



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
PUBLIC MINUTES

TUESDAY 18 SEPTEMBER 2018

TRENTHAM NEIGHBOURHOOD CENTRE

HIGH STREET

TRENTHAM

6:00PM

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MINUTES

TUESDAY 18 SEPTEMBER 2018

Trentham Neighbourhood Centre

High Street, Trentham

Commencing 6:00PM

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EVAN KING
CHIEF EXECUTIVE OFFICER
18 SEPTEMBER 2018

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

We would like to acknowledge we are meeting on Jaara people country, of which members and elders of the Dja 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. SAFETY ORIENTATION

Emergency exits and convenience facilities at the venue to be highlighted to members of the public in attendance.

3. OPENING OF MEETING

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

IN ATTENDANCE: Mr Evan King Chief Executive Officer, Mr Steve Millard Acting General Manager Community and Corporate Services, Mr Carl Telfer Acting General Manager Infrastructure, Mr Trafford Thompson Manager Finance and Information Technology, Mr Justin Fiddes Manager Development and Community Safety, Mr Dominic Murphy Sustainability Officer, Ms Rachel Palmer Coordinator Community Partnerships, Ms Vivienne Green Manager People and Performance, Ms Ashani Dendara Administration Support Officer.

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”

4. APOLOGIES

Nil

5. DECLARATIONS OF CONFLICTS OF INTEREST

Cr Don Henderson declared an indirect interest – close association on Item 12.14 as he holds the position of President for the Creswick Railway Workshops Association.

Cr Kate Redwood declared an indirect interest – close association on Item 12.14 as she is a member of the Committee of Management for the Daylesford Neighbourhood Centre.

6. CONFIRMATION OF MINUTES

RECOMMENDATION

- 6.1.1. That the Minutes of the Ordinary Meeting of Council held on 21 August 2018 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.

MOTION

6.1.1. *That the Minutes of the Ordinary Meeting of Council held on 21 August 2018 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

Moved: Cr Don Henderson

Seconded: Cr Kate Redwood AM

Carried

7. NOTICES OF MOTION

Nil

8. ITEMS OF URGENT BUSINESS

Nil

9. PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor John Cottrell, Holcombe Ward

No written report has been provided.

COUNCILLOR REPORTS

Councillor Neil Newitt, Cameron Ward

On 3 September, I attended one of the biodiversity strategy feedback session, this one held in Smeaton. Apart from discussion on the final draft biodiversity strategy itself, it was great to hear directly from the agricultural community, about specific issues they face. I take the opportunity to thank not only those that attended and participated the Smeaton session, but those that have attended the sessions held across the shire.

This month saw more filming activity in Clunes, this time for a science fiction mini series around a tree of life.

I, along with officers and the CEO, met with Film Victoria and some of the production crew.

What came out of our discussions was the industry's enthusiasm for Clunes and the good working relations they have with the Community, and with council. Of course, there are difficulties with filming, including how to let the town and businesses continue to operate whilst the main street is closed for filming. We also discussed a number of opportunities that could be developed around recognising the past productions filmed in Clunes and the shire. Some sort of permanent display has been discussed by the community, and Film Victoria expressed interest in helping achieve this.

There were a number of opportunities raised and I suggest we schedule some time with our Film and Event Officer and our Economic and Community Development officers to discuss this further.

On Saturday, the Clunes Tourist and Development Association hosted a visit from Tourism Australia - part of a tour of key sites in the Hepburn Shire.

The feedback was they were very impressed - citing the heritage and architecture and the welcome they received from the community. They had visited such businesses as

the Creswick Woolen Mills and Tuki farm, but the visit to Clunes was to see the town as a destination.

Councillor Fiona Robson, Birch Ward

This month I enjoyed the Daylesford Secondary College's production of CreepyTown. Seeing so many young people work together in different roles and expressing themselves through drama, music, song, dance was a delight. Congratulations to everyone involved. There were many performers that were also involved in the youth production Mavericks & Misfits that combined drama, dance and circus, which was another demonstration of the talent and commitment of many young people in our community. During the interval of Creepytown I had the honour of joining the VCAL students in their new kitchen space to enjoy their food and hospitality. The range of learning opportunities are growing and hopefully in the future there will be something for everyone.

I was thrilled to attend some wonderful sessions on offer as part of Words in Winter. It is great to see festivals run by our community for our community and I acknowledge and appreciate everyone involved. It takes a lot of time, effort, commitment and skill to run these festivals.

Unfortunately the Swiss Italian Festa will not be happening this year. Huge thanks to everyone that has been involved over more than 2 decades. The Swiss Italian Festa has been a wonderful highlight of the year. It has always been a delight to see the parade down the Main Street of Hepburn Springs and the celebration of young and old down at the Springs pavilion.

I was very pleased with the quality and range of projects that people in our Shire submitted for the pick my project funds and it was great to see our council officers supporting many of them. Voting closed yesterday and I'm looking forward to seeing the results.

Currently there is opportunity to contribute to our council's approach to increasing the physical activity of our women and girls. There are surveys and workshops available.

Thank you to everyone that provides input to our council's strategies, plans and projects. This input has shown that working together we can produce even better outcomes for the people of Hepburn Shire.

Councillor Kate Redwood AM, Birch Ward

I would like to start by congratulating the Daylesford under 13 soccer team for winning the league premiership this year! This is a great achievement and reflects the wonderful spirit at the Club that I think we all felt at the Turning the Sod ceremony held earlier this month for the extension and renovations of their clubrooms at Victoria Park.

The other event I would like to acknowledge as special was the all staff meeting – well attended and with a very positive feel. The smoking ceremony was a great addition. Our CEO, Evan King gave a great presentation about his background and what he expects of the organisation. I was glad that the glass recycling rated a mention and is being embraced.

It is AGM season and I was pleased to attend the AGMs of two very effective organisations – The Daylesford and District Historical Society, and the Friends of Cornish Hill. Both appear to be going from strength to strength and I thank them on behalf of Council for their valuable contribution to our community.

International Women's Day planning is taking up a fair bit of my time. The call for nominations for the Heather Mutimer Hepburn Honour Roll for Women is now open. Negotiations for a keynote speaker are proceeding. The Committee is delighted to have been designated as a Hepburn Shire Council event, and receive support from our new events manager, Brigette O'Brien.

My other preoccupation at present is the second Community Recycling Forum. This will be held on Sunday 30 September at the Paddock Room, Daylesford Neighbourhood Centre. There will be a report back on issues raised at the first Forum, such as the glass recycling and the repair cafe, as well as discussion on turning old clothes into rags, neighbourhood mulching, reducing plastic wrapping, and the mushroom farm and recycling coffee grounds. The Forum is currently being advertised and all are welcome.

Councillor Sebastian Klein, Coliban Ward

Over the last month I have had cause to reflect on the difference between long-termism and short-termism – are we thinking in terms of three or four years – the cycle of governments or more? Perhaps across a generational timespan – as governments like China's are doing as they plan for their economic growth over the coming 20-100 years.

I had this in mind as I attended an induction for two new members of the Grampian Central West Waste Resource Recovery Group. At the induction we heard a talk from Helen Millicer who has just returned from a Churchill Fellowship where she examined the principles of a Circular Economy throughout Europe and South East Asia. The term circular economy refers to the approach that sees all of the waste stream as a

resource and set in place the policies required to retrieve these resources from the waste stream - creating a *circular* loop of supply rather than a linear one that delivers a cradle-to-grave result of resources being land-filled or turned into energy. Particularly in regards to this last element the EU has now enacted levies on MSW to energy projects, aimed at diverting waste resources back into the economy. We learned that a circular economy is more jobs dense and contributes more to productivity than a linear one and that the State Government is now moving towards authoring a Circular Economy Policy, one that we should make input in support of at the appropriate time. I will forward Helen's report around to Councillors.

I also met with Michael Buxton as a follow up with the work we have been doing on our planning scheme. Michael is quite vocal in his stance for the preservation of what makes our communities, towns and cities great places to live. Something I was conscious of recently when I observed a visitor to Melbourne looking confusedly at a map of the CBD among an increasingly Manhattan-like cityscape. As we determine our planning scheme re-write, we need to take on the lens of the long-term and envision what it is that we value about our region and determine how best to preserve that into the future. Do we plan our towns and development just for the next year, or four, or the next hundred?

Similar thoughts were in mind when I attended briefly the Biodiversity Plan public consultation session in the Daylesford Senior Citizens centre. I note the great work the team has done on this plan, with current feedback on the plan, from my point of view being almost entirely positive. It is great to see this plan finally coming to fruition and that we might take a much more long-term approach to our valuable, and in many cases endangered natural heritage.

The matter of long-term vs. short term thinking was also in mind as public interest has grown regarding a water permit application in Littlehampton. Water is a complex issue and with drought now declared as far South as Kyneton, with Spring barely begun, we need to think carefully about what we do with this precious resource. In this case, it appears that the water is to be used for the production of salad greens. I will take this matter up with Mr Fiddes, Manager of Planning, to help determine whether there is any way to ensure that the water is used for irrigation and not trucked hand-over-fist to Melbourne as in the case of the water right on Wheeler's Hill in Musk.

I also attended a very well attended Trentham Forum AGM. It was great to see this group reviewing their role in the community and examining how they can remain relevant and of-service to the Trentham community.

I attended the meet the CEO session for Coliban Ward with Evan King our CEO and a number of community members. It was a great opportunity to demonstrate a

number of the issues at large in the ward and for community members to meet the CEO.

I would also like to pass on congratulations to the team of community members on a range of great work done lately around Trentham chiefly:

The installation of the footpath to Gunyah Bend

The restoration of our beautiful brick spoon drains

Some quick thinking and action on road shoulders in town which had seen the worst of the wet weather

Cleaning up of the fallen timber along Falls Rd

And finally, the quite astounded response from one community member to the extent of works recently at The Mechanics Institute – with carpets washed, the front door fixed and a new split system heater installed as well.

And finally, Trentham continued its winning streak – with congratulations due to both the Trentham under 16's football & A-grade netball teams came away with Premierships in the recent finals. We hope that as many as possible of the under 16's might carry on to the seniors and we might see success at that level in the future.

Councillor Don Henderson, Creswick Ward

No written report has been provided.

Councillor Greg May, Creswick Ward

No report was presented.

RECOMMENDATION

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

MOTION

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

Moved: Cr Sebastian Klein

Seconded: Cr Kate Redwood AM

Carried

10. 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
- Allowing members of the community to address Council

Community members are invited to be involved in public participation time in accordance with Local Law 1 Meeting Procedures.

Individuals may submit written questions or requests to address Council to the Chief Executive Officer by 12 noon on the day of 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.

10.1. PETITION

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

10.2. QUESTIONS

The Chair will read out responses to questions taken on notice from the last ordinary meeting, and then hear and respond to new questions received in accordance with Local Law 1.

No questions were taken on notice at the August 2018 meeting of Council.

Question 1 – Mr Bryan Johns

Why do Council persist in renegeing on their motion passed at the meeting in Trentham 2018?

Answer 1 – Mayor John Cottrell

Council is assuming this relates to the planting of trees on Main Road, Hepburn.

Council received a petition in relation to this matter at its December 2017 Council meeting and considered a further report that responded to the petition at the January 2018 Council meeting. Council determined to plant trees where residents were agreeable.

Councillors are confident that the decision of Council has been appropriately implemented by officers.

Point of Order – Cr Sebastian Klein

Mr Johns is bringing the same question to each Council meeting. It has already been answered and any further questions regarding this instance can be dealt with through other administrative processes. It is not appropriate for his friend to call out loud references to Nazi Germany.

MOTION

10.2.1. That the matter be referred to the CEO for resolution outside of this Council Meeting.

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

Question 2 – Mr Bryan Johns

Why is Council allowed to ignore their own policy in failing to supply me with an answer to a formal complaint lodged months ago?

Answer 2 – Mayor John Cottrell

A search of complaints received by Council indicates that you lodged a formal complaint on 6 June 2018 in relation to the planting of trees on Main Road, Hepburn. In accordance with Council's Complaints Handling Policy, Council officers acknowledged receipt of your complaint by letter dated 6 June 2018.

Written responses dated 2 July 2018 and 31 July 2018 arising from your questions raised at Council meetings on 19 June 2018 and 17 July 2018 respectively would

appear to address the subject matter outlined in your complaint. However, it is acknowledged that a written response to your specific complaint has not been provided to you in accordance with the Complaints Handling Policy. Council officers will provide a written response to you within 5 working days.

10.3. REQUESTS TO ADDRESS COUNCIL

Members of our community who have submitted a request in accordance with Local Law 1 will be heard.

Request to Address Council – Ms Lyn Kinghorn

Ms Lyn Kinghorn addressed Council to thank them for their support for the Independent Mothers' plaque and seat in Burke Square.

11. STATUTORY PLANNING REPORTS

11.1. PLANNING APPLICATION FOR THE USE AND DEVELOPMENT OF A DWELLING AND ASSOCIATED WORKS AT 80 MOUNTAIN CREEK ROAD, CLUNES

INTERIM General Manager Infrastructure

In providing this advice to Council as the Senior Statutory Planner, I Katy Baker have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to determine the planning application (PA 1987) for the use and construction of a dwelling and associated works at 80 Mountain Creek Road, Clunes, also known as Lots 1, 2 and 3 of Title Plan 128781R.

BACKGROUND

The application is for the construction of a four bedroom dwelling on Lot 2, which has an area of 8.03 ha.

The subject site is an irregular shaped parcel of land that has a total area of 26.52 ha and comprises of three lots and includes a shed and grazing land and a creek with scattered vegetation throughout the property. The applicant has proposed consolidation of all three lots.

The site adjoins Cork Oaks Track to the west and intersects with Kierce Road, Lenaghan Lane and Fentons Road to the east.

Surrounding properties are used for agricultural purposes with the township of Clunes located 1.5 km to the south west of the subject site.

The site and surrounding land is identified as having a mixture of high and average agricultural land quality. (Agricultural Land in the Hepburn Shire, Enplan Strategic Assessment, 2007).

The land pursuant to Clause 35.07 of the Hepburn Planning Scheme (Scheme) and is affected by the Environmental Significance Overlay Schedule 1 pursuant to Clause 42.01 of the Scheme, and the Land Subject to Inundation Overlay pursuant to Clause 44.04 of the Scheme. The Land Subject to Inundation Overlay covers 16.02% of the subject site and is located around the Beckworth Creek, the creek runs north to south through the subject site.

The dwelling is proposed to be located 145 metres to the east of Beckworth Creek, 74 metres to the north of Mountain Creek Road and 190 metres to the west of the

adjoining property boundary. The proposed dwelling includes a partial verandah, four bedrooms, lounge/dining/kitchen area, formal dining area, laundry and two bathrooms with an attached double garage.

A farm management plan was submitted with the application however on consideration of planning policy to protect agricultural land from inappropriate development it is not considered justification for a need for a dwelling.

The application was notified to surrounding properties pursuant to Section 52 of the Planning and Environment Act 1987, by sending out letters and placing a sign on the land. No objections have been received. It is noted that the Department of Land, Water, Environment and Planning responded as an adjoining owner with no objection.

The application was referred to Goulburn-Murray Water, and council's Environmental Health and Engineering Departments which consented to the issue of a planning permit, subject to conditions.

ISSUE/DISCUSSION

Relevant State and Local Planning Policy (SPPF)

Clause 11.05-3 - Rural productivity is relevant to this application.
The objective of this policy is:

To manage land use change and development in rural areas to promote agriculture and rural production.

Clause 11.10-1 – A diversified economy is relevant to this application.
The objective of this policy is:

To develop a more diverse regional economy while managing and enhancing key regional economic assets.

Clause 14.01-1 - Protection of agricultural land is relevant to this application.
The objective of this policy is:

To protect productive farmland which is of strategic significance in the local or regional context.

Clause 14.01-2 – Sustainable agricultural land use is relevant to this application.
The objective of this policy is:

To encourage sustainable agricultural land use.

Clause 16.01-2 – Appropriate location of new housing is appropriate to this application.

The objective of this policy is:

To locate new housing in or close to activity centres and in urban renewal precincts and sites that offer good access to jobs, services and transport.

Local Planning Policy Framework (LPPF)

Clause 21.02 – The key influences of the Hepburn Planning Scheme are relevant to this application.

The overarching statement is:

The preparation and development of the planning scheme has been guided by Council's assessment and response to a range of critical land use planning and natural resource management issues. These issues have been summarised below under relevant SPPF headings. The objectives, strategies and implementation actions that respond to these issues are contained in Clauses 21.05 to 21.09.

Clause 21.03 – the Vision and Strategic Framework of the Hepburn Shire is applicable to this application. It establishes the direction for the Shire and provides framework to how the Council seeks to build and improve the community, social, physical, environmental and economic attributes.

Clause 21.05 – The settlement and housing patterns of the shire are relevant to this application. This Clause takes into the account the key issues of growth and development.

Clause 21.08 – Rural land use and agriculture is relevant to this application.

Objective 1 of this policy is:

To protect areas of high–very high quality agricultural land and areas with demonstrated potential for productive agricultural activity from non-complementary land uses.

Clause 22.04 – Rural Land is relevant to this application and specific to the use and development of the land for dwellings in land zoned Farming the policy is:

- *To provide for the erection of dwellings on rural lots where associated with and required to support a productive agricultural enterprise.*
- *To require the upgrading of infrastructure services including access roads as a prerequisite for new dwellings.*

- *To ensure that the subdivision of land which excises a lot for a dwelling is designed in a manner which does not prejudice surrounding rural production activities.*

Clause 35.07 - Farming Zone:

The use of the land for a dwelling is a Section 2, permit required use, pursuant to Clause 35.07-1 of the Scheme. A permit is also required for the buildings and works component of the proposal pursuant to Clause 35.07-4.

The purpose of the Farming Zone is:

- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *To provide for the use of land for agriculture.*
- *To encourage the retention of productive agricultural land.*
- *To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.*
- *To encourage the retention of employment and population to support rural communities.*
- *To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.*

The breadth of relevant policy seeks to protect farmland through ensuring that productive farmland is not lost through permanent land use changes. Any decision on an application for a dwelling in the Farming Zone must consider if there is any net benefit to agricultural production. It is considered that the proposed dwelling on the subject site would not result in orderly planning of the area.

The dwelling is proposed to be sited in an area with high agricultural land quality units, in accordance with the September 2007 study, *Review of Agricultural Land and Rural Land Use in the Hepburn Shire*. The Farming Zone, in conjunction with Clause 22.04 of the Hepburn Planning Scheme, supports proposals for dwellings on land subdivided prior to the introductions of the scheme only where land is of a low agricultural value. As the proposed site of the dwelling is classified as high agricultural land, it is considered a dwelling would result in an inappropriate outcome and loss of productive agricultural land.

The applicant advised that they would be satisfied with a condition requiring the consolidation of all three lots bringing the total area to approximately 26 ha. This is still below the scheduled 40 ha lot size that would allow a dwelling as of right. To further support a minimum lot size of 40 ha our records indicate that within a

proximity of 4km of the subject site only one permit has been issued since the introduction of the Farming Zone in September 2006, for the construction of a dwelling on a lot less than 40 ha. The permit in question, issued in 2014, allowed for the completion of a dwelling, on a lot measuring 7 ha. A permit had been issued in July 2006, but had lapsed prior to the completion of the dwelling, which has been built to lock up stage.

Clause 42.01 - Environmental Significance Overlay Schedule 1

A permit is required for the dwelling under the provisions of the Environmental Significance Overlay - Schedule 1 as the dwelling is not connected to reticulated sewerage. Goulburn-Murray Water has advised that subject to conditions a dwelling should not adversely impact on the relevant water catchment.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

N/A

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

N/A

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The application has been advertised by sending notification of the proposal to adjoining and adjacent owners, occupiers and a notice was placed on the land.

CONCLUSION

The use and construction of a dwelling is not considered to be an acceptable planning outcome when considering relevant planning policy.

The subject site, while located 1.5 km from Clunes, is located within the Farming Zone. The site itself has areas of high and average farm land quality. It is considered that the use of the site for accommodation (dwelling) is not a desired planning outcome in line

with the purpose of the Farming Zone or the Local and State Planning Policy Framework.

OFFICER'S RECOMMENDATION

11.1.1. That Council having caused notice of the planning application PA 1987 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of the Act determines to issue a Refusal to Grant Planning Permit for the use and construction of a dwelling and associated works at 80 Mountain Creek Road Clunes, for the following reasons:

- The application fails to implement the objectives of the State Planning Policy Framework and the Local Planning Policy Framework, in particular, Clause 35.07 (Farming Zone).
- The application, if approved, would create a precedent for further incremental development within the Farming Zone.

Mr Neil Haydon addressed Council in support of the application.

MOTION

11.1.1. *That Council having caused notice of the planning application PA 1987 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of the Act determines to issue a Refusal to Grant Planning Permit for the use and construction of a dwelling and associated works at 80 Mountain Creek Road Clunes, for the following reasons:*

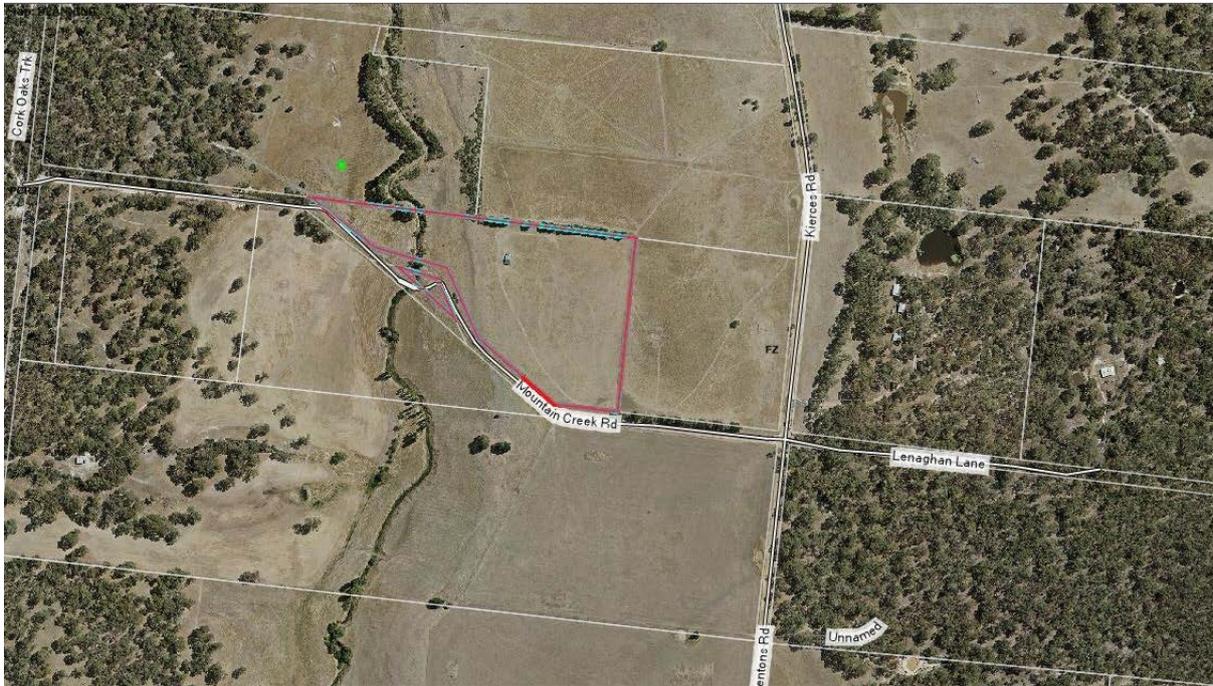
- *The application fails to implement the objectives of the State Planning Policy Framework and the Local Planning Policy Framework, in particular, Clause 35.07 (Farming Zone).*
- *The application, if approved, would create a precedent for further incremental development within the Farming Zone.*

Moved: Cr Sebastian Klein

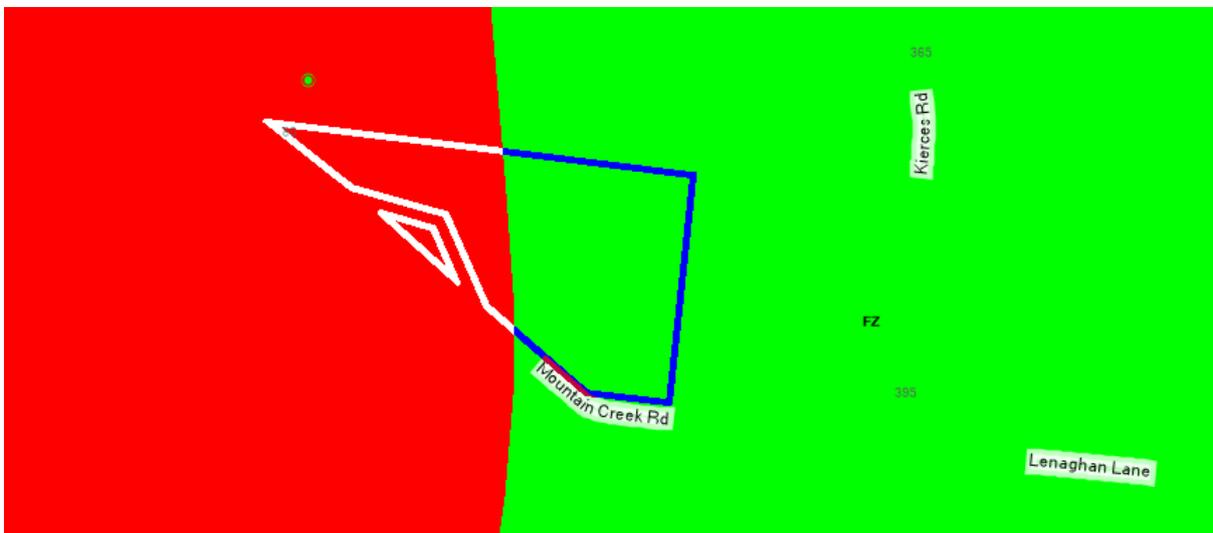
Seconded: Cr Kate Redwood AM

Carried

ATTACHMENT 1 - SITE PLAN AND AGRICULTURAL LAND MAP



Aerial Image, 2017



Agricultural Land in the Hepburn Shire, Enplan Strategic Assessment, 2007
KEY: Very High: Pink, High: Green, Average: Red, Low: Blue, Very Low: Yellow

ATTACHMENT 2 - PROPERTY TITLE

**REGISTER SEARCH STATEMENT (Title Search) Transfer of
Land Act 1958**

VOLUME 10874 FOLIO 785

Security no : 124071262203M
Produced 12/04/2018 01:25 pm

LAND DESCRIPTION

Lots 1,2 and 3 on Title Plan 128781R.
PARENT TITLE Volume 09069 Folio 632
Created by instrument AD564748U 19/04/2005

REGISTERED PROPRIETOR

Estate Fee Simple
Sole Proprietor
BH AGRICULTURE PTY LTD of 4 DORDOGNE COURT ROXBURGH PARK VIC 3064
AN187013K 18/10/2016

ENCUMBRANCES, CAVEATS AND NOTICES

MORTGAGE AN187014H 18/10/2016
WESTPAC BANKING CORPORATION

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE TP128781R FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

ADMINISTRATIVE NOTICES

NIL

eCT Control 16320Q WESTPAC BANKING CORPORATION (14)
Effective from 22/10/2016

DOCUMENT END

ATTACHMENT 3 - FARM MANAGEMENT PLAN

Farm Management Plan for BH Agriculture Pty Ltd – 80 Mountain Creek Road Clunes (2018)

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Name: BH Agriculture Pty Ltd T/A Mountain Creek White Dorpers

Director: Mr Brad Hughes

Website: <http://www.whitedorpers.com.au/>

Telephone: 0418 504 560

Property Details:

- 80 Mountain Creek Road Clunes VIC 3064
- Lots 1, 2, and 3 of TP128781R
- Local Government (Council): Hepburn Shire
- Council Property Number: 13565
- Directory Reference: VicRoads 58 D6

Planning Zone: Farming Zone (FZ)

Planning Overlays:

- Bushfire Management Overlay (BMO)
- Environmental Significance Overlay (ESO) Schedule 1 (ESO1)
- Land Subject to Inundation Overlay (LSIO)

Farm Size: 26.15ha (68 acres)

Farm Type: Sheep grazing and breeding

Site Characteristics:

Rainfall: 550mm

Elevation: 356m above sea level

Soil Type: Western side of creek granite sands, eastern side of creek rich volcanic

Vegetation: Improved native pastures, with native eucalypt on west side of creek

Gradient: From flat to 30% towards creek

Stock Carry Capacity: 5 DSE / Ha (Dry Sheep Equivalent)

Introduction

BH Agriculture Pty Ltd purchased the property at 80 Mountain Creek Road, Clunes in October 2016, with the intent to use the property to graze and breed approximately 100 head of commercial sheep, focussing on fat lambs (Market lambs for consumption).

The site is currently not able to be inhabited. The construction of a dwelling will greatly improve the usability of this site for agricultural purposes, and allow the maximisation of revenue and profit, whilst reducing losses. This Farm Management Plan has been prepared to support a Planning Permit Application which seeks approval to construct a dwelling on the above mentioned property.

In its first year of operation, BH Agriculture has spent in excess of \$100,000 on improvements to the property, parts and machinery to aid in the management of the farm (See Appendix 1.4).

BH Agriculture did not make a profit in its first year, and is unlikely to make a profit in its second year. But it is planned that it will be in profit by year three (2019/2020).

The first year was used to grow the flock and work on the development of business practices to ensure the use of the land is in keeping with the relevant regulatory requirements that apply, and that stock is being well cared for and the stock and land are managed sustainably.

It is noted that BH Agriculture also owns farming land in St Arnaud and Dunolly and is seeking to expand operations to these sites and others. These sites will be managed collectively as part of multi-property farm enterprise.

The First Year (2016/2017)

A decision was made to breed White Dorper sheep based on extensive research into the breed, and their suitability to the subject site. The Dorper breed is a hardy sheep that thrives in both warm and cold climates, has very good mothering instincts, and grows lambs to market size quicker than most other sheep breeds. They are a non-fussy grazer and are self-shedding, they do not need to be sheared, crutched or mulesed. They are also polyestrous (can breed continually regardless of season) and are highly fertile, producing lambing rates of up to three lambs every two years.

32 White Dorper commercial breeding ewes were purchased to commence the flock, as well as a commercial breeding ram, from the renowned and award winning Kyolna Park sheep stud, at a cost of approximately \$6800.

The first year involved monitoring and recording the various observations made during the joining, pregnancy, lambing, weaning and marketing stages of production. Records were kept

of when sheep were vaccinated, drenched, and other tasks. This data was used to help improve operation for the following year.

Ewe lambs were kept as future breeding ewes, with the wethers sold, which enabled the increase of the flock size. In the first year, of the 32 pregnant ewes, 40 lambs were born in total (18 rams and 22 ewes).

Despite the owner's efforts to visit the farm as regularly as possible, in a bad storm and cold snap in April 2016, 9 lambs were lost due to the owner being unable to get to the property in time to get the sheep into their shelter. This left the property with only 31 lambs. 14 wethers and 17 ewes. On the same day a neighbour lost 5000 sheep (<http://www.thecourier.com.au/story/4598507/thousands-of-sheep-found-dead-at-clunes/>)

12 wethers were sold for meat consumption, returning approximately \$1000 in income. 14 wethers were planned to be sold, but two more died due to fox attacks in the weeks leading up to sale as the site was unmanaged. In hindsight the 12 lambs sold should have been given another 1-2 months to fatten up more, to increase sale price to an expected \$150/head. This has been noted for future.

17 new ewe lambs were returned to the flock as future breeders, increasing the ewe flock size to 47. Two of those lambs have since disappeared (possibly theft or predation), reducing flock size to 45. The ram was removed from the paddock and sold in September 2017.

By September 2017, the business had identified a niche market in selling stud registered Dorper sheep, due to constant enquiries for registered stud sheep. Stud sales were attended by the owner on properties smaller than the subject site that returned revenue over several hundred thousand dollars in sales. This bought about a decision to invest in a stud registered breeding ram for the 2017 program, and one stud registered breeding ewe, allowing for the commencement of breeding stud registered animals, and increasing the stud flock size. It is anticipated that this part of the operation will grow over the coming years to eventually replace and exceed the income being generated from selling commercial fat lambs.

A further 22 future breeder ewe lambs were purchased in February 2016, taking total ewe flock size to 67. 10 of those ewe lambs were subsequently sold, reducing the ewe flock size to 57, to match paddock conditions at the time.

A new stud registered 103kg award winning ram was purchased in September 2017, and was joined with all 57 ewes. A lambing rate of 120%, is anticipated, with the expectation of approximately 70 new lambs to be born between February and March 2018. All 70 of these lambs are intended to be sold as fat lambs for consumption, returning approximately \$11,270. Some of this income will be invested in more stud ewes, to support the stud breeding side of the business, which has demonstrated its ability to significantly increase income.

A lesson learned in 2016 is that it is necessary to wean our lambs off their mothers as early as possible so that the mother can regain condition and become pregnant again immediately. This ensures that the target of 3 lambs every 2 year is met, something the Dorper breed is well and truly capable of achieving these rates.

2017 was also spent getting certified with the following certifications;

- Meat Standards Australia (MSA) Accreditation: 676V
- Livestock Production Assurance (LPA) Accreditation: 2242237
- Dorper Sheep Society of Australia (DSSA) Stud Member: WD1095
- Prime Dorper Lamb Producer, Certification Number: 17005

2018 and Beyond – the next five years

2018 will see 70 new born lambs in February-March, providing 57 ewes, 1 ram, and 70 lambs to manage. The stock will be required to be weaned, separated into different paddocks, and supplement their feed to get them to market weight in the anticipated six months. These will be sold as meat for consumption – while they had a stud registered sire, the ewes were non-registered commercial ewes (so the lambs cannot be sold as stud registered lambs).

The money generated from the sales of the 2018 drop lambs (forecast: \$10-12k) will go towards purchasing at least 15 new stud registered ewes, which will be used to produce stud registered lambs. The sale of stud registered ewes and rams will see a significant increase in turnover and profit, likely seen in 2019 when the sheep are fattened and sold.

From 2019 onwards, it is intended to replace all of the commercial breeding stock with registered stud ewe lambs gradually, with the intent of, after 3-5 years, no longer breeding commercial lambs for meat consumption. The focus will be on producing only stud registered lambs, up to 70 head per year. Good quality stud registered ewes currently fetch up to \$1000/head, and good quality stud registered rams can fetch up to \$10,000/head. Conservatively, it is expected to generate \$500/head for a stud registered ewe, and \$2500/head for a stud registered ram. This will provide a yearly income of approximately \$105k per year, based on producing 70 lambs a year.

Given the constant efforts put into sourcing very high levels of stock quality and bloodline history, it is anticipated that prices will be at the higher end of the conservative prices listed above.

Site Description

The eastern side of the property, including within the proposed building envelope, is relatively flat. There is a creek that runs through the middle of the property, south to north, and the banks of this creek are relatively steep (gradients up to 30%). The proposed building envelope is

at least 140m from the creek, and at least 50 meters from where the land starts to slope down to the creek.

The eastern side of the creek is relatively flat, with native pastures. It contains mostly cleared land, with no trees, and small number of gorse bushes (1-2 acres), an invasive plant species that is currently being removed.

The eastern side of the property contains a 12m x 7m farm shed (Council approved), and two 8m x 3m colour bond sheep shelters. It also includes a 90 head steel holding yard, and sheep loading yards with ramp. Alongside the northern side of the existing shed, are two 10,000 litre rain water tanks, connected to a water trough, which is the sheep's main drinking supply.

The western side of the creek is a gradual slope of approximately 5% down from west to east, towards the creek. It contains approximately 40-50% of native bush cover which is used as a sheep shelter belt. The remaining area is native grass and some indigenous trees. None of the indigenous tree species identified are located within the building envelope. No indigenous trees will need to be removed for the proposed development.

The dwelling will be located on the eastern side of the creek, as shown in the attached site plan. Access to the dwelling will be via 4m wide crushed gravel driveway, which will connect the existing gate on Mountain Creek Road, and extend across the front of the dwelling to a rear turning bay, leading to the dwelling garage.

Part of the site is in the process of being fenced off from stock, and revegetated using indigenous species of trees and shrubs. Surrounding properties to the east, north, and south are all also covered by the Farming Zone (FZ). The land to the west of the boundary is Mt Beckworth, a DELWP managed state forest area of crown land.

Why the need to build a dwelling?

1) Value of stock

The move to a stud sheep farm has been the main trigger behind needing to build a dwelling and occupy the property. The loss of a single commercial sheep usually costs \$100-150. Last year 9 lambs, worth between \$100 and \$150 a head, were lost in an avoidable event had the site been occupied. Similar losses in stud lambs could impact by as much as \$20,000 in revenue. The loss of a single stud sheep can be multiple thousands of dollars, and living at the property permanently significantly reduces the risk of losses. Please see attached in Appendix 1.2 the recent sales prices at several stud dorper sales, to support this claim.

2) Theft of property

The property has already been broken into only 3 months after a farm shed was installed. Several thousands of dollars of items were stolen, and several more thousand dollars of

damage was done. The police report is attached in Appendix 1.3. Living at the property will significantly mitigate the risk of theft.

3) Travel costs

Upwards of \$100 every week in fuel (1 hr 40 mins each way in time) are required for the owner to commute to the farm regularly to perform essential duties. This has a significant effect on the profitability of the business and the travel impacts upon management ability. The costs are attached in Appendix 1.4

4) Increased income

Living at the property allows more time monitoring the performance of sheep and lambs, and to intervene more regularly when required to gain maximum efficiencies and improve income. For example, in 2017 the owner hadn't visited the property for 4 days, and found that a ewe had her head stuck in a fence. She was lost, along with her unborn lamb. Daily surveys could prevent this. Several lambs and ewes were also lost in birthing due to lack of attendance.

5) Theft of livestock

In the last 12 months there have been three flocks of sheep stolen within a few kilometres of the site. This is an ongoing problem in the area. This risk increases significantly as more expensive stud sheep are introduced on the site. Living at the property will significantly mitigate the risk of theft of livestock. See Appendix 1.1 for a news article referring to over \$100,000 worth of sheep being stolen from central Victoria in the last 12 months.

6) Regular monitoring of livestock

Currently the owner attends the property once or twice per week. Sheep however need to be checked daily, and multiple times daily during lambing. Losses can be minimised significantly while doing this. An orphan lamb cast from its mother will die within hours without intervention. Living at the property will allow close monitoring of activities and actions that lead to losses, and allow for timely remedial actions and to rotate stock, thus reducing impacts on paddocks.

7) Predation

Sheep require regular monitoring and supervision from predatory animals. Living at the property will enable the control of pest animals such as dogs and foxes through the use of baiting and shooting programs. This can be done in conjunction with neighbouring farmers. 4 lambs were lost last year, presumably to foxes.

8) Control of Invasive Plant Species

The property has a problem with Gorse bush, which is gradually being removed. It takes several years of continuous management and monitoring to fully rid the property of Gorse (regularly excavating sites, and weed spraying re-sprouts each year for 4 years). Living at the property will make this regular necessary task possible. Clearing the Gorse (a legal requirement) will also give the property significantly more grazing space and increase carrying capacity. This will also assist in the management of the weed in the district.

9) Control of Invasive Pest Species.

The property has a rabbit population estimated to be over 200. Rabbits cause significant loss of pasture and cause erosion. Living at the property will allow the regular control of the rabbit population using baiting, ferreting and shooting programs. This will also assist in the management of rabbits in the district. Foxes will also be managed in a similar way.

10) Regular rotation of stock between grazing paddocks.

Flocks require regular rotation between paddocks to prevent overgrazing and loss of condition of the stock. Living at the property will allow the monitoring of grazing rates daily and the movement sheep between paddocks as soon as required, improving the condition of both the sheep and the paddock.

Appendix 1.1: News article highlighting sheep theft problem in VIC

The WEEKLY TIMES
Search 

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 **NEWS** **OPINION** **BREAKING** **WEATHER** **POLITICS** **TASMANIAN COUNTRY**

NATIONAL

Ewes about to lamb stolen from Gobarup in central Victoria

DALE WEBSTER, The Weekly Times
April 11, 2018 12:00am



A MOB of 80 Merino ewes that are due to lamb have been stolen from a property at Gobarup in central Victoria.

It is the same area from where 90 pregnant Merino ewes were taken in August last year.

The latest theft was discovered on Saturday, but the owner, Adrian McIntosh of Daen Park at Wanalta, says he suspects the thieves brazenly walked the sheep out from where he had them on agistment two weeks ago.

“I noticed a single sheep in a paddock that I worked out later was from that mob of young ewes, but it was 2km from where it should have been,” Mr

McIntosh said.

“I think whoever has taken them has driven them out on foot and this one has got so agitated it has jumped the fence.

“It has to be someone who can handle stock. Anyone can break into a house and steal something, but not everyone can handle a mob of sheep.”

Mr McIntosh bought the Riverina-bred, rising two-year-old ewes in early October for \$252. They are mulesed, carry a registered stud mark in their right ear — a 2cm slash — and a black tag in their left ear.

They were shorn in late February and are dropping lambs to a Border Leicester sire, which pushes their value well above their purchase price, if they survive.

“How do you put a price on them — they’re quality livestock, our future breeders,” Mr McIntosh said.

Colin Barlow, who lost the 90 sheep in August, said the two properties were only 2km apart.

“It will be the same bloke who took mine,” he said.

“You just feel violated — I haven’t heard anything more about my sheep and probably won’t now.”

More than \$100,000 worth of sheep have been stolen from properties across north-central Victoria in the past 12 months.

Anyone with information is asked to contact Echuca Police on (03) 5483 1500 or phone Crime Stoppers on 1800 333 000.

Appendix 1.2: Results of recent Dorper registered stud sheep sales



TE MANIA ANGUS AUTUMN BULL SALE
 MORTLAKE VICTORIA | **180 BULLS**
 MARCH 7 @ 12 NOON



Home Auctions Results Wool About Tools

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AUCTION RESULTS

AMARULA DORPER SALE SEQ Auction 995

Feb 2, 2018 1:00:00 PM SYD

QLD 12:00 PM | SA 12:30 PM | WA 10:00 AM | NT 11:30 AM

Auction Terms & Conditions

- Sale Conducted under AuctionsPlus Operating Conditions
- Trading Terms are those of the Selling Agent
- By logging into the sale you agree that your contact details will be passed onto the vendor of this sale. If you do not wish this to happen please email info@auctionsplus.com.au prior to the sale commencing on 2nd February, 2018.



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[Click here for SUPPLEMENTARY EVALUATION GUIDE](#)

☆ Lot 1 - 166281

Gravesend, NSW



LOT 1; ID 166281; DOB 15/09/2016; SIRE Strauss "Magnum" 080023; DAM 144716; BORN 1; BWT -0.4; WWT 5.6; PWT 8.8; PEMD 0.4; PFAT -0.2; PWEC 21; DRESS 1.8; IMF -0.24; SHEARF5 0.7; SRC 120; MCP 128.7;

Sold \$800.00/Head

☆ Lot 2 - 166331

Gravesend, NSW



LOT 2; ID 166331; DOB 29/09/2016; SIRE Niemur "Smiley" 140182; DAM 134235; BORN 1; BWT -0.39; WWT 5.5; PWT 8.8; PEMD 0.8; PFAT -0.1; PWEC 2; DRESS 2; IMF -0.26; SHEARF5 -; SRC 119.6; MCP 127.2;

Sold \$2,200.00/Head

☆ Lot 3 - 165844

Gravesend, NSW



LOT 3; ID 165844; DOB 10/05/2016; SIRE Amarula "JD" 144535; DAM 113507; BORN 1; BWT -0.5; WWT 4.9; PWT 7.5; PEMD 1.2; PFAT 0.2; PWEC -5; DRESS 2.1; IMF -0.27; SHEARF5 0.7; SRC 122; MCP 133.2;

Sold \$2,600.00/Head

☆ Lot 4 - 166128

Gravesend, NSW



LOT 4; ID 166128; DOB 01/09/2016; SIRE Amarula "JB" 155409; DAM 123845; BORN 1; BWT -0.62; WWT 4.2; PWT 7; PEMD 2.4; PFAT 0.1; PWEC -41; DRESS 2.8; IMF -0.43; SHEARF5 0.2; SRC 124.4; MCP 138.9;

Sold \$2,800.00/Head

☆ Lot 5 - 166322

Gravesend, NSW



LOT 5; ID 166322; DOB 16/09/2016; SIRE Niemur "Smiley" 140182; DAM 144833; BORN 2; BWT -0.4; WWT 5.2; PWT 8.9; PEMD 1; PFAT 0.4; PWEC 13; DRESS 2.1; IMF -0.19; SHEARF5 -0.1; SRC 120.4; MCP 128.5;

Sold \$800.00/Head

☆ Lot 6 - 166231

Gravesend, NSW



LOT 6; ID 166231; DOB 01/09/2016; SIRE Tuckeroo "Rusty" 140103; DAM 144748; BORN 1; BWT -0.5; WWT 4.2; PWT 7.2; PEMD 0.7; PFAT 0; PWEC 29; DRESS 1.8; IMF -0.17; SHEARF5 -0.3; SRC 118.1; MCP 125.9;

Sold \$4,000.00/Head

☆ Lot 7 - 165970

Gravesend, NSW



LOT 7; ID 165970; DOB 20/07/2016; SIRE Amarula "Palapah" 155177; DAM 144445; BORN 2; BWT -0.55; WWT 4.7; PWT 7.3; PEMD 3.1; PFAT 0.5; PWEC 16; DRESS 3; IMF -0.43; SHEARF5 0; SRC 125.1; MCP 143.8;

Sold \$3,000.00/Head

☆ Lot 8 - 166033

Gravesend, NSW



LOT 8; ID 166033; DOB 25/08/2016; SIRE Gunbar "Will-i-am" 140081; DAM 123709; BORN 1; BWT -0.48; WWT 4.6; PWT 7.3; PEMD 2.1; PFAT 0.3; PWEC -7; DRESS 2.5; IMF -0.31; SHEARF5 -0.2; SRC 122.2; MCP 136.8;

Sold \$2,000.00/Head

☆ Lot 9 - 166306

Gravesend, NSW



LOT 9; ID 166306; DOB 22/09/2016; SIRE Tuckeroo "Rusty" 140103; DAM 144823; BORN 1; BWT -0.57; WWT 3.8; PWT 6.3; PEMD 2.5; PFAT 0.9; PWEC -26; DRESS 2.6; IMF -0.19; SHEARF5 -; SRC 120.1; MCP 135.2;

Sold \$3,600.00/Head

☆ Lot 10 - 166153

Gravesend, NSW



LOT 10; ID 166153; DOB 01/09/2016; SIRE Tuckeroo "Rusty" 140103; DAM 144677; BORN 1; BWT -0.48; WWT 4.8; PWT 8.3; PEMD 1.1; PFAT 0.2; PWEC -18; DRESS 2.2; IMF -0.21; SHEARF5 -0.3; SRC 121.6; MCP 129.2;

Sold \$2,800.00/Head

☆ Lot 11 - 166056

Gravesend, NSW



LOT 11; ID 166056; DOB 04/09/2016; SIRE Tuckeroo "Rusty" 140103; DAM 155066; BORN 2; BWT -0.62; WWT 3.1; PWT 6.1; PEMD 2.4; PFAT 1.1; PWEC -27; DRESS 2.6; IMF -0.08; SHEARF5 -2; SRC 118.3; MCP 129.5;

Sold \$15,000.00/Head

☆ Lot 12 - 166133

Gravesend, NSW



LOT 12; ID 166133; DOB 01/09/2016; SIRE Tuckeroo "Rusty" 140103; DAM 144676; BORN 1; BWT -0.41; WWT 5.6; PWT 8.6; PEMD 0.7; PFAT 0.1; PWEC -4; DRESS 1.9; IMF -0.21; SHEARF5 0.7; SRC 120.7; MCP 130.1;

Sold \$6,000.00/Head

☆ Lot 13 - 165902

Gravesend, NSW



LOT 13; ID 165902; DOB 22/05/2016; SIRE Amarula "Henry" 144762; DAM 082064; BORN 2; BWT -0.58; WWT 3.8; PWT 7.3; PEMD 2.8; PFAT 1.4; PWEC -20; DRESS 2.9; IMF -0.14; SHEARF5 -1.6; SRC 123.6; MCP 137.1;

Sold \$3,200.00/Head

☆ Lot 14 - 166086

Gravesend, NSW



LOT 14; ID 166086; DOB 07/09/2016; SIRE Niemur "Smiley" 140182; DAM 155117; BORN 1; BWT -0.35; WWT 5.7; PWT 9.2; PEMD -0.2; PFAT -0.4; PWEC -21; DRESS 1.5; IMF -0.22; SHEARF5 0.8; SRC 118.5; MCP 122.4;

Sold \$4,200.00/Head

☆ Lot 15 - 166222

Gravesend, NSW



LOT 15; ID 166222; DOB 01/09/2016; SIRE Amarula "JB" 155409; DAM 144656; BORN 2; BWT -0.56; WWT 5; PWT 8.1; PEMD 1.3; PFAT -0.3; PWEC -19; DRESS 2.3; IMF -0.4; SHEARF5 0.7; SRC 123.9; MCP 136.1;

Sold \$3,000.00/Head

☆ Lot 16 - 166264

Gravesend, NSW



LOT 16; ID 166264; DOB 15/09/2016; SIRE Amarula "Rick" 144680; DAM 123735; BORN 1; BWT -0.5; WWT 4.9; PWT 8.1; PEMD 1.7; PFAT 0.1; PWEC 39; DRESS 2.4; IMF -0.31; SHEARF5 -0.1; SRC 122.9; MCP 135;

Sold \$10,000.00/Head

☆ Lot 17 - 166377

Gravesend, NSW



LOT 17; ID 166377; DOB 16/09/2016; SIRE Gunbar "Will-I-am" 140081; DAM 123781; BORN 2; BWT -0.55; WWT 4.1; PWT 6.2; PEMD 1.6; PFAT -0.1; PWEC -3; DRESS 2.1; IMF -0.3; SHEARF5 -; SRC 117.9; MCP 129.4;

Sold \$2,600.00/Head

☆ Lot 18 - 166175

Gravesend, NSW



LOT 18; ID 166175; DOB 01/09/2016; SIRE Tuckeroo "Rusty" 140103; DAM 144708; BORN 1; BWT -0.61; WWT 3.5; PWT 7; PEMD 2.2; PFAT 0.4; PWEC -28; DRESS 2.7; IMF -0.27; SHEARF5 -1.4; SRC 121.9; MCP 133.9;

Sold \$1,800.00/Head

AUCTION RESULTS

ANNALARA WHITE DORPER RAM SALE

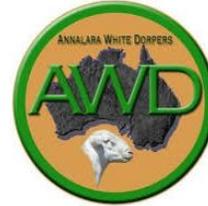
SEQ Auction 113

Feb 7, 2018 11:00:00 AM SYD

QLD 10:00 AM | SA 10:30 AM | WA 8:00 AM | NT 9:30 AM

Auction Terms & Conditions

- Sale Conducted under AuctionsPlus Operating Conditions
- Trading Terms are those of the Selling Agent



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Buyers please note, delivery can be arranged nationally.

☆ Lot 1 - 160067

Dubbo, NSW



Birth Date 20/04/2016; Sire GP130631; Dam 110451; No.Born 1; WWT 5.356; PWWT 9.168; PFAT -0.18; PEMD 1.082; CWT 2.973; CFAT 0.039; CEMD 1.22; Carcase+ 157.62; Lamb2020 107.87; EQ 126.33; LEQ 126.86; MCP 135.04;

Sold \$1,600.00/Head

☆ Lot 2 - 160088

Dubbo, NSW



Birth Date 20/04/2016; Sire 100451; Dam 120168; No.Born 1; WWT 3.007; PWWT 5.479; PFAT 0.156; PEMD 1.712; CWT 1.755; CFAT 1.602; CEMD 1.718; Carcase+ 145.05; Lamb2020 106.21; EQ 122.92; LEQ 123.28; MCP 127.55;

Sold \$1,000.00/Head

☆ Lot 3 - 160082

Dubbo, NSW



Birth Date 05/05/2016; Sire GP130631; Dam 110395; No.Born 2; WWT 4.695; PWWT 7.796; PFAT -0.216; PEMD 1.101; CWT 2.399; CFAT 0.385; CEMD 1.261; Carcase+ 151.64; Lamb2020 107.07; EQ ; LEQ ; MCP 130.08;

Sold \$1,600.00/Head

☆ Lot 4 - 160297

Dubbo, NSW



Birth Date 28/10/2016; Sire 100451; Dam 150109; No.Born 1; WWT 5.423; PWWT 9.022; PFAT 0.186; PEMD 1.549; CWT 3.306; CFAT 1.541; CEMD 1.794; Carcase+ 161.1; Lamb2020 108.35; EQ 127.74; LEQ 128.13; MCP 133.43;

Sold \$2,000.00/Head

☆ Lot 5 - 160236

Dubbo, NSW



Birth Date 05/10/2016; Sire 130097; Dam 110332; No.Born 1; WWT 5.885; PWWT 9.582; PFAT -1.131; PEMD 0.354; CWT 2.767; CFAT -1.268; CEMD 0.391; Carcase+ 155.87; Lamb2020 107.62; EQ 122.03; LEQ 122.7; MCP 127.12;

Sold \$1,400.00/Head

☆ Lot 6 - 160422

Dubbo, NSW



Birth Date 30/10/2016; Sire GP130631; Dam 120326; No.Born 1; WWT 5.153; PWWT 8.781; PFAT 0.948; PEMD 2.027; CWT 3.328; CFAT 2.746; CEMD 2.264; Carcase+ 161.97; Lamb2020 108.47; EQ 128.56; LEQ 128.83; MCP 134.71;

Sold \$2,000.00/Head

☆ Lot 7 - 160374

Dubbo, NSW



Birth Date 15/10/2016; Sire GP130631; Dam 120267; No.Born 1; WWT 5.281; PWWT 8.465; PFAT -0.078; PEMD 1.094; CWT 2.851; CFAT 0.594; CEMD 1.371; Carcase+ 154.71; Lamb2020 107.48; EQ 124.29; LEQ 124.73; MCP 132.09;

Sold \$1,800.00/Head

☆ Lot 8 - 160010

Dubbo, NSW



Birth Date 01/05/2016; Sire 110610; Dam 120519; No.Born 1; WWT 6.228; PWWT 10.087; PFAT 0.144; PEMD 1.337; CWT 3.466; CFAT 0.506; CEMD 1.388; Carcase+ 164.46; Lamb2020 108.78; EQ 125.95; LEQ 126.37; MCP 139.54;

Sold \$1,800.00/Head

☆ Lot 9 - 160021

Dubbo, NSW



Birth Date 10/05/2016; Sire 110610; Dam 130156; No.Born 1; WWT 4.516; PWWT 7.5; PFAT 0.384; PEMD 1.428; CWT 2.388; CFAT 1.321; CEMD 1.254; Carcase+ 151.48; Lamb2020 107.06; EQ 121.14; LEQ 121.49; MCP 131.38;

Sold \$2,000.00/Head

☆ Lot 10 - 160025

Dubbo, NSW



Birth Date 15/04/2016; Sire 110610; Dam 130204; No.Born 1; WWT 6.272; PWWT 9.945; PFAT 0.312; PEMD 1.582; CWT 3.535; CFAT 0.787; CEMD 1.684; Carcase+ 166.17; Lamb2020 109.02; EQ 126.74; LEQ 127.11; MCP 138.17;

Sold \$1,800.00/Head

☆ Lot 11 - 160335

Dubbo, NSW



Birth Date 12/10/2016; Sire 100451; Dam 150055; No.Born 1; WWT 5.082; PWWT 8.072; PFAT 0.048; PEMD 1.81; CWT 2.942; CFAT 0.782; CEMD 2.062; Carcase+ 160.52; Lamb2020 108.28; EQ 127.22; LEQ 127.59; MCP 137.89;

Sold \$1,400.00/Head

☆ Lot 12 - 160180

Dubbo, NSW



Birth Date 15/10/2016; Sire 130097; Dam 110021; No.Born 1; WWT 5.87; PWWT 9.562; PFAT -0.48; PEMD -0.071; CWT 2.713; CFAT -0.23; CEMD -0.003; Carcase+ 148.27; Lamb2020 106.59; EQ 118.58; LEQ 119.2; MCP 126.69;

Sold \$1,600.00/Head

☆ Lot 13 - 160107

Dubbo, NSW



Birth Date 05/10/2016; Sire ED140113; Dam 140430; No.Born 1; WWT 4.633; PWWT 7.748; PFAT -0.267; PEMD 0.806; CWT 2.338; CFAT 0.036; CEMD 0.691; Carcase+ 148.18; Lamb2020 106.6; EQ 120.47; LEQ 120.98; MCP 127.84;

Sold \$1,000.00/Head

Appendix 1.3: Police report after break-in to farm shed

NOTICE TO THE VICTIM - IMPORTANT INFORMATION		VP Form L1
<p>This is your copy of the report made to police – please keep it. Your insurer may require a copy of this if you lodge an insurance claim for stolen or damaged property.</p> <p>The police will do their best to find the person responsible. Police investigations can take some time to complete. The police will ask you if you wish to be kept informed about the progress of your case. This may include if an offender has been charged, outcomes of bail applications and court results. You should let the police know if you have any concerns for your safety.</p>		
<p>THE POLICE INVESTIGATOR LOOKING AFTER YOUR CASE IS:</p>		Senior Constable Paul Fuller
ON EMAIL:	VP37699@POLICE.VIC.GOV.AU	POLICE / CIU ON TELEPHONE: 5366 4500
REPORT BY MEMBER	Senior Constable Paul FULLER	MEMBER Reg. No. 37699
		MEMBER STATION Bacchus Marsh Police Station/Uniform
REPORT DATE	23/05/2017	REPORT TIME 17:20
		PRINCIPAL VICTIM FAMILY NAME HUGHES, Bradley John
LEDR MK2 No. (if available)	21275302	BRIEF SUMMARY OF OFFENCE 310A - BURGLARY 80 MOUNTAIN CREEK ROAD CLUNES VIC 3370
STOLEN PROPERTY TOTAL VALUE \$ 2480.00		DAMAGED PROPERTY TOTAL VALUE \$ 2500.00
<p>Contact the police investigator looking after your case if you:</p> <ul style="list-style-type: none"> • have any questions about the crime you have reported • change your address, or • have any new information which may help the investigation of the case, for example, information which may help to identify an offender or recover property. 		
<p>Victim Support Agency</p> <p>Victims of Crime Helpline 1800 819 817 <i>8.00am to 11.00pm 7 days a week (including public holidays)</i></p> <p>The Victims of Crime Helpline is a free service to assist victims to manage and recover from the effects of a crime.</p> <p>Helpline staff can:</p> <ul style="list-style-type: none"> • refer you to the most appropriate support agency for your needs • contact other agencies on your behalf • arrange a translator for non-English speaking callers. 		<p>Advice</p> <p>Referral Information</p> <p>For the TTY service phone 13 36 77 (for the hearing impaired).</p> <p>The police should provide you with a copy of "A Victim's Guide to Support Services and the Criminal Justice System" or go to www.justice.vic.gov.au/victimsofcrime to download a copy in PDF file format.</p> <p>This booklet contains useful information about how and where to get help and information on the criminal justice system for victims of crime.</p>
<p>After a Crime</p> <p>After a serious crime, you may feel:</p> <ul style="list-style-type: none"> • emptiness • anxiety • sleeplessness • exhaustion • depression • guilt • anger • grief • feeling deserted • symptoms of illness 		<p>Everyone reacts and deals with their feelings in their own way</p> <p>The following are some tips that may help you:</p> <ul style="list-style-type: none"> • talk about how you feel with someone you trust • eat regularly and nutritiously • make sure you get physical exercise • limit the use of alcohol and drugs
<p>Call the Victims of Crime Helpline on 1800 819 817</p>		

This report may be handed to you in person or sent to you in the mail

Appendix 1.4: Cost of Sales

Ref	From	Date	Due Date	Paid	Due	Status
Enduro tags	EnduroTags	18-Feb-18	18-Feb-18	176.00		0 Paid
Fencing	Harry Stevens	17-Feb-18	17-Feb-18	7,040.00		0 Paid
	Bunnings Warehouse	16-Feb-18	16-Feb-18	73.64		0 Paid
Farm Insurance	RACV Business Insurance	9-Feb-18	14-Feb-18	1,278.60		0 Paid
Clunes Rates	Hepburn Shire Council	2-Feb-18	2-Feb-18	1,657.27		0 Paid
Pellets	Melbourne Farm Supplies P/L	1-Feb-18	1-Feb-18	56.85		0 Paid
Bails	Ray	27-Jan-18	27-Jan-18	180.00		0 Paid
Jerry Can	Bunnings	11-Jan-18	11-Feb-18	29.95		0 Paid
Sheep Pellets	Melbourne Farm Supplies P/L	11-Nov-17	11-Nov-17	56.85		0 Paid
Tital Distributors	Titan Distributors	9-Nov-17	9-Nov-17	208.86		0 Paid
Tank Fittings	tankmanagement	7-Nov-17	7-Nov-17	32.00		0 Paid
Lynch pins	Bunnings Warehouse	2-Nov-17	2-Nov-17	16.06		0 Paid
Weed Sprayer	Bunnings Warehouse	26-Oct-17	26-Oct-17	39.18		0 Paid
Bunnings	Bunnings Warehouse	18-Oct-17	18-Oct-17	220.78		0 Paid
Screws and Nails	Bunnings Warehouse	30-Sep-17	30-Sep-17	36.36		0 Paid
14830	Hayes Products Pty Ltd	20-Sep-17	20-Sep-17	890.00		0 Paid
Sheep Trailer	Victorian Trailers	2-Sep-17	2-Sep-17	6,161.00		0 Paid
ConcreteSlab2	Norm Baker Concreting	1-Sep-17	1-Sep-17	8,000.00		0 Paid
Drench and Pellets	Melbourne Farm Supplies P/L	30-Aug-17	30-Aug-17	38.90		0 Paid
	Melbourne Farm Supplies P/L	30-Aug-17	30-Aug-17	427.55		0 Paid
Sheep Shelter	Steve Smith	23-Aug-17	23-Aug-17	7,790.00		0 Paid
Karcher Washer	Bunnings Warehouse	18-Aug-17	18-Aug-17	159.00		0 Paid
CRT Pellets	Melbourne Farm Supplies P/L	28-Jul-17	28-Jul-17	92.30		0 Paid
Electrical Connectors2	Jaycar	14-Jul-17	14-Jul-17	33.05		0 Paid
Sheep Pellets2	Melbourne Farm Supplies P/L	12-Jul-17	12-Jul-17	77.80		0 Paid
Electrical Connectors	Jaycar	29-Jun-17	29-Jun-17	16.75		0 Paid
Conduit	Bunnings Warehouse	29-Jun-17	29-Jun-17	21.93		0 Paid
Spit Tube Loom	Centennial Marketing Services Pty Ltd	26-Jun-17	26-Jun-17	29.00		0 Paid
8 PC	Jaycar	16-Jun-17	16-Jun-17	59.95		0 Paid
Pellets and mice bait	Melbourne Farm Supplies P/L	9-Jun-17	9-Jun-17	103.35		0 Paid
Fuel Can	Bunnings Warehouse	6-Jun-17	6-Jun-17	29.98		0 Paid
Shed Walls	Bunnings	2-Jun-17	2-Jun-17	283.98		0 Paid
Nuts and Bolts	Bunnings Warehouse	2-Jun-17	2-Jun-17	6.42		0 Paid
Cordless Vac	Bunnings Warehouse	20-May-17	20-May-17	144.00		0 Paid
Blower vac and extens	Bunnings Warehouse	18-May-17	18-May-17	123.83		0 Paid
Tractor repair and service	Central Machinery Service	12-May-17	12-May-17	6,353.71		0 Paid
Stock feed	Melbourne Farm Supplies P/L	8-May-17	8-May-17	77.80		0 Paid
Shed Lighting	Jaycar	5-May-17	5-May-17	149.25		0 Paid
Electrical Cable	Jaycar	5-May-17	5-May-17	109.00		0 Paid
Tap Valves	Bunnings Warehouse	4-May-17	4-May-17	7.30		0 Paid
Router	Harvey Norman	4-May-17	4-May-17	248.00		0 Paid
Stock feed and vaccine	Melbourne Farm Supplies P/L	20-Apr-17	20-Apr-17	159.90		0 Paid
MDF and screws	Bunnings Warehouse	17-Apr-17	17-Apr-17	71.50		0 Paid
Blower	Bunnings Warehouse	10-Apr-17	10-Apr-17	144.59		0 Paid
Crate and Splitter	Bunnings Warehouse	7-Apr-17	7-Apr-17	114.98		0 Paid
Solar Installation	Energy Yield	3-Apr-17	24-May-17	1,565.72		0 Paid
Chainsaw	Bunnings Warehouse	1-Apr-17	1-Apr-17	298.00		0 Paid
Excavator Hire	Coates Hire Wendouree	31-Mar-17	31-Mar-17	450.00		0 Paid
Solar Charge Controller	ontopenergy	18-Mar-17	18-Mar-17	421.53		0 Paid
Bluestone Gravel	Ballarat Sand & Soil	18-Mar-17	18-May-17	164.00		0 Paid
Bluetooth Dongle	Power Products Direct	17-Mar-17	17-Mar-17	73.99		0 Paid
Tools Misc Shed	Bunnings Warehouse	15-Mar-17	15-Mar-17	128.24		0 Paid
Rubber mats	Pools Foam & Rubber	15-Mar-17	15-Mar-17	99.90		0 Paid
Stormwater	Bunnings Warehouse	12-Mar-17	12-Mar-17	137.39		0 Paid
Hose Fittings Misc	Bunnings Warehouse	10-Mar-17	10-Mar-17	28.53		0 Paid
Ring terminals	Jaycar	8-Mar-17	8-Mar-17	5.95		0 Paid
Fencing	Melbourne Farm Supplies P/L	8-Mar-17	8-Mar-17	270.95		0 Paid
Cable Ties	Bunnings Warehouse	8-Mar-17	8-Mar-17	13.40		0 Paid
Tools Drill and Grinder bits	Bunnings Warehouse	5-Mar-17	5-Mar-17	181.79		0 Paid
RACV Business Insurance	RACV Business Insurance	5-Mar-17	9-Mar-17	1,020.95		0 Paid
Wood Heater Flue	Cams Plumbing Works	4-Mar-17	6-Mar-17	1,155.00		0 Paid

Farm Lifting Tools	Bunnings Warehouse	28-Feb-17	28-Feb-17	210.20	0 Paid
Trolley and net	Supercheap Auto	17-Feb-17	17-Feb-17	87.98	0 Paid
Paint	Inspirations Campbellfield	17-Feb-17	17-Feb-17	470.74	0 Paid
Shed Installation	Graganovic Installation	16-Feb-17	7-Mar-17	4,064.00	0 Paid
Farm tools	Bunnings Warehouse	15-Feb-17	15-Feb-17	220.96	0 Paid
Heater	Harvey Norman	12-Feb-17	12-Feb-17	599.00	0 Paid
Iseki T5000E Tractor	Sam Sabri	11-Feb-17	11-Feb-17	13,000.00	0 Paid
Irrigation Fittings	Bunnings Warehouse	2-Feb-17	2-Feb-17	106.02	0 Paid
Hose fittings	Bunnings Warehouse	1-Feb-17	1-Feb-17	28.74	0 Paid
Hose Fittings	Country Trading Store	29-Jan-17	29-Jan-17	220.90	0 Paid
Hose Clamps	Country Trading Store	29-Jan-17	29-Jan-17	17.90	0 Paid
Pickup Sheep Trailer Hire	Move Yourself Trailer Hire	28-Jan-17	28-Jan-17	202.35	0 Paid
Concrete Slab for Shed	Norm Baker Concreting	19-Jan-17	19-Jan-17	6,000.00	0 Paid
Bunnings Misc	Bunnings Warehouse	12-Jan-17	12-Feb-17	104.88	0 Paid
Generator	Edisons	6-Jan-17	6-Jan-17	1,339.72	0 Paid
Trailer plugs	Supercheap Auto	28-Dec-16	28-Dec-16	19.48	0 Paid
Ute Mat	Bunnings Warehouse	26-Dec-16	26-Dec-16	87.60	0 Paid
Water Hose Supplies	Bunnings Warehouse	17-Dec-16	17-Dec-16	34.62	0 Paid
Taps and hose fittings	Bunnings Warehouse	17-Dec-16	17-Dec-16	87.52	0 Paid
Poly Water Trough	Melbourne Farm Supplies P/L	17-Dec-16	17-Dec-16	271.10	0 Paid
Water Delivery	Ballarat Water Cartage	15-Dec-16	15-Dec-16	240.00	0 Paid
Plate Compacter	Bunnings Warehouse	12-Dec-16	12-Dec-16	80.70	0 Paid
Blustone_Deliv2	Ballarat Sand & Soil	10-Dec-16	10-Dec-16	107.00	0 Paid
Blustone_Deliv1	Ballarat Sand & Soil	10-Dec-16	10-Dec-16	315.00	0 Paid
Hardware Supplies	Bunnings Warehouse	9-Dec-16	9-Dec-16	105.80	0 Paid
Tank Base Assembly	Bunnings Warehouse	7-Dec-16	7-Dec-16	348.60	0 Paid
Tank Base Assembly	Bunnings Warehouse	7-Dec-16	7-Dec-16	268.45	0 Paid
Multigrip Pliers	Bunnings Warehouse	5-Dec-16	5-Dec-16	19.98	0 Paid
Spark Plug	Mowers and More Campbellfield	2-Dec-16	2-Dec-16	17.00	0 Paid
Concrete	Bunnings Warehouse	30-Nov-16	30-Nov-16	68.00	0 Paid
Farm Supplies	Bunnings Warehouse	27-Nov-16	27-Nov-16	213.40	0 Paid
WHEELBARROWWHEEL	Bunnings Warehouse	26-Nov-16	26-Nov-16	64.98	0 Paid
POSTCONCRETE	Bunnings Warehouse	25-Nov-16	25-Nov-16	85.00	0 Paid
FenceTools2	Bunnings Warehouse	25-Nov-16	25-Nov-16	145.80	0 Paid
Building Siting Concession	Hepburn Shire Council	25-Nov-16	25-Nov-16	256.90	0 Paid
POLYHOSE50m	ECO WATERMART	24-Nov-16	24-Nov-16	128.00	0 Paid
FENCEPOSTS2	Variety Fencing	23-Nov-16	23-Nov-16	253.98	0 Paid
WATERPUMP	Edisons	22-Nov-16	22-Nov-16	199.00	0 Paid
HUMERUBBISH2	Hume City Council	17-Nov-16	17-Nov-16	65.00	0 Paid
DRILLBATTERIES	Bunnings Warehouse	15-Nov-16	15-Nov-16	388.00	0 Paid
HOSEFITTINGS	Bunnings Warehouse	13-Nov-16	13-Nov-16	112.89	0 Paid
HUMERUBBISH	Hume City Council	11-Nov-16	11-Nov-16	65.00	0 Paid
FENCEPOSTS	Variety Fencing	11-Nov-16	11-Nov-16	581.40	0 Paid
BUNNINGSMISC	Bunnings Warehouse	9-Nov-16	9-Nov-16	219.86	0 Paid
CHAINSAWCHAINS	Mowers and More Campbellfield	8-Nov-16	8-Nov-16	204.40	0 Paid
AUGER	Alaka's ShadeSails	7-Nov-16	7-Nov-16	289.00	0 Paid
WATERTROUGH	oz-farm-depot	6-Nov-16	6-Nov-16	35.99	0 Paid
IBCFITTING	tankmanagement	6-Nov-16	6-Nov-16	32.00	0 Paid
FENCETOOLS	Bunnings Warehouse	6-Nov-16	6-Nov-16	156.58	0 Paid
ZEDLOCK	The Haymarket	5-Nov-16	5-Nov-16	498.00	0 Paid
161101021	Victoria State Government	1-Nov-16	1-Nov-16	271.10	0 Paid
WHEELCLAMP	Supercheap Auto	31-Oct-16	31-Oct-16	79.99	0 Paid
JOCKEYWHEEL	Bunnings Warehouse	31-Oct-16	31-Oct-16	29.00	0 Paid
COUPLINGLOCK	Bunnings Warehouse	31-Oct-16	31-Oct-16	29.89	0 Paid
TOOLS	Bunnings Warehouse	28-Oct-16	28-Oct-16	400.00	0 Paid
20510926	Melbourne Farm Supplies P/L	27-Oct-16	27-Oct-16	22.95	0 Paid
20510916	Melbourne Farm Supplies P/L	27-Oct-16	27-Oct-16	51.90	0 Paid
FARMGATE	jodar007	26-Oct-16	26-Oct-16	30.00	0 Paid
FENCINGMATERIALS	Bunnings Warehouse	24-Oct-16	24-Oct-16	276.55	0 Paid
1WHITEDORPERRAM	Kvolnapark Dorper & White Dorper S	20-Oct-16	20-Oct-16	800.00	0 Paid
B4002	Eureka Garages and Sheds	27-Aug-16	9-Feb-17	13,257.00	0 Paid
				97,030.36	

Appendix 1.5: Fuel costs for farm ute travelling to and from Clunes

Job Activity [Detail]							
01-02-17 To 23-02-18							
Job No.	Job Name	ID No.	Src	Date	Memo	Debit	Credit
6-2340	MV - Petrol & Oil						
Shell 002 - Bra	Shell Card - Brad Hughes	00006834	PJ	07-02-17	Purchase; The Shell Company of Australia Limited	\$73.35	
Shell 002 - Bra	Shell Card - Brad Hughes	00006850	PJ	15-02-17	Purchase; The Shell Company of Australia Limited	\$343.70	
Shell 002 - Bra	Shell Card - Brad Hughes	00006851	PJ	22-02-17	Purchase; The Shell Company of Australia Limited	\$279.09	
Shell 002 - Bra	Shell Card - Brad Hughes	00006852	PJ	28-02-17	Purchase; The Shell Company of Australia Limited	\$138.06	
Shell 002 - Bra	Shell Card - Brad Hughes	00006964	PJ	07-03-17	Purchase; The Shell Company of Australia Limited	\$98.43	
Shell 002 - Bra	Shell Card - Brad Hughes	00006965	PJ	15-03-17	Purchase; The Shell Company of Australia Limited	\$140.37	
Shell 002 - Bra	Shell Card - Brad Hughes	00006966	PJ	22-03-17	Purchase; The Shell Company of Australia Limited	\$124.27	
Shell 002 - Bra	Shell Card - Brad Hughes	00007059	PJ	01-04-17	Purchase; The Shell Company of Australia Limited	\$137.85	
Shell 002 - Bra	Shell Card - Brad Hughes	00007060	PJ	07-04-17	Purchase; The Shell Company of Australia Limited	\$80.61	
Shell 002 - Bra	Shell Card - Brad Hughes	00007061	PJ	15-04-17	Purchase; The Shell Company of Australia Limited	\$164.51	
Shell 002 - Bra	Shell Card - Brad Hughes	00007062	PJ	22-04-17	Purchase; The Shell Company of Australia Limited	\$117.64	
Shell 002 - Bra	Shell Card - Brad Hughes	00007094	PJ	30-04-17	Purchase; The Shell Company of Australia Limited	\$47.17	
Shell 002 - Bra	Shell Card - Brad Hughes	00007141	PJ	07-05-17	Purchase; The Shell Company of Australia Limited	\$97.42	
Shell 002 - Bra	Shell Card - Brad Hughes	00007194	PJ	15-05-17	Purchase; The Shell Company of Australia Limited	\$106.57	
Shell 002 - Bra	Shell Card - Brad Hughes	00007193	PJ	22-05-17	Purchase; The Shell Company of Australia Limited	\$79.19	
Shell 002 - Bra	Shell Card - Brad Hughes	00007202	PJ	31-05-17	Purchase; The Shell Company of Australia Limited	\$4.09	
Shell 002 - Bra	Shell Card - Brad Hughes	00007270	PJ	07-06-17	Purchase; The Shell Company of Australia Limited	\$136.65	
Shell 002 - Bra	Shell Card - Brad Hughes	00007250	PJ	15-06-17	Purchase; The Shell Company of Australia Limited	\$60.67	
Shell 002 - Bra	Shell Card - Brad Hughes	00007317	PJ	22-06-17	Purchase; The Shell Company of Australia Limited	\$71.45	
Shell 002 - Bra	Shell Card - Brad Hughes	00007318	PJ	30-06-17	Purchase; The Shell Company of Australia Limited	\$138.88	
Shell 002 - Bra	Shell Card - Brad Hughes	00007353	PJ	07-07-17	Purchase; The Shell Company of Australia Limited	\$171.52	
Shell 002 - Bra	Shell Card - Brad Hughes	00007363	PJ	15-07-17	Purchase; The Shell Company of Australia Limited	\$124.26	
Shell 002 - Bra	Shell Card - Brad Hughes	00007408	PJ	22-07-17	Purchase; The Shell Company of Australia Limited	\$75.82	
Shell 002 - Bra	Shell Card - Brad Hughes	00007423	PJ	31-07-17	Purchase; The Shell Company of Australia Limited	\$51.48	
Shell 002 - Bra	Shell Card - Brad Hughes	00007472	PJ	07-08-17	Purchase; The Shell Company of Australia Limited	\$178.12	
Shell 002 - Bra	Shell Card - Brad Hughes	00007473	PJ	15-08-17	Purchase; The Shell Company of Australia Limited	\$138.65	
Shell 002 - Bra	Shell Card - Brad Hughes	00007509	PJ	22-08-17	Purchase; The Shell Company of Australia Limited	\$62.57	
Shell 002 - Bra	Shell Card - Brad Hughes	00007533	PJ	31-08-17	Purchase; The Shell Company of Australia Limited	\$185.23	
Shell 002 - Bra	Shell Card - Brad Hughes	00007584	PJ	07-09-17	Purchase; The Shell Company of Australia Limited	\$44.48	
Shell 002 - Bra	Shell Card - Brad Hughes	00007615	PJ	15-09-17	Purchase; The Shell Company of Australia Limited	\$48.27	
Shell 002 - Bra	Shell Card - Brad Hughes	00007616	PJ	22-09-17	Purchase; The Shell Company of Australia Limited	\$129.42	
Shell 002 - Bra	Shell Card - Brad Hughes	00007638	PJ	30-09-17	Purchase; The Shell Company of Australia Limited	\$148.39	
Shell 002 - Bra	Shell Card - Brad Hughes	00007682	PJ	07-10-17	Purchase; The Shell Company of Australia Limited	\$84.22	
Shell 002 - Bra	Shell Card - Brad Hughes	00007683	PJ	15-10-17	Purchase; The Shell Company of Australia Limited	\$120.22	
Shell 002 - Bra	Shell Card - Brad Hughes	00007684	PJ	22-10-17	Purchase; The Shell Company of Australia Limited	\$110.01	
Shell 002 - Bra	Shell Card - Brad Hughes	00007743	PJ	31-10-17	Purchase; The Shell Company of Australia Limited	\$72.72	
Shell 002 - Bra	Shell Card - Brad Hughes	00007799	PJ	07-11-17	Purchase; The Shell Company of Australia Limited	\$112.05	
Shell 002 - Bra	Shell Card - Brad Hughes	00007881	PJ	22-11-17	Purchase; The Shell Company of Australia Limited	\$63.12	
Shell 002 - Bra	Shell Card - Brad Hughes	00007831	PJ	30-11-17	Purchase; The Shell Company of Australia Limited	\$130.45	
Shell 002 - Bra	Shell Card - Brad Hughes	00007882	PJ	30-11-17	Purchase; The Shell Company of Australia Limited	\$121.53	
Shell 002 - Bra	Shell Card - Brad Hughes	00007967	PJ	15-12-17	Purchase; The Shell Company of Australia Limited	\$153.26	
Shell 002 - Bra	Shell Card - Brad Hughes	00007956	PJ	31-12-17	Purchase; The Shell Company of Australia Limited	\$64.32	
Shell 002 - Bra	Shell Card - Brad Hughes	00007959	PJ	07-01-18	Purchase; The Shell Company of Australia Limited	\$87.41	
Shell 002 - Bra	Shell Card - Brad Hughes	EFT	CD	08-01-18	BP BARNAWARTHA7480 BARNAWARTHA CARD	\$77.35	
Shell 002 - Bra	Shell Card - Brad Hughes	00008038	PJ	15-01-18	Purchase; The Shell Company of Australia Limited	\$133.85	
Shell 002 - Bra	Shell Card - Brad Hughes	00008039	PJ	22-01-18	Purchase; The Shell Company of Australia Limited	\$68.47	
Shell 002 - Bra	Shell Card - Brad Hughes	00008040	PJ	31-01-18	Purchase; The Shell Company of Australia Limited	\$112.18	
					Shell 002 - Bra Shell Card - Brad Hughes Total :	\$5,309.34	\$0.00
					6-2340 MV - Petrol & Oil Net Activity :	\$5,309.34	\$0.00

12. OFFICERS' REPORTS

12.1. CHIEF EXECUTIVE OFFICER'S REPORT

OFFICER'S RECOMMENDATION

12.1.1. That Council receives the Chief Executive Officer's Report for September 2018.

MOTION

12.1.1. That Council receives the Chief Executive Officer's Report for September 2018.

Moved: Cr Sebastian Klein

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 4 - CHIEF EXECUTIVE OFFICER REPORT

CHIEF EXECUTIVE OFFICER REPORT

Presented at the Ordinary Meeting
of Council on 18 September 2018

The CEO Report is a monthly report to inform Council and the community of current issues, initiative and projects undertaken across Council.

WEEK ENDING 24 AUGUST

Meeting with Environmental Protection Authority (EPA)

Scott Pigdon and three other members from the EPA met with Bruce, Justin, Steve and I to discuss the ongoing relationship between our organisations. Items discussed included key areas of responsibility, EPA reform and the expectations from both organisations. We also touched on community issues/concerns and new developments.

DELWP Grampians Listening Tour

A team of officers from various areas of the Department of Environment Land Water and Planning (DELWP) visited Council to introduce new members to their team and to further develop regional relationships and maximise collaboration opportunities at a local level. Following a general introduction, the participants were broken into three groups where discussions took place led by our staff. These included:

- Native vegetation / biodiversity
- Climate adaption / sustainability and waste
- Mineral Springs & environmental planning on public land
- Victorians valuing nature
- Renewable energy / community engagement
- Crown land management
- Fuel reduction for 2018 / 19 season
- Planning system and planning scheme amendments
- Environmental compliance - fire wood, camp fires, rubbish dumping, wildlife issues



Meet the CEO – Coliban Ward

Friday 24 August saw my last Meet the CEO session which was held at the Neighbourhood Centre in Trentham. Councillor Sebastian Klein and I had some refreshments with a number of local residents and we discussed various local issues, including the Trentham Hub, Planning Scheme Review and population growth.

WEEK ENDING 31 AUGUST

Hepburn Health

The Mayor and I met with the CEO and Chair of Hepburn Health. The aim of the meeting was to commence building a collaborative and mutually beneficial working relationship. As two of the biggest employers in the region, both committed to improving the health and well-being of the community, it is vitally important that we have a close working relationship

Creswick Trails Signing

This month marked a major milestone for the Creswick Trails Project. Five organisations came together to officially commit to working together to deliver the project with the signing of a Project Governance Agreement. The project has been made possible with a \$2.56 million grant from the Victorian Government to help put Creswick on the map for mountain biking and create 30 local jobs. The project partners are:

- Hepburn Shire Council
- Regional Development Victoria
- Parks Victoria
- HVP Plantations
- DELWP
- Central Highlands Water
- Melbourne University



Central Highlands Water Strategic Water Plan

The Mayor and I attended a morning meeting with Central Highlands Water at the Ballarat Yacht Club for the launch of their Strategic Water Plan.

Independent Regional Mothers

Lyn Kinghorn and Mayor Cr John Cottrell unveiled a seat donated by Council in Bourke Square Daylesford to acknowledge the suffering of single mothers and their babies who were forcibly separated in the late 1950's to the mid 1970's. Well done to all involved in making this acknowledgment a reality.



Daylesford Soccer Funding

Mary-Anne Thomas MP, Member for Macedon, officially announced a \$100,000 contribution from the State Government for the Daylesford Soccer Pavilion Upgrade which will deliver a much-improved facility for all the soccer players in Daylesford and surrounds. The project will provide new change rooms, toilet and shower facilities, first aid room, office and storage.



Violence Against Women

Many of you may not be aware but I have been involved in the Prevention of Violence Against Women and am a founding Member of CoRE – a regional strategy that sets a vision for a different future “A safe, equal and respectful society for everyone”. Council is a member of CoRE and I recently spoke at a Leading Change Forum in Ballarat, organised by Women’s Health Grampians for businesses in the region - “Can Business Prevent Violence Against Women”. It was a great event that was well attended by a range of businesses across the region.



WEEK ENDING 7 SEPTEMBER

Clunes Film Production

On Wednesday, I went to Clunes to meet a film production company and Stan Executives who were filming "Bloom". It highlighted the many benefits of being a film destination and the need to protect our iconic streetscapes.



Victorian Grants Commission

I went to Geelong to attend a Victorian Grants Commission Regional Information Session. The Victorian Grants Commission distributes the Financial Assistance Grants on behalf of the Federal Government. Council receives about \$4.5m a year in funding through the Grants Commission, so it is always important to understand what influences are impacting the distribution of these funds.

Central Highlands Councils Victoria Group

This week I also met with the Central Highlands Councils Victoria group which is the CEO's of all the Councils in our area. Key topics were shared services, councillor training and the upcoming State Election.

Launch of RAP & All Staff Meeting

An all staff meeting was held on the 5 September at Victoria Park which was opened by Uncle Ricky Nelson who conducted a Smoking Ceremony to launch Council's Reconciliation Action Plan. All staff were also presented with 'bush cookies' which were well received by all.

Thank you to our staff presenters Rob Ball, Grant Schuster, Deb Westin, Steve Millard and Vivienne Green.



'Creepytown' - Daylesford Secondary School Production

On Thursday night two of my daughters and I went to the opening night of the Daylesford Secondary College production "Creepytown". What amazing talent we have in this shire.

Safety Inspections

Council has begun relaunching its program of workplace safety inspections and Joelene Delpont and I worked through the Town Hall building. Inspections are an important part of identifying hazards and ensuring we make changes to remove them.



MEMP Audit

Congratulations to Bruce Lucas and our Emergency Management team who were involved in the recent MEMP audit for their 'perfect' result from Victoria Police, SES and DHHS. This is a great outcome as receiving positive comments and compliments for every question is not an easy achievement. The summary comments from the SES as the lead auditors were very relevant and hugely complimentary of our journey.



WEEK ENDING 14 SEPTEMBER

Audit & Risk Advisory Committee Meeting

Last week we held the Audit & Risk Advisory Committee meeting with the main focus being the presentation of the 2017-18 Annual Financial Report and Performance Statement. Firstly, can I acknowledge the great work of the Finance Team with both external and internal Auditors praising the good work. We are in a healthy financial position and generating an operating surplus, positive cash flow and investing appropriately in the renewal of our assets

Western Bulldogs Youth Leadership Project Graduation

On Wednesday night I was fortunate enough to attend the Western Bulldogs Youth Leadership Project Graduation ceremony. This was a great opportunity to see our future leaders in action – we are in very safe hands.



Work Tool Box Meeting

This week I attended the Daylesford Depot for the monthly Works Maintenance tool box meeting. It was a very informative meeting and great opportunity to catch up with the road and maintenance crews afterwards.

Medicinal Cannabis Meeting

This week I also had an introductory meeting with Peter Righetti from Cronos Australia (Medicinal Cannabis Business).

Meeting with the Spa Country Railway

I met with Barry Fell and the Daylesford Spa and Country Railway to discuss the Hanging Rock rail trail and how we can work better together.

Moorabool Shire

This week I meet with Rob Croxford the CEO from Moorabool Shire to discuss shared services.

CHCV Workshop

On Friday I attended the Central Highlands Councils Victoria CEO's Workshop and Rural Transformation Program in Ballarat.

Ballarat City Council Meeting

I met with Steve Fiume from the MAV at the Ballarat City Council as part of the MAV Rural South Central Reps, Mayors and CEO sessions.

12.2.RECOMMENDATIONS FROM AUDIT AND RISK ADVISORY COMMITTEE TO COUNCIL

ACTING GENERAL MANAGER CORPORATE AND COMMUNITY SERVICES

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

PURPOSE

The purpose of this report is for Council to consider advice from the last meeting of the Audit and Risk Advisory Committee held on 10 September 2018.

BACKGROUND

At the quarterly meeting of the Audit and Risk Advisory Committee held on 10 September 2018, the Committee passed a number of resolutions for consideration by the Council.

ISSUE/DISCUSSION

On 10 September 2018, the Committee held their quarterly meeting and passed the following resolutions for Council consideration:

That the Audit and Risk Advisory Committee:

8.1.1. Receives and reviews the report provided on the Review of Payroll (including data analytics) project and acknowledges there were strong controls and strong compliance with those controls.

8.2.1. Receives the updated internal audit register of outstanding items.

8.2.2. Recommends that officers continue to implement the open recommendations contained in the register.

8.3.1. That the committee receives this report for information and the internal auditor will provide management with checklists for better practice regarding asset management and financial management.

8.4.1. Notes the proposed Internal Audit Plan update for the 2018/2019 financial year.

8.4.2. Recommends that Council consider extending the current internal audit contract pending an RFQ process to 30 June 2019 subject to confirmation of compliance with Councils Procurement Policy.

8.4.3. Recommends that a review of IT Data Management and Governance be undertaken and reported to the May 2019 meeting.

9.2.1. That that Audit Risk and Advisory Committee recommends that Council authorises two Councillors to approve the Financial Statements and Performance Statements in their final form after any changes recommended, or agreed to, by the auditor have been made in accordance with the Act.

9.3.1. That the Audit and Risk Advisory Committee notes the update on Council's Performance Reporting System for 2018/19.

9.3.2. Requests that the outcome of the strategic briefing on current project review with Councillors on 11 September 2018 be circulated with the committee out of session.

10.1.1. Notes the update on the Status of External Audits.

10.1.2. Requests the Response to the Central Goldfields Findings Report be revisited pending the outcomes of the Rex Audit and the new CEO's Organisational Review.

10.2.1. That the Audit and Risk Advisory Committee notes the Victorian Auditor-General's Office Closing Report and Final Management Letter for year ending 30 June 2018.

11.5.1. That the Audit and Risk Advisory Committee notes the risk update.

11.5.2. Requests clarification on the number of psychological incidents be provided with regard to what the dates of the incidents were and if they were within the reporting period

11.6.1. That the Audit and Risk Advisory Committee receives and notes this update on The Rex project

11.7.1. That the Audit and Risk Advisory Committee receives and notes the update on The Daylesford Town Hall and Pool Upgrade

11.8.1. That that Audit Risk and Advisory Committee notes the update on the Trentham Hub project.

11.9.1. That that Audit Risk and Advisory Committee notes the presentation on IT improvement projects and IT risk management and requests that the presentation be shared with Councillors.

12.1.1. That the Audit and Risk Advisory Committee notes the update on the status of Council Policies.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

The contribution of the Audit and Risk Advisory Committee is a key component of the Council's governance framework in accordance with Part 7 of the *Local Government Act, 1989* (Financial Management).

FINANCIAL IMPLICATIONS

None noted.

RISK IMPLICATIONS

The Audit and Risk Advisory Committee assists council with oversight in the areas of risk, governance and compliance.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

None noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are four independent external community members on the committee.

CONCLUSION

The Audit and Risk Advisory Committee has made a number of recommendations for the consideration of Council.

COMMITTEE RECOMMENDATION

The Audit and Risk Advisory Committee recommends that Council:

- 12.2.1. Authorises two Councillors to approve the Financial Statements and Performance Statements in their final form after any changes recommended or agreed to by the auditor have been made in accordance with the Act.

MOTION

12.2.1. *Council notes the recommendations made by the Audit and Risk Advisory Committee.*

Moved: Cr Don Henderson

Seconded: Cr Greg May

Carried

ATTACHMENT 5 - FORWARD BY AUDIT AND RISK ADVISORY COMMITTEE
CHAIR

For Hepburn Shire Council noting from the Chair of the Audit & Risk Committee

PURPOSE

The purpose of this paper is to provide a Summary of the Audit & Risk Advisory Committee meeting held on 10 September 2018 at 1.30pm and also prior meeting minutes (refer attached) for public distribution.

SUMMARY

At the 10 September 2018 Audit & Risk Advisory Committee meeting, the major items for receiving, noting and discussion included:

- **Annual 2017-18 Financial Report and Performance Statement:**
The Committee received and reviewed the annual 2017-18 Financial Report and Performance Statement including representations from the Manager Finance and IT and the Victorian Auditor-General's Office. The Committee noted that the Report and Statement complies with relevant regulatory requirements and an unmodified audit opinion is expected to be provided by the Victorian Auditor-General's Office. The Audit Risk and Advisory Committee recommends that Council authorises two Councillors to approve the Financial Statements and Performance Statements in their final form after any changes recommended, or agreed to by the auditor have been made in accordance with the Act.
- **Internal Audit:**
The Committee received the Internal Audit report by HLB Mann Judd on Payroll (including Data Analytics) and noted strong financial controls. The Committee also reviewed the outstanding internal audit action areas and noted that a concerted effort will be required by management to address: asset management, risk management and cybersecurity security high rated issues. The Committee recommends to Council that the Internal audit contract to HLB Mann Judd be extended until 30 June 2019 (as the 3 year contract has expired and the tender process will occur next year). The Committee also recommended that the additional internal audit projects in the 2018-19 year includes: IT data management and governance. Of note, HLB Mann Judd have offered to also provide better practice guides to management in relation to Financial, risk and asset management and provide a sounding board for the current CEO as part of the transition process.
- **The Rex Project audit commenced:**
The Committee noted the appointment of Crowe Horwath as the Rex Project auditor in August 2018 and that the audit has recently commenced. The Committee received a progress report on the project costings, current planning permit application and a moratorium on project construction until the planning permit has been approved.
- **Victorian Auditor-General's Office (VAGO):**
VAGO provided its final management letter (including management actions) highlighting financial management control areas for improvement. An in-camera meeting with VAGO in concert with the HLB Mann Judd internal auditor during the meeting.
- **VicRoads Information Protection Agreement:**
An independent unqualified audit report of the VicRoads adherence to the Information Protection Agreement was reviewed by the Committee.

- **Council projects:**

The Committee noted management's upcoming strategic briefing with Council members on a review of the Council's projects (current and proposed).
- **Council Management Reports:**

The Committee received a report by Council management on the following items: Council's comparison and action plan with the Central Goldfields, for which the Committee is of the view that it be revisited post the Rex Project audit and also the current CEO's organizational review process. In addition, we noted the following reports provided to Council: Council Projects summary, Compliance Obligations, OHS incidents, significant legal actions, the Daylesford Town Hall and Pool Upgrades, Hepburn & Trentham Hub progress reports.
- **Management presentations to the Committee:**

The following presentations were received from Management: IT improvement projects and IT risk management and Infrastructure road management upgrade.
- **Risk Management:**

In relation to risk management, of note, is the matters arising from prior meetings related to recommending a risk appetite statement be developed by Council Management and the Council to coincide with the Strategic planning process and is expected to be performed during late 2018. In addition, the Committee welcomed the CEO in updating the Risk management framework, practices and the profile.

ATTACHMENT 6 - DRAFT PUBLIC MINUTES – AUDIT AND RISK ADVISORY
COMMITTEE MINUTES – 10-09-2018 (ISSUED UNDER SEPARATE COVER)

12.3.ANNUAL FINANCIAL REPORT AND PERFORMANCE STATEMENT FOR THE YEAR ENDED 30 JUNE 2018

GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Manager Finance and Information Technology, I Trafford Thompson have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to give in principle approval of the Financial Report and Performance Statement for the year ended 30 June 2018 and authorise two Councillors to certify them once they are finalised.

BACKGROUND

Council has prepared the annual financial report and performance statement for the year ended 30 June 2018. The Victorian Auditor-General's Office (VAGO), as Council's appointed external auditors undertook the audit of the accounts at the Daylesford Town Hall during the week of 27-31 August 2018. The draft annual financial report, performance statement and VAGO's closing report were tabled at Hepburn Shire Council's Audit and Risk Advisory Committee meeting on 11 September 2018. The Committee's recommendation to Council was as follows:

- 9.2.1. That that Audit Risk and Advisory Committee recommends that Council authorises two Councillors to approve the Financial Statements and Performance Statements in their final form after any changes recommended or agreed to by the auditor have been made in accordance with the Act.

ISSUE/DISCUSSION

The Annual Financial Report has been prepared in accordance with the Local Government Better Practice Guide, Model Financial Report and the Local Government Better Practice Guide - Performance Reporting template. The following statements are contained in the report:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Notes to the Financial Statements

The financial statements provide information on current and prior year balances and information as required by accounting standards, the Local Government Act and Regulations.

The performance statement has been prepared in accordance with the Local Government Better Practice Guide, Performance Reporting Framework Indicator Workbook and includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures as developed by the Victorian Government under the local government performance reporting framework. This is the fourth year for reporting in this manner and as such comparative data back to 2014/2015 is also reported with commentary on variations.

The financial statements show that for the 2017/18 financial year, Council had:

- revenue of \$32.8 million (2016/17; \$43.8 million) including Natural Disaster Financial Assistance of \$0.4 million (2016/17; \$9.6 million) with 59% coming from rates and charges (2016/17; 43%).
- operating expenditure of \$29.7 million (2016/17; \$39.2 million), with 41% attributable to employee costs (2016/17; 29%) and 32% attributable to materials and services (2016/17; 49%). Operating expenditure includes Flood restoration works of \$0.5 million (2016/17; \$10.2 million).
- a surplus for the year of \$3.1 million (2016/17; \$4.6 million) against an original budget of \$3.8 million. The surplus includes recurrent operating grants relating to the next financial year of \$2.3 million (2016/17: \$2.2 million) and capital grants of \$3.5 million received during the year (2016/17; \$4.6 million).
- \$246.8 million in capital assets (at written down value), providing community facilities, roads, bridges and other infrastructure (2016/17; \$232.2 million).
- cash, cash equivalent and other financial assets (term deposits with an initial term greater than 90 days) of \$16.3 million (2016/17; \$10.0 million). These funds are subject to external restrictions and internal allocations totalling \$11.7 million (2016/17; \$9.8 million) which include trust funds and deposits, statutory and discretionary reserves, unexpended grants received, and cash held to fund carried forward capital works.
- \$4.9 million in loans and borrowings (2016/17; \$5.6 million)

A selection of performance statement indicators is included below:

Indicator / Measure	2015	2016	2017	2018	Comments
Efficiency Expenses per property assessment	\$2,500	\$2,491	\$3,532	\$2677	Trend reflects an average increase of 1.8% per annum, excluding 2017 which was overstated due to \$10.2 million (\$923 per property) expended on flood restoration works
Recurrent grants Recurrent grants per head of municipal population	\$621	\$407	\$621	\$466	Inconsistent prepayment of Financial Assistance Grants received have resulted in the huge variances of this indicator. 2015 reflects 150% of annual allocation, 2016 50%, 2017 150% and 2018 100%. Additional R2R grants were also received in 2016.
Liquidity Unrestricted cash compared to current liabilities	133%	159%	27%	97%	Unrestricted cash remains within an acceptable range.
Asset renewal Asset renewal compared to depreciation	105%	103%	74%	78%	Council continues to invest in asset upgrade and expansion works in addition to asset renewal. A significant increase is forecast in 2021 reflecting Council's planned bridge renewal project
Indebtedness Non-current liabilities compared to own source revenue	16%	14%	25%	21%	Additional borrowings taken out in 2016/17. Declining forecast represents annual repayment of loan principal

Following their audit visit, VAGO has provided their draft Closing Report, which has been provided as an attachment to this report.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Under Section 131 of the *Local Government Act 1989*:

- 1) A Council must prepare an annual report in respect of each financial year.
 - 2) An annual report must contain the following, in respect of the financial year reported on -
 - a) a report of operations of the Council;
 - b) an audited performance statement;
 - c) audited financial statements;
 - d) a copy of the auditor's report on the performance statement, prepared under section 132;
 - e) a copy of the auditor's report on the financial statements under Part 3 of the *Audit Act 1994*;
 - f) any other matter required by the regulations.
- Under Section 132 of the *Local Government Act 1989*;

- 5) The Council must ensure that the performance statement and financial statements, in their final form after any changes recommended or agreed by the auditor have been made, are certified in accordance with the regulations by—
 - a) 2 Councillors authorised by the Council for the purposes of this subsection
- Under Section 133 of the *Local Government Act 1989*;
 - 1) A Council must submit the annual report to the Minister—
 - a) within 3 months after the end of the financial year reported on

FINANCIAL IMPLICATIONS

Not applicable to this report

RISK IMPLICATIONS

None noted

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

None noted

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Once the final statements have been certified by the nominated Councillors and the independent auditors report received from VAGO, they will form part of Council's annual report which will be forwarded to the Minister by 30 September 2018. After the annual report has been submitted to the Minister, Council must give public notice that the annual report has been prepared and can be inspected at the Council offices and on Council's website.

CONCLUSION

'In principle' approval of the statements at this Meeting and authorisation of Councillors to certify the final copy will enable the statements to be finalised and lodged with the Minister within the required timeframe.

OFFICER'S RECOMMENDATION

That Council:

- 12.3.1. Pursuant to Section 132(2) of the Local Government Act 1989, gives in principle approval to the financial statements and performance statement for the year ended 30 June 2018.

12.3.2. Pursuant to Section 132(2) of the Local Government Act 1989, Council authorises Councillors (name).....and (name).....to certify the 2017/18 annual financial report and performance statement in their final forms after any changes recommended, or agreed to, by the auditors have been made.

MOTION

That Council:

- 12.3.1. *Pursuant to Section 132(2) of the Local Government Act 1989, gives in principle approval to the financial statements and performance statement for the year ended 30 June 2018.*
- 12.3.2. *Pursuant to Section 132(2) of the Local Government Act 1989, Council authorises Councillors Cottrell and Henderson to certify the 2017/18 annual financial report and performance statement in their final forms after any changes recommended, or agreed to, by the auditors have been made.*

Moved: Cr Kate Redwood AM

Seconded: Cr Sebastian Klein

Carried

ATTACHMENT 7 - ANNUAL FINANCIAL REPORT AND PERFORMANCE
STATEMENT (ISSUED UNDER SEPARATE COVER)

ATTACHMENT 8 - VICTORIAN AUDITOR-GENERAL'S OFFICE DRAFT
CLOSING REPORT (ISSUED UNDER SEPARATE COVER)

12.4. DEVELOPMENT AND COMMUNITY SAFETY REPORT

ACTING GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the Manager Development and Community Safety, I Justin Fiddes have no interests to disclose in this report.

PURPOSE

The purpose of this report is to update Council on the activities of the building, environmental health, community safety and planning units of council.

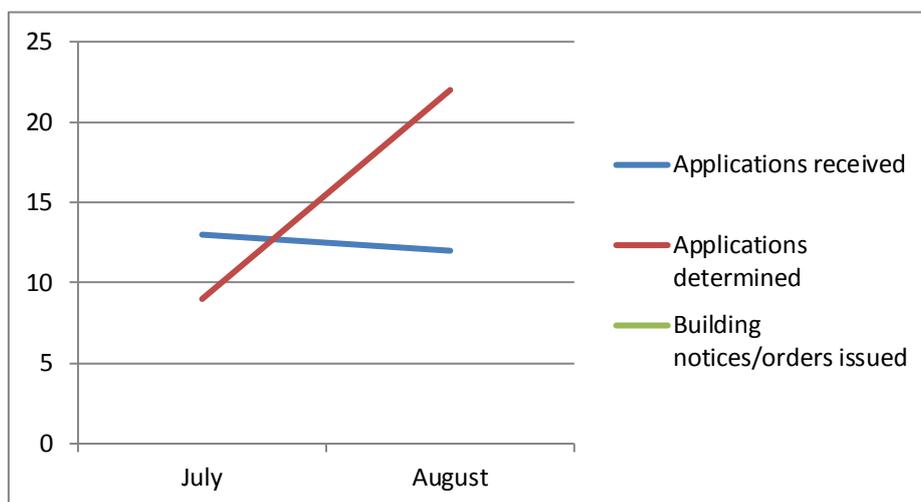
ISSUE/DISCUSSION

Building

The building activity report for August 2018 is summarized below:

Building Activity	Total
Building applications received	12
Building applications determined	22
Building notices/orders issued	1
Total development cost	\$ 556,419.00

The following graph indicates building statistics and activity for the 18/19 financial year.



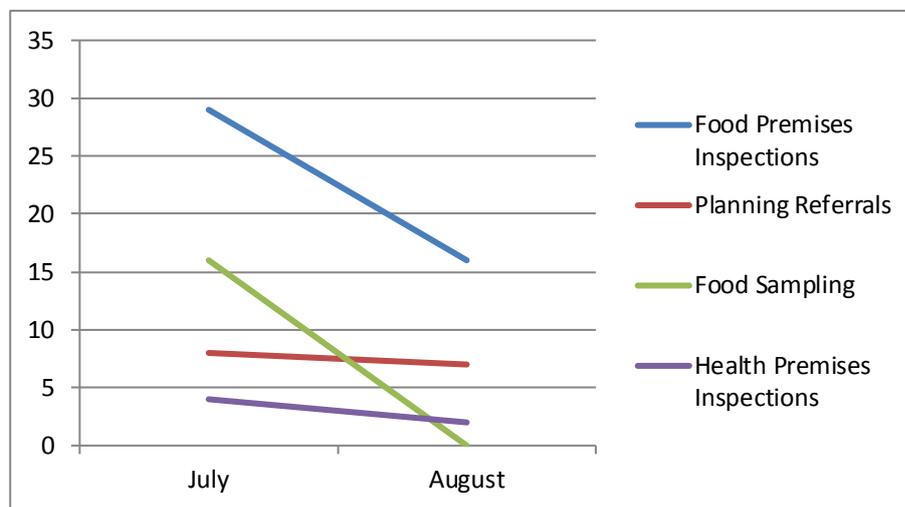
Environmental Health

The environmental health activity report for August 2018 is summarized below:

Environmental Health Activity	Total
Food Premises Inspections	16
Planning Referrals	7
Food Sampling	0
Health Premises Inspections	2

Note: Food Sampling will be conducted in September

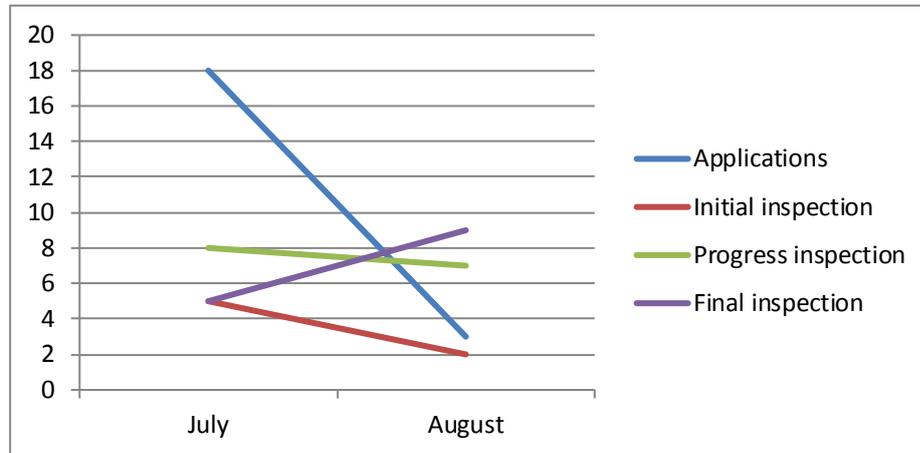
The following graph indicates environmental health statistics and activity for the 18/19 financial year.



The environmental health septic tank application/inspection activity report for August 2018 is summarized below:

Septic Tank applications/inspections	Total
Applications	3
Initial inspection	2
Progress inspection	7
Final inspection	9

The following graph indicates environmental health septic tank application/inspection statistics and activity for the 18/19 financial year.



Immunisations

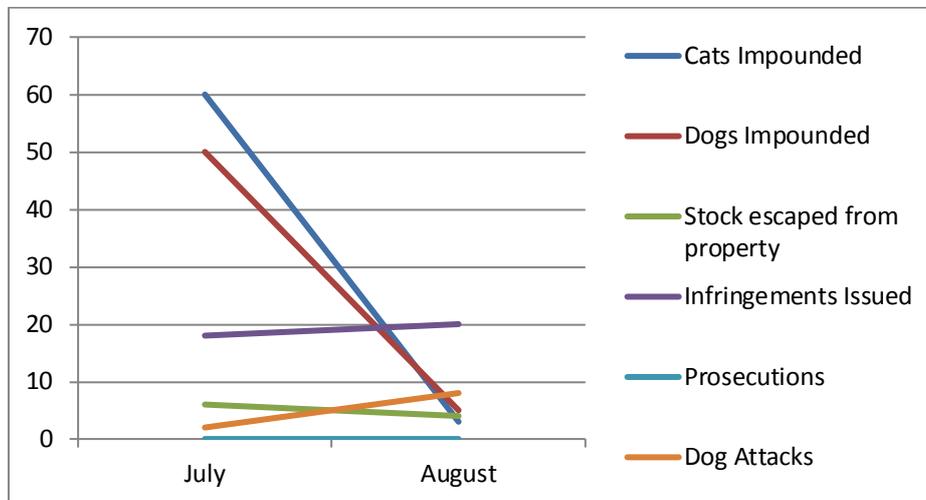
Immunisations are scheduled at the Daylesford Secondary School on 16 October 2018. Council offers an "opportunistic" immunisation service. This service involves Council providing an immunisation service model that identifies opportunities to immunise at the home of the client.

Community Safety

The local laws activity report for August 2018 is summarized below:

Local Laws Activity	Total
Cats Impounded	3
Dogs Impounded	5
Stock escaped from property	4
Infringements Issued	20
Prosecutions	0
Dog attacks	2

The following graph indicates local laws statistics and activity for the 18/19 financial year.



Council officers will be conducting parking and dog patrols in the following areas for the next six week period.

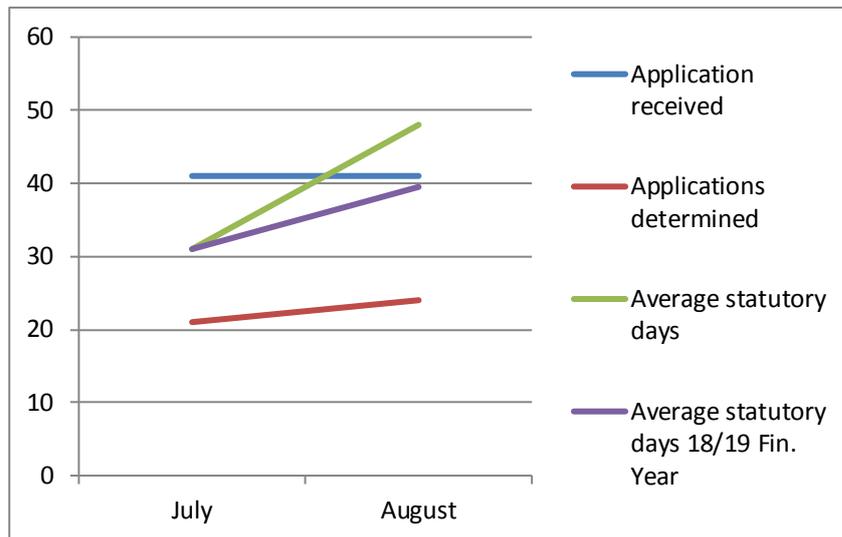
Period	Monday	Tuesday	Thursday	Friday
Week 1	Daylesford			Daylesford
Week 2		Daylesford	Creswick	
Week 3	Daylesford			Daylesford
Week 4	Creswick		Daylesford	
Week 5		Daylesford		Daylesford
Week 6		Creswick	Daylesford	

Planning

The planning activity report for August 2018 is summarized below:

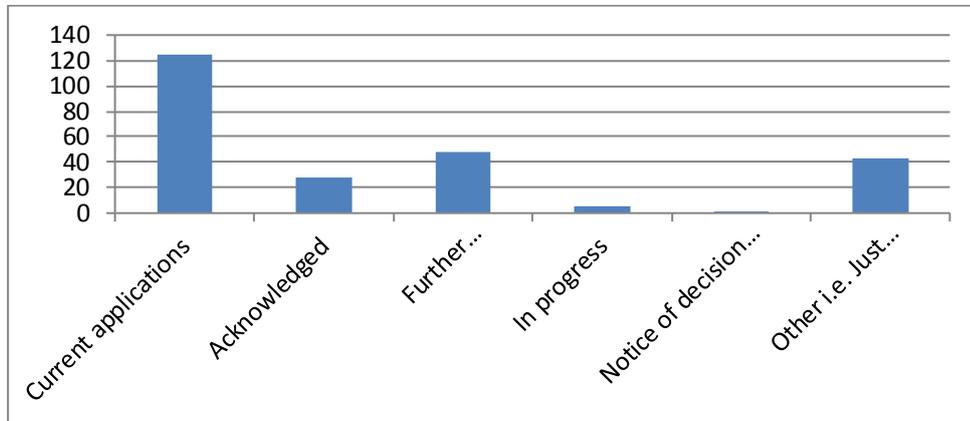
Planning Activity	Total
Applications received	41
Applications determined	24
Average statutory days	48
Average statutory days 18/19 financial yr	39.5
Average statutory days 17/18 financial yr	45

The following graph represents planning activity for the 18/19 financial year.



The status of all active applications as at August 2018 is summarized below:

Status of applications	Total
Current applications	125
Acknowledged	28
Further information request	48
In progress	6
Notice of decision pending	1
Other i.e. just submitted, referred	43



OFFICER'S RECOMMENDATION

12.4.1. That Council receives and notes the report for information.

MOTION

12.4.1. *That Council receives and notes the report for information.*

Moved: Cr Neil Newitt

Seconded: Cr Don Henderson

Carried

12.5. CUSTOMER REQUESTS UPDATE

ACTING GENERAL MANAGER COMMUNITY & CORPORATE SERVICES

In providing this advice to Council as the Acting General Manager Community & Corporate Services, I Steve Millard have no interests to disclose in this report.

PURPOSE

The purpose of this report is to provide Council an update on customer requests received and responded to through the Closing the Loop system.

BACKGROUND

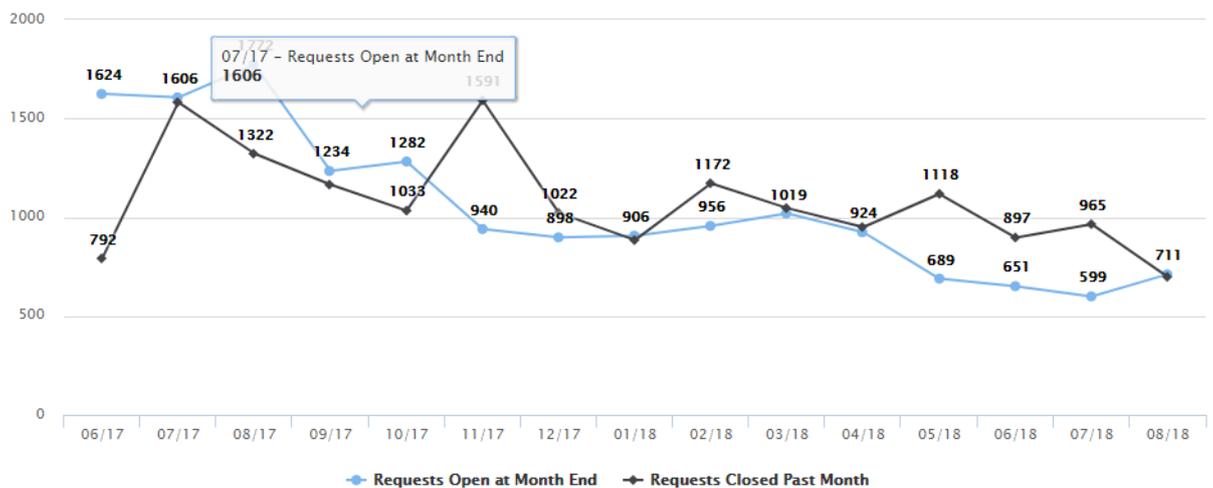
Council uses a Customer Request System *Closing the Loop* to receive and respond to a wide range of requests. The system is web-based and enables community members to directly enter requests, as well as staff to add and manage requests both in council offices as well as remotely.

In using the system, the organisation is focussed on the importance of contact with customers to close the loop on all requests and recording details of actions taken.

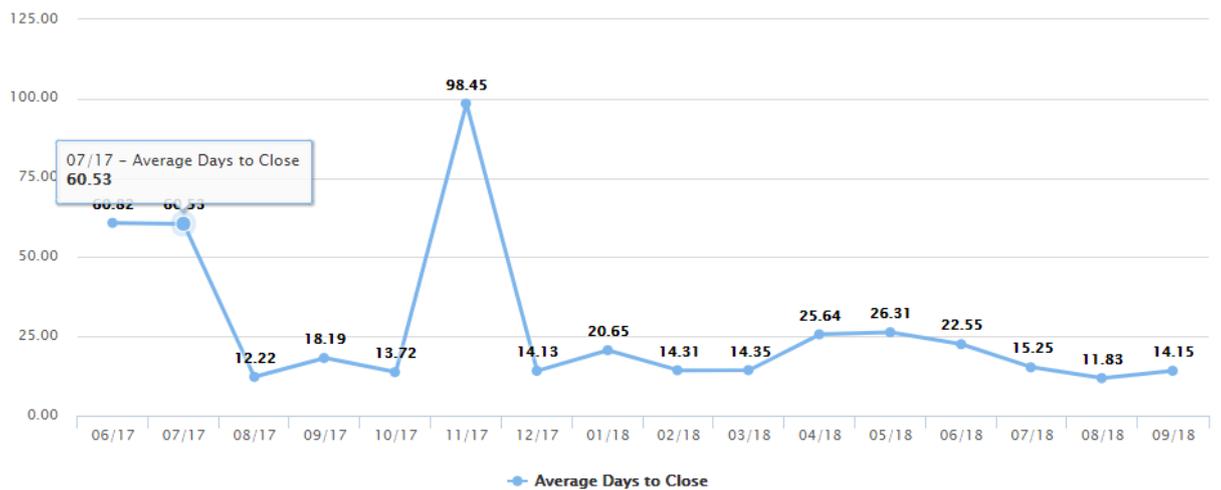
ISSUE/DISCUSSION

The following data provides the key indicators for the customer requests in *Closing the Loop*.

Total Requests Open and Closed Each Month



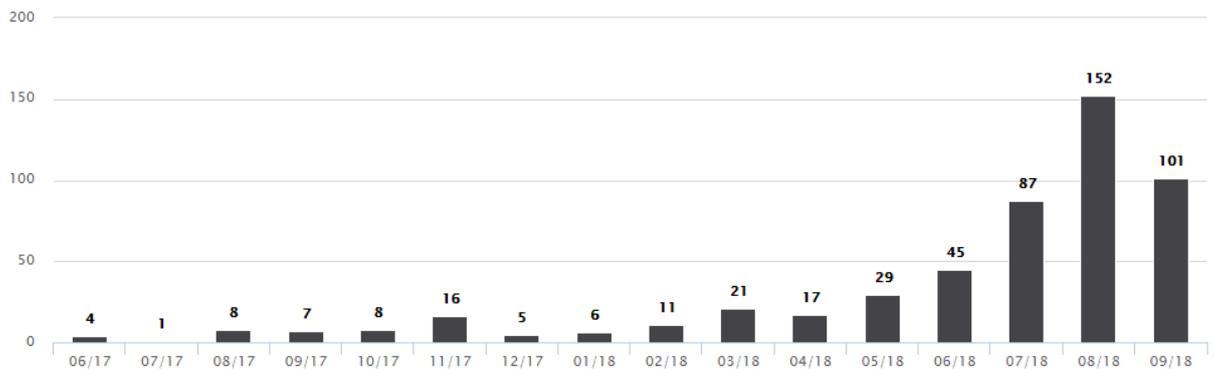
Average Days to Close External Requests



The average days to close requests in the months of June, July and November 2017 were particularly high due to closing out old requests that were migrated from our old customer request system. This included a large number of waste requests that had previously been actioned, but not closed in the request system.

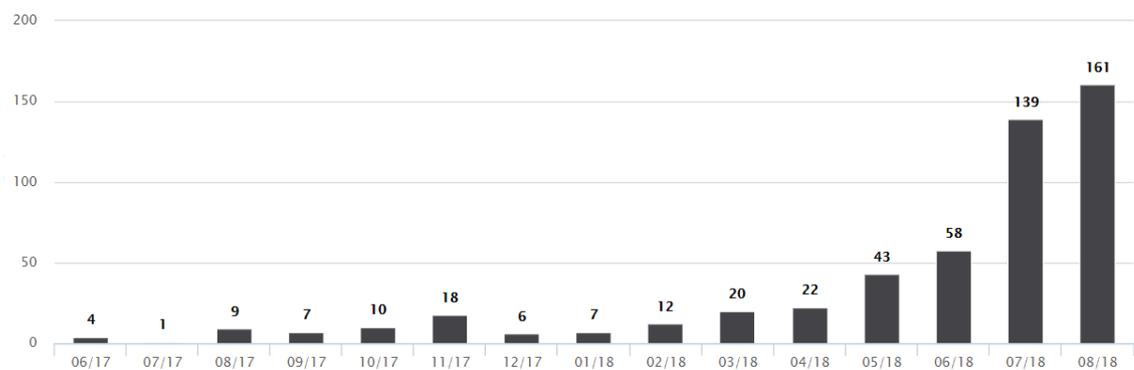
Open Requests by Month Received

Current - September 2018



Note: extracted on 12 September 2018

Last Month – August 2018



Note: extracted on 16 August 2018.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

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.

Action: 12.06 Set improvement targets for timeframes for responding to customer inquiries and requests.

Key Strategic Indicator: Average Days to Close External Customer Requests

FINANCIAL IMPLICATIONS

Responding to customer requests is managed within the recurrent operational budget.

RISK IMPLICATIONS

Customer requests relate to a range of different matters and risks. Effective processes for managing and responding to requests is an important part of Council's control framework.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

No specific matters noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Customer requests are an important mechanism to engage on a range of matters. This report enables Council to inform the community on the volumes of received and processed requests.

CONCLUSION

Council manages and responds to customer requests using the Closing the Loop system, including a focus on actively closing the loop with contacting customers. The above summary information has been provided for Council's information.

OFFICER'S RECOMMENDATION

12.5.1. That Council notes the update on customer requests for September 2018.

MOTION

12.5.1. *That Council notes the update on customer requests for September 2018.*

Moved: Cr Sebastian Klein

Seconded: Cr Kate Redwood AM

Carried

12.6. RURAL COUNCIL TRANSFORMATION PROGRAM

CHIEF EXECUTIVE OFFICER

In providing this advice to Council as the Chief Executive Officer, I Evan King have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider participating in the Rural Council Transformation Program.

BACKGROUND

The \$20 million Rural Council Transformation Program (RCTP) funded in the 2018-19 State Budget aims to support large scale proposals by rural and regional councils to transform existing council functions. This will help improve the financial sustainability of councils which would not otherwise be able to invest in these large scale transformations.

The RCTP is designed to seed fund transformative projects requiring approximately \$2 million to \$5 million in funding and comprising three or more rural or regional councils.

Potential funded projects could include shared engineering and building services, corporatizing fleet management, asset management for multiple rural councils, and or combining the back office corporate functions of finance, human resources, IT, procurement and payroll.

The RCTP aims to fund large scale proposals that will implement transformation of existing council functions such as direct service delivery, corporate services, procurement or asset management.

Activities that will generally be considered for funding under the RCTP to implement such transformation include but are not limited to:

- Establishment of governance arrangements;
- Digital transformation or system development;
- IT hardware and software – both new and upgrades;
- Staffing – management and administration;
- Related consultancy advice – legal and finance;
- Buildings (leased only) and fixtures and furniture – leased and owned; and
- Vehicles and equipment (phones, computers, office supplies).

ISSUE/DISCUSSION

The Victorian Government has committed \$20 million to the RCTP, which will be awarded through a competitive grant process. Applications submitted for funding under this program are required to meet an indicative minimum funding threshold of \$2 million, with priority consideration to be given to larger-scale transformations.

DELWP reserves the right to consider applications below this threshold where appropriate. While applicants may provide a co-contribution if feasible, there will not be a requirement under the funding agreement for applicants to provide a matched, cash co-contribution.

An indicative proportion of 75 per cent of funding allocated to an approved proposal will be available for upfront seed funding, with the remaining 25 per cent to be paid upon completion of all the agreed milestones.

Applicants will be expected to demonstrate the commitment and capacity to continue funding the proposal beyond the period of initial grant funding administered through this program.

Central Highland Councils Victoria (CHCV) through the proposed incorporated association are planning on submitting an Expression of Interest (EOI) for the investigation and implementation of shared services for the region. Potential shared services that will be considered include Regulatory services, Asset management, Waste and Back Office Operations. There is no financial contribution required for the EOI submission as the preparation of this document will be done by the CEO's of CHCV.

A group of rural councils from west and central Victoria are proposing to submit a EOI for the investigation and implementation of a common IT platform. The proposal is based on the view that a common IT platform for a group of Councils would facilitate greater resource sharing and shared services. The group is proposing to engage KPMG to prepare the EOI. This cost will vary depending on the number of councils participating. At this stage it looks like the cost to Council to participate in this EOI would be between \$5,000 and \$8,000. KPMG would be engaged to prepare:

1. Undertake the scoping analysis, and
2. Prepare the EOI documentation.

Horsham Rural City Council has offered to be the lead Council.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Strategic Objective – High Performing Organisation

Key Strategic Activity:

1. Deliver good governance and integrity in all our actions, and take steps to improve organisational efficiency including regular process improvements.

FINANCIAL IMPLICATIONS

The Central Highlands Councils shared services EOI does not require a financial contribution from Council as the EOI will be prepared by the CEO's.

The Rural Council's common IT platform EOI will require a \$5,000 to \$8,000 contribution for the engagement of KPMG to prepare the EOI. Council's contribution could be funded from the budget allocation for the implementation of an asset management system.

RISK IMPLICATIONS

The risks associated with these EOI's is that they are not approved to progress to full application and shared services does not eventuate.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

There are no environmental, social or economic implications associated with this report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There has been significant engagement with Local Government Victoria and the 48 rural and regional Councils.

CONCLUSION

The participation in both of these EOI's does not bind council to any shared service or common IT platform. Participation will allow Hepburn Shire Council to contribute to these projects and determine what is in the best interests of the Council.

OFFICER'S RECOMMENDATION

That Council:

- 12.6.1. Agrees to participate in the Central Highland Councils Victoria expression of interest under the Rural Council Transformation Program, for the investigation and implementation of shared services in the Central Highlands;

- 12.6.2. Agrees to participate in the Rural Councils expression of interest under the Rural Council Transformation Program for the investigation and implementation of a common IT platform and the allocation of between \$5,000 and \$8,000 towards the engagement of KPMG to prepare the expression of interest.

MOTION

That Council:

- 12.6.1. *Agrees to participate in the Central Highland Councils Victoria expression of interest under the Rural Council Transformation Program, for the investigation and implementation of shared services in the Central Highlands;*
- 12.6.2. *Agrees to participate in the Rural Councils expression of interest under the Rural Council Transformation Program for the investigation and implementation of a common IT platform and the allocation of between \$5,000 and \$8,000 towards the engagement of KPMG to prepare the expression of interest.*

Moved: Cr Fiona Robson

Seconded: Cr Neil Newitt

Carried

12.7. 100% COMMUNITY STATIONARY ENERGY PLAN

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Sustainability Officer, I Dominic Murphy have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to assess a proposed in-kind and financial commitment for the development and implementation of a *Community Transition Plan*, which includes pathways to achieve 100% renewable stationary energy in the Shire.

BACKGROUND

Hepburn Shire Council has committed to "Support the community to develop and implement a 100% Community Renewable Stationary Energy Plan", as stated in the Council Plan (2017-2021) Key Strategic Action 8.2. Council and community have been involved in a number of discussions and projects in recent years aimed at increasing the uptake of renewable energy.

Throughout 2018, Council has been supporting the community led Z-NET project, which is aimed at quantifying emissions and delivering tangible, targeted projects to address those emissions. This work is being compiled into a *Community Transition Plan*, which includes stationary energy, transport energy and a number of other emissions sources. The Z-NET project currently has the backing of Council, the existing community sustainability groups within the Shire and a number of organisations within the energy and broader industries.

ISSUE/DISCUSSION

To provide certainty for planning around future pipeline projects, it is proposed that Council resolves to commit funding and in-kind support for the continuation and implementation of the *Community Transition Plan*.

This commitment will allow Council to continue work with community and the Z-NET team to develop and deliver strategic projects, leverage funding opportunities and provide certainty to the community around Council's commitment to climate action.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective – Sustainable Environment

Key Strategic Activity:

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 increased 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.

Action 8.2: Support the community to develop and implement a 100% Community Renewable Stationary Energy Plan.

FINANCIAL IMPLICATIONS

This project commits Council to the following contribution, annually, for a period of three (3) years, commencing 2019/2020 financial year:

- \$10,000 financial contribution
- \$15,000 in-kind support

RISK IMPLICATIONS

Council will remain engaged throughout the project and will retain the ability to assess and approve aspects of the project based on merit. As this is a joint initiative with community, the project will include many actions carried out by others. There will be a need to ensure that any actions carried out or directly supported by Council remain compliant with Council's policies, guidelines and commitments to serving the broader community.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The project is based around delivering improved environmental outcomes, most notably through emissions reductions.

A key factor to consider when implementing projects which address such a large scope is the potential impact across all sectors of community. Council, together with a number of project partners, already encourage actions which promote social justice and economic sustainability within the region.

This is to be further strengthened in this project through the formal support of tertiary institutions, offering input on best practice approaches to achieve these outcomes when developing community wide projects.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

This project has been developed through ongoing community engagement, as evidenced by the various information sessions, forums (both online and in person) and the involvement of the Shire's existing community sustainability groups. It is

intended that this inclusive approach is continued, and expanded upon, to ensure that the entire Shire community has the opportunity to become involved in the project.

CONCLUSION

Council has committed to supporting the community to achieve emissions reduction actions, as evidenced by the Council Plan (2017-2021). Z-NET and the developing Community Transition Plan is an impressive project which community is already working to develop, so it is considered that there is justification to continue providing support moving forward.

OFFICER'S RECOMMENDATION

That Council:

12.7.1. Resolves to commit in-kind and financial support for the implementation of the Community Transition Plan, through the Z-NET project. This funding commitment is to be for a period of three (3) years, with annual contributions of:

- \$10,000 financial contribution
- \$15,000 in-kind contribution

This commitment can be reviewed after the three (3) year period. Future projects opportunities which become evident can also be reviewed as the project develops.

MOTION

That Council:

12.7.1. Resolves to commit in-kind and financial support for the implementation of the Community Transition Plan, through the Z-NET project. This funding commitment is to be for a period of three (3) years, with annual contributions of:

- \$10,000 financial contribution*
- \$15,000 in-kind contribution*

This commitment can be reviewed after the three (3) year period. Future projects opportunities which become evident can also be reviewed as the project develops.

Moved: Cr Kate Redwood AM

Seconded: Cr Sebastian Klein

Carried

12.8. SOLAR SAVERS ALTERATION

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Sustainability Officer, I Dominic Murphy have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to approve a variation on the Solar Savers project. This variation relates to a reduction in the scope of products being offered through the project, and consequently the contract used to deliver the project.

BACKGROUND

Hepburn Shire Council endorsed a proposal to participate in the Solar Savers project at the 2018 June Council meeting. This was for a proposed pilot expansion of the program, to include energy efficient appliances in addition to solar PV systems. These costs were to be funded by Council, to be paid back through a low interest loan, tied to the property. At the time, Council had endorsed a commitment of \$225,000 towards the pilot. This commitment was required in order to participate in an upcoming tender for the scope expansion of the Solar Savers project.

A number of factors external to Council have subsequently caused delays in launching of the pilot. To ensure that this beneficial project can be offered to the Hepburn Shire community as soon as possible, it is proposed that Council accesses the existing Solar Savers contract. The details of Council commitment, system capacities, Return on Investment (ROI), interest rates, project administrators etc. will remain unchanged; the key difference is that a separate, existing contract will be accessed which offers solar PV systems only, rather than the option of combined solar PV and appliances.

ISSUE/DISCUSSION

As this approach will require Council to access an existing contract, rather than participating in a new procurement process, procurement exemption approval must be given to proceed from the Minister for Local Government. This is not uncommon and should be achievable in this instance, particularly given that the existing contract was awarded as a result of a full tender process in compliance with Local Government procurement guidelines.

Council's endorsement is sought for the reduced scope to only include solar PV systems, delivered through the existing Solar Savers contract.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective – Sustainable Environment

Key Strategic Activity:

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 increased 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.

Action 8.2: Support the community to develop and implement a 100% Community Renewable Stationary Energy Plan.

Legislative Compliance:

The current contract for the Solar Savers program was awarded at the end of a tender process, in compliance with Local Government procurement guidelines. This contract is accessed by numerous councils which are already offering Solar Savers. To access this existing contract retrospectively, Hepburn Shire Council needs to apply for Ministerial exemption under Section 186 (5) (C) of the Local Government Act.

FINANCIAL IMPLICATIONS

Financial implications remain the same as proposed at the June Council meeting:

- \$225,000 commitment to the project, to be repaid to Council through a low interest rates loan to households, which is secured to the property.

RISK IMPLICATIONS

Accessing this existing contract rather than a new tender does not impose any risks upon Council greater than those posed by the pilot program.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The project is aimed at delivering improved environmental, social and economic outcomes. The benefits of solar PV systems, particularly for low income households, have been well proven as outlined at the June Council meeting.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Community members have shown strong interest in this program and a number have already contacted Council officers to register their interest. If approved, the project

will be formally launched by contacting eligible households directly, by notifying members of the community and through the use of social media.

CONCLUSION

Council has previously committed to participating in the Solar Savers project after considering its risks, financial implications and benefits. These changes which have become necessary will not detract from the validity of the project and the benefits which it can deliver.

OFFICER'S RECOMMENDATION

That Council:

- 12.8.1. Resolves to approve Council's participation in the Solar Savers program by utilising the existing Solar Savers contract and formally make the project available to eligible ratepayers within the Hepburn Shire.
- 12.8.2. Authorises Council officers to request the Minister for Local Government to approve the exemption from the requirement to tender for the supply of solar PV systems under Section 186 (5) (C) of the Local Government Act, 1989.

MOTION

That Council:

- 12.8.1. Resolves to approve Council's participation in the Solar Savers program by utilising the existing Solar Savers contract and formally make the project available to eligible ratepayers within the Hepburn Shire.*
- 12.8.2. Authorises Council officers to request the Minister for Local Government to approve the exemption from the requirement to tender for the supply of solar PV systems under Section 186 (5) (C) of the Local Government Act, 1989.*

Moved: Cr Sebastian Klein

Seconded: Cr Don Henderson

Carried

12.9. PROPOSED WORLD HERITAGE LISTING OF THE CENTRAL VICTORIA GOLDFIELDS

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to consider the allocation of funding to the proposed collaborative bid for the UNESCO World Heritage Listing (WHL) of the Central Victoria Goldfields.

BACKGROUND

Council has been approached by the City of Ballarat and the City of Greater Bendigo to formalise its involvement in the development of a nomination for WHL of the Central Victorian Goldfields. A summary of the rationale, objectives, benefits and key stages and resourcing of the WHL bid is set out in the World Heritage Listing Bid document as previously circulated to Councillors under separate cover. In this document the project proposal is described as:

Australia's Premier National Heritage Region project is a collaborative partnership between 13 local governments, regional organizations, communities, academia and the private sector to build on one of the region's major strengths.

The whole project is designed to recognize and celebrate a unique history, heritage, character and experience, assist in driving the economic regeneration of the region, and build community pride and understanding.

The ultimate goal is a World Heritage serial listing of the Central Victorian Goldfields. A serial listing embraces a carefully curated systematic collection of places, sites, buildings and artifacts located on public land from across the region which collectively expresses the narrative of one of the remarkable eras in world history.

ISSUE/DISCUSSION

The Goldfields Heritage Development and Opportunity Summit (May 2017) was convened to progress WHL and Goldfields heritage investment opportunities. A follow up workshop was held on the 29th June 2018 with key stakeholders reaffirming the direction of the WHL proposal.

Resulting from this workshop is a proposal to form a collaborative and inclusive approach toward the development of the WHL nomination, joining up the resources of 13 local government areas and five regional organisations. The proposal seeks

funding from the 13 municipalities and regional sources over two years and is expected to total \$150,000- \$200,000. If this is achieved, the collaboration will put forth a request to state government for a substantial co-contribution. The funding would go toward:

- Bringing the business case up-to-date
- Building the brand
- Scoping the Central Goldfield's Outstanding Universal Value
- Scoping the Central Goldfields unique selling proposition.

The nomination is closely aligned to local, state and federal strategies and is focused on region-wide regeneration- building the visitor experience, the local and regional economy and local pride.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective 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.

FINANCIAL IMPLICATIONS

Council committed \$3,000 in 2017/18 to co-contribute with other project partners toward a WHL research program involving four universities (Federation University, Deakin University, Melbourne University and La Trobe University). These funds were not called upon and \$2,000 has been carried forward into the 2018/19 financial year. These funds are proposed to be directed to supporting the collaborative bid.

The World Heritage Listing Bid document identifies financial benefits to the region of World Heritage Listing as up to \$68 million each year in added income which will flow to jobs and local economies. It is estimated that for every 1% increase in tourism in the Central Victorian Goldfields Region \$11M is added to the regional economy.

RISK IMPLICATIONS

This has been a project with a long gestation and achieving WHL is a complex process which takes years with no guarantee of success. The journey however, even if it does not result in WHL, would be a strong value add in terms of building the awareness of the region to drive added visitation and liveability and increasing employment opportunities while sharing the rich and diverse stories of the area. The whole action will better promote and market the Goldfields region.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The WHL bid is pitched for its capacity to stimulate jobs, investment and raise the profile of the whole region at the national and international level. Economic benefits would include:

- Strengthening the economy through creating employment
- Enhancing the profile and reputation of the region
- Attracting private sector investment.

Community benefits would include:

- Enhanced civic pride
- Providing opportunities for community to work together on goldfields-related projects
- Enhancing the liveability for locals with increased social and economic opportunities
- Share the rich stories of the goldfields
- Provide opportunities for learning and education assets.

In addition, WHL will improve conservation of and regenerate unique heritage assets, streetscapes and historic places.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The WHL concept has been under development since 1989 and since 2012 increasingly features in Loddon Mallee South and Central Highlands plans including Regional Growth Plans. The key objective of the Victorian Goldfields -Australia's Premier Heritage Region Project is the development of a regionally-based nomination for World Heritage Listing (WHL) of the Goldfields.

The proposal will involve a strong focus on community and stakeholder engagement, including special-interest groups such as Registered Aboriginal Parties, the gold mining industry, prospectors, academics, researchers, universities, tourism industry and historical groups.

CONCLUSION

The collaborative approach being proposed will enhance the strength of the bid and provide the best chance of its success. To get the greatest benefit it is crucial that the WHL bid has strong shared local and regional buy-in, support and leadership.

OFFICER'S RECOMMENDATION

That Council:

- 12.9.1. Allocates \$2,000 from the 2018/19 Tourism budget (negotiated savings from 17/18 carried forward) to contribute to the collective bid project.
- 12.9.2. Commits a further \$2,000 in the 2019/20 budget to contribute to the collective bid project.

MOTION

That Council:

- 12.9.1. *Allocates \$2,000 from the 2018/19 Tourism budget (negotiated savings from 17/18 carried forward) to contribute to the collective bid project.*
- 12.9.2. *Commits a further \$2,000 in the 2019/20 budget to contribute to the collective bid project.*

Moved: Cr Don Henderson

Seconded: Cr Sebastian Klein

Carried

12.10. WASTE TO ENERGY PROJECT – SITE SELECTION

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Sustainability Officer, I Dominic Murphy have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to formally endorse the proposed site for the Waste to Energy project.

BACKGROUND

Hepburn Shire Council has been investigating Waste to Energy for a number of years. In 2017, Council was successful in obtaining a \$650,000 grant from the Department of Environment, Land, Water and Planning (DELWP) to implement an Anaerobic Digestion (AD) Waste to Energy project. It is planned that a pilot project will operate in early 2019, prior to expansion to a full-scale operation.

With the Funding Agreement now in place, Council staff are working to finalise details of the pilot project, so that works can commence.

ISSUE/DISCUSSION

In preparation for the project, there has been a review of the potential sites and discussions with community and regulatory bodies. The two key potential sites are Daylesford Transfer Station and Creswick Transfer Station.

While the pilot could be operated at a number of sites, Creswick Transfer Station appears to be the most suitable and strongly supported site for a larger scale plant. Based on site selection criteria and community feedback received, it is considered that Creswick Transfer Station is more suitable for the AD project. There are a number of works to complete on the site before the pilot project can commence, including electricity connection, site access works and shed construction.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective 7 – Minimise waste to landfill and implement additional options for recycling. Demonstrate leadership and support the community to reduce waste creation.

Key Strategic Action 7.1 – Identify and extract more value-added recycling streams out of waste at transfer stations to reduce waste to landfill.

Key Strategic Action 7.2 – Implement new ways to effectively reuse green waste at transfer stations through new markets or new technologies.

Strategic Objective 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 increased flood 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.

Key Strategic Action 8.1 – Implement Towards Zero Emissions Roadmap Action Plan including renewable energy generation and reducing Council’s consumption.

A Waste to Energy project is a key objective within the Towards Zero Emissions Roadmap Action Plan.

FINANCIAL IMPLICATIONS

Council has already committed \$525,000 towards funding for the overall project (full scale plant, not pilot only); there is also a significant financial contribution of \$650,000 from DELWP. This report is not addressing whether funding towards the project should be allocated, as this is already committed. It is proposed in this report that this funding is directed towards development of the Creswick Transfer Station site, to achieve the best project outcomes.

RISK IMPLICATIONS

The implementation of this project comes with a number of unknowns in relation to waste streams and optimum plant operating parameters. While AD technology is well proven internationally, it is still relatively rare in Australia. Additionally, the large transport distances in the Shire, high potential for waste contamination, together with a number of others, means that this project is not without some risk. The pilot project is aimed at quantifying and addressing these parameters while at a small scale.

To continue with business as usual practices also comes with significant existing costs and potential risk implications in a volatile waste management market.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The key motivations for this Waste to Energy project are the benefits which it may deliver in the future. If successful, this project has potential to reduce environmental impacts and ongoing operational and waste disposal costs. Through managing waste responsibly within the Shire, there are also opportunities to develop local industries, support local jobs and retain project benefits locally.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Community members in the vicinity of the Creswick Transfer Station have been contacted directly for discussion on the project, which has generally been very well received. Throughout the pilot phase, community members across the Shire will be given the opportunity to discuss and participate in the project, prior to expanding to full scale operation.

These discussions are building on several years of advocacy work around AD Waste to Energy within the Shire.

CONCLUSION

Council has committed to the Waste to Energy project, due to its potential benefits for the Hepburn Shire. It is not without risk, but selection of the correct site for the pilot and full-scale project will be vital in achieving the best outcomes. It is proposed that, considering all factors, Creswick Transfer Station shows the most potential.

OFFICER'S RECOMMENDATION

That Council:

12.10.1. Resolve to adopt Creswick Transfer Station as the preferred site for the Waste to Energy project

MOTION

That Council:

12.10.1. Resolve to adopt Creswick Transfer Station as the preferred site for the Waste to Energy project

Moved: Cr Kate Redwood AM

Seconded: Cr Sebastian Klein

Carried

12.11. CENTRAL HIGHLANDS COUNCILS VICTORIA INCORPORATION CHIEF EXECUTIVE OFFICER

In providing this advice to Council as the Chief Executive Officer, I Evan King have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider supporting Central Highlands Councils to become an incorporated association pursuant to the Associations Incorporation Reform Act 2012 and to authorise the Chief Executive to join the association once membership is available

BACKGROUND

The City of Ballarat is currently Chair and Acting Secretariat of Central Highlands Councils Victoria (CHCV) which is an unincorporated grouping of local governments representing the eight Central Highlands Councils: Moorabool Shire Council; Golden Plains Shire Council; Pyrenees Shire Council; Hepburn Shire Council; Central Goldfields Shire Council; Northern Grampians Shire Council; Ararat Rural City Council and the City of Ballarat. The purpose of CHCV, as an alliance of Victorian councils, is to further a strong economic and social future for the region. CHCV work collaboratively on issues and advocate for projects of mutual importance to make a positive impact on communities in the region. CHCV is currently an unincorporated entity and to further the advancement of its purpose its current membership intends to become an Incorporated Association pursuant to the Associations Incorporation Reform Act 2012 with membership being limited to the eight Central Highlands Councils noted above.

ISSUE/DISCUSSION

The incorporation of CHCV will allow it to:

- maintain a strategic oversight of the priorities and issues of the Central Highlands region;
- continue to investigate, plan and facilitate activities or functions of benefit to Members and the region; and
- undertake such functions and duties to the benefit of Members and as the committee of management determines.

The Association will not have the power to bind any of the Members to undertake any activities or functions. As the CHCV is currently unincorporated, the City of Ballarat, together with all other member councils is exposed to liability in respect of its operations. To address this, and to enable CHCV to operate with greater

independence and ease, it is proposed to incorporate CHCV as an incorporated association. Pending approval from the Registrar of Incorporated Associations, CHCV will be called 'Central Highlands Councils Victoria Incorporated' and will operate in accordance with the Rules of the Association.

The benefits CHCV being incorporated include that it:

- is recognised as a separate legal entity, with protection from debts for members and perpetual succession;
- has the power to own and hold property, enter into contracts and otherwise act as any other legal entity would;
- cannot distribute profit to its members;
- must operate in accordance with a set of rules, including a statement of purpose; and
- is operated by a committee of management and a secretary, which are responsible for ensuring that all legislative obligations are complied with, and purposes are being achieved.

It is not expected that the manner in which CHCV operates will be significantly different from its current operations. The funding of the Association's operations will remain proportional to the relative size of a member's population determined through ABS census data as will the election of a Chair by representatives appointed by member Councils. The committee of management will continue to determine the funding requirements for the Association and each member then contributes to the Association's operating costs in accordance with that member's relevant proportion.

Local Government Act Implications

Should Council resolve in favour of the recommendation it will be participating in the formation and operation of a separate legal entity. To do this Council must satisfy the requirements set out in Section 193 of the Local Government Act 1989 and have regard to the risks involved, the investment involved, and total risk exposure of Council. Under the Local Government Act 1989, if a council determines that its cost of incorporating does not exceed the greater of \$100,000 or 1 percent of Council's revenue, then a risk assessment report does not need to be considered by Council.

As per the above, Council will be required to continue paying membership fees, as fixed by the committee from time to time, relative to Councils population, but will not be required to invest anything in respect of the incorporation.

Any liability for the activities of Association is limited to it, not to the individual members and therefore the financial liability is limited to the membership fees paid by the individual member Councils.

As the thresholds set out in the Local Government Act 1989 would not be reached therefore a further risk assessment is not required.

If the CHCV continues operating as an unincorporated association, there is a risk that its individual members, including Council, will be exposed to liability if the CHCV fails to properly conduct its business. Furthermore, it will be unable to enter into contractual arrangements on its own behalf – instead relying on the Secretariat or nominated Council to do so.

LEGISLATION, COUNCIL PLAN, STRATEGIES AND POLICY IMPACTS

- Charter of Human Rights and Responsibilities Act 2006
- City of Ballarat Council Plan 2017-2021
- Local Government Act 1989
- Associations Incorporation Reform Act 2012
- Central Highlands Regional Strategic Plan

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – High Performing Organisation

Key Strategic Activity:

2. Deliver good governance and integrity in all our actions and take steps to improve organisational efficiency including regular process improvements.

FINANCIAL IMPLICATIONS

Councils relevant proportional contribution as membership to CHCV is included in the Budget 2018/19. This financial commitment would continue whilst Council remained a member of the Association and will be reviewed and updated by the committee of management in accordance with the Associations rules from time to time.

RISK IMPLICATIONS

As per Section 193 (Entrepreneurial Powers) of the Local Government Act 1989, officers have considered the risks associated with formation of this separate legal entity. On balance, Council is at a greater risk whilst CHCV remains unincorporated.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The incorporation of CHCV will support the collective lobbying and grant funding attraction capacity of the group.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Not Applicable

CONCLUSION

The purpose of CHCV, as an alliance of Victorian councils, is to further a strong economic and social future for the region. CHCV work collaboratively on issues and advocate for projects of mutual importance to make a positive impact on communities in the region. CHCV is currently an unincorporated entity and to further the advancement of its purpose its current membership intends to become an Incorporated Association pursuant to the Associations Incorporation Reform Act 2012 with membership being limited to the eight Central Highlands Councils noted above.

OFFICER'S RECOMMENDATION

That Council:

- 12.11.1. Authorise the Chief Executive Officer to apply to have Hepburn Shire Council join Central Highlands Councils Victoria Incorporated upon its registration.
- 12.11.2. Appoints the Mayor as the Hepburn Shire Council's representative for Central Highlands Councils Victoria Incorporated.
- 12.11.3. Notes that the proposed incorporation of Central Highlands Councils Victoria and Council's membership does not involve an investment and/or risk exposure that exceeds the thresholds set out in s 193(5C) of the Local Government Act 1989.

MOTION

That Council:

- 12.11.1. Authorise the Chief Executive Officer to apply to have Hepburn Shire Council join Central Highlands Councils Victoria Incorporated upon its registration.*
- 12.11.2. Appoints the Mayor as the Hepburn Shire Council's representative for Central Highlands Councils Victoria Incorporated.*
- 12.11.3. Notes that the proposed incorporation of Central Highlands Councils Victoria and Council's membership does not involve an investment and/or risk exposure that exceeds the thresholds set out in s 193(5C) of the Local Government Act 1989.*

Moved: Cr Don Henderson

Seconded: Cr Neil Newitt

Carried

12.12. COMMUNITY GRANTS - SEPTEMBER 2018

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to recommend the allocation of the 2018-2019 Community Grants Program for September 2018.

BACKGROUND

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

- A. Sustainable Environment and Vibrant Economy
- B. Active and Engaged Communities
- C. Quality Community Infrastructure (including small equipment)
- D. Reconciliation Support
- E. White Ribbon and Family Violence Action Initiatives

ISSUE/DISCUSSION

A total of two applications were received for September.

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

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

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

To be successfully recommended to Council, the application must meet all Guidelines to the satisfaction of all three Assessment Team members. The Community Grant Project Support Officer and relevant Council Officers continue to work with unsuccessful applicants to meet the Guidelines.

Both applications were recommended for full funding.

Project Name	Community Organisation	Description	Grant Category	Amount Requested
Kingston Avenue of Honour Centenary (AKA: Shire of Creswick Avenue of Honour in Kingston)	Kingston Friends of the Avenue Inc.	An event commemorating and celebrating of the end of the first World War.	A.	\$1,640
Participation Programs	Hepburn Springs Golf Club Inc.	To run and promote participation programs at Hepburn Springs Golf Club	A.	\$500
Total				\$2,140

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective:

Active & Engaged Communities

Key Strategic Activity:

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

Action:

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

FINANCIAL IMPLICATIONS

Council has allocated \$42,000 for Community Grants in the 2018-2019 budget.

Following the August Community Grants allocation there is a funding balance of \$30,615 in the 2018-2019 Program.

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

The recommended projects support the objectives of the 2018-19 Community Grants Program.

OFFICER'S RECOMMENDATION

12.12.1. That Council awards the following applications from the 2018-19 Community Grants Program to:

Project Name	Community Organisation	Amount
Kingston Avenue of Honour Centenary (AKA: Shire of Creswick Avenue of Honour in Kingston)	Kingston Friends of the Avenue Inc.	\$1,640

Participation Programs	Hepburn Springs Golf Club Inc.	\$500
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MOTION

12.12.1. That Council awards the following applications from the 2018-19 Community Grants Program to:

Project Name	Community Organisation	Amount
Kingston Avenue of Honour Centenary (AKA: Shire of Creswick Avenue of Honour in Kingston)	Kingston Friends of the Avenue Inc.	\$1,640
Participation Programs	Hepburn Springs Golf Club Inc.	\$500

Moved: Cr Sebastian Klein

Seconded: Cr Don Henderson

Carried

Cr Don Henderson declared an indirect interest – close association on the next item as he holds the position of President for the Creswick Railway Workshops Association and left the meeting at 8.18 pm.

Cr Kate Redwood declared an indirect interest – close association on next item as she is a member of the Committee of Management for the Daylesford Neighbourhood Centre and left the meeting at 8.18 pm.

12.13. PROGRAM OF 'WELCOME TO' SESSIONS

ACTING GENERAL MANAGER CORPORATE AND COMMUNITY SERVICES

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

PURPOSE

The purpose of this report is for Council to award the delivery of the 2018/19 Program of 'Welcome To' Sessions.

BACKGROUND

The purpose of the Program of 'Welcome To' Sessions is to provide information about Council and other services as well as to provide an introduction to the local community, for example volunteering opportunities, local events and activities. The Community Group organises and promotes the Sessions as a partner of Council. The Mayor and / or Ward Councillor is invited to make a welcoming speech and Council information is provided at the session.

Last financial year Council called for Expressions of Interest (EOI) from not-for-profit Community Groups to conduct sessions in Clunes, Creswick, Daylesford and Trentham. These four locations were to deliver the program across the whole municipality. Five EOI's were received and assessed against a set of selection criteria. Clunes, Daylesford and Trentham Neighbourhood Centre EOI's met the assessment criteria and were awarded \$1,000 each to deliver these sessions. Both Creswick Neighbourhood Centre and Creswick Railway Workshops Association EOI's met the criteria. The collaboration between the Creswick Railway Workshops Association, the Creswick & District Residents Association Inc and Creswick University of the Third Age Inc was the strongest point of difference in these applications and funding was therefore awarded to Creswick Railway Workshops Association.

All four Community Groups have successfully and adequately submitted their Evaluation and Acquittal form for the 2017/18 program.

ISSUE/DISCUSSION

All four Community Groups have expressed their interest to run these New Residents Sessions again this financial year. The events would be expected to be delivered by 30 June 2019.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective – Active and 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.

FINANCIAL IMPLICATIONS

The 2018-19 Council budget includes an allocation of \$4,000 to subsidise the delivery of the Program of 'Welcome To' Sessions across the municipality. An additional \$2,000 is allocated to designing the "Welcome To" brochure.

RISK IMPLICATIONS

There is a risk that the Welcome to New Residents Sessions are not able to be delivered. To mitigate this risk, the successful group will enter into a terms and conditions agreement with Council and will be required to submit an acquittal detailing expenditure.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The Welcome to New Residents sessions will provide information about Council and other services as well as an introduction to the local community, for example volunteering opportunities, local events and activities. This helps build community connections and resilience.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council called for Expressions of Interests from not-for-profit community groups to conduct Welcome to New Residents sessions in August 2017. The Expression of Interest was advertised in the Advocate, on Council's Facebook and via email to the Community Groups Database. Council officers have worked with the community

groups throughout the past twelve months to ensure effective delivery of the program.

CONCLUSION

Based on the successful delivery of the 17/18 program and for reasons of continuity, it is recommended that the successful not-for-profit community groups from 2017-18 EOI process be awarded \$1,000 to conduct the 2018/19 sessions. Agreements will be in place to ensure the program is successfully delivered by 30 June 2019, with no option of extensions. It is proposed that the 2019/20 program be opened up to a new Expression of Interest process in April 2019.

OFFICER'S RECOMMENDATION

That Council:

- 12.13.1. Awards funding of up to \$1,000 to each of the following Community Groups to deliver Welcome to New Residents Sessions for 2018/19:
 - Clunes Neighbourhood House
 - Creswick Railway Workshops Association
 - Daylesford Neighbourhood House
 - Trentham Neighbourhood Centre
- 12.13.2. Undertakes an Expression of Interest Process in April 2019 for not-for-profit community groups to apply to deliver the 2019/20 program.

MOTION

That Council:

12.13.1. Awards funding of up to \$1,000 to each of the following Community Groups to deliver Welcome to New Residents Sessions for 2018/19:

- Clunes Neighbourhood House*
- Creswick Railway Workshops Association (noting the collaboration by University of the Third Age and the Creswick & District Residents Association)*
- Daylesford Neighbourhood Centre*
- Trentham Neighbourhood Centre*

12.13.2. Undertakes an Expression of Interest Process in April 2019 for not-for-profit community groups to apply to deliver the 2019/20 program.

Moved: Cr Sebastian Klein

Seconded: Cr Greg May

Carried

Cr Don Henderson and Cr Kate Redwood AM returned to the meeting at 8.22 pm.

12.14. REVIEW OF INTERNAL AUDIT CHARTER

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to recommend that Council adopts the Internal Audit Charter which has been reviewed by the Audit and Risk Advisory Committee.

BACKGROUND

The development and maintenance of an Internal Audit Charter is a key component of the Council's governance framework in accordance with Part 7 of the Local Government Act, 1989 (Financial Management).

The Internal Audit Charter provides the framework for the conduct of the internal audit function and should be read in conjunction with the Audit & Risk Advisory Committee Charter.

Council's internal audit function is outsourced to an independent professional service provider. This service is provided under the terms of a three year contract and performance of the internal auditor is subject to annual review by the Audit and Risk Advisory Committee.

ISSUE/DISCUSSION

The Internal Audit Charter was last revised in 2014 and adopted by Council in June 2014. A revised Charter has been drafted and was presented to the Audit and Risk Advisory Committee for review in May 2018. No major updates have been made to the previous version.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

The development and maintenance of an Internal Audit Charter is a key component of the Council's governance framework in accordance with Part 7 of the *Local Government Act 1989* (Financial Management).

Council Plan 2017:2021:

Strategic Objective – High Performing Organisation

Key Strategic Activity:

3. Deliver good governance and integrity in all our actions and take steps to improve organisational efficiency including regular process improvements.

FINANCIAL IMPLICATIONS

None noted.

RISK IMPLICATIONS

Internal Audit provides assistance to management by identifying risks and the development of risk mitigation and monitoring strategies as part of the enterprise risk management framework.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

None noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Internal Audit Charter has been updated to incorporate feedback internally and from the Audit and Risk Advisory Committee.

CONCLUSION

The Internal Audit Charter has been reviewed by the Audit and Risk Advisory Committee and the draft is now presented for adoption by Council.

OFFICER'S RECOMMENDATION

- 12.14.1. That Council adopt the draft Internal Audit Charter as recommended by the Audit and Risk Advisory Committee

MOTION

12.14.1. That Council adopt the draft Internal Audit Charter as recommended by the Audit and Risk Advisory Committee

Moved: Cr Kate Redwood

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 9 - DRAFT INTERNAL AUDIT CHARTER – SEPTEMBER 2018

INTERNAL AUDIT CHARTER

DATE AMENDED: September 2018

DATE OF NEXT REVIEW: September 2021

DATE ADOPTED:

RESPONSIBLE OFFICER: General Manager Community and Corporate
Services

REFERENCES:

- Local Government Act 1989
- Council's Audit and Risk Advisory Committee Charter

Introduction

The Hepburn Shire Council ('the Council') has established the conduct of Internal Audits as a key component of the Council's governance framework in accordance with Part 7 of the Local Government Act 1989, Financial Management.

This charter provides the framework for the conduct of the internal audit function. It should be read in conjunction with the Audit and Risk Advisory Committee Charter.

The Council's Internal Audit function is outsourced to an independent professional service provider. This service is provided under the terms of a three year contract and subject to review by the Audit and Risk Advisory Committee.

Purpose

Internal audit provides an independent and objective assessment and advisory service to:

- Provide advice regarding Council's exposure to risk.
- Assess the controls in place and how systems are utilised to manage compliance with a selection of key risks relating to legislative requirements, and Council policies and programs.

- Test existing and new procedures to check their effectiveness in meeting objectives and managing risks.
- Make recommendations to the Audit and Risk Advisory Committee for changes to procedures/policies to more effectively and efficiently achieve internal control in relation to the risks assessed.
- Provide periodic monitoring of processes and procedures implemented in response to findings and recommendations.

Independence

The Internal Auditor shall have independent status within the Council and for that purpose shall:

- Be given full and free access at all reasonable times to all records and documents of the organisation. Officers and employees of the organisation will furnish internal audit staff with information, advice or explanation on such matters as may be requested and must render any assistance necessary for audit purposes.
- Have no executive or managerial powers, authorities, functions or duties except those relating to the execution of the internal audit function.
- Not be involved in the day to day operation of the accounting and financial management information and control systems or in the internal checking system.
- Be available for consultation in relation to, but not be responsible for, the detailed development or implementation of new systems and procedures.

The Internal Auditor reports to the General Manager Community and Corporate Services and the Audit and Risk Advisory Committee.

The Internal Auditors have direct access to the Chief Executive, the Chair and the members of the Audit and Risk Advisory Committee.

Authority and Confidentiality

For the effective discharge of their duties, the Internal Auditor is authorised to have full, free and unrestricted access to all functions, premises, assets, personnel, records, and other documentation and information that the Internal Auditor considers necessary to enable them to meet its responsibilities.

All records, documentation and information accessed in the course of undertaking internal audit activities are to be used solely for the conduct of these activities. The Internal Auditor and staff are responsible and accountable for maintaining the confidentiality of the information they receive during the course of their work, including complying with privacy requirements.

Internal Audit reports are deemed to be confidential reports of the Council. However, the Council's appointed external auditors are able to have access to all relevant Council documents, including internal audit reports.

Roles and responsibilities

The Internal Auditor's responsibilities are influenced by the governance arrangements established by the Council. In the conduct of its activities, internal audit will play an active role in:

- Developing and maintaining a culture of effective corporate governance, accountability and integrity.
- Facilitating the integration of risk management into day-to-day business activities and processes.
- Promoting a culture of best value, self-assessment and adherence to high ethical standards.

While the Internal Auditor is responsible for examining and evaluating the adequacy and effectiveness of the controls over selected key risks, the Internal Auditor is not primarily responsible for the detection of fraud, errors or mistakes. That is management's responsibility. However, internal audit's activities may identify instances, potential for, or areas of high risk, of fraud, error or mistake.

Scope of internal audit activities

Internal audit activities include, but are not necessarily limited to:

Assessment Projects

These projects will assess one or more of the following aspects:

- Compliance with selected legislative requirements, Council policies, directives and procedures.
- The adequacy and effectiveness of internal controls (including manual, IT and IT-dependent manual controls) in place to manage selected key risk areas.
- The efficiency, effectiveness, and ethical conduct of selected business activities or systems of Council.

Advisory services

Internal audit is a valuable resource and can advise Council and management on a range of matters including:

New programmes, systems and processes

- Providing advice on the development of new programmes and processes and/or significant changes to existing programmes and processes particularly including the design of appropriate controls.
- Internal audit should be consulted prior to making changes to existing or new systems in order to confirm controls are sound.

Risk management

- Assisting management to identify risks and develop risk mitigation and monitoring strategies as part of the enterprise risk management framework.
- Assessing, monitoring and reporting on the implementation of risk mitigation controls and strategies as a part of its annual internal audit plan.

Fraud control

- Assisting management to identify the risks of fraud and develop fraud prevention and monitoring strategies.

In addition to the above, Internal Audit may be required to carry out special projects from time-to-time at the direction of the Chief Executive Officer or the Audit and Risk Advisory Committee.

Internal audit is also responsible for Monitoring the implementation of agreed recommendations, as reported to the Audit and Risk Advisory Committee. The Internal Auditor's responsibilities are influenced by the governance arrangements established by the Council. In the conduct of its activities, internal audit will play an active role in:

- Developing and maintaining a culture of effective corporate governance, accountability and integrity.
- Facilitating the integration of risk management into day-to-day business activities and processes.
- Promoting a culture of best value, self-assessment and adherence to high ethical standards.

While the Internal Auditor is responsible for examining and evaluating the adequacy and effectiveness of the controls over selected key risks, the Internal Auditor is not primarily responsible for the detection of fraud, errors or mistakes. That is management's responsibility. However, internal audit's activities may identify instances, potential for, or areas of high risk, of fraud, error or mistake.

Standards

Internal audit activities will be conducted in accordance with relevant professional standards including:

- Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.
- Standards relevant to internal audit issued by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia.

- The Statement on Information Systems Auditing Standards issued by the Information Systems and Control Association.

In the conduct of internal audit work, internal audit staff shall comply with relevant professional standards of conduct and exercise due care when performing their duties.

Planning

Council staff (General Manager Community and Corporate Services, Manager Finance and IT/or Manager Strategic Asset Management) and the Internal Auditor shall undertake an internal risk assessment and then prepare a three (3) year audit plan which:

- Focuses on a selection of the most significant risks (classed as 'high' or 'medium' in Council's Risk Register) identified in the risk assessment;
- Is sufficiently comprehensive to ensure the reasonable coverage of Council's risks and operations over a planned cycle; and
- In year one (1) the plan shall indicate the months in which the work will be completed.

Before each audit project, the scope of the project shall be agreed with the Project Sponsor (i.e. the relevant Manager/General Manager) and shall be formally "signed off" by the General Manager Community and Corporate Services or delegate before the commencement of the project.

Reporting

At the conclusion of each project, a draft report shall be prepared and forwarded to the General Manager Community and Corporate Services or delegate and the relevant line manager for discussion.

Draft reports shall be presented to management within 14 days of the completion of all field work and testing.

Responses are to be prepared by management within 14 days of receipt of draft report. If necessary, responses are to be discussed with the Internal Auditor.

The Internal Auditor is to provide a final report within 14 days of receiving management's responses.

The Internal Auditor is to send a copy of the final report directly to the Chairperson of Council's Audit and Risk Advisory Committee upon completion.

The Final Report shall then be presented by General Manager Community and Corporate Services to the Audit and Risk Advisory Committee at its next quarterly meeting.

The Internal Auditor will report to each meeting of the Audit and Risk Advisory Committee on:

- Audits completed; and
- The status of the implementation of agreed internal audit recommendations from past audits.

Evaluation of Internal Audit

Performance of the Internal Auditors will be evaluated by the Audit and Risk Advisory Committee on an annual basis, as detailed in the Audit & Risk Advisory Committee Charter.

Review of the Charter

This charter will be reviewed every three years (in conjunction with the specification for Internal Audit Services) or earlier if decided by the Audit and Risk Advisory Committee.

Any substantive changes will be formally approved by the Council on the recommendation of the Audit and Risk Advisory Committee.

12.15. RECORD OF ASSEMBLIES OF COUNCILLORS

GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

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

BACKGROUND

The Local Government Act 1989 defines Assembly of Councillors as

...a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be:

- *the subject of a decision of the Council; or*
- *subject to the exercise of a function, duty of power of the Council that has been delegated to a person or committee –*

but does not include a meeting of the Council, a special committee of the Council, an audit committee established under Section 139, a club, association, peak body, political party or other organisation.

ISSUE / DISCUSSION

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

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

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

Date	Location	Committee Name
10/07/2018	Council Chamber – Daylesford	Councillor Briefing
07/08/2018	The Warehouse – Clunes	Councillor Briefing
14/08/2018	The Hub – Creswick	Councillor Briefing
20/08/2018	Council Chamber – Daylesford	Audit Risk & Advisory Committee

21/08/2018	The Warehouse – Clunes	Pre-Council Meeting Briefing
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COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Local Government Act 1989, Section 80A

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

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

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

Information provided for noting.

OFFICER'S RECOMMENDATION

- 12.15.1. That Council receives and notes the Records of Assemblies of Councillors for the month of August 2018.

MOTION

12.15.1. That Council receives and notes the Records of Assemblies of Councillors for the month of August 2018.

Moved: Cr Greg May

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 10 - RECORD OF ASSEMBLY OF COUNCILLORS – AUGUST
2018

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: Council Briefing

Date: Tuesday, 10 July 2018

Time: 10:00am – 2:00pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other – The Creswick Hub meeting room

Councillors present:

Cr John Cottrell

Cr Don Henderson

Cr Kate Redwood AM

Cr Sebastian Klein

Cr Greg May

Cr Neil Newitt

Cr Fiona Robson

Members of Council Staff present:

Interim CEO Bruce Lucas

GM Community and Corporate Services
Grant Schuster

Acting GM Infrastructure Carl Telfar

Other, please specify:

Manager Development & Community Safety
Justin Fiddes, Coordinator Planning Nathan
Prof Michael Buxton - RMIT

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered: Planning Scheme Review

Agenda Attached

Name and title of Officer responsible for this written record:

GM Community & Corporate Services
Grant Schuster

GM Infrastructure Bruce Lucas

Other, please specify: Justin Fiddes –
Manager Development and Community
Safety



Signature: _____

Note: This form MUST be completed by the attending Council Officer and returned immediately to Governance Officer for filing.

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Agenda:

Recap your previous workshop:

what is the role of statutory planning
what is the role of strategic planning
what is the role of officers v councillors how it all fits in.

In terms of the planning scheme review:

Local Planning Policy Content –

- what Council can consider
- what policies can be updated
- are there new policies that can be introduced
- what is beyond council's scope to try to introduce into the scheme
- what the planning scheme will achieve, i.e. it will not change zones, that will be future work following on from the scheme amendment.

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: Councillor Briefing
 Date: Tuesday, 7 August 2018
 Time: 10:10am – 4:55pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) The Warehouse - Clunes

Councillors present:

<input checked="" type="checkbox"/> Cr John Cottrell	<input checked="" type="checkbox"/> Cr Greg May
<input checked="" type="checkbox"/> Cr Don Henderson	<input checked="" type="checkbox"/> Cr Neil Newitt
<input checked="" type="checkbox"/> Cr Kate Redwood AM (left 1:00pm)	<input checked="" type="checkbox"/> Cr Fiona Robson (left 1:00pm)
<input checked="" type="checkbox"/> Cr Sebastian Klein	

Members of Council Staff present:

<input checked="" type="checkbox"/> CEO Evan King	<input checked="" type="checkbox"/> Other, please specify:
<input checked="" type="checkbox"/> GM Community and Corporate Services Grant Schuster	Coordinator Planning Nathan Aikman, Statutory Planner Katy Baker, Manager Strategic Asset Management Steve Millard, Coordinator Waste Lisa Worthington, Sustainability Officer Dominic Murphy, Economic Development Officer Rebecca Pedretti, Special Projects Manager Kathleen Brannigan
<input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas	

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Cr Klein	4:38pm – 4:54pm

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

<input type="checkbox"/> CEO Aaron van Egmond	<input type="checkbox"/> Other, please specify:
<input checked="" type="checkbox"/> GM Community & Corporate Services Grant Schuster	
<input type="checkbox"/> GM Infrastructure Bruce Lucas	

Signature: 

Note. This form MUST be completed by the attending Council Officer and returned immediately to Governance Officer for filing.

CONFIDENTIAL

► COUNCILLOR BRIEFING AGENDA
TUESDAY 7 AUGUST 2018

Hepburn
SHIRE COUNCIL

Tuesday 7 August 2018
The Warehouse - Clunes
10:00 am – 5:00pm

INVITED:	Councillors	Councillor Don Henderson Councillor Fiona Robson Councillor Greg May Councillor John Cottrell Councillor Kate Redwood AM Councillor Neil Newitt Councillor Sebastian Klein
	Officers	Evan King – Chief Executive Officer Grant Schuster – GM Community and Corporate Services Bruce Lucas – GM Infrastructure
CO CHAIR:		Evan King Mayor John Cottrell
APOLOGIES:		Councillor Kate Redwood AM Councillor Fiona Robson

No	Time	Type	Agenda Item	Presenter	Page No
1.	10.00am	Report	Amendment to Reference Infrastructure Design Manual in Hepburn Planning Scheme	Coordinator Planning	4
2.	10.15am	Report	Planning Application for a 29 Lot Subdivision at 40 Smith Street, Daylesford	Coordinator Planning	8
3.	10.30am	Report	Use and Development of a Dwelling and Associated Works at 80 Mountain Creek Road, Clunes	Planning Officer	14
4.	10.45am	Report	Community Grants - August Recommendations	GM Community & Corporate Services	18

CONFIDENTIAL

► COUNCILLOR BRIEFING AGENDA
TUESDAY 7 AUGUST 2018

Hepburn
SHIRE COUNCIL

No	Time	Type	Agenda Item	Presenter	Page No
5.	11.00am	External Presentation	Possible Partnership with Wesley College	Dr Helen Drennen, Principal of Wesley College	21
6.	12.00pm	Discussion	Internal Discussion - Possible Partnership with Wesley College	Councillors	22
	12.30pm		Lunch		
7.	1.00pm	Presentation	Waste and Recycling Update	Manager Strategic Asset Management	23
8.	1.30pm	Report	Daylesford Holiday Park- Proposal for Permanent Residents – DVHP Pty Ltd	Manager Strategic Asset Management	24
9.	2.00pm	Presentation	Waste to Energy Project	Sustainability Officer	28
10.	2.30pm	Presentation	Hub for Premium Produce	Economic Development Officer	30
11.	3.00pm	Report	Hepburn Hub / The Rex Project Update	GM Infrastructure	31
	3:45pm		Break		
12.	4.00pm	Report	Municipal Emergency Management Plan Review 2018	Manager, Special Projects	34
13.	4.15pm	Report	Master Plans – Doug Lindsay, Hepburn, Newlyn and Trentham Recreation Reserves	Manager, Special Projects	37
14.	4.45pm	Report	Trentham Hub Postal Survey Update	GM Community & Corporate Services	190

CONFIDENTIAL

▶ COUNCILLOR BRIEFING AGENDA
TUESDAY 7 AUGUST 2018

No	Time	Type	Agenda Item	Presenter	Page No
	5:00pm		Close of Meeting		

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: Councillor Briefing
 Date: Tuesday, 14 August 2018
 Time: 9:00am – 1:00pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) Creswick Hub

Councillors present:

<input checked="" type="checkbox"/> Cr John Cottrell	<input type="checkbox"/> Cr Greg May
<input checked="" type="checkbox"/> Cr Don Henderson	<input checked="" type="checkbox"/> Cr Neil Newitt
<input type="checkbox"/> Cr Kate Redwood AM	<input checked="" type="checkbox"/> Cr Fiona Robson
<input checked="" type="checkbox"/> Cr Sebastian Klein	

Members of Council Staff present:

<input checked="" type="checkbox"/> CEO Evan King	<input checked="" type="checkbox"/> Other, please specify:
<input checked="" type="checkbox"/> GM Community and Corporate Services Grant Schuster	Manager Development and Community Safety Justin Fiddes
<input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas	

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Nil	

Matters Considered: Hepburn Planning Scheme Review – with Michael Buxton, RMIT University

Agenda Attached

Name and title of Officer responsible for this written record:

<input type="checkbox"/> CEO Aaron van Egmond	<input type="checkbox"/> Other, please specify:
<input checked="" type="checkbox"/> GM Community & Corporate Services Grant Schuster	
<input type="checkbox"/> GM Infrastructure Bruce Lucas	

Signature: 

Note: This form MUST be completed by the attending Council Officer and returned immediately to Governance Officer for filing.

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: Audit Risk & Advisory Committee "Meet the CEO"

Date: 20th August 2018

Time: 1:30- 5:30pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify)

Councillors present:

<input checked="" type="checkbox"/> Cr John Cottrell	<input type="checkbox"/> Cr Greg May
<input checked="" type="checkbox"/> Cr Don Henderson	<input type="checkbox"/> Cr Neil Newitt
<input type="checkbox"/> Cr Kate Redwood AM	<input type="checkbox"/> Cr Fiona Robson
<input type="checkbox"/> Cr Sebastian Klein	

Members of Council Staff present:

<input checked="" type="checkbox"/> CEO Evan King	<input type="checkbox"/> GM Infrastructure Bruce Lucas
<input type="checkbox"/> GM Community & Corporate Services Grant Schuster	<input type="checkbox"/> Other, please specify:

Conflict of Interest Disclosures:

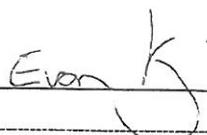
Councillor Name	Time Left and Returned

Matters Considered: Meet the CEO & review of Audit Committee Charter

Agenda Attached

Name and title of Officer responsible for this written record:

<input checked="" type="checkbox"/> CEO Evan King	<input type="checkbox"/> Other, please specify:
<input type="checkbox"/> GM Community & Corporate Services Grant Schuster	
<input type="checkbox"/> GM Infrastructure Bruce Lucas	

Signature: 

DOC/18/28797

Note: This form **MUST** be completed by the attending Council Officer and returned immediately to the Coordinator Governance and Information for filing.

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: Pre-Council Meeting Briefing
 Date: Tuesday, 21 August 2018
 Time: 3:50pm – 5:35pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) – The Warehouse - Clunes

Councillors present:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Cr John Cottrell | <input checked="" type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Don Henderson | <input checked="" type="checkbox"/> Cr Neil Newitt |
| <input checked="" type="checkbox"/> Cr Kate Redwood AM | <input type="checkbox"/> Cr Fiona Robson |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | |

Members of Council Staff present:

- | | |
|---|---|
| <input checked="" type="checkbox"/> CEO Evan King | <input checked="" type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> GM Community and Corporate Services
Grant Schuster | Manager Strategic Asset Management Steve
Millard, Manager Strategic Project Delivery
Carl Telfar, Manager Special Projects
Kathleen Brannigan, Coordinator Planning
Nathan Aikman |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Cr Sebastian Klein	4:18pm – 4:38pm

Matters Considered: Council Meeting Agenda Tuesday, 21 August 2018

Name and title of Officer responsible for this written record:

- | | |
|---|---|
| <input type="checkbox"/> CEO Evan King | <input type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> GM Community & Corporate Services
Grant Schuster | |
| <input type="checkbox"/> GM Infrastructure Bruce Lucas | |

Signature: 

Note: This form MUST be completed by the attending Council Officer and returned immediately to Governance Officer for filing.

13. COUNCIL SPECIAL COMMITTEES (SECTION 86)

13.1. MINUTES OF SPECIAL COMMITTEES (SECTION 86)

GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

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

BACKGROUND

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

ISSUE/DISCUSSION

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

- Creswick Museum Special Committee – 06-08-2018
- Creswick Museum Special Committee AGM – 06-08-2018
- Dean Recreation Reserve and Tennis Courts Special Committee AGM – 09-08-2018
- Lyonville Hall Special Committee – 13-08-2018
- Lee Medlyn Home of Bottles – 20-08-2018
- Lee Medlyn Home of Bottles AGM – 20-08-2018
- Drummond Hall Special Committee – 31-08-2018

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

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes and reports have been provided for noting.

OFFICER'S RECOMMENDATION

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

- Creswick Museum Special Committee – 06-08-2018
- Creswick Museum Special Committee AGM – 06-08-2018
- Dean Recreation Reserve and Tennis Courts Special Committee AGM – 09-08-2018
- Lyonville Hall Special Committee – 13-08-2018
- Lee Medlyn Home of Bottles – 20-08-2018
- Lee Medlyn Home of Bottles AGM – 20-08-2018
- Drummond Hall Special Committee – 31-08-2018

MOTION

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

- *Creswick Museum Special Committee – 06-08-2018*
- *Creswick Museum Special Committee AGM – 06-08-2018*
- *Dean Recreation Reserve and Tennis Courts Special Committee AGM – 09-08-2018*
- *Lyonville Hall Special Committee – 13-08-2018*
- *Lee Medlyn Home of Bottles – 20-08-2018*
- *Lee Medlyn Home of Bottles AGM – 20-08-2018*
- *Drummond Hall Special Committee – 31-08-2018*

Moved: Cr Sebastian Klein

Seconded: Cr Kate Redwood AM

Carried

13.2. APPOINTMENT OF MEMBERS TO SPECIAL COMMITTEES

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to consider the appointment of members to a number of Special Committees (Section 86).

BACKGROUND

Special Committees are established by Council under section 86 of the Local Government Act 1989 and their function and responsibilities outlined in an Instrument of Delegation.

The terms of multiple committee members are due to expire at the end of September 2018. Council Officers wrote to each expiring committee member in early July, thanking them for their service and contribution to the community and inviting them to reapply should they wish to do so. Advertisements were also placed in local print media throughout July as well as online, calling for applications from interested members of the public.

This report presents the proposed appointment of members based on the applications received.

ISSUE/DISCUSSION

The following nominations were received by 12 September 2018:

Creswick Museum Special Committee

- Mr Jack Sewell AM – Returning Member
- Ms Phyllis Wright – Returning Member

Dean Recreation Reserve and Tennis Courts Special Committee

- Mr Jon Rofe – Returning Member
- Mr Robert Turley – Returning Member

Drummond Hall Special Committee

- Ms Jennifer Napier
- Ms Kate Janssen

Lyonville Hall Special Committee

- Ms Dorothy Fuller

The nominations have been circulated with Councillors out of session and no additional assessment of these candidates has been undertaken by Council officers.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

None identified

RISK IMPLICATIONS

All volunteers are covered by Council's Public Liability insurance.

Guidelines are provided by Council to assist the Special Committees to effectively manage the facilities and to meet legislative requirements.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The call for nominations to the above Special Committees was advertised in the local newspapers and on Council's website and Facebook page.

CONCLUSION

Appointment of these returning committee members will enable Council's Special Committees to continue to operate in accordance with their Instruments of Delegation.

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

OFFICER'S RECOMMENDATION

That Council:

- 13.2.1. Resolves to appoint the following persons as members of the Creswick Museum Special Committee for a period commencing 1 October 2018 until 31 July 2019:

- Mr Jack Sewell AM
 - Ms Phyllis Wright
- 13.2.2. Resolves to appoint the following persons as members of the Dean Recreational Reserve Special Committee for a period of two years commencing 1 October 2018 until 30 September 2020:
- Mr Jon Rofe
 - Mr Robert Turley
- 13.2.3. Resolves to appoint the following persons as members of the Drummond Hall Special Committee for a period of two years commencing 1 October 2018 until 30 September 2020:
- Ms Jennifer Napier
 - Ms Kate Janssen
- 13.2.4. Resolves to appoint the following persons as members of the Lyonville Hall Special Committee for a period of two years commencing 1 October 2018 until 30 September 2020:
- Ms Dorothy Fuller
- 13.2.5. That members of each Committee are, pursuant to section 81(2A) of the Act, exempted from being required to submit a primary and ordinary return.

MOTION

That Council:

13.2.1. *Resolves to appoint the following persons as members of the Creswick Museum Special Committee for a period commencing 1 October 2018 until 31 July 2019:*

- *Mr Jack Sewell AM*
- *Ms Phyllis Wright*

13.2.2. *Resolves to appoint the following persons as members of the Dean Recreation Reserve and Tennis Courts Special Committee for a period of two years commencing 1 October 2018 until 30 September 2020:*

- *Mr Jon Rofe*
- *Mr Robert Turley*

13.2.3. *Resolves to appoint the following persons as members of the Drummond Hall Special Committee for a period of two years commencing 1 October 2018 until 30 September 2020:*

- *Ms Jennifer Napier*
- *Ms Kate Janssen*

13.2.4. *Resolves to appoint the following persons as members of the Lyonville Hall Special Committee for a period of two years commencing 1 October 2018 until 30 September 2020:*

- *Ms Dorothy Fuller*

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

Moved: Cr Sebastian Klein

Seconded: Cr Kate Redwood AM

Carried

14. COUNCIL ADVISORY COMMITTEES

14.1. MINUTES OF ADVISORY COMMITTEES

GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

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

BACKGROUND

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

ISSUE/DISCUSSION

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

- Audit and Risk Advisory Committee – Meet the CEO – 20-08-2018
- Audit and Risk Advisory Committee – 10-09-2018

These minutes have been provided to Councillors under separate cover.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes have been provided for noting.

OFFICER'S RECOMMENDATION

14.1.1. That Council receives and notes the minutes of the following Advisory Committees which have been distributed under separate cover.

- Audit and Risk Advisory Committee – Meet the CEO – 20-08-2018
- Audit and Risk Advisory Committee – 10-09-2018

MOTION

14.1.1. *That Council receives and notes the minutes of the following Advisory Committees which have been distributed under separate cover.*

- *Audit and Risk Advisory Committee – Meet the CEO – 20-08-2018*
- *Audit and Risk Advisory Committee – 10-09-2018*

Moved: Cr Kate Redwood AM

Seconded: Cr Don Henderson

Carried

15. CONFIDENTIAL ITEMS

15.1. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

That pursuant to the provisions of Section 89(2) of the Local Government Act 1989, the meeting be closed to the public in order to consider:

- (d) Contractual matters; and

RECOMMENDATION

15.1.1. That the meeting be closed to members of the public under Section 89(2) of the Local Government Act 1989, specifically the following sub-section:

- 89(2)(d) Contractual matters;
 - Contract Hepbu-RFT2018.82 Hepburn Netball Facility
 - Central Highlands Region Water Corporation – Proposed Strategic Directions Statement
 - Boathouse Cafe, 2 Leggatt Street Daylesford - Proposal to Reduce Minimum Opening Days/Hours – Animal Farm Daylesford Pty Ltd

MOTION

15.1.1. *That the meeting be closed to members of the public under Section 89(2) of the Local Government Act 1989, specifically the following sub-section:*

- *89(2)(d) Contractual matters;*
 - *Contract Hepbu-RFT2018.82 Hepburn Netball Facility*
 - *Central Highlands Region Water Corporation – Proposed Strategic Directions Statement*
 - *Boathouse Cafe, 2 Leggatt Street Daylesford - Proposal to Reduce Minimum Opening Days/Hours – Animal Farm Daylesford Pty Ltd*

Moved: Cr Greg May

Seconded: Cr Kate Redwood AM

Carried

The meeting was closed to members of the public at 8.38 pm

16. REOPENING OF MEETING TO PUBLIC

RECOMMENDATION

16.1.1. That Council, having considered the confidential items, re-opens the Meeting to members of the public.

MOTION

16.1.1. That Council, having considered the confidential items, re-opens the Meeting to members of the public.

Moved: Cr Sebastian Klein

Seconded: Cr Neil Newitt

Carried

The meeting was reopened to members of the public at 8.59 pm

In accordance with Council's resolutions, the following information is provided to the public on matters considered during the confidential section of the meeting.

15.2.1. Awards Contract Number HEPBU-RFT2018.82 Hepburn Netball Facility for the fixed lump sum of \$326,561 exclusive of GST to FNG Group Pty Ltd.

15.3.1. Authorise the Chief Executive Officer to affix Hepburn Shire Council's logo to the final Strategic Directions Statement prepared by Central Highlands Region Water Corporation prior to its public release by the Minister for Water.

15.4.1. That Council defers the matter one cycle to allow further discussion.

17. CLOSE OF MEETING

The meeting closed at 9:00 pm
