td>5</td>
<td>$13,500</td>
<td>$20,000</td>
</tr>
<tr>
<td>Total</td>
<td>87</td>
<td>$227,422</td>
<td>$156,980</td>
</tr>
</tbody>
</table>
The Community Grants Program 2017/2018 had a decline in applications for the Natural Environment and Sustainability categories, and a record number of applications in the Community category. Within the Community category, a number of projects emerged under new themes: Mental Health, LGBTIQ and Indigenous.

The assessment process was undertaken by council officers with expertise in the focus area of the application. Officer recommendations for applications approved for funding were reviewed and approved by a panel of Managers and the Executive group.

Each application was assessed on how it demonstrated:

- Alignment with Council plans and strategies and community plans
- Community benefit
- Project planning and capacity of applicant to deliver the project

To ensure a consistent standard of funded applications, only those that scored 13 or above out of 20 are recommended for funding. Officer recommendations have left a total budget underspend of $14,263.

The following table provides a summary of recommendations:

<table>
<thead>
<tr>
<th>Budget Line</th>
<th>Number of Applications</th>
<th>Available Funds</th>
<th>Number to be funded</th>
<th>Total funding amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community</td>
<td>66</td>
<td>$101,980</td>
<td>40</td>
<td>$93,915</td>
</tr>
<tr>
<td>Events</td>
<td>8</td>
<td>$15,000</td>
<td>8</td>
<td>$15,590</td>
</tr>
<tr>
<td>Natural Environment</td>
<td>8</td>
<td>$20,000</td>
<td>8</td>
<td>$20,137</td>
</tr>
<tr>
<td>Sustainability</td>
<td>5</td>
<td>$20,000</td>
<td>5</td>
<td>$13,075</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>87</strong></td>
<td><strong>$156,980</strong></td>
<td><strong>61</strong></td>
<td><strong>$142,717</strong></td>
</tr>
</tbody>
</table>

A detailed summary of the recommendations is attached which includes:

- Information about the applicant and the project and the funding priority the project seeks to address
- The assessment score and comments from the assessment panel
- Conditions that will be placed on the applicant should they be offered funding

Once the recommendations have been adopted, successful applicants will be notified and sent funding agreements in May 2018 with the aim of processing payments by mid-June 2018.

**Alternate Options**

Council may propose that a particular project be funded, or not be funded, contrary to the officer recommendations. While budget is available to fund additional projects, amendments to the proposed funding recommendations may undermine the integrity
and fairness of the assessment process and it is recommended that Councillors make clear their basis for change should it be proposed.

**Financial and Resource Implications**

The 2017/2018 Annual Budget, allocated $155,000 for the Community Grants Program 2017/2018, across four budget lines; Community, Events, Sustainability, and Natural Environment.

Unspent funds of $1980 were returned from the previous funding round, resulting in a total grant pool of $156,980.

Based on the funding recommendations, the program will be underspent by $14,263.

Previously, unspent funds have been allocated to the delivery of governance and professional development opportunities for the community, such as grant writing workshops, fundraising resources and a volunteer expo.

**Consultation**

The Community Grants Program 2017/2018 was widely promoted through Council’s website and Facebook page, local media and directly to previous grant applicants, not-for-profit health and community service providers, event organisers and other community groups.

To further promote the program, two community information sessions were held during February 2018. These sessions provided information about the Program’s objectives and eligibility criteria and provided the opportunity for any potential projects and initiatives to be discussed.

Both information sessions were advertised through emails to previous applicants, a media release, and through Council’s website and Facebook page. Over 35 people attended the community information sessions.

Council officers also spoke to more than 115 community groups throughout January and February 2018 to discuss potential applications and the application process.
Mount Alexander Shire Council
Community Grants Program

Program Guidelines 2017/2018

Each year Mount Alexander Shire Council allocates funds to support local community initiated projects.

Through the Community Grants Program, Council seeks to develop partnerships with and within the community that help to strengthen our community and target initiatives that are consistent with the Council Plan 2017 – 2021.

Who can apply?

The Community Grants Program is open to incorporated community groups or not-for-profit organisations that are locally based and/or are applying for a program or activity that is of benefit to the Mount Alexander Shire community.

You can check your incorporation status on Consumer Affairs Victoria’s website.

You can check your not-for-profit status on the Australian Charities and Not-For-Profits Commission website.

Landcare groups registered with Landcare Victoria are eligible to apply independently.

Groups that are not incorporated or registered not-for-profits may apply under the auspice of an incorporated group or not-for-profit on the condition that an auspice agreement is signed by both parties. An auspice agreement template is available on Council’s website.

How much is available?

Grants of up to $3000 are available for projects across all funding priorities.

Applicants are expected to contribute to the project financially or through in-kind support, such as volunteer hours.

What might be funded?

Projects and activities that demonstrate collaborative partnerships are strongly encouraged.

Applications are expected to meet one or more of the following 10 Council funding priorities:

1. Promote the health and wellbeing of our community;
2. Create acceptance of diversity;
3. Support the building of social connections in our towns;
4. Recognise, support and celebrate our local indigenous culture, past and present;
5. Support and promote cultural and artistic communities (Note: preference will be given to activities and projects affiliated with the Regional Centre for Culture 2018);
6. Promote improved access and inclusion;
7. Promote an age-friendly community;
8. Change the behaviours and attitudes that contribute to family violence in our community;
9. Protect and enhance the natural environment (Note: work on land owned or managed by state or federal governments is not eligible);
10. Build the capacity of our community to manage the impact of climate change (Note: works to council owned and managed buildings are not eligible).

Below are some examples of projects that have received funding in the past:

- The ELM Network to host a World Suicide Prevention Day Community Gathering;
- Newstead Railway Arts Hub to develop a cultural landscape plan;
- Castlemaine Jazz Festival to improve their strategic marketing;
- Friends of Box-Ironbark Forests to continue their work towards the eradication of needle grass;
- Campbells Creek Bowling Club for the purchase of new seating;
- Maldon Brass Band to digitise their music library;
- Guildford Progress Association to develop a concept plan for trails and tracks;
- Boomerang Bags to reduce the use of plastic bags in our Shire.

What won’t be funded?

The Community Grant Program will not consider applications for:

- Capital works, with the exception of sustainability initiatives;
- Maintenance or capital works to council owned or managed buildings, including sustainability initiatives;
- For-profit groups, programs or activities;
- Ongoing operational costs such as insurance, utilities, rent or salaries;
- Activities which are religious or political in nature, or support a religious or political cause;
- Activities which are asking for donations or fundraising on behalf of a third party;
- Activities or works which are the responsibility of the State or Federal Government.

Applications will not be considered if:

- The application is received after the closing date;
- The application is incomplete;
- The project or activity has not been discussed with a Council officer;
- The applicant has an outstanding grant acquittal or debt to Council;
- The applicant already receives funding from Council for the activity;
- The project has already commenced or been completed and the funds are to be applied retroactively.

What should I include with my application?

Applicants MUST contact a Council officer to discuss their project before making an application.

All applicants must provide a current financial statement of the organisation or group, or a current bank statement. The bank statement must be in the name of the organisation applying, or the name of the auspice. A screenshot from a web browser or smartphone will not be accepted.

Venue hire fees for Council venues will not be waived for projects funded through the Community Grants Program and should be included in the budget.

DOC/17/51397
Where relevant, applicants will be required to provide:

- Letters of support from participants and partner organisations;
- Quotes supporting the application budget;
- Contributing funds or equivalent in-kind support;
- All necessary permits and approvals required to deliver the project, or evidence of enquiries made;

**Who should I contact about my project?**

<table>
<thead>
<tr>
<th>Project Focus</th>
<th>Contact person</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Culture</td>
<td>Vicki Anderson</td>
<td>5471 1877, <a href="mailto:arts@mountalexander.vic.gov.au">arts@mountalexander.vic.gov.au</a></td>
</tr>
<tr>
<td>Community Development</td>
<td>Sharna Cropley</td>
<td>5471 1842, <a href="mailto:s.cropley@mountalexander.vic.gov.au">s.cropley@mountalexander.vic.gov.au</a></td>
</tr>
<tr>
<td>Economic Development</td>
<td>Eva Parkin</td>
<td>5471 1805, <a href="mailto:e.parkin@mountalexander.vic.gov.au">e.parkin@mountalexander.vic.gov.au</a></td>
</tr>
<tr>
<td>Environmental Sustainability</td>
<td>Jay Smith</td>
<td>5471 1736, <a href="mailto:jay.smith@mountalexander.vic.gov.au">jay.smith@mountalexander.vic.gov.au</a></td>
</tr>
<tr>
<td>Events</td>
<td>Claire Baker</td>
<td>5471 1727, <a href="mailto:c.baker@mountalexander.vic.gov.au">c.baker@mountalexander.vic.gov.au</a></td>
</tr>
<tr>
<td>Health and Wellbeing</td>
<td>Julie Flynn</td>
<td>5471 1880, <a href="mailto:j.flynn@mountalexander.vic.gov.au">j.flynn@mountalexander.vic.gov.au</a></td>
</tr>
<tr>
<td>Natural Environment</td>
<td>Kylie Stafford</td>
<td>5471 1806, <a href="mailto:k.stafford@mountalexander.vic.gov.au">k.stafford@mountalexander.vic.gov.au</a></td>
</tr>
<tr>
<td>Recreation</td>
<td>Edwina Reid</td>
<td>5471 1740, <a href="mailto:recreation@mountalexander.vic.gov.au">recreation@mountalexander.vic.gov.au</a></td>
</tr>
<tr>
<td>Young people</td>
<td>Sharna Cropley</td>
<td>5471 1842, <a href="mailto:s.cropley@mountalexander.vic.gov.au">s.cropley@mountalexander.vic.gov.au</a></td>
</tr>
<tr>
<td>General enquiries about the</td>
<td>Rebecca Smith</td>
<td>5471 1744, <a href="mailto:grants@mountalexander.vic.gov.au">grants@mountalexander.vic.gov.au</a></td>
</tr>
<tr>
<td>grant program</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**How do I apply?**

Applications can be made online: [https://mountalexander.smartygrants.com.au/](https://mountalexander.smartygrants.com.au/)

A Microsoft word version of the application form is available on Council’s website and from Customer Service if you are unable to complete the application online.

Applications open on 22 January 2018 and close at 4.00 pm on Friday 23 February 2018. Late or incomplete applications will not be considered.
### How will my application be assessed?

Eligible applications are assessed by a panel of Council officers, before recommendations for funding are presented to Council for consideration and final approval.

In deciding to recommend a project for funding, officers will consider:

<table>
<thead>
<tr>
<th>Assessment criterion</th>
<th>Weighting</th>
<th>What we consider</th>
</tr>
</thead>
</table>
| Strategic Alignment             | 25%       | - How well does the project align with Council plans and strategies?  
- Does the application clearly state the alignment with Council plans and strategies? 
- Does the project address the funding priorities in a dynamic and innovative way? |
| Benefit to the community        | 50%       | - Has the benefit been clearly stated? 
- Does the application clearly state how the benefit will be measured? 
- Does the project address a community need? 
- Is the need already being met? 
- Are members of the community actively involved in the project? 
- How many people will the project benefit and to what extent? 
- Is there evidence of partnerships with the community and other organisations? |
| Project delivery                | 25%       | - Are the timelines realistic and achievable? 
- Is the project plan complete, with the key milestones clearly stated? 
- Is the budget detailed and supported by evidence, such as quotes? 
- Is the applicant making a contribution, either cash or in-kind? 
- Have all the appropriate permits and approvals been considered? 
- Has the health and safety of participants been considered? 
- Is there evidence of contingency planning in case something goes wrong? 
- Is there a plan for how the project might be sustainable and continue without reliance on grant funding? |

Preference will be given to groups not funded in the previous round, except where groups acted as an auspice. Groups or organisations submitting more than one application will be required to prioritise their applications.
**Do I need Insurance?**

It is the applicant's responsibility to obtain and maintain adequate insurance (including public liability) with a reputable insurer, in relation to activities carried out by the applicant for the project, to guard against any claims for loss or damage to property and injury or death to persons.

Applicants must provide a Certificate of Currency demonstrating appropriate insurance cover as part of their application.

**Do I need a permit?**

It is the applicant's responsibility to apply for and obtain all required permits for the project, such as planning, building or local laws permits. Applying for a permit can cost between $100 and $1500. The cost of required permits should be accounted for in the project budget.

Funding of a Community Grant application does not constitute approval of required permits. For more information about permits is available on Council's website.

Permit fees will not be waivered for projects funded through the Community Grants Program.

**What happens if my application is successful?**

Successful applicants will be sent a funding agreement specifying the terms and conditions of the funding being provided by Council.

Funding agreements must be signed and returned by the due date, along with an invoice of the grant amount, or funding will not be provided.

Successful applicants will not be eligible for further funding from Council until the project has been acquitted.

**What happens if my application is unsuccessful?**

Unsuccessful applicants will be notified in writing of the outcome of their application and given written feedback on why their application wasn't successful.

Unsuccessful applicants also have the opportunity to speak to a Council officer about their application if they would like further feedback.
### Key dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 Jan 2018</td>
<td>Community Grants Program OPENS</td>
</tr>
<tr>
<td>23 Feb 2018</td>
<td>Community Grants Program CLOSES at 4.00 pm</td>
</tr>
<tr>
<td>Mar 2018</td>
<td>Applications are assessed</td>
</tr>
<tr>
<td>May 2018</td>
<td>Councillors consider funding recommendations</td>
</tr>
<tr>
<td></td>
<td>Applicants will be notified of the outcome of their application via email</td>
</tr>
<tr>
<td></td>
<td>and provided with a funding agreement to sign and return.</td>
</tr>
<tr>
<td></td>
<td>A list of successful applications will be published on Council's website</td>
</tr>
<tr>
<td></td>
<td>and in local media following the Council Meeting.</td>
</tr>
<tr>
<td>June 2018</td>
<td>Signed funding agreements due</td>
</tr>
<tr>
<td></td>
<td>Funds paid to successful applicants</td>
</tr>
<tr>
<td>Jan 2019</td>
<td>End of project report and financial acquittal due</td>
</tr>
</tbody>
</table>
Executive Summary


RECOMMENDATION


MOVED COUNCILLOR CORDY

That the recommendation be adopted.

SECONDED COUNCILLOR NIEMAN

CARRIED.
**Context**

Council prepares an Annual Plan each year to monitor progress toward actions in the Council Plan and receives a quarterly report on the achievements against the Annual Plan.


Refer to:


**Policy and Statutory Implications**

Council has adopted a Council Plan for 2017-2021 and Budget 2017/2018 in accordance with the Local Government Act 1989 (the Act).

The Annual Plan is prepared each year and progress in delivering projects is reported to Councillors and the community each quarter in accordance with the Act.

**Issues**

Of the 66 projects and programs outlined in the Annual Plan 2017/2018, as at 31 March 2018:

- 10 are completed.
- 51 have commenced.
- 5 are on-going projects.

**Alternate Options**

Nil.

**Financial and Resource Implications**

Projects and initiatives contained in the Annual Plan are fully funded in the Budget 2017/2018. The majority 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**

Individual projects within the Annual Plan involve community consultation or consultation with relevant stakeholders.
Conclusion

Special committees have recently advised Council of changes to their membership. As set out in the committee’s Instruments of Delegation, committees nominate persons to the committee but Council appointment of membership is required.

The proposed appointments are consistent with the Committee’s Instruments of Delegation. Only Council can make these appointments.

RECOMMENDATION

That Council:

1. Appoint members to the committees and revoke memberships of retiring members as follows:

   **Castlemaine War Memorial Stadium**

<table>
<thead>
<tr>
<th>Name</th>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>G. Jennings</td>
<td>13 September 2019</td>
</tr>
<tr>
<td>K. Maddern</td>
<td>13 September 2019</td>
</tr>
<tr>
<td>G. Delmenico</td>
<td>13 September 2019</td>
</tr>
<tr>
<td>K. Wiseman</td>
<td>13 September 2019</td>
</tr>
<tr>
<td>G. Taylor</td>
<td>13 September 2019</td>
</tr>
<tr>
<td>H. McGeachie</td>
<td>13 September 2019</td>
</tr>
</tbody>
</table>

   **Campbells Creek Community Centre**

<table>
<thead>
<tr>
<th>Name</th>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wendy Droney</td>
<td>27 November 2019</td>
</tr>
<tr>
<td>Graham Droney</td>
<td>27 November 2019</td>
</tr>
<tr>
<td>Kylie Droney</td>
<td>27 November 2019</td>
</tr>
<tr>
<td>Glenn Sutherland</td>
<td>27 November 2019</td>
</tr>
<tr>
<td>Kristie Laidler</td>
<td>27 November 2019</td>
</tr>
<tr>
<td>Wendy Taylor</td>
<td>27 November 2019</td>
</tr>
<tr>
<td>Brooke Davidge</td>
<td>27 November 2019</td>
</tr>
<tr>
<td>Renee Taylor</td>
<td>27 November 2019</td>
</tr>
</tbody>
</table>
Paul Droney 27 November 2019

Campbells Creek Recreation Reserve

<table>
<thead>
<tr>
<th>Name</th>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brad Cross</td>
<td>1 August 2019</td>
</tr>
<tr>
<td>Kevin Ford</td>
<td>1 August 2019</td>
</tr>
<tr>
<td>Wayne Quinton</td>
<td>1 August 2019</td>
</tr>
<tr>
<td>Daryl Best</td>
<td>1 August 2019</td>
</tr>
<tr>
<td>Sharyn Williams</td>
<td>1 August 2019</td>
</tr>
<tr>
<td>Greg Hughes</td>
<td>1 August 2019</td>
</tr>
</tbody>
</table>

Newstead Community Centre

<table>
<thead>
<tr>
<th>Name</th>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Clutterbuck</td>
<td>24 October 2019</td>
</tr>
<tr>
<td>Michael Redden</td>
<td>24 October 2019</td>
</tr>
<tr>
<td>Mark Pearce</td>
<td>24 October 2019</td>
</tr>
<tr>
<td>Allie Dawe</td>
<td>24 October 2019</td>
</tr>
<tr>
<td>Anthony Santamaria</td>
<td>24 October 2019</td>
</tr>
<tr>
<td>David Maplestone</td>
<td>24 October 2019</td>
</tr>
<tr>
<td>Wendy Ashton</td>
<td>24 October 2019</td>
</tr>
</tbody>
</table>

Sutton Grange Hall

<table>
<thead>
<tr>
<th>Name</th>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Barty</td>
<td>4 September 2019</td>
</tr>
<tr>
<td>Sue Ghalayini</td>
<td>4 September 2019</td>
</tr>
<tr>
<td>Natalie McCarthy</td>
<td>4 September 2019</td>
</tr>
<tr>
<td>Noel Davis</td>
<td>4 September 2019</td>
</tr>
<tr>
<td>Vivien Pells</td>
<td>4 September 2019</td>
</tr>
<tr>
<td>Steve Barty</td>
<td>4 September 2019</td>
</tr>
<tr>
<td>Mavis Collison</td>
<td>4 September 2019</td>
</tr>
<tr>
<td>Max Davis</td>
<td>4 September 2019</td>
</tr>
<tr>
<td>Mark Collison</td>
<td>4 September 2019</td>
</tr>
<tr>
<td>Chris Moule</td>
<td>4 September 2019</td>
</tr>
</tbody>
</table>

Wattle Flat Reserve
2. Write to the committees confirming the appointments of members, acknowledging retiring members and thanking them for their contribution to their committees and their local community.

MOVED COUNCILLOR PETRUSMA

That Council:

1. Appoint members to the committees as follows:

**Castlemaine War Memorial Stadium**

<table>
<thead>
<tr>
<th>Name</th>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>G. Jennings</td>
<td>13 September 2019</td>
</tr>
<tr>
<td>K. Maddern</td>
<td>13 September 2019</td>
</tr>
<tr>
<td>G. Delmenico</td>
<td>13 September 2019</td>
</tr>
<tr>
<td>K. Wiseman</td>
<td>13 September 2019</td>
</tr>
<tr>
<td>G. Taylor</td>
<td>13 September 2019</td>
</tr>
<tr>
<td>H. McGeachie</td>
<td>13 September 2019</td>
</tr>
</tbody>
</table>

**Campbells Creek Community Centre**

<table>
<thead>
<tr>
<th>Name</th>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wendy Droney</td>
<td>27 November 2019</td>
</tr>
<tr>
<td>Graham Droney</td>
<td>27 November 2019</td>
</tr>
<tr>
<td>Kylie Droney</td>
<td>27 November 2019</td>
</tr>
<tr>
<td>Glenn Sutherland</td>
<td>27 November 2019</td>
</tr>
<tr>
<td>Kristie Laidler</td>
<td>27 November 2019</td>
</tr>
<tr>
<td>Wendy Taylor</td>
<td>27 November 2019</td>
</tr>
<tr>
<td>Brooke Davidge</td>
<td>27 November 2019</td>
</tr>
<tr>
<td>Renee Taylor</td>
<td>27 November 2019</td>
</tr>
<tr>
<td>Paul Droney</td>
<td>27 November 2019</td>
</tr>
</tbody>
</table>
### Campbells Creek Recreation Reserve

<table>
<thead>
<tr>
<th>Name</th>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brad Cross</td>
<td>1 August 2019</td>
</tr>
<tr>
<td>Kevin Ford</td>
<td>1 August 2019</td>
</tr>
<tr>
<td>Wayne Quinton</td>
<td>1 August 2019</td>
</tr>
<tr>
<td>Daryl Best</td>
<td>1 August 2019</td>
</tr>
<tr>
<td>Sharyn Williams</td>
<td>1 August 2019</td>
</tr>
<tr>
<td>Greg Hughes</td>
<td>1 August 2019</td>
</tr>
</tbody>
</table>

### Newstead Community Centre

<table>
<thead>
<tr>
<th>Name</th>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Clutterbuck</td>
<td>24 October 2019</td>
</tr>
<tr>
<td>Michael Redden</td>
<td>24 October 2019</td>
</tr>
<tr>
<td>Mark Pearce</td>
<td>24 October 2019</td>
</tr>
<tr>
<td>Allie Dawe</td>
<td>24 October 2019</td>
</tr>
<tr>
<td>Anthony Santamaria</td>
<td>24 October 2019</td>
</tr>
<tr>
<td>David Maplestone</td>
<td>24 October 2019</td>
</tr>
<tr>
<td>Wendy Ashton</td>
<td>24 October 2019</td>
</tr>
</tbody>
</table>

### Sutton Grange Hall

<table>
<thead>
<tr>
<th>Name</th>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Barty</td>
<td>4 September 2019</td>
</tr>
<tr>
<td>Sue Ghalayini</td>
<td>4 September 2019</td>
</tr>
<tr>
<td>Natalie McCarthy</td>
<td>4 September 2019</td>
</tr>
<tr>
<td>Noel Davis</td>
<td>4 September 2019</td>
</tr>
<tr>
<td>Vivien Pells</td>
<td>4 September 2019</td>
</tr>
<tr>
<td>Steve Barty</td>
<td>4 September 2019</td>
</tr>
<tr>
<td>Mavis Collison</td>
<td>4 September 2019</td>
</tr>
<tr>
<td>Max Davis</td>
<td>4 September 2019</td>
</tr>
<tr>
<td>Mark Collison</td>
<td>4 September 2019</td>
</tr>
<tr>
<td>Chris Moule</td>
<td>4 September 2019</td>
</tr>
</tbody>
</table>
Wattle Flat Reserve

<table>
<thead>
<tr>
<th>Name</th>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Quirk</td>
<td>22 March 2020</td>
</tr>
<tr>
<td>Stacey Tolley</td>
<td>22 March 2020</td>
</tr>
<tr>
<td>Debbie Peter</td>
<td>22 March 2020</td>
</tr>
<tr>
<td>Tracey Peter</td>
<td>22 March 2020</td>
</tr>
<tr>
<td>Lyn Ace</td>
<td>22 March 2020</td>
</tr>
<tr>
<td>Ellie Jacks</td>
<td>22 March 2020</td>
</tr>
<tr>
<td>Elise Brown</td>
<td>22 March 2020</td>
</tr>
</tbody>
</table>

2. Write to the committees confirming the appointments of members, acknowledging retiring members and thanking them for their contribution to their committees and their local community.

SECONDED COUNCILLOR NIEMAN

CARRIED.
Purpose

The purpose of this report is to request Council appoint the membership of the following special committees of Council:

- Castlemaine War Memorial Stadium.
- Campbells Creek Community Centre.
- Campbells Creek Recreation Reserve.
- Newstead Community Centre.
- Sutton Grange Hall.
- Wattle Flat Reserve.

Background

These Committees are established by Council to exercise functions and powers and perform duties in relation to the management of Council facilities, being recreation reserves and halls.

Policy and Statutory Implications

Special committees of council are formed under Section 86 of the Local Government Act 1989 (the Act), to control and manage Council facilities and to act as a planning, promotion and co-ordinating body for the facilities.

Committee powers and administration are governed by an Instrument of Delegation from Council.

Council is the only party able to appoint members to these committees. Appointment provides the basis of appropriate governance arrangements for the Committees in accordance with the Act.

All Instruments of Delegation allow for the Chief Executive Officer and his/her nominee, and the Ward Councillor to attend any meeting as ex-officio members of the Committees.

Issues

Castlemaine War Memorial Stadium committee of management

The Castlemaine War Memorial Stadium committee of management held their Annual General Meeting on 13 September 2017 and informed Council of proposed changes to its membership on 14 January 2018. In line with its Instrument of Delegation, the committee’s membership is for a two year term. The Council representative for this committee is Councillor Dave Petrusma and the key Council contacts are Council’s Active Communities Officer and Active Communities Team Leader.

Campbells Creek Community Centre

The Campbells Creek Community Centre committee of management held their Annual General Meeting on 27 November 2017 and informed Council of proposed changes to its membership on 6 December 2017. In line with its Instrument of Delegation, the committee’s membership is for a two year term. The Council representative for this committee is Councillor Bronwen Machin and the key Council contact is Manager Community Partnerships.
Campbells Creek Recreation Reserve

The Campbells Creek Recreation Reserve committee of management held their Annual General Meeting in August 2017 and informed Council of proposed changes to its membership on 27 February 2018. In line with its Instrument of Delegation, the committee’s membership is for a two year term. The Council representative for this committee is Councillor Max Lesser and the key Council contact is Council’s Active Communities Team Leader.

Newstead Community Centre

The Newstead Community Centre committee of management held their Annual General Meeting on 24 October 2017 and informed Council of proposed changes to its membership on 20 November 2017. In line with its Instrument of Delegation, the committee’s membership is for a two year term. The Council representative for this committee is Councillor John Nieman and the key Council contact is Council's Manager Community Partnerships.

Sutton Grange Hall

The Sutton Grange Hall committee of management held their Annual General Meeting on 4 September 2017 and informed Council of proposed changes to its membership on 4 January 2018. In line with its Instrument of Delegation, the committee’s membership is for a two year term. The Council representative for this committee is Councillor Tony Cordy and the key Council contact is Council’s Manager Community Partnerships.

Wattle Flat Reserve

The Wattle Flat Reserve committee of management held their Annual General Meeting on 22 March 2018 and informed Council of proposed changes to its membership on 9 April 2018. In line with its Instrument of Delegation, the committee’s membership is for a two year term. The Council representative for this committee is Councillor Dave Petrusma and the key Council contact is Council’s Active Communities Officer.

Alternative Options

Council may resolve not to appoint the committee members nominated by the Committee. If doing so, Council should provide a reason why that appointment cannot be made.

Financial and Resource Implications

Special committees of Council provide a valuable service to the community. The duties they perform to manage Council facilities provide a cost benefit to Council operations, as otherwise Council would require more staff to carry out these duties.

Consultation

Nil.
Executive Summary

Council received a petition on 3 April 2018, containing 13 signatures from tenants in the Hub building on the corner of Templeton and Barker Streets, Castlemaine, requesting the existing planter boxes on Templeton Street be considered a permanent fixture and any works to footpath to be carried out around the boxes.

Council officers have spent considerable time and effort in trying to find a suitable solution, but at this stage, the boxes must be removed so the footpath works can be completed. This is consistent with the conditions on the permit issued originally for the installation of the planter boxes.

RECOMMENDATION

That Council:

1. Respond to the first signatory on the petition and advise of the Ordinary Meeting of Council 22 May 2018 resolution.

2. Write to the owner of the planter boxes requiring their removal at no cost to Council before 1 June 2018.

3. Work with The Hub tenants and management to allow the reinstatement of the planter boxes, if they wish.

MOVED COUNCILLOR PETRUSMA

That the recommendation be adopted.

SECONDED COUNCILLOR HENDERSON

CARRIED.
Context

In the 2016/2017 financial year, Council officers completed a redesign of Templeton Street South from Barker and Kennedy Street that corrects issues with the footpath pavement as well as replaces the kerb and some badly damaged section of drainage.

These works are approved and awarded, with construction schedules to begin 1 June 2018.

A permit was required and issued for the installation of the planter boxes by the Hub Foundation. There were a number of conditions on this permit including:

_The Council of Mount Alexander Shire reserves the right to remove the planter boxes and/or tubs and/or plants at any time in the future provided that a minimum of three (3) months’ notice is given to the abutting owner/s prior to such removal._

The Hub (Neil Barrett) was notified by phone on the 19 February 2018, and then again over several emails starting in early March 2018, of the upcoming civil works and the need to remove the planter boxes.

Officers have liaised with the construction company about alternative ways to deliver the project, and there is no way for the works to take place without removing the boxes.

Refer to:

Confidential Attachment PLA 07A: Petition - Concerns regarding the Proposed Removal of the Planter Boxes on the Footpath around the Hub building.

Policy and Statutory Implications

Local Law No 1 of 2008 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

Officers have liaised with the construction company about alternative ways to deliver the project, and there is no way for the works to take place without removing the boxes.

It has also come to officer’s attention that one of the planter boxes is leaking and there are signs of damage to the footpath around the boxes.

Council has committed to reconstruction of this footpath in the 2017/2018 capital works budget.

Alternate Options

If the planter boxes are not removed, officers could remove from the scope of the contract the works in this section. This would mean the lifespan of the infrastructure assets would be compromised. These assets must be replaced at some point, and replacing them later would be less efficient and more costly.

Officers could remove the planter boxes at Council’s cost. This is not recommended as good use of Council funding, and also because the owners of the planter boxes are better placed to deconstruct and reuse the materials. This is particularly true if the Hub are interested in reinstating the planter boxes after the works are complete.

Financial and Resource Implications

There are no financial implications unless Council pays to remove the planter boxes. The anticipated cost of Council removing the planter boxes is:

- Remove and dispose of planter boxes only $900 excluding GST.
- Price to remove and re-erect planter boxes $4,886 excluding GST.

These costs are not budgeted for.

Consultation

Council has written to the first signatory with regards Council responding to the petition. Officers have corresponded with a representative from The Hub via both email and phone.
PLA 08 VICTORY PARK PLAY SPACE FINAL CONCEPT PLAN

Responsible Director: Active Director Sustainable Development
Responsible Officer: Active Communities Officer
Original Document: DOC/18/14315

Executive Summary

This report presents the final concept plan for the Victory Park play space for adoption by council. The plan has been developed with extensive community consultation and guided by recommendations made by the Victory Park Conservation Management Plan and the Let’s Play – Investing in Play Strategy 2014-2024.

RECOMMENDATION

That Council adopts the Victory Park Play Space Final Concept Plan.

MOVED COUNCILLOR HENDERSON

That the recommendation be adopted.

SECONDED COUNCILLOR LESSER

CARRIED.
Context

Funding was allocated for the design of a new play space in Victory Park in the 2017/2018 budget. After extensive consultation the final concept design has been developed and is now ready to progress to full documentation in preparation for the tender and construction of a new play space.

The design has been influenced by universal design principles and focuses on providing a play space that is suitable for a wide range of ages and abilities and is sympathetic to the history and multiple uses of Victory Park.

Refer to:

Policy and Statutory Implications

Relevant policies, strategies and plans

The Council Plan 2017-2021 includes a Strategic Objective “Review, maintain, renew and expand the assets of our community.” This project delivers on this objective by replacing a play space at the end of its life with a new play space.

The Let’s Play - Investing in Play Strategy 2014-2024 identified that the Victory Park play space should be upgraded from a local to a district level standard. This design achieves this upgrade.

The Victory Park Conservation Management Plan (CMP) recommends the relocation of the play space to the south east corner of the Park. This design is compliant with this objective of the CMP, as well as all other recommendations of the CMP. In line, with recommendations in the Victory Park CMP, sections of the fence along Forest Street and the eastern, carpark side will replicate the original fencing of the park.

Issues

Given the high profile of the Park in the centre of Castlemaine, and its status of one of the Shire’s most frequently visited parks, it is important that the facilities are of a high standard and meet the needs of a broad range of ages and abilities from the local and visiting community. The new play space design provides areas of universal access, includes a range of play opportunities that cater to a broad range of ages, and encourages intergenerational play.

Alternate Options

Council could elect not to adopt the concept plan, however the design has been completed with extensive community consultation and as a result expectations around the delivery of the project are high. At this stage of the project and within the allocated design budget, there is limited scope to further refine the design.

Financial and Resource Implications

The proposed budget for the construction phase of the project is $326,000. This includes a cost of $270,000 for construction, a contingency of ten percent, and project management costs of ten percent.
Council officers have been successful in securing $89,250 in external funding through the State Government’s Community Sport and Infrastructure Fund for the construction of the play space in the 2018/2019 financial year.

Prior to submitting the grant proposal for this project to the State Government, Council made a pre-commitment on 5 September 2017 of $200,000 in the 2018/2019 budget towards the construction of the play space. Subsequent to this commitment an allowance of $237,000 has been proposed for the project in Council’s draft capital works budget for 2018/2019.

Further funding of up to $150,000 has been sought from the Federal Government’s Building Better Region’s Fund. The outcome of this application is expected in August 2018.

A submission has been made to the Variety Club for a grant of $15,000 towards the wheelchair accessible carousel. Community contributions are also being sought through the Castlemaine Rotary Club and the Lions Club.

Consultation

Extensive community consultation was undertaken, with targeted stakeholders and with the general community (as well as internally across the organisation) in the development of the design for the play space.

- Online and onsite surveys were carried out at the beginning of the project.
- Two stages of internal consultation.
- Public and online display of concept plans and mood boards;
- Community listening post with designer and council officers present including pop up play space and display of plans and mood boards.
- Targeted consultation at Castlemaine and Castlemaine South Kindergartens end of year picnics.
- Targeted consultation about accessibility with Windarring and the Youth Advisory Group.
- Local indigenous elders, through the Nalderun group, were consulted for input into the design. In particular, they have provided input into the design of the shadow wall, indigenous plantings and the sculptures for the creek bed.

The initial concept plan changed considerably after the consultation process with community and stakeholder group feedback taken on board. Elements identified for inclusion through the consultation process included the zip line and climbing boulders.
PLA 09 RELINQUISHMENT OF MANAGEMENT OF TUTES COTTAGE

Responsible Director: Director Sustainable Development
Responsible Officer: Property Portfolio Coordinator
Original Document: DOC/18/16661

Executive Summary

Council is the formal public land manager of Tutes Cottage, an early miner’s cottage on Crown Land in Castlemaine. Council removed this from our asset register in 2015 as the site is practically managed by Parks Victoria.

The buildings are used as meeting space by community groups, including Castlemaine Landcare. Volunteers maintain the gardens. The building was previously managed by Friends of the Mount Alexander Diggings (FOMAD).

Resolving to formally relinquish the land to the Department of Environment, Land, Water and Planning (DELWP) will be the final step in handing over ongoing management of the building to the State Government. DELWP will formalise ongoing management with either Parks Victoria or directly with a local community committee.

RECOMMENDATION

That Council write to the Department of Environment, Land, Water and Planning to relinquish management of Tutes Cottage, 29 Greenhill Avenue Castlemaine.

MOVED COUNCILLOR LESSER

That the recommendation be adopted.

SECONDED COUNCILLOR PETRUSMA

CARRIED.
Context

Tutes Cottage is a historic miner’s cottage in Greenhill Avenue Castlemaine. It is located on the banks of Forest Creek on Crown Land that was reserved in 1999. Council had previously managed the site, but more recently Parks Victoria have taken over the management of it.

Tutes Cottage was disposed from Council’s asset register in June 2015 as Parks Victoria had taken over practical management of the site and at that stage Council didn’t have a role in the management of the site. Parks Victoria have undertaken works on the site, and the buildings are now used by Castlemaine Landcare as a meeting space, and the gardens are maintained by volunteers. These arrangements have been put in place by Parks Victoria.

Council is still listed as the public land manager by the State Government. Officers have been working with DELWP staff to have this corrected. They have requested formal advice from Council relinquishing the land.

Refer to:
Attachment PLA 09A: Aerial photo – Location of Tutes Cottage.

Policy and Statutory Implications

Land Disposal Policy

Council has a land disposal policy that sets out the decision criteria for determining whether land should be declared surplus or not.

The land meets the criteria of being surplus as:

- The land has no strategic significance to Council on a long-term basis; and
- Other land assets in close proximity provide a similar service.

Relinquishment of the land will not change the use of the land, rather only the public land manager will change. In this instance, the ongoing management of Tutes Cottage is better aligned to the State Government (either Parks Victoria or DELWP) than Council due to the relationship between the Castlemaine Diggings National Heritage Park (CDNHP) and Tutes Cottage.

Issues

Currently the Council is not practically managing Tutes Cottage, with Parks Victoria having done some work to stabilise the building, and arranging use of the building by Castlemaine Landcare as a meeting space.

Council removed Tutes Cottage from its Asset Register in June 2015. Since then council have not undertaken any maintenance on the buildings (Cottage and outbuildings). Parks Victoria have undertaken maintenance and capital works in this time.

Relinquishment of the land will provide consistency between the practical management and formal management of the site. The land will be relinquished to DELWP who will then formally appoint a new land manager. This will most likely be either Parks Victoria, DELWP, or a local community group.
Alternate Options

Council can decide not to formally relinquish the Tutes Cottage. If this occurs, the current situation will remain, where there will be ambiguity over risk, and Council will formally be the public land manager despite having no access to the building, or management of it.

The buildings require substantial work, and if Council were to retain the buildings, there would be considerable investment required for conservation works (Council has not had a Conservation Management Plan prepared) and renewal, then ongoing maintenance.

Financial and Resource Implications

Should Council determine to relinquish the land, there will be no significant impact on resources.

Consultation

There has been considerable consultation with Parks Victoria and DELWP. Parks Victoria are undertaking an internal assessment before making a formal decision whether to take on the land. This has been ongoing for considerable time. DELWP have advised that if Council wish to formally relinquish the building, we should do so, and this report does this.

Consultation has not been undertaken with Landcare who currently occupy the building, or volunteers who maintain the garden. These arrangements have been put in place with Parks Victoria, and Council’s relinquishment of the building will not change these arrangements.
Aerial photograph – Location of Tutes Cottage
9.3. OUR ECONOMY (ECO)

ECO 18 PLANNING PERMIT APPLICATION 044/2018- CONSTRUCTION OF A DWELLING, SHED AND ASSOCIATED WORKS AT 12 PHOENIX STREET, MALDON

Responsible Director: Director Sustainable Development
Responsible Officer: Manager Development Services
Original Document: DOC/18/13743

Executive Summary

Council has received an application for a new dwelling at 12 Phoenix Street, Maldon. The land is located within the General Residential Zone (GRZ) and is covered by Heritage Overlay (HO 444) and the Erosion Management Overlay. A planning permit for the works is required under both overlays.

Two objections have been received to the application. Issues raised include the proposed dwelling not being in harmony with the existing character and appearance of Phoenix Street nor in accordance with the Maldon Design Guidelines particularly the double storey design, inappropriate size and materials and finishes.

The applicant has made some alterations to the external appearance, changing doorways to windows and has expressed a willingness to change the suggested paint colour to cream rather than off-white. Officer recommendation is to make some further alterations, deleting the semi-circular driveway around the heritage tree, and providing vehicle access to the site to the south of the dwelling.

The application has been assessed against the decision guidelines of the heritage overlay and the Maldon Design Guidelines and with some minor changes the proposal is considered an appropriate design response at this location. Council’s Heritage Advisor is satisfied that the dwelling design is an appropriate design response against the provisions of the heritage overlay and particularly for this physically constrained site.

It is recommended that the application be approved.

RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the development of a dwelling at Crown Allotment 37 Section A, 12 Phoenix Street, Maldon subject to the following conditions:

1. PLANS REQUIRED

1.1. Before the development starts amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:

a) A full schedule of colours and finishes to be used which must comply with Schedules 1 and 2 of the Maldon Design Guidelines and be appropriate to the area to the satisfaction of the heritage advisor.

b) Details of the stone veneer, including type and size of stone and method of laying.

c) At least two of the French doors on the south elevation, changed to windows.
d) Deletion of the semi-circular driveway around the Moreton Bay Fig tree.

e) The location and design of a vehicle crossover and driveway to access the
  carport, including details of surface materials and finishes.

2. NO LAYOUT ALTERATION

f) The development allowed by this permit as shown on the endorsed plan(s)
   and/or described in the endorsed documents must not be altered or modified
   (for any reason) except with the prior written consent of the Responsible
   Authority.

3. INFRASTRUCTURE

   Engineering Plans

3.1. Prior to commencement of any construction works associated with the
      development, detailed access and drainage construction plans must be submitted
      to and approved by the Responsible Authority. When approved, the plans will be
      endorsed and form part of the permit. The engineering plans must accord with the
      Infrastructure Design Manual. All works constructed or carried out must be in
      accordance with those approved plans and completed to a standard satisfactory to
      the Responsible Authority.

   Drainage

3.2. The whole of the subject land, including landscaped and paved areas, must be
      graded and drained to the satisfaction of the council as the responsible drainage
      authority so as to prevent the discharge of water from the subject land across any
      road or onto any adjoining land.

3.3. The site stormwater discharge is not increased by the proposed developments.
      The drainage system shall include provision of storm water retention system to
      limit flows downstream from the development to pre-development levels in
      accordance with the current Australian rainfall and runoff – flood analysis and
      design for a 5 year annual recurrence interval (IDM design standards - section
      19.3 requirements).

3.4. Provide cut off drains or similar to protect adjoining properties from overland storm
      water flow. Provision is to be made to divert major rainfall (1 in 100 year) storm
      events away from the building envelopes of lots within this and adjoining
      subdivisions.

3.5. Prior to the design of any internal drainage system the owner/applicant must
      submit a Property Information Request and be issued a Legal Point of Discharge
      Permit to discharge stormwater.

   Vehicle crossovers

3.6. Existing/proposed Vehicle crossovers are to be constructed/upgraded with an all-
      weather surface to the satisfaction and levels /requirements of the Council. No
      impending or redirection of existing surface flow is allows to occur as a result of
      these works.

   Infrastructure Status

3.7. All existing road reservation assets are to be protected and maintained throughout
      the works including all utilities and services. Any damage is to be restored to the
      satisfaction of council.

   Sediment pollution control
3.8. The developer must restrict sediment discharges from any construction sites within the land in accordance with Construction Techniques for Sediment Pollution Control (EPA 1991).

Consent for constructions

3.9. Prior to the commencement of any works on the road reserve the owner/applicant must submit a Minor Works in a Road Reserve application and be issued a permit to occupy the road for works.

Construction of a dwelling

4. EXPIRY

This permit will expire if the permitted development is not started within two years of the date of this permit, or is not completed within four years of that date.

The responsible authority may extend these periods if a request is made in writing before the permit expires, or:

- Within six months afterwards if the development has not been started.
- Within twelve months afterwards if the development started lawfully before the permit expired.

PERMIT NOTE:

Removal or Trimming of road reserve trees.

If the applicant / Property owner require removing or Trimming of trees in the road reserve as part of the works permitted by this planning permit or as part of future works, all the cost of such removal must be borne by the applicant / Property owner. Applicant / Property owner must obtain consent and necessary work permits from the council for such future tree trimmings/ removals prior to commencement of the works.

MOVED COUNCILLOR GARDNER

That Council issue a Notice of Decision to Grant a Planning Permit for the development of a dwelling at Crown Allotment 37 Section A, 12 Phoenix Street, Maldon subject to the following conditions:

1. PLANS REQUIRED

1.1. Before the development starts amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:

a) A full schedule of colours and finishes to be used which must comply with Schedules 1 and 2 of the Maldon Design Guidelines and be appropriate to the area to the satisfaction of the heritage advisor.

b) Details of the stone veneer, including type and size of stone and method of laying.

c) At least two of the French doors on the south elevation, changed to windows.

d) Deletion of the semi-circular driveway around the Moreton Bay Fig tree.
e) The location and design of a vehicle crossover and driveway to access the carport, including details of surface materials and finishes.
2. **NO LAYOUT ALTERATION**

2.1. The development allowed by this permit as shown on the endorsed plan(s) and/or described in the endorsed documents must not be altered or modified (for any reason) except with the prior written consent of the Responsible Authority.

3. **INFRASTRUCTURE**

   **Engineering Plans**

3.1. Prior to commencement of any construction works associated with the development, detailed access and drainage construction plans must be submitted to and approved by the Responsible Authority and must include detail on tree protection in the zone of the Moreton Bay Fig during construction. When approved, the plans will be endorsed and form part of the permit. The engineering plans must accord with the Infrastructure Design Manual. All works constructed or carried out must be in accordance with those approved plans and completed to a standard satisfactory to the Responsible Authority.

   **Drainage**

3.2. The whole of the subject land, including landscaped and paved areas, must be graded and drained to the satisfaction of the council as the responsible drainage authority so as to prevent the discharge of water from the subject land across any road or onto any adjoining land.

3.3. The site stormwater discharge is not increased by the proposed developments. The drainage system shall include provision of storm water retention system to limit flows downstream from the development to pre-development levels in accordance with the current Australian rainfall and runoff – flood analysis and design for a 5 year annual recurrence interval (IDM design standards - section 19.3 requirements).

3.4. Provide cut off drains or similar to protect adjoining properties from overland storm water flow. Provision is to be made to divert major rainfall (1 in 100 year) storm events away from the building envelopes of lots within this and adjoining subdivisions.

3.5. Prior to the design of any internal drainage system the owner/applicant must submit a Property Information Request and be issued a Legal Point of Discharge Permit to discharge stormwater.

   **Vehicle crossovers**

3.6. Existing/proposed Vehicle crossovers are to be constructed/upgraded with an all-weather surface to the satisfaction and levels /requirements of the Council. No impending or redirection of existing surface flow is allows to occur as a result of these works.

   **Infrastructure Status**

3.7. All existing road reservation assets are to be protected and maintained throughout the works including all utilities and services. Any damage is to be restored to the satisfaction of council.

   **Sediment pollution control**

3.8. The developer must restrict sediment discharges from any construction sites within the land in accordance with Construction Techniques for Sediment Pollution Control (EPA 1991).

   **Consent for constructions**
3.9 Prior to the commencement of any works on the road reserve the owner/applicant must submit a Minor Works in a Road Reserve application and be issued a permit to occupy the road for works.

Construction of a dwelling

4. EXPIRY

This permit will expire if the permitted development is not started within two years of the date of this permit, or is not completed within four years of that date.

The responsible authority may extend these periods if a request is made in writing before the permit expires, or:

- Within six months afterwards if the development has not been started.
- Within twelve months afterwards if the development started lawfully before the permit expired.

PERMIT NOTE:

Removal or Trimming of road reserve trees.

If the applicant / Property owner require removing or Trimming of trees in the road reserve as part of the works permitted by this planning permit or as part of future works, all the cost of such removal must be borne by the applicant / Property owner. Applicant / Property owner must obtain consent and necessary work permits from the council for such future tree trimmings/ removals prior to commencement of the works.

SECONDED COUNCILLOR HENDERSON

CARRIED.
Context

The purpose of this report is to enable Council to make a determination on an application for a dwelling at 12 Phoenix Street, Maldon. The application has been referred to Council for a decision because as there are two objections to the application.

Refer to:

Attachment ECO 18B: PA044/2018 - Final plans submitted with application.

The application was lodged on 09/02/2018 and proposes to construct a dwelling at 15 Church Street, Maldon. The land is located within the General Residential Zone and is covered by Heritage Overlay (HO 444) and the Erosion Management Overlay (EMO). The trigger for the planning permit is both overlays.

Cosmetic amendments were made to the dwelling design after submission, including replacing Colourbond roof sheeting with corrugated galvanised iron, and replacing corrugated galvanised wall cladding with square edged weatherboards.

Two objections have been received, one makes reference to the plans prior to amendment.

The site is irregularly rectangular with a 50.54 metre dog-leg frontage to the west side of Phoenix Street, a 37.56 metre north boundary, a 48.87 metre west boundary and a 25.13 metre south boundary, for a total area of 1524 square metres. With the exception of a small heritage shed on the east boundary, the site is vacant.

Development of the site is constrained by a significant Moreton Bay fig tree growing on the east boundary, which intrudes into the north-east corner effectively occupying a quarter of the area of the site, and the slope of the land which declines three metres from the north-east to the rear west boundary. A good apple tree specimen is located at the rear of the existing shed which should also be retained.

The site is located in an established residential area almost immediately to the east of the business area town centre of Maldon.

The proposal includes the construction of a dwelling in the north west of the site setback sixteen metres from the title frontage behind the heritage tree and a shed/carport in the south-west setback nine metres from Phoenix Street.

The dwelling including two metre wide verandahs on the west, south and east sides has an overall footprint of 18.35 metres by 11.77 metres with a relatively small second storey of 11.77 metres by 4.18 metres. The building will be clad in square edged weatherboards painted in heritage colours, with a section of the front façade finished in a stone veneer, roofing material is corrugated galvanised iron.

The outbuilding comprises a 5.8 metre by 5.8 metre shed with a six metre carport attached. Cladding and roofing materials are corrugated galvanised iron.

The context of the immediate surrounding residential area is of modest weatherboard gable roof cottages of similar scale and proportion. The Derby Hill Tourist Complex is located on Crown land adjoining the rear of the site. The Maldon Vintage Machinery Museum complex and Maldon Men’s Shed are located on Crown land to the east immediately across Phoenix Street.
Policy and Statutory Implications

State Planning Policy Framework (SPPF)

Clause 11.14 Loddon Mallee South regional growth
This policy outlines broad objectives for land use and development within the Loddon Mallee South region. The plan includes objectives of strengthening and diversifying the economies of small towns such as Maldon.

Clause 13.03-2 Erosion and landslip
The objective is to protect areas prone to erosion, landslip or other degradation processes.

Clause 15.01 Urban environment
Policy in this clause offers broad guidelines for the design of urban areas, subdivisions and buildings. Relevant policy aims to ensure development responds to the local context and provides energy efficient development through design and location close to services and transport. Urban environments should be functional and provide a sense of place and cultural identity.

Clause 15.03 Heritage
Strategies within this policy aim to protect and enhance places of heritage significance. Development should respond to the specific heritage qualities of a place.

Clause 16 Housing
This policy includes broad support for diversified provision of housing. Housing should be well located, close to services and other community and physical infrastructure.

Provision of housing should widen housing choice to meet increasingly diverse needs and make better use of existing infrastructure. Housing development should also respect neighbourhood character.

Clause 19.03 Development infrastructure
Objectives and strategies outlined within this clause have the purpose of ensuring appropriate physical infrastructure is provided during the development of land and that infrastructure meets recognised standards.

Local Planning Policy Framework (LPPF)

Clause 21.02 Vision and framework plan
This clause contains some of the guiding policy linking the municipal vision, derived from Mount Alexander Shire Council Plan, to the land use and development planning vision for the Shire.

This policy identifies the unique and identifiable role and identity of the Shire’s townships through a settlement hierarchy. The Mount Alexander Strategic Framework Plan identifies broad strategic issues and directions for the municipality.

Maldon is identified as a district centre providing local service needs of the township and adjoining rural areas. The important role of tourism relating to 19th century streetscapes is highlighted.
Clause 21.03-1 Urban growth
This clause offers an overview of the Shire’s urban growth. The preferred settlement pattern for identifies Maldon as growing through urban containment with limited expansion to the urban area. Strategies include supporting development that is consistent with specific framework plans which are outlined in clause 21.12.

Clause 21.03-2 Urban consolidation
This policy recognises the social, economic and environmental outcomes that can be realised from encouraging a more compact urban form. This supports the policy outlined for Maldon in clause 21.03-1 which aims to provide additional housing within the existing urban form.

Clause 21.05-3 Soil degradation – erosion
The intensive gold mining of the 19th century also significantly resulted in clearing and soil disturbance around waterways, creek flats and hilltops, making these areas more susceptible to erosion.

Clause 21.07 Built environment and heritage
This policy outlines general characteristics of the Shire’s urban areas and major vehicle routes. Policy aims to provide increased development that responds to unique character of individual areas and delivers positive urban design and sustainability outcomes.

This clause also recognises the important heritage qualities of Maldon. Policy guidelines require consideration of specific policy in the planning scheme and also the Maldon Design Guidelines, amongst other things, which deciding on applications.

Clause 21.08-1 Housing location and diversity
This clause recognises the need for greater need for housing diversity within the Shire and the close connection this has to wellbeing of a changing community. This policy recognises the aging population of the Shire, being older than the State as a whole, and a greater number of lone and single person households.

Strategies aim to promote development of smaller dwellings, preferably within infill locations.

Clause 21.11 Infrastructure
The Shire’s considerable infrastructure assets are outlined in this policy. Maldon is identified as having sufficient capacity in the sewer network to accommodate forecast population growth. Upgrading old stormwater infrastructure to accommodate new growth is identified as a key issue.

Clause 21.12-4 Maldon
This policy includes specific policy relating to the land use and development of Maldon. Maldon is the second largest town in the Shire and is recognised for its heritage significance. The site is located within the established township boundary where residential growth is preferred to occur.

Clause 22.01- Heritage
This policy applies to all land within a Heritage Overlay, apart from the areas as defined on Plan 4: Maldon Framework Plan, to which Clause 22.02 (Maldon) applies.

Clause 22.02 is applicable.
**Clause 22.02 Maldon**

This policy applies to the township of Maldon as shown on the Maldon Framework Plan and it is policy as it relates to the areas within the HO 444 to:

- Conserve and enhance the existing scale, character and appearance of Maldon’s earlier residential areas.
- Discourage development which is not in harmony with the existing character and appearance of the town.
- Ensure development is in accordance with the Maldon Design Guidelines, 1998 incorporated in this scheme.

The Statement of Local Significance attributes Maldon’s significance, in part, to the interest and diversity of the range of buildings and works that relate to gold-mining periods.

**Zoning**

The land falls within the General Residential Zone and a permit is not required to construct a single dwelling on the land.

**Overlays**

*Heritage Overlay (HO444)*

The site is covered by the HO444 referring to the Maldon Historic Residential Area.

Decision guidelines of the Heritage Overlay require consideration of whether the location, bulk, form or appearance of the proposed building will adversely affect the significance of the heritage area.

The site is located within the heritage precinct and is not included on the Vic Heritage Register. The objectives of the Heritage Overlay include:

- To conserve and enhance those elements which contribute to the significance of heritage places.
- To ensure that development does not adversely affect the significance of heritage places.

The *Maldon Design Guidelines* as an incorporated document provides further guidance on design features which are appropriate to the unique heritage values and aesthetics of heritage listed sites within Maldon. The application must be assessed against the Maldon Design Guidelines for new development in the HO444.

*Erosion Management Overlay*

The purpose of this overlay is to protect areas prone to erosion, landslip or other degradation processes, by minimising land disturbance and inappropriate development.

Decision guidelines are generally concerned with the appropriateness of the land for the proposed development, and that appropriate management practices are utilised to ensure the land is not impacted by development.
Particular provisions

Clause 52.06 Car Parking

The purpose of clause 52.06 includes to ensure the appropriate number of car parking spaces are provided to an activity on a site. Two car spaces are required to be provided for a dwelling with more than two bedrooms. The dwelling complies.

Issues

Policy Support

The proposal is supported by a range of policy within the Mount Alexander Planning Scheme which recognises the need to accommodate future populations and actively encourages urban consolidation and infill development where it is considered appropriate.

State planning policy requires development to respond to its context in terms of scale, form, use of materials and surrounding landscape and climate. Policy specific to Maldon requires development accord with the character and context of the town and surrounding landscapes.

The site is located within a General Residential Zone. The proposed development is an infill development located within an established residential area and within easy walking distance to the town centre and other community facilities and services.

The siting of the dwelling is restricted by an existing heritage outbuilding and trees on the site, which results in a large setback from the front boundary, which sets the dwelling downslope from the roadway, achieving heritage policy to not dominant existing heritage buildings.

The dwelling is considered to be of a modest design, incorporating traditional design elements without mimicking historic detailing. It is proposed to be set back far beyond the building line of adjoining identified building and with appropriate setbacks from all other boundaries. The siting allows retention of the existing vegetation on the land. The dwelling is considered to be site responsive.

Maldon Design Guidelines & Heritage Overlay

The stated purpose of the Maldon Design Guidelines (MDG) is to provide detailed design criteria for new buildings.

Within the Historic Residential Area (HO444), the main objective for new building design is that new buildings and works complement the overall historic streetscape character of the surrounding area and do not dominate nor compete with the identified buildings and their historic characteristics.

Two sets of requirements for new buildings and works are provided to determine the degree to which the objectives are met.

Option 1 applies to buildings and works that relate well to the significant character of the surrounding area and therefore meet the objectives.

Before deciding on an application the responsible authority must consider if any new building or work meets the objectives in terms of the following criteria.
Siting

No closer to the street boundary than any adjacent identified building or where there is no adjacent identified building, the typical setback of identified buildings in the area. Despite this, for unusual identified buildings with a frontage setback less than the typical, the reference must be from other buildings.

- The individually listed dwelling at 10 Phoenix Street is setback approximately five metres from the front title boundary. The proposed dwelling will be setback 19.6 metres at its north point and 16 metres at its south most point from the front title boundary.

Buildings must not be set at any angle (to the road or identified buildings in the area) unless this is a characteristic of identified buildings in the area generally.

- To avoid the significant tree and align with the side boundary the proposed dwelling must be slightly angled to the front title boundary. However Phoenix Street is winding and most of the identified dwellings are set at an angle to the roadway and are not necessarily in alignment with other identified buildings.

Appropriate size

Length and height of front wall and roof height must not exceed the length and height of any identified adjacent buildings. Where an overall width is proposed to be greater, this shall not occur within the first gable width of the first roof or 6 metres from the front wall.

- At 18.35 metres, the overall width of the proposed building is greater than the 10 metre width of the front wall of the adjacent building at 10 Phoenix Street, however this width does not occur within six metres of the minimum street frontage setback, where the dwelling could be sited in accordance with the Maldon Design Guidelines.
- An aerial assessment of the length and width of identified dwellings in Phoenix Street shows the size of the proposed dwelling to be comparable.

<table>
<thead>
<tr>
<th>Individually listed sites in Phoenix Street</th>
<th>Length (depth) metres</th>
<th>Width in metres</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. 2</td>
<td>14.4</td>
<td>16.5</td>
</tr>
<tr>
<td>No. 4</td>
<td>15.6</td>
<td>10</td>
</tr>
<tr>
<td>No. 5</td>
<td>13.5</td>
<td>11.7</td>
</tr>
<tr>
<td>No. 6</td>
<td>19.2</td>
<td>10</td>
</tr>
<tr>
<td>No. 7</td>
<td>19.1</td>
<td>9.6</td>
</tr>
<tr>
<td>No. 10</td>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>No. 11</td>
<td>18</td>
<td>10</td>
</tr>
<tr>
<td>No. 14</td>
<td>13.6</td>
<td>10.5</td>
</tr>
<tr>
<td>No. 12</td>
<td>11.77</td>
<td>18.35</td>
</tr>
</tbody>
</table>
The overall height of the dwelling is 6.9 metres at the highest point from a wall height of approximately 5.5 metres, however the siting to the rear of the site and the topography of the land mean the height of the proposed dwelling will match the closest significant dwelling at 10 Phoenix Street, which is approximately 5.5 metres above a one metre high verandah at the front.

- The maximum overall length must not exceed 10 metres, within the first roof, or 15 metres of the allotment from the principal frontage.
  The overall length of the dwelling is 11.77 metres.

**Design and forms**

*To match the design and form of adjacent or other identified buildings in the area with respect to:*

- Roof pitch and bulk (or mass) of roof form.
- Setbacks and separation of wings or different sections of the building.
- Verandah detailing (including method of connection with the building).
- Door and window sizes, proportion and spacing.
- The use of forms and proportions that reflect the identified buildings of the area.
- The use of detailing that does not mimic historic detailing except where it serves a necessary function.

Adjacent and other identified buildings in the area show evidence of successive extensions and therefore a range of roof forms from double and triple gables to rear and side skillion attachments.

The proposed dwelling is designed as two wings attached at right angles providing some separation. The proposed roof form is a double gable at right angles with a 35° pitch. The verandah partially wraps around the dwelling and is of a very simple design. It is an appropriate design response that does not seek to replicate heritage detail. Door and window sizes are modest.

**Materials and colours**

*Should match surrounding identified buildings and must comply with Schedules 1 & 2.*

Materials and colours of the roofing and painted weatherboards will be generally in accordance with the MDG. The small section of stonework to the front façade will not be at odds with buildings in the surrounding area.

The new house is to be located toward the rear of the site behind the large tree. The land slopes down away from the road which will further partially conceal the building form.

Tobin Street runs behind the shops fronting Main Street. The site almost backs onto and will be partially visible from this street. The changes made to the external materials including replacing Colourbond roof sheeting with corrugated galvanised iron, and replacing corrugated galvanised wall cladding with square edged weatherboards will ensure the dwelling will be appropriate in this back of commercial setting.

Council’s Heritage Advisor has offered support for the proposal with the alterations that have been incorporated into the design.

Assessment against the MDG determines the new building meets the objective of complementing the overall historic streetscape character of the surrounding area to a significant degree.
The dwelling is considered to achieve compliance with the Maldon Design Guidelines and objectives and outcomes of the Heritage Overlay. The dwelling would complement the streetscape character and would not dominate nor complete with the adjoining identified buildings.

**Land stability and erosion**

The slope of the land is moderate in parts. The dwelling is proposed to be constructed mostly on stumps which will minimise disturbance to the ground. The dwelling has been sited so that removal of vegetation is not required. The proposed works are not likely to cause erosion, landslip or any other degradation of the site.

**Outstanding objections to the application**

Following advertisement of the application in accordance with Sections 52(1)(a) and 52(1)(d) of the *Planning and Environment Act 1987*, two objections were received.

*The development is not in harmony with the existing character and appearance of Phoenix Street as required under Clause 22.02.*

- The Statement of Local Significance at Clause 22.02 attributes Maldon’s significance, in part, to the interest and diversity of the range of buildings and works that relate to gold-mining periods. Maldon was not developed with a single built form.
- Phoenix Street presents as a diverse range of development forms undertaken mostly sympathetically over successive eras. The proposed dwelling is set well back on its site on land that is lower than the closest neighbouring dwelling. The development is considered in harmony with the surrounding area.
- Most of the dwellings in Phoenix Street are painted in cream tones as is proposed for this new dwelling.

*The development is not in accordance with the Maldon Design Guidelines.*

- The proposal achieves compliance with the Maldon Design Guideline as demonstrated in this report.

*The double storey building and the stone veneer wall are inappropriate to the surrounding area.*

- There is nothing in the planning scheme provisions including the Maldon Design Guidelines that restrict consideration of double storey design. Instead, the guidelines specifically rely on a building not exceeding the height of the adjoining identified building. The dwelling is considered to be an acceptable design in this setting in terms of its height, length, setbacks and use of materials and finishes.

**Alternative Options**

Council could refuse the application, however there are no grounds for refusal.

**Financial and Resource Implications**

Cost of potential appeal to the Victorian Civil and Administrative Tribunal.
Consultation

Advertising

Notice of the application was given in accordance with Sections 52(1)(a) and 52(1)(d) of the Planning and Environment Act 1987 to owners and occupiers of adjoining land and. A sign was also placed on-site.

Applicant-objector correspondence

In response to concerns raised by the objectors received and advice from Council, the applicant made cosmetic changes to the external appearance. Objectors were informed of the changes.

One objector stated ‘the double storey building and the stone veneer wall are a definite major non-negotiable aspect of the application’. It was not considered that further discussion could achieve any sort of resolution, therefore an applicant objector meeting was not convened.

External Referrals

Notice was given to DELWP as an adjoining owner. The Department does not object to the development.

Internal Referrals

Council’s Heritage Advisor & Councils Engineers have given conditional consent to the application.
Timber flooring, 19mm particle board with 17°C or over, where required. Subfloor insulation installed.

Smoke alarm.

Landing and steps to BCA 2010.

Cupboard under stairs.

This wall have is stone veneer.

Steps to BCA 2010.

FLOOR PLAN 1:100

Drawn by Peter Laurie Reg No 2408 P.O Box 175 Maldon 3463
SOUTH ELEVATION

- 100 x 100 concrete posts
- Infill concrete slab in shed
- 12 treated pine trusses to truss company specs.
- C section steel portals

Floor Plan 1:100

CARPORT AND SHED

Drawn by Peter Laurie Reg No. 2408 P.O Box 175 Maldon 3463
Executive Summary

Council has received an application for a Telecommunications Facility and removal of native vegetation at Railway Street, Chewton. The site is located within the Township Zone and is covered by Bushfire Management Overlay and Heritage Overlay.

Three objections have been received in relation to concerns about the size and scale of the telecommunications tower within the character of the surrounding area, and the removal of native vegetation.

The Telecommunication facility and native vegetation removal meets all the requirements of Clauses 32.05, 52.19 and 52.17 of the planning scheme and is supported by relevant policy. The proposed Telecommunications Tower will provide additional communication service within the Bendigo Railway Corridor and the broader Chewton area.

This application was only required to give notice for the native vegetation removal. All notice and appeal requirements for the Telecommunications tower are exempt, as the buildings and works are being undertaken by the State Government.

The application has received three submissions of objection, 1 objection was withdrawn during the application process.

RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the Use and Development of the Land for a Telecommunications Facility and Native Vegetation Removal on Crown Allotment 42E Section F1 CD029837N, Railway Street, Chewton, subject to the following conditions:

1. LAYOUT NOT ALTERED
   1.1. The use and/or development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

2. POWERCOR
   2.1. Any buildings must comply with the clearances required by the Electricity Safety (Installations) Regulations.
   2.2. Any construction work must comply with Energy Safe Victoria’s “No Go Zone” rules.

3. ENGINEERING PLANS
   3.1. Prior to commencement of any construction works associated with the development, detailed access, drainage construction plans must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and form part of the permit. The engineering
plans must accord with the Infrastructure Design Manual. All works constructed or carried out must be in accordance with those approved plans and completed to a standard satisfactory to the Responsible Authority prior to works commencing.

4. **DRAINAGE**

4.1. The whole of the subject land, including landscaped and paved areas, must be graded and drained to the satisfaction of the council as the responsible drainage authority so as to prevent the discharge of water from the subject land across any road or onto any adjoining land.

4.2. Stormwater runoff from proposed development must be directed to existing over land flow path and dissipated as normal un-concentrated overland flow.

5. **ACCESS ROAD/ INTERNAL DRIVEWAY**

5.1. The intersection of Railway Street and existing VicTrack must be upgraded with Asphalt in accordance with relevant standards and satisfaction of the Council infrastructure department.

5.2. The existing VicTrack /internal driveway access shall be upgraded/constructed to appropriate engineering standards approved by council along with appropriate cut off table drains and cross culverts.

6. **INFRASTRUCTURE STATUS**

6.1. All existing road reservation assets are to be protected and maintained throughout the works including all utilities and services. Any damage is to be restored prior to issuing of statement of compliance.

7. **SEDIMENT POLLUTION CONTROL**

7.1. The developer must restrict sediment discharges from any construction sites within the land in accordance with Construction Techniques for Sediment Pollution Control (EPA 1991) and Environmental Guidelines for Major Construction Sites (EPA 1995).

8. **CONSENT FOR CONSTRUCTIONS**

8.1. Prior to the commencement of any works on the road reserve the owner/applicant must submit a Minor Works in a Road Reserve application and be issued a permit to occupy the road for works.

9. **REMOVAL OR TRIMMING OF ROAD RESERVE TREES.**

9.1. If the applicant / Property owner require removing or Trimming of trees in the road reserve as part of the works permitted by this planning permit or as part of future works, all the cost of such removal must be borne by the applicant / Property owner. Applicant / Property owner must obtain consent and necessary work permits from the council for such future tree trimmings/removals prior to commencement of the works.

10. **DEPARTMENT, ENVIRONMENT, LAND, WATER AND PLANNING**

10.1. Notification of permit conditions

   a) Before works start, the permit holder must advise all persons undertaking the (vegetation removal/works) on site of all relevant conditions of this permit.
10.2. Protection of vegetation to be retained

Before works start, a native vegetation protection fence must be erected around all native vegetation to be retained within 15 metres of the works area. This fence must be erected at:

a) A radius of 12 times the diameter of the tree trunk at a height of 1.4 metres to a maximum of 15 metres but no less than 2 metres from the base of the trunk of the tree; and

b) Around the patch(es) of native vegetation at a minimum distance of 2 metres from retained native vegetation. The fence must be constructed of star pickets and paraweb or similar to the satisfaction of the Department of Environment, Land, Water and Planning. The protection fence must remain in place until all works are completed to the satisfaction of the department.

10.3. Except with the written consent of the department, within the area of native vegetation to be retained and any tree protection zone associated with the permitted use and/or development, the following is prohibited:

a) Vehicular or pedestrian access;

b) Trenching or soil excavation;

c) Storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products;

d) Construction of entry and exit pits for underground services; or

e) Any other actions or activities that may result in adverse impacts to retained native vegetation.

10.4. All works and vehicle movements must be undertaken within the 8m by 12m footprint of the compound.

10.5. Native Vegetation Offsets

To offset the removal of 0.028 hectares of native vegetation, the permit holder must secure native vegetation offsets, in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017) as specified below.

General offset

A general offset of 0.017 general habitat units:

a) Located within the North Central Catchment Management Authority boundary or Mount Alexander Shire Council municipal district; and

b) With a minimum Strategic Biodiversity Value score of at least 0.520

10.6. Offset evidence

Before any native vegetation is removed, evidence that the required offset for the project has been secured must be provided to the satisfaction of the responsible authority. This evidence is one or both of the following:

a) Credit extract(s) allocated to the permit from the Native Vegetation Credit Register, and/or

b) An established first party offset site including a security agreement to the required standard, signed by both parties, and a 10-year offset management plan to the satisfaction of the Department of Environment, Land, Water and Planning and approved by the Responsible Authority. The offset management plan must detail the 10-year management actions and ongoing management of the site. Every year, for ten years, after the
responsible authority has approved the offset management plan, the applicant must provide notification of the management actions undertaken towards implementing the offset management plan, to responsible authority. An offset site condition statement, including photographs must be included in this notification.

A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit. Within 30 days of endorsement of the offset evidence by the responsible authority, a copy of the endorsed offset evidence must be provided to the Department of Environment, Land, Water and Planning.

11. COMPLIANCE WITH STANDARD
The telecommunication facility must comply to the satisfaction of the responsible authority with the ARPANSA ‘Radiation Protection Standard for Maximum Exposure Levels to Radiofrequency Fields – 3kHz to 300 GHz (2002)’, or such other standard as is adopted from time to time by the Australian Communications Authority

12. PERMIT EXPIRY – USE AND DEVELOPMENT
12.1. Development and use of land expires if:
   a) The development or any stage of it does not start within two (2) years of the date of this permit; or
   b) The development or any stage of it is not completed within four (4) years of the date of this permit; or
   c) The use does not start within two (2) years after the completion of the development; or
   d) The use is discontinued for a period of two years.

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

Permit Notes

DELWP

Works or other activities on public land (including road reserves), which may impact on protected plants, will require a Protected Flora Licence or Permit under the Flora and Fauna Guarantee Act 1988 (FFG). All native vegetation likely to be impacted should be checked against the Protected Flora List (DELWP 2016) to determine whether FFG approvals are required. Protected Flora Permits can be obtained from the department’s regional office.

To assist applicants in meeting their permit condition requirements, the ‘Meeting permit conditions – third party offsets’ (2015) fact sheet and the ‘First party general offset kit (ver1.1)’ are available.

MOVED COUNCILLOR PETRUSMA

That the recommendation be adopted.

SECONDED COUNCILLOR HENDERSON

CARRIED.
Context

The purpose of this report is to enable Council to make a determination on Planning Permit Application 065/2018 for Use and development of the Land for a Telecommunications Facility and Native Vegetation Removal at Crown Allotment 42E Section F1 CD029837N, Railway Street, Chewton. The application has been referred to Council for decision as there are three objections and officers are recommending the issue of a notice of decision to grant a planning permit.

Refer to:

Attachment ECO 19A: Context and site aerial.
Attachment ECO 19B: Final plans submitted with application.
Attachment ECO 19C: Native Vegetation Map.

The application was lodged on 26 February 2018 and seeks approval for use and development of the Land for a Telecommunications Facility and Native Vegetation removal.

The subject site is zoned Township Zone and is covered by Bushfire Management Overlay (BMO) and Heritage Overlay (HO) in part.

The subject site has an area of approximately 2.478 hectares and is located adjacent to Railway Street, around 500 metres east of Fryers Road and 618 metres south of the Chewton Township. The site consists of a corridor of land with scattered trees currently used for railway purposes.

All adjoining land, to the north and south of the railway line is vacant vegetated land. The closest existing dwelling is located at 14 Railway Street, Chewton, approximately 345 metres south of the site. There is higher density residential development existing in Chewton, approximately 650 metres north of the subject site.

The proposed tower and associated works are part of the State Governments $18 million commitment to improve mobile black spots along the regional rail line, which includes the Bendigo line.

The proposal is for the construction of a 35 metre monopole with three 2.533 metre long panel antennas mounted on a head frame for a total structure height of 36.3 metres and a parabolic dish structure height of 29 metres. The facility will be located in an 8.0 metre by 12 metre lease area in the eastern corner of the subject site. The lease area will be surrounded by a 2.4 metre high chain wire fence with a 3 metre wide access gate to Railway Street.

The facility would consist of the monopole and associated infrastructure including a metering panel, an outdoor cabinet on a raised concrete slab.

The plans also include the removal of native vegetation from the site. The removal of vegetation includes 0.028 hectares of native vegetation. The native vegetation is not in an area mapped as an endangered Ecological Vegetation Class. The removal of less than 0.50 hectares will not have a significant impact on any habitat for a rare or threatened species.

The application states that Railway Street Rd site, Chewton is of particular importance to provide coverage for Bendigo Regional Rail Corridor, with additional support for residential and rural areas in Chewton. The tower will act as a fixed wireless network site which is designed to provide increased service and signal strength to the commuter services and surrounding properties. The tower is required to be at a height to achieve
clearance from nearby vegetation in order to cover a set area to maximise signal strength.

Policy and Statutory Implications

State Planning Policy Framework (SPPF)

Clause 12.04-1 Environmentally Sensitive Areas

Relevant strategies mentioned in this Clause relate to the protection and conservation of environmentally sensitive areas to ensure identified environmental values are maintained.

Clause 17 - Economic Development

Planning should provide for a strong and innovative economy and should support economic growth and development.

Clause 19 – Infrastructure

Planning for social and physical infrastructure should enable it to be provided in a way which that is efficient, equitable, accessible and timely.

Clause 19.03-4 Telecommunications

The objective is to facilitate the orderly development, extension and maintenance of telecommunication infrastructure:

• Facilitate the upgrading and maintenance of telecommunications facilities.
• Ensure that modern telecommunications facilities are widely accessible to business, industry and the community.
• Ensure the communications technology needs of business, domestic, entertainment and community services are met.
• Do not prohibit the use of land for a telecommunications facility in any zone.
• Encourage the continued deployment of broadband telecommunications services that are easily accessible by:
  o Increasing and improving access for all sectors of the community to the broadband telecommunications trunk network.
  o Supporting access to transport and other public corridors for the deployment of broadband networks in order to encourage infrastructure investment and reduce investor risk.
• In consideration of proposals for telecommunication services, seek a balance between the provision of important telecommunications services and the need to protect the environment from adverse impacts arising from telecommunications infrastructure.
• Planning should have regard to national implications of a telecommunications network and the need for consistency in infrastructure design and placement.

Local Planning Policy Framework (LPPF)

Clause 21-11 Infrastructure

Included in an objective is:

To assist and work with relevant servicing agencies and authorities to provide for ongoing improvement to infrastructure facilities in Mount Alexander Shire.
Strategies

- Provide for improvements to infrastructure and community services according to projected patterns of population and urban growth.
- Ensure development does not compromise existing or proposed infrastructure facilities.

Clause 22.26 Residential Infrastructure
The objective of this clause is to ensure that all existing and future forms of residential development, is serviced with reticulated sewerage when available and practical, water, electricity and other services.

Zoning

Clause 32.05 Township Zone
The purpose of this Zone is to provide for residential development and a range of commercial, industrial and other uses in small towns, and to encourage development that respects the neighbourhood character of the area.

Under this zone a planning permit is required for use of the land for a telecommunications facility as the proposed monopole does not meet the exemption under 62.01 and therefore considered a Section 2 Use.

A permit is also required for building and Works associated with a sections 2 use.

Overlays

Clause 43.01 Heritage Overlay (HO729 - HO987)
The purpose of this overlay is to conserve and enhance those elements which contribute to the significance of heritage places, and ensure that development does not adversely affect the significance of heritage places.

The development is outside the Heritage overlay on the subject site.

Clause 44.06 Bushfire Management Overlay
The purpose of this clause is to ensure development is only permitted where the risk to life and property from bushfire can be reduced to an acceptable level

There are no relevant permit triggers under clause 44.06-1.

Particular provisions

Clause 52.19 Telecommunications facility
A permit is required for the proposed telecommunications facility to construct a building and carry out works. The proposal is exempt for notice and review pursuant to clause 52.19-3.

The telecommunication facility does not meet any definition described under section 5 of the Code of Practice for Telecommunications facilities in Victoria 2004. As such and in accordance with the decision guidelines in Pfarr v Campaspe SC [2014] VCAT 872 a permit is required for both the use and development of the land for a large monopole telecommunications facility of this type.
Pursuant to clause 52.19-6, the principles for the design, siting, construction and operation of a Telecommunications facility set out in “A Code of Practice for Telecommunications Facilities in Victoria” must be considered, and the proposal has been assessed against these principles later in this report.

Clause 52.17 Native Vegetation

A permit is required to remove, destroy or lop native vegetation, including dead native vegetation. The proposal does not meet any of the exemptions for vegetation removal pursuant to clause 52.17-7 or exemptions for notice and review.

Clause 65 Decision Guidelines

Because a permit can be granted does not imply that a permit should or will be granted. The responsible authority must decide whether the proposal will produce acceptable outcomes in terms of the decision guidelines of this clause.

Issues

Strategic justification for development of the site

Clause 10.04 states that in making decisions “planning authorities and responsible authorities should endeavour to integrate the range of policies relevant to the issues to be determined and balance conflicting objectives in favour of net community benefit and sustainable development for the benefit of present and future generations.” In this instance any decision on the proposal should be made with due regard to the impact upon net community benefit of either the granting or refusal of a permit for the proposal.

The application states that the Railway Street site in Chewton is of particular importance to enhance the mobile phone and internet coverage to the Bendigo Rail Line and additional residents in the Chewton area. The tower will act as a fixed wireless network site which is designed to provide increased service and signal strength to surrounding properties.

The proposed development of the site is part of the State Governments $18 million Regional Rail Connectivity Project which will significantly improve mobile coverage and connectivity for commuters along the, Bendigo Rail Line, by partnering with mobile carriers – Telstra, Optus and Vodafone. The proposal represents the provision of essential telecommunications infrastructure to Chewton and the rail corridor. The facility is designed to have regard to its surrounds and represents an appropriate balance between the net community benefit from the provision of telecommunications connectivity along the Bendigo rail corridor and the protection of the environment from any adverse impacts. As stated in clause 19.03-4 “planning should have regard to national implications of a telecommunications network and the need for consistency in infrastructure design and placement.”

Clause 52.17 Native Vegetation

The proposal includes the removal of approximately seventy (70) plants within a 0.028 hectare area. The applicant provided a Native Vegetation Removal Report to establish the biodiversity information and offset requirements. The Assessor’s Handbook – Applications to Remove, Destroy or Lop Vegetation (Version 1.0), has been used as a guideline in assessing the application and defines the category of native vegetation.

The native vegetation patch to be removed is within a basic assessment pathway, and are not significant in relation to the biodiversity of the area. The removal of the vegetation will have no unreasonable impacts upon the landscapes or amenity within the
area and will be adequately offset in accordance with the provisions of the relevant native vegetation removal report.

The Report identifies the strategic biodiversity score of 0.620 with a required offset amount of 0.017 and a minimum strategic biodiversity score of 0.520. The appropriate off-set will be required to be provided via a permit condition in accordance with the DELWP response.

Clause 52.19 Telecommunication Facility

Overall the proposal complies with the decision guidelines of clause 52.19. The effect of the proposal on the adjacent land has been considered and on balance the impact is not considered to be unreasonable. A Code of Practice for Telecommunication Facilities in Victoria sets out a number of principals for design, siting, construction and operations of telecommunication facilities.

The construction of the telecommunication tower facility will comply with relevant policies and guidelines.

The principles are as follows:

- A telecommunication facility should be site to minimise visual impact.

The proposed tower will have some visual impact upon the surrounding area as it is to be located within an area of vacant vegetated land within proximity to residential developments and heritage sites. However measures have been taken which will serve to minimise the visual impact of the tower including to the monopole design which should minimise the bulk and profile of the structure, the use of grey steel materials and finishes which serve to minimise the contrast between the structure and surrounding environments, the location of the structure adjacent to existing vegetation obscuring the lower part of the tower and the location of the tower as far from dwellings as the constraints of the site allow. Several sites were considered by the applicant and the subject was considered the most appropriate in regards to the visual impact of the development.

- A telecommunication facility should be co-located where practical.

In this instance collocation was not possible. The closest sites to the proposed Telstra site are all over 3km to the north east and west, with the exception of an Optus site 1km to the north. This Optus site was investigated as a proposed candidate, however Telstra’s radio frequency engineers advised that coverage would not extend into the rail corridor in this location and therefore would not meet the coverage requirements of Regional Rail Connectivity Project.

- Health standard for exposure to radio emissions will be met.

The proposed facility is required to comply with the relevant standards and requirements contained in Radiation Protection Standard- maximum Exposure Levels to Radio Frequency Fields -3 GHz to 300GHz, Arpansa May 2002. Exposure levels at ground level will be approximately 2.15 V/m: equivalent to 12.12.24 mW/M² or 021% of the ARPANSA public exposure limit, as set by the federal government.

- Disturbance risk relating to siting and construction should be minimised. Construction activity and site location should comply with state environment policies and best practice environment management guidelines.
The construction activity and site location will comply with state environmental protection policies and best practice environmental management guidelines at the construction stage.

Outstanding objections to the application

The application has received three objections in relation to the telecommunications facility. The proposal for a telecommunication facility is exempt from the notice requirements of section 64(1), (2) and (3) and the review rights of section 82(1) of the Act. As a result all concerns towards the Telecommunications facility must be disregarded.

The proposal was advertised pursuant to Section 52 of the Planning and Environment Act 1987 in relation to the removal of native vegetation. Considering this, a response to the remaining objections are as follows:

*The proposed siting of the tower will affect an area of significant remnant vegetation.*

The identified vegetation to be removed is approximately 0.28 hectares. The applicants provided a Native Vegetation Removal Report which stipulates that the vegetation is not an endangered vegetation class, sensitive wetland or coastal area. The removal of less than 0.5 hectares will not have an impact upon any habitat or rare or threatened species.

The report provided by Biosis Consulting recognises that the selected site is within an area of relatively undisturbed Healthy Dry Forest. This is an area within the Goldfields Bioregion of ‘Least Concern’. Due to the level of past disturbance and the minimal extent of clearance required, development of the site is not likely to result in a significant impact to any matters of national environmental significance (threatened species or migratory species) listed under the EPBC Act.

It is considered that the applicant has sited the proposed development to have minimal impact on the existing native vegetation and fauna habitats. The vegetation that will be removed will be offset in accordance with the conditions required by DELWP. The removal of this vegetation is not expected to impact upon the soil erosion, water or ground water quality.

Alternative Options

Council could refuse the application, however there are no grounds for refusal.

Financial and Resource Implications

Cost of potential appeal to the Victorian Civil and Administrative Tribunal.

Consultation

*Advertising*

*Telecommunication Development:*

An application is exempt from the notice requirements of section 52(1)(a), (b) and (d), the decision requirements of section 64(1), (2) and (3) and the review rights of section 82(1) of the Act if the Telecommunications facility is funded, or partly funded by the State of Victoria.
Native Vegetation

The application has been advertised pursuant to Section 52 of the Planning and Environment Act 1987, by sending notices to the owners and occupiers of adjoining land and placing a sign on site.

Applicant-objector correspondence

While Council officers called and discussed the application with parties concerning the native vegetation removal, no applicant-objector meeting was undertaken as the applicant did not feel it would be beneficial to meet, and it was not considered that an outcome which satisfied both applicant and objectors could be reached.

External Referrals

Goulburn Murray Water and Department, Environment, Land Water and Planning and Powercor have provided conditional consent to the application.

Internal Referrals

Council’s Infrastructure Unit have provided conditional consent to the application.
Figure 1 – Map of native vegetation to be removed, destroyed or lopped

Legend:
- **Mapped native vegetation**
- **Property boundary**
ECO 20 AWARDING OF CONTRACT CT000362 FOR KERBSIDE COLLECTION AND ASSOCIATED SERVICES FOR THE PERIOD 1 OCTOBER 2018 TO 30 SEPTEMBER 2023

Responsible Director: Acting Director Sustainable Development
Responsible Officer: Acting Manager Healthy Environments
Original Document: DOC/18/11690

Executive Summary

Mount Alexander Shire recently undertook a joint procurement process with Macedon Ranges Shire Council (MRCS) and the City of Greater Bendigo (CoGB). The process aims to engage the services of a contractor or contractors for bin collection and bulk haulage and processing of waste and recycling material with the contract(s) to commence 1 October 2018.

RECOMMENDATION

That Council:

1. Award Contract CT000362 Kerbside Collection and Associated Services to Veolia Environmental based on their tendered schedule of rates.

2. Authorise the Chief Executive Officer to sign and affix the Common Seal to the contract documentation for an initial five (5) year period from 1 October 2018 to 30 September 2023.

3. Authorise the Chief Executive Officer to approve the extension of Contract CT000362 Kerbside Collection and Associated Services for a further one by two (2) year term should that option be exercised.

4. Authorise the Chief Executive Officer to approve contract variations to the value of 20% of the full contract value of the 5 year period.

MOVED COUNCILLOR GARDNER

That Council:

1. Award Contract CT000362 Kerbside Collection and Associated Services to Veolia Environmental based on their tendered schedule of rates.

2. Authorise the Chief Executive Officer to sign and affix the Common Seal to the contract documentation for an initial five (5) year period from 1 October 2018 to 30 September 2023.

3. Authorise the Chief Executive Officer to approve the extension of Contract CT000362 Kerbside Collection and Associated Services for a further one by two (2) year term should that option be exercised.

4. Authorise the Chief Executive Officer to approve contract variations to the value of 20% of the full contract value of the 5 year period and report back to Council if the scope of the contract changes significantly.

SECONDED COUNCILLOR PETRUSMA

CARRIED.
Context

In April 2017, a Memorandum of Understanding (MOU) was signed to involve Council in a joint procurement process with Macedon Ranges Shire Council and the City of Greater Bendigo, facilitated by the Loddon Mallee Waste Resource Group. The procurement process was to engage the services of contractor(s) for bin collection and associated services, with the contract to commence 1 October 2018.

The timeline below outlines key dates of the joint procurement process.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for Tenders</td>
<td>28 October 2017</td>
</tr>
<tr>
<td>Mandatory Tender Briefing</td>
<td>15 November 2017</td>
</tr>
<tr>
<td>Close of Tenders</td>
<td>22 December 2017</td>
</tr>
<tr>
<td>Intended completion of evaluation of Tenders</td>
<td>March 2018</td>
</tr>
<tr>
<td>Intended completion of negotiations (if applicable)</td>
<td>April 2018</td>
</tr>
<tr>
<td>Award of Contract (indicative)</td>
<td>May 2018</td>
</tr>
<tr>
<td>Service Commencement Date</td>
<td>1 October 2018</td>
</tr>
</tbody>
</table>

In the tender specification it was requested that the respondents price the following services

<table>
<thead>
<tr>
<th>Options</th>
<th>Mobile garbage bin (MGB) collection, bulk transport (if applicable) and disposal/ processing (Tenderers may bid for Contract 1, 2, 3 or any combination of contacts)</th>
<th>Contract term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service streams</td>
<td>General Waste bins</td>
<td>Recycling bins</td>
</tr>
<tr>
<td>Contract for</td>
<td>Collection and disposal/ processing</td>
<td></td>
</tr>
</tbody>
</table>

**Base Services to be provided** (current service arrangement)

- **Weekly collection and transport of kerbside residential General Waste bins (including PP bins*) for disposal at Castlemaine Waste Facility (until full) then disposal a landfill nominated by the Tenderer.**
- **Fortnightly collection, bulk transport and processing of kerbside comingled recycling bins, and as needed collection, bulk transport and processing of PPR* Bins.**
- **No organics collection**

Contract term: 5 years + 2 (total 7 years)
## Additional Alternative Services that Councils are seeking pricing

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Frequency</th>
<th>Contract Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fortnightly (incl PP*) taken to Castlemaine Waste Facility for final disposal until full then disposal destination to be nominated by Tenderer</td>
<td>Fortnightly</td>
<td>5yrs + 2 (total 7 years)</td>
</tr>
</tbody>
</table>

* PP/ PPR: Public place bins/ public place recycling bins

Refer to:


### Policy and Statutory Implications

#### Relevant policies, strategies and plans

The kerbside collection contract helps deliver the Council Plan to *Ensure effective waste management and resource recovery* with the measure of success being *Reduction of tonnes to landfill*.

In addition to the Council Plan, Council has adopted *Waste Futures*, outlining the current waste scenario at Mount Alexander Shire and aspirations of resource recovery.

#### Statutory powers and implications

The Local Government Act 1989 (the Act) provides relevant direction to local government in regards to procurement and contracts. Section 186 of the Act requires Councils to undertake competitive market testing processes before entering into contracts for purchase of goods or services or for the carrying out of works for the value of $150,000 or above. The Act imposes specific restrictions on Council in regard to entering such contracts.

Important provisions within Section 186 include minimum standard processes for giving public notice of the purpose of contracts in excess of the value of $150,000. Nothing in Section 186 of the Act requires Council to accept the lowest tender or to accept any tender.

Clause 208 of the Act – ‘Best Value Principles’ requires local governments to comply with the Best Value principles, specifically the need for Council services to meet quality and cost standards, and provides a number of factors that may be looked at when applying the principles.

All goods and services purchased by Council must be compliant with the Occupational Health and Safety Act 2004, the Dangerous Goods Act, Equipment (Public Safety) Act 1987, and associated regulations and codes of practice whenever applicable.

The tender process has been conducted in accordance to the conditions included within the Mount Alexander Procurement Policy. The tender evaluation criteria within Council’s
Procurement Policy help to ensure competition in the supply of goods and services and products to Council and supports administrative consistency and fairness through transparency in Council’s decision making.

**Issues**

**Recycling Industry Collapse**

With the recycling industry’s recent collapse in commodity prices due to China Sword policy, the direct impact was evident in this tender process. The tenderers had the opportunity to resubmit for recycling processing, the result was a higher processing price to and gate fees charged by the recycling facilities. That Veolia own the facilities to which they will transport the waste largely mitigates the risk that the destination for the waste becomes unavailable.

**Food Organics Garden Organics (FOGO)**

The tender specification did provide the option for the provision of a fortnightly collection service for Food Organics and Garden Organics (FOGO). The introduction of FOGO will be investigated and trialled, subject to Council approval, in year 2 of the contract.

**Tendering Process**

An independent probity advisor was appointed from the Loddon Mallee Waste Recovery Group. *AFS Accounting* acted in this role for the duration of this process. No issues in relation to probity were reported.

A request for tender was publically advertised on Saturday 28 October 2017.

A total of 7 tenders were received by the closing date of 3:00pm 22 December 2017.

<table>
<thead>
<tr>
<th>Tenderers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleanaway</td>
</tr>
<tr>
<td>Four Seasons</td>
</tr>
<tr>
<td>Solo Resource Recovery</td>
</tr>
<tr>
<td>Veolia Environmental</td>
</tr>
<tr>
<td>JJ Richards &amp; Sons</td>
</tr>
<tr>
<td>DRE Earthmoving &amp; Environmental</td>
</tr>
<tr>
<td>Wheele Waste</td>
</tr>
</tbody>
</table>
Tenders were evaluated and shortlisted according to the criteria listed in Table 1 in order of priority. These criteria were included in the tender documents as the criteria that would apply to the evaluation of tenders.

*Evaluation Criteria – Table 1*

<table>
<thead>
<tr>
<th>Mandatory Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1   Satisfaction of Insurance Requirements</td>
</tr>
<tr>
<td>2   Willingness to Negotiation on T's &amp; C's</td>
</tr>
<tr>
<td>3   OH&amp;S Obligations</td>
</tr>
<tr>
<td>4   Financial Capacity</td>
</tr>
<tr>
<td>5   Environmental Requirements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weighted Evaluation Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1   Capability</td>
</tr>
<tr>
<td>2   Capacity</td>
</tr>
<tr>
<td>3   Price / Value</td>
</tr>
<tr>
<td>4   Local Content / Partnership</td>
</tr>
<tr>
<td>5   Environmental Management</td>
</tr>
<tr>
<td>6   Social Procurement</td>
</tr>
</tbody>
</table>

**TOTALS 100%**

Following a comprehensive evaluation of tenders against the pre-determined evaluations criteria and weightings, Veolia Environmental are the recommended as the preferred tenderer based on a schedule of rates.

*Evaluation Scoring Summary – Table 2*

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Veolia Environmental</th>
<th>Solo Resource Recovery</th>
<th>Four Seasons Option 1</th>
<th>Four Seasons Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capability</td>
<td>1.20</td>
<td>1.20</td>
<td>1.60</td>
<td>1.60</td>
</tr>
<tr>
<td>Capacity</td>
<td>1.20</td>
<td>1.60</td>
<td>1.80</td>
<td>1.80</td>
</tr>
<tr>
<td>Price &amp; Value</td>
<td>3.50</td>
<td>2.52</td>
<td>2.59</td>
<td>2.11</td>
</tr>
<tr>
<td>Local Content/ Partnership</td>
<td>0.70</td>
<td>0.80</td>
<td>0.80</td>
<td>0.80</td>
</tr>
<tr>
<td>Environmental Management</td>
<td>0.80</td>
<td>0.80</td>
<td>0.50</td>
<td>0.50</td>
</tr>
<tr>
<td>Social Procurement</td>
<td>0.30</td>
<td>0.40</td>
<td>0.35</td>
<td>0.80</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7.70</strong></td>
<td><strong>7.32</strong></td>
<td><strong>7.64</strong></td>
<td><strong>7.16</strong></td>
</tr>
</tbody>
</table>
Alternate Options

Alternate options were priced for the introduction of FOGO; based on a fortnightly service of general waste, recycling and FOGO service. This has not been considered at this stage but has provided indicative pricing should it be a consideration in the future.

Financial and Resource Implications

The cost for Veolia Environmental is anticipated to be in the vicinity of $1,298,463 including maintenance, repairs and delivery of bins for year one; the current contract in place with Wheelie Waste for 2016/17 totalled $926,719, this includes bin repairs, maintenance and delivery.

With the base service fees provided by the preferred tenderer Veolia and the financial modelling undertaken, it represents an increase from the existing contract by $327,244.

When the bulk haulage component of the contract is enacted, the landfill levy will no longer be payable to the EPA as landfilling at Castlemaine will cease. This cost saving is anticipate to be in the vicinity of $200,000 per annum, offsetting the increased cost of this contract to some degree.

The increased cost will be offset by waste charge increase of 7% included in the draft 2018/2019 budget.

Transitioning the contract from the current provider to Veolia will take careful planning to ensure continuous uninterrupted service to the community and the need for additional short term resourcing will be considered as part of this process.

The full cost of the contract will be funded from Councils annual waste charge.

Consultation

Consultation will be undertaken with the current landfill operator DRE, who will be directly affected with the commencement of this kerbside collection and bulk transport contract.

Upon awarding of the tender, a communications plan will be developed as part of the transition plan however it is not anticipated that households will experience a noticeable change in service.
ECO 21   PROPOSED FEE AND CHARGES SCHEDULE 2018/2019

Responsible Director:   Director Corporate and Community Services
Responsible Officer:   Executive Manager Business Performance
Original Document:   DOC/18/15623

Executive Summary

The purpose of this meeting is to present the proposed Schedule of Fees and Charges for 2018/2019 for adoption.

RECOMMENDATION

That Council:


2.  Authorise the Chief Executive Officer to make minor amendments to the fees and charges schedule during 2018/2019.

MOVED COUNCILLOR NIEMAN

That the recommendation be adopted.

SECONDED COUNCILLOR CORDY

CARRIED.
Context

Each year fees and charges for Council services are reviewed, having considered the target revenue increases in the Long Term Financial Plan and current operational requirements.

Fees and charges form a significant percentage of Council's revenue stream, 5.45% in the proposed Budget 2018/2019. Based on the current draft Budget 2018/2019, proposed total income from fees and charges is estimated at $1.89 million.

Policy and Statutory Implications

Section 113 of the Local Government Act (1989) allows Councils to prescribe a fee, charge, fare or rent in relation to any property, goods, service or other act, matter or thing; and … prescribe the fee which is payable for the granting, renewal or transfer of a permit, licence, authority or registration.

The Council Plan 2017-2021 includes a strategic objective of ‘an innovative and sustainable organisation’ and strategy of ‘maintaining financial sustainability to deliver the Council Plan’.

Councillors will promote and ensure responsible financial management by setting realistic fees and charges for Council provided services in accordance with Council’s pricing policy. This applies the four pricing models of full cost recovery, accessible pricing, disincentive pricing and market pricing. Some fees are set by legislation and therefore are statutory pricing, which Council has no control over.

Refer to


Issues

Council strives to ensure services and facilities are operating effectively and maintained at a high standard while endeavouring to strike a balance between affordability, encouraging greater usage and raising sufficient revenue to support the delivery of services.

Council has adopted a pricing policy and the 2018/2019 fees and charges have been proposed in accordance with Council’s pricing policy.

As part of the pricing policy managers are required to benchmark their fees against surrounding councils (Bendigo, Hepburn, Macedon Ranges and Central Goldfields) to assist with determining the applicable fees for the 2018/2019 budget.

Alternate Options

Nil.

Financial and Resource Implications


By adopting the proposed fees and charges schedule in May this allows Officers time to change systems to ensure the correct fees can be charged from 1 July.
Consultation

Staff from across the organisation were consulted during the process of setting the proposed fees and charges for 2018/2019.
### 2018/2019 Proposed Fees and Charges Schedule

<table>
<thead>
<tr>
<th>Business Performance</th>
<th>Financial Services</th>
<th>Statutory or Discretionary</th>
<th>2018/2019 proposed fee</th>
<th>2017/2018 current fee</th>
<th>Proposed Increase %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Information Certificate - per request</td>
<td>Statutory</td>
<td>26.40</td>
<td>25.90</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Copy of Rates Notice (posted) - per notice</td>
<td>Discretionary</td>
<td>10.00</td>
<td>10.00</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Dishonoured Cheque Administration fee - per dishonour</td>
<td>Discretionary</td>
<td>25.00</td>
<td>25.00</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Dishonoured Direct Debit Administration fee - per dishonour</td>
<td>Discretionary</td>
<td>25.00</td>
<td>25.00</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Rate Enquiries/ Rate Book Search - per request</td>
<td>Discretionary</td>
<td>50.00</td>
<td>50.00</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Administration charge - per month</td>
<td>Discretionary</td>
<td>75.00</td>
<td>75.00</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Agency Return - VicRoads administration costs - per return</td>
<td>Discretionary</td>
<td>110.00</td>
<td>110.00</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>A3 Black &amp; White photocopy - Council document - per page</td>
<td>Discretionary</td>
<td>0.50</td>
<td>0.75</td>
<td>7.0%</td>
<td></td>
</tr>
<tr>
<td>A3 Black &amp; White photocopy - own document - per page</td>
<td>Discretionary</td>
<td>0.50</td>
<td>0.75</td>
<td>7.0%</td>
<td></td>
</tr>
<tr>
<td>A4 Black &amp; White photocopy - Council document - per page</td>
<td>Discretionary</td>
<td>0.45</td>
<td>0.40</td>
<td>13.0%</td>
<td></td>
</tr>
<tr>
<td>A4 Black &amp; White photocopy - own document - per page</td>
<td>Discretionary</td>
<td>0.45</td>
<td>0.40</td>
<td>13.0%</td>
<td></td>
</tr>
<tr>
<td>Plans - Black &amp; White photocopy - own document - per page</td>
<td>Discretionary</td>
<td>15.00</td>
<td>14.00</td>
<td>7.0%</td>
<td></td>
</tr>
</tbody>
</table>

### Communications and Customer Services

<table>
<thead>
<tr>
<th>Market Building - Community Rate</th>
<th>Venue Co-ordination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aisle - community rate - day use for event</td>
<td>Discretionary</td>
</tr>
<tr>
<td>Aisle - community rate - week</td>
<td>Discretionary</td>
</tr>
<tr>
<td>Aisle - community rate - month</td>
<td>Discretionary</td>
</tr>
<tr>
<td>Aisle - community rate - year</td>
<td>Discretionary</td>
</tr>
<tr>
<td>Aisle day use for event - community rate</td>
<td>Discretionary</td>
</tr>
</tbody>
</table>

### Market Building - Private Rate

| Aisle - private rate - day use for event | Discretionary | 125.00 | 270.00 | 45.0% |
| Aisle - private rate - week | Discretionary | 190.00 | 480.00 | 60.0% |
| Aisle - private rate - month | Discretionary | 500.00 | 750.00 | 33.0% |
| Aisle - private rate - year | Discretionary | 1,000.00 | 1,050.00 | 5.0% |
| Aisle - private rate - day use for event - private rate | Discretionary | 190.00 | 400.00 | 43.0% |

### Pheo Broadway Theatre Venue Hire Fees - Community Rate

| Theatre General use - Community Rate - Category C - per day | Discretionary | 240.00 | 0.00 | new |
| Theatre Performance - Community Rate - Category B - per day | Discretionary | 130.00 | 0.00 | new |
| Theatre use for 4 hours - includes Supervising Technician - Community Rate - Category B | Discretionary | 435.00 | 0.00 | new |
| Theatre use for 4 hours - includes Supervising Technician - Community Rate Category A | Discretionary | 435.00 | 400.00 | 9.0% |
| Theatre use for 8 hours - includes Supervising Technician - Community Rate Category A | Discretionary | 640.00 | 0.00 | new |
| Theatre use for 8 hours - includes Supervising Technician - Community Rate Category A | Discretionary | 640.00 | 800.00 | 20.0% |
| Theatre use for 8 hours - per hr - includes Supervising Technician - Community Rate Category B | Discretionary | 50.00 | 0.00 | new |

### Pheo Broadway Theatre Venue Hire Fees - Private Rate

| Theatre use for 4 hours - includes Supervising Technician - Private Rate Category A | Discretionary | 670.00 | 700.00 | 4.0% |
| Theatre use for 8 hours - includes Supervising Technician - Private Rate Category A | Discretionary | 875.00 | 1,400.00 | 38.0% |
| Theatre use after 8 hours per hr - includes Supervising Technician - Private Rate Category A | Discretionary | 50.00 | 0.00 | new |

### Superior/ Specialist/ Specialist Theatre Use

| Supervising Technician - additional hours (M-F AH) - per hr | Discretionary | 67.00 | 65.00 | 3.0% |
| Supervising Technician - additional hours (public holiday) - per hr | Discretionary | 87.00 | 85.00 | 2.0% |
| Supervising Technician - additional hours (Sat after 3 hrs and Sun) - per hr | Discretionary | 87.00 | 85.00 | 2.0% |
| Supervising Technician - additional hours (std) - per hr | Discretionary | 52.00 | 50.00 | 4.0% |

### Hall, stage & foyer - with stage lights, include PA & Balcony if req'd - community rate - 1/2 day/4 hr

| Hall, stage & foyer - with stage lights, include PA & Balcony if req'd - community rate - daily/8 hr | Discretionary | 307.00 | 300.00 | 2.0% |
| Hall, stage & foyer - no stage lights, include PA & Balcony if req'd - community rate - daily/8 hr | Discretionary | 103.00 | 100.00 | 3.0% |
| Hall, stage & foyer - no stage lights, include PA & Balcony if required - community rate - daily/8 hr | Discretionary | 205.00 | 200.00 | 3.0% |
| Kitchen - community rate - half day/4 hr | Discretionary | 52.00 | 50.00 | 4.0% |
| Kitchen - community rate - daily/8 hr | Discretionary | 103.00 | 100.00 | 3.0% |

### Town Hall Venue Hire Fees - Private Rate

| Hall, stage & foyer - with stage lights - private rate - daily/6 hr | Discretionary | 767.00 | 750.00 | 2.0% |
| Hall, stage & foyer - with stage lights - private rate - half day/4 hr | Discretionary | 384.00 | 375.00 | 2.0% |
| Hall, stage & foyer - no stage lights - private rate - daily/8 hr | Discretionary | 665.00 | 650.00 | 2.0% |
| Hall, stage & foyer - no stage lights - private rate - half day/4 hr | Discretionary | 333.00 | 325.00 | 2.0% |
| Kitchen - private rate - daily/8 hr | Discretionary | 154.00 | 150.00 | 3.0% |
| Kitchen - private rate - half day/4 hr | Discretionary | 77.00 | 75.00 | 3.0% |

### Town Hall Equipment Hire Fees

| Beige Plastic Chairs - use offsite with transport by hirer - per table/day or weekend | Discretionary | 3.00 | 2.50 | 20.0% |
| Cleaning Staff for set up or pack down of events - per hr | Discretionary | 67.00 | 65.00 | 3.0% |
| Grand Piano Removalist Fee - if used anywhere other than Town Hall stage | Discretionary | 1,100.00 | 1,100.00 | 0.0% |
| Grand Piano use - including moving fee | Discretionary | 250.00 | 250.00 | 0.0% |
| Portable public address system - daily or weekend | Discretionary | 46.00 | 45.00 | 2.0% |
| Portable stage - hire of 6 sections - daily | Discretionary | 128.00 | 125.00 | 2.0% |
| Portable stage - per section in Town Hall or Pheo - daily | Discretionary | 26.00 | 25.00 | 4.0% |
| Portable stage - set up & dismantle in Town Hall or Pheo (once off - excludes hire fee) - daily | Discretionary | 130.00 | 130.00 | 0.0% |
| Trestle Tables - use offsite with transport by hirer - per table/day or weekend | Discretionary | 6.00 | 5.00 | 20.0% |
### 2018/2019 Proposed Fees and Charges Schedule

#### Outdoor Venue Hire Fees - All Users
- Outdoor venue use for event - under 50 people: Discretionary 215.00 125.00 72.0%

#### Small Venues Hire Fees - Community Rate
- Ray Bradfield Room, Cmaire & Chewton Srr Ctr Centre & Former Tea Room - Community per day: Discretionary 103.00 100.00 3.0%
- Ray Bradfield Room, Cmaire & Chewton Srr Ctr Centre & Former Tea Room - Community per hr: Discretionary 26.00 25.00 4.0%

#### Small Venues Hire Fees - Private Rate
- Ray Bradfield Room, Cmaire & Chewton Srr Ctr Centre & Former Tea Room - Private per day: Discretionary 41.00 40.00 3.0%
- Ray Bradfield Room, Cmaire & Chewton Srr Ctr Centre & Former Tea Room - Private per day: Discretionary 164.00 160.00 3.0%

#### Venues Hire Bonds - All Users
- Outdoor venue bond for event 100-500 people: Discretionary 1,000.00 500.00 100.0%
- Outdoor venue bond for event 50-100 people: Discretionary 500.00 500.00 0.0%
- Town Hall, Phee Broadway Theatre or Market Building - alcohol bond - per hire: Discretionary 1,000.00 800.00 25.0%
- Town Hall, Phee Broadway Theatre or Market Building - non alcohol bond - per hire: Discretionary 500.00 400.00 25.0%

#### Community Partnerships
- Emergency Management

#### Fire Management Fees
- Administration and Reinspection Fee - per enforcement: Discretionary 179.00 175.00 2.0%
- Permit to Burn - during fire danger period - per permit: Discretionary 168.00 164.00 2.0%

#### Community Places and Spaces
- Active Communities - Facilities

#### Swimming Pool Admissions
- Swimming Pool - Adult: Discretionary 5.10 5.00 2.0%
- Swimming Pool - Adult - concession card holder: Discretionary 4.10 4.00 3.0%
- Swimming Pool - Child: Discretionary 3.50 3.50 0.0%
- Swimming Pool - Family day: Discretionary 13.30 13.00 2.0%
- Swimming Pool - Family season ticket: Discretionary 157.00 155.00 1.0%
- Swimming Pool - Family season ticket - concession card: Discretionary 132.00 130.00 2.0%
- Swimming Pool - Single season ticket: Discretionary 71.00 70.00 1.0%
- Swimming Pool - Single season ticket - concession card: Discretionary 58.00 57.20 1.0%

#### Community Places and Spaces
- Building and Property - Facilities

#### Property Rentals
- Property Rentals - Not for profit volunteer & community service groups (pa): Discretionary 125.00 120.00 4.0%

#### Community Wellbeing
- Community Services - Brokerage

#### Home and Community Care Fees - Brokerage
- Brokerage - Home care (weekday 7.30 am to 7.30 pm) - per hr: Discretionary 58.35 55.10 2.0%
- Brokerage - Home care (weekends / public holidays) - per hr: Discretionary 97.15 95.00 2.0%
- Brokerage - Travel - per km: Discretionary 1.10 1.10 0.0%
- Brokerage - Personal care (weekday 7.30 am to 7.30 pm) - per hr: Discretionary 59.60 58.30 2.0%
- Brokerage - Personal care (weekends / public holidays) - per hr: Discretionary 102.25 100.00 2.0%
- Brokerage - Property Maintenance (weekday 7.30 am to 7.30 pm) - per hr: Discretionary 74.10 72.45 2.0%
- Brokerage - Delivered meals (weekday 7.30 am to 7.30 pm) - per meal: Discretionary 24.70 24.15 2.0%

#### Community Wellbeing
- Community Services - CHSP

#### Home and Community Care Fees - CHSP
- Home care - High income (M-F) - per hr: Discretionary 56.35 55.10 2.0%
- Home care - High income (Weekends/ public holidays) - per hr: Discretionary 97.15 95.00 2.0%
- Home care - Low income - per hr: Discretionary 7.10 6.95 2.0%
- Home care - Medium income - per hr: Discretionary 18.00 17.60 2.0%
- Home Maintenance - Low income - per hr: Discretionary 13.46 13.15 2.0%
- Home Modifications - per hr: Discretionary 24.70 24.15 2.0%
- Delivered meals - High income - per hr: Discretionary 10.50 10.30 2.0%
- Delivered meals - Medium income - per hr: Discretionary 13.95 13.65 2.0%
- Personal care - High income (M-F) - per hr: Discretionary 60.10 58.80 2.0%
- Personal care - High income (Weekends / public holidays) - per hr: Discretionary 102.25 100.00 2.0%
- Personal care - Low income - per hr: Discretionary 5.45 5.35 2.0%
- Personal care - Medium income - per hr: Discretionary 15.80 15.45 2.0%
- Flexible respite - Low income - per hr: Discretionary 3.70 3.60 2.0%
# 2018/2019 Proposed Fees and Charges Schedule

<table>
<thead>
<tr>
<th>Community Services - HACC</th>
<th>2018/2019 proposed fee</th>
<th>2017/2018 current fee</th>
<th>Proposed increase %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home care - Low income - per hr</td>
<td>Discretionary</td>
<td>7.10</td>
<td>6.95</td>
</tr>
<tr>
<td>Property maintenance - High income - per hr</td>
<td>Discretionary</td>
<td>75.15</td>
<td>73.50</td>
</tr>
<tr>
<td>Property maintenance - Low income - per hr</td>
<td>Discretionary</td>
<td>13.45</td>
<td>13.15</td>
</tr>
<tr>
<td>Building maintenance - Medium income - per hr</td>
<td>Discretionary</td>
<td>23.60</td>
<td>22.10</td>
</tr>
<tr>
<td>Delivered meals - Low income - per meal</td>
<td>Discretionary</td>
<td>10.50</td>
<td>10.30</td>
</tr>
<tr>
<td>Personal care - Low income - per hr</td>
<td>Discretionary</td>
<td>5.45</td>
<td>5.35</td>
</tr>
<tr>
<td>Respite care - High income (M-F) - per hr</td>
<td>Discretionary</td>
<td>60.10</td>
<td>58.80</td>
</tr>
<tr>
<td>Respite care - high income (Weekends / public holidays) - per hr</td>
<td>Discretionary</td>
<td>102.25</td>
<td>100.00</td>
</tr>
<tr>
<td>Respite care - Low income - per hr</td>
<td>Discretionary</td>
<td>3.70</td>
<td>3.50</td>
</tr>
<tr>
<td>Respite care - Medium income - per hr</td>
<td>Discretionary</td>
<td>14.65</td>
<td>14.30</td>
</tr>
<tr>
<td>Planned Activity Group - High income - per hr</td>
<td>Discretionary</td>
<td>24.70</td>
<td>24.15</td>
</tr>
<tr>
<td>Planned Activity Group - Low income - per hr</td>
<td>Discretionary</td>
<td>13.95</td>
<td>13.65</td>
</tr>
<tr>
<td>Planned Activity Group - Medium income - per hr</td>
<td>Discretionary</td>
<td>13.95</td>
<td>13.65</td>
</tr>
<tr>
<td>Planned Activity Group - Transport - per hr</td>
<td>Discretionary</td>
<td>3.25</td>
<td>3.20</td>
</tr>
<tr>
<td>Bus hire community transport - per km</td>
<td>Discretionary</td>
<td>1.05</td>
<td>1.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community Services - Veterans</th>
<th>2018/2019 proposed fee</th>
<th>2017/2018 current fee</th>
<th>Proposed increase %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans home care - per hr</td>
<td>Discretionary</td>
<td>5.10</td>
<td>5.00</td>
</tr>
<tr>
<td>Veterans personal care - per hr</td>
<td>Discretionary</td>
<td>5.10</td>
<td>5.00</td>
</tr>
<tr>
<td>Veterans respite care - per hr</td>
<td>Discretionary</td>
<td>5.10</td>
<td>5.00</td>
</tr>
</tbody>
</table>

### Development Services

#### Building Services

<table>
<thead>
<tr>
<th>Building Permit Fees</th>
<th>2018/2019 proposed fee</th>
<th>2017/2018 current fee</th>
<th>Proposed increase %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building information certificates - per certificate</td>
<td>Statutory</td>
<td>52.10</td>
<td>48.50</td>
</tr>
<tr>
<td>Building permits - private lodgement - per lodgement</td>
<td>Statutory</td>
<td>39.10</td>
<td>38.30</td>
</tr>
<tr>
<td>House relocation/erection/demolition (class 1) security deposit</td>
<td>Statutory</td>
<td>5,000.00</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Report &amp; Consent - Consent under Part 4, 5, 6, 8 of the Regulations - per regulation</td>
<td>Statutory</td>
<td>262.10</td>
<td>244.00</td>
</tr>
<tr>
<td>Report &amp; Consent - Consent under Section 20A of the Act (Demolition) - Form A - per lodgement</td>
<td>Statutory</td>
<td>65.10</td>
<td>60.90</td>
</tr>
<tr>
<td>State Levy (Building Commission) for building work costing &gt; $10,000 (per $1,000)</td>
<td>Statutory</td>
<td>1.28</td>
<td>1.28</td>
</tr>
<tr>
<td>Amendment to permit only - per request</td>
<td>Discretionary</td>
<td>205.00</td>
<td>200.00</td>
</tr>
<tr>
<td>Building Inspections - per inspection</td>
<td>Discretionary</td>
<td>200.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Change of use - class 1A to class 1A - per lodgement</td>
<td>Discretionary</td>
<td>941.00</td>
<td>920.00</td>
</tr>
<tr>
<td>Change of use - class 1A to class 1B - per lodgement</td>
<td>Discretionary</td>
<td>890.00</td>
<td>870.00</td>
</tr>
<tr>
<td>Change of use - class 2 to 9 buildings - per lodgement</td>
<td>Discretionary</td>
<td>1,574.00</td>
<td>1,540.00</td>
</tr>
<tr>
<td>Class 1 - Alterations &amp; additions (50k to 150k) - per lodgement</td>
<td>Discretionary</td>
<td>1,056.00</td>
<td>1,045.00</td>
</tr>
<tr>
<td>Class 2 - Alterations &amp; additions (up to 50k) - per lodgement</td>
<td>Discretionary</td>
<td>1,077.00</td>
<td>1,040.00</td>
</tr>
<tr>
<td>Class 1 - Dwellings, relocates dwellings/units (per indiv unit), adds and alterations &gt; $150k - per lodgement</td>
<td>Discretionary</td>
<td>2,198.00</td>
<td>2,150.00</td>
</tr>
<tr>
<td>Demolition/repair permit - class 1 to 10 - per permit</td>
<td>Statutory</td>
<td>849.00</td>
<td>830.00</td>
</tr>
<tr>
<td>Commercial building works under $25,000 - per lodgement</td>
<td>Discretionary</td>
<td>660.00</td>
<td>645.00</td>
</tr>
<tr>
<td>Commercial building works under $25,000 - minimum fee</td>
<td>Discretionary</td>
<td>665.00</td>
<td>650.00</td>
</tr>
<tr>
<td>Demolition/repair permit - class 2 to 6 buildings - minimum fee</td>
<td>Discretionary</td>
<td>992.00</td>
<td>970.00</td>
</tr>
<tr>
<td>Extension of building permit 1 year maximum - per permit</td>
<td>Discretionary</td>
<td>266.00</td>
<td>260.00</td>
</tr>
<tr>
<td>Hourly rate - Administration Staff</td>
<td>Discretionary</td>
<td>101.00</td>
<td>98.00</td>
</tr>
<tr>
<td>Hourly rate - Building Inspector</td>
<td>Discretionary</td>
<td>144.00</td>
<td>140.00</td>
</tr>
<tr>
<td>Hourly rate - Building Surveyor</td>
<td>Discretionary</td>
<td>169.00</td>
<td>165.00</td>
</tr>
<tr>
<td>Hourly rate - Municipal Building Surveyor</td>
<td>Discretionary</td>
<td>220.00</td>
<td>215.00</td>
</tr>
<tr>
<td>Inspection on works when building permit has lapsed or expired - per inspection</td>
<td>Discretionary</td>
<td>205.00</td>
<td>200.00</td>
</tr>
<tr>
<td>Misc permits - occ permits for POPE in a bldg (Lodged in conjunction with a Div 1 Building Permit)</td>
<td>Discretionary</td>
<td>941.00</td>
<td>920.00</td>
</tr>
<tr>
<td>Miscellaneous permits - occupation permits for places of public entertainment in a building</td>
<td>Discretionary</td>
<td>665.00</td>
<td>650.00</td>
</tr>
<tr>
<td>Miscellaneous permits - occupation permits for places of public entertainment in an open area</td>
<td>Discretionary</td>
<td>665.00</td>
<td>650.00</td>
</tr>
<tr>
<td>Miscellaneous permits - siting of temporary structures</td>
<td>Discretionary</td>
<td>353.00</td>
<td>345.00</td>
</tr>
<tr>
<td>Request for copying of permits and plans - per request</td>
<td>Discretionary</td>
<td>74.00</td>
<td>72.00</td>
</tr>
<tr>
<td>Special services - applications to Building Appeals Board - per hour</td>
<td>Discretionary</td>
<td>200.00</td>
<td>195.00</td>
</tr>
<tr>
<td>Special services - renewal of expired building permits - per request</td>
<td>Discretionary</td>
<td>471.00</td>
<td>460.00</td>
</tr>
<tr>
<td>Variation to approved documents - minor works under $5,000 - per request</td>
<td>Discretionary</td>
<td>205.00</td>
<td>200.00</td>
</tr>
<tr>
<td>Variation to approved documents - works over $5,000 - per request</td>
<td>Discretionary</td>
<td>358.00</td>
<td>350.00</td>
</tr>
</tbody>
</table>
### 2018/2019 Proposed Fees and Charges Schedule

<table>
<thead>
<tr>
<th>Development Services</th>
<th>Statutory or Discretionary</th>
<th>2018/2019 proposed fee</th>
<th>2017/2018 current fee</th>
<th>Proposed % Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community Safety and Amenity</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infringements</td>
<td>Statutory</td>
<td>760.00</td>
<td>760.00</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>278.00</td>
<td>200.00</td>
<td>15.0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>200.00</td>
<td>150.00</td>
<td>26.0%</td>
</tr>
<tr>
<td>Parking Fines</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RR201(a) In a “no parking” area</td>
<td>Statutory</td>
<td>76.00</td>
<td>76.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>RR205 Parking for a period longer than indicated - statutory</td>
<td>Statutory</td>
<td>76.00</td>
<td>76.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>RR207(2) Fail to pay parking fee and obey instructions on sign/meter/ticket etc</td>
<td>Statutory</td>
<td>76.00</td>
<td>76.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>RR209(2) Contrary to the requirement of the parking area</td>
<td>Statutory</td>
<td>76.00</td>
<td>76.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>RR211(1) Not within a parking bay</td>
<td>Statutory</td>
<td>76.00</td>
<td>76.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>RR211(2) Not completely within a parking bay</td>
<td>Statutory</td>
<td>76.00</td>
<td>76.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Domestic Animal Registrations</td>
<td>Discretionary</td>
<td>138.00</td>
<td>135.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>Animal registration Cats - full fee</td>
<td>Discretionary</td>
<td>69.00</td>
<td>67.50</td>
<td>2.0%</td>
</tr>
<tr>
<td>Animal registration Cats - full fee Pensioner</td>
<td>Discretionary</td>
<td>46.00</td>
<td>45.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>Animal registration Cats - reduced fee</td>
<td>Discretionary</td>
<td>23.00</td>
<td>22.50</td>
<td>2.0%</td>
</tr>
<tr>
<td>Animal registration Dogs - full fee</td>
<td>Discretionary</td>
<td>138.00</td>
<td>135.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>Animal registration Dogs - full fee Pensioner</td>
<td>Discretionary</td>
<td>69.00</td>
<td>67.50</td>
<td>2.0%</td>
</tr>
<tr>
<td>Animal registration Dogs - reduced fee</td>
<td>Discretionary</td>
<td>46.00</td>
<td>45.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>Animal registration Dogs - reduced fee pensioner</td>
<td>Discretionary</td>
<td>23.00</td>
<td>22.50</td>
<td>2.0%</td>
</tr>
<tr>
<td>Animal registration Replacement tag - cat</td>
<td>Discretionary</td>
<td>11.00</td>
<td>10.00</td>
<td>10.0%</td>
</tr>
<tr>
<td>Animal registration Replacement tag - dog</td>
<td>Discretionary</td>
<td>11.00</td>
<td>10.00</td>
<td>10.0%</td>
</tr>
<tr>
<td>Animal business registration</td>
<td>Discretionary</td>
<td>271.00</td>
<td>265.00</td>
<td>2.0%</td>
</tr>
<tr>
<td><strong>Pound - Domestic Animal Release Fees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pound fees - Cat 2-3 days</td>
<td>Discretionary</td>
<td>200.00</td>
<td>200.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Pound fees - Cat 4-8 days</td>
<td>Discretionary</td>
<td>220.00</td>
<td>220.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Pound fees - Cat 8+ days</td>
<td>Discretionary</td>
<td>220.00</td>
<td>220.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Pound fees - Dog up to 24 hours (not registered)</td>
<td>Discretionary</td>
<td>85.00</td>
<td>85.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Pound fees - Dog up to 24 hours (registered and micro chipped)</td>
<td>Discretionary</td>
<td>75.00</td>
<td>75.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Pound fees - Dog 2-3 days</td>
<td>Discretionary</td>
<td>200.00</td>
<td>200.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Pound fees - Dog 4-8 days</td>
<td>Discretionary</td>
<td>220.00</td>
<td>220.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Pound fees - Dog up to 24 hours (not registered)</td>
<td>Discretionary</td>
<td>85.00</td>
<td>85.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Pound fees - Dog up to 24 hours (registered and micro chipped)</td>
<td>Discretionary</td>
<td>75.00</td>
<td>75.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Pound - Impounding of Livestock (Payable upon release)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impounding - Sustenance fee large animals (per day)</td>
<td>Discretionary</td>
<td>15.00</td>
<td>15.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Impounding - Sustenance fee small animals (per day)</td>
<td>Discretionary</td>
<td>5.00</td>
<td>5.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Impounding - Transport costs (vehicle and float)</td>
<td>Discretionary</td>
<td>1.81</td>
<td>1.81</td>
<td>0.0%</td>
</tr>
<tr>
<td>Impounding - Transport costs (vehicle and stock trailer)</td>
<td>Discretionary</td>
<td>1.81</td>
<td>1.81</td>
<td>0.0%</td>
</tr>
<tr>
<td>Impounding - Transport costs (vehicle only)</td>
<td>Discretionary</td>
<td>0.80</td>
<td>0.80</td>
<td>0.0%</td>
</tr>
<tr>
<td>Impounding fee large animals (one animal) (per day)</td>
<td>Discretionary</td>
<td>27.00</td>
<td>27.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Impounding fee large animals (per animal) (per day)</td>
<td>Discretionary</td>
<td>4.10</td>
<td>4.10</td>
<td>0.0%</td>
</tr>
<tr>
<td>Impounding fee large animals (per day)</td>
<td>Discretionary</td>
<td>5.00</td>
<td>5.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Impounding fee small animals (one animal) (per day)</td>
<td>Discretionary</td>
<td>13.92</td>
<td>13.92</td>
<td>0.0%</td>
</tr>
<tr>
<td>Impounding fee small animals (per animal) (per day)</td>
<td>Discretionary</td>
<td>2.30</td>
<td>2.30</td>
<td>0.0%</td>
</tr>
<tr>
<td>Impounding fee small animals (per day)</td>
<td>Discretionary</td>
<td>26.10</td>
<td>26.10</td>
<td>0.0%</td>
</tr>
<tr>
<td>Officer time to attend and impound animals - AH</td>
<td>Discretionary</td>
<td>80.00</td>
<td>80.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Officer time to attend and impound animals - BH</td>
<td>Discretionary</td>
<td>80.00</td>
<td>80.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Pound - Miscellaneous Fees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seized animals - pound accommodation - per animal</td>
<td>Discretionary</td>
<td>50.00</td>
<td>50.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Compulsory animal micro chipping</td>
<td>Discretionary</td>
<td>55.00</td>
<td>55.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Miscellaneous Fees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anti-barking collar (hire)</td>
<td>Discretionary</td>
<td>21.00</td>
<td>20.00</td>
<td>5.0%</td>
</tr>
<tr>
<td>Anti-barking collar (bond)</td>
<td>Discretionary</td>
<td>154.00</td>
<td>150.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>Animal trap hire</td>
<td>Discretionary</td>
<td>11.00</td>
<td>10.00</td>
<td>10.0%</td>
</tr>
<tr>
<td>Animal trap hire bond</td>
<td>Discretionary</td>
<td>21.00</td>
<td>20.00</td>
<td>5.0%</td>
</tr>
<tr>
<td>Resident parking permit</td>
<td>Discretionary</td>
<td>67.00</td>
<td>65.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>Impounded sundry item reclaim - per item</td>
<td>Discretionary</td>
<td>154.00</td>
<td>150.00</td>
<td>3.0%</td>
</tr>
<tr>
<td><strong>Local Law 2 Roads and Council Land</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LL2 Application for parking to carry out works (Clause 2(1))</td>
<td>Discretionary</td>
<td>46.00</td>
<td>45.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>LL2 Application to carry out work on a road or Council land (Clause 18(1))</td>
<td>Discretionary</td>
<td>38.00</td>
<td>37.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>LL2 Application to conduct works on a Council asset or Council land (Clause 19(1))</td>
<td>Discretionary</td>
<td>87.00</td>
<td>85.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>LL2 Application to remove tree, vegetation or timber from a road or Council land. (Clause 19(1))</td>
<td>Discretionary</td>
<td>62.00</td>
<td>50.00</td>
<td>2.0%</td>
</tr>
<tr>
<td><strong>Local Law 3 Environment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LL3 Application for a temporary dwelling (Clause 8(1))</td>
<td>Discretionary</td>
<td>256.00</td>
<td>250.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>LL3 Application to camp on Council land, public land and private land (Clause 7(1))</td>
<td>Discretionary</td>
<td>46.00</td>
<td>45.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>LL3 Application to light an incinerator or fire in the open (Clause 9(1))</td>
<td>Discretionary</td>
<td>77.00</td>
<td>75.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>LL3 Application to place commercial or industrial waste/recycling receptacle on a road or footpath</td>
<td>Discretionary</td>
<td>77.00</td>
<td>75.00</td>
<td>3.0%</td>
</tr>
</tbody>
</table>
## 2018/2019 Proposed Fees and Charges Schedule

<table>
<thead>
<tr>
<th>Local Law 4 Animals</th>
<th>Statutory or Discretionary</th>
<th>2018/2019 proposed fee</th>
<th>2017/2018 current fee</th>
<th>Proposed Increase %</th>
</tr>
</thead>
<tbody>
<tr>
<td>LL4 - Application for roadside grazing of livestock (Clause 7 (1))</td>
<td>Discretionary</td>
<td>154.00</td>
<td>150.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>LL4 - Application to drive livestock (Clause 8(1))</td>
<td>Discretionary</td>
<td>154.00</td>
<td>150.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>LL4 - Application to keep excess animals (Clause 11(a))</td>
<td>Discretionary</td>
<td>77.00</td>
<td>75.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>Local Law 5 Trading</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LL5 - Application for advertising signs (Clause 7(1))</td>
<td>Discretionary</td>
<td>77.00</td>
<td>75.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>LL5 - Application for display of goods (Clause 8(1))</td>
<td>Discretionary</td>
<td>80.00</td>
<td>78.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>LL5 - Application for itinerant trading (Clause 10(1))</td>
<td>Discretionary</td>
<td>62.00</td>
<td>60.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>LL5 - Application for itinerant trading (Clause 10(3))</td>
<td>Discretionary</td>
<td>62.00</td>
<td>60.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>LL5 - Application for outdoor eating (Clause 9(1))</td>
<td>Discretionary</td>
<td>26.00</td>
<td>25.00</td>
<td>4.0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local Laws 6 Fundraising &amp; Events</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LL6 - Application for event related road closures (Clause 8 (1))</td>
<td>Discretionary</td>
<td>256.00</td>
<td>250.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>LL6 - Application for placement of advertising signage on Council roads or land. (Clause 7(1))</td>
<td>Discretionary</td>
<td>62.00</td>
<td>60.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>LL6 - Application to collect money, gifts or subscriptions (Clause 9(1)).</td>
<td>Discretionary</td>
<td>62.00</td>
<td>60.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>LL6 - Application to conduct fundraising activities (Clause 10(1))</td>
<td>Discretionary</td>
<td>62.00</td>
<td>60.00</td>
<td>3.0%</td>
</tr>
</tbody>
</table>

### Development Services

#### Statutory Planning

<table>
<thead>
<tr>
<th>Planning Fees</th>
<th>Statutory or Discretionary</th>
<th>2018/2019 proposed fee</th>
<th>2017/2018 current fee</th>
<th>Proposed Increase %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning - Amendment of endorsed plans (secondary consent) - per application</td>
<td>Discretionary</td>
<td>138.00</td>
<td>135.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>Planning - Application for property information - per property</td>
<td>Discretionary</td>
<td>82.00</td>
<td>80.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>Planning - Determination of existing use rights - per property</td>
<td>Discretionary</td>
<td>307.00</td>
<td>300.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>Planning - Extension of time - first request</td>
<td>Discretionary</td>
<td>358.00</td>
<td>350.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>Planning - Extension of time - second request</td>
<td>Discretionary</td>
<td>358.00</td>
<td>350.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>Planning - Extension of time - third and subsequent requests</td>
<td>Discretionary</td>
<td>514.00</td>
<td>502.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>Planning - Request for written planning advice - per property</td>
<td>Discretionary</td>
<td>20.00</td>
<td>20.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>Request for archive search for planning and building permits and plans - per request</td>
<td>Discretionary</td>
<td>92.00</td>
<td>90.00</td>
<td>2.0%</td>
</tr>
</tbody>
</table>

### Strategic Planning

<table>
<thead>
<tr>
<th>Planning Fees</th>
<th>Statutory or Discretionary</th>
<th>2018/2019 proposed fee</th>
<th>2017/2018 current fee</th>
<th>Proposed Increase %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin fee to prepare hard copy(e) and Council website for exhibition of private proponent amendment</td>
<td>Statutory</td>
<td>140.00</td>
<td>120.00</td>
<td>17.0%</td>
</tr>
<tr>
<td>Private Proponent amendment - Fee per notice in Government Gazette - statutory</td>
<td>Statutory</td>
<td>100.00</td>
<td>70.00</td>
<td>43.0%</td>
</tr>
<tr>
<td>Private Proponent amendment - Fee per notice in Newspaper - statutory</td>
<td>Statutory</td>
<td>200.00</td>
<td>200.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Private Proponent amendment - Notice per letter by mail (to all parties) - statutory</td>
<td>Statutory</td>
<td>3.00</td>
<td>3.00</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

### Environmental Health

#### Accommodation Registrations

<table>
<thead>
<tr>
<th>Accommodation registration fee - per premises</th>
<th>Statutory or Discretionary</th>
<th>2018/2019 proposed fee</th>
<th>2017/2018 current fee</th>
<th>Proposed Increase %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation registration fee - per premises</td>
<td>Discretionary</td>
<td>184.00</td>
<td>180.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>General accommodation registration - per premises</td>
<td>Discretionary</td>
<td>200.00</td>
<td>195.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>New premises registration fee - per new premises with initial registration</td>
<td>Discretionary</td>
<td>154.00</td>
<td>150.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>Prescribed accommodation (rooming house) registration - per premises</td>
<td>Discretionary</td>
<td>200.00</td>
<td>195.00</td>
<td>3.0%</td>
</tr>
</tbody>
</table>

### Health Registrations

<table>
<thead>
<tr>
<th>Tobacco fines</th>
<th>Statutory or Discretionary</th>
<th>2018/2019 proposed fee</th>
<th>2017/2018 current fee</th>
<th>Proposed Increase %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hairdresser, beauty parlour, skin penetration or colonic irrigation health registration</td>
<td>Discretionary</td>
<td>200.00</td>
<td>195.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>Health registration transfer fee - per premises</td>
<td>Discretionary</td>
<td>100.00</td>
<td>100.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Health registration fee - per premises</td>
<td>Discretionary</td>
<td>184.00</td>
<td>180.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>New premises health registration fee - per new premises with initial registration</td>
<td>Discretionary</td>
<td>154.00</td>
<td>150.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>Special request for inspection health registration - per inspection</td>
<td>Discretionary</td>
<td>195.00</td>
<td>190.00</td>
<td>3.0%</td>
</tr>
</tbody>
</table>

### Food Registrations

<table>
<thead>
<tr>
<th>Food Registrations</th>
<th>Statutory or Discretionary</th>
<th>2018/2019 proposed fee</th>
<th>2017/2018 current fee</th>
<th>Proposed Increase %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 1 food registration - per premises</td>
<td>Discretionary</td>
<td>420.00</td>
<td>410.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>Class 2A food registration - per premises</td>
<td>Discretionary</td>
<td>830.00</td>
<td>820.00</td>
<td>1.0%</td>
</tr>
<tr>
<td>Class 2B food registration - per premises</td>
<td>Discretionary</td>
<td>440.00</td>
<td>430.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>Class 2C food registration - per premises</td>
<td>Discretionary</td>
<td>220.00</td>
<td>215.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>Class 2D food registration - per premises</td>
<td>Discretionary</td>
<td>98.00</td>
<td>95.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>Class 3A food registration - per premises</td>
<td>Discretionary</td>
<td>287.00</td>
<td>280.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>Class 3B food registration - per premises</td>
<td>Discretionary</td>
<td>215.00</td>
<td>210.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>Class 3C food registration - per premises</td>
<td>Discretionary</td>
<td>98.00</td>
<td>95.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>Food registration fee - per premises</td>
<td>Discretionary</td>
<td>194.00</td>
<td>190.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>Food registration fee - per premises</td>
<td>Discretionary</td>
<td>174.00</td>
<td>170.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>New premises food registration fee - per new premises with initial registration</td>
<td>Discretionary</td>
<td>205.00</td>
<td>200.00</td>
<td>2.0%</td>
</tr>
</tbody>
</table>

### Food Stall Registrations (Class M-N)

<table>
<thead>
<tr>
<th>Food stall registration (Class 2 or 3) per event (not-for-profit organisations only)</th>
<th>Statutory or Discretionary</th>
<th>2018/2019 proposed fee</th>
<th>2017/2018 current fee</th>
<th>Proposed Increase %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special request for inspection - food stall registration - per inspection</td>
<td>Discretionary</td>
<td>195.00</td>
<td>190.00</td>
<td>3.0%</td>
</tr>
</tbody>
</table>

### Septic Tank Applications

<table>
<thead>
<tr>
<th>Septic Tank Applications</th>
<th>Statutory or Discretionary</th>
<th>2018/2019 proposed fee</th>
<th>2017/2018 current fee</th>
<th>Proposed Increase %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Septic tank applications - alteration minor - per alteration</td>
<td>Discretionary</td>
<td>215.00</td>
<td>210.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>Septic tank applications - new or major alteration - per application</td>
<td>Discretionary</td>
<td>532.00</td>
<td>520.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>Septic tank permit extension fee or amendment to existing permit - per extension</td>
<td>Discretionary</td>
<td>154.00</td>
<td>150.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>Septic tank request for records - per request</td>
<td>Discretionary</td>
<td>31.00</td>
<td>30.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>Special request for inspection - septic tank registration - per inspection</td>
<td>Discretionary</td>
<td>205.00</td>
<td>200.00</td>
<td>3.0%</td>
</tr>
</tbody>
</table>

### Immunisations

---

Agenda for the Ordinary Meeting of Council – Mount Alexander Shire Council – 22 May 2018 Page 113 of 121
## 2018/2019 Proposed Fees and Charges Schedule

<table>
<thead>
<tr>
<th>Category</th>
<th>Statutory or Discretionary</th>
<th>2018/2019 proposed fee</th>
<th>2017/2018 current fee</th>
<th>Proposed Increase %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Healthy Environments</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste and Recycling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landfill and Transfer Stations</td>
<td>Discretionary</td>
<td>201.00</td>
<td>196.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>General waste - commercial/industrial - per tonne</td>
<td>Discretionary</td>
<td>153.00</td>
<td>149.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>General waste - trailer (6' x 4') heaped equivalent to 2.4 cubic metres</td>
<td>Discretionary</td>
<td>96.00</td>
<td>93.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>General waste - trailer (8' x 5') heaped equivalent to 1.2 cubic metres</td>
<td>Discretionary</td>
<td>76.00</td>
<td>74.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>General waste - per cubic tonne</td>
<td>Discretionary</td>
<td>64.00</td>
<td>62.00</td>
<td></td>
</tr>
<tr>
<td>General waste - per tonne</td>
<td>Discretionary</td>
<td>180.00</td>
<td>176.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>General waste trailer (6' x 4') heaped equivalent to 0.7 cubic metres</td>
<td>Discretionary</td>
<td>44.00</td>
<td>43.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>Asbestos (packaged domestic) - per cubic metre</td>
<td>Discretionary</td>
<td>212.00</td>
<td>207.00</td>
<td>2.0%</td>
</tr>
<tr>
<td><strong>Green Waste</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Green Waste - per cubic metre</td>
<td>Discretionary</td>
<td>22.00</td>
<td>21.00</td>
<td>5.0%</td>
</tr>
<tr>
<td>Green Waste - Trailer (6' x 4') heaped equivalent to 0.7 cubic metres</td>
<td>Discretionary</td>
<td>15.00</td>
<td>14.00</td>
<td>7.0%</td>
</tr>
<tr>
<td>Green Waste - Trailer (6' x 4') heaped equivalent to 1.5 cubic metres</td>
<td>Discretionary</td>
<td>32.00</td>
<td>31.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>Green waste - per tonne</td>
<td>Discretionary</td>
<td>42.00</td>
<td>41.00</td>
<td></td>
</tr>
<tr>
<td><strong>Clean Fill</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean fill - per tonne</td>
<td>Discretionary</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Tyres</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motor bike and car tyres - per tyre</td>
<td>Discretionary</td>
<td>10.00</td>
<td>9.00</td>
<td>11.0%</td>
</tr>
<tr>
<td>Motor bike and car tyres on rims - per tyre</td>
<td>Discretionary</td>
<td>20.00</td>
<td>28.00</td>
<td>4.0%</td>
</tr>
<tr>
<td>Tractor tyres - per tyre</td>
<td>Discretionary</td>
<td>70.00</td>
<td>71.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>Truck tyres - per tyre</td>
<td>Discretionary</td>
<td>35.00</td>
<td>34.00</td>
<td></td>
</tr>
<tr>
<td><strong>Other Items</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas bottle (any size) - per item</td>
<td>Discretionary</td>
<td>11.00</td>
<td>10.00</td>
<td>10.0%</td>
</tr>
<tr>
<td>Mattresses or bed bases (any size) - per item</td>
<td>Discretionary</td>
<td>26.00</td>
<td>25.00</td>
<td>4.0%</td>
</tr>
<tr>
<td>Oil for recycling - per litre</td>
<td>Discretionary</td>
<td>0.50</td>
<td>0.50</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>E-Waste</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-waste - Category 1 (per item) Extra Larger kg (solar panels, printer, large TV, fridge)</td>
<td>Discretionary</td>
<td>20.00</td>
<td>0.00</td>
<td>new</td>
</tr>
<tr>
<td>E-waste - Category 2 (per item) Large ea (fridge, air con, plasma)</td>
<td>Discretionary</td>
<td>10.00</td>
<td>0.00</td>
<td>new</td>
</tr>
<tr>
<td>E-waste - Category 3 (per item) Medium ea (computer, small TV)</td>
<td>Discretionary</td>
<td>5.00</td>
<td>0.00</td>
<td>new</td>
</tr>
<tr>
<td>E-waste - Category 4 (per item) Small ea (mobile phone, mouse, electrical cords on toys, small computer components)</td>
<td>Discretionary</td>
<td>1.00</td>
<td>0.00</td>
<td>new</td>
</tr>
<tr>
<td><strong>Infrastructure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Infrastructure Fees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Legal Point of Discharge Issued under Bldg Act 1993 Building Regulations 2006 Reg 610(2)</td>
<td>Statutory</td>
<td>64.10</td>
<td>64.10</td>
<td>0.0%</td>
</tr>
<tr>
<td>Subdivision plan checking and supervision fees</td>
<td>Statutory</td>
<td>1,458.34</td>
<td>1,458.34</td>
<td>0.0%</td>
</tr>
<tr>
<td>Asset Protection Permit</td>
<td>Discretionary</td>
<td>184.00</td>
<td>180.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>Asset Protection Permit - Bond</td>
<td>Discretionary</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Infrastructure - Request for written information</td>
<td>Discretionary</td>
<td>246.00</td>
<td>246.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Non-utility minor works within municipal road reserves (Planter Boxes and other structures)</td>
<td>Discretionary</td>
<td>184.00</td>
<td>180.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>Non-utility minor works within municipal road reserves (vehicle crossings)</td>
<td>Discretionary</td>
<td>184.00</td>
<td>180.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>Road Licencing - Basic</td>
<td>Discretionary</td>
<td>52.00</td>
<td>50.00</td>
<td>4.0%</td>
</tr>
<tr>
<td>Road Licencing - Complex</td>
<td>Discretionary</td>
<td>103.00</td>
<td>100.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>Road Licencing - Transfer</td>
<td>Discretionary</td>
<td>103.00</td>
<td>100.00</td>
<td>3.0%</td>
</tr>
<tr>
<td><strong>Urban Maintenance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sale of Water</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water - Audata Key Fee (new)</td>
<td>Discretionary</td>
<td>34.00</td>
<td>33.00</td>
<td>3.0%</td>
</tr>
<tr>
<td>Water - Audata Key Fee (replacement)</td>
<td>Discretionary</td>
<td>26.00</td>
<td>25.00</td>
<td>4.0%</td>
</tr>
<tr>
<td>Water cost - per litre</td>
<td>Discretionary</td>
<td>3.55</td>
<td>3.50</td>
<td>1.4%</td>
</tr>
<tr>
<td><strong>Organisational Capability</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Risk Management</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hire’s insurance - per hire</td>
<td>Discretionary</td>
<td>20.00</td>
<td>20.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Permit insurance - per permit</td>
<td>Discretionary</td>
<td>25.00</td>
<td>25.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Public Liability Insurance - per annum, per venue, max 52 visits</td>
<td>Discretionary</td>
<td>21.00</td>
<td>20.00</td>
<td>1.0%</td>
</tr>
</tbody>
</table>

**Statutory fees are subject to change by State Government**
Executive Summary

The Financial Management Report is presented to Council outlining Council’s financial position and its achievement to date against the adopted budget.

RECOMMENDATION


MOVED COUNCILLOR CORDY

That the recommendation be adopted.

SECONDED COUNCILLOR PETRUSMA

CARRIED.
Context

Regular review of financial performance and reporting of Council activities provides an overview as to how different programs and projects are being delivered. This reporting assists in monitoring Council’s achievement of objectives in the Strategic Resource Plan and Annual Budget whilst ensuring that Council is financially sustainable in the long term.

Refer to:


The Financial Management Report is presented to Councillors at Briefing Sessions and at an Ordinary Meeting of Council on a quarterly basis.

The Financial Management Report presented includes the following information:

- Income Statements.
- Balance Sheet.
- Statement of Capital Works in Progress.
- Investment Register.

Policy and Statutory Implications

Section 138 of the Local Government Act (1989) requires the Chief Executive Officer to present to the Councillors at least every three months a statement comparing the budgeted income and expenditure with the actual income and expenditure.

The Council Plan 2017-2021 includes a strategic objective of ‘an innovative and sustainable organisation’ and strategy of ‘maintaining financial sustainability to deliver the Council Plan’.

Councillors will promote and ensure responsible financial management by receiving and reviewing quarterly financial reports, using agreed project management processes for large projects and conducting regular internal audits of Council activities.

Issues

The Financial Management Report prepares a snapshot of the year to date financial performance for the 2017/2018 financial year, and the current budget includes the adopted carry forwards budgeted for capital projects, special projects and operating items.

Alternate Options

Nil.

Financial and Resource Implications


Consultation

Explanations of major variances are provided by officers responsible for the services and are summarised in the Financial Management Report.
10. **DELEGATES REPORTS**

**Meetings Attended by Chief Executive Officer and Mayor**

The Chief Executive Officer tabled meetings attended by the CEO and the Mayor for the period 18 April 2018 to 22 May 2018.

<table>
<thead>
<tr>
<th>Meeting</th>
<th>CEO</th>
<th>Mayor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Opening - Wesley Hill - Stage 1</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Walkthrough/discussion at Castlemaine Library</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Interview with MAINfm re: budget</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Mayoral Speech - ANZAC Day Service &amp; laying of MASC Wreath</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Castlemaine Historical Society - Launch of Publications Fund</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Meeting with Kath Coff (Nalderun) regarding various matters</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Meeting with Regional Director Loddon Mallee, DELWP regarding matters of common interest</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Meeting with Peter Matthews (consultant for CAM Board) and Manager Economy and Culture</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Retirement village visit with Cr Henderson</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Loddon Campaspe Regional Partnership Assembly in Kyneton</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Listening post - Farmers Market</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Indigenous Roundtable Meeting</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Meeting with Dianne Couch, acting CEO, CDCH, regarding TAFE Building &amp; Nalderun</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Meeting with Lucy Young re: Plastic Bags</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Meeting with Castlemaine &amp; District Festival of Gardens Committee</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Meeting with CEO’s of Castlemaine Health and CDCH regarding matters of interest</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Meeting with developer of Victorian Miniature Railway Project in Harcourt</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Meeting</td>
<td>CEO</td>
<td>Mayor</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----</td>
<td>-------</td>
</tr>
<tr>
<td>Meeting with Mr Bill O'Donnell regarding legal aid system in Mount Alexander</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Site visit to Harcourt Coolstores</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>On-site objector meeting:- PA289/2015 for a seven unit development</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Attend Maldon Rejuvenation Meeting with Cr Gardner</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Rural Councils Victoria Summit</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Flag Raising Ceremony for IDAHOBIT Day</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Minister Carroll: Vossloh Cogifer - Grant Announcement</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Castlemaine Secondary College, Student Council Leadership Day</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Meeting with Andrew Scarlett, George Weston Foods and Manager Economy and Culture</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Meeting with Michael Henry regarding development proposal in Harcourt</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>

The following meetings were noted by the Councillor Cordy:

- Councillor Cordy spoke of attending the MAV State Council and tabled papers from that meeting to Councillors.

The following meetings were noted by the CEO:

- The CEO spoke of meeting with the developer of the miniature railway in Harcourt. He advised of a collaborative project between the developer, the Harcourt Lions Club and local schools, which is providing hands-on experience for schoolchildren in the construction of the model railway.
- The CEO advised of his attendance at Castlemaine Secondary College Leadership program. He noted that the planning day and work currently being progressed on a project to support student mental health was enormously impressive.

The following matters were noted by the Mayor:

- Expressed regret at not being able to attend the International Day Against Homophobia, Biphobia, Intersexism and Transphobia (IDAHOBIT) flag raising at the Castlemaine Market Building and thanked Councillor Nieman for deputising at the event.
- The Mayor spoke of a meeting she had with Mr Bill O'Donnell, a local solicitor/notary/mediator, discussing the unavailability of Legal Aid in Castlemaine and Mount Alexander generally.
11. NOTICE OF MOTION

11.1. NOTICE OF MOTION 2018/004 – NALDERUN ADVOCACY

MOVED COUNCILLOR NIEMAN

That Council:

1. Note the tabled document “Nalderun Aboriginal Services Evaluation Snapshot March 2018”.

2. Congratulate Nalderun on their impressive outcomes achieved with minimal funding support.

3. Advocate to appropriate members of the State and Federal Parliaments for additional secure funding, noting that the work of Nalderun supports the National “Closing the Gap” targets set by the Federal Government and the Victorian Aboriginal Affairs Framework.

SECONDED COUNCILLOR PETRUSMA

CARRIED.

Rationale

Nalderun is an Aboriginal-led collective that operates holistic educational, health and cultural services in Mount Alexander Shire. Its vision is to “walk together towards a future where local Aboriginal and Torres Strait Islander people are connected to country and culture and are strong, proud and empowered.”

In February and March this year Nalderun was professionally and independently evaluated for the work they have done in the period 2015 – 2017. The evaluation found that Nalderun delivered significant social, educational, cultural and health outcomes to the people of Mount Alexander and has done so with minimal financial support. As a result of their work more people who identify as Aboriginal have completed school, attended more days of schooling, been employed, developed leadership skills and increased their pride in their culture and themselves. In addition other Australians in mainstream educational services are more aware of local indigenous culture.

Nalderun is unique in Australia in its model of service and the breadth of its activities. Many other organisations which have some similar programs are funded at a much higher level.

Nalderun is an extremely important partner in Council’s Indigenous Round Table, which is co-chaired by local elder Uncle Rick Nelson and the Mayor. Their work supports many of the directions in the Council Plan concerned with health, diversity and connections. If Nalderun is not supported and is unable to continue the work, Council’s capacity to work with partners to deliver on a proposed Reconciliation Action plan will be severely hindered.
11.2. NOTICE OF MOTION 2018/005 – SUPPORTING MACEDON RANGES SHIRE COUNCIL’S NOTICE OF MOTION TO THE AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL ASSEMBLY 2018

MOVED COUNCILLOR HENDERSON

That Council:

1. Notes the Notice of Motion carried by the Macedon Ranges Shire Council to submit the following motion to the Australian Local Government Association National Assembly 2018 (ALGA), requesting the ALGA to advocate for the following:

   a) That the Federal Government commence an enquiry into the future of the waste and recycling sector in Australia, to review the current practices of waste to landfill and recyclables being sent overseas which are no longer sustainable or viable.

   b) That the Federal Government implement policy settings that support a philosophy that views waste as a resource and resets the waste and recycling industry to move towards establishing a sustainable and viable waste and recycling resource recovery industry.

   c) That the Federal Government invest in supporting market development, technologies and the associated local industries in creating and expanding potential end market uses of recovered resources.'

2. Requests the Mayor support the Notice of Motion by Macedon Ranges at the ALGA National Assembly

3. Writes to Lisa Chesters and all Victorian senators, requesting their support for this motion.

SECONDED COUNCILLOR PETRUSMA

CARRIED.

Rationale

Local Governments in recent years have had to manage increasingly expensive waste services and in spite of having strong environmental policies have little capacity to influence market development and innovation. This is the responsibility of the Federal Government and it is a responsibility which has been neglected for decades in spite of the warnings given of the approaching waste problem.
12. **URGENT SPECIAL BUSINESS**

Nil.

13. **MEETING CLOSE**

Meeting closed at 8.00 pm.