

Hepburn

SHIRE COUNCIL

HEPBURN SHIRE COUNCIL ORDINARY MEETING OF COUNCIL DRAFT MINUTES

TUESDAY 20 MARCH 2018

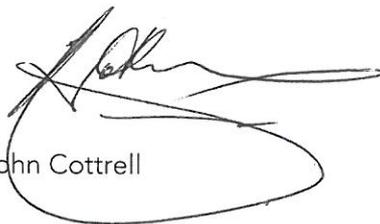
DOUG LINDSAY RECREATION RESERVE

VICTORIA STREET

CRESWICK

6:00PM

Confirmed at the Ordinary Meeting of Council
held on Tuesday 17 April 2018



Chair, Mayor Cr John Cottrell

MINUTES

TUESDAY 20 FEBRUARY 2018

Doug Lindsay Recreation Reserve

Victoria Street, Creswick

Commencing 6:00PM

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AARON VAN EGMOND
CHIEF EXECUTIVE OFFICER
20 MARCH 2018

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

We would like to acknowledge we are meeting on Jaara people country, of which members and elders of the Dja Dja Wurrung community and their forebears have been custodians for many centuries.

On this land, the Jaara people 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.

2. OPENING OF MEETING

PRESENT: Cr John Cottrell, Cr Don Henderson, Cr Neil Newitt, Cr Greg May, Cr Kate Redwood AM, Cr Sebastian Klein, Cr Fiona Robson

IN ATTENDANCE: Mr Aaron van Egmond Chief Executive Officer, Mr Grant Schuster General Manager Community and Corporate Services, Mr Bruce Lucas General Manager Infrastructure, Mr Justin Fiddes Manager Development and Community Safety, Ms Kathleen Brannigan Manager Special Projects, Ms Katherine Toom Coordinator Governance and Information

STATEMENT OF COMMITMENT

“WE THE COUNCILLORS OF HEPBURN SHIRE
DECLARE THAT WE WILL UNDERTAKE ON EVERY OCCASION
TO CARRY OUT OUR DUTIES IN THE BEST INTERESTS
OF THE COMMUNITY
AND THAT OUR CONDUCT SHALL MAINTAIN THE STANDARDS
OF THE CODE OF GOOD GOVERNANCE
SO THAT WE MAY FAITHFULLY REPRESENT
AND UPHOLD THE TRUST PLACED IN THIS COUNCIL BY THE
PEOPLE OF HEPBURN SHIRE”

3. APOLOGIES

Nil

4. DECLARATIONS OF CONFLICTS OF INTEREST

Cr Don Henderson declared a conflict due to an indirect interest on agenda item 11.2
Cr Sebastian Klein declared a conflict due to an indirect interest on agenda item 6.1

5. CONFIRMATION OF MINUTES

RECOMMENDATION

5.1 That the Minutes of the Ordinary Meeting of Council held on 20 February 2018 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.

MOTION

5.1. *That the Minutes of the Ordinary Meeting of Council held on 20 February 2018 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

Moved: Cr Kate Redwood AM

Seconded: Cr Greg May

Carried

6. NOTICES OF MOTION

Cr Klein declared an indirect interest – impact on residential amenity as he lives next door to the proposed site of the Trentham Hub and left the room at 6.03 pm

6.1. TRENTHAM COMMUNITY HUB

DATE: 13 MARCH 2018

NOTICE OF MOTION

- 6.1.1. *That Council, on completion of the first hold point in the contract for the concept design for 14A Victoria Street Trentham by Antarctica Architects, undertake no further planning or construction work on any site until the local community decides a preference for the site for their community hub.*
- 6.1.2. *That the preferred site for the Trentham Community Hub be determined by a non-compulsory postal survey of people on the Coliban voters roll as at a set date to be fixed and publicly advertised.*
- 6.1.3. *That the outcome of the postal survey be a simple majority for a preferred site.*
- 6.1.4. *That the options to be included in the postal survey be:*
- *Mechanics Institute Main Street Trentham demolished and a new facility built on that site;*
 - *Mechanics Institute Main Street Trentham hall kept and renovated and a new extension built to it on that site;*
 - *14A Victoria Street proceed as the site for the Trentham Community Hub;*
 - *Other site:_____.*
- 6.1.5. *That the results of the postal survey be finalised by 30 June 2018.*
- 6.1.6. *That Council proceed with the Trentham Community Hub project in line with the community voice expressed through the postal survey, subject to obtaining sufficient external funding.*

BACKGROUND

Council has been committed to the provision of the Trentham Community Hub for many years. In 2014, it undertook the Trentham Community Facilities Review which determined the need for a community hub and assessed a number of sites in Trentham. This study also assessed the condition and fitness for purpose of existing facilities.

The preferred site reported in the Review was the Mechanics Institute, owned by DELWP (crown land), but the community was and continues to be divided as to the way that a community hub should be developed, if at all, on the Mechanics Institute site. Despite extended community consultation, the divisions in the community regarding site remained unresolved.

In August 2016, Council passed a motion to build the Trentham Community Hub on Council owned land at 14A Victoria Street Trentham.

In August 2017, Council confirmed that this site (14A Victoria St) would be utilised for the Trentham Community Hub and resolved to appoint architects to undertake planning and design work.

Issues:

The Trentham/Coliban community remain divided with regard to the location of the Trentham Community Hub and the ongoing arrangements for the Mechanics Institute. The level of disunity in the community is apparent to other funding bodies who have made it clear that funding will not be forthcoming until the community expresses a strong support for a designated site. Council has allocated \$800,000 over three years for the development of the hub but the total cost is anticipated to be around \$2 million.

This motion is intended to provide a way forward that would indicate a clear preference for a site, and therefore the possibility of seeing the project proceed.

Councillor Name: Kate Redwood AM



Councillor Signature:

Chief Executive Officer Signature:



Aaron van Egmond

MOTION

6.2. That Council, in light of a foreshadowed petition on this matter, move that the item be deferred one cycle, in other words one month.

Moved: Cr Kate Redwood AM

Seconded: Cr Don Henderson

Carried

Cr Klein returned to the room at 6:05 pm

7. ITEMS OF URGENT BUSINESS

MOTION

7.1. *That Council hears an urgent item of business regarding the recruitment of Chief Executive Officer.*

Moved: Cr Don Henderson

Seconded: Cr Kate Redwood AM

Carried

7.2. RECRUITMENT OF CHIEF EXECUTIVE OFFICER

MOTION

That Council:

7.2.1. *Establishes a CEO Recruitment Committee comprising four councillors to provide recommendations to Council on the relevant stages of the CEO recruitment process, including recommendations for:*

- *the proposed contract for a recruitment consultant,*
- *appointment of a recruitment consultant,*
- *setting key selection criteria for the new CEO,*
- *appointing a successful applicant and*
- *developing the contract, including performance criteria, for the new CEO.*

7.2.2. *Appoints the following councillors to the CEO Recruitment Committee: Mayor John Cottrell, Deputy Mayor Don Henderson, Cr Kate Redwood AM and Cr Fiona Robson.*

7.2.3. *Requests the CEO Recruitment Committee to undertake necessary steps to progress the recruitment in a timely manner, while keeping all councillors informed of progress and considerations, and bringing recommendations to Council for decision.*

Moved: Cr Don Henderson

Seconded: Cr Kate Redwood AM

Carried

8. PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor John Cottrell, Holcombe Ward

No written report provided.

COUNCILLOR REPORTS

Councillor Fiona Robson, Birch Ward

I am pleased to share that I attended a workshop with MAV (Municipal Association of Victoria) called "power to the people". This was a useful reminder that councils are being asked to put people first. I am very interested in ways our council can improve the way we work with our community.

The Hepburn Shire International Women's Day was a wonderful night. The guest speaker, Deborah Cheetham AO, was passionate and inspiring. Thank you to the committee, everyone that helped organise the event and everyone that attended.

I enjoyed being part of the Chillout festivities. The opportunity to celebrate diversity & inclusion is very welcome. The atmosphere that weekend was fun, friendly and respectful and I appreciate the manner that residents and visitors conducted themselves.

I am very sorry that I was not able to attend the consultation regarding the new skate facilities at the Daylesford Community Park. I understand that there were about 30 people there and there is interest in what could be done to attract funds sooner than later.

The fair at the Daylesford Dharma School on Sunday reminded me of the importance of our community events. These require an enormous amount of volunteer time & skill and provide wonderful opportunities for people to come together. Research has shown that community events have a positive influence on the mental health, wellbeing and resilience of communities. My gratitude goes to everyone across the Shire that is involved with organising community events, to the people and businesses that support them and to everyone that attends.

I am very pleased that a draft Reconciliation Action Plan for our Shire is now available on our council's website and look forward to hearing people's comments and suggestions.

Councillor Neil Newitt, Cameron Ward

Tonight's report focuses on events on the long weekend and the passing of one of Clunes' residents.

In Clunes, as across the shire, there were numerous events scheduled to coincide with the long weekend. In the space of three days, residents and visitors could attend Opera under the Stars, the Historic Commercial Vehicle Show, attend the Clunes Farmers Market, or be entertained by international performers from Berlin - The Bees performing in Clunes. Over four days, Clunes hosted the Quintessentially Clunes sewing retreat that attracted participants from as far a field as Perth. Although not all these were community events, never-the-less, they each relied on many volunteers to help organise and help run the events

It is with sadness I note the passing of one of those volunteers from the Clunes community.

Reg Kinnersly has been an active participant in the Clunes community for all his life. A former councillor and President of the Ballarat Shire, Reg was also an active volunteer for over 36 other community groups, including the Agriculture Society, Tourello Red Cross, Clunes Museum, Masonic Lodge, and the RSL - just a few of the many groups Reg was passionate about.

Lately, Reg was actively a part of the committee currently seeking to restore the former Free Library (Mechanics Institute) in Clunes. Reg spoke with me recently about the project, not dwelling on the problems, but highlighting the ideas around solving the challenges toward the restoration works. One of these was around successfully attracting funding toward the work.

Reg would comment on the commitment to volunteerism in the community by saying to give a little today, will help to enjoy tomorrow.

There is an open day at the Free Library in Clunes this Saturday (24 March). I would encourage anyone interested in the building to drop in and see the work to date and hear of the proposals to activate the building for the future benefit of the community.

Councillor Kate Redwood AM, Birch Ward

Firstly, congratulations to our CEO Aaron van Egmond on his promotion to the position of CEO for Hobsons Bay Council. Aaron, you have achieved a great deal in your 6 years with Hepburn Shire Council and we will miss you, but wish you well in your new role.

An update with regard to the permanent residents of Daylesford caravan park: negotiations with all parties are ongoing, with evictions held off at least until 30 June to allow for negotiations and consultations. Caravan park residents are to be consulted regarding any change in their locations. I would hope that Council would not support any action that was contrary to the residents' interests. This is a huge step forward and I commend both the community of Daylesford for their support, but also my councillor colleagues who have been staunch and our Council officers for their hard work.

International Women's Day has dominated the month's activities. This year we had over 170 attendees at the evening event in the Daylesford Town Hall. The presentation from the keynote speaker, Deborah Cheetham, had the audience on their feet. The presentations by the secondary college students were much appreciated, and the induction of five women onto the Heather Mutimer Hepburn Honour Roll for Women was heart-warming, and particularly memorable for the performance on stage of young women from Mara Max's circus group. The feedback has been strongly positive with Heather Mutimer's email to committee members Anne E Stewart, Rob Rogers, Glenda Fleischer, Margie Thomas, Viv Green and Roma Wiseman indicative:

"Congratulations to everyone for organising such a great IWD event last night. It was wonderful in so many ways. The speaker was amazing, the hall looked beautiful and the atmosphere was so welcoming. Also, a great group of diverse inductees. Thank you! I know how much work it takes. I am sure and hope you get lots of deserving positive feedback."

A big thank you to the committee and to Katherine Toom and Gareth Wood who worked tirelessly both before the event and in cleaning up after.

Margie Thomas has written to resign from the Advisory Committee, and I thank her for her contribution as a member of the IWD advisory committee.

Thank you also to the Creswick Garden Club for the beautiful flowers.

There has been a number of community events in the last month, but of particular note were:

The consultation regarding the Daylesford Skate Park with good attendance of young people and their parents, long-standing supporters, and representatives from Sport and Rec, and VicPol. at the presentation of the designs and discussions led by consultants, Convic. Peter O'Mara provided documentation showing that the community has been requesting this facility for over 20 years.

The Daylesford Spa Country Railway launch of the meticulously restored 32RM train. It has taken hard work of many volunteers to complete the restoration over several decades, and there was great pride in the result. After speeches we went for a ride in

the 32RM train to Bullarto and back, and enjoyed morning tea with the proud volunteers. The support of Victrack and Public Transport Victoria for the Daylesford Spa Country Railway has been important and much appreciated. As an aside, the Committee are asking to meet with Council regarding the proposed railtrail in the near future.

Finally, I am receiving a growing number of complaints from residents regarding storm water flooding after major rain events. It appears that there are increased needs to improve roadside drains and culverts in township zones and to see what can be done about houses built before any storm water containment arrangements were required.

Councillor Sebastian Klein, Coliban Ward

This month I attended a Local Transport Forum run by Public Transport Victoria in Trentham. The Forum was in response to the petition presented to this Council by William Morris some months ago. It was really interesting to hear about how current scheduling doesn't quite meet the needs of local residents and how a small shift could make this service much more attractive to use. Many residents underscored William's call for a middle-of-the-day service to Kyneton and I sought to see how this could connect with other small towns like Spring Hill and Glenlyon.

I attended a Grampians Central West Waste Resource Recovery Group Board meeting and an Regional Waste Infrastructure Plan Implementation Steering Committee for the same group. The latter of these meetings focuses on region-wide plan the outlines future investments and improvements in waste infrastructure.

In regards to the recent waste crisis, the State Government announced \$13 million in funding to keep recycling services operating until the end of the financial year since Visy declared a force majeure on their contracts to process recyclates. The funding will be available directly to Councils, with 50% to be delivered on application from now against predicted recycling quantities, and 50% at the end of financial year against actual figures. A figure of approximately \$2 million is reserved for the private contractors and companies to apply for their own infrastructure upgrades.

I held a Coliban Ward meeting attended by a number of residents.

And lastly, I would call on Council to note with sadness the passing of Matthew Harding, renowned sculptor under tragic circumstances. Matthew shined bright. – I'm now reading from an obituary on his website.

Matthew was a renowned sculptor who has left an extraordinary legacy of work in Australia and around the world. He was brilliant and one of the most accomplished sculptors in Australia; he was compassionate and had a rare generosity of spirit.

Matthew was loved and cherished by his partner, children, family and wide circle of friends. He was a gifted creative artist, a deeply connected friend, and most importantly, he was known for his deep love for his family

Councillor Don Henderson, Creswick Ward

Mr mayor I suspect that Council may not be interested in some of the things I do but I will bore you with a couple.

Recently I attended the Ballarat trades and Labour Council annual dinner. I have been going to this event over a period of 45 years. I was there to celebrate the 160th anniversary of the second oldest trades Hall in the world. Daniel Andrews Premier of Victoria gave an address and announced \$120k towards the restoration of the Ballarat Trades Hall.

I joined Cr Redwood on a trip from Daylesford to Bullarto and back on a train meticulously restored mostly restored by Volunteers from the Daylesford Spa Country Railway. This is not just a restored train but a new addition to one of the shires premier tourist attractions

Councillor Greg May, Creswick Ward

No report was presented.

RECOMMENDATION

8.1 That Council receives and notes the Mayor's and Councillors' reports.

MOTION

8.1. *That Council receives and notes the Mayor's and Councillors' reports.*

Moved: Cr Neil Newitt

Seconded: Cr Sebastian Klein

Carried

9. PUBLIC PARTICIPATION TIME

This part of the Ordinary Meeting of Council allows for the tabling of petitions by Councillors and Officers and 30 minutes for the purpose of:

- Responding to questions that have been submitted by members of the community.
- Allowing members of the community to address Council.

Community members are invited to submit written questions to the Chief Executive Officer by 12 noon on the day of the Council Meeting. If you wish to address Council you must provide a brief synopsis of your address in writing to the Chief Executive Officer by 12 noon on the day of the Council Meeting.

Questions received may be taken on notice and responded to later. Likewise, some questions of an operational nature may be responded to through usual administrative procedure. Separate forums and Council processes are provided for deputations or for making submissions to Council.

9.1. PETITION

No petitions have been received this month in accordance with Local Law 1.

9.2. QUESTIONS

Community members are invited to submit written questions to the Chief Executive Officer by 12 noon on the day of the Council Meeting.

Questions received may be taken on notice and responded to later. Likewise, some questions of an operational nature may be responded to through usual administrative procedure. Separate forums and Council processes are provided for deputations or for making submissions to Council.

Question 1 – Mr Peter Rice, Clunes Mine Action Group

We wish to submit a statement to Council on behalf of Jennifer Holmes, Clunes resident, regarding Bonshaw Gold P/L's current activity on Clunes Common Nature Conservation Reserve, and ask the following:

What does Council plan to do:

- To support the community's legal right to be informed and consulted by Bonshaw Gold P/L under the MRSDA, and
- To ensure Hepburn Shire ESO1 is not violated by Bonshaw, and

- To exercise any authority Council has to enforce the community's right to govern what happens in its own space where gold mining presents as an issue within Hepburn Shire's boundaries?

Answer 1 – Mayor John Cottrell

It is a very complex matter that you're dealing with here and in short Council does not have any authority at the stage of 'exploration' where the works are classified by state government as 'minor'.

In the past (October 2015) Council has not supported these activities on Council owned freehold land in Clunes.

In late 2017 Council also wrote to the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) to express our concern regarding the amenity impacts upon residents and visitors caused by exploration works of Bonshaw Gold P/L and that the views of the local community were largely being disregarded or dismissed.

Mineral exploration licences and mining licences are granted and administered by DEDJTR under the Mineral Resources (Sustainable Development) Act 1990.

There is a requirement for applicants to publish a notice in a newspaper generally circulating in the area affected by the application as well as State-wide newspapers and on the applicant's website. Other forms of community consultation are not specified as part of the application, however, DEDJTR may direct that other forms of community consultation be conducted if it considers that newspaper and website advertising is insufficient. There is no legislative requirement to consult with Council.

Any works within 100 metres of a dwelling require notice to be provided to the owner of the dwelling as well as the Council. It would appear that no exact worksites have been identified at this stage, and therefore no notifications have been made.

In relation to the ESO1 overlay in the planning scheme, this will only be triggered where a planning permit for mining activities is required. The current works do not require a planning permit. This will be triggered as part of an exploration licence where the major works are involved or for a mining licence.

Question 2 – Mr Bill McClenaghan

At Council's February Meeting, questions were asked about the Glenlyon Streetscape Project and the concrete forecourt at the Glenlyon Shire Hall. Council's answer to a question about the approval process stated that "The

change to the Glenlyon Streetscape was a change that was made within Council Management under delegation of authority." This statement raises major concerns about Council's delegation of authority process and Council's Community Engagement Policy. The actions of Council Management created an eleventh-hour material change to the Glenlyon Streetscape Project without any community consultation or engagement whereby the published plans on Council's website for the Glenlyon Shire Hall forecourt were altered. These plans still show a stone payer verandah and new compacted gravel forecourt paving. Despite providing amended plans to a Project Control Group, these website plans are what the public sees and have expected to happen. The questions today are not why Management changed the plans but concern;

- whether Management actually had the delegated authority to make the change and
- why the Glenlyon community was not engaged on the change according to Council's Community Engagement Policy to "Inform, Consult, Involve, Collaborate and Empower" and provide "relevant timely (public) information" and
- whether Management must support Council Policies.

As Council routinely delegates its very numerous powers under various Acts of Parliament to individual Officers and staff members in a detailed resolution at a Council Meeting, which specific delegation or group of delegations empowered Council Management to make the very significant and material late change to the Glenlyon Streetscape Project?

Answer 2 – Mayor John Cottrell

Management made the decisions in relation to the Glenlyon Streetscape beyond the veranda on the Glenlyon Town Hall in accordance with the following delegations:

1. the S5 delegation to the Chief Executive Officer dated 16 June 2015; and
2. the S7 delegation to staff dated 19 June 2015; and
3. the Purchasing Delegation to staff dated 29 June 2015.

The S5 delegation empowers the Chief Executive Officer to delegate his power to Council staff. This is achieved through the S7 delegation and the Purchasing Delegation.

To clarify a point raised in your preamble, Council was not responsible for the choice of material under the veranda at the Glenlyon Hall. The material used was

determined by the Glenlyon Progress Association, as per their planning application for the works. This choice influenced our chosen approach for the forecourt beyond the veranda.

Question 3 - Mr Bill McClenaghan

Why did Council not engage with the Glenlyon community on the late change made to the Glenlyon Shire Hall forecourt construction before laying the concrete slab by providing "relevant and timely information" to the community through its website and subsequent consultation, involvement, collaboration and empowerment as provided for in Council's Community Engagement Policy?

Answer 3 – Mayor John Cottrell

Note: The dates below were incorrectly stated at the meeting but have been corrected in the minutes.

As was explained at last month's Council meeting, relevant and timely information was provided to the Glenlyon Progress Association and the control group. This information was provided to the Glenlyon Progress Association and the project control group in March 2017 and is consistent with the planning application lodged with council via the Glenlyon Progress Association and endorsed in September 2016. It appears that the Glenlyon Progress Association did not make this change in design and the construction available to the Glenlyon community, which is and has been for sometime understood by Council as being the spokes group for the Glenlyon community.

Supplementary Question – Mr Bill McClenaghan

If the Glenlyon Progress Association made the change, why did Council not make the changes to material on the website?

Answer to Supplementary Question – Mayor John Cottrell

Note: The date below was incorrectly stated at the meeting but has been corrected in the minutes.

That's a fair question and I will suggest that there has been a disconnect there. There were negotiations going on as early as that planning application which was submitted in September 2016. So, there was a series of subsequent discussions. I think there were, to my understanding, ongoing planning changes and one of those was the

treatment under the ground in front of the hall and I believe that gave rise to the changes in design for the balance of the forecourt. So, there really is no great explanation as to why that wasn't changed on the website. I think we're in agreement that in hindsight, that it should have been changed. That would in itself have given the community an understanding of the changes that had been adopted in consultation and through the Glenlyon Progress Association. So, I think we learnt a lesson and going forward those kinds of changes would be looked at.

9.3. REQUESTS TO ADDRESS COUNCIL

If you wish to address Council you must provide a brief synopsis of your address in writing to the Chief Executive Officer by 12 noon on the day of the Council Meeting.

Cr Klein declared an indirect interest – impact on residential amenity as he lives next door to the proposed site of the Trentham Hub and left the room at 6.46 pm

Mr Sebastian Klein returned to the meeting at 6.46 pm as a resident.

Mr Sebastian Klein addressed Council and delivered a petition regarding the site of the Trentham Hub with approximately 386 signatures. As the petition was not received a week in advance of this meeting, it will be tabled at the April 2018 ordinary meeting.

Mr Sebastian Klein left the room at 6.50 pm

Mr Charles Sherlock addressed Council on the need for a vote on the location of the Trentham Hub

Mr John Goudie addressed Council on the proposed postal vote on the location of the Trentham Hub development

MOTION

9.3.1. *That Council extends the time to hear Mr Goudie by three minutes.*

Moved: Cr Fiona Robson

Seconded: Cr Kate Redwood AM

Carried

Mr Goudie completed his address.

Cr Klein returned to the room at 7.00 pm

Mr Gary Charnock addressed the Council regarding the camp for veterans

MOTION

9.3.2. *That Council extends the time to hear Mr Charnock by three minutes.*

Moved: Cr Don Henderson

Seconded: Cr Sebastian Klein

Carried

10. STATUTORY PLANNING REPORTS

10.1. PLANNING APPLICATION PA 1576 USE AND DEVELOPMENT OF A EVENT CENTRE (PLACE OF ASSEMBLY) MAXIMUM 120 PATRONS AND WAIVER OF CARPARKING (26 SPACES) AT 121 VINCENT STREET DAYLESFORD GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the Statutory Planning Officer, I Carolyn Harriott have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to determine the application for a use and development application for the construction of an event centre (Place of Assembly), maximum of 120 patrons and waiver of car parking spaces (26).

BACKGROUND

The application site has a total area of 676m² on a rectangular shaped parcel. The site has a frontage width of 12.60mts with a length of 53.46mts. The land has street frontage to Vincent Street.

Surrounding land use and development includes Daylesford Primary School to the west across the road, to the north and south, adjoining land is zoned Commercial with existing shops on the north and south elevation. Land to the east is zoned General Residential and comprises of existing dwellings.

The land is zoned Commercial One Zone with an Environmental Significance Overlay Schedule 1.

The application was referred to Council's Infrastructure and Environmental Health departments and Central Highlands Water. All gave consent to granting of a permit.

The application was advertised to adjoining neighbours, a sign on the land, and notice in the newspaper. The application received nine objections from surrounding neighbours. The main concerns raised were the car parking waiver, noise and amenity issues and that the proposed development of the site was not in keeping with the surrounding neighbourhood character.

Council officers met with the applicant to discuss concerns raised. As a result of the applicant providing amended plans, removing a proposed balcony to the rear of the building to reduce noise and removed an external elevator at the rear, which was to provide disability access to the rear balcony. The amended plans also included a front veranda, the removal of proposed wooden barn style double doors at the entrance,

replacing these with double glazed doors. The proposed building was also reduced in height from 7.7 metres to 7.5 metres.

The amended plans were re-advertised to the objectors. The objectors were invited to attend a mediation meeting with Council, applicant and owner. As a result one objector withdrew their objection.

ISSUE/DISCUSSION

State and Local Policy

State and Local Planning Policy encourages new development within township areas where infrastructure and services are available. The Municipal Strategic Statement (MSS) seeks to consolidate development in existing urban areas while ensuring new development contributes to the neighbourhood. The application is considered to meet the neighbourhood character.

Zoning and Overlay Provisions

Commercial One Zone: A permit is required for the use and development. The use for a Place of Assembly is a Section 2 use. The purpose of the zone is to create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses.

Environmental Significance overlay Schedule 1

A permit is not triggered under the provisions of this overlay as the subject site can be serviced by reticulated water and sewer.

Clause 52.06 – Car parking

The purpose of this provision is to ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.

To ensure that parking does not adversely affect the amenity of the locality. As per the table in to Clause 52.06 a Place of assembly requires 0.3 parks per patron. This equates to 36 car parking spaces required for 120 patrons. The subject site has an existing credit of 10 car spaces. Therefore a waiver of 26 car spaces has been sought.

Key Issues

Nine objections were received which are summarised below, with planning response in italics:

Built form, including no veranda, rear balcony – Overlooking from balcony

New plans show the removal of the rear balcony and the inclusion of a front veranda on the front street. Change to the front design to be more in keeping with other buildings within the streetscape.

Car parking – Lack of parking people will park in residential areas. School parking may be affected.

The traffic assessment report submitted shows approx 289 car spaces available in the Commercial zone area. Limited street lighting would encourage evening parking in the commercial area where lighting and footpaths are available.

Overall the report shows 289 car spaces available within 250 metres from the site. The maximum number of vehicles parked at any time in the 289 on street car spaces was 194 cars at 2pm on a Sunday afternoon (67% occupancy). 95 vacant spaces identified. The minimum number of vehicles parked was 42 cars at 7pm Friday evening (15% occupancy) 247 vacant spaces. The average number of vehicles parked over the observation period – one week, 111 vehicles (39% occupancy). The observation recorded on a Saturday evening, 8pm identified that 74 spaces were occupied (26% occupancy).

Operating hours lack of supervision

Any permit issued would have supervision requirements as part of conditions.

Amenity Impacts – Noise, Liquor consumption

A liquor licence will need to be obtained by each group that holds an event that will serve of liquor. They will be responsible for responsible serving of alcohol and could face fines if contravened. Government laws and regulations for each type of licence will control venue management.

Noise

As this is a new build, satisfactory acoustic measures can be put into the build to reduce noise concerns. Permit conditions relating to the measures that would be undertaken for building construction to reduce noise emissions would be required to be submitted and approved.

Increase in foot traffic – possible damage to property from intoxicated people

Permit conditions would be applied to a permit if issued, to assist with patron behaviour. Proposed conditions would also ensure that the event holder/owner is responsible for patron behaviour. Signage within the site would be required to be displayed regarding off site patron behaviour.

Light Spills

Conditions would be required to ensure baffled lighting externally in order to reduce light spill.

Traffic Movements from rear access

Access from the rear laneways does not form part of this application.

Pick up and drop of supplies No loading bay Clause 52.07 –

Clause 52.07 has since been removed from the planning scheme.

Given the small nature of the operation, deliveries are considered to be minimal. Small vans or light trucks would be seen to be the main commercial vehicles required to service the use.

Pick up and drop off would occur similar to other commercial operations within Vincent Street precinct.

Rubbish removal – Noise smell

It will be the owner's responsibility to ensure bins are placed externally for pick up weekly.

Empty Hall No kitchen facilities - Plenty of these available.

It is the applicant's choice not to include kitchen facilities. The application is assessed on its merits.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

The application meets Council's obligations as Responsible authority under the Planning and Environment Act 1987.

FINANCIAL IMPLICATIONS

Any application determined by Council or under delegation of Council which is subject to appeal rights may incur costs at VCAT if appealed.

RISK IMPLICATIONS

N/A

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

N/A

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The application was advertised in accordance with Section 52 of the Planning and Environment Act 1987. The application has been advertised by sending notification of

the proposal to adjoining and adjacent owners and occupiers, a notice on the land and notice in the newspaper. A total of 9 objections were received.

A mediation meeting with interested parties was undertaken at Councils Offices. The owner and applicant attended. Two Council officers were present.

CONCLUSION

The proposal has been considered against the relevant provisions of the Hepburn Planning Scheme and is considered to represent an acceptable planning outcome when balancing the breadth of planning policy relevant to the application.

The subject site is located within the main commercial centre of the township of Daylesford. The site is connected to all required services and is clearly capable of sustaining development.

OFFICER'S RECOMMENDATION

That Council:

10.1.1. That Council having caused notice of the planning application PA 1576 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of the Act recommends that Council issue a Notice of Decision to issue a Planning Permit for Use and development of an event centre (Place of assembly) maximum 120 patrons and waiver of car parking spaces (26) at 121 Vincent Street, Daylesford subject to including the following conditions:

1. Amended Plans Required

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 one copy must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:

- a) Construction materials to be used for the development for the acoustic measures to reduce noise emission.
- b) A schedule of finished colours and materials.

2. Landscape Plan

Before the development starts, a detailed landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved the plan will be endorsed and will then form part of the

permit. The landscape plan must be prepared by a person suitably qualified or experienced in landscape design and must be drawn to scale with dimensions. The landscape plan must show:

- a) The locations of all landscaping works to be provided on the land.
- b) The locations of any trees to be retained or removed from the land (including details of species and size).
- c) A detailed schedule of all proposed trees, shrubs and groundcovers, including botanical names, common names, pot sizes, sizes at maturity and quantities of each plant.
- d) Details of the proposed surface finishes of all outdoor areas.

3. Landscaping to be carried out

Before the building is occupied, all landscaping works as shown on the endorsed plan must be carried out and completed to the satisfaction of the responsible authority. When the landscaping works have been completed, written confirmation must be provided to the satisfaction of the responsible authority that landscaping of the land has been undertaken in accordance with the endorsed landscaping plans.

4. Landscaping to be maintained

All landscaping works as shown on the endorsed plans must be maintained, including that any dead, diseased or damaged plants are to be replaced, to the satisfaction of the responsible authority.

5. The use permitted must only be undertaken within the building shown on the endorsed plans to the satisfaction of the responsible authority.

6. No Change

The development as shown on the endorsed plans must not be altered without the further written consent of the responsible authority.

7. Hours of Operation

The use as permitted may operate only between the hours of Sunday to Thursday - 10am to 10pm and Friday and Saturday 10am – 11pm without the further written consent of the Responsible authority.

8. Veranda Construction

Occupation of a road reserve/footpath and hoarding permit needs to be obtained from the Responsible Authority prior to commencement of veranda construction works.

9. Patron Signage

Internal signage to be displayed to encourage responsible off-site patron behaviour.

10. Waste materials such as empty glass bottles, aluminium cans and/or other similar materials must not be emptied into external waste receptacles between the hours of 10:00pm to 8:00am to the satisfaction of the responsible authority.

11. Soundproofing of plant and equipment

All external plant and equipment must be acoustically treated or placed in soundproof housing to reduce noise to a level satisfactory to the responsible authority.

12. Plant/equipment or features on roof

No plant, equipment, services or architectural features other than those shown on the endorsed plans are permitted above the roof level of the building without the written consent of the responsible authority.

13. Control of light spill

External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the responsible authority.

14. General Amenity Provision

The use and development must be managed during construction and subsequently so that the amenity of the area is not detrimentally affected, through the:

- (a) transport of materials, goods or commodities to or from the land
- (b) appearance of any building, works or materials
- (c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil
- (d) presence of vermin

Council Infrastructure

15. Stormwater Drainage

All stormwater discharged from the subject land shall be connected to the legal point of discharge to the satisfaction of the Responsible Authority. No concentrated stormwater shall drain or discharge from the land to adjoining properties.

16. Loudspeakers

No external sound amplification equipment or loud speakers are to be used for the purpose of announcement, broadcast, playing of music or similar purpose.

17. The use must at all times comply with State Environmental Protection Policy SEPP N2- Control of music noise from public premises.

18. Minimising Glare

The exterior colour and cladding of the building must be of a non-reflective nature to the satisfaction of the responsible authority.

19. Management/Supervision of Premises

At all times during the operation of the use, there must be present on the premises a person over the age of 21 years who is responsible for ensuring that the activities on the premises and the conduct of persons attending the premises do not have a detrimental impact on the amenity of the locality to the satisfaction of the responsible authority.

20. All construction activities must follow sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).

21. Rear internal windows are to be blocked with screening from 9pm until closing when the use is being undertaken.

22. Rear door shown on the east elevation must be clearly labelled internally emergency exit only.

END OF CONDITIONS

NOTE: Expiry of permit

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 use has not commenced within two years. 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.

NOTE 2

Any signage to the building that exceeds a total advertisement area of all signs of 8 sqm must not be displayed or constructed without further planning approval.

Speakers

Mr James Walker addressed the Council in support of the application

Ms Susan Walker addressed the Council in support of the application

Mr Ian Esmore addressed the Council in support of the application

MOTION

That Council:

10.1.1. *That Council having caused notice of the planning application PA 1576 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of the Act recommends that Council issue a Notice of Decision to issue a Planning Permit for Use and development of an event centre (Place of assembly) maximum 120 patrons and waiver of car parking spaces (26) at 121 Vincent Street, Daylesford subject to including the following conditions:*

1. Amended Plans Required

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 one copy must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:

- a) Construction materials to be used for the development for the acoustic measures to reduce noise emission.*
- b) A schedule of finished colours and materials.*

2. Landscape Plan

Before the development starts, a detailed landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved the plan will be endorsed and will then form part of the permit. The landscape plan must be prepared by a person suitably qualified or experienced in landscape design and must be drawn to scale with dimensions. The landscape plan must show:

- a) The locations of all landscaping works to be provided on the land.*
- b) The locations of any trees to be retained or removed from the land (including details of species and size).*

- c) A detailed schedule of all proposed trees, shrubs and groundcovers, including botanical names, common names, pot sizes, sizes at maturity and quantities of each plant.
- d) Details of the proposed surface finishes of all outdoor areas.

3. Landscaping to be carried out

Before the building is occupied, all landscaping works as shown on the endorsed plan must be carried out and completed to the satisfaction of the responsible authority. When the landscaping works have been completed, written confirmation must be provided to the satisfaction of the responsible authority that landscaping of the land has been undertaken in accordance with the endorsed landscaping plans.

4. Landscaping to be maintained

All landscaping works as shown on the endorsed plans must be maintained, including that any dead, diseased or damaged plants are to be replaced, to the satisfaction of the responsible authority.

5. The use permitted must only be undertaken within the building shown on the endorsed plans to the satisfaction of the responsible authority.

6. No Change

The development as shown on the endorsed plans must not be altered without the further written consent of the responsible authority.

7. Hours of Operation

The use as permitted may operate only between the hours of Sunday to

Thursday - 10am to 10pm and Friday and Saturday 10am – 11pm without the further written consent of the Responsible authority.

8. Veranda Construction

Occupation of a road reserve/footpath and hoarding permit needs to be obtained from the Responsible Authority prior to commencement of veranda construction works.

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12. Plant/equipment or features on roof

No plant, equipment, services or architectural features other than those shown on the endorsed plans are permitted above the roof level of the building without the written consent of the responsible authority.

13. Control of light spill

External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the responsible authority.

14. General Amenity Provision

The use and development must be managed during construction and subsequently so that the amenity of the area is not detrimentally affected, through the:

(a) *transport of materials, goods or commodities to or from the land*

(b) *appearance of any building, works or materials*

(c) *emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil*

(d) presence of vermin

Council Infrastructure

15. Stormwater Drainage

All stormwater discharged from the subject land shall be connected to the legal point of discharge to the satisfaction of the Responsible Authority. No concentrated stormwater shall drain or discharge from the land to adjoining properties.

16. Loudspeakers

No external sound amplification equipment or loud speakers are to be used for the purpose of announcement, broadcast, playing of music or similar purpose.

17. The use must at all times comply with State Environmental Protection Policy SEPP N2- Control of music noise from public premises.

18. Minimising Glare

The exterior colour and cladding of the building must be of a non-reflective nature to the satisfaction of the responsible authority.

19. Management/Supervision of Premises

At all times during the operation of the use, there must be present on the premises a person over the age of 21 years who is responsible for ensuring that the activities on the premises and the conduct of persons attending the premises do not have a detrimental impact on the amenity of the locality to the satisfaction of the responsible authority.

20. All construction activities must follow sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).

21. Rear internal windows are to be blocked with screening from 9pm until closing when the use is being undertaken.

22. Rear door shown on the east elevation must be clearly labelled internally emergency exit only.

END OF CONDITIONS

NOTE: Expiry of permit

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 use has not commenced within two years. 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.

NOTE 2

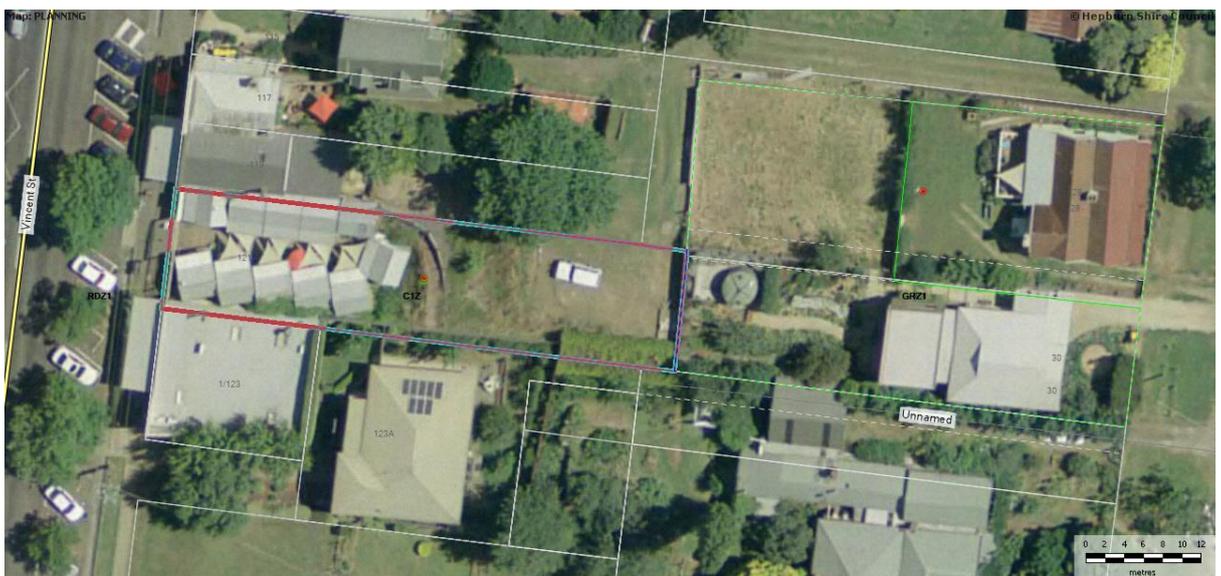
Any signage to the building that exceeds a total advertisement area of all signs of 8 sqm must not be displayed or constructed without further planning approval.

Moved: Cr Kate Redwood AM

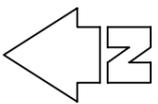
Seconded: Cr Neil Newitt

Carried

ATTACHMENT 1 - AERIAL SUBJECT SITE



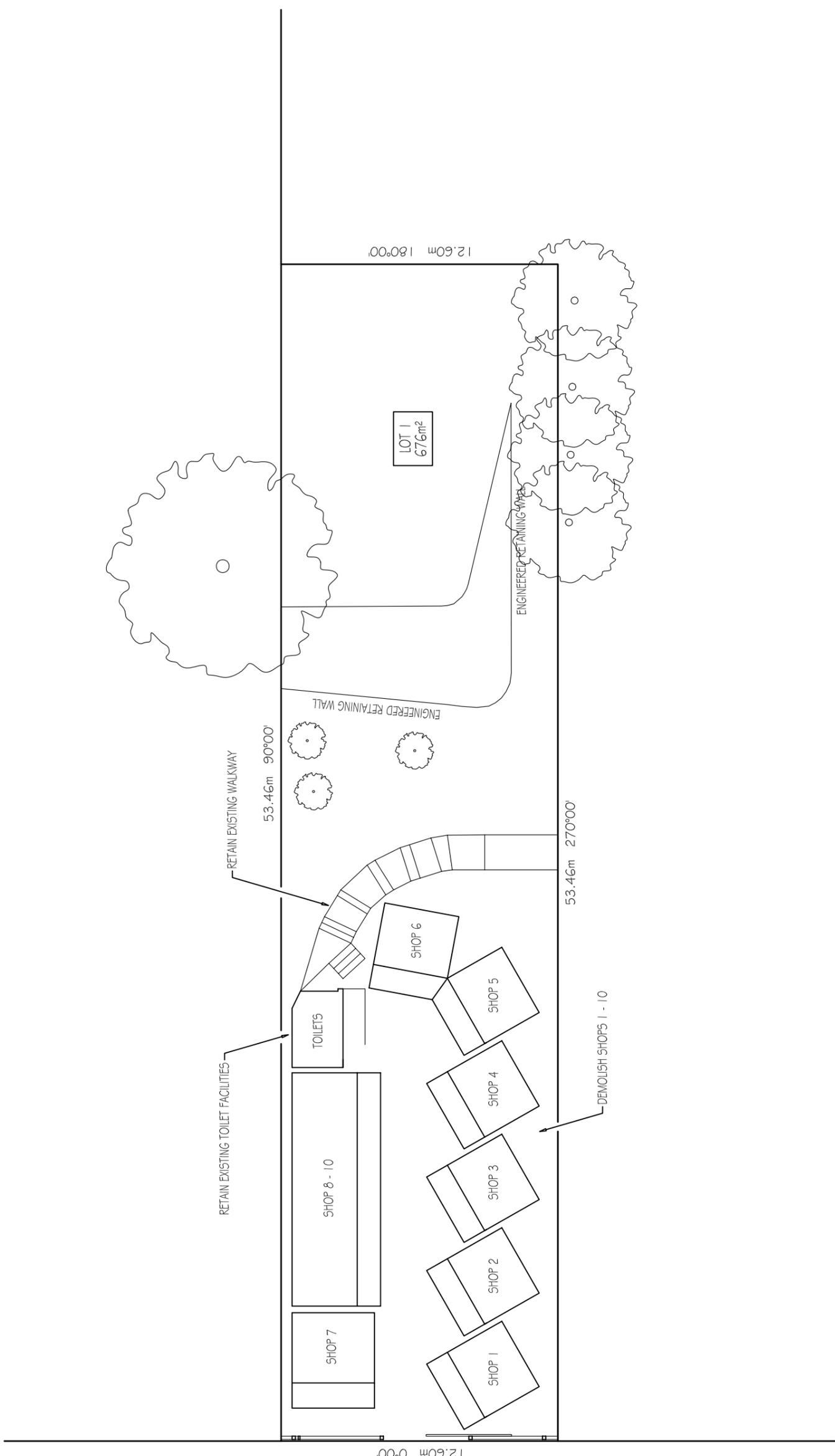
ATTACHMENT 2 - DEVELOPMENT PLANS PA 1576 – 121 VINCENT STREET
DAYLESFORD



TO DAYLESFORD
TOWN CENTRE

VINCENT STREET

TO BALLAN



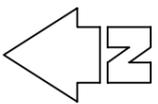
A: 09-02-17: Drawings revised to address council F.I.R Letter 17-01-17

SCALE As Shown		DATE Dec '16	DWG. No 461/2A	A3 SHEET SIZE
DRAWN D D S		SHEET 2 OF 11		
Daylesford DESIGN STUDIO P/O Box 335 Daylesford				

EVENT FUNCTION VENUE
 121 VINCENT STREET
 DAYLESFORD, 3460
 Building Practitioners Board - Registration No. AD-1995

SITE CONTEXT PLAN

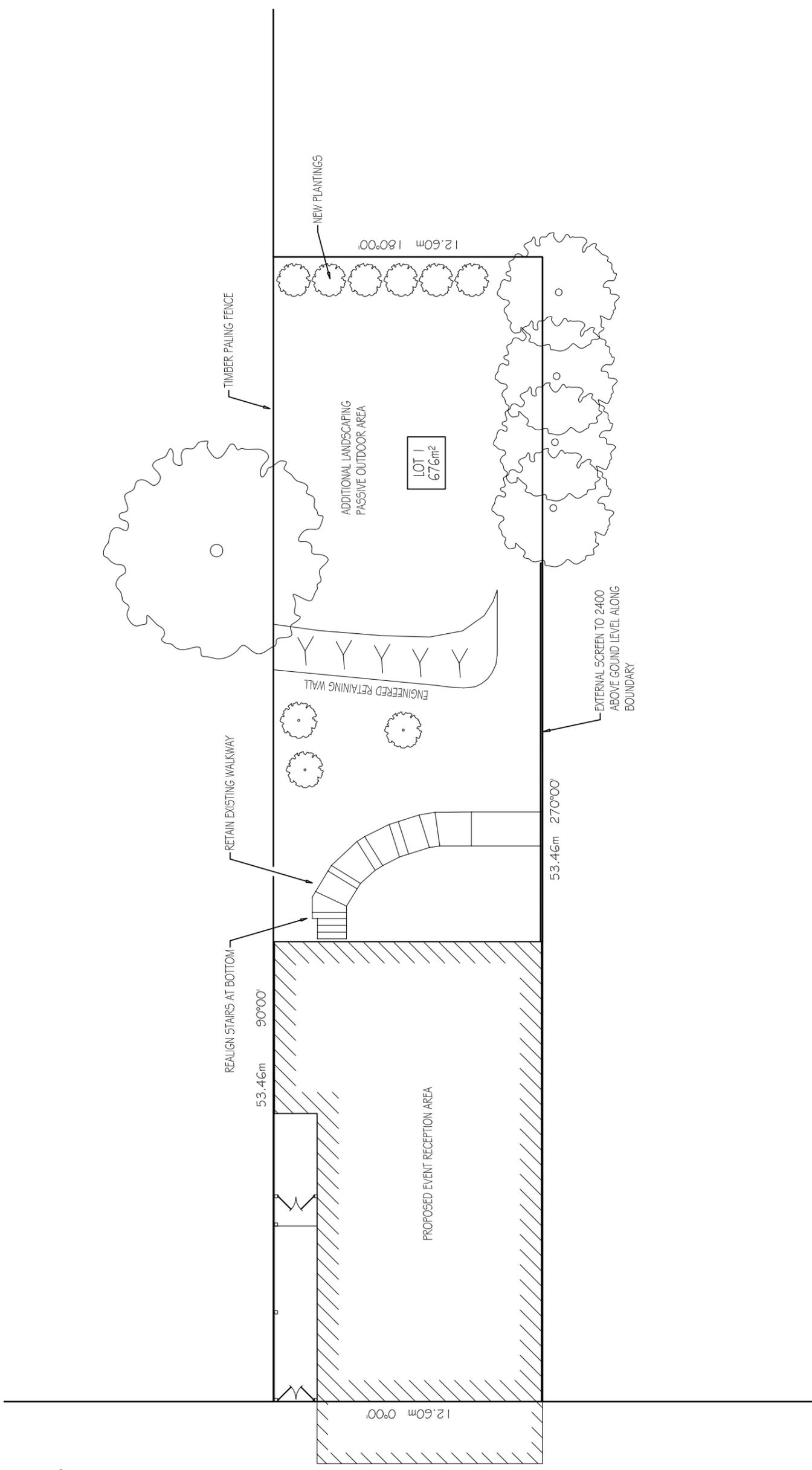
SCALE 1:200 @ A3



TO DAYLESFORD
TOWN CENTRE

VINCENT STREET

TO BALLAN

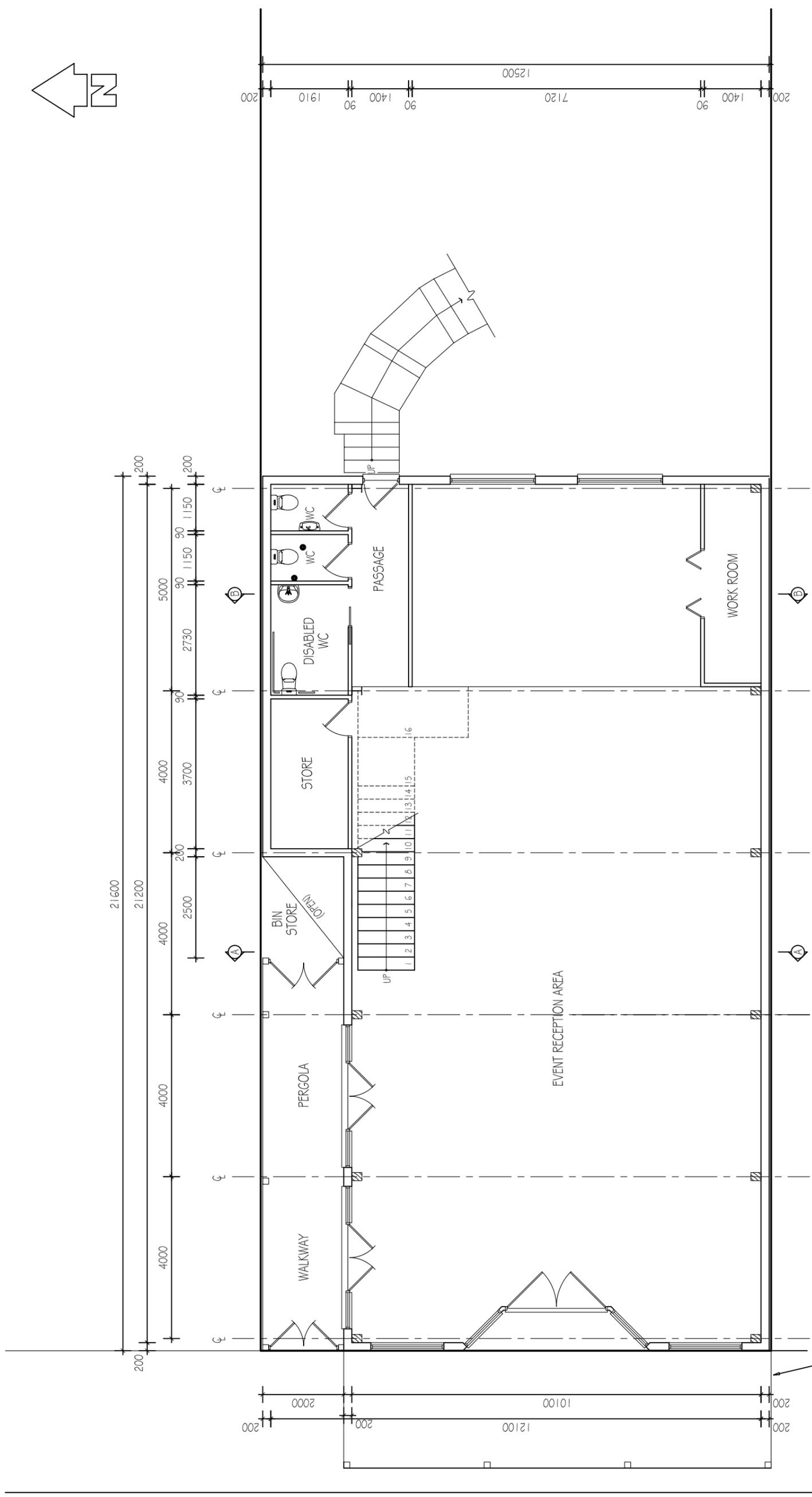
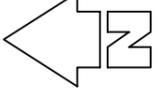


- E: 10-11-17: Verandah on street frontage
- D: 26-09-17: Balcony and walkway removed.
- C: 26-09-17: Screening fence and vegetation planting.
- B: 28-08-17: Carparking at the rear of lot removed
- A: 09-02-17: Drawings revised to address council F.I.R Letter 17-01-17

EVENT FUNCTION VENUE
 121 VINCENT STREET
 DAYLESFORD, 3460
 Building Practitioners Board – Registration No. AD-1995

SITE DEVELOPMENT PLAN SCALE 1:200 @ A3

SCALE As Shown	DATE Dec '16	DWG. No 461/3E	SHEET SIZE A3
DRAWN D D S	SHEET 3 OF 11		
Daylesford DESIGN STUDIO P/O Box 335 Daylesford			



GROUND FLOOR PLAN

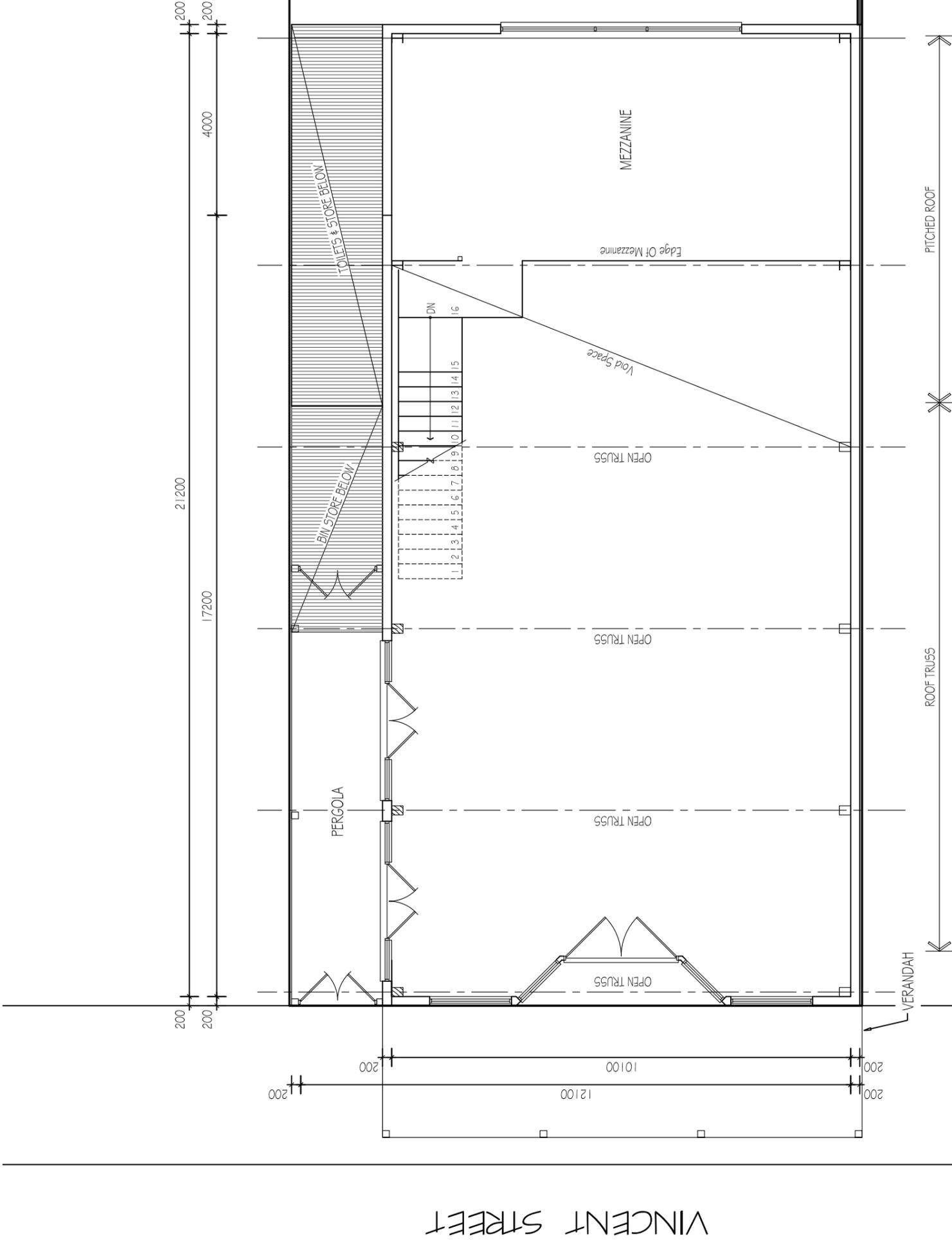
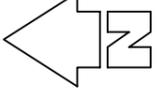
SCALE 1:100 @ A3

- C: 10-11-17: Verandah on street frontage
- B: 03-10-17: Reference to balcony removed.
- A: 09-02-17: Drawings revised to address council F.I.R Letter 17-01-17

SCALE As Shown DRAWN D D S	DATE Dec '16	DWG. No 461/4c	A3 SHEET SIZE
	SHEET 4 OF 11		
Daylesford DESIGN STUDIO P/O Box 335 Daylesford			

EVENT FUNCTION VENUE
121 VINCENT STREET
DAYLESFORD, 3460
 Building Practitioners Board – Registration No. AD-1995

VINCENT STREET



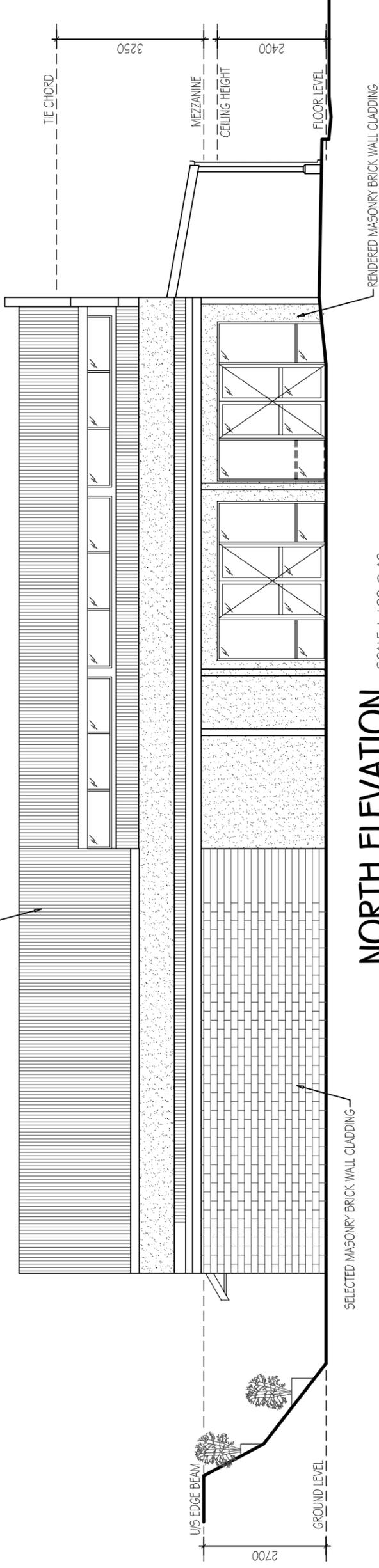
MEZZANINE FLOOR PLAN

SCALE 1:100 @ A3

- D: 10-11-17: Verandah on street frontage
- C: 06-10-17: Balcony and verandah removed / door replaced with window / wheel chair lift removed.
- B: 26-09-17: Additional screening to walkway and boundary fence.
- A: 09-02-17: Drawings revised to address council F.I.R Letter 17-01-17

EVENT FUNCTION VENUE 121 VINCENT STREET DAYLESFORD, 3460 Building Practitioners Board – Registration No. AD-1995		SCALE As Shown DRAWN D D S	DATE Dec '16 SHEET 5 OF 11	DWG. No 461/5 _D	A3 SHEET SIZE
Daylesford DESIGN STUDIO P/O Box 335 Daylesford					

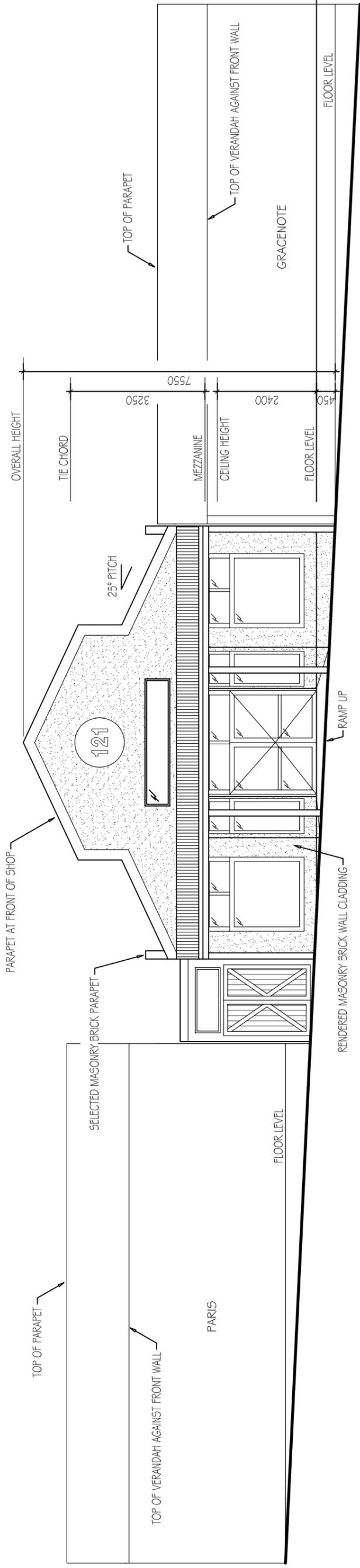
C. 1. COLORBOND ROOF CLADDING



NORTH ELEVATION

SCALE 1:100 @ A3

SIDE VIEW - THIS VIEW IS ONLY PARTIALLY VISIBLE (SHOP NEXT DOOR)



FRONT ELEVATION

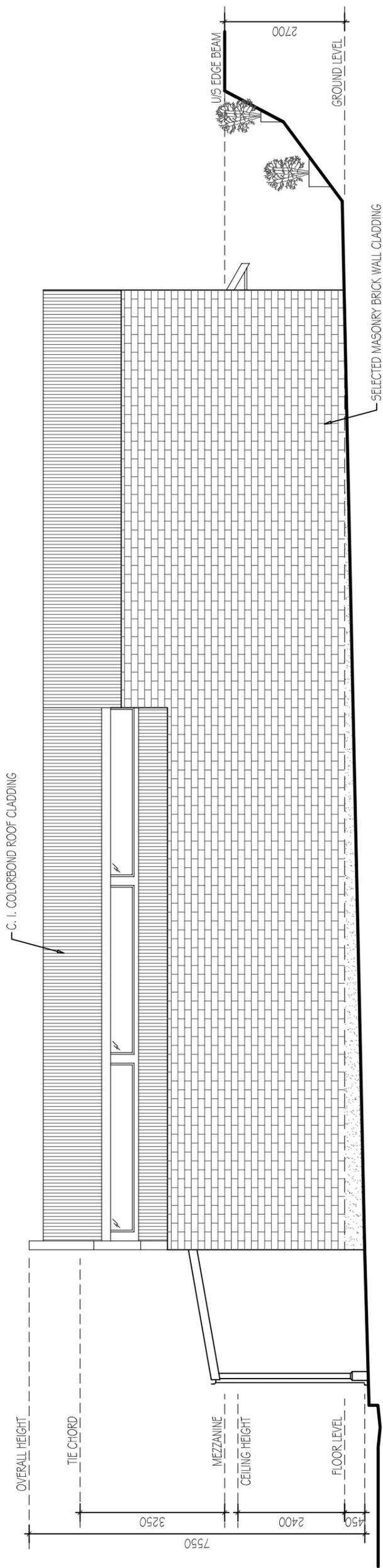
SCALE 1:100 @ A3

STREET VIEW

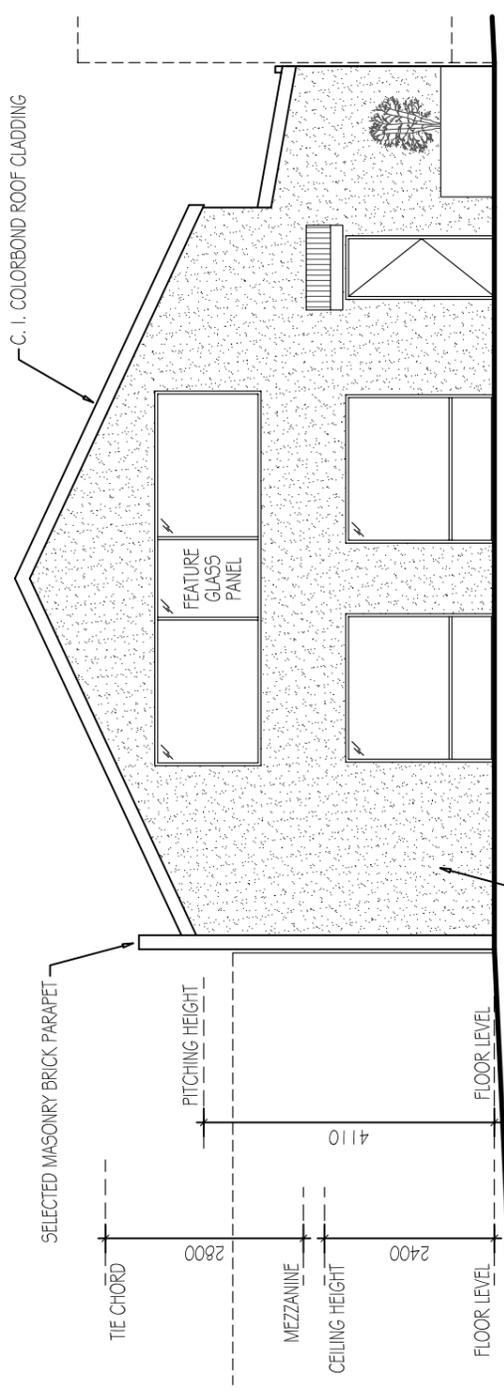
- C: 10-11-17: Verandah on street frontage
- B: 03-10-17: Balcony and walkway removed / door replaced with window.
- A: 09-02-17: This sheet has been added to the set

SCALE As Shown	DATE Dec '16	DWG. No 461/6c	A3 SHEET SIZE
DRAWN D D S	SHEET 6 OF 11		
Daylesford DESIGN STUDIO P/O Box 335 Daylesford			

EVENT FUNCTION VENUE
121 VINCENT STREET
DAYLESFORD, 3460
Building Practitioners Board - Registration No. AD-1995



SOUTH ELEVATION SCALE 1:100 @ A3
 SIDE VIEW - THIS VIEW IS NOT VISIBLE (SHOP NEXT DOOR)



EAST ELEVATION SCALE 1:100 @ A3
 REAR VIEW - STEP AT REAR NOT SHOWN FOR CLARITY

- D: 10-11-17: Verandah on street frontage
- C: 06-10-17: Balcony and verandah removed / door replaced with window.
- B: 26-09-17: Privacy screening to rear balcony added.
- A: 09-02-17: Drawings revised to address council F.I.R Letter 17-01-17

SCALE As Shown
 DRAWN D D S
 DATE Dec '16
 SHEET 7 OF 11
 DWG. No 461/7^d
 SHEET SIZE **A3**

EVENT FUNCTION VENUE
 121 VINCENT STREET
 DAYLESFORD, 3460
 Building Practitioners Board - Registration No. AD-1995

Daylesford
DESIGN STUDIO
 P/O Box 335 Daylesford

121 Vincent Street, Daylesford

FRONT ELEVATION SCALE 1:100 @ A3

Design Feature	Colour	Colour Name/Brand	Switch attached	Materials
A. Capping	Dark Gray	Oclevius Oak No. 1 / Berger Paints	Yes	Metal
B. Body	Light Gray	Crystal Pendant No. D8 / Berger Paints	Yes	Wood
C. Boarder	Dark Gray	Oclevius Oak No. 1 / Berger Paints	Yes	Metal
D. Window Sills	Dark Gray	Oclevius Oak No. 1 / Berger Paints	Yes	Metal
E. Door Frame	Dark Gray	Oclevius Oak No. 1 / Berger Paints	Yes	Metal
F. Door	Dark Green Dark Red	Option 1: Green - Grape Leaf No. P21D8 / Dulux Paints Option 2: Red - Hot Lips No. P05H9 / Dulux Paints	Yes Yes	Wood Wood

Oclevius Oak No. 1 / Berger Paints
 Crystal Pendant No. D8 / Berger Paints
 Grape Leaf No. P21D8 / Dulux Paints
 Hot Lips No. P05H9 / Dulux Paints

COLOURS & MATERIALS SCHEME, PROVIDED BY OWNER
 REFER TO SEPARATE ATTACHMENT

11. OFFICERS' REPORTS

11.1. CHIEF EXECUTIVE OFFICERS REPORT

No written report has been provided.

OFFICERS RECOMMENDATION

11.1.1. That the Council receives the Chief Executive Officer's Report for March 2018.

MOTION

11.1.1. That the Council receives the Chief Executive Officer's Report for March 2018.

Moved: Cr Don Henderson

Seconded: Cr Sebastian Klein

Carried

Cr Henderson left the room at 7.47 pm due to an indirect interest – close association. He is the President of Creswick Railway Workshops Association Inc that was an applicant for a community grant.

11.2. COMMUNITY GRANTS – MARCH 2018

GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Manager Community and Economic Development, I Amanda Western have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to recommend the allocation of the 2017-2018 Community Grants Program for March 2018.

BACKGROUND

The Community Grants Program allows Council to directly support the work of community groups and organisations as well as provide the chance for innovation across Hepburn Shire. The program funds applications in the following categories:

- Sustainable Environment and Vibrant Economy
- Active and Engaged Communities
- Quality Community Infrastructure (including small equipment)

ISSUE/DISCUSSION

A total of six applications were received for March.

The grant applications were assessed by Council's Community Grant Assessment Team. This team is made up of Community Grants Project Support Officer, the relevant Council Officer to the application (for example Events Coordinator for event applications) and a community member with skills and experience in arts and culture, community development and events.

Grant applications were assessed against the following criteria, contained in the Guidelines:

- Description of the Project
- What will the Project achieve and how will it be implemented?
- Risk Assessment
- Budget

To be successfully recommended to Council, the application must meet all Guidelines to the satisfaction of all three Assessment Team members, and adequate funds must be available in the program.

Where possible, the Community Grant Project Support Officer and relevant Council Officers continue to work with unsuccessful applicants to refine their projects or initiatives to meet the Guidelines.

Three applications were recommended for funding.

Project Name	Community Organisation	Description	Total Project	Amount Requested
Permanent Pictorial History for Clydesdale Community Hall	Clydesdale Community Hall Committee	Visual history of the Clydesdale pioneering families.	\$7,565	\$2,000
Trentham Bowling Club Women's Bowls	Trentham Bowling Club Inc	Purchase of bowls to increase female participation.	\$1,500	\$1,000
TNC Park Your Butt (Seating Replacement)	Trentham Neighbourhood Centre	Replacing chairs for safety.	\$5,820	\$1,000
Total				\$4,000

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective:

Active & Engaged Communities

Key Strategic Activity:

3. Support the strength and resilience of the community through delivering actions in areas such as Youth, Libraries, Early Years, Community Planning, Arts and Culture, Events and Community Grants. Monitor emerging social issues impacting the community and demonstrate leadership in advocating to government and other agencies to support the community.

Action:

3.4 Continue to provide community grants to support community projects, events and initiatives.

FINANCIAL IMPLICATIONS

Council has allocated \$32,000 for Community Grants in the 2017-2018 budget. Following the February Community Grants allocation there is a funding balance of \$6,347 in the 2017-2018 Program.

RISK IMPLICATIONS

All applicants are required to identify how project risk and safety issues will be managed, and this formed part of the assessment process. Insurance and not-for-profit status is checked for all applications. All successful applicants are required to sign grant terms and conditions prior to receiving the grant allocation. There is a system in place for Council officers to monitor receipt of acquittals and follow up of any outstanding acquittals.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The Community Grants Program supports projects by volunteer community groups. The focus of these projects is to strengthen community resilience and connection, promote sustainability and to assist in the implementation of community priorities.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The request for applications for the Community Grants Program was advertised through Council social media, community networks and on Council's webpage. Officers worked on a one on one basis with applicants.

CONCLUSION

The recommended projects support the objectives of the 2017-18 Community Grants Program.

OFFICER'S RECOMMENDATION

11.2.1. That Council awards the following applications from the 2017-18 Community Grants Program to:

Project Name	Community Organisation	Amount
Permanent Pictorial History for Clydesdale Community Hall	Clydesdale Community Hall Committee	\$2,000
Trentham Bowling Club Women's Bowls	Trentham Bowling Club Inc	\$1,000

TNC Park Your Butt (Seating Replacement)	Trentham Neighbourhood Centre	\$1,000
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MOTION

11.2.1. *That Council awards the following applications from the 2017-18 Community Grants Program to:*

Project Name	Community Organisation	Amount
Permanent Pictorial History for Clydesdale Community Hall	Clydesdale Community Hall Committee	\$2,000
Trentham Bowling Club Women's Bowls	Trentham Bowling Club Inc	\$1,000
TNC Park Your Butt (Seating Replacement)	Trentham Neighbourhood Centre	\$1,000

Moved: Cr Kate Redwood AM

Seconded: Cr Greg May

Carried

Cr Henderson returned at 7.48 pm

**11.3. RECORD OF ASSEMBLIES OF COUNCILLORS
GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES**

In providing this advice to Council as the Coordinator Governance and Information, I Katherine Toom have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to receive and note Assemblies of Councillors.

BACKGROUND

The Local Government Act 1989 defines 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 of power of the Council that has been delegated to a person or committee –*

but 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 of other organisation.

ISSUE / DISCUSSION

The *Local Government Act 1989* (as amended) requires the record of an Assembly of Councillors to be:

- Reported at an Ordinary Meeting of the Council; and
- incorporated in the minutes of that Council Meeting.

For this purpose, the following records of Assemblies of Councillors are reported:

Date	Location	Committee Name
1 February 2018	Senior Citizens Rooms Daylesford	IWD Advisory Committee
6 February 2018	Council Chamber Daylesford	Councilor Briefing
20 February 2018	Glenlyon Town Hall	Councillor/CEO Meeting
20 February 2018	Glenlyon Town Hall	Pre Council Meeting Briefing

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Local Government Act 1989, Section 80A

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

There are implications with regards to Council's compliance with the *Local Government Act 1989* (as amended) if written records of Councillor Assemblies are not reported to Council.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The inclusion of the attached record of Councillor Assemblies in the Council Agenda and their availability to the public will increase awareness of the activities of Council and could increase community involvement in decision making at Council level.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Using Council's adopted Community Engagement Framework, International Public Participation Consultation, this report presents information via the Council Agenda.

CONCLUSION

Information provided for noting.

OFFICER'S RECOMMENDATION

11.3.1. That Council receives and notes the Records of Assemblies of Councillors for the month of February 2018.

MOTION

11.3.1. That Council receives and notes the Records of Assemblies of Councillors for the month of February 2018.

Moved: Cr Sebastian Klein

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 3 - RECORDS OF ASSEMBLIES OF COUNCILLORS
(ISSUED UNDER SEPARATE COVER)

12. COUNCIL SPECIAL COMMITTEES (SECTION 86)

12.1. MINUTES OF SPECIAL COMMITTEES (SECTION 86)

GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Coordinator Governance and Information, I Katherine Toom have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to note the minutes and recommendations from Council's Special Committees (Section 86).

BACKGROUND

Special Committees are established by Council under section 86 of the *Local Government Act 1989* and their function and responsibilities outlined in an Instrument of Delegation. Under the Instruments of Delegation, special committees are required to maintain minutes of meetings held and provide a copy of the minutes to Council for review.

ISSUE/DISCUSSION

Please see listed below the minutes and other reports of Special Committees, as provided by the committees over the past month, for your information:

- Dean Recreation Reserve and Tennis Courts Special Committee – 08-02-2018
- Drummond Hall Special Committee – 23-02-2018
- Creswick Museum Special Committee – 05-02-2018
- Glenlyon Recreation Reserve Special Committee – 15-11-2017

These minutes have been previously provided to Councillors under separate cover.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes and reports have been provided for noting.

OFFICER'S RECOMMENDATION

12.1.1. That Council receives and notes the minutes of the Special Committees (Section 86) which have been distributed under separate cover:

- Dean Recreation Reserve and Tennis Courts Special Committee – 08-02-2018
- Drummond Hall Special Committee – 23-02-2018
- Creswick Museum Special Committee – 05-02-2018
- Glenlyon Recreation Reserve Special Committee – 15-11-2017

MOTION

12.1.1. *That Council receives and notes the minutes of the Special Committees (Section 86) which have been distributed under separate cover:*

- *Dean Recreation Reserve and Tennis Courts Special Committee – 08-02-2018*
- *Drummond Hall Special Committee – 23-02-2018*
- *Creswick Museum Special Committee – 05-02-2018*
- *Glenlyon Recreation Reserve Special Committee – 15-11-2017*

Moved: Cr Sebastian Klein

Seconded: Cr Kate Redwood AM

Carried

**12.2. APPOINTMENT OF MEMBERS TO SPECIAL COMMITTEES
GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES**

In providing this advice to Council as the Coordinator Governance and Information, I Katherine Toom have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to review and appoint a new applicant to a Special Committee of Council (Section 86).

BACKGROUND

Special Committees are established by Council under section 86 of the Local Government Act 1989 and their function and responsibilities outlined in an Instrument of Delegation. Under the Instruments of Delegation, special committees are required to maintain minutes of meetings held and provide a copy of the minutes to Council for review.

ISSUE/DISCUSSION

One membership application has been received since the last meeting of Council.

Lee Medlyn Home of Bottles Special Committee

- John Sayers

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Local Government Act 1989 – Council has the power to appoint members to Special Committees of Council.

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

All volunteers are covered by Council's Public Liability insurance. Guidelines are provided by Council to assist the Special Committees to effectively manage the facilities and to meet legislative requirements.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Special Committees comprising community members, encourage positive community involvement and engagement in managing Council owned facilities.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The hard work of committee members and volunteers has been, and will continue to be, of considerable value to our local communities and the broader Hepburn Shire.

CONCLUSION

The appointment of new committee members will enable Council's Special Committees to continue to operate in accordance with their Instruments of Delegation by bringing further skills and diversity to the committees.

OFFICER'S RECOMMENDATION

That Council:

12.2.1. Resolves to appoint John Sayers to the Lee Medlyn Home of Bottles Special Committee for a term commencing on 20 March 2018 and expiring on 30 August 2020.

12.2.2. Resolves that members of each Committee are, pursuant to section 81(2A) of the Act, exempted from being required to submit a primary and ordinary return.

MOTION

That Council:

12.2.1. Resolves to appoint John Sayers to the Lee Medlyn Home of Bottles Special Committee for a term commencing on 20 March 2018 and expiring on 30 August 2020.

12.2.2. Resolves that members of each Committee are, pursuant to section 81(2A) of the Act, exempted from being required to submit a primary and ordinary return.

Moved: Cr Kate Redwood AM

Seconded: Cr Sebastian Klein

Carried

13. COUNCIL ADVISORY COMMITTEES

13.1. MINUTES OF ADVISORY COMMITTEES GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Coordinator Governance and Information, I Katherine Toom have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to note the minutes received from Council's Advisory Committees.

BACKGROUND

Advisory committees are established by Council and their responsibilities outlined in Terms of Reference. Advisory Committees are required to maintain minutes of meetings held and provide a copy of the minutes to Council for review.

ISSUE/DISCUSSION

Please see listed below the minutes and other reports from Advisory Committees, as provided by the Committees:

- Audit and Risk Advisory Committee – 05-03-2018

The Confidential Minutes have been provided to Councillors under separate cover and the Public Minutes are included within this agenda.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes have been provided for noting.

OFFICER'S RECOMMENDATION

13.1.1. That Council receives and notes the Public Minutes of the following Advisory Committees which have been distributed with this agenda

- Audit and Risk Advisory Committee – 05-03-2018

MOTION

13.1.1. That Council receives and notes the Public Minutes of the following Advisory Committees which have been distributed with this agenda

- *Audit and Risk Advisory Committee – 05-03-2018*

Moved: Cr Sebastian Klein

Seconded: Cr Don Henderson

Carried

ATTACHMENT 4 - PUBLIC MINUTES – AUDIT AND RISK ADVISORY
COMMITTEE MINUTES – 5 MARCH 2018 (ISSUED UNDER SEPARATE
COVER)

14. CLOSE OF MEETING

The meeting closed at 7.54 pm
