



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
PUBLIC MINUTES

Tuesday 17 August 2021

Virtual Meeting
via Video Conference

6:00PM

A LIVE STREAM OF THE MEETING CAN BE VIEWED
VIA [COUNCIL'S FACEBOOK PAGE](#)

Confirmed at the Ordinary Meeting of Council held 21 September 2021

A handwritten signature in black ink, appearing to read "Lesley Hewitt".

Chair, Cr Lesley Hewitt, Mayor

MINUTES

Tuesday 17 August 2021

Virtual Meeting

via Video Conference

Commencing at 6:00PM

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BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

Tuesday 17 August 2021

CONDUCTING COUNCIL MEETINGS VIRTUALLY

Council continues to be guided by government directives and wants to do the right thing for the health of our community during the COVID-19 pandemic. In line with these directives, the public are unable to attend this meeting in person. This meeting is being held virtually to protect the health and wellbeing of Councillors, Council Officers, and the community.

In the spirit of open, transparent and accountable governance, this Ordinary meeting will be live-streamed on Council's Facebook page. The meeting will also be recorded and made available on Council's website as soon as practicable after the meeting.

Pursuant to the Ministerial Guidelines, should technology problems be encountered and we are unable to broadcast this meeting, the meeting will be adjourned until resolution or postponed.

Council's Ordinary meeting will be conducted tonight in accordance with:

- The *Local Government Act 2020*
- The *COVID-19 Omnibus (Emergency Measures) Act 2020*
- The Minister's Good Practice Guideline MGPG-1: Virtual Meetings
- Council's Governance Rules; and
- The Hepburn Shire Council Councillor Code of Conduct.

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

COUNCILLORS PRESENT: Cr Brian Hood, Cr Don Henderson, Cr Jen Bray, Cr Juliet Simpson, Cr Lesley Hewitt, Cr Tessa Halliday, Cr Tim Drylie

OFFICERS PRESENT: Mr Bradley Thomas - Chief Executive Officer, Mr Andrew Burgess - Acting Director Community and Corporate Services, Mr Bruce Lucas - Director Infrastructure and Development Services, Mr Chris Whyte – Manager Information and Communication Technology, Ms Krysten Forte - Manager Governance and Risk, Ms Bronwyn Southee – Manager Development and Community Safety, Mr Glenn Musto - Strategic Planner

The meeting opened at 6:01pm.

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 Brian Hood declared a General Interest for Item 13.1 Towards Zero Community Grants due to an association with the Trentham & Districts Community Bank.

Cr Lesley Hewitt declared a General Interest for Item 13.1 Towards Zero Community Grants due to an association with the Rotary Club Daylesford.

5 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 20 July 2021 and the Special Meeting of Council Held on 27 July 2021 (as previously circulated to Councillors) be confirmed.

MOTION

That the Minutes of the Ordinary Meeting of Council held on 20 July 2021 and the Special Meeting of Council Held on 27 July 2021 (as previously circulated to Councillors) be confirmed.

Moved: Cr Juliet Simpson

Seconded: Cr Tessa Halliday

Carried

6 NOTICES OF MOTION

There were no Notices of Motion tabled for this meeting.

7 ITEMS OF URGENT BUSINESS

Nil.

8 COUNCILLOR AND CEO REPORTS

8.1 MAYOR'S REPORT

Councillor Lesley Hewitt, Birch Ward

Storm recovery is continuing to be a major focus for the Shire staff. There is a lot of work to be done – 35% of the Shire’s footprint was impacted and this includes 220 of the Shire’s roads, 335 residences with damage (houses, sheds fences, water tanks and so on). Dealing with this has a significant impact on Shire staff, as they continue to provide the usual Council services. Fortunately, State Government funding has allowed us to create a Storm Recovery Unit with approximately eight staff and this will help. One of the things that is becoming clear is the high level of trauma experienced by many in our community. Council will be providing Case Support Officers for over 300 households and are working with Red Cross and Central Highlands Rural Health to support affected residents. We have had tremendous support from Bushfire Recovery Victoria and will continue to work with them to find solutions to the issues arising from the clean-up.

Fortunately, regional Victoria is not currently in lockdown, but the Shire economy is being impacted, not just by the absences of visitors from metropolitan areas but in other ways too. Examples include artisan agricultural business who sell their products to metropolitan restaurants and have had their markets curtailed. We know that we need to increase vaccination rates to reduce the need for lockdowns. Hepburn Shire have partnered with Central Highlands Rural Health in a ‘Get the Job Done’ campaign to encourage people to get vaccinated. We are fortunate to have Central Highlands Rural Health and Springs Medical providing vaccinations in line with government guidelines.

Activities continue around getting community feedback on the 10 Year Council Vision and 4 Year Council Plan and we have run community information sessions via zoom, and of course would have preferred to do this face to face but COVID restrictions meant this was not possible.

And finally, the Daylesford Hospital will have been serving the Daylesford and district community for 160 years next year. There is concern that without a substantial upgrade that services may be lost or downgraded. And if that happens the health of our community will be impacted. A Community Committee has been formed to raise money to support the hospital and to work for an upgrade.

Meetings have included attendance at:

- Celebrating capacity training – 2 days
- Councillor Briefing x3
- Special Council Meeting -Community Vision, Council Plan and Municipal Health and Well Being Plan
- Information sessions for Council Plan and Vision x 3 sessions
- Community Meeting Western Victoria Transmission Network Meeting
- Get the Job Done Campaign media campaign
- Municipal Association of Victoria – Rural South-Central Meeting

- Meeting with Mayors Loddon Campaspe Councils.
- CEO and Mayors Loddon Campaspe Councils Meeting
- Meeting with Minister Shaun Leane and Minister MaryAnn Thomas re storm recovery
- Meeting Macedon Ranges Shire Council re Shared Trails
- Councillor workshop Council Financial Plan
- Pre-Council Meeting
- Community Meeting Daylesford Hospital Upgrade.
- Media includes two radio interviews – 774 Meet the Mayor – Virginia Trioli and ABC Ballarat – Steve Martin – Hospital Upgrade; Star Weekly, 2 columns The Local

8.2 COUNCILLOR REPORTS

Councillor Tessa Halliday, Cameron Ward

No report was presented.

Councillor Don Henderson, Creswick Ward

I wish to draw attention to the fact that five women from the Creswick community have decided to retire from their role catering for events in Creswick after nearly fifty years .Joan Neil , Joan Hepworth , Beth Huntley ,Margaret Orr and Norma Clifton started out as ten women who wanted to help the local pre school. Over these years they catered for many functions with all profits going to local charities . By the process of attrition only five are now left. When we speak about community they fitted the name given to them by a former Shire President who called them the willing workers.

I must also take this opportunity to remind all that some years ago this Shire declared itself as a safe haven for refugees. The terrible events that are taking place around the world with the latest iteration being the many displaced in Afghanistan, the bulk being women and children ,who will be seeking a new life in another country. My hope is that compassion and care can be shown by us as Australian people and that we open our hearts to these people. We speak of the annoyance of having to wear masks but this pales into insignificance when we see the oppression of a whole population who see no salvation coming their way. These are desperate people madam mayor and although not within our powers we should lobby anyone who will listen in an attempt to assist.

Once again I must draw attention to wandering dogs in Creswick. These dogs are wreaking havoc on domestic animals and pets as well as wildlife. Unfortunately it is a difficult problem that needs the strongest action taken when we are able to prove ownership. The time for warnings should be over.

Councillor Brian Hood, Coliban Ward

July/August in Coliban ward has been very wet!

The exceptionally wet weather has slowed progress with storm clean-up activities however Council's initiative to extend the free collection of green waste has assisted greatly.

I take this opportunity to again express gratitude, on behalf of the community, for the ongoing efforts of Council staff and other agencies to address what is a monumental task.

The upcoming provision of free firewood to residents is also a welcome initiative and we are grateful for the support to fund that program by Ministers Leane and Thomas.

Spring and summer can't come soon enough.

Councillor Juliet Simpson, Holcombe Ward

On the 2 and 5 August I attended two evening mediations between Daylesford Field & Game Club Inc. and members of the Glenlyon community.

On 5 August I attended a tour of the Glenlyon Reserve by the Council Officers which also included Councilors and Bradley Thomas the CEO.

I did a two day course called Celebrating capacity...Bridges Out of Poverty

On Monday 16 August I attended the Public meeting on the 10 year Community vision, the 4 Year Council plan and the Municipal Health and Wellbeing Plan.

Three meetings were cancelled due to COVID restrictions... the Glenlyon Reserve asset management Committee, the Upper Loddon landcare Group AGM and the Pop up at the Drummond Hall about the Council plan, the Community vision and the Municipal Health and wellbeing Plan.

Councillor Jen Bray, Birch Ward

Activities since Tue 20 July 2021

Tue 20 July	Last month's epic 6 hour council meeting with an agenda of 1010 pages, finished just after midnight.
Wed 21 July	Victoria's 5 day Lockdown extended for another 7 days
Mon 9 Aug	The world received sobering news for the future of our planet with recent findings that "The Earth could be just 10 years from heating by more than 1.5 degrees Celsius — a threshold

beyond which even more serious and frequent fires, droughts, floods and cyclones are expected to wreak havoc on humanity. That is one of the key conclusions of the most comprehensive climate report ever released — produced by the world's most authoritative body on climate science, the Intergovernmental Panel on Climate Change (IPCC).”

<https://www.abc.net.au/news/2021-08-09/coal-climate-change-global-warming-ipcc-report-released/100355952>

The community have already told us that Environment and Climate action is their top priority according to the feedback we received in the Hepburn Together survey.

It highlights the need for Hepburn Shire to strengthen our commitment to our Environment and Sustainability goals we have already outlined in our Council Plan.

- | | |
|---------------|---|
| Sat 31 July | Planting on Nature Strips final reference group session – to finalise the guidelines for this Local Law. The community, council officers and myself agreed it had been a hugely positive experience and felt we had not only created some good guidelines but had built a positive relationship between council and the community. All appreciated the work of the facilitators, Chatterbox Projects. |
| Mon 26 August | Attended first of 2 full day workshops on Celebrating Capacity – Bridges out of Poverty seminar looking at the way income, and resources can impact on how different members of our community live work and play. We uncovered the unconscious biases and hidden rules that hinder those of us working with vulnerable and disadvantaged groups. Was an eye-opening and very valuable session. |
| Tues 27 July | Special Council Meeting to adopt the Draft Community Vision and Council Plan
Very pleased to be putting this out to the community for their comment and feedback. There has been a huge amount of input from the community and the Community Deliberative Panel to come up with these Priorities and Strategies to guide council over the next 4 10 years. |
| Mon 2 August | Attended second of 2 full day workshops on Celebrating Capacity – Bridges out of Poverty seminar. |

Mon 2 August Transmission Lines – met with local Community Action groups opposed to the Transmission Lines project and council staff to discuss Hepburn Shire’s public letter of objection to the Western Victoria Transmission Network Project and next steps in the process.

The letter which raised council’s concerns regarding the adverse impacts on the Hepburn Shire was forwarded to 34 State and Federal Ministers and Industry bodies.

The members of the community groups were very supportive of the letter, saying it was a “Leadership statement” that send a strong message of support to the affected communities in the Hepburn Shire.

The correspondence raised several points for consideration as well as insights into each of the following points:

- The necessity for this infrastructure to be Underground
- The Fire Risk that will be introduced and which cannot be mitigated to zero
- The Impact on prime Agricultural Land
- Land use planning and impact on significant heritage and Cultural landscapes
- The Social Impact; and
- Economic Impact on Tourism, including the impact on UNESCO world heritage bid.

The letter is available to read on our website.

Wed 3 August Attended final session for Local Laws reference group Salvaging at Transfer Stations.

Again, the combined ideas from the community and expertise from council officers has been very positive in creating these guidelines and developing better relationships between community and council.

The draft guidelines will go to Council for approval and adoption later this year.

Fri 6 August Back into Lockdown until Tue 10 Aug

Mon 16 Aug Attended councillor briefing on the Long Term Financial Plan (10 years)

Attended: Councillor Briefings each Tuesday

Promoted Invited community to give feedback to Community Vision and Council Plan by creating a 2 min video directed and edited by

my 13 year old daughter. It was fun to make, and she has done a great job. The video is available to view at this link: <https://www.youtube.com/watch?v=3zRokpZv1HM>

Facebook Posts for New Recycling Guidelines since we awarded the new Waste contract. Much community discussion about what is In and Out of the recycling bin. Promoted the new handy flyer that is coming out in Rates Notices at the moment. Don't throw it out – put it up on your fridge or over your recycling bin to remind you. This guide is also now available on council's website.

Other promotion on Facebook:

- Manna Gums Frontier Wars Memorial Avenue
- Invite people to apply to join selection committee for International Women's Day Heather Mutimier Honor Roll.
- Local Laws Reference Groups – progress report on Salvaging, Naturestrip and Firewood guideline sessions
- Hepburn Together Information Sessions - via zoom since restrictions came in.
- Domestic Animal Management Plan

Community: Met with, spoke to and received correspondence from various members of the community regarding the Gun Club Licence including members of the Gun Club, Pony Club, Riding for the Disabled and individuals opposed to the licence. Visited the Glenlyon Reserve to see the areas of contamination and where the club sets up their targets.

Received emails and phone calls from various community members on topics such as:

Solar Access, Creswick Trails, support for Daylesford Museum, Firewood distribution, COVID protocols, Smith Street - Minister's determination, Community Arts, Waste Management, Domestic Animal Management Plan

Councillor Tim Drylie, Creswick Ward

It has been another challenging month for our community and businesses alike with COVID-19 lockdowns again impacting on our ability to function with the certainty we had come to expect. We have however been more fortunate than our Melbourne counterparts in being able to move more freely now, but with the consequence that many businesses have not benefited from the trade that our Melbourne visitors bring and families are still being kept apart. The message that we are hearing loud and strong coming out of this, however, is the need for everyone to get vaccinated

and to continue our vigilance when around others to stop community transmission by wearing our masks and being mindful of distances we keep and the strict hygiene habits we need to maintain. On another level the distressing news released in the IPCC report that we are heading to 1.5 degrees global warming by 2030 is a reminder of how important it is to work on and mitigate the effects of Climate Change together.

At a Council level, some important things have been happening whether we needed, or not, to move things online, postpone, or manage it at a safe distance in person. Most notably, at a Special Meeting, we released the draft Community Vision 2021-2031 and Council Plan 2021-2025 incorporating the Municipal Public Health and Wellbeing Plan for public exhibition. I have since attended two Zoom hosted community information sessions related to this and encourage people to view these documents on our [website](#), or at the Council Community Hubs and send your feedback via the online portal by Tuesday 27 August.

One event that I was able to attend in person was the Creswick Aquatic Strategy pop-in session. We have been seeking community feedback on current aquatic facilities across the Shire to look at future strategic directions and priorities. I also attended an important two-day online Capacity Training workshop that focused on ways we can foster better outcomes for disadvantaged children and families, agencies and organisations. The workshop celebrated the initiative and resources people have to navigate their daily reality while also recognising the challenges that poverty and a lack of resources presents in terms of a set of seemingly difficult behaviours and different mindsets. I am also proud that Council forward a strongly worded 10- page document to 34 State and Federal Ministers outlining the shortcomings and significant community concerns surrounding the Western Victorian Transmission Network Project. Several key points were raised, including: the necessity for infrastructure undergrounding; increased fire risk; the impact on prime agricultural land; heritage and cultural landscapes; local social impacts and the negative economic effect on tourism. Council believes strongly that the project needs to change direction. We met with key community group representatives during the month to discuss this important issue. Lastly, I wish to express how sad I am seeing the violent events unfolding in Afghanistan and send my condolences and best wishes to affected Hepburn Shire families and other people fleeing danger.

RECOMMENDATION

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

MOTION

That Council receives and notes the Mayor's and Councillors' Reports.

Moved: Cr Juliet Simpson

Seconded: Cr Tessa Halliday

Carried

8.3 CHIEF EXECUTIVE OFFICER'S REPORT

The Chief Executive Officer Report informs Council and the community of current issues, initiatives and projects undertaken across Council.

- Nil

CHIEF EXECUTIVE OFFICER UPDATE

Community Vision and Council Plan Endorsement for Public Exhibition

On 27 July 2021 at a Special Meeting, Council endorsed the draft Community Vision 2021-2031 and Council Plan 2021 -2025 incorporating the Municipal Public Health and Wellbeing Plan for public exhibition. The public exhibition period (28 July to 27 August 2021) will provide an opportunity for the community to provide feedback to the draft plans. The draft document was made available to the public on 28 July through the Participate Hepburn website and includes community information sessions across all five wards.

All feedback at the end of this consultation period will be presented back to Councillors for consideration at the 14 September Council Briefing and subsequent Ordinary Meeting of Council on 21 September for adoption.

Storm Clean-Up Funding and Community Drop-in Sessions

Funding for flood and storm clean-up was announced by Senator The Hon Bridget McKenzie (Minister for Emergency Management) and Jaclyn Symes MLC (Victorian Acting Minister for Police and Emergency Services). The very much welcomed, Storm and Flood Assistance funding through Bushfire Recovery Victoria, will support Council to undertake the community, business and environmental recovery activities.

Residents, business operators and farmers impacted by the recent storm event were invited to a Storm Recovery Community Drop-in Session held over five sessions on Monday 9 August 2021 at the Trentham Sportsground Pavilion. Community members were able to meet with staff from relief and recovery agencies, along with Council teams including Emergency Management, Infrastructure, Building, Planning, Environmental Health, Economic Development and Community Care. Due to State Government Lockdowns put into place, this was delayed and will be rescheduled.

The Trentham Says Thank You Video

On Sunday 26 July 2021, Trentham held the virtual "Trentham Big Thank You" to thank all volunteers, first responders and members of the community who have rallied together after the recent severe storm. The Hon. Catherine King MP, The Hon. Mary-anne Thomas MP, Cr Hood and myself all participated in the virtual meeting.

[The Big Trentham Thank You on Vimeo](#)

Western Victoria Transmission Network Project (WVTNP)

On 29 July 2021 correspondence regarding the Western Victoria Transmission Network Project and its consequential and concerning adverse impacts on the Hepburn Shire, was forwarded to 34 State and Federal Ministers, including Shadow Ministers, Members for our electorate, Industry bodies such as AEMO, and DELWP. A copy of the correspondence was also forwarded to our community stakeholder groups, and is available on our website.

The correspondence raised several points for consideration as well as insights into each of the following points:

- The necessity for this infrastructure to be Underground
- The Fire Risk that will be introduced and which cannot be mitigated to zero
- The Impact on prime Agricultural Land
- Land use planning and impact on significant heritage and Cultural landscapes
- The Social Impact; and
- Economic Impact on Tourism, including the impact on UNESCO world heritage bid.
-

Improvement in Satisfaction with Council

The results of the Community Satisfaction Survey were released, and our Council has shown some great improvements in performance since last year. For the first time, we have had results analysed by Ward, which gives us an insight into how residents/ratepayers are feeling across the entire Shire. Results of the 2021 Community Satisfaction Survey have shown an improvement in community sentiment towards Hepburn Shire Council's performance.

The annual Victorian local government survey measures community satisfaction across a range of areas, including Council direction, waste management, engagement, sealed local roads, overall performance and customer service. The survey was conducted by phone between January and March 2021. It included interviews with a representative sample of 400 residents across all wards. For the first time data is available for each of the five wards.

Some of the meetings I have participated in over the past month include:

- Council briefings
- Special Council meeting
- Storm related meetings with Government Agencies, politicians and affected residents
- Loddon Campaspe Councils CEO's meeting
- COVID-19 relief and recovery meetings

- Project meetings for the Hepburn Hub at The Rex
- Regular meetings with Directors and direct reports
- Executive Team, Leadership Team meetings
- Central Highlands Regional Partnerships meeting
- Central Highlands Councils Victoria meeting
- Joint State and Local Government CEO's Forum
- MAV CEO's Forum: Kerbside Recycling and Planning Reforms
- Hepburn Together Deliberative Engagement Panel Information Session
- Community Vision and Council Plan Staff Briefing sessions and Community Sessions
- WVTNP meeting with stakeholders
- MAV Regional (Rural South Central) Meeting
- Creswick Woollen Mills meeting
- Visit to Glenlyon Recreation Reserve with Councillors
- Quarterly meeting with Regional Development Victoria
- Gender Equity training
- Local Government Act Implementation Project Control Board

RECOMMENDATION

That Council receives and notes the Chief Executive Officer's Report for August 2021.

MOTION

That Council receives and notes the Chief Executive Officer's Report for August 2021.

Moved: Cr Don Henderson

Seconded: Cr Tim Drylie

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 purposes of:

- Tabling petitions
- Responding to questions from members of our community
- Members of the community to address Council

Community members are invited to be involved in public participation time in accordance with Council's Governance Rules.

Individuals may submit written questions or requests to address Council to the Chief Executive Officer by 10:00am the day before the Council Meeting.

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.

Questions received may be taken on notice but formal responses will be provided to the questioners directly. These responses will also be read out and included within the minutes of the next Ordinary Meeting of Council to make them publicly available to all.

BEHAVIOUR AT COUNCIL MEETINGS

Council supports a welcoming, respectful and safe environment for members of the community to participate at Council Meetings regarding issues that are important to them. Council's Governance Rules sets out guidelines for the Mayor, Councillors, and community members on public participation in meetings. It reinforces the value of diversity in thinking, while being respectful of differing views, and the rights and reputation of others.

Under the Governance Rules, members of the public present at a Council Meeting must not be disruptive during the meeting.

Respectful behaviour includes:

- Being courteous when addressing Council during public participation time and directing all comments through the Chair
- Being quiet during proceedings
- Being respectful towards others present and respecting their right to their own views

Inappropriate behaviour includes:

- Interjecting or taking part in the debate
- Verbal abuse or harassment of a Councillor, member of staff, ratepayer or member of the public
- Threats of violence

9.1 PETITIONS

The Petition was received on 12 August 2021 and has been signed by 242 people, however 94 signatures are invalid as a complete address has not been provided, a surname has not been provided, or the purpose of the petition is not included on the page. This leaves 148 valid signature.

The petition reads:

“The loss of a Community Sporting Body (Daylesford Sporting Clays Club Inc.) would be detrimental to the all-inclusiveness and wellbeing of our local and extended communities.

We the undersigned petition the Hepburn Shire Council to:

Approve and reinstate the licence to Daylesford Sporting Clays Club Inc for use of the Glenlyon Recreation Reserve, located in Dysart Street Glenlyon, for the purpose of clay target shooting. We know and understand the club is committed to meeting all directives to comply with Council and EPA requirements in our ever changing environment.”

RECOMMENDATION

The Council:

- 1. Receives and notes the Petition; and,*
- 2. Refers the Petition to be considered as part of Item 12.2 - Consideration of a Licence for Daylesford Field and Game Association Inc. for the Glenlyon Recreation Reserve.*

MOTION

The Council:

- 1. Receives and notes the Petition; and,*
- 2. Refers the Petition to be considered as part of Item 12.2 - Consideration of a Licence for Daylesford Field and Game Association Inc. for the Glenlyon Recreation Reserve; and*
- 3. Writes to the head petitioner to advise them of the outcome.*

Moved: Cr Brian Hood

Seconded: Cr Juliet Simpson

Carried

9.2 PUBLIC QUESTIONS

The Chair will read out and respond to new questions received in accordance with Council's Governance Rules.

Question 1 – Ms Kaye Powell

Does the Glenlyon Recreation Reserve have a current Shooting Range Approval from the LRD?

Response – Mayor Lesley Hewitt

We assume by LRD you mean - Licensing and Regulation Division of the Victoria Police.

Victoria Police revoked Range Approval for Daylesford Field & Game Club on 10 August 2021 after an inspection on 16 November 2020.

Victoria Police have outlined the requirements to Daylesford Field & Game that would need to be addressed for future Range Approval from Victoria Police. Securing this approval is included as a condition of the proposed license.

Question 2 – Ms Kaye Powell

Regarding the petition tabled by those in favour of the Daylesford Field & Game Club continuing to use the Glenlyon Recreation Reserve, our one local park, as their shooting range, could you please provide a breakdown of signatures.

1. Those who live in Glenlyon;
2. Those who live in close proximity to the Reserve;
3. Others.

Response – Mayor Lesley Hewitt

Ordinarily, the names and details of those signing petitions are not made public.

The following information is made public:

- If a petition is received and whether it complies with the Governance Rules;
- How many valid signature, in this case 148; and
- What petition is addressing or requesting.

I can add that 130 of the petitioners, or 87%, were from the Hepburn Shire, and 51 of those, or 34%, were from Glenlyon.

Should a person request details of the petition they are request this information through the *Freedom of Information Act 1982*. This request would then be assessed in line with the legislation by Council's Freedom of Information Officer, and likely some personal information would need to be redacted.

Question 3 – Ms Sarah Micklewright

Re the Daylesford Field and Game Club (the Gun Club): Has the Council assessed alternative sites for the gun club such as those listed below?

- There is a disused quarry near Creswick with no nearby residential houses that could be a new home for the gun club.
- There is a clay target shooting range near Geelong at Balliang which other clubs can also use. The Traralgon club travel to Balliang and share it with Geelong.
- There is a little used reserve at Korweinguboora, much flatter than Glenlyon and therefore much more easily cleaned up after shooting.
- The Clunes gun club shoots on the second Sunday of the month and the Daylesford gun club on the first Saturday, therefore there is no reason why the Daylesford club could not use the Clunes range on a different day to the Clunes club. I would suggest that the Clunes club would welcome the extra income.
- The Daylesford club's equipment is stored in a container and the said container and the adjacent shed would be easy to relocate, not difficult as one of the Councillors stated.
- There are also clubs at Carisbrook and Bendigo, neither of them far away.
- Please list the efforts that Council have made to source another home for the gun club.

Response – Mayor Lesley Hewitt

Our Sport and Active Recreation team have worked closely with the Daylesford Field and Game Club to support the Club to explore alternative sites since their activities on Glenlyon Recreation Reserve were suspended. This has included:

- Referral of the Club's queries regarding Council services such Planning and Building advice.
- Assisted in exploring the use of existing shooting facilities within and outside the Shire.
- Provided direct contacts of external authorities and/or potential landowners such as DELWP for the Club to gain advice on any land use requirements.
- Kept the Club informed of any future shooting facilities being investigated within the Grampians Region.
- Advised Sport and Recreation Victoria (Grampians Region) of the Club's situation in case any future regional facility opportunities arise.
- Generally supported the Club through the evolution of the Soil Contamination Project.

Question 4 – Ms Elizabeth Swan

In July this year, the Federal Court ruled that the Environment Minister has a duty of care for the future of young people affected by the coal industry. Do councillors acknowledge that they also have a duty of care regarding the pollution of the Glenlyon Reserve and that they are personally responsible if they vote for a resumption of shooting at the Reserve?

The Hon. Ray Finkelstein who heads the enquiry into Crown Casino said, "You can commit wrong for a decade, of various kinds, and come along and say 'We'll fix that, so don't worry about it'. It's not what the public expects." The Daylesford gun club have been polluting the Reserve for forty years and the Council proposes a Compliance Officer for six months at ratepayers expense to change the culture of lack of a proper clean up. Do you honestly think that is what the majority of the public expects?

Response – Mayor Lesley Hewitt

Council acknowledges there has been past contamination of the site and we are working with the EPA to address this. The proposed new license does include a range of conditions to mitigate against any future contamination and Council is committed to undertaking site surveillance to monitor compliance.

Council believes the community do want Council to ensure compliance with the license (if a license is granted) and our surveillance will be ongoing for the term of the license with a specific focus in the initial period of the license.

Question 5 – Ms Margret Lockwood

The C7 Instrument of Sub-Delegation by CEO to Community Asset Committee
Hepburn Shire Council Instrument of Sub-Delegation by the Chief Executive Officer to the Glenlyon Recreation Reserve

“The Secretary shall:

8. Provide the proposed dates of all Committee meetings, including regular meetings and the Annual Meeting, to Council’s Manager Governance and Risk, via the Annual Meeting minutes, and make the meeting dates and locations available to the public.”

“Meetings

2. All meetings of the Committee must be advertised to the public and members of the public should be welcomed to attend. A meeting may be closed by resolution of the Committee to deal with an item of business of a sensitive or confidential nature.”

The Glenlyon Recreation Reserve is a Community Asset used by many community members who do not belong to the official user groups. I personally do not know if there are or who may represent the latter.

QUESTION

Who are the members of the CAC, what is the schedule for meetings of this committee, where is it advertised to the residents of Glenlyon and how does this committee communicate information to the residents of Glenlyon?

Response – Mayor Lesley Hewitt

The current Committee members appointed by Council are:

- Bob Kennedy
- Marion Christine (Chris) Clare
- John Cable
- Sarah Klas
- Adam Tori
- Shelley Sandow
- Damian Leonard
- Kathie Attwood

The schedule of meetings is determined by the Committee in line with their Instrument of Delegation, and Council officers will follow up the Committee to ensure these are publicly published.

Committees are encouraged to communicate with their local communities through existing channels in order to reach the greatest number of people, such as newsletters, Facebook groups, and noticeboards.

Council receives minutes from the Glenlyon Recreation Reserve as required by their Delegation. At this point in time the minutes are not released to the public, which is common across the sector. Copies of the minutes may be requested under the Freedom of Information Act 1982.

Question 6 – Ms Margret Lockwood

The Glenlyon Recreation Reserve CAC supports the issuing of a license to the Daylesford Field and Game Club. Later in this meeting Councillors are likely to vote in favour of issuing the license. Council's Acting Manager Environment and Waste's statement that a Council compliance officer will attend the first 6 meetings of the Daylesford Field and Game Club, or until a culture of compliance is established, when it returns to shooting at the Reserve. I also refer to the above mentioned instrument of sub-delegation which states:

"Use of Volunteers Council encourages the Committee to use the services of additional volunteers to help carry out the duties of the Committee and engage the community in the use and management of the stated property." The rest of the statement refers to advertising, training and so forth.

One compliance officer from the Council sent to attend the first 6 meetings of the Daylesford Field and Game Club, would have serious difficulty adequately monitoring

the 6 entrances to the Glenlyon Reserve, the type of shot and targets used by each member of the gun club, the shooting hours, and monitoring the clean up of waste. The difficulty would be multiplied considerably when competitions are held and members from other gun clubs arrive with equipment that may not comply with the conditions of the Daylesford Field and Game License.

Question: How may I as a Glenlyon ratepayer encourage the Council to recommend that the Community Asset Committee for the Glenlyon Reserve advertises for, trains and uses volunteers to assist with monitoring the activities of Daylesford Field and Game Club to ensure conditions of the license are not breached and that adequate clean up occurs?

Response – Mayor Lesley Hewitt

Council would welcome any feedback and observations from community if there are concern about non-compliance with any license that may be issued.

We believe it is very important to clearly delineate roles and responsibilities around compliance and monitoring requirements. In this case Council and other agencies do have responsibility for ensuring compliance and we do not think it's appropriate to appoint volunteers for this purpose.

The Community Asset Committee also have a role to play to report concerns and work with Council and relevant agencies. They are required to maintain the asset of Council, being the Glenlyon Recreation Reserve, and officers will endeavour to work closely with all CAC members to ensure that all licence holders (not just the Daylesford Field and Game Club) are complying with their respective license.

9.3 REQUESTS TO ADDRESS COUNCIL

Members of our community who have submitted a request in accordance with Council's Governance Rules will be heard.

Mr Phil Stowe addressed Council regarding the renewal or refusal of the license for the Daylesford Field and Game Association's use of the Glenlyon Recreation Reserve.

Mr Colin Johns, Secretary of Daylesford Field and Game Association, addressed Council regarding the history of the Daylesford Field and Game Association and in support of the issuing of a licence to the club for the Glenlyon Recreation Reserve.

Ms Chris Clare, Secretary of the Glenlyon Recreation Reserve Asset Management Committee, addressed Council regarding the renewal or refusal of the license for the Daylesford Field and Game Association's use of the Glenlyon Recreation Reserve.

Mr Anthony Clare addressed Council in support of a renewal of the license for the Daylesford Field and Game Association's use of the Glenlyon Recreation Reserve.

Ms Kaye Powell addressed Council regarding the Glenlyon Recreation Reserve.

10 STRATEGIC PLANNING

10.1 PLANNING SCHEME AMENDMENT C82HEPB (OLD HEPBURN HOTEL) - REVIEW OF SUBMISSIONS AND NEXT STEPS DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Strategic Planner, I Glenn Musto have no interests to disclose in this report.

ATTACHMENTS

1. C82hepb - Statement of Significance - Old Hepburn Hotel - 236 Main Road Hepburn [10.1.1 - 2 pages]
2. Council response to Amendment C82hepb [10.1.2 - 5 pages]
3. c82hepb - Explanatory Report [10.1.3 - 6 pages]

EXECUTIVE SUMMARY

Amendment C82Hepb (Old Hepburn Hotel) proposing permanent Heritage Overlay controls for the hotel (exterior paint controls only), has been prepared and exhibited.

Following exhibition, eight submissions of objection were received. A key issue raised is the validity of the heritage value of the building. Council considers the building has been assessed appropriately and its heritage value is relevant, requiring protection through a Heritage Overlay.

Discussions with submitters has not led to a withdrawal of any submissions. Officers have accepted a request to change the mapping so that the Overlay only includes the building and three metre curtilages. No other submission objections have been supported.

OFFICER'S RECOMMENDATION

That Council, having prepared and exhibited Amendment C82hepb to the Hepburn Planning Scheme under section 19 of the Planning and Environment Act 1987, and having received and considered all written submissions made in response to Amendment C82hepb:

1. *Requests that the Minister for Planning appoint an Independent Panel under Part 8 of the Planning and Environment Act 1987 to consider all submissions to Amendment C82hepb;*
2. *Refers all submissions to the Panel to be appointed by the Minister for Planning, including any late submissions;*
3. *Endorses the Council officer's response to all submissions to form the basis of Council's submission to the Panel (as included in Attachment 2);*
4. *Authorises the Manager Planning and Development to consider any late submissions before referring them to the Panel; and*
5. *Advises all submitters of this resolution and of next steps.*

MOTION

That Council, having prepared and exhibited Amendment C82hepb to the Hepburn Planning Scheme under section 19 of the Planning and Environment Act 1987, and having received and considered all written submissions made in response to Amendment C82hepb:

- 1. Requests that the Minister for Planning appoint an Independent Panel under Part 8 of the Planning and Environment Act 1987 to consider all submissions to Amendment C82hepb;*
- 2. Refers all submissions to the Panel to be appointed by the Minister for Planning, including any late submissions;*
- 3. Endorses the Council officer's response to all submissions to form the basis of Council's submission to the Panel (as included in Attachment 2);*
- 4. Authorises the Manager Planning and Development to consider any late submissions before referring them to the Panel; and*
- 5. Advises all submitters of this resolution and of next steps.*

Moved: Cr Jen Bray

Seconded: Cr Tessa Halliday

Carried

BACKGROUND

Planning information and history

- Zoning: General Residential.
- Overlays: Temporary Heritage, Environmental Significance, Bushfire Management.
- 2018: Council issued approval for a seven lot subdivision, construction of six accommodation units and use part of the existing hotel.
- 2019: Council received a planning application for a twelve-lot subdivision which included the demolition of the hotel.
- 7 Oct 2019: Council officers met with the developer and advised that the demolition of Old Hepburn Hotel (OHH) was not supported until the cultural heritage significance of the hotel was determined.
- Oct 2019: Council officers sought heritage advice on whether OHH warranted local heritage protection in the Heritage Overlay (HO) under the Hepburn Planning Scheme (the Scheme).
- Dec 2019: Council received a request to allow demolition consent of OHH which was not granted.
- Jan 2020: Council's heritage advisor confirmed that OHH was of local significance and warranted local heritage protection.
- 18 Feb 2020: Scheme Amendment C79hepb – Interim HO was requested for approval which was issued 9 August 2020.

- 19 Feb 2020: Council applied for a suspension of demolition permit pending amendment of planning scheme (*Building Act*).
- Jan 2021: Preparation of Scheme Amendment C82Hepb to create a permanent HO for OHH.
- 4 Feb to 4 Mar 2021: c82Hepb went on formal exhibition
- 21 Mar 2021: Scheme Amendment C85Hepb was prepared requesting to extend the interim heritage protections until 30 April 2022, this amendment was approved by the Minister on 23 April 2021.
- Apr to Jun 2021: C82Hepb submissions assessed and meetings conducted with eight objectors.

Assessment of Cultural Heritage Significance

Key aspects of the place's cultural heritage significance are summarised below: (Refer **Attachment 1**: Statement of Significance) Specifically:

'The Old Hepburn Hotel has historical significance for its associations with the German and Swiss Italian gold miners, who were attracted to the Daylesford, Hepburn Springs, Jim Crow, Yandoit and Shepherd Flats gold fields in the 1850s and 1860s.' ...

'The Old Hepburn Hotel has historic and rarity value as one of the longest operating hotels in the region, first established as a licensed general store in 1854 by Buttner and Hallenstein, who sold the property to Leonardo Pozzi and later to Alessandro Moneghetti, two of the first Swiss Italians to arrive in the district in the 1850s.' ...

'It is historically significant and has high representative value as a typical German/Swiss vernacular styled hotel and licensed general store that is associated with early German and Swiss migrant hoteliers. The building was rebuilt after the bush fires of 1909 in 1911 by Amalie Menz to the early design of the hotel constructed by her husband, Abel Menz. The vernacular building tradition continues the function and rural design associated with the Buttner and Hallenstein General Store, the Pozzi Hotel and the Menz Hotel and General Store and the Old Racecourse Hotel. It is representative of a specific type of small gold rush hotel, of which few remain.' ...

'The Old Hepburn Hotel has significance for the high potential of the site and building to yield further information about the history of Swiss Italian and German migration to the area. It is a rare surviving example of a single storey timber weatherboard hotel where the operating business dates from 1854 during the early gold rush period of the Hepburn Springs goldfields to the 21st century.'

Council's heritage policy-based initiatives currently underway

In further support of the proposed amendment, since late 2019 Council has progressed two heritage policy initiatives to augment Council's position on protection of OHH. These are:

1. *Hepburn Planning Scheme Review and updated planning scheme: new heritage policy.*
 - In February 2020 Council adopted the Hepburn Planning Scheme Review. In accordance with the Review’s recommendations new local policies have been drafted including those that seek to protect heritage. The draft local heritage policy seeks to ‘*Retain and conserve all heritage places of significance*’ and to ‘*Discourage the demolition of a heritage place*’.
 - *Status:* The draft local heritage policy has been forwarded to DELWP for final review. Council resolved to approve the draft Heritage Strategy at its Ordinary Meeting of Council in June 2020. It also approved the draft local planning scheme at a special meeting in March 2021, which has now been forwarded to DELWP for its formal approval.
2. *Hepburn Draft Heritage Strategy 2020-2030*
 - In late 2019 Council undertook a review of its outgoing Heritage Strategy. The review included an Action Plan which recommends that Council “*Undertake heritage ‘gaps’ studies to provide heritage (and potentially landscape) protection.*” and “*On a regular basis review and refine adequacy of local heritage controls (mapping & content)*” The draft heritage strategy was released for community feedback between mid-April and the 8 May 2020.
 - *Status:* The adoption of this Strategy, community engagement feedback and its inclusion in the Scheme as a background document was approved by Council at the June 2020 Ordinary Council meeting.

EXHIBITION OUTCOMES

Following exhibition, eight submissions of objection were received, and the key points raised by objectors included:

1. Potential mapping error regarding location of the overlay on the property.
2. Questioning whether the loss of the building represents an appreciable loss of heritage built form.
3. Questioning the heritage value given the building burnt down in 1906 and 1909.
4. Questioning the validity of the heritage assessment particularly the nature of the German and Swiss-Italian character.
5. Other Swiss-Italian heritage buildings in the Shire are in better condition.
6. The building is dilapidated and has been internally gutted.
7. There is no internal heritage value.
8. Concerns about the funding of the rehabilitation of the building.
9. Unfair impact on the landowner/developer to have an overlay placed on the property so late in the process.
10. Council should have protected this building while it operated as a hotel, not now that it is falling apart.
11. Proposal to erect a plaque at the site, showing the history, instead.

12. Concern over the future land use of the site and effects on amenity.

13. Concern of ratepayers funding this amendment.

Refer to **Attachment 2** for an outline of each submission and the proposed Council response.

All the objecting submitters were contacted to discuss the amendment, the nature of their objections, to establish if there is a way in which the amendment could be changed to meet their wishes and expectations, or, if upon conversation, they would like to remove their objection. This was done via phone conversation, on-line video meetings and an in-person meeting at the OHH site. None of the submitters elected to remove their objection.

In discussions with Submitter 1 it was agreed that if the mapping of the HO is shown over the entire site, instead of the OHH plus a three metre curtilage, that a recommendation will be made to the Department of Environment, Land Water and Planning: Planning Department (DELWP) to appropriately change the mapping before final consideration.

All other submission points are either noted or not supported (refer Attachment 2) and no further change to the Amendment is recommended.

The nature of most objections was questioning the validity and nature of the heritage assessment of OHH. The heritage assessment and historic research was carried out with rigor and associated with the key historic themes of Hepburn shire. It is important to note that the proposed Heritage Overlay relates only to exterior paint controls. The heritage assessment methodology meets the requirement of the Planning Practice Notes: Applying the Heritage Overlay Note 1, 2018 and Heritage Victoria's criteria of cultural significance, the Burra Charter, 2013, and is in line with the existing Hepburn Shire heritage studies.

In consideration of the above, Council can now elect to refer the amendment to an Independent Planning Panel appointed by the Minister for Planning (Panel), where all submissions, and the Council's position, will be considered.

For further background information on the amendment, refer to **Attachment 3**, which is the explanatory report that accompanied the amendment exhibition.

DECISION OPTIONS

Council has the following options with respect to progressing this amendment:

- (a) proceed with Amendment C82hepb and accordingly request an Independent Planning Panel to consider the amendment, all submissions and any changes that Council considers are warranted based on submissions; or
- (b) proceed with parts of the amendment and abandon other parts; or
- (c) not proceed with the amendment at this stage.

NEXT STEPS

Should Council resolve to proceed with the amendment by referring it to Panel, the following time frames are anticipated:

Date	Action
Sep 2021	Council writes to the Minister requesting the appointment of an independent panel. The panel's role will be to consider submissions and prepare a report containing recommendations to Council.
Nov 2021	Possible time frame for a directions hearing
Dec 2021	Possible time frame for a Panel hearing
Feb/Mar 2022	Possible receipt of Panel report (6 weeks after hearing)
April 2022	Council will consider the Panel recommendations at a Council Meeting and can decide its position on the amendment before informing the Minister for Planning of its final decision
June 2022	Possible Minister decision on the Amendment
July 2022	Possible gazettal of the amendment and inclusion in the Planning Scheme

POLICY AND STATUTORY IMPLICATIONS

This application meets Council's obligations as Responsible Authority under the *Planning and Environment Act 1987*.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

The cost of processing a Planning Scheme Amendment, which will be accommodated in the Strategic Planning budget is approximately \$30,000. Panel fees are expected to be \$15,000 - \$20,000. Amendment processing fees will be \$8,000 - \$10,000.

RISK IMPLICATIONS

No risks to Council other than those already identified.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council resolved to exhibit Amendment C82hepb. Under Section 19 of the *Planning and Environment Act [1987] (Act)* the Officers provided Notice through letters to properties owners, signage on the subject site and advertising in the local newspaper in accordance with the community consultation requirements in the *Act*.

A letter was sent on the 4 February 2021 to neighbours within a 200 metre radius of the OHH (which is beyond the requirement for only adjoining neighbours to be informed, in accordance with the *Act*). The notice highlighted what the amendment does, where the amendment can be publicly inspected and how to make a submission. A total of 37 properties were included.

A total of 8 objections were received to C82hepb. Council Officers undertook a meeting with one objector (representing the developer/landowner). On the 16 June 2021 Officers contacted the remaining 7 objectors via phone and email to conduct a meeting with objectors. The purpose of the meeting was to discuss the following:

1. If there is any way they would be willing to remove some or part of their objection?
2. If there are any parts of the proposed amendment in which the submitter and Council are in agreement?
3. If a full or partial objection remains, the next steps are that Council will consider the amendment (and the redacted submission) and may determine to either withdraw the amendment or to proceed to a Planning Panel so that the issues raised by the outstanding submissions can be heard by an independent arbiter.
4. That we will be in touch to inform when the item is going to Council (likely the July meeting), what the outcome is, and the details of a planning panel if that is likely.

One objector was contacted on the phone and provided their updated submission via a call. A meeting was conducted at 12:00pm on 24 June 2021. In attendance to the in-person meeting were six members of the public. The meeting was conducted at OHH.

On 20 July 2021, a second round of letters was sent to landowners and residents to inform the surrounding - and considered to be affected - properties of the next steps of the amendment process. The notice provides information as to the conclusion of the exhibition period of C82hepb. The notice highlights the Amendment will be presented at an upcoming Ordinary Council Meeting and may be raised to be assessed by Planning Panels Victoria. The notice also provides information highlighting that any person who may be affected by the amendment may make a submission to the planning authority about the amendment, noting that this submission can be uploaded up until the day before the hearing.

The consultation process undertaken goes beyond the statutory requirements for community consultation that Council is required to deliver while not going outside the requirements of the *Act* in a way that would jeopardise the amendment process.

Old Hepburn Hotel Statement of Significance, February 2020**Heritage Place:** Old Hepburn Hotel**PS ref no:** HO 987**What is significant?**

The following features contribute to the significance of the place:

The Old Hepburn Hotel operated as a hotel on this site from 1854 to 2018. It was purchased by Abel Menz in 1864 and serviced the Swiss Italian gold mining community as a general store, restaurant and hotel. The original building was largely destroyed by fire in 1909 and rebuilt by Amalie Menz in 1911 to the original design.

- The long single storey weatherboard timber building with a double gable roof, which defines the two main rectangular timber structures and is clad with corrugated metal. The several front doors and windows that open directly onto the continuous skillion roofed front verandah. The open timber verandah raised above the public footpath.
- The simple layout of internal rooms which have been adapted organically through small incremental changes, that reflects the changing needs of the business over a century. These changes present visually as a patterned and textured timber weatherboard exterior facade where doors and windows are of different sizes.
- The building's landmark presence in the streetscape, sited overlooking Breakneck Gorge.

Features that do not contribute to the significance of this place include the circa 1950s side addition and the rear assortment of additions.

How is it significant?

The Old Hepburn Hotel is of local historic, rarity and representative significance to Hepburn Shire as well as its significant potential to yield further information about Hepburn Shire.

Why is it significant?

It has historical significance for its associations with the German and Swiss Italian gold miners, who were attracted to the Daylesford, Hepburn Springs, Jim Crow, Yandoit and Shepherd Flats gold fields in the 1850s and 1860s. The property was located at the Old Racecourse settlement near Breakneck Gorge on Springs Creek, the earliest recorded Swiss Italian gold mining settlement.

It has historic and rarity values as one of the longest operating hotels in the region, first established as a licensed general store in 1854 by Buttner and Hallenstein, who sold the property to Leonardo Pozzi and later to Alessandro Moneghetti, two of the first Swiss Italians to arrive in the district in the

HEPBURN PLANNING SCHEME

1850s. The place was acquired in 1861 by the German speaking Abel Menz who operated the place as the Menz Hotel and General Store. He later purchased the complex in 1864, renaming it the Old Racecourse Hotel. The hotel became known as the Old Hepburn Hotel by the early 20th century. It is associated with Abel Menz and his second wife, Amalie Menz, for over 90 years from 1861 to 1953. It is a rare surviving example of a single storey timber weatherboard hotel, where the operating business dates from 1854 during the early gold rush period of the Hepburn Springs goldfields to the 21st century.

It has significance for the high potential of the site and building to yield further information about the history of Swiss Italian and German migration to the area.

It has high representative value as a typical German/Swiss vernacular styled hotel and licensed general store that is associated with early German and Swiss migrant hoteliers. The building was rebuilt after the bush fires of 1909 in 1911 by Amalie Menz to the early design of the hotel constructed by her husband, Abel Menz. The vernacular building tradition continues the function and rural design associated with the Buttner and Hallenstein General Store, the Pozzi Hotel and the Menz Hotel and General Store and the Old Racecourse Hotel. It is representative of a specific type of small gold rush hotel, of which few remain. There are only a few similar Swiss Italian Hotels in the Hepburn Shire such as the Swiss Mountain Hotel and Traverssi's Hotel in Raglan Street, Daylesford. Hepburn Springs and Daylesford have strong historic associations as a centre for the mid-19th century migration of Swiss Italians to Victoria.

Primary sources

Heritage Place Report Old Hepburn Hotel prepared by M. Jean, Hepburn Shire, February 2020.

Number	Address	Grade
236	<i>Main Road, Hepburn</i>	<i>Significant</i>

Written submissions received as part of Amendment C82hepb

Ref	Submission summary	Council response to submission
1	<p>Objection.</p> <p>1. On behalf of our client's request that the existing building is removed from any heritage listing and controls.</p> <p>2. There is a mapping error on the exhibited explanatory report. The exhibited documents appear to propose permanent heritage overlays across the site. The land owners have commenced land subdivision in accordance with approvals. It would be highly inappropriate for Council to now pursue heritage controls across the entire lot, particularly as the statement of significance does not speak to the surrounding area. It is requested that mapping and relevant documentation be amended to accurately reflect the extent of those controls.</p> <p>3. Question whether the demolition of this building would undermine the integrity, character and significance of the Shire, and whether this would represent an appreciable loss of heritage built form.</p> <p>4. The original building was destroyed by two separate bushfires in the years 1906 and 1909. The current building was reconstructed in 1911 by Abel Menz, a goldminer/hotelier of German descent, and does not form part of the original built form of 19th century Daylesford/Hepburn. Similar to other Victorian goldfield areas, 19th century Daylesford/Hepburn attracted a large cohort of foreign nationals – most notably the Chinese and the Swiss-Italians from Tincino, Switzerland. While German and other European nationals were present, it is understood that they were not as prominent. The citation report appears to conflate German and Swiss-Italian built form, and does not appropriately delineate between the subject site and other hotels constructed in 19th century Daylesford/Hepburn (such as the Swiss Mountain Hotel in Blampied and Carlo Traversi's Hotel and Dance Hall).</p> <p>5. Swiss Mountain Hotel in Blampied has retained its original built form since its construction in 1865, and has been trading as an ongoing commercial/accommodation venue since its inception. This building has been reconstructed twice and the venue ceased trading in 2019. Integrity of the building has not been maintained. Extensive external alterations to the building have occurred and the building has been substantially modified internally.</p> <p>6. The building on the site is not considered to be an intact or "rare surviving example of a single-storey timber weatherboard hotel". Further, it is noted that no Heritage Study has been prepared by the Council to support this amendment to include the subject site into a permanent heritage overlay. The building is not listed in the <i>Hepburn Heritage Strategy 2020-2030</i> in June 2020. The building's association with Swiss-Italian Migration is considered dubious. The aesthetic significance as a "rare surviving example" is an overreach.</p> <p>7. Landowners hold a live planning permit (PA1426) which allows for, amongst other things, buildings and works to provide 6 accommodation units, change of use of the hotel to a function centre and associated buildings and works, with a 7 lot subdivision.</p>	<p>Partially noted, partially supported, partially not supported.</p> <p>1. Noted.</p> <p>2. Supported. The mapping of the Heritage Overlay is intended to include the heritage building and a 3 metre curtilage on each side. Council supports the submitters request to ensure that the overlay mapping reflects this in the final amendment.</p> <p>3-7. Not supported. The opposition to the Heritage Overlay is largely one of principle, concerning the value of vernacular construction that spans centuries, and the authenticity of traditional architectural styles. The belief in a rigid view about classification of European migrants to Australia, denies the history of modern Europe and the fluid national boundaries that existed in Italy, Switzerland Germany that were in a state of turmoil during the breakup of the Prusso-Hapsburg Empire and the unification wars of Italy. The Swiss were both German speakers as well as French, Italian and spoke many local dialects.</p> <p>Old Hepburn Hotel has cultural heritage significance for its history, representative and aesthetic values as a rare example of a single storey timber weatherboard hotel, vernacular in style, and altered over the years. The hotelier business dates to the early gold rush period of the Hepburn goldfields. During the 20th century the place became a very well-known music venue. It is representative of a specific type of small gold rush hotel, of which few remain in Hepburn shire. It is associated with the key historic themes of Hepburn shire. The historic research for this citation was carried out with rigor. The heritage assessment methodology meets the requirement of the Planning Practice Notes: Applying the Heritage Overlay Note 1, 2018 and Heritage Victoria's criteria of cultural significance, the Burra Charter, 2013, and is in line with the existing Hepburn Shire heritage studies. There are no internal controls proposed by the Heritage Overlay.</p> <p>The Old Hepburn Hotel meets the threshold of local significance.</p> <p>NB: It is recommended that the Heritage Assessment Report and Full Citation for the Old Hepburn Hotel has be made public, as as this was not included in the Incorporated Documents to Amendment C82hepb. It could be included on the Amendment C82 web page.</p>

Ref	Submission summary	Council response to submission
2	<p>Objection.</p> <p>1. The building is derelict and has been neglected by previous and current owners that it is not worth the legal effort for something that is an eyesore. The claim that it has heritage value is a long stretch of the imagination. There are other more significant buildings in the Shire that need protection.</p> <p>2. If the building is retained the possibility of using it as a commercial business is now not in keeping with the residents surrounding it. With the current approved permit for 7 residential blocks and if demolished a possible 4 more it would be a more appropriate use of land. Especially when there is a shortage of affordable residential housing. In the past 5 years there has been at least 20 new residences built within 300 metres. So I think a complete residential zone would be the best outcome.</p>	<p>Not supported.</p> <p>1. The statement of significance is concerned with the Old Hepburn Hotel having cultural heritage significance for its history, representative and aesthetic values as a rare example of a single storey timber weatherboard hotel, vernacular in style, and altered over the years. The current state of the building is not a determining factor in ascertaining its heritage value, because if it was, it would leave the decision to protect or dilapidate a heritage building on the owner, which would potentially undermine the protection of all buildings of heritage value in the Shire.</p> <p>2. The subject land is in the General Residential Zone and any changes to this zoning is not considered by this amendment. Affordable housing is a Shire wide issue that will be addressed separately to this amendment in isolation. Irrespective, State legislation compels developers to provide affordable housing only on a voluntary basis and at this stage there has been no approach from the developer of this site to engage with Council on this delivery.</p>
3	<p>Objection.</p> <p>1. In the less than 20 years that we have been patrons of the Old Hepburn Hotel, it has undergone at least two significant renovations, neither of which heralded back whatsoever to a Swiss Italian or German Heritage. Consequently it is difficult to visualize “the high potential of the site and building to yield further information about the history of the Swiss Italian and Herman migration to the area”.</p> <p>2. As the whole area is known for its Swiss Italian heritage there is a “potential” for numerous properties in the area to yield further information about the history of the Swiss Italian and German Migration.</p> <p>3. A sudden application for a heritage overlay onto a property purchased in good faith without this impediment upon their property, is of concern. Adverse economic effects may result if investors are deterred from investing in to the Shire if the Council developments a reputation for “moving the goalposts” on property owners.</p> <p>4. If the Council believe that this overlay was of merit, it should have been done while the Old Hepburn Hotel was a going concern.</p>	<p>Partially noted and partially not supported.</p> <p>1. Not supported. The old Hepburn Hotel is a vernacular timber building with a series of incremental external changes that have occurred over the past 110 years. Each change in window, entrance door and cladding etc reflects the different changes in patrons’ use of the hotel. The basic design which is distinctive and traditional in style, form, shape, roof styles and massing, including the external front open verandah and proximity to the public footpath, all remain intact. There are no heritage controls on the interior layout of the building.</p> <p>2. Not supported. Swiss, Italian and German cultural heritage is an important distinguishing feature in the development of Hepburn Shire’s identity. Collectively these cultures contributed substantially to the sense of place and fabric of community. It is recognized as a major historic theme in Hepburn Shire. It is agreed that numerous associated buildings, farms and plantings be considered heritage protection under the Hepburn Planning Scheme. These considerations do not diminish the heritage value of Old Hepburn Hotel, and in some respects provides an emboldened to protect the building as part of a larger suite of culturally significant buildings.</p>

Ref	Submission summary	Council response to submission
		<p>3. Noted. The application of two interim heritage overlays on this site have been supported by the Minister for Planning and the Department for Environment, Land, Water and Planning. This has allowed for the protection of the potential heritage asset from demolition, whilst the formal Planning Scheme Amendment Process occurs. The ultimate determination on the validity of the Heritage Overlay and the process in which it was applied, including community submissions, will be considered by the Minister before making a final determination.</p> <p>4. Noted. Council has a goal to increase resources in the heritage field, to ensure that appropriate protections of appropriately assessed heritage assets can occur in a timely manner.</p>
4	<p>Objection.</p> <p>1. There is nothing heritage about this building inside or out. The original bar and bedrooms and toilets have been demolished years ago. The old stove in kitchen has long been removed. All original windows except 1 have been replaced by bigger ones. The path has been changed into a ramp nothing heritage about it whatsoever. I worked there on and off since the age of 15 (now 61) so have seen first hand all the changes over the years, its nothing like it was when Bing & Aileen Baker owned it</p> <p>2. When the building was up for sale there was no talk of it becoming a heritage building and I think it is extremely unfair to try and do it now to the new owner.</p> <p>3. A plaque could be placed at the site with all owners and dates for the history of the building.</p> <p>4. Just become something is old does not make it a heritage</p>	<p>Partially noted and partially not supported.</p> <p>1. Not supported. Please refer to submission 3, Council response 1.</p> <p>2. Not supported. Please refer to submission 3 Council response 3.</p> <p>3. Noted. An appropriate recognition of owners could be considered while maintaining the heritage appropriateness of the building.</p> <p>4. Noted. A robust assessment by a qualified heritage advisor has established the heritage value and recommended the building be protected through a Heritage Overlay in the Planning Scheme. Please refer to submission 2, Council response 1 for further information on the heritage value.</p>
5	<p>Objection.</p> <p>1. I have been associated with this hotel for about 60 years. As a child I went to work with my grandmother who cooked and cleaned there for about 70. Myself and brothers also have owned and leased this Hotel. So I have seen all the changes and many extensions over the years, walls and rooms knocked down, concrete ramp on verandah. The hotel has been totally gutted. Nothing much of the original building left so I think only the site is heritage.</p> <p>2. The building is a eye sore, its falling apart and could be quite dangerous, window dropped roof not to sturdy in a storm, rails rotten. It's a haven for vermin, often see a dead rat or mouse, and snakes have been sighted there this year. I also feel its only a matter of time before squatters move in and that is a worry in this bushfire prone area. There is nothing heritage left of the Old Hepburn Hotel, Just memories.</p>	<p>Partially noted and partially not supported.</p> <p>1. Noted. please refer to Submission 1, Council response 3-7 for the heritage justification for the building</p> <p>2. Not supported. The internal fittings of the building are not subject to heritage controls, just the outside of the building. The dilapidation of the building is not a reason to prevent heritage protection. Recognizing the cultural heritage significance of the Old Hepburn Hotel and its contribution to the history, community story and identity of the place is an acknowledgement of the cultural value the building and its long history as a hotel venue. It is the duty of the landowner to maintain the building itself.</p>

Ref	Submission summary	Council response to submission
6	<p>3. Maybe demolish the Hotel and erect a historical plaque depicting the history of the Old Hepburn Hotel.</p> <p>Proposal.</p> <p>I have waitressed at The Old Hepburn Hotel from the 1970s to around 1990s. I do have a suggestion of how to record significant historical details instead of retaining a defunct building.</p> <p>A person who is on Council now should liaise with;</p> <ol style="list-style-type: none"> 1. People who have owned The Old Hepburn. 2. People who have worked at “ 3. People who have frequented “ 4. Any people with other connections to The Old Hepburn Hotel eg Hepburn Footy Club, Rotary. <p>These anecdotes and, most likely, photos could be collected and presented to the public as “A virtual history of the Old Hepburn Hotel”.</p> <p>I’m not sure if the actual building could be moved to an historical museum.</p>	<p>3. Noted. Please refer to Submission 4, Council response 3.</p> <p>Noted.</p> <p>The proposed amendment was advertised in the local newspaper, with signs on site and direct mailing nearby residents. This process has brought attention to the heritage value of the building itself and may also bring attention to the cultural values linked to the hotel over the years. These options could be explored by Council or the community going forward. The proposal to protect the heritage of the building itself relates to the outside of the building and does not preclude the building from being used again. This is an option for the land owner to consider. The cost of moving a building of this nature to a museum site will most likely be prohibitive, however the heritage protection of the building will make it a living museum in its current location.</p> <p>Memories are important and form part of the history of a place. When associated with physical buildings it brings a sense of authenticity to the experience. The place remains highly visible in the public streetscape as a landmark in the Main Road, Hepburn. The place has many associative stories and personal memories that stretch over 150 years of community gatherings, socializing and entertainment. The old Hepburn Hotel was a very popular pub for over a century.</p>
7	<p>Objection.</p> <ol style="list-style-type: none"> 1. I oppose the proposal that “the old Hepburn Hotel” become an “Historical Overlay” building. Over the many years since the 1970s I have had many meals and drinks at “the Old Hepburn Hotel”. I have worked as a drink waiter at the many functions the hotel hosted. The bar configuration has changed many times to make it unrecognisable to what it originally was. As a member of the Hepburn Football Club, I’ve spent time at the hotel after the game. Since “the Old Hepburn Hotel” was last sold it has not operated as a pub. It is hard work, with long hours for unsatisfactory financial reward. 2. The current owner bought “the Old Hepburn Hotel”, with a considerable amount of surrounding land, long before any “Historical Overlay” was thought of. As the inside of the hotel was “guttled” by the previous owner there is very little of any historical or heritage interest there. 3. I am opposed to my rates being use to maintain a building that doesn’t have its history visible. 	<p>Partially noted and partially not supported.</p> <ol style="list-style-type: none"> 1. Noted. The interest in the building’s history in the community is very high and the associated community memories are strong. Further oral history on the Old Hepburn Hotel as a music venue during the 20th century is recommended. This would further enrich its history and its heritage social value and ongoing importance to the local community. 2. Not supported. Please refer to submission 3, Council response 1. 3. Noted. The land and building is privately owned. The maintenance of the building will be managed by the owner and not the Council. The Heritage Overlay requires the retention of the building and paint controls on the exterior.
8	<p>Question.</p>	<p>Noted.</p>

Ref	Submission summary	Council response to submission
	I would like to know what is going to be put in place of the hotel if it is pulled down. Before anything happens to it people should be in the know of what exactly is going to happen on the site.	The proposed Heritage Overlay will protect the building from being demolished. If the Heritage Overlay is not supported by the Minister then there is potential the building will be demolished. Any new development proposed on the land would then be subject to the requirements of the Planning Scheme, including the current General Residential zone.

Planning and Environment Act 1987

HEPBURN PLANNING SCHEME

AMENDMENT C82hepb

EXPLANATORY REPORT

Who is the planning authority?

This amendment has been prepared by the Hepburn Shire Council who is the planning authority for this amendment.

The amendment has been made at the request of Council.

Land affected by the amendment

The amendment applies to the Old Hepburn Hotel at 236 Main Road Hepburn Springs, shown in Figure 1 below.



Figure 1: Site subject of the amendment

What the amendment does

The Amendment applies the Heritage Overlay (HO987 Old Hepburn Hotel) on a permanent basis to the Old Hepburn Hotel at 236 Main Road, Hepburn Springs.

The amendment will make the following changes to the Hepburn Planning Scheme:

- amend the Schedule to Clause 43.01 (Heritage Overlay) to include the Old Hepburn Hotel at 236 Main Road, Hepburn (HO987) in the Heritage Overlay of the Hepburn Planning Scheme, with paint controls on a permanent basis; and
- amend the Schedule to Clause 72.04 to include the Statement of Significance for the Old Hepburn Hotel at 236 Main Road, Hepburn as an incorporated document.

Strategic assessment of the amendment

Why is the amendment required?

The amendment is required to provide permanent heritage protection to the Old Hepburn Hotel at 236 Main Road, Hepburn. In early 2020, Council responded to an impending threat of demolition by seeking interim protection for the Old Hepburn Hotel from the Minister for Planning. On the 9 July 2020 the interim control was gazetted as Amendment C79hepb and provided on the condition that Hepburn Shire Council (council) pursues permanent heritage controls through a separate amendment process.

As the interim protection expires on the 30 April 2021, no planning permit to demolish the building will be required after that date and permanent protection is warranted.

An investigation undertaken by council's Heritage Advisor in support of the interim protection found that the Old Hepburn Hotel warranted permanent local heritage protection under the Hepburn Planning Scheme for its historic, rarity and representative values at a local level and for its potential to yield further information. Specifically:

'The Old Hepburn Hotel has historical significance for its associations with the German and Swiss Italian gold miners, who were attracted to the Daylesford, Hepburn Springs, Jim Crow, Yandoit and Shepherd Flats gold fields in the 1850s and 1860s.'...

'The Old Hepburn Hotel has historic and rarity value as one of the longest operating hotels in the region, first established as a licensed general store in 1854 by Buttner and Hallenstein, who sold the property to Leonardo Pozzi and later to Alessandro Moneghetti, two of the first Swiss Italians to arrive in the district in the 1850s.' ...

'It is historically significant and has high representative value as a typical German/Swiss vernacular styled hotel and licensed general store that is associated with early German and Swiss migrant hoteliers. The building was rebuilt after the bush fires of 1909 in 1911 by Amalie Menz to the early design of the hotel constructed by her husband, Abel Menz. The vernacular building tradition continues the function and rural design associated with the Buttner and Hallenstein General Store, the Pozzi Hotel and the Menz Hotel and General Store and the Old Racecourse Hotel. It is representative of a specific type of small gold rush hotel, of which few remain.' ...

'The Old Hepburn Hotel has significance for the high potential of the site and building to yield further information about the history of Swiss Italian and German migration to the area. It is a rare surviving example of a single storey timber weatherboard hotel where the operating business dates from 1854 during the early gold rush period of the Hepburn Springs goldfields to the 21st century.'

Past threats to demolish the Old Hepburn Hotel demonstrate the need for permanent heritage controls. Council at its meeting of 19 May 2020 resolved to seek authorisation to prepare proposed Amendment C82hepb to apply permanent heritage controls to the property. Various structural improvements were made to the Schedule to the Heritage Overlay as part of Amendment VC148. This amendment makes consequential structural changes to the Schedule to the Heritage Overlay to ensure consistency with the revised *Ministerial Direction on Form and Content*.

How does the amendment implement the objectives of planning in Victoria?

Section 4 of the *Planning and Environment Act, 1987* (the Act) sets out the objectives of planning in Victoria. The relevant objectives of planning in Victoria implemented by this amendment are:

- 4(1)(d) - to conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value;
- 4(1)(g) - to balance the present and future interests of all Victorians.

The Amendment will support these objectives by ensuring the heritage significance of the Old Hepburn Hotel is considered in any development proposal.

How does the amendment address any environmental, social and economic effects?

The Amendment will have no adverse effects on the environment.

The retention of the hotel will generate positive social benefits through the intrinsic value of preserving a historically and culturally significant heritage place for future generations to appreciate and enjoy.

The application of the Heritage Overlay on a permanent basis may have an adverse economic impact by constraining development of the site. However, this would only apply to part of the property, with opportunities to develop the balance still able to be explored. In addition, the retention and conservation of the Old Hepburn Hotel can potentially generate highly resolved and innovative architectural solutions and create opportunities for small business with direct user benefits through tourism. It is considered that economic effects will be offset by the contribution that the heritage place offers to the broader community and economy.

Does the amendment address relevant bushfire risk?

The property is within the designated Bushfire Prone Area and is also subject to Schedule 1 to the Bushfire Management Overlay. The amendment is consistent with Clause 13.02-1S Bushfire planning as the Heritage Overlay. This amendment will not facilitate the development of any new structure in an exposed setting. The subject land is within a developed residential area and any additional development will have an inconsequential impact on bush fire risk in a wider local context. Any potential new land uses facilitated by this amendment will not significantly increase the intensity of development for the heritage site. Hence the changes proposed by this amendment will not result in any increase to the risk to life as a priority, property, community infrastructure and the natural environment from bushfire.

Does the amendment comply with the requirements of the Ministerial Direction applicable to the amendment?

The Amendment is consistent with the Ministerial Direction on the Form and Content of Planning Schemes under section 7(5) of the Planning and Environment Act 1987.

The Amendment is consistent with the Ministerial Direction No 11 – Strategic Assessments of Amendments which requires a comprehensive strategic evaluation of a planning scheme amendment and the outcomes it produces. This report addresses the requirements outlined in this direction.

How does the amendment support or implement the Planning Policy Framework and any adopted State policy?

The amendment is consistent with the Planning Policy Framework, most pertinently Clause 15.03-1S Heritage conservation. The amendment is consistent with all adopted State policies, including the policies of Heritage Victoria and Heritage Council Victoria. There are no competing Planning Policy Framework objectives with respect to this amendment.

How does the amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?

Amendment C82hepb implements the objectives and strategies of Clause 15.03 Heritage by including the Old Hepburn Hotel into the Heritage Overlay on a permanent basis.

The amendment supports and implements the following element of the Planning Policy Framework:

Clause 15.03-1S (Heritage conservation)

Objective: *To ensure the conservation of places of heritage significance.*

Strategies: *Provide for the conservation and enhancement of those places that are of, aesthetic, archaeological, architectural, cultural, scientific, or social significance.*

Retain those elements that contribute to the importance of the heritage place.

Ensure an appropriate setting and context for heritage places is maintained or enhanced.

The Amendment is also consistent with the directions and policy in the *Central Highlands Regional Growth Plan, May 2014*. In its regional planning principles to guide growth and change the Regional Growth Plan identifies that: *'The importance of cultural heritage and landscapes as economic and community assets should be recognised'*.

The amendment is also consistent with the *Ministerial Direction No. 11 – Strategic Assessment of Amendments*.

How does the amendment support or implement the Municipal Planning Strategy?

The amendment is consistent with the objectives and strategies outlined in the Local Planning Policy Framework of the Hepburn Planning Scheme. The Municipal Strategic Statement acknowledges the importance of heritage protection as a significant contributor to preserving Hepburn's character.

A key objective of Clause 21.09 – Environment and Heritage is:

'To protect the cultural heritage of Hepburn, while promoting appropriate development opportunities for areas and sites of cultural heritage significance and neighbourhoods of strong residential character.'

Amendment C82hepb implements the Local Planning Policy Framework by providing the Old Hepburn Hotel with permanent protection under the Heritage Overlay.

Does the amendment make proper use of the Victoria Planning Provisions?

The Heritage Overlay is the appropriate tool to protect places of local heritage significance. Applying a Heritage Overlay to places of potential heritage significance ensures that the potential impacts of any proposed development on the heritage values of the site can be assessed while the application of permanent controls is tested.

The amendment also makes use of new structural changes to the Schedule to the Heritage Overlay introduced by VC148.

How does the amendment address the views of any relevant agency?

Heritage Victoria, in response to a council request, has determined that the site meets the threshold policy for listing on the Victorian Heritage Inventory and consequently will be listed. Heritage Victoria will be further consulted as amendment C82hepb are progressed.

The views of other relevant agencies will be sought during exhibition of planning scheme amendment C82hepb.

Does the amendment address relevant requirements of the Transport Integration Act 2010?

The Amendment will not have a significant impact on the transport system, as defined by section 3 of the *Transport Integration Act, 2010*, given that it is a single property with limited development capacity.

What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?

The amendment will not result in any significant resource implications for the Responsible Authority. The inclusion of the Old Hepburn Hotel in the Heritage Overlay on a permanent basis will not result in a significant increase in the number of planning permit applications.

Where you may inspect this amendment

The amendment is available for inspection, free of charge at Hepburn Shire Council website at www.hepburn.vic.gov.au

The amendment can also be inspected free of charge at the Department of Environment, Land, Water and Planning website at www.planning.vic.gov.au/public-inspection.

Submissions

Any person who may be affected by the amendment may make a submission to the planning authority. Submissions about the amendment must be received by 4 March 2021.

A submission must be sent to: planningscheme@hepburn.vic.gov.au

Panel hearing dates

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- directions hearing: week starting 19 April 2021.
- panel hearing: week starting 17 May 2021.

ATTACHMENT 1 - Mapping reference table

Location	Land /Area Affected	Mapping Reference
Hepburn	236 Main Road Hepburn	Hepburn C82hepb Map 28HO Exhibition

11 QUALITY COMMUNITY INFRASTRUCTURE

11.1 HEPBURN HUB AT THE REX - AUGUST UPDATE DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Project Manager – Hepburn Hub, I Bruce MacIsaac have no interests to disclose in this report.

ATTACHMENTS

- Nil

EXECUTIVE SUMMARY

The purpose of this report is:

- To provide an appropriate level of information to allow Council to properly monitor the progress of the project against the Project Plan as amended on 15 June 2021.
- To acquit Council's resolution that management provide periodic reporting to Council on the progress of the Hepburn Hub at the Rex.
- To respond to the Council resolution of the 15 June 2021 regarding negotiations with the current builder or termination of the contract and the procurement of a new contractor.

OFFICER'S RECOMMENDATION

That Council:

1. *Receives and notes the August 2021 project update report regarding the Hepburn Hub at the Rex Project;*
2. *Notes that a new procurement process is now being commenced; and*
3. *Notes that monthly reporting to Council and the community will continue.*

MOTION

That Council:

1. *Receives and notes the August 2021 project update report regarding the Hepburn Hub at the Rex Project;*
2. *Notes that a new procurement process is now being commenced; and*
3. *Notes that monthly reporting to Council and the community will continue.*

Moved: Cr Brian Hood

Seconded: Cr Tim Drylie

Carried

BACKGROUND

On the 18 February 2020 Council endorsed the Project Plan for the Hepburn Hub at the Rex setting out the governance for the project. This plan outlines the project

scope, budget, funding and delivery program and has been subsequently revised by Council as required.

In summary, Council has endorsed a revised scope to attend to the site conditions and to provide certainty. A revised program with a construction completion date of mid-2022 also aligns with the amended scope.

Key Issues

The endorsed project scope remains a facility of 2,052 square metres of enclosed space. The revised scope includes a library, community auditorium, coworking space, customer service and council offices. It also responds to the existing site conditions and allows for those identified to be rectified as part of the new works and brought up to a contemporary standard.

The program has also been amended to allow for a new procurement process and for the works to be completed mid next year. (Refer **Table 1** below).

Table 1 Project Plan Summary

Project Metric	Current Endorsed Metric	Current Forecast Outcome	Current Forecast Variance
Project Scope (Enclosed Area)	2,052Sqm	2,052Sqm	NIL Sqm
Project Budget	\$7.130M	\$7.130M	NIL \$
Project Program (Date for PC)	01/09/22	01/09/22	NIL weeks

Project Scope

The forecast functional areas endorsed by Council are those outlined in the table below. (Refer **Table 2** below). These areas remain unchanged although some parts may need to be demolished and replaced with new. The risks associated with the project scope are outlined in the following section.

Although a building permit has been obtained to complete the works, the existing building itself is between 15 to 90 years old. It has been identified that some upgrades are required to existing building elements to overcome deferred maintenance, building defects and to improve performance. This includes the replacement of the existing staff amenities or toilets located in the rear portion of the building and an upgrade to the storm water system.

Table 2 Project Scope Summary

Scope Element	Current Endorsed	Current Forecast	Current Forecast
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	Area Sqm	Area Sqm	Variance Sqm
Council Offices	944	944	NIL
Customer Services	122	122	NIL
Library	348	348	NIL
Community Auditorium	106	106	NIL
Tenancies 1, 2 & 3	111	111	NIL
Tenancies 4	136	136	NIL
Entry & Amenities	285	285	NIL
Enclosed Area	2,052	2,052	NIL
Carpark	1,298	1,298	NIL
Open Space	120	120	NIL
External Space	1,418	1,418	NIL
Total	3,470	3,470	NIL

Scope Risks

The scope including responses to the site conditions are being documented so they can be allowed for by the tenders.

Project Budget

The endorsed project budget is \$7.130M, however it has been identified that additional funding may be required to address some of the items raised and the Project Control Group are managing this within the updated documentation for tender. This will be informed by a quantity surveyor's estimate.

The tender documentation is being reviewed to ensure items with the site conditions previously raised are clearly documented to ensure they are allowed for in the tender.

Budget Risks

The construction contract provides a fixed price which should provide certainty in relation to the great majority of the remaining budget to be spent.

The fixed price does not allow for any variations identified during the construction period which are associated with: latent (hidden) conditions; documentation omissions; principal generated changes, and prolongation of the program. These variations are usually funded from an allowance in the budget known as a contingency.

Project Program

The program was endorsed at the Council meeting held on the 15 June 2021 with the completion of construction mid next year.

Since receiving Council's direction for a new procurement process, revised tender documents are being prepared for tender issue. It is anticipated this process can be complete over the next 3-4 months. This will be followed by construction which is anticipated to take 9 months.

It is desired that works on the roof will be commenced prior to Christmas and be completed mid next year. This will be confirmed once the new tenders have been received. The new building contract will include a contractual date known as the Date for Practical Completion against which progress can be reported to Council.

A further month has been allowed to decant staff, furniture and equipment and to prepare for operations at the new site.

The program summary is outlined in the table below (Refer *Table 3* below). The risks to the Program are noted below the table.

Table 3 Project Program Summary

Program Element	Current Endorsed Program End Date	Current Forecast Program End Date	Current Forecast Variance Weeks
Direction	06/07/21	06/07/21	NIL
Documentation	5/08/21	16/08/21	1.5
Tender	9/09/21	20/09/21	1.5
Contract	19/10/21	16/11/21	4
Mobilisation	18/11/21	29/11/21	1.5

Construction*	18/07/22	01/08/22	2
Occupation	15/08/22	01/09/22	2.5

- This will be confirmed once the tenders are received.

Program Risk

Any forecast variations to the endorsed program shall be monitored by the Project Control Group and reported to Council monthly.

These changes will mostly be associated with the construction program. These are usually associated with changes to the works which also delay the builder's critical path. Once a contractor is procured, we can confirm the Date for Practical Completion.

Recent Activities

Recent activities over the past period include:

- review of the tender documents.
- preparation of the Request for Tender

NEXT STEPS

Foreshadowed activities over the next period include:

- Site visits and responses to tender queries from contractors
- Preparation of the Terms of Reference for the Project Advisory Committee

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

1. Responsibly manage our assets portfolio including roads and transport infrastructure, buildings, recreation and sporting facilities and public toilets by inspecting and monitoring maintenance and renewal needs. This is achieved through planning for and implementing asset renewal and upgrade programs or new facilities that meet community expectations such as hubs, streetscapes, roads and building assets.

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, Art 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.

Strategic Objective – Vibrant Economy

Key Strategic Activity:

10. Contribute to the strength of the economy through the ongoing development of key regional attractions and events that enable marketing of our region, attraction of visitors, business opportunities and underpin a strong community.

Strategic Objective – High Performing Organisation

Key Strategic Activity:

12. Enhance our processes and systems to deliver excellent customer service. To achieve this, we will focus on internal collaboration and new ways of working, combined with a continued focus on effective and timely communications, engagement and consultation. We will focus on achieving higher customer satisfaction through making it easier to work with Council and by closing the loop on requests received from our community and other customers.
14. Develop our staff to enhance their work experience and enable them to deliver great outcomes to our community. Through a focus on their careers and developing new skills, we will build a positive culture and develop new leaders of the future.
15. Make Occupational, Health, Safety and Wellbeing an embedded part of our culture and the number one focus every day. We will continuously improve our systems and actions to make sure people go home safe and well every day.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

The proposed facility will comply with contemporary standards of environmental design and improve the sustainability of Council operations.

FINANCIAL IMPLICATIONS

The contract will be funded from the approved Council capital works Budget.

RISK IMPLICATIONS

Due to the value of the contract, and in accordance with Council's Procurement Policy, the preferred tenderer will be subject to an independent financial check and the procurement process subject to an independent review.

Construction related risks shall be addressed in the builder's Construction Management Plan and pre-commencement site meetings. The builder will be required to confirm that the risks have been addressed and responded to appropriately. This will include managing the work site safely and providing Traffic Management Plan in accordance with AS 1742.3.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Stakeholders have been consulted during the design process with updates provided to the community. Council's decision has been communicated in a media release and regular updates on progress shall be made during the works. Directly affected property owners and adjacent businesses will be informed prior to construction commencing.

11.2 AWARDING OF CONTRACT HEPBU.RFT2021.09 - FOOTPATH EXPANSION AND RENEWAL DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Project Engineer, I Paul O'Leary have no interests to disclose in this report.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - HEPBU.RFT2021.09 Tenders Evaluation Report Footpath Expansion and Renewal [**11.2.1** - 8 pages]
2. CONFIDENTIAL REDACTED - HEPBU.RFT2021.09 Tender Evaluation Matrix Footpath Expansion and Renewal [**11.2.2** - 4 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Council to award contract HEPBU.RFT2021.09 - Footpath Expansion and Renewal in Hepburn Shire 2021/2022.

These works form part of Council's annual Footpath Expansion and Renewal program with works identified through a combination of Walking and Cycling Strategy, asset condition and customer requests.

The scope of works is divided into four separate packages, one for each of the major townships, with the intention of engaging multiple contractors, in order to deliver the works this calendar year, and meet funding requirements.

The tender for these works was invited via public advertisement on Council's website and have been evaluated by the tender evaluation panel in accordance with Council's Procurement Policy.

OFFICER'S RECOMMENDATION

That Council:

1. *Awards Contract Number HEPBU.RFT2021.09 package 1 (Creswick) for the fixed price of \$70,451.66 exclusive of GST to Butler Excavation Pty Ltd;*
2. *Awards Contract Number HEPBU.RFT2021.09 package 2 (Clunes) for the fixed price of \$69,302.50 exclusive of GST to Smooth As Concrete Pty Ltd;*
3. *Awards Contract Number HEPBU.RFT2021.09 package 3 (Trentham) for the fixed price of \$59,000.62 exclusive of GST to OnTrack Earthworks Pty Ltd (AFT Roberts Family Trust);*
4. *Awards Contract Number HEPBU.RFT2021.09 package 4 (Daylesford) for the fixed price of \$69,350.60 exclusive of GST to Berne Fleming Civil Pty Ltd;*
5. *Approves Council Officers to make variations to the Contracts, in excess of the awarded lump sum contract value, within approved Officer Delegations for each variation, and within approved budgets and contingencies;*

6. *Delegates the Chief Executive Officer to sign and seal the contract documents on behalf of Council; and*
7. *Resolves that the Tender Evaluation Report and Matrix, as attached, remain confidential.*

MOTION

That Council:

1. *Awards Contract Number HEPBU.RFT2021.09 package 1 (Creswick) for the fixed price of \$70,451.66 exclusive of GST to Butler Excavation Pty Ltd;*
2. *Awards Contract Number HEPBU.RFT2021.09 package 2 (Clunes) for the fixed price of \$69,302.50 exclusive of GST to Smooth As Concrete Pty Ltd;*
3. *Awards Contract Number HEPBU.RFT2021.09 package 3 (Trentham) for the fixed price of \$59,000.62 exclusive of GST to OnTrack Earthworks Pty Ltd (AFT Roberts Family Trust);*
4. *Awards Contract Number HEPBU.RFT2021.09 package 4 (Daylesford) for the fixed price of \$69,350.60 exclusive of GST to Berne Fleming Civil Pty Ltd;*
5. *Approves Council Officers to make variations to the Contracts, in excess of the awarded lump sum contract value, within approved Officer Delegations for each variation, and within approved budgets and contingencies;*
6. *Delegates the Chief Executive Officer to sign and seal the contract documents on behalf of Council; and*
7. *Resolves that the Tender Evaluation Report and Matrix, as attached, remain confidential.*

Moved: Cr Don Henderson

Seconded: Cr Brian Hood

Carried

BACKGROUND

Council has sought tenders for the construction of HEPBU.RFT2021.09 - Footpath Expansion and Renewal in Hepburn Shire 2021/2022.

This contract was tendered as four separate packages with the intention of awarding the work to multiple contractors.

Works scoped under this project were identified through a combination of public consultation in the 2016 Walking and Cycling Strategy priority projects, renewals through asset condition data, and engineering assessment of customer requests.

This financial year the program is funded through the Local Roads and Community infrastructure Program Stage 2.

Works under this contract involve the following locations.

Package 1 – Creswick Township

- 1.** Luttet Street
 - Construct 198m of new concrete footpath between Anne Street and Elizabeth Street. Path to cross Luttet St at the end of the existing network at Anne St.

- 2.** Napier Street
 - Construct 38m of new concrete footpath on the West side of Napier Street.
 - Scope includes 12m of kerbing and two drainage pit upgrades at the intersection of Napier and Raglan Streets.

- 3.** Hall Street
 - Scope includes both renewal of exiting and construction of new footpath on both sides of Hall St.
 - Demolish and reconstruct 66m of existing footpath on Hall Street from the intersection of Albert Street.
 - Patching as required in existing areas.
 - Construction of 15m of new footpath and tactile ground surface indicators (TGSIs) to provide accessible crossings at the east side intersection of Hall St and Napier Street.

Package 2 – Clunes Township

- 4.** Talbot Street
 - Construct 295m of new concrete footpath along Talbot Street Clunes from the intersection of West Street to Cox Lane.

- 5.** Templeton Street
 - Construct 130m of new concrete footpath on Templeton Street Clunes from the Church to Bailey Street.

Package 3 – Trentham Township

- 6.** High Street
 - Construct 195m of new concrete footpath along Falls Road Trentham from the existing path at the bridge crossing, both sections of Blue Mount Road and ending at the intersection of Mulchays Road

- 7.** Market Street
 - Scope includes both renewal of exiting and construction of new footpath
 - Construct 145m of new concrete footpath along the West side of Market Street between Albert Street and the entrance to the service station.
 - Demolish and remove 15m of asphalt footpath and replace with concrete at the intersection of Albert and Market Streets (SW side).

Package 4 – Daylesford Township

8. Jamieson Street
 - Construct 172m of new concrete footpath along Jamieson Street from the intersection of Trimble Street to Westwood Street, including the small section on south section of Trimble Street intersection
9. Stanbridge Street
 - Construct 120m of new concrete footpath on Stanbridge Street between Duke Street and Camp Street with associated laybacks
10. Vincent Street
 - Demolish and replace the first 65m of footpath on Vincent Street from the intersection of Ruthaven Street.

KEY ISSUES

Tenders for HEPBU.RFT2021.09 - Footpath Expansion and Renewal in Hepburn Shire 2021/2022 were invited via public advertisement on Council's website and on tenders.net on 19 July 2021 and appeared in the Ballarat Courier on the 24 July 2021.

Tenders were received from nine (9) tenderers and evaluated by an evaluation panel consisting of:

Name	Title
Chair: Paul O'Leary	Project Engineer - Infrastructure
Tim Powell	Coordinator Engineering
Sean Ludeke	Acting Manager Operations
Andrea Perrin	Procurement, Insurance and Risk Officer

The Evaluation Panel evaluated the tenders received against the mandatory criteria as set out on the procurement policy.

Criteria	Weighting
Price	50%
Risk / OHS/ Quality Management	10%
Local Content	5%
Response to Specification	Pass/Fail
Experience and Qualifications	20%
Business and Financial Capacity	10%
Sustainability	5%

SUBTOTAL	100%
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The outcome of the tender evaluation is detailed in the attached Confidential Tender Evaluation Report.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2017-2021

Quality Community Infrastructure

1. Responsibly manage our assets portfolio including roads and transport infrastructure, buildings, recreation and sporting facilities and public toilets by inspecting and monitoring maintenance and renewal needs. This is achieved through planning for and implementing asset renewal and upgrade programs or new facilities that meet community expectations such as hubs, streetscapes, roads and building assets.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

Safe and effective pedestrian networks increase the liveability and community activation in townships. Connected communities are less likely to rely on less sustainable forms of transport.

FINANCIAL IMPLICATIONS

The cumulative expenditure under this contract is expected to be delivered within current approved Council budgets and the 2021/2022 Infrastructure Program.

RISK IMPLICATIONS

There are minimal risk implications associated with this report. The expected construction related risks shall be addressed in pre-commencement site meetings and mitigated by managing the work site and providing traffic management in accordance with AS 1742.3. Award of the contract to multiple contractors will ensure delivery within the funding guidelines.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are no community or stakeholder engagement implications associated with this report.

The expansion locations have been selected through a combination of the Walking and Cycling Strategy priority projects and analysis of customer requests and feedback.

Directly affected property owners will be informed prior to construction commencing.

12 ACTIVE AND ENGAGED COMMUNITIES

12.1 APPOINTMENTS TO THE GENDER EQUITY ADVISORY COMMITTEE ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Health and Wellbeing Officer, I Tamara Patterson have no interests to disclose in this report.

ATTACHMENTS

1. Gender Equity Advisory Committee Terms of Reference [**12.1.1** - 3 pages]
2. CONFIDENTIAL REDACTED - Gender Equity Advisory Committee - Summary of Applicants [**12.1.2** - 7 pages]

EXECUTIVE SUMMARY

At the Ordinary Meeting of Council on 18 May 2021, Council endorsed the Terms of Reference (TOR) for the establishment of the Gender Equity Advisory Committee (GEAC).

From 19 May 2021 until 1 July 2021 Council called for applications from suitably qualified and experienced Community Members for appointment to the GEAC. A total of 12 submissions were received online via Councils SmartyGrants platform.

Endorsed Terms of Reference state membership will comprise of a Councillor as the Chair and ten community members who are committed to working positively to meet the objectives of the Committee. The Committee will operate with a minimum of four members.

Council received 12 community applications; all have been assessed as suitable. One applicant subsequently withdrew their application. Ten applicants have been recommended and one not recommended due to exceeding membership limit. Officers will contact both selected and non-selected applicants to advise them of the outcome of their application once appointments are confirmed by Council.

OFFICER'S RECOMMENDATION

That Council appoints the following community members to the Gender Equity Advisory Committee for a 4-year term:

- *Ms Lynda Poke*
- *A/Prof Suzanne (Sue) Dyson*
- *Ms Mika Pediaditis*
- *Ms Devon Taylor*
- *Dr Petra Bueskens*
- *Ms Lindy Churches*
- *Ms Isabelle Dupre*
- *Dr Michael Veal*
- *Mx Mara Macs*

- *Maia Irell*

MOTION

That Council appoints the following community members to the Gender Equity Advisory Committee for a 4-year term:

- *Ms Lynda Poke*
- *A/Prof Suzanne (Sue) Dyson*
- *Ms Mika Padiaditis*
- *Ms Devon Taylor*
- *Dr Petra Bueskens*
- *Ms Lindy Churches*
- *Ms Isabelle Dupre*
- *Dr Michael Veal*
- *Mx Mara Macs*
- *Maia Irell*

Moved: Cr Don Henderson

Seconded: Cr Tim Drylie

Carried

BACKGROUND

At the Ordinary Meeting of Council on 18 May 2021, Council endorsed the Terms of Reference for the establishment of the GEAC. Following this decision, Council Officers then implemented the Communications Plan that ensured wide advertisement of the available GEAC membership. This plan was successful, attracting 12 applications from suitably qualified and experienced Community Members.

The timeline for submissions was extended by two weeks due the recent storm events to allow Council Officers to meet internal timeframes.

KEY ISSUES

All applications were assessed by three Council Officers against Criteria based on the endorsed Terms of Reference as follows:

Criterion 1:

Does the applicant convey knowledge and understanding of the needs and issues relevant to gender equity?

Indicators:

- Relevant examples provided
- Evidence-based references

Criterion 2:

Does the applicant convey an interest and involvement in local and/or broader community partnerships, advocacy, networks or activities?

Indicators:

- Examples of involvement
- Extent of involvement
- Applicant provides clear linkages with recognised organisations
- Organisations are legitimate

Criterion 3:

Does the applicant convey the ability to contribute to the strategic development of gender equity initiatives at local government level?

Indicators:

- Understanding of local government
- Examples of future-oriented, proactive, evidence-based gender equity opportunities

Criterion 4:

Does the applicant have direct links to local community populations and/or organisations?

Indicators:

- Applicant provides clear examples of linkages
- Populations and organisations are relevant to gender equity

Criterion 5:

Does the applicant display experience and/or understanding of the role of an advisory committee?

Indicators:

- Previous relevant experience
- Understanding of TOR objectives
- Understanding of TOR requirements for members, terms or appointment and conduct

Additionally, all applicants were asked to supply two referees as part of their application. All referees were asked to submit their references via email responding to the following three questions that connect to the above Criteria:

- What is your relationship to the applicant?
- What is your understanding of the applicants' interest, skills and/or experience with Gender Equity?
- How will the applicant benefit the community through the provision of advice to Council?

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2017-2021

Active and Engaged Communities

3. Support the strength and resilience of the community through delivering actions in areas such as Youth, Libraries, Early Years, Community Planning, Art 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.

Municipal Public Health and Wellbeing Plan 2017-2021

Priority 4 – Preventing Family Violence

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

Officer support for administration of the GEAC has been budgeted for as part of the Early Years and Healthy Communities department.

RISK IMPLICATIONS

There are no risk implications associated with this report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The application process associated with the GEAC was scored in the 'Level of engagement matrix' as a 'Low' level of engagement. The Communications Plan was implemented effectively with Councillor support, evidenced by the number and quality of applications received. Additionally, utilising the SmartyGrants systems allowed for ease of submission with all applicants providing feedback that the process was very easy or easy.

Communications Plan implemented as follows:

Facebook posts:

Date	Impressions	Engagement	Reach
21 May 2021	473	429	9
28 May 2021	436	425	14

3 June 2021	543	522	8
9 June 2021	1,181	1,090	24

Hepburn Life email newsletter:

- May edition

Councillor Bulletin Article:

- 11 June 2021
- 18 June 2021

Direct Councillor Communication:

- 8 June 2021

Direct contact with Community Leaders in Clunes and Creswick:

- 8 June 2021

▶ TERMS OF REFERENCE**1. INTRODUCTION**

The aim of the Gender Equity Advisory Committee (GEAC) is to provide Council with advice on improving Gender Equity within the Hepburn Shire Council and Community.

The GEAC is an advisory committee and not a decision-making body and will make recommendations to Council on matters for determination.

Gender Equity entails the provision of fairness and justice in the distribution of benefits and responsibilities on the bases of gender. The concept recognises that people may have different needs and power related to their gender and that these differences should be identified and addressed in a manner that rectifies gender related imbalances.

2. OBJECTIVES

- Advocate for gender equity within the Hepburn community and beyond.
- Provide feedback and advice to Council on the gender equity implications of its policies, plans and services.
- Contribute to the promotion of Council and community collaborations that support and promote gender equity.

3. MEMBERSHIP:

The GEAC membership aims to ensure there is representation of broad community and positions are voluntary.

Membership will comprise of a Councillor as the Chair and ten (10) community members who are committed to working positively to meet the objectives of the Committee. The Committee will operate with a minimum of four (4) members.

Membership shall represent the range of interests and needs of people in the Hepburn Shire. Such diversity may include cultural, age, gender, access and inclusion, employment, life stage, and community groups.

Membership will be invited by way of an expression of interest recommendations of appropriate members will be presented to Council for consideration and appointment appointed by Council resolution.

Members should notify Council in writing if they intend to rescind their membership. If membership numbers fall below four (4), Council may seek to increase membership through another EOI process.

From time to time, GEAC may establish working groups, and may co-opt additional members, including Council officers, if it is considered that additional skills and experience would benefit a specific project or add value to the general performance of the Committee.

3.1 SELECTION PROCESS

The Selection Committee will include the appointed Councillor representative, Director Community & Corporate Services and/or Manager Community Care and a representative

▶ TERMS OF REFERENCE

from the Community Care Early Years, Youth and Healthy Communities team. The Selection Committee will assess the nominations against the selection criteria and recommend appointments to Council.

3.2 REQUIREMENTS FOR MEMBERS (Criteria)

Advisory Committee members will be able to demonstrate some of the following:

- Knowledge and understanding of the needs and issues relevant to gender equity
- An interest and involvement in local and/or broader community partnerships, advocacy, networks or activities
- The ability to contribute to the strategic development of gender equity initiatives at local government level
- Direct links to local community populations and/or organisations.
- Experience and/or understanding of the role of an advisory committee

Council will aim to ensure that members of the Committee reflect the diversity of the Hepburn community including ethnicity, age, gender and different geographical areas across Hepburn. A high level of female representation will be encouraged.

Council will aim to ensure that members of the Committee reflect a balance between individuals and organisations and the community and business sectors.

3.3 TERMS OF APPOINTMENT

- Appointments will be for a minimum four-year (4) term.
- Council will appoint a Councillor to chair the meetings.
- GEAC members completing a four-year term may re-apply for a further four-year term.

The membership of the Committee will be reviewed as part of the on-going review and implementation of the Gender Equality Action Plan (GEAP).

4. HEPBURN SHIRE COUNCIL

4.1 Role and Responsibilities

Council will have accountability for management of the GEAC.

Council is committed to working co-operatively with GEAC members to improve gender equity across the Hepburn Shire Council and community.

5. ADMINISTRATION AND CONDUCT

5.1 Administration

The Committee will receive administration support by a Council Officer in the Early Years and Healthy Communities Team.

The Committee will meet a minimum of four (4) times annually.

Minutes from the Committee Meetings will be presented to Council at the corresponding Ordinary Meeting.

▶ TERMS OF REFERENCE

5.2 Conduct

All members of the GEAC will work in a co-operative and positive manner. Members are expected to:

- Actively participate in meetings and offer opinions and views, and attend a minimum of 50% of meetings;
- Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others;
- Declare any conflicts of interest or perceived conflicts of interest;
- Act with integrity and avoid the release of confidential information;
- Adhere to the principle of clear and open communication;
- Where issues of conflict arise, parties will be encouraged to discuss issues openly and clearly in a respectful manner;
- Where there is difficulty in resolving issues of conflict, Council will make a final decision on any matter.

Breaches of the Terms of Reference may result in revoking the member from representing the committee.

**12.2 CONSIDERATION OF LICENCE FOR DAYLESFORD FIELD & GAME ASSOCIATION INC. FOR THE GLENLYON RECREATION RESERVE
DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES
COUNCIL IS CONSIDERING THIS REPORT IN ITS ROLE AS COMMITTEE OF
MANAGEMENT FOR GLENLYON RECREATION RESERVE**

In providing this advice to Council as the Property Officer, I Karen Menne have no interests to disclose in this report.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - DRAFT s17(2) Licence - Daylesford Field and Game Association Inc [12.2.1 - 12 pages]

EXECUTIVE SUMMARY

At the Ordinary Meeting of Council on 20 July 2021, Council considered the awarding of a licence renewal to the Daylesford Field & Game Association Inc. (DF&G) and passed a resolution to defer a decision regarding the DF&G licence to enable further community consultation in relation to the proposed licence and requested that a further report be presented to the August 2021 Ordinary Council Meeting.

The Council Resolution authorised the Chief Executive Officer to appoint an independent facilitator to facilitate a community discussion session with up to 10 community representatives and the ward councillor prior to the August Council Meeting.

The purpose of this report is to seek Council approval for the renewal of the Licence for the DF&G at the Glenlyon Recreation Reserve based on the discussion at the community consultation.

OFFICER'S RECOMMENDATION

That Council

1. *Approves the renewal of the Licence for the Daylesford Field & Game Association Inc. for the use of Glenlyon Recreation Reserve (the Reserve) for a period of 3 years including special conditions, as follows:*
 - *Provision for public access control during events, including signage and locked gates;*
 - *Ensure the use of environmentally friendly targets and shots (e.g. suitable Polycyclic Aromatic Hydrocarbons (PAH) free clay targets and non-lead shots) and use of biodegradable wads for any shooting conducted at the Reserve;*
 - *The inclusion of a definition for Biodegradable wads;*

- *Commitment to removal of waste (wads, cartridges, broken targets etc.) before another user group event or as agreed with the Community Asset Committee within 72 hours after the Daylesford Field & Game Association Inc. event;*
- *Change to hours of shooting to between 9:00am & 5:00pm, however timing of set-up, pack-down and clean-up will be as required; Maximum 12 meets per year; Shooting will not be scheduled on any of the eight (8) days either side of 25 December, each year;*
- *Activities will be undertaken in accordance with an Environmental Management Plan (EMP) that considers the Environmental Protection Agency (EPA) Guidelines for Managing Shooting Ranges and Noise from Outdoor Shooting Ranges;*
- *Increased monitoring of compliance by Council with provision to terminate the licence for non-compliance following a formal process as detailed in the licence;*

(NB. the Licence offered will be a s.17(2) Licence under the Crown Land (Reserves) Act 1978);

2. *Requires the commencement of the Licence be subject to, at the expense of Daylesford Field & Game Association Inc.:*
 - a) *the preparation of an Environmental Management Plan (EMP) to the satisfaction of the Environmental Protection Authority (EPA) for inclusion in the Licence; and*
 - b) *compliance with all conditions required by law in relation to their use of licensed premises for the permitted use;*
3. *Authorises the Chief Executive Officer to execute the licence document for and on behalf of Council after execution by the Licensee.*

MOTION

That Council:

1.
 - a. *Commits to transition the Daylesford Field & Game Association Inc. to an alternate site within a reasonable time frame and that the club be assisted to move once a suitable site is found;*

- b. *Will work with the Daylesford Field & Game Association Inc to explore other potential sites and help them apply for State Government grants to facilitate both the move and the development of a single purpose appropriate site, away from encroaching housing developments, so as to ensure the Club's future;*
 - c. *Will ensure that if a suitable new site is found that the licence will not be renewed at Glenlyon Recreation Reserve;*
 - d. *Requires officers to provide regular 6 monthly reports on the progress of the alternate site investigation.*
2. *Approves the renewal of the Licence for the Daylesford Field & Game Association Inc. for the use of Glenlyon Recreation Reserve (the Reserve) for a period of 3 years including special conditions, as follows:*

- a. *Provision for public access control during events, including signage and locked gates at all entrances;*
- b. *No use of targets that contain contaminants, and instead only use environmentally friendly targets free of Polycyclic Aromatic Hydrocarbons (PAH) in line with the International Shooting Sport Federation (ISSF) definition of requirements for eco-friendly clay targets.*
- c. *No use of lead shot pellets and instead only use environmentally appropriate shot pellets for all shooting activities;*
- d. *No use of plastic wads and instead only use Compostable wads for any shooting conducted at the Reserve and include in the licence a definition for Compostable wads;*
- e. *Commitment to removal of waste (wads, cartridges, broken targets etc.) before another user group event or as agreed with the Community Asset Committee within 72 hours after the Daylesford Field & Game Association Inc. event;*
- f. *Change hours of shooting to between 9:00am and 5:00pm, however timing of set-up, pack-down and clean-up will be as required;*
- g. *Maximum 12 meets per year;*
- h. *If extra shoot days per meet for special shoot events are to be permitted (at a maximum of 2 extra days per year) the Licencee must apply to the Licensor in writing and:*
 - *must give 1 month notice to Glenlyon residents of extra day and times,*
 - *Sunday shooting hours to be 12 noon – 5pm.*
- i. *Shooting will not be scheduled:*
 - *Between 17 December and 2 January each year;*
 - *Or during the Easter Long weekend.*
- j. *The Licencee to publish and clearly display at the event a set of rules and ensure that club members and visitors read and abide by them;*
- k. *Activities will be undertaken in accordance with an Environmental Management Plan (EMP) that considers the Environmental Protection*

Agency (EPA) Guidelines for Managing Shooting Ranges and Noise from Outdoor Shooting Ranges;

- l. Increased monitoring of compliance by Council with provision to terminate the licence for non-compliance following a formal process as detailed in the licence; (NB. the Licence offered will be a s.17(2) Licence under the Crown Land (Reserves) Act 1978);*
- 3. Requires the commencement of the Licence be subject to, at the expense of Daylesford Field & Game Association Inc.:*
- a. the preparation of an Environmental Management Plan (EMP) to the satisfaction of the Environmental Protection Authority (EPA) for inclusion in the Licence; and*
 - b. compliance with all conditions required by law in relation to their use of licensed premises for the permitted use;*
- 4. Authorises the Chief Executive Officer to execute the licence document for and on behalf of Council after execution by the Licensee.*

Moved: Cr Jen Bray

Seconded: Cr Juliet Simpson

Carried

Cr Bray called for a division:

Voting in favour: Cr Brian Hood, Cr Don Henderson, Cr Jen Bray, Cr Juliet Simpson, Cr Lesley Hewitt, Cr Tessa Halliday, Cr Tim Drylie

Voting against: Nil.

BACKGROUND

The Glenlyon Recreation Reserve (the Reserve) is a Crown Land Reserve for which Council is the Committee of Management. There is also a Community Asset Committee (CAC) appointed by Council under Section 65 of the *Local Government Act 2020* to manage the Glenlyon Recreation Reserve.

The Glenlyon Recreation Reserve is a mixed-use public recreation reserve. The Reserve has been utilised by a clay target shooting club for over 40 years. The Reserve is used by multiple groups – shooting (currently suspended), horse riding, mixed sports, small vintage engines, antique fairs, events and other activities.

Potential soil contamination was identified at the Glenlyon Recreation Reserve in September 2019. Under a Clean Up Notice (CUN) issued to Council by the EPA, Council is required to develop a Clean Up Plan (CUP) that determines what level of remediation is recommended, if any. This CUP is to be audited by an independent consultant and then submitted to the EPA by 11 October 2021. The CUP deals with past contamination at the Reserve and the activities of the DF&G at the Reserve have been suspended during this time.

DF&G wish to resume shooting activities at the Reserve. As part of the CUN, it is a requirement of the EPA that an EMP is produced to mitigate future contamination risk if shooting is to resume on-site at the Reserve. This is to be submitted to the EPA by 23 December 2021. Prior to committing to the expense of an EMP, the DF&G would like the Council to confirm that a licence for use of the Reserve will be granted if satisfactory conditions within the EMP are able to be met. The EMP is proposed to be included as a condition of the licence to ensure no further contamination will occur.

Following the resolution at the 20 July 2021 Council Meeting, a Community Discussion Group of 10 community representatives and the ward councillor was convened to consider options and solutions for the possible award of a new licence to the DF&G for clay target shooting activities at the Reserve. The discussion was mediated by an Independent Facilitator appointed by the Chief Executive Officer.

KEY ISSUES

At the 20 July 2021 Council Meeting, motions were passed for the renewal of Licences for the following user groups: Glenlyon and District Pony Club Inc; Glenlyon and District Riding Club Inc (Adult Riders); Daylesford Riding for the Disabled Inc; and Glenlyon and District Collectors & Restorers Society Inc.

It should be noted that all User Groups at the Reserve are required to comply with the following Licence provisions:

- Public access control measures during events for safety;
- Waste removal (e.g. horse manure);
- Risk & Emergency Management Plans; and
- Public Liability Insurance of \$20m.

It was noted during the community consultation that all user groups at the Reserve, including the DF&G, the CAC and Landcare, have worked well together in caring for and sharing the Reserve.

The need for a determination from Council at this time as to whether they approve the granting the renewal of the DF&G Licence, is in order to give the DF&G sufficient time to develop and submit an EMP to the EPA by the 23 December deadline. The issue of the licence is not connected to the Clean-Up Plan and those potential costs as this will be undertaken regardless of the issue of the licence. The opportunity to develop and implement the EMP under a renewed licence ensures that the return of DF&G activities at the Reserve are carried out in an environmentally sustainable manner. As per the Officer's Recommendation, the commencement of the licence and therefore resumption of any activities will be subject to the preparation and acceptance of the EMP by the EPA and any conditions imposed by any other relevant authority.

Should a license be granted, Council will work with DF&G to ensure compliance with all provisions and condition of the license. This will include periodic onsite

surveillance during and /or after shooting events. as a minimum, site surveillance will be undertaken for each of the first three shooting events.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2017-2021

Active and Engaged Communities

5. Take action to encourage improved health and wellbeing to residents and to reduce the risks associated with obesity and poor nutrition. This includes the provision, development and promotion of passive and active recreation facilities and options, and working with clubs and other agencies on planning for future developments and encouraging increased activity.

Crown Land (Reserves) Act 1978

Under Section 17(1) of the Act, Council, by virtue of a Governor in Council Order of 15 December 1998, is able to grant 3-year licences for the use of the Reserve in accordance with Section 17(2).

Firearms Act 1996

It is a general condition of the licence that the Licensee comply, at the Licensee's cost, with the provisions of all statutes, regulations, local laws and by-laws relating to their use of the licensed premises and all lawful orders or direction made under them.

It is also a requirement of a Risk Management Plan prepared under the Licence that they comply with any matters required by, or guidelines of, the peak Victorian body (i.e. Victorian Clay Target Association) governing activities of the type conducted by the Licensee at the licensed premises.

Environmental Management Plan

The preparation of the EMP and its inclusion in the DF&G Licence and ongoing compliance will meet the requirements of the EPA for the resumption of shooting activities at the Reserve. The activities of the DF&G will be undertaken in accordance with an EMP that considers the EPA Guidelines for Managing Shooting Ranges and Noise from Outdoor Shooting Ranges.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

Hepburn Shire Council recognises that participation in recreational groups and clubs provide important social connection and health benefits for communities. The DF&G

is a local club that provides a social connection and recreation opportunity for all ages and has been an active and positive part of the community for 40 years.

The requirement of an EMP and compliance provisions as part of the DF&G licence will mitigate against possible future contamination of the Reserve.

Council will review the licence after 3 years and continue to assess the use of the reserve for DF&G events and activities into the future.

It was suggested as part of the community consultation that Council should look more holistically at the Reserve in relation to its protection and potential impacts from all users including other groups and members of the public. As part of the master-planning process currently underway for the Reserve, Council will work with the CAC and the community to include as a priority action the development of a Reserve Management Plan that addresses future environmental, conservation and sustainability opportunities at the Reserve and to assess the impact of all groups and users on the Reserve and actions to minimise those impacts into the future.

FINANCIAL IMPLICATIONS

The cost of preparation of the EMP and any compliance expenses will be borne by the DF&G. Costs associated with monitoring compliance will be the responsibility of Council.

All licence fees payable under the Licences issued to the user groups of the Reserve are paid to the CAC to assist with the cost of managing the Reserve.

RISK IMPLICATIONS

The risk implications, concerns and mitigations have been addressed elsewhere within this report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

In accordance with the resolution passed at the 20 July 2021 Council Meeting, Council Officers undertook additional community consultation on the potential reissuing of the DF&G Licence and the resumption of DF&G activities at the Reserve. The Community Discussion Group (CDG) of ten community representatives met for two sessions and was facilitated by an Independent Facilitator. The Ward Councillor, Cr Juliet Simpson, attended to observe the discussion and four Council Officers were available to provide technical information and answer questions. The CDG members were selected with a balance of viewpoints in relation to shooting at the Reserve and the process was conducted in accordance with the distributed Terms of Reference.

The sessions enabled participants to gain a better understanding of the key issues and concerns of others and engage in dialogue that resulted in several areas of possible compromise and a potential way forward for the DF&G to have their licence re-issued whilst also bringing the care and protection of the Reserve into focus. The

CDG considered a range of options and solutions for the possible award of a new licence to the DF&G for clay target shooting activities at the Reserve. These are reflected in the Officer's Recommendation for the special conditions to be included in the proposed renewal of licence for the DF&G.

12.3 MINUTES OF ADVISORY COMMITTEES ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Governance Specialist, I Rebecca Smith have no interests to disclose in this report.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - Meeting Minutes - Disability Advisory Committee - 29 March 2021 [12.3.1 - 5 pages]
2. CONFIDENTIAL REDACTED - Meeting Minutes - Disability Advisory Committee - 17 May 2021 [12.3.2 - 9 pages]

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council receives and notes the minutes of the following Advisory Committees:

- *Disability Advisory Committee – 29 March 2021*
- *Disability Advisory Committee – 17 May 2021*

MOTION

That Council receives and notes the minutes of the following Advisory Committees:

- *Disability Advisory Committee – 29 March 2021*
- *Disability Advisory Committee – 17 May 2021*

Moved: Cr Tessa Halliday

Seconded: Cr Don Henderson

Carried

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.

KEY ISSUES

Please see listed below the minutes and other reports from Advisory Committees:

- Disability Advisory Committee meeting minutes – 29 March 2021
- Disability Advisory Committee meeting minutes – 17 May 2021

POLICY AND STATUTORY IMPLICATIONS

There are no policy or statutory implications associated with this report.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

RISK IMPLICATIONS

There are no risk implications associated with this report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are no community or stakeholder engagement implications associated with this report.

13 SUSTAINABLE ENVIRONMENT

13.1 TOWARDS ZERO COMMUNITY GRANTS 2020/2021 DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Councillors as the Sustainability Officer, I Manny Pasqualini have no interests to disclose in this report.

ATTACHMENTS

- Nil

EXECUTIVE SUMMARY

Applications for 2020/2021 Towards Zero Community Grants have been advertised and four applications received. These have been assessed by the assessment panel (two community members and one Council officer) and the three projects outlined in the table below are recommended for Council approval.

OFFICER'S RECOMMENDATION

That Council awards Towards Zero Community Grants funding to:

- Rotary Club Daylesford for the Rotary Daylesford Art Show Energy Efficient Lighting Upgrade - \$9,921;*
- Hepburn Wholefoods Collective for re-usable crates for local food system - \$1,800; and*
- Trentham Sustainability Group for the Energy and Climate Resilient Trentham initiative - \$26,000.*

MOTION

That Cr Hood be appointed a temporary Chairperson

Moved: Cr Don Henderson

Seconded: Cr Juliet Simpson

Carried

Cr Lesley Hewitt left the meeting at 8:07pm due to a conflict of interest with item 13.1 Towards Zero Community Grants.

MOTION

That Council awards Towards Zero Community Grants funding to the Rotary Club Daylesford for the Rotary Daylesford Art Show Energy Efficient Lighting Upgrade - \$9,921.

Moved: Cr Juliet Simpson

Seconded: Cr Don Henderson

Carried

MOTION

That Cr Hewitt be readmitted to the meeting.

Moved: Cr Jen Bray

Seconded: Cr Tessa Halliday

Carried

Cr Hewitt returned to the meeting at 8:10pm and resumed the chair.

MOTION

That Council awards Towards Zero Community Grants funding to the Hepburn Wholefoods Collective for re-usable crates for local food system - \$1,800.

Moved: Cr Tim Drylie

Seconded: Cr Tessa Halliday

Carried

Cr Brian Hood left the meeting at 8:12pm due to a conflict of interest with item 13.1 Towards Zero Community Grants.

MOTION

That Council awards Towards Zero Community Grants funding to Trentham Sustainability Group for the Energy and Climate Resilient Trentham initiative - \$26,000

Moved: Cr Tessa Halliday

Seconded: Cr Don Henderson

Carried

Cr Hood returned to the meeting at 8:14pm.

BACKGROUND

The Towards Zero Community Grants fund is made available for community groups, to assist with implementing emission reduction projects. An application process is opened to the public, who then identify potential projects for their community facilities or programs. Council Officers work with the applicants to determine which projects are most feasible, based on their current situation and the proposed upgrades. Applications are refined and prioritised based on factors such as their viability, any co-contributions and the available budget. Recommendations are then made to Council based on these factors.

KEY ISSUES

The program is normally over-subscribed and the impact of the COVID-19 restrictions were apparent last year (2020 Round) which resulted in the round being under-subscribed by \$16,000. This amount was rolled in to the current 2020/2021 round, creating a \$56,000 total funding pool. Four applications have been received and assessed and the following three projects are recommended for funding:

Grant applicant	Project	Co-contribution (ex. GST)	Grant funding from Council (ex. GST)
Rotary Club Daylesford	Rotary Daylesford Art Show Energy Efficient Lighting Upgrade	\$6,571	\$9,921
Hepburn Wholefoods Collective	Re-usable crates for local food system	\$84	\$1,800
Trentham Sustainability Group	Energy & Climate Resilient Trentham	\$18,000*	\$26,000
TOTAL			\$37,721

*to be confirmed

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2017-2021

Sustainable Environment

7. Minimise waste to landfill and implement additional options for recycling.

Demonstrate leadership and support the community to reduce waste creation

8. Respond to climate change through the reduction of energy use, emissions and other resource use, and helping the community to adapt to the impacts of increase floods and fires. Undertake fire and flood risk reduction works across Council managed facilities and roads, in collaboration with other agencies and landowners to reduce fire risk to our communities.

This grant program directly targets greenhouse gas emissions reduction across the shire, in line with the aims of the 2017-2021 Towards Zero Emissions Roadmap.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

All projects are aimed at delivering emission reductions, resulting in a net environmental benefit. Further, as the applicants are local community groups, these projects will act to reduce their operating costs and retain savings within the community.

FINANCIAL IMPLICATIONS

This program is funded through an ongoing operational allocation which Council has committed to in the 2021/2022 budget. The recommended funding to support these projects is within the available budget.

RISK IMPLICATIONS

Council will be providing funding to eligible applicants, who are then required to appoint a suitably qualified contractor. It is the responsibility of the applicant to manage all risks associated with their proposed project. Identifying risks and appointing suitably qualified and insured contractors is required of applicants.

Regular project meetings with grant recipients will be conducted by the Sustainability Officer and a formal acquittal process undertaken upon completion of each project.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council staff and community stakeholders have discussed these recommended projects after a publicly advertised application process.

14 HIGH PERFORMING ORGANISATION

14.1 ANNUAL PLAN 2020/2021 - QUARTER 4 UPDATE - APRIL TO JUNE 2021 ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Acting Director Community and Corporate Services, I Andrew Burgess have no interests to disclose in this report.

ATTACHMENTS

1. Annual Plan 2020/2021 - Q4 Projects Update [**14.1.1** - 16 pages]

EXECUTIVE SUMMARY

The attached report provides a list of the projects included in the Annual Plan 2020/2021 and a progress comment has been provided for each project by a responsible officer.

OFFICER'S RECOMMENDATION

That Council:

1. *Notes the Annual Plan 2020/2021 Quarter 4 updates; and*
2. *Notes that this report will be published on Council's website*

MOTION

That Council:

1. *Notes the Annual Plan 2020/2021 Quarter 4 updates; and*
2. *Notes that this report will be published on Council's website*

Moved: Cr Brian Hood

Seconded: Cr Tim Drylie

Carried

BACKGROUND

The Annual Plan outlines the actions for 2020/2021 that will be implemented as priorities from the Council Plan 2017-2021 and Annual Budget 2020/2021. The Annual Plan was adopted by Council at its Ordinary Meeting on 18 August 2020.

The Annual Plan details to the organisation, Councillors and the community how Council will monitor progress towards actions in the Council Plan, and the quarterly progress report updates Councillors and the Community on the progress on the actions.

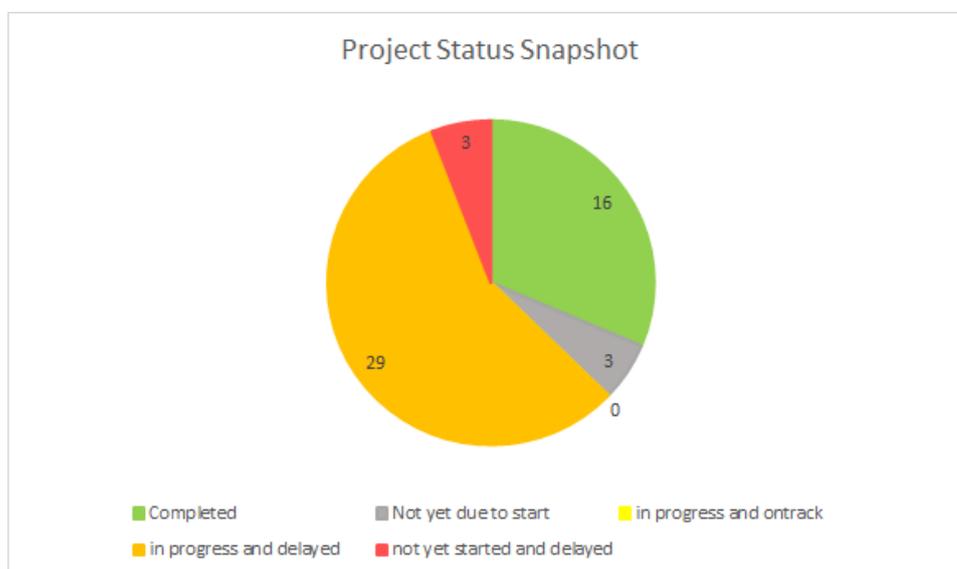
KEY ISSUES

The attached report provides a list of the projects included in the Annual Plan 2020/2021 and a progress comment has been provided for each project by a responsible officer, for the period ended 30 June 2021.

It should be noted that the Annual Plan does not include all projects to be undertaken during the year, and as it was adopted in August 2020 does not include a number of new actions and opportunities have been undertaken by Council, which were not included in the Plan.

Some projects have been delayed as a result of announcements of government funding, delays in project delivery or in recent months as a result of the impacts of the COVID-19 Pandemic. It should be noted that funding (if required) for these projects will be carried-forward and these projects will be delivered by Officers in this financial year.

The following graph provides a snapshot of the current status of projects as at 30 June 2021. Significant progress has been made on many of the projects with a number of delayed projects due to completed in Quarter 1, 2021/2022.



Snapshot Commentary:

- 16 complete.
- 3 listed as 'Not yet started and delayed'
 - 2 relate to delays with construction of the Hepburn Hub at the Rex and the 3rd relates to the purchase of Governance Software which will be identified as part of the implementation of the Risk Management Framework
- 3 projects listed as 'Not yet due to start'
 - as per the motion carried at the March 2021 Ordinary Meeting of Council, these projects have been cancelled.
- 29 projects listed as 'in progress and delayed' a number of these projects are ongoing post June 2021 and therefore cannot be listed as complete. These include:

- Trentham Community Hub
- Implementation of the Local Government Act 2020
- Pavement Rehabilitation Program
- Glenlyon Recreation Reserve Community Pavillion
- Trentham Recreation Reserve Community Pavillion
- Community Planning
- Community Vision, Strategy and Policy
- Hub for Premium Produce
- Hepburn Shire Recovery and Resilience
- Long Term Financial Plan
- Contractor Management
- It is anticipated that all projects listed as ‘in progress and delayed’ will be completed in the first half of 2021/2022 Financial Year. A small number of projects are noted as ‘ongoing’ ie: Pavement Rehabilitation Program, Hub for Premium Produce and identified Recreation Projects where construction will occur over the coming 12 – 36 months.
- A complete list of carried-forward projects including budget implications will be provided to Council at the September briefing.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2017-2021

High Performing Organisation

13. Deliver sustainable financial management, supported by effective long term financial planning (10 Years), cost savings and efficient purchasing, and developing additional income streams beyond rates revenue.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report. Individual projects will consider sustainability implications where appropriate.

FINANCIAL IMPLICATIONS

It is anticipated that all projects listed as ‘in progress and delayed’ will be completed in the first half of 2021/2022 Financial Year. A small number of projects are noted as ‘ongoing’.

A complete list of carried-forward projects including budget implications will be provided to Council at the September briefing.

RISK IMPLICATIONS

A review of 'in progress and delayed' or 'ongoing projects is being undertaken as part of finalising the end of year accounts. Project comments have been updated to confirm status as at June 30, 2021. A report will be provided to Council for consideration.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Community Engagement in accordance with the adopted policy is considered on a project by project basis. The update will be placed on Council's website.

Legend:

Completed	In progress and on track	In progress and delayed	Not yet due to start	Not yet started and delayed
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	Project Name	Description	Budget - 2020/2021	Target Completion Date	Business Unit	June Comments	
QUALITY COMMUNITY INFRASTRUCTURE	Trentham Community Hub	Complete detailed design of the new Trentham Community Hub at the site of the Trentham Mechanics Institute and continue advocacy for government funding.	\$207,000	June 2021	Major Projects	Community engagement on final concept design complete, and Council adopted Concept Design on 15 June. Architect currently developing detailed design.	
	Hepburn Hub at the Rex	Complete construction of the Hepburn Hub at The Rex to deliver improved community spaces.	Carry-forward + \$3.012M	July 2021	Major Projects	<p>Council has confirmed the importance of this project and its intention to complete this facility for the community.</p> <p>Unfortunately, negotiations with the current builder have not been successful so we have mutually agreed to part ways.</p> <p>This will allow us to appoint a new builder to complete the project for council. We will now retender the project and believe a new builder will be appointed late in 2021 once this procurement process is completed.</p> <p>This new procurement process will allow for an updated delivery program to be agreed with the preferred contractor however is anticipated to be around mid 2022.</p>	
	Clunes Town Hall	Complete construction of Clunes Town Hall and Court House Remedial Works (Stage A)	Carry-forward	December 2020	Manager Environment and Waste	Project completed with official ribbon cutting occurring in July 2021.	

▶ ANNUAL PLAN 2020/2021

Legend:

Completed	In progress and on track	In progress and delayed	Not yet due to start	Not yet started and delayed
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Pavement Rehabilitation Program	Undertake Council's annual road rehabilitation program of selected roads throughout the Shire.	\$1.40M	June 2021	Operations	Council's 2020/21 Road Rehabilitation program includes the following projects large projects <ul style="list-style-type: none"> • Old Ballarat Road, Daylesford – This project is now complete • Creswick Lawrence Rd, Allendale – This project is now complete • Daylesford Clunes Rd, Smeaton - This project is co-funded by Council and will be constructed in October 2021. 	
Gravel Resheeting Program	Undertake 13 kilometres of gravel resheeting of roads across the Shire.	\$433,000	March 2021	Operations	Council's Operations team have now completed the 2020/21 Gravel Road Resheet Program.	
Creswick Fountain Refurbishment	Repair and reinstate the Creswick fountain to permanent use.	\$42,350	June 2021	Operations	A structural assessment has been undertaken and a rectification plan & quotation documents currently being prepared. Restoration works are anticipated to commence in late 2021.	
Hammon Park Facilities Upgrade	Identify further needs for the current buildings at Hammon Park Reserve and provide drawings to the level of tender issue for any proposed works.	\$50,000	January 2021	Manager Environment and Waste	Expression of Interest process underway.	

Legend:

Completed	In progress and on track	In progress and delayed	Not yet due to start	Not yet started and delayed
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Glenlyon Recreation Reserve Community Pavilion	Complete detailed design of the new pavilion at the Glenlyon Recreation Reserve following adoption of the masterplan and continue advocacy for government funding.	\$121,000	June 2021	Community and Economic Development	Progress of this project has been delayed due to reduced resourcing capacity within the Sport and Active Recreation Team as a result of two key staff resignations. The project is proposed to be undertaken within the first quarter of 2021/2022 to prepare the design documentation for advocating for future external funding opportunities.	
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▶ ANNUAL PLAN 2020/2021

Legend:

Completed	In progress and on track	In progress and delayed	Not yet due to start	Not yet started and delayed
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	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	June Comments	
ACTIVE AND ENGAGED COMMUNITIES	Hepburn Football Netball Club Pavilion Project	Redevelopment of the Hepburn Recreation Community Pavilion to improve universal access and create gender appropriate change room facilities.	\$544,500	May 2021	Community and Economic Development	Completion of the project has been delayed due to a number of factors that have occurred throughout the construction phase including complex building permit approval implications, evolving COVID-19 restrictions and inclement weather conditions. The project is on track to be completed by 30 July 2021 in accordance with the funding body approved project timing variation.	
	Daylesford Macedon Rail Trail Feasibility Study	Complete the Daylesford to Hanging Rock Rail Trail (Daylesford to Tylden) Feasibility Project, incorporating planning of the Crossing the Divide (Spa Country Railway) project.	Carry-forward	March 2021	Community and Economic Development	Community Engagement will be undertaken in September 2021 to provide the community information on the work to understand the feasibility of a rail trail or an extension to the Daylesford Spa Country Rail. This engagement will also begin a conversation with the community on how they currently use the historic rail corridor and what they would like to see done to improve the area. Report due Dec 21.	

Legend:

Completed	In progress and on track	In progress and delayed	Not yet due to start	Not yet started and delayed
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	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	June Comments	
	Trentham Recreation Reserve Community Pavilion	Complete detailed design of the proposed pavilion redevelopment project to deliver high quality and relevant community infrastructure and advocate for government funding to assist in the construction of the project.	\$200,000	May 2021	Community and Economic Development	Council was successful in securing \$2.06m external funding for this project. Detailed design is in progress and due for completion by 30 July 2021. Procurement for the construction contractors will commence in August 2021 with construction to commence in November 2021 in accordance with the requirement to commence construction within 6 months of executing the funding agreement.	
	Arts and Culture Strategy	Develop and adopt an Arts and Culture Strategy to set the future direction for art and culture in the Shire, in order to nurture and expand experiences.	\$37,000	May 2021	Community and Economic Development	Consultant has been engaged. Conducted an initial meeting with Spark to talk about pre-engagement work. Desktop review and cultural mapping has begun. Work won't begin with consultants properly until October.	
	Community Engagement Policy and Implementation	Develop a new Community Engagement Policy to work with the community to achieve long-term and sustainable outcomes, processes, relationships, discourse, decision-making, and implementation of projects and initiatives, as required by the new Local Government Act 2020.	Operational Budget	March 2021	Community and Economic Development	Community engagement Policy adopted in February 2021. Working through the roll out of recommendations. Community Engagement report posted on Participate Hepburn.	

▶ ANNUAL PLAN 2020/2021

Legend:

Completed	In progress and on track	In progress and delayed	Not yet due to start	Not yet started and delayed
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	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	June Comments	
	Community Planning	Work with appointed Charter Groups to review or endorse Community Plans for Lyonville, Glenlyon and District and Hepburn/Hepburn Springs.	Operational Budget	May 2021	Community and Economic Development	Community Planning program delayed (except Lyonville) to avoid confusion with Hepburn Together Project Community Vision and Council Plan. Will recommence in earnest in October 2021.	
	Daylesford Aquatic and Civic Plaza Precinct	Undertake detailed design, tender and begin construction of the Daylesford Aquatic and Civic Plaza Precinct.	CARRY-FORWARD + \$1.02M	April 2021	Community and Economic Development	Council endorsed to cancel this project at the March 17, 2021 Ordinary Council Meeting.	
	Community Connector Program	Deliver the COVID-19 Community Connector Program, funded through DHHS	Operational Budget	January 2021	Development Services	Program completed and operational and financial acquittal completed	

▶ ANNUAL PLAN 2020/2021

Legend:

Completed	In progress and on track	In progress and delayed	Not yet due to start	Not yet started and delayed
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	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	June Comments	
HIGH PERFORMING ORGANISATION	Implementation of the Local Government Act 2020	Implement changes, as required to the Local Government Act 2020.	Operational Budget	June 2021	Governance and Risk	<p>Implementation of the <i>Local Government Act 2020</i> continues as the provisions in the legislation that are due to be enacted and come into force are prepared. Officers continue to meet the statutory deadlines as set by the Minister for Local Government.</p> <p>Recent achievements have been the implementation of the Staff Councillor Interaction Policy.</p> <p>The Complaints Handling Policy and Procurement Policy as it relates to the Governance and Risk Department are due to commence review 01 July 2021 and need to be prepared and adopted by 31 December 2021.</p> <p>Other documents such as the CEO Recruitment Policy, Workforce Plan and Staff Code of Conduct (inclusive of a Gift Policy) will be developed by partnering departments within Council who have oversight of these documents.</p>	
	General Elections 2020	Provide administrative support to the Victoria Electoral Commission to undertake Council elections.	\$210,000	November 2020	Governance and Risk	The 2020 General Elections have concluded.	
	Councillor Induction Program	Develop a thorough induction program for Councillors, targeting clarity of roles and responsibilities.	\$20,000	April 2021	Governance and Risk	<p>The Mandatory Councillor Induction Program for Councillors has been completed as of May 2021 as required under the <i>Local Government Act 2020</i>.</p> <p>An ongoing (non mandatory) induction program is being prepared to continue to support the development of Councillors.</p>	
	Customer Service at Trentham	Establish Council customer service for the Trentham community at the Trentham Library.	\$62,000	February 2021	Community and Economic Development	Customer Service is now live at Trentham, launched in February.	

▶ ANNUAL PLAN 2020/2021

Legend:

Completed	In progress and on track	In progress and delayed	Not yet due to start	Not yet started and delayed
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Review and Implement HSC Workforce Strategy and Plan	Develop, in accordance with the Local Government Act 2020, a Workforce Plan that describes the organisational structure of the Council and specifies projected staffing requirements for a period of at least 4 years.	Operational Budget	June 2021	People and Culture	Awaiting further industry guidance to be made available. The audit activity being conducted for the GEAP will inform the Workforce Plan also.	
Develop and Implement Gender Equity Action Plan	Develop, in accordance with the Gender Equality Act 2020, a Gender Equality Action Plan. The plan will include strategies for improving gender equality in the workplace. Council will report publicly every two years on its progress.	Operational Budget	June 2021	People and Culture	GEAP deadline extended by Commission to 1 Dec 2021. Council are undertaking the required audit on its workforce data and employee experience by participating in the VPSC People Matters Survey (PMS) and workforce data. There was 21% participation rate from the organisation in the PMS. The final results are yet to be released. Both audit activities will inform the Gender Equality Action Plan.	
Customer Service Strategy	Implement a Customer Service Strategy.	Operational Budget	June 2021	Community and Economic Development	Customer Service review complete. Customer Experience structure adopted across Shire. Full implementation of structure September 2021 inline with organisational realignment under new Directorate.	
Community Vision, Strategy and Policy	Undertake appropriate community engagement to develop and adopt a Community Vision, Council Plan and Municipal Public Health and Wellbeing Plan.	\$40,000	June 2021	Executive	This project has significant commenced commenced with Community Engagement sessions underway and over 1,400 individuals and groups involved. Council adopted a Community Engagement Policy in February. Broad and deliberative community engagement in relation to the Community Vision, Council Plan (including Municipal Health and Wellbeing Plan), and Financial plan has been undertaken throughout February and June. Legislation dates of adoption of documents will be meet throughout 2021 with a draft of the Vision and Council Plan scheduled to adopted for public exhibition at the July 2021 Special Council Meeting. The final draft plan will be presented to Council for endorsement at the September 2021 Ordinary Meeting of Council.	

Legend:

Completed	In progress and on track	In progress and delayed	Not yet due to start	Not yet started and delayed
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Priority Projects	Continued advocacy for State and Federal Government funding of Council’s adopted priority projects.	Operational Budget	June 2021	Executive	COMPLETED - Advocacy to all levels of government is ongoing. A webpage has been launched – Participate Hepburn and will be updated to provide information on each of our priority projects - https://www.hepburn.vic.gov.au/priority-projects/ Council has been extremely successful in securing funding for key priority projects during 2020/21 including Trentham Community Hub, Trentham Recreation Pavilion, Hammon Park masterplan implementation, Wombat Hill Botanical Gardens masterplan implementation, Clunes Town Hall, Creswick Town Hall and Bullarto Station redevelopment.	
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▶ ANNUAL PLAN 2020/2021

Legend:

Completed	In progress and on track	In progress and delayed	Not yet due to start	Not yet started and delayed
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	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	June Comments	
VIBRANT ECONOMY	Artists in Residency Pilot program	Undertake as a pilot an Artist in Residency Programme utilising the Caretakers Cottage at Hepburn Mineral Springs Reserve.	Operational Budget	June 2021	Community and Economic Development	Project continuing. Working with Facilities to ensure cottage suitable for residency. Pilot project plan under development and anticipate completion by Dec 2021.	
	Buy Local Campaign	Participate in the GO LOCAL First program, to support business by buying local.	Operational Budget	October 2020	Community and Economic Development	4 new videos complete, promoting the Shire for visitation. Social media campaign featuring a business each month continuing.	
	Hub for Premium Produce	Undertake Year 2 (of 3) Actions, focused on connecting and actively working with the Premium Produce Enterprises (PPE) in the Hepburn Shire and surrounding region to navigate processes, unlock opportunities, and build the ongoing capacity and skills of the sector to collectively grow and thrive.	\$240,000	June 2021	Community and Economic Development	Two upcoming Producers & Growers events: <ul style="list-style-type: none"> • New and Aspiring farmers forum and farm walk – Sat 24 April. • Regenerative Farming Chit Chat and farm walk – Mon 17 May. On farm meetings with Artisan Agriculture Producers with COVID safe protocols in place. The next 3 months to include: Further on-site producer meetings, workshops/groups to discuss barriers for the sector, investigation into a support program for business mentoring, scope for produce hub website.	
	Revised Hepburn Planning Scheme	Complete Stage 2 of the Hepburn Planning Scheme Review, including the adoption of the new scheme.	\$120,000	June 2021	Development Services	C80hep Planning Scheme amendment adopted by Council, all amendment documentation has now been forwarded to the Minister of Planning for final authorisation.	

▶ ANNUAL PLAN 2020/2021

Legend:

Completed	In progress and on track	In progress and delayed	Not yet due to start	Not yet started and delayed
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	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	June Comments	
	City (Region) of Gastronomy	Partner with the City of Greater Bendigo to seek opportunities for our region flowing from the City (Region) of Gastronomy initiative and continue advocacy for the planning of the Institute of Gastronomy.	Operational Budget	June 2021	Community and Economic Development	Council officers continuing to participate in regional meetings conducting by City of Greater Bendigo and planning promotional activities to highlight good food/quality produce in the region.	
	Central Victorian Goldfields	Partner with other Council's to advocate for the World Heritage Listing of the Central Victorian Goldfields.	Operational Budget	June 2021	Community and Economic Development	Ongoing advocacy. Economic Development team continuing to work on this project.	
	Hepburn Recovery and Resilience	Coordinate the Business Response and Recovery Taskforce and Community Recovery Taskforce to support and foster a coordinated response to the community's recovery.	Operational Budget	June 2021	Community and Economic Development	May meeting cancelled due to lack of numbers attending. Economic Development team are in process of contacting each member to get an indication of; a) if they'd still like to be involved and b) do they think taskforce is still required.	

Legend:

Completed	In progress and on track	In progress and delayed	Not yet due to start	Not yet started and delayed
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	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	June Comments	
SUSTAINABLE ENVIRONMENT	Biodiversity Strategy	Finalise the delivery of the 2017-21 Biodiversity Strategy and the draft of the 2021-25 Strategy	Operational Budget	June 2021	Waste and Environment	Biodiversity Strategy to be developed within the "Sustainable Hepburn" project	
	Improvement of Recycling Program (Waste reduction)	Undertake resource recovery education programs and initiatives across the Shire.	Operational Budget	June 2021	Waste and Environment	Complete and ongoing. Significant campaign in newsletters, facebook and in person community engagement, especially in Clunes during the organics trial. Bin inspections running in Clunes.	
	Waste Transition plan	Develop a plan to demonstrate Councils transition to improved services in response to the State Government waste reforms inclusive of a business case for organic waste kerbside collection	Operational Budget	March 2021	Waste and Environment	Completed transition plan: Council worked with DELWP to develop a transition plan at the officer level, including modelling a probable plan for transition to organic kerbside collection and separation of glass from the commingled recycling stream.	
	Western Victoria Transmission Line	Advocate for detailed community engagement and underground construction of the proposed Western Victoria Transmission Line.	Operational Budget	June 2021	Development Services	Ongoing, officers have continued to advocate undergrounding and for better community outcomes. Council will be briefed in April on the project to understand Councils expectation of officer resource allocation	
	Tree Management	Adoption of a Tree Management Plan and 5-Year Street Tree Strategy	Operational Budget	February 2021	Operations	The Tree Management Plan is currently in draft form to be presented to Councillors for consideration, prior to community consultation, in July 2021. The 5 Year Street Tree Strategy has been drafted in line with the draft tree management plan.	

Legend:

Completed	In progress and on track	In progress and delayed	Not yet due to start	Not yet started and delayed
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CARRY FORWARD PROJECTS FROM 2019/2020 INTO 2020/2021

	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	June Comments	
	Future Water Security	Central Highlands Water partnership for Integrated Water Management (IWM)	Carry-forward	June 2021	Parks and Open Spaces	<p>Council is partnering with Central Highlands Water to deliver two projects following a presentation to Councillors by Central Highlands Water in 2018.</p> <p>Integrated Water Management Plan - \$25,000</p> <p>This project commenced in early 2021 with Community engagement scheduled for Mid-August 2021.</p> <p>Newlyn Recreation Reserve irrigation - \$15,000</p> <p>Goulbourn Murray Water have refused to grant a license based on the initial drilling. CHW & Council Officers are currently assessing all risks & benefits and determining if the project should continue.</p> <p>CHW are project managing these works in close consultation with Council</p>	
	Vincent Street Parklet	Construction of 'parklet'	Carry-forward	June 2021	Parks and Open Spaces	As per Council's March Ordinary Meeting of Council, this project has been cancelled.	
	On-street accessible Parking facilities	Upgrade and make on-street accessible parking (12 spaces across shire)	Carry-forward	June 2021	Operations	<p>All works in Trentham, Creswick and Clunes were completed in 2020.</p> <p>Recent works in Daylesford are all but complete with final line marking to occur in early July 2021.</p>	

▶ ANNUAL PLAN 2020/2021

Legend:

Completed	In progress and on track	In progress and delayed	Not yet due to start	Not yet started and delayed
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	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	June Comments	
	Creswick Trails Project	Undertake a tender process and begin construction on the Creswick Trails.	Carry-forward	June 2021	Major Projects	An application for a planning permit to construct Stage One of the Creswick Trails has been submitted.	
ACTIVE AND ENGAGED COMMUNITIES	Recreation Facilities and Management Models	Complete a study to review the current management models of Community Recreation Facilities	Carry-forward	June 2020	Community and Economic Development	Progress of this project has been delayed due to reduced resourcing capacity within the Sport and Active Recreation Team as a result of two key staff resignations. Project under review.	
	Early Years Plan	Adopt a Municipal Early Years Plan	Operational Budget	May 2020	Community Care	Project has been delayed due to pandemic and will be delivered in 21/22 year.	
	Daylesford Library Service	Complete the construction and transition of the Daylesford Library to the Hepburn Hub at the Rex.	Carry-forward	March 2020	Community and Economic Development	Project on hold pending confirmation of building fit out commencement.	
	Recreation Facilities – Masterplans	Work with community groups to undertake and adopt masterplans for Glenlyon, Trentham, Doug Lindsay and Clunes Recreation Facilities	Carry-forward	March 2020	Community and Economic Development	Progress of both the master plan projects has been delayed due to reduced resourcing capacity within the Sport and Active Recreation Team as a result of two key staff resignations. The progress of the Clunes Recreation Facilities master planning is on hold to undertake additional research to further inform the consideration of project outcomes.	

Legend:

Completed	In progress and on track	In progress and delayed	Not yet due to start	Not yet started and delayed
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	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	June Comments	
HIGH PERFORMING ORGANISATION	Governance Software	Purchase, install and implement software to manage and enhance Council's risk and incident management reporting including management of Council delegations	Carry-forward	October 2019	Governance and Risk	In line with the review of the Risk Management Framework and surge towards the implementation of the Risk Management Roadmap as detailed and consolidated by officers, work towards investigating an appropriate risk management software will be undertaken as the organisation continues to implement the risk management framework.	
	Long Term Financial Plan	Develop a long-term financial plan (10 Year) for adoption by Council as part of the 2020/2021 budget process	Operational Budget	September 2020	Financial Services	The budget was adopted at the Special Council meeting 29 June 2021. A financial model has been developed to record financial information and assumptions. A final draft project plan has been submitted to ET for final approval. This includes the community consultation process.	
	Contractor Management	Continue the training and development of staff skills in relation to Contractor Management, including the rollout of an online induction system for contractors	Operational Budget	March 2020	People and Culture	<p>A total of 60 participants completed Contractor OHS Management training over three sessions delivered by the Recovre Group. Sessions in July and September will be available for the 13 staff who were unable to attend, primarily due to extended leave and storm recovery work.</p> <p>An online Contractor Induction package has been developed for delivery via Vocam. The OHS Committee is reviewing the final draft prior to roll out.</p> <p>Implementation due Q2 - 2021/22</p>	

Legend:

Completed	In progress and on track	In progress and delayed	Not yet due to start	Not yet started and delayed
-----------	--------------------------	-------------------------	----------------------	-----------------------------

	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	June Comments	
SUSTAINABLE ENVIRONMENT	Towards Zero Emissions Roadmap - Streetlights	Continue implementation of the towards Zero Emissions Roadmap by upgrading 133 Street lights as part of the Major Road Lighting Project.	Carry-forward	June 2020	Waste and Environment	Installation of lighting commenced.	
	Waste to Energy	Construct a plant and expand the waste to energy project to full scale (pending the outcome of the current pilot project)	Carry-forward	June 2020	Waste and Environment	Composting units commissioned and operational. Processing all of Clunes' organic kerbside waste and equipment is below 50% capacity.	
	Waste Management Service Contract	Undertake a review of waste services and conduct a public tender for kerbside collection of waste.	Operational Budget	March 2020	Waste and Environment	Contract complete, for commencement on July 1 st	

14.2 OBSERVANCE OF THE MELBOURNE CUP PUBLIC HOLIDAY IN HEPBURN SHIRE CHIEF EXECUTIVE OFFICER

In providing this advice to Council as the Acting Manager People and Culture, I Sophie White have no interests to disclose in this report.

ATTACHMENTS

1. Nil

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the Melbourne Cup Day Public Holiday to be observed for the municipality as the default November public holiday.

OFFICER'S RECOMMENDATION

That Council writes to The Honorable Jaala Pulford, Minister for Small Business requesting that the Minister makes a declaration that the Melbourne Cup Day Public Holiday will be the standard November Public Holiday observed for the municipality.

MOTION

That Council writes to The Honorable Jaala Pulford, Minister for Small Business requesting that the Minister makes a declaration that the Melbourne Cup Day Public Holiday will be the standard November Public Holiday observed for the municipality.

Moved: Cr Jen Bray

Seconded: Cr Brian Hood

Carried

BACKGROUND

Previously townships on the western side of the shire have observed the Ballarat Show Day Public Holiday in substitution of the Melbourne Cup Day Public Holiday, in line with the City of Ballarat, whilst the remainder of the townships within the shire observed the Melbourne Cup Public Holiday.

In April 2021 Ballarat City Council voted to make Melbourne Cup Day the observed public holiday for November, 2021-2024. Golden Plains Shire have also recently adopted Melbourne Cup as their municipalities public holiday.

A similar report recommending that Melbourne Cup be observed as the public holiday was presented to the July Ordinary Council Meeting on 20 July 2021. Council moved the following recommendation:

That Council defers this matter until Council gets better consultation with Council's school population in the west of the Shire.

KEY ISSUES

Previously, given that the Ballarat City Council maintained the public holiday substitution, it was proposed that the western part of Hepburn Shire should continue to do the same. Since the City of Ballarat have decided to observe the Melbourne Cup Public Holiday and not substitute for the Ballarat Show Day, it is appropriate that the entire Hepburn shire observe the same public holiday.

Following our own community consultation conducted by survey through Participate Hepburn, Council received a total of 67 respondents with 94% voting in favour of observing the Melbourne Cup Public Holiday and only 6% voting against.

Further to the July Council Meeting, Officers consulted with Creswick Primary School, North Creswick Primary School and Clunes Primary School all of whom confirmed the Melbourne Cup Public Holiday will be observed.

In accordance with the Public Holidays Act 1993, Council is required to request the Minister to make a declaration of its non-metropolitan Melbourne Cup Public Holiday arrangements specifying:

- The area or areas in the municipality subject to the proposed substitute arrangements;
- The nominated day or two half-days in lieu of Melbourne Cup Day; and
- The reasons for the request.

Council is required to notify The Hon Jaala Pulford, Minister for Small Business of its intention to make any alternative local public holiday arrangements in lieu of Melbourne Cup Day although Council are not seeking to make alternative arrangements.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

Costs associated with advertising Council's Melbourne Cup Public Holiday arrangements are minimal.

Melbourne Cup Day or substitute holiday attracts the standard public holiday penalty rates for Council and business.

RISK IMPLICATIONS

Shire public holiday arrangements provide continuity of Council's various services to the community with minimal disruption.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council's decision will be advertised on Council's website and on its Facebook page, and follows on from an online survey where results were overwhelmingly (94%) in favour of the observing the public holiday on Melbourne Cup day. Additional consultation with three primary schools was conducted post the July Council Meeting.

14.3 RECORDS OF COUNCILLOR ATTENDANCE ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Governance Specialist, I Rebecca Smith have no interests to disclose in this report.

ATTACHMENTS

1. Record of Councilor Attendance - Municipal Emergency Management Planning Committee - 1 July 2021 [**14.3.1** - 3 pages]
2. Record of Councillor Attendance - Councillor Ad Hoc Briefing - 12 July 2021 [**14.3.2** - 3 pages]
3. Record of Councillor Attendance - Councillor Briefing - 13 July 2021 [**14.3.3** - 4 pages]
4. Record of Councillor Attendance - Pre-Council Meeting Briefing - 20 July 2021 [**14.3.4** - 2 pages]
5. Record of Councillor Attendance - Council Plan Workshop - 26 July 2021 [**14.3.5** - 2 pages]
6. Record of Councillor Attendance - Councillor Briefing - 27 July 2021 [**14.3.6** - 4 pages]
7. Record of Councillor Attendance - Pre-Council Meeting Briefing - 27 July 2021 [**14.3.7** - 2 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Council to receive and note Records of Councillor Attendance, formerly known as Assemblies of Councillors records required to be presented under provisions of the *Local Government Act 1989*.

OFFICER'S RECOMMENDATION

That Council receives and notes the Records of Councillor Attendance as detailed in the report.

MOTION

That Council receives and notes the Records of Councillor Attendance as detailed in the report.

Moved: Cr Tim Drylie

Seconded: Cr Tessa Halliday

Carried

BACKGROUND

Under the *Local Government Act 1989 (1989 Act)*, Council was required to keep records of assemblies of Councillors as defined under the Act:

...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, as audit committee established under Section 139, a club, association, peak body, political party of other organisation.

With this section of the 1989 Act now repealed, Council’s Governance Rules, chapter 6 section 1, requires that:

If there is a meeting of Councillors that:

1. *is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;*
2. *is attended by at least one member of Council staff; and*
3. *is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting*

the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:

- a. *tabled at the next convenient Council meeting; and*
- b. *recorded in the minutes of that Council meeting.*

To full-fill this requirement and promote transparency, records of councillor attendance are kept where the above definition is met and brought to Council for noting, as attached.

KEY ISSUES

The following records of Councillor attendance are reported:

Date	Committee Name	Location
1 July 2021	Municipal Emergency Management Planning Committee Meeting	Council chamber and video conference
12 July 2021	Ad Hoc Councillor Briefing	Council chamber
13 July 2021	Councillor Briefing	Council chamber
20 July 2021	Pre-Council Meeting Briefing	Video conference
26 July 2021	Council Plan Workshop	Video conference

27 July 2021

Councillor Briefing

Video conference

27 July 2021

Pre-Council Meeting Briefing

Video conference

POLICY AND STATUTORY IMPLICATIONS

The report full fills Council's requirements under the Governance Rules.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

RISK IMPLICATIONS

If records of Councillor attendance are not included in the Public Agenda at a Council Meeting, Council would be in breach of its Governance Rules as adopted on the 25 August 2020.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING:	Municipal Emergency Management Planning Committee Meeting	DATE	Thursday, July 01, 2021
LOCATION	<input checked="" type="checkbox"/> Council Chamber <input checked="" type="checkbox"/> Video Conference <input type="checkbox"/> Other: :	TIME	
COUNCILLORS PRESENT	<input type="checkbox"/> Cr Jen Bray <input type="checkbox"/> Cr Tim Drylie <input type="checkbox"/> Cr Tessa Halliday <input type="checkbox"/> Cr Don Henderson <input type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input type="checkbox"/> CEO - Evan King <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input type="checkbox"/> Director Community and Corporate Services – Bradley Thomas Others (Position Title and Name): Travis Dixon – Emergency Management Officer Paulette Pleasance – EA Director Infrastructure and Development Services		

MATTERS CONSIDERED

Agenda attached – CM Reference: doc/21/37362

OR

List matters considered:

CONFLICT OF INTEREST DISCLOSURES

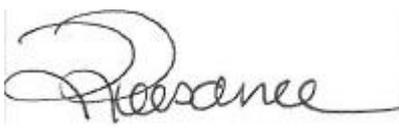
Declared by	Item being considered	Time left meeting	Time Returned

NOTES:

<Record late arrivals or early departures>

RECORD COMPLETED BY

Paulette Pleasance – EA to Director Infrastructure and Development Services

Signed: 

Municipal Emergency Management Planning

Hepburn Shire



ATTACHMENT 14.3.1

Agenda – MEMPC Meeting

Thursday 1 July 2021

Attendees: Bruce Lucas (HSC), Cr Brian Hood (HSC), Travis Dixon (HSC), Paulette Pleasance (HSC), Nathan Gardiner (VicPol), Tonie Duffin (Red Cross), David Tepper (DFFH) Sara Coward (DFFH), Grant Bradshaw (SES), Luke Kneebone (CFA), Representative (Ambulance Victoria), Chris Arnold (DELWP)

Attendees via Teams:

Apologies:

1	Welcome and Apologies	Bruce Lucas
2	Adoption of Minutes from 11 March 2021	Bruce Lucas
3	Review of Action Items from 11 March Meeting	Bruce Lucas
4	Incoming Correspondence 1. Minutes Emergency Exercise Meeting 4 June at Lonza 2. SES Agency Report & Media Release June 2021	Paulette
5	Update from HSC EM Officer	Travis Dixon
6	Agency Updates on Storm Event 1. Commitment to a formal debrief on the storm event. 2. Development of a Report into the Response and Recovery.	All Agencies
7	Membership of the MEMPC 1. Community Members 2. Recovery Agencies	Travis Dixon

	Meeting Closed	
Upcoming MEMPC Dates <ul style="list-style-type: none">• Thursday 16 September – Council Chambers/ Teams• Thursday 2 December – Council Chambers / Teams		
Attachments / Links Circulated with Agenda <ol style="list-style-type: none">1. LONZA Emergency Exercise Minutes and Scenario2. SES Agency Report and Media Release June 2021		

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING	Councillor Briefing	DATE	Monday, July 12, 2021
LOCATION	<input checked="" type="checkbox"/> Council Chamber <input type="checkbox"/> Video Conference <input type="checkbox"/> Other:	TIME	1:00pm to 3:30pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson - refer notes.		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input checked="" type="checkbox"/> Acting Director Community and Corporate Services – Andrew Burgess Others (Position Title and Name): Acting Manager Community Care – Kate Procter Coordinator Community Development – Michelle Whyte		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/21/41247

OR

List matters considered: As per Briefing Agenda

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
NII			

NOTES:

RECORD COMPLETED BY

- CEO – Bradley Thomas
- Director Infrastructure and Development Services – Bruce Lucas
- Acting Director Community and Corporate Services – Andrew Burgess

Other:



Signed:

Monday 12 July 2021
Council Chamber, 76 Vincent Street Daylesford VIC 3460
1:00pm – 3:30pm

Councillors, I advise that I have assessed the following information in the briefing papers and associated attachments as being confidential information.

The information is considered to be confidential information under section 3(1) of the Local Government Act 2020 because it is Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released (Section 3(1)(a)).

BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

INVITED:	Councillors	Councillor Jen Bray, Birch Ward Councillor Tim Drylie, Creswick Ward Councillor Tessa Halliday, Cameron Ward Councillor Don Henderson, Creswick Ward Councillor Lesley Hewitt, Birch Ward Councillor Brian Hood, Coliban Ward Councillor Juliet Simpson, Holcombe Ward
	Officers	Bradley Thomas – Chief Executive Officer Andrew Burgess – Acting Director Community and Corporate Services Bruce Lucas – Director Infrastructure and Development Services
CHAIR:		Councillor Lesley Hewitt - Mayor Bradley Thomas – Chief Executive Officer
APOLOGIES:		

No	Time	Type	Agenda Item	Presenter	Page No
1.1	1:00pm	Discussion	Draft Community Vision and Council Plan for Public Exhibition	Projectura	3
2			Close of Meeting		69

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING	Councillor Briefing	DATE	Tuesday, July 13, 2021
LOCATION	<input checked="" type="checkbox"/> Council Chamber <input type="checkbox"/> Video Conference <input type="checkbox"/> Other:	TIME	9:30am to 1:45pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson - refer notes.		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input checked="" type="checkbox"/> Acting Director Community and Corporate Services – Andrew Burgess Others (Position Title and Name): Coordinator Early Years and Healthy Communities – Deb Smith Acting Manager Community Care – Kate Procter Manager Governance and Risk – Krysten Forte Governance Specialist – Rebecca Smith Acting Manager Environment and Waste – Simon Mennie Project Manager sustainability – Maree Grenfell Sustainability Officer – Manny Pasqualini		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/21/41249

OR

List matters considered: As per Briefing Agenda

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
NII			

NOTES:

Cr Simpson attended 9.38 am

Craig Kenny – Mach2 attended and presented re Aged Care Reforms

RECORD COMPLETED BY

- CEO – Bradley Thomas
- Director Infrastructure and Development Services – Bruce Lucas

▶ RECORD OF COUNCILLOR ATTENDANCE

Acting Director Community and Corporate Services – Andrew Burgess

Other:



Signed:

Tuesday 13 July 2021
Council Chamber, 76 Vincent Street Daylesford VIC 3460
9:30am – 1:15pm

Councillors, I advise that I have assessed the following information in the briefing papers and associated attachments as being confidential information.

The information is considered to be confidential information under section 3(1) of the Local Government Act 2020 because it is Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released (Section 3(1)(a)).

BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

INVITED:	Councillors	Councillor Jen Bray, Birch Ward Councillor Tim Drylie, Creswick Ward Councillor Tessa Halliday, Cameron Ward Councillor Don Henderson, Creswick Ward Councillor Lesley Hewitt, Birch Ward Councillor Brian Hood, Coliban Ward Councillor Juliet Simpson, Holcombe Ward
	Officers	Bradley Thomas – Chief Executive Officer Andrew Burgess – Acting Director Community and Corporate Services Bruce Lucas – Director Infrastructure and Development Services
CHAIR:		Councillor Lesley Hewitt - Mayor Bradley Thomas – Chief Executive Officer
APOLOGIES:		

No	Time	Type	Agenda Item	Presenter	Page No
1.1	9:30am	Report	Aged Care Reform - Next Phase	Mach2 Consulting Acting Manager Community Care Community Care Coordinator	3
	11:00am		Break		
1.2	11:15am	Report	Revision of Instrument of Delegation from Council to the CEO (S5) to account for the Environmental Protection Act 2017	Manager Governance and Risk Governance Specialist	23
1.3	11:30am	Discussion	Victorian State Redivision of Electoral Boundaries	Manager Governance and Risk Governance Specialist	38
1.4	11:45am	Report Discussion Presentation	Sustainable Hepburn Strategy	Acting Manager Environment and Waste Project Manager Sustainability Sustainability Officer	39
1.5	12:15pm	Discussion	Draft Annual Plan 2021/2022	Acting Director Community and Corporate Services	83
2	1:15pm		Close of Meeting		97

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING	Pre-Council Meeting Briefing	DATE	Tuesday, July 20, 2021
LOCATION	<input type="checkbox"/> Council Chamber <input checked="" type="checkbox"/> Video Conference <input type="checkbox"/> Other:	TIME	3:00pm to 5:00pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input checked="" type="checkbox"/> Acting Director Community and Corporate Services – Andrew Burgess Others (Position Title and Name): Manager Governance and Risk – Krysten Forte Acting Manager Financial Services – Robert Ellis Acting Manager Environment and Waste – Simon Mennie Property Officer – Karen Menne Project Manager – Daniel Owe-Young		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/21/42888

OR

List matters considered: As per Council Meeting agenda for 20 July 2021

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
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NOTES:

Conflicts to be considered Item 11.2 (Cr Hewitt) and Item 13.1 (Cr Hood) – items not discussed at briefing.

RECORD COMPLETED BY

- CEO – Bradley Thomas
 - Director Infrastructure and Development Services – Bruce Lucas
 - Acting Director Community and Corporate Services – Andrew Burgess
- Other:

▶ RECORD OF COUNCILLOR ATTENDANCE



Signed:

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING	Council Plan workshop	DATE	Monday, July 26, 2021
LOCATION	<input type="checkbox"/> Council Chamber <input checked="" type="checkbox"/> Video Conference <input type="checkbox"/> Other: Click or tap here to enter text.:	TIME	4:00pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Cr Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input checked="" type="checkbox"/> Acting Director Community and Corporate Services – Andrew Burgess Others (Position Title and Name): Kate Proctor Acting Manager Community Care		

MATTERS CONSIDERED

Agenda attached – CM Reference: Click or tap here to enter text.

OR

List matters considered:

Community Vision & Council Plan

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

NOTES:

<Record late arrivals or early departures>

RECORD COMPLETED BY

- Acting Director Community and Corporate Services – Andrew Burgess
- Director Infrastructure and Development Services – Bruce Lucas
- CEO – Bradley Thomas

Other:

Click or tap here to enter text.

Signed:

▶ RECORD OF COUNCILLOR ATTENDANCE

J

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING	Councillor Briefing	DATE	Tuesday, July 27, 2021
LOCATION	<input type="checkbox"/> Council Chamber <input checked="" type="checkbox"/> Video Conference <input type="checkbox"/> Other: Click or tap here to enter text.:	TIME	9:30am
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Cr Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input checked="" type="checkbox"/> Acting Director Community and Corporate Services – Andrew Burgess Others (Position Title and Name): Parks and Open Spaces Coordinator – Sean Ludeke Development Services Enforcement Officer – Wallie Cron Strategic Planner – Glenn Musto Manager Development and Community Safety – Bronwyn Southee		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/21/44427

OR

List matters considered:

[Click or tap here to enter text.](#)

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
Cr Tim Drylie	Clydesdale Planning	11.25 am	11.35 am
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

NOTES:

<Record late arrivals or early departures>

RECORD COMPLETED BY

- Acting Director Community and Corporate Services – Andrew Burgess
- Director Infrastructure and Development Services – Bruce Lucas
- CEO – Bradley Thomas

▶ RECORD OF COUNCILLOR ATTENDANCE

Other:

Click or tap here to enter text.

Signed:



Tuesday 27 July 2021
Virtual via Zoom
9:30am – 2:45pm

Councillors, I advise that I have assessed the following information in the briefing papers and associated attachments as being confidential information.

The information is considered to be confidential information under section 3(1) of the Local Government Act 2020 because it is Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released (Section 3(1)(a)).

BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

INVITED:	Councillors	Councillor Jen Bray, Birch Ward Councillor Tim Drylie, Creswick Ward Councillor Tessa Halliday, Cameron Ward Councillor Don Henderson, Creswick Ward Councillor Lesley Hewitt, Birch Ward Councillor Brian Hood, Coliban Ward Councillor Juliet Simpson, Holcombe Ward
	Officers	Bradley Thomas – Chief Executive Officer Andrew Burgess – Acting Director Community and Corporate Services Bruce Lucas – Director Infrastructure and Development Services
CHAIR:		Councillor Lesley Hewitt - Mayor Bradley Thomas – Chief Executive Officer
APOLOGIES:		

No	Time	Type	Agenda Item	Presenter	Page No
1.1	9:30am	Briefing Only	Tree Management Plan	Parks and Open Spaces Coordinator Manager Operations Homewood Consulting	4
1.2	10:30am	Briefing Only	Enforcement Activities Update	Manager Development and Community Safety Development Services Enforcement Officer	7
	11:30am		Break		
1.3	11:45am	Report	Planning Scheme Amendment C82Hepb (Old Hepburn Hotel) Review of Submissions and Next Steps	Strategic Planner	61
1.4	12:15am	Presentation	Planning Scheme Amendment C77Hepb (Flooding) update on Panel hearing	Strategic Planner	81
1.5	12:45pm	Presentation	Strategic Planning 2021/2022 Community Consultation Program	Strategic Planner	82
	1:15pm		Lunch		
1.6	1:45pm	Presentation	Creswick Structure Plan update – background reporting and assessments	Strategic Planner	83
1.7	2:15pm	Discussion	Western Victoria Transmission Network Project Update	Manager Development and Community Safety	84
2	2:45pm		Close of Meeting		86

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING	Pre-Council Meeting Briefing	DATE	Tuesday, July 27, 2021
LOCATION	<input type="checkbox"/> Council Chamber <input checked="" type="checkbox"/> Video Conference <input type="checkbox"/> Other: Click or tap here to enter text.:	TIME	4:00pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Cr Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input checked="" type="checkbox"/> Acting Director Community and Corporate Services – Andrew Burgess Others (Position Title and Name):		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/21/44618

OR

List matters considered:

Click or tap here to enter text.

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

NOTES:

<Record late arrivals or early departures>

RECORD COMPLETED BY

- Acting Director Community & Corporate Services – Andrew Burgess
- Director Infrastructure and Development Services – Bruce Lucas
- CEO – Bradley Thomas

Other:

Click or tap here to enter text.

▶ RECORD OF COUNCILLOR ATTENDANCE

Signed:



- 15** **CLOSE OF MEETING**
The Meeting closed at 8:27pm.