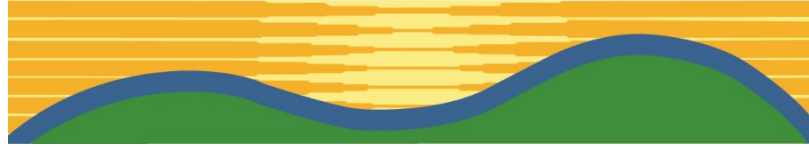


MITCHELL SHIRE COUNCIL



**ORDINARY COUNCIL
MEETING
MINUTES**

MONDAY 17 FEBRUARY 2020

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	WELCOME AND GOVERNANCE DECLARATION	1
2	APOLOGIES AND LEAVE OF ABSENCE	1
3	DISCLOSURE OF CONFLICTS OF INTEREST	2
4	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	2
5	PETITIONS AND JOINT LETTERS	2
6	PRESENTATIONS	2
7	ADVOCACY AND COMMUNITY SERVICES	3
	7.1 Placebased Planning Project - Second Phase Rollout.....	3
	7.2 Rural Towns Activation Funding Program Guidelines	4
	7.3 Customer Service Charter Annual Review 2019	5
	7.4 Complaints Handling Framework Report 2019.....	6
8	GOVERNANCE AND CORPORATE PERFORMANCE	7
	8.1 2020 General Election.....	7
	8.2 Council Plan Annual Action Plan Mid-Year Report 2019/20.....	8
	8.3 Remote Access to Council Meetings.....	9
	8.4 Assembly of Council Record	10
	8.5 Quarterly Finance Report for the six months ending 31 December 2019.....	11
9	DEVELOPMENT AND INFRASTRUCTURE	12
	9.1 Kilmore Creek Precinct Landscape Master Plan	12
	9.2 Proposed Planning Scheme Amendment C136 – Kilmore South-Growth Precinct, McIvors Road, Kilmore	13
	9.3 Review of Advertising Planning Application Guidelines.....	14
	9.4 Victorian Civil and Administrative Tribunal Hearings and Activities Carried Out Under Delegation.....	15
10	EXECUTIVE SERVICES	16
	Nil Reports	16

11 NOTICES OF MOTION.....17

11.1 Notice of Motion: No. 974 - Water Consumption 17

12 DELEGATES REPORTS.....19

12.1 Delegate Report - Overview and Update on Activities and Delegate Deliberations 19

13 GENERAL BUSINESS20

14 URGENT BUSINESS20

15 CONFIDENTIAL BUSINESS.....20

15.1 Confirmation of Minutes of previous Confidential Meeting20

15.2 Fleet Service and Consumables20

15.3 Proposed Tender Weighting: Harley Hammond Reserve Netball/Tennis Project20

15.4 Proposed Tender Weighting: Activating Ryans Creek20

15.5 Appointment of Acting Chief Executive Officer.....20

15.6 Re-opening of Meeting to members of the public.....20

16 DATE OF NEXT MEETING21

17 CLOSE OF MEETING21

**MINUTES OF THE ORDINARY COUNCIL MEETING OF
THE MITCHELL SHIRE COUNCIL HELD AT MITCHELL
CIVIC CENTRE, 113 HIGH STREET BROADFORD ON
17 FEBRUARY 2020**

THE MEETING OPENED: 7.03pm

COUNCILLORS PRESENT

Cr Annie Goble Central Ward
Cr David Atkinson Central Ward
Cr Bob Humm Central Ward

Cr Bill Chisholm North Ward
Cr Rhonda Sanderson North Ward
Cr Fiona Stevens North Ward

Cr David Lowe South Ward (Chairperson)
Cr Rob Eldridge South Ward
Cr Bob Cornish South Ward

OFFICERS PRESENT

Mr Mary Agostino Acting Chief Executive Officer
Mr Laurie Ellis Director Governance and Corporate Performance
Ms Karen Watson Acting Director Advocacy and Community Services
Mr Mike McIntosh Director Development and Infrastructure
Ms Lidia Harding Manager Governance and Corporate Accountability

1 WELCOME AND GOVERNANCE DECLARATION

The Mayor formally opens the meeting with an acknowledgement of country and welcomes all present.

The Mayor acknowledges the traditional owners of the Taungurung Nation and pay his respect to their Elders past and present, and its emerging and future leaders.

The declaration was read by Cr A. Goble.

2 APOLOGIES AND LEAVE OF ABSENCE

No apologies were received.

3 DISCLOSURE OF CONFLICTS OF INTEREST

In accordance with Section 79 of the Local Government Act 1989.

Nil.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COUNCIL RESOLUTION

MOVED: CR. R. ELDRIDGE

SECONDED: CR. B. HUMM

THAT the Minutes of the Ordinary Council Meeting held 16 December 2019, as circulated, be confirmed.

CARRIED UNANIMOUSLY

5 PETITIONS AND JOINT LETTERS

In accordance with Clause 66 of Local Law No. 4 – Meeting Procedures.

A petition with 1087 signatures from the Kilmore Miniature Railway was tabled. The petition asks Council to support the rejuvenation and extension of the Kilmore Miniature Railway.

6 PRESENTATIONS

In accordance with Clause 65 of Local Law No. 4 – Meeting Procedures

Nil

7 ADVOCACY AND COMMUNITY SERVICES

7.1 PLACEBASED PLANNING PROJECT - SECOND PHASE ROLLOUT

Author: Jo Wilson - Manager Community Strengthening

File No: CSC/20/005

Attachments: Nil

SUMMARY

This report discusses a second phase place-based community planning approach to follow on from the phase one pilot program that commenced in 2019 in Beveridge, Tooborac and Pyalong.

Council's place-based planning approach is founded in the principles of Asset Based Community Development which mobilises the community to come together, to draw on its strengths and to lead initiatives which have the potential to transform community life.

The report revisits the rationale for the selection of the three pilot place-based planning approach sites; it proposes five communities for the second-phase rollout – Wandong, Heathcote Junction, Reedy Creek, Tyaak and Clonbinane; and proposes the application of a place-based planning framework to capture and consolidate current and pipeline projects in Wallan ahead of a future immersive community planning process.

As with the pilot, the second phase presents an opportunity to deliver place-based outcomes both in small, rural communities and in a growth community setting.

COUNCIL RESOLUTION

MOVED: CR. R. SANDERSON

SECONDED: CR. A. GOBLE

THAT Council endorse the second phase place-based approach rollout in the communities of Wandong, Heathcote Junction, Reedy Creek, Tyaak, Clonbinane and Wallan.

CARRIED UNANIMOUSLY

7.2 RURAL TOWNS ACTIVATION FUNDING PROGRAM GUIDELINES

Author: Jo Wilson - Manager Community Strengthening

File No: PL/13/045

Attachments: 1. Rural Town Activation Funding Program Guideline

SUMMARY

To support place-based activation in small rural communities and deliver participatory budgeting outcomes, Council has allocated \$30,000 to a pilot Rural Towns Activation funding program. The program is intended to support small, rural communities to deliver projects and activities that have been identified as local priorities to improve township amenity and/or community life. This report outlines program objectives, eligibility criteria and the assessment process; and seeks endorsement of the proposed guidelines.

COUNCIL RESOLUTION

MOVED: CR. B. CHISHOLM

SECONDED: CR. R. SANDERSON

CHISHOLM/SANDERSON

THAT Council endorse the Rural Towns Activation funding guidelines.

CARRIED UNANIMOUSLY

7.3 CUSTOMER SERVICE CHARTER ANNUAL REVIEW 2019

Author: Adam Evans – Acting Manager Liveable Communities

File No: GV/10/024

Attachments: 1. Customer Service Traffic Light Report 2019

SUMMARY

Mitchell Shire's Council Plan 2017 – 2021 establishes a key strategic objective to ensure a customer first approach for responsive service delivery and communication. As part of this commitment, a Customer Service Charter was developed and adopted by Council in October 2017. The aim of the Charter is to provide greater transparency to the community and to commit all Council staff to deliver excellent service that is responsive, accessible and inclusive. The Customer Service Charter clearly states Council's commitment to our customers and agreed service levels adopted by departments across Council.

Annual reviews occur to ensure each Council department adheres to their agreed service levels and provides an explanation if this hasn't occurred. The Traffic Light Report 2019 (Attachment 1) is an overview of Council's performance against each of the Customer Service Charter standards and levels for the period 1 January 2019 to 31 December 2019.

COUNCIL RESOLUTION

MOVED: CR. A. GOBLE

SECONDED: CR. R. ELDRIDGE

THAT Council note the Customer Service Charter 2019 Review report.

CARRIED UNANIMOUSLY

7.4 COMPLAINTS HANDLING FRAMEWORK REPORT 2019

Author: Adam Evans - Acting Manager Liveable Communities

File No: CM/03/011

Attachments: Nil

SUMMARY

Mitchell Shire's Council Plan 2017 – 2021 establishes a key strategic objective to ensure a customer first approach for responsive service delivery and communication. As part of this commitment, a Complaints Handling Framework was developed in 2017 and adopted by Council in October 2017. The aim of the Complaints Handling Framework is to provide greater transparency to the community and identify clear processes for all Council staff to follow.

Following the release of Mitchell Shire Council's Complaints Handling Framework, Council commenced an internal reporting template to record complaints for the following departments:

- Local Laws
- Customer and Library Services
- Children's Services
- Waste
- Operations – Roads only

These departments were initially chosen due to their high levels of interactions with customers. This report provides an overview of the complaints recorded from 1 January to 31 December 2019 for the above departments. The report also outlines improvements being made and recommendations for further rollout.

COUNCIL RESOLUTION

MOVED: CR. F. STEVENS

SECONDED: CR. A. GOBLE

THAT:

1. Council note the Complaints Handling Framework report 2019.
2. Define "complaint" and ensure consistent reporting across Council.
3. Undertake process mapping for each department to ensure appropriate processes to capture reporting and response to complaints.
4. Progress and complete the rollout of the customer request management system.

CARRIED UNANIMOUSLY

8 GOVERNANCE AND CORPORATE PERFORMANCE

8.1 2020 GENERAL ELECTION

Author: Lidia Harding - Manager Governance & Corporate Accountability

File No: CL/10/006

Attachments: Nil

SUMMARY

This report provides an overview of the election services offered to Mitchell Shire Council in conducting the 2020 general election of Councillors.

COUNCIL RESOLUTION

MOVED: CR. B. HUMM

SECONDED: CR. D. ATKINSON

THAT Council resolve:

1. The 2020 General Election for Mitchell Shire Council be conducted by postal ballot.
2. To establish the Electoral Office for Mitchell Shire Council in the Councillors Room, Broadford Hall.
3. That Officers continue to work with the Victorian Electoral Commission (VEC) to finalise an electoral service agreement.

CARRIED UNANIMOUSLY

8.2 COUNCIL PLAN ANNUAL ACTION PLAN MID-YEAR REPORT 2019/20

Author: Ellen McComish - Corporate Planning and Reporting Officer

File No: CM/15/004

Attachments: 1. Council Plan Year 3 Action Plan, mid-year progress report.

SUMMARY

The 2017-2021 Council Plan identifies seven strategic objectives that describe how Council will work towards our vision for Mitchell Shire.

Each year an Annual Action Plan sets out what Council will do that year to contribute to achieving the Council Plan objectives.

The attached mid-year update summarises progress to date (July – December 2019) against the commitments set out in the 2019-2020 Annual Action Plan.

The mid-year report will be made available via Council's website. The full year report is provided as part of Council's Annual Report each year.

COUNCIL RESOLUTION

MOVED: CR. R. SANDERSON

SECONDED: CR. A. GOBLE

THAT Council endorse the Council Plan Year 2 Annual Action Plan, mid-year progress report 2019-2020.

CARRIED UNANIMOUSLY

8.3 REMOTE ACCESS TO COUNCIL MEETINGS

Author: Damien Cocks - Manager Communications, Jobs and Investments
Sarah Clark - Information and Business Transformation Service
Lidia Harding - Manager Governance & Corporate Accountability

File No: GV/10/022

Attachments: Nil

SUMMARY

Following a Notice of Motion for a report to be prepared into the feasibility of livestreaming Council's Ordinary meetings, Officers have undertaken an analysis of the options available for Council to provide this service at a low cost, but still maintain a professional livestream quality. An analysis of other Victorian Council's approach has been undertaken and research undertaken into the use of Facebook, YouTube, Streaming Services, audio recording only and more sophisticated technologies through the market. As this is a new initiative it is recommended that a test of low cost technologies that will benefit the end user experience be entered into and a further report be presented to Council.

COUNCIL RESOLUTION

MOVED: CR. R. SANDERSON

SECONDED: CR. A. GOBLE

THAT:

1. Council resolve to receive and note this report.
2. Council test the use of an already owned mobile phone and camera to record a range of Council-led meetings for end-user quality.
3. A further report to be presented to Council at the conclusion of the test to determine if a live stream or other options could be hosted via Council's web and/or social channels on a permanent basis.

CARRIED UNANIMOUSLY

The vote resulted in, as follows:

For:

CR. D. ATKINSON
CR. B. CHISHOLM
CR. B. CORNISH
CR. R. ELDRIDGE
CR. A. GOBLE
CR. D. LOWE
CR. R. SANDERSON
CR. F. STEVENS

Against:

CR. B. HUMM

Abstained:

ASSEMBLY OF COUNCIL RECORD (CONT.)

8.4 ASSEMBLY OF COUNCIL RECORD

Author: *Lidia Harding - Manager Governance & Corporate Accountability*

File No: *CL/04/013-02*

Attachments: *1. Assembly of Council Record*

SUMMARY

This report provides Records of Assemblies of Councillors that have occurred since the last Council meeting, which includes matters considered and any conflict of interest disclosures made by a Councillor.

COUNCIL RESOLUTION

MOVED: CR. R. ELDRIDGE

SECONDED: CR. D. ATKINSON

THAT Council receive and note the record of assembly of Councillors.

CARRIED UNANIMOUSLY

8.5 QUARTERLY FINANCE REPORT FOR THE SIX MONTHS ENDING 31 DECEMBER 2019

Author: *Hannah White - Management Accounting Coordinator*

File No: *FN/12/001-02*

Attachments: 1. *Financial Report for the six months ending 31 December 2019*

SUMMARY

This report along with the attachment allows Council to monitor its financial performance.

COUNCIL RESOLUTION

MOVED: CR. R. SANDERSON

SECONDED: CR. D. ATKINSON

THAT Council note the contents of the Financial Report for the period ending 31 December 2019 and Attachment 1 – Financial Report for the six months ending 31 December 2019.

CARRIED UNANIMOUSLY

9 DEVELOPMENT AND INFRASTRUCTURE

9.1 KILMORE CREEK PRECINCT LANDSCAPE MASTER PLAN

Author: Paul Bezemer - Senior Strategic Planner

File No: PL/13/082

Attachments: 1. Kilmore Creek Consultation Report

SUMMARY

The purpose of the Kilmore Creek Precinct Landscape Master Plan (Master Plan) is to highlight the importance of the Kilmore Creek precinct for the town and provide a vision to guide future landscape improvements and land management practices to improve the Creek's natural environment and activation.

The draft Master Plan was placed on exhibition from 6 September until 7 October 2019. Fifteen (15) submissions and seven (7) online surveys were received in addition to approximately 45 people attending a drop-in session. Where appropriate, the feedback received has been used to inform the finalisation of the Master Plan, it is recommended that the Master Plan now be endorsed.

Following endorsement, Council officers will prepare an implementation strategy around the identified three (3) priority projects and other actions to inform the future capital works program and external funding applications.

COUNCIL RESOLUTION

MOVED: CR. B. HUMM

SECONDED: CR. A. GOBLE

THAT Council defer Item 9.1 to a further Council meeting to enable further consultation to take place with community groups.

CARRIED UNANIMOUSLY

9.2 PROPOSED PLANNING SCHEME AMENDMENT C136 – KILMORE SOUTH-GROWTH PRECINCT, MCIVORS ROAD, KILMORE

Author: Sean Greer - Coordinator Strategic Planning

File No: PL/05/274

Attachments: 1. Amendment C136 - Documentation

SUMMARY

Council has received a request from Mesh Planning, on behalf of landowners within the Kilmore South-East Growth Precinct, to rezone the area from Farming Zone (FZ), partly Rural Living Zone (RLZ) and partly Public Use Zone (PUZ4 – Transport) to General Residential Zone (GRZ1). The planning consultants act specifically on behalf of the owners of 50 Mclvors Road, 15 and 105 Wandong Road, Kilmore however, they have indicated support from all landowners within the area.

The proposed rezoning is in accordance with the recommendations of the Kilmore Structure Plan and the *Mitchell Planning Scheme*. The draft documentation for proposed Planning Scheme Amendment C136 forms Attachment 1 to this Report.

This report recommends that Council request authorisation from the Minister for Planning to prepare an Amendment to the *Mitchell Planning Scheme* generally in accordance with Attachment 1. Following receipt of authorisation, the Planning Scheme Amendment will be placed on public exhibition in accordance with the requirements of the *Planning and Environment Act 1987*.

COUNCIL RESOLUTION

MOVED: CR. B. HUMM

SECONDED: CR. A. GOBLE

THAT Council:

1. Seeks Ministerial Authorisation in accordance with Section 8(A) of the *Planning and Environment Act 1987* for the preparation of a Planning Scheme Amendment C136 Kilmore South Growth Precinct, Mclvors Road, Kilmore, generally in accordance with the draft documentation at Attachment 1 of this report.
2. Subject to Ministerial Authorisation, Council officers prepare and exhibit a Planning Scheme Amendment in accordance with the requirements of the *Planning and Environment Act 1987*.

CARRIED UNANIMOUSLY

9.3 REVIEW OF ADVERTISING PLANNING APPLICATION GUIDELINES

Author: James McNulty - Manager Development Approvals

File No: PL/05/274

Attachments: 1. Advertising Planning Applications Guide

SUMMARY

At the Ordinary Council meeting of 17 December 2018, Council endorsed the Advertising Planning Applications Guidelines. The Guidelines were developed in response to Notice of Motion No. 949.

The Guidelines were required to be reviewed after 12 months. This report recommends the Guidelines are re-endorsed with the following changes:

- minor changes to clarify intent,
- additional information about how to make a submission or objection, and
- additional information about what happens once a submission or objection is made.

This report notes that in general the Guidelines have been successful and with the additional information to be included will become a more useful guide for all users of the planning system.

COUNCIL RESOLUTION

MOVED: CR. R. SANDERSON

SECONDED: CR. R. ELDRIDGE

SANDERSON/ELDRIDGE

THAT Council endorse the revised Guidelines for Advertising Planning Applications.

CARRIED UNANIMOUSLY

9.4 VICTORIAN CIVIL AND ADMINISTRATIVE TRIBUNAL HEARINGS AND ACTIVITIES CARRIED OUT UNDER DELEGATION

Author: James McNulty - Manager Development Approvals

File No: CL/04/004

Attachments: Nil

SUMMARY

The following is a summary of planning activity before the Victorian Civil and Administrative Tribunal (VCAT) as well as a list of decisions on planning permit applications dealt with under delegated powers for the period detailed.

COUNCIL RESOLUTION

MOVED: CR. B. CORNISH

SECONDED: CR. D. ATKINSON

THAT Council receive and note the report on the Victorian Civil and Administrative Tribunal Hearings and Activities carried out under delegation.

CARRIED UNANIMOUSLY

10 EXECUTIVE SERVICES

Nil Reports

11 NOTICES OF MOTION

11.1 NOTICE OF MOTION: NO. 974 - WATER CONSUMPTION

Author: Councillor Bill Chisholm

File No: WW/03/016

Attachments: Nil

I hereby give notice of my intention to move the following motion at the Ordinary Council Meeting to be held on 17 February 2020.

COUNCIL RESOLUTION

MOVED: MAYOR. B. CHISHOLM

SECONDED: CR. B. HUMM

THAT Council officers prepare a report detailing water consumption, including a breakdown of water sources, in the following areas:

- a) Parks and gardens across the Shire.
- b) Sporting fields across the Shire
- c) Other facilities
- d) Roads and any other uses

AMENDMENT

MOVED: CR. R. SANDERSON

SECONDED: CR. A. GOBLE

THAT:

1. Council officers prepare a report detailing water consumption, including a breakdown of water sources, in the following areas:
 - a) Parks and gardens across the Shire.
 - b) Sporting fields across the Shire
 - c) Other facilities
 - d) Roads and any other uses
2. Explore alternate sustainable water sources.

CARRIED UNANIMOUSLY

COUNCIL RESOLUTION

MOVED: CR. B. CORNISH

SECONDED: CR. A. GOBLE

Extension of Time

NOTICE OF MOTION: NO. 974 - WATER CONSUMPTION (CONT.)

CARRIED UNANIMOUSLY

12 DELEGATES REPORTS

12.1 DELEGATE REPORT - OVERVIEW AND UPDATE ON ACTIVITIES AND DELEGATE DELIBERATIONS

Author: Lidia Harding - Manager Governance & Corporate Accountability

File No: CL/04/001-03

Attachments: 1. Councillor Delegate Report

SUMMARY

This delegate's report provides an update on activities and deliberations of groups and associations for which Councillors are an appointed delegate for the period December 2019 to January 2020 and also other activities attended as a Council representative.

COUNCIL RESOLUTION

MOVED: CR. A. GOBLE

SECONDED: CR. D. ATKINSON

THAT the Delegate's Report on Overview and Update on Activities and Delegate Deliberation by Councillors for December 2019 to January 2020 be received and noted.

CARRIED UNANIMOUSLY

13 GENERAL BUSINESS

In accordance with Clause 30 of the Meeting Procedure Local Law.

Nil.

14 URGENT BUSINESS

In accordance with Clause 31 of the Meeting Procedure Local Law.

Nil.

15 CONFIDENTIAL BUSINESS

COUNCIL RESOLUTION

MOVED: CR. B. HUMM

SECONDED: CR. A. GOBLE

The meeting closed to the public at 8.39pm

THAT in accordance with Section 89(2) of the *Local Government Act 1989*, Council resolves to close the meeting to members of the public to consider the following items which relate to matters specified under Section 89(2), as specified below.

15.1 Confirmation of Minutes of previous Confidential Meeting

15.2 Fleet Service and Consumables

s89(2)(d) contractual matters.

15.3 Proposed Tender Weighting: Harley Hammond Reserve Netball/Tennis Project

s89(2)(d) contractual matters.

15.4 Proposed Tender Weighting: Activating Ryans Creek

s89(2)(d) contractual matters.

15.5 Appointment of Acting Chief Executive Officer

s89(2)(a) personnel matters.

15.6 Re-opening of Meeting to members of the public

CARRIED UNANIMOUSLY

16 DATE OF NEXT MEETING

The next Ordinary meeting of Council is scheduled to be held on Monday 16 March 2020 at the Mitchell Civic Centre, 113 High Street Broadford, commencing at 7:00pm.

17 CLOSE OF MEETING

The meeting was declared closed at 9.02pm.

Confirmed this Monday, 16 March 2020

.....
Chairperson
Mayor, Cr David Lowe