



Agenda

Council

14 March 2018

Our Vision

Happy, healthy people sharing prosperity and knowledge from living sustainably and in harmony with our rural identity, thriving villages, productive and inspiring landscapes.

Our Mission

Leaders in delivering quality, innovative and community focused services today that make a difference for tomorrow.

Core Values

Community focused

Accessible, responsive (we're here to help), can do attitude, communicative, empathetic.

Integrity

Equitable, honest, ethical, transparent.

Respect

Listening, compassionate, open minded, understanding, patient.

Pride

Caring, enthusiastic, inspiring, accountable.

Innovation

Creative, bold, challenging, flexible.

Collaboration

Partnering, building productive relationships, inclusive.

Agenda

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1. OPENING AND RECOGNITION OF TRADITIONAL CUSTODIANS

I acknowledge the traditional custodians of the land on which we are meeting and pay my respects to their Elders both past and present. I would also like to acknowledge any other elder of any race or religion that may be in the room tonight.

2. READING OF AFFIRMATION AND PRAYER

Cr Gauci read the Councillors affirmation, being, 'We now pause to reflect upon the solemn responsibilities conferred on us by the Parliament of Victoria through the Local Government Act (1989).

We acknowledge that it is the responsibility of local government to ensure the peace, order and good governance of our Shire.

We are to be responsible and accountable to our community here in Baw Baw Shire through good governance and leadership.

Almighty God,

Give wisdom and understanding to the members of this Baw Baw Shire Council.

In all our deliberations help each of us to listen carefully, perceive the best course of action have courage to pursue it and grace to accomplish it.

Amen

3. APOLOGIES

4. CIVIC CEREMONIES

5. CONFIRMATION OF PREVIOUS MEETING MINUTES

6. COUNCILLORS DECLARATIONS OF INTEREST/CONFLICT OF INTEREST

7. MEETING CLOSED TO THE PUBLIC: RELEASE OF INFORMATION TO THE PUBLIC

Council will close the meeting to the public from 5.00pm to 5.30pm pursuant to the provisions of Section 89(2) of the *Local Government Act 1989* in order to deal with:

Nil Reports

Council will open the Ordinary Council Meeting at 5.30pm.

8. COMMUNITY PARTICIPATION TIME

8.1 QUESTIONS ON NOTICE

8.2 SUBMISSIONS

Any community member is welcome to comment or ask questions on any of the officer reports listed in this agenda if it has not been part of another hearing process.

Submitters will be given up to 3 minutes to speak on their submission.

9. PETITIONS

Nil Reports

10. VIBRANT COMMUNITIES

10.1 COMMUNITIES THAT CARE PROJECT - BAW BAW

Social Planner

*Directorate: Planning and Economic
Development*

Ward:

Appendix: 1 attachment

PURPOSE

To present short-term options for supporting a youth-focused health promotion project in Baw Baw, called *Communities That Care*.

RECOMMENDATION

1. That Council contribute \$40,000 to the Communities That Care (Baw Baw) project being delivered under the auspice of Berry Street for the delivery of the program over a two-year period; and
2. Authorise the CEO to formalise the commitment through a partnership agreement (or equivalent) and ensure Council is represented in the Key Leaders Group.

KEY POINTS/ISSUES

- Communities That Care (CTC) is a community change process that benefits children and adolescents in the community. It is delivered by an auspice agency who employs a Facilitator, and a consortium of partner organisations. CTC is an evidence based-approach to prevent youth problem behaviour (substance use, antisocial behaviour, school drop-out, violence, and depression/anxiety) and has effectively and significantly reduced problem behaviours in other communities in the mid- to long- term. It aims to increase protective factors and reduce risk factors (See Attachment A).
- Baw Baw Shire has been randomly selected to be a project site by the researchers who support the delivery of CTC. Berry Street Gippsland will auspice the project for the initial establishment two-year phase, and are in discussion with the Communities That Care Ltd ®.
- Establishing a CTC site in Baw Baw will provide local-level data of the issues that are challenging youth in our communities, and will demonstrate the commitment and leadership of health partner organisations to promote the health of young people. Officers would work with Berry Street to advocate for the needs of young people living outside of the densely populated townships, and who may use schools and services outside of Baw Baw Shire.
- CTC is an opportunity for the municipality of Baw Baw. While it does not require Council to be involved, some level of involvement would be

desirable. All current CTC sites have involvement from their Council. Council has options to be involved in different ways.

- Support for CTC will strengthen relationships with existing and new partner organisations. Many of the potential project partners are current members of the Healthy Baw Baw Advisory Committee (shown in bold text). Other stakeholders currently in discussion are CTC Ltd @, Berry Street, Quantum Support Services, Dept of Justice and Regulation, **Gippsland Primary Health Network**, Dept of Education and Training, Youth Support and Advocacy Service, OzChild, Anglicare Vic, **Ramahyuck District Aboriginal Service**, **West Gippsland Healthcare Group**, Mind, **Central West Gippsland Primary Care Partnership**, Inner Gippsland Child Youth Area Partnership, and Latrobe Regional Hospital.
- To establish a CTC site, funding needs to come from a number of sources. A State government department is expected to provide \$220,000 ex GST over two years. Additional funds are required to cover the shortfall of funds for prevention programs and registration costs. Community contribution of at least \$13,680 is needed to undertake the project. Any additional funding would be used for operating costs or programs.
- After the initial establishment phase (two years), funding for the project is entirely the responsibility of the community. Other communities have sought financial support from community banks, community service organisations, grants, Council commitment, etc.
- A CTC project is directed by a Key Leaders Group who meet about twice a year, and a Community Board which meet about monthly, and undertake the community-level work.

TRIPLE BOTTOM LINE IMPLICATIONS

COMMUNITY IMPACT

- Communities That Care has been shown to effectively impact the health of young people in the mid- to long-term.
- Participation would demonstrate leadership and commitment to health promotion for young people. Alternatively, not participating could be seen as a failure of leadership and commitment to improve the health of young people by the resident and organisational community.
- Based on consultation to develop the municipal public health and wellbeing plan 2017-21, the community recognised the need to support better health outcomes for youth.

ENVIRONMENTAL IMPACT

None identified

FINANCIAL IMPACT

- Existing funds assigned for youth-focused projects are available. Council could contribute a one-off amount of \$40,000 for a two-year period with

no impact to current budgets and programs. These funds are surplus from previous youth-focused projects.

- There is no impact on current projects or programs.
- Beyond two years, Council could consider allocating funds to support the future delivery of the project, and advocate for funding from other sources.
- Supporting CTC delivery in Baw Baw would attract over \$220,000 for health promotion activities that contribute to the strategic objectives.

CONSULTATION

- No additional community engagement is required for this project.
- Baw Baw Shire has been central in the work of bringing together potential partners and identifying an auspice agency. Existing relationships with agencies have been strengthened and some new relationships have been formed over a 12-month period.
- Additional new relationships with services are expected to develop through this project.

LEGAL/COUNCIL PLAN/POLICY IMPACT

COUNCIL PLAN

Communities That Care project support assists with the achievement of the key strategic objective as set out in:

- Council Plan 2017-21

Objective 1: Vibrant Communities

- 1.3.1 Determine youth service provision to support youth in Baw Baw.
- 1.3.3 Support the community to enhance their health and wellbeing.

- Municipal Public Health and Wellbeing Plan 2017-21

Objective 4: Reduce harm from gambling, tobacco, alcohol and other drugs

- 4.3 Build capacity in the safe use of alcohol where people live, learn, work and socialise. (Action 4.3.4 - Investigate the *Communities That Care* project.)

Objective 5: Leadership for A Healthy Baw Baw

- 5.2 Secure funding for projects that support the objectives of the Baw Baw MPHWP
- 5.3 Encourage leadership for prevention in health
- 5.4 Raise awareness of priority health prevention messages

CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES

Communities That Care will be considered under the *Charter of Human Rights and Responsibilities*. Amendments will be recommended to ensure compatibility if required.

LEGAL

NIL

POLICY IMPACTS

Council does not currently have a clear position on Youth service provision. Action 1.3.1 of the Council Plan 2017-21 is to commence a review of the current Baw Baw Shire Youth Charter.

CONFLICT OF INTEREST DECLARATION

No officer involved in the preparation of this report has a disclosable interest.

10.2 TENDER RECOMMENDATION REPORT - RECONSTRUCTION OF THREE BRIDGES ALONG ALLAMBEE ESTATE ROAD, ALLAMBEE RESERVE

Project Officer (Civic Works)

Directorate: Community Assets

Ward: East

Appendix: 3 attachments

PURPOSE

Recommendation to award Tender 21826CT – Reconstruction of three bridges along Allambee Estate Road, Allambee Reserve.

RECOMMENDATION

That Council:

1. Accept the tender submitted by Jarvis Norwood Constructions Pty Ltd, 84 005 027 332 for Tender No. 21826CT for the sum of \$1,014,200 (excluding GST);
2. Delegate authority to the Chief Executive Officer to sign and authorise the contract documents after they have been prepared;
3. Nominate Council's Project Engineer as Contract Superintendent for the contract and authorise the Contract Superintendent to approve progress payments and variations in relation to the contract, up to the limit of the funds available within the adopted budget.

KEY POINTS/ISSUES

- Council is required to carry out Level 2 condition inspections on all bridges within the municipality at regular 3-year intervals to satisfy the requirements of Council's Road Management Plan.
- The last routine Level 2 condition assessment of the bridges along Allambee Estate Road, Allambee Reserve highlighted that the condition of the three bridges included within this tender were in a condition which warranted the need for a higher level condition inspection. Council carried out a Level 3 condition assessment in November 2013.
- The condition assessment report recommended imposing a load limit of 20 tonnes on the bridges because the existing bridge structures had deteriorated. The report also recommended that the bridges either be replaced or works be undertaken to strengthen the bridges, dependent on the availability of funds.
- Designs were carried out for the replacement of all the three bridges, estimated and listed in the future years Capital Works Program to be considered by Council. Application for funding under the "Bridges Renewal Program" was lodged at the same time which was approved in

September 2017. Council allocated the matching funds for the project within the 2017-18 financial year Capital Works Program for delivery, subject to funding.

- The tender was advertised on Tenderlink and the Drouin & Warragul Gazette and closed on 21 February 2018. Six tenders were received.
- The tender evaluation was conducted in accordance with the criteria within the tender. Refer to the tender recommendation report for further details.

TRIPLE BOTTOM LINE IMPLICATIONS

COMMUNITY IMPACT

- The bridge reconstruction works on the three bridges along Allambee Estate Road, Allambee Reserve will provide for safe and comfortable access for the travelling public in the area.

ENVIRONMENTAL IMPACT

- The contract specification requires the development and implementation of an environmental site management plan for the bridge reconstruction works. This plan will include operational controls and procedures to manage all identified impacts and environmental protection actions to be undertaken.
- The bridge reconstruction works will be carried out in accordance with Council's Roadside Management Plan.

FINANCIAL IMPACT

Description	Funds (ex. GST)
Total Project Budget (Ledger No. 100596)	\$1,040,000
Recommended Tender Price	\$1,014,200
Quotation to widen three bends along Allambee Estate Road for access to bridge sites by long vehicles	\$20,000
Contingencies	\$5,800
Total cost to complete project	\$1,040,000

Funds approved from the Commonwealth-funded Bridges Renewal Programme is \$520,000. Council contribution towards the project is \$520,000.

CONSULTATION

- Council officers have met with the local community and discussed access arrangements during the bridge replacements.

- Local Community had expressed an opinion that strengthening the two concrete bridges is the best option rather than replacing them.
- One of the local Ward Councillors, as well as Council Officers, met with the same group of local community members and explained that the option to strengthen the existing concrete bridge decks on B044 and B046 was not pursued further, because it was not possible to determine accurately the load capacity of the existing bridge sub structures (piles).

LEGAL/COUNCIL PLAN/POLICY IMPACT

COUNCIL PLAN

This bridge reconstruction works will assist with the achievement of the key strategic objective as set out in the Council Plan 2017-2021:

Strategic Objective1 – Vibrant Communities.

Outcome – Quality community focused services, facilities and infrastructure to support a growing community.

CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES

This project has been reviewed under the *Charter of Human Rights and Responsibilities* and is considered compatible.

LEGAL

Council is required to comply with the Procurement Policy made in accordance with the requirements of Section 186 A of the Local Government Act 1989. Council is required to approve tender recommendations where the contract value is in excess of \$250,000, including GST.

POLICY IMPACTS

Baw Baw Shire has a Procurement Policy made in accordance with the requirements of Section 186 A of the Local Government Act 1989. The tender evaluation is carried out in accordance with this policy.

CONFLICT OF INTEREST DECLARATION

No officer involved in the preparation of this report has a disclosable interest.

10.3 DELEGATION TO CEO TO APPROVE TENDERS - TENDER
21833CT - RECONSTRUCTION OF ROLLO STREET, YARRAGON

Project Officer (Civic Works)

Directorate: Community Assets

Ward: East and Central

Appendix:

PURPOSE

To seek Council approval to delegate the contract award to the Chief Executive Officer for the tender 21833 - Reconstruction of Rollo Street, Yarragon.

RECOMMENDATION

That Council

- Delegate the Chief Executive Officer to approve the award of tender 21833CT – Reconstruction of Rollo Street, Yarragon so long as it is within budget;
- Delegate authority to the Chief Executive Officer to sign and authorise the contract documents after they have been prepared;
- Nominate Council's Project Engineer as Contract Superintendent for the contract and authorise the Contract Superintendent to approve progress payments and variations in relation to the contract, up to the limit of the funds available within the adopted budget; and
- Receive a report noting the outcome of the contract at a later date following award.

KEY POINTS/ISSUES

- Reconstruction of Rollo Street, Yarragon between Princes Highway Service Road and Campbell Street is project that is listed in the Capital Works Program for the year 2017-2018.
- Preliminary design plans were developed by Council's design consultant and the affected community and stakeholders at Yarragon were provided the design plans for their comments to incorporate them into the final design plans in September 2017.
- Most of the feedback received for the Rollo Street project had been positive except for some feedback which indicated that the existing plane trees along the road should be retained. The consultation period was extended to address the concerns raised regarding the need to remove these trees.
- There is an existing asbestos cement water main located along the western edge of the existing road pavement in Rollo Street. Following extensive discussions with Gippsland Water, an acceptable method of

construction for the road pavement adjacent the water main and the offset from the new kerb and channel along the west side of the street was finalised in late January 2018. The consultant expects to submit the final design in early March 2018.

- The tender for the reconstruction of Rollo Street, Yarragon can only be advertised in early March 2018 and therefore will not close until early April 2018. Based on the delays incurred in finalising a design to meet the requirements of all authorities and stakeholders, the earliest a contract award report could be presented to Council would be at the 9 May 2018 Ordinary Council Meeting.
- To utilise the prevailing dry weather conditions for the road reconstruction works, the works are required to commence early to complete the works prior to the end of this financial year.

TRIPLE BOTTOM LINE IMPLICATIONS

COMMUNITY IMPACT

The community will likely appreciate any road reconstruction works to be undertaken and completed with the least amount of inconvenience possible. However, if the commencement of works is delayed, wet weather may be encountered which will extend the period of construction.

ENVIRONMENTAL IMPACT

Additional drainage controls are required to be provided at the construction sites when works are being carried out during wet weather.

FINANCIAL IMPACT

Road Project	Allocated Budget (\$)
Rollo Street, Yarragon	290,000

CONSULTATION

A letter was sent to the affected community and stakeholders advising them of the proposed works.

LEGAL/COUNCIL PLAN/POLICY IMPACT

COUNCIL PLAN

These road reconstruction works will assist Council with the achievement of the key strategic objective as set out in the Council Plan 2017-2021:

Strategic Objective1 – Vibrant Communities.

Outcome – Quality community focused services, facilities and infrastructure to support a growing community.

CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES

This project has been reviewed under the Charter of Human Rights and Responsibilities and is considered compatible.

LEGAL

Council is required to comply with the Procurement Policy made in accordance with the requirements of Section 186 A of the Local Government Act 1989. Council is required to approve tender recommendations where the contract value is in excess of \$250,000, including GST.

POLICY IMPACTS

Baw Baw Shire has a Procurement Policy made in accordance with the requirements of Section 186 A of the Local Government Act 1989. The tender evaluation will be carried out in accordance with this policy.

CONFLICT OF INTEREST DECLARATION

No officer involved in the preparation of this report has a disclosable interest.

10.4 PLACE NAMES ADVISORY COMMITTEE TERMS OF REFERENCE

Property Management Coordinator

Directorate: Corporate and Community Services

Ward: ALL

Appendix: 1 attachment

PURPOSE

For Council to adopt the Place Names Advisory Committee Terms of Reference

RECOMMENDATION

That Council adopt the Place Names Advisory Committee Terms of Reference.

KEY POINTS/ISSUES

- The Place Names Advisory Committee (Committee) was formed in 2012 and currently consists of the following independent community members:
 - Liz Jenz
 - Mary-Royce Hall
 - Cheryl Drayton
 - Malcolm Dickson
 - Rosemary Blackley
- The following Council representatives are on the Committee:
 - Cr Cook
 - Cr Kostos
 - Cr Jones
 - Cr Goss
- The Terms of Reference and Community Appointments were last undertaken in July 2017. Since that time Councillors have requested officers to review the Terms of Reference and overall operation of the Committee.
- The revision provides tighter guidance for the Councillor Chair in managing the quarterly meetings. The revised Terms of Reference that are provided for adoption recommend the following changes:
 - Specifically removes the ability for the formation of sub-committees. The Committee is to resolve on matters as a full Committee.
 - A recognition of gender as part of the community diversity definition.

- The Committee Chair is to report to Council (as part of normal meeting procedure).
 - A self-assessment review to be undertaken annually.
 - Limitation of Councillors to a minimum of 2 Councillors and a maximum of 4 Councillors. (previously no maximum existed)
 - Limitation of independent members to a minimum of 3 representatives with a maximum of 5 representatives. (previously no maximum existed)
 - Reduction in the number of staff members to attend the meetings to the areas noted in clause 3.2.
- It is recommended for the currently appointed Community Members to continue their tenure on the Committee.
 - Should Council resolve to adopt the revised terms of reference it is recommended that a meeting be convened within 4 weeks. Secretarial and organisational support will continue to be provided by the Governance team in the first instance to the Chair and Committee.

TRIPLE BOTTOM LINE IMPLICATIONS

COMMUNITY IMPACT

The establishment of the Place Names Advisory Committee has provided a formal vehicle for community members to participate in geographical place naming

ENVIRONMENTAL IMPACT

Appropriate place naming will assist emergency services in locating properties and people in an emergency.

FINANCIAL IMPACT

There are minimal costs associated with the establishment of the Committee. No budget amount is sought.

CONSULTATION

Consultation has occurred with the Councillor representatives on the committee.

LEGAL/COUNCIL PLAN/POLICY IMPACT

COUNCIL PLAN

This Committee assists with the achievement of the key strategic objective as set out in the Council Plan:

Vibrant Communities

A vibrant, healthy and inclusive community

CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES

The Terms of Reference have been reviewed under the *Charter of Human Rights and Responsibilities* and is considered compatible.

LEGAL

What are the legal/legislative issues that need to be taken into account – Risk, OHS, *Local Government Act 1989*, regulations, and local laws?

POLICY IMPACTS

The Committee is being established to assist with implementing the *Geographical Place Names Act 1998*, and the associated guidelines.

CONFLICT OF INTEREST DECLARATION

No officer involved in the preparation of this report has a disclosable interest.

11. THRIVING ECONOMY

Nil Reports

12. SAFE AND SUSTAINABLE ENVIRONMENTS

Nil Reports

13. ORGANISATIONAL EXCELLENCE

Nil Reports

14. NOTICES OF MOTION

Nil Reports

15. COMMITTEE AND DELEGATES REPORTS

16. ASSEMBLY OF COUNCILLORS

16.1 ASSEMBLY OF COUNCILLORS REPORT

Governance Coordinator

*Directorate: Corporate and Community
Services*

Ward: ALL

Appendix: 8 attachments

PURPOSE

To present the written records of Assemblies of Councillors that have occurred.

RECOMMENDATION

That Council receives and notes the Assembly of Councillors records tabled for the period from Tuesday 23 January – Friday 9 March.

KEY POINTS/ISSUES

The *Local Government Act 1989* requires that the written record of an assembly of councillors be, as soon as practicable, reported at an ordinary meeting of the Council and incorporated into the minutes of that meeting.

17. MAYORAL MINUTE

18. GENERAL BUSINESS