



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
PUBLIC MINUTES

TUESDAY 19 JUNE 2018

THE WAREHOUSE
36 FRASER STREET
CLUNES

6:00PM

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MINUTES

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BRUCE LUCAS
INTERIM CHIEF EXECUTIVE OFFICER
19 JUNE 2018

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

On this land, the Jaara people have performed age old ceremonies of celebration, initiation and renewal.

We acknowledge their living culture and their unique role in the life of this region.

2. OPENING OF MEETING

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

IN ATTENDANCE: Mr Bruce Lucas Interim CEO, Mr Grant Schuster GM Community and Corporate Services, Mr Carl Telfar Acting GM Infrastructure, Mr Trafford Thompson Manager Finance and IT, Mr Justin Fiddes Manager Development and Community Safety, Ms Katherine Toom Coordinator Governance and Information, Mr Dominic Murphy Sustainability 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”

3. APOLOGIES

Cr Fiona Robson

4. DECLARATIONS OF CONFLICTS OF INTEREST

Cr Sebastian Klein declared an indirect interest – residential amenity on public questions regarding the Trentham Hub (Public Participation).

5. CONFIRMATION OF MINUTES

RECOMMENDATION

- 5.1.1 That the Minutes of the Ordinary Meeting of Council held on 15 May 2018 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.
- 5.1.2 That the Minutes of the Special Meeting of Council held on 6 June 2018 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.

MOTION

- 5.1.1. *That the Minutes of the Ordinary Meeting of Council held on 15 May 2018 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.*
- 5.1.2. *That the Minutes of the Special Meeting of Council held on 6 June 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

6. NOTICES OF MOTION

Nil

7. ITEMS OF URGENT BUSINESS

Nil

8. PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor John Cottrell, Holcombe Ward

No written report has been provided.

COUNCILLOR REPORTS

Councillor Sebastian Klein, Coliban Ward

It's been a quiet month this month:

I attended a session in the Daylesford Senior Citizens for the Zero Net Emissions Transition program and was impressed that across numerous workshops numbers attending for this program remain strong. The partnership between Hepburn Shire, Sustainability Victoria, Moreland Energy Foundation and Starfish Enterprises hear about what our options are to fulfill the exciting vision for the economic future and the environmental sustainability of the shire.

I attended and chaired the Quarry St Reserve Committee of Management AGM.

And with the other councillors I attended a tour of the new Rex – and while it's slightly less advanced than we might have wanted, it is promising. Of course we will address the ongoing nature of this project later in the meeting in the A&R committee minutes with a recommendation from them.

I would like to commend the Mayor and selection committee for their efficient efforts in recruiting a new CEO. I know that role can be an onerous one, and it has happened in good time with a minimum of fuss.

Otherwise – what with a severe head-cold, I have spent a significant part of the first month of winter hibernating.

One more thing – in reference to dangerous dogs – in Trentham there was over the weekend more than twenty sheep and alpacas killed by dangerous dogs. I would like to remind the community that it is pet-owners' responsibility to keep animals – dogs and cats contained on their own properties.

Councillor Don Henderson, Creswick Ward

No written report has been provided.

Point of Order – Cr Sebastian Klein

Requested that members of the public not interject during the delivery of a Councillor report.

Mayor John Cottrell ruled in favour of the point of order raised.

Councillor Greg May, Creswick Ward

No written report has been provided.

Councillor Neil Newitt, Cameron Ward

No written report has been provided.

Councillor Kate Redwood AM, Birch Ward

Since the last Council meeting on 15/05/2018 work has continued on issues related to homelessness. A self appointed community working group – basically an expanded group from the one that campaigned successfully for the permanent residents of the Daylesford Caravan Park, has been active with the current focus being the Old Police Station in Camp Street Daylesford. The group is seeking an authorised housing association to take on the site for social housing. Other sites are also being explored for their suitability for social housing.

It is noted that Council has been asked to rezone the Old Police Station site so that The Department of Treasury and Finance can move to sell the site. This brings the problem with the access of the Daylesford Neighbourhood Centre to the rear of its site into major play, as the current access uses the Old Police Station site. Our planning staff are advising on this issue.

On 29 May the Hepburn Reconciliation Reference Group organised a wonderful event at Yandoit Hall. This was MC' ed by Barry Golding AM and involved presentations from Dja Dja Wurung elder Jida Gulpilil, representatives of descendants of early settlers, Don Morrison, and accounts of the relics of culture of the Dja Dja Wurung around Boort - In particular the large number of scar trees, and accounts of bark paintings. The hall was packed, and standing room only. Mayor Cr Cottrell and Cr Robson were also present. Congratulations to Nate Perry and the Reconciliation Reference Group for a truly wonderful event. Note that there will be a NAIDOC walk – Ellen's Walk for Reconciliation to be held on 15 July starting from Mount Franklin.

On Sunday 3 June I organised a Community Recycling Forum which was held in the Senior Citizens Room and attended by approximately 50 residents who were passionate about the importance of recycling. The assistance of Jenny Beacham and Robyn Rogers in organising the event should be acknowledged, along with appreciation for those who presented at the Forum – Mary Anne Thomas, Michelle Stephenson, Cr Sebastian Klein, Dom Murphy, Nikki Marshall, and Kathleen Brannigan. A number of practical suggestions were made by the Forum and will be taken up as opportunity arises. A further forum will be held at a date yet to be set.

On 10 June, wearing my Hepburn Health board hat, I worked with Lara McPherson, Manager of Communications and Fundraising for Hepburn Health on the organising and delivery of our first ever night market in Vincent Street on the Sunday of Queens Birthday weekend. Daylesford was bursting at the seams with people over that weekend and so it was great to have large numbers of people on foot at the market rather than driving around in their cars bumper to bumper. I have circulated photos of the night market which give a good impression of the happy throng of people – over 1000 in all, and the charm of the Sprung Circus performers, and the musical entertainment – in particular Daylesford's Brass Band. Feedback from Vincent Street traders is that they would like to have the night market a permanent feature on the annual calendar. Special thanks to Bec Pedretti and other Council staff for their assistance with traffic, road closure, and waste removal.

The month has also had a number of internal commitments for the Council including the interviews for Council's new CEO, farewell events for our departing CEO, all staff meeting which was a large event held at Doug Lindsay and also attended by the Mayor Cr Cottrell and Cr Henderson, a tour of the Rex along with other councillors, the regular meeting of the Mineral Springs advisory committee, and the usual internal briefings for councillors.

RECOMMENDATION

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

MOTION

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

Moved: Cr Sebastian Klein

Seconded: Cr Don Henderson

Carried

9. PUBLIC PARTICIPATION TIME

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

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

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

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

9.1. PETITION

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

9.2. QUESTIONS

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

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

Cr Sebastian Klein declared an indirect conflict on the subject of the Trentham Hub due to residential amenity as he lives next to one of the proposed sites. He left the room at 6.34pm

Question 1 - Mr Michael Johnson

Councillors, the first question I put to you concerns the due process of the Ballot Paper for the siting of the Trentham Community Centre.

Can you confirm and clarify the details as soon as possible?

In particular, the community wishes to know the following:

- the dates that the Ballot Papers will be send out to residents of Coliban Ward

- the deadline date for the receiving of those Postal votes
- provision made for absentee residents (that their vote may be given by a Statutory Declaration lodged at a given Council address)
- the scrutineer
- security provisions, and
- when results will be known?

Answer 1 – Mayor John Cottrell

The process is underway, it's progressing and almost to a stage of conclusion.

We have appointed Mr Ron Ritchie as the Returning Officer for the survey. Mr Ritchie has many years' experience with elections as a Returning Officer and Mr Ritchie will oversee the full security of that. So he's an independent party that has a lot of experience in the process.

We are currently finalising the times and these will be advertised in the next week as we confirm all of those things. Actual dates will depend on finalising the roll and getting materials approved and printed. We are well down the path way to that, so it won't be a big delay.

We are still aiming for the survey to be completed, we've probably slipped a week, we're talking about early August where as we had indicated late July. We're confident we can reach that date. At the same time while giving adequate time for residents and ratepayers to complete the survey.

In terms of absentee surveys the Returning Officer is currently exploring a number of options there and has been working on this for some time as it has been raised by a number of residents. He's looking at options around email and statutory declarations options to enable that to happen. I can't provide detail at this stage on just how the email itself will work. The statutory declaration is reasonably straight forward, but that will all be made available to community in the very near term.

Question 2 – Mr Michael Johnson

My second Question concerns ratepayers' concerns for an equal hearing on this matter:

Will Council ensure that after the Ballot Papers have been posted, all activity regarding the promotion of the two sites may be continued?

Answer 2 – Mayor John Cottrell

As previously communicated, Council itself will not promote either site. We'll simply prepare and present the ballot.

Residents and community members are able to promote either site at any time. This includes now as well as after the survey is posted. So there are no limitations at all on the community, they're free to do that.

We certainly recommend that promotional materials clearly declare who has published the materials. However, given it is a 'survey' and not an election, we are neither able to enforce that or seek to enforce any of that presentation of material by the community.

Question 3 – Mr Bill McClenaghan

Public minutes of Council's Audit and Risk Committee on 28 May 18 contain a report in item 10.3 that provides an update on the Trentham Hub project. This "update" is an historical overview that starts with the 2013 Trentham Facilities Review and its recommendation to build the Trentham Hub on the site of the Trentham Mechanics Institute. The "update" then outlines Council's 2016 decision to build the Trentham Hub on its own land at 14A Victoria Street Trentham and to widely consult with the community about the design of the new facility. The "update" does not mention Council's determination to return the Mechanics Institute and land back to DELWP (so that a community committee of management can take control and restore the building) nor does it mention latter day motion of Council to again consult the community on site location selection with a Coliban Ware plebiscite. The update is deficient in both aspects of site location and the ongoing use of the Mechanics site by the community or as a reborn Mechanics institute and Council again risks community backlash and reputational damage by altering an agreed course of action. That should be the concern of the Audit and Risk Committee.

Please explain why the "update" omitted these two aspects of the Trentham Community Hub project?

Answer 3 – Mayor John Cottrell

The Audit and Risk Advisory Committee has been fully informed on the Trentham Community Hub project on a number of occasions.

The public minutes of the Audit and Risk Advisory Committee meeting on 28 May 2018 only contains a summary of the officer's report. The full officer's report explained in detail the planned postal survey as recently determined by Council. The confidential minutes include the full detail.

The previous decision to hand back the Trentham Mechanics Institute was reported to the Audit and Risk Advisory Committee at previous meetings.

Supplementary Question – Mr Bill McClenaghan

Why could that not have been put in the public minutes? Why is that so secret that it had to be taken out?

Supplementary Answer – Mayor John Cottrell

It's not secret, but the minutes that we release to the public are minutes that are based on the motions that have gone forward, with just a short preamble to give an indication to the community of what the motion is about and to provide the community with the motion that has gone through that committee. It is intentionally a very brief set of minutes to give an indication to the community what the Audit and Risk Advisory Committee is all about. You'll be aware that previously there hasn't been minutes released to the community from the Audit and Risk Advisory Committee, so we're seeking to open that up a little bit more and bring the community into the workings of the Audit and Risk Committee.

Cr Sebastian Klein returned at 6.44 pm.

Question 4 – Mr Bill McClenaghan

Public minutes of Council's Audit and Risk Committee on 12 June 18 exclusively centre on the works schedule for The Rex Project despite the overall Hepburn Hub Project Update being considered by the Committee just two weeks earlier on 28 May. How unusual for the Audit and Risk Committee to meet again to consider what it could have or should have at its regular May meeting. It is evident that major building works at The Rex have stopped and the tone of the situation evident here is that something is very wrong. Questions have been raised previously on the scope, layout and costing of this project and Council has been adamant that it will cost "less than a million dollars" and therefore does not require a planning permit as exempt municipal works. It would appear that there is a situation here that Council see the need to "manage" with an internal audit that will no doubt be confidential and the rate paying community whose rates have bought The Rex are paying for the development will be none the wiser.

Please explain what the issues are with The Rex Project that have brought on the need for a stop work and internal audit inquiry.

Answer 4 – Mayor John Cottrell

I'll just preface that by saying as Councillor Redwood said before, we all went for a tour of The Rex and it's going to become quite an iconic part of the landscape of the Shire. It's a most magnificent interior. When everyone has the opportunity to get in there and see how the main auditorium of the theatre has been attempted to be faithfully kept in its historical state.

Previous construction budget estimates for The Rex were less than \$1 million, as you're aware. The project was progressing on this basis.

A review of The Rex project in early June highlighted unanticipated challenges with the construction of the project, and they have budgetary implications.

The costs incurred will result in the construction budget exceeding \$1 million, as you have indicated.

This additional expenditure means that a planning permit is now necessary in order for the construction to be completed.

As a result, works will cease while a planning permit is applied for, and Council considers a detailed audit of the project.

I don't necessarily agree with your perception, that the results of the audit will necessarily be kept secret. It's not the intention of this Council to keep things secret and relevant parts that are required to be advised to the community will be advised.

Supplementary Question – Mr Bill McClenaghan

When do you anticipate that the audit report will be available?

Supplementary Answer – Mayor John Cottrell

This is yet to be determined as we are yet to finalise the scope of the audit and are still in the process of engaging someone to do this work.

Question 5 – Mrs Adelheid Donsperger

Now that Council has a new CEO, I feel I can again voice my concerns regarding Council's planning permit process and enforcement of Planning and Environment Act 1987 relating to an adjoining property on West St, Daylesford.

As a rate paying resident of 28 years, I have been silenced for the last 6 years by the former CEO refusing to allow me to ask questions on this planning issue where there has been clear breaches against the Planning Act by Council. Including approving under the same permit, two different heights for construction of an industrial shed, which has been allowed to be built in a general residential zone. This process of advertising should of commenced 8 June 2012. No advertising was received by us as adjoining owners nor by our surrounding neighbours to object to the development,

a breach of our natural justice.

We receive no answers to these issues and have been prevented from asking questions in Council meetings.

On 27 June 2012 Council approved and endorsed planning permit no 11171 which had requirement of maximum of shed height at 4.5m to maintain views from my adjoining balcony. A requirement dictated by the Neighbourhood Character Overlay Schedule 1 (NCO1) - Precinct 13 which is to prevent development that intrudes on the sight lines to Lake Daylesford. However, under the same planning permit stamped the same date, the shed plan was also endorsed to be constructed to 5.4m? Today, the building that stands has been approved and signed by a private building surveyor at 6.6m. There is no corresponding planning documentation on Council records to support this height change, a clear breach of the planning and building permit conditions. How could Council approved two different heights under the same permit and allow a 6.6m industrial shed?

Answer 5 – Mayor John Cottrell

I'm advised by management that a planning permit was issued by Council on 27 June 2012 for a dwelling and shed at 97 West Street, Daylesford. The proposed height of the approved shed was 5.8 metres. The final building approval and occupancy permit was issued by a private building surveyor (PBS), as you suggested, at a height of 6.2 metres. A 400mm difference there. The Victorian Ombudsman investigated this issue and cleared Council of any wrongdoing.

Question 6 – Mrs Adelheid Donsperger

I refer to the May 2018 Council minutes item 10.1 - regarding a "proposed development" which Council has refused the application for just last month. In respect of upholding the planning overlays the Council Officer's recommendations stated in the minutes the reasons for rejecting the application being:

- "fails to adequately support the objectives of the Neighbourhood Character Overlay";
- "fails to meet the secluded private open space objective"; and
- "represents and overdevelopment of the site".

If you overlay the reasons why Council rejected this development above in direct comparison with planning permit No 11171, we have the exact same planning overlays. The only difference being Council approved this dwelling and shed at 97 West St, Daylesford and further, gave retrospective approval on 23 January 2017 for another two sheds which had been already added illegally in the rear yard. The over development of this property and materials used breaches the same conditions above and fails to maintain the balance between buildings and gardens area is not in

keeping with the character of the neighbourhood. These issues had been raised time and time again with Mr van Egmond and Mr Fiddes as Manager for Planning.

A condition of the approved permit no 11171 was a "schedule of materials and colours to be approved by Council before development starts". Last month Council rejected an application on the basis "materials and finishes are not generally sympathetic to the existing and preferred precinct character a requirement of the NCO1". The dwelling and shed that has been constructed at 97 West St, was built without satisfying this mandatory requirement of their planning permit and the materials that have been used are in breach of the planning overlays. How has Council allowed this to occur in breach of the Planning Act?

Answer 6 – Mayor John Cottrell

The application was assessed and approved under the provisions of the Neighbourhood Character Overlay – Schedule 1. The permit was approved with a condition requiring a schedule of materials and colours to be submitted and approved by the responsible officer. The applicant submitted the colour plans which were endorsed by the relevant officer.

Also, the reasons for refusal in the May 2018 council minutes relate to a development in a different overlay character area, with different development controls. There are 13 different neighbourhood character overlay areas and I understand what we're talking about here in reference to the meeting of last month is that these are different overlay areas.

Question 7 – Mr Rod Kirby

On what grounds and by whom was my first question at last month's (Daylesford) Council Meeting deemed to be "racist", and why was I prevented from asking it, when my second question made it quite clear that my concerns in this matter stem from damage to our local environment, destruction of rural amenity, over-development, over-congestion and lack of jobs, land and resources for future generations of country people in this Shire? (This had nothing to do with "racism")

Answer 7 – Mayor John Cottrell

Because of your reference to "foreigners" in the context of your question, it was considered that your question was objectionable in language.

On this basis, the Council decided in accordance with section 5.11.9(b) of Local Law Number 1 Meeting Procedures (Nov 2014) that your question was not permitted to be asked.

Question 8 – Mr Rod Kirby

Can I expect an apology from the Corporation trading as Hepburn shire Council for its behaviour in this matter, or, as I am aggrieved by this matter, must I reserve my right to bring a defamation proceeding as a result of being wrongfully branded "racist" by this Melbourne-centric Council?

Answer 8 – Mayor John Cottrell

No, Council does not plan on apologising for upholding its Local Law at its meetings and protecting our community. Hepburn Shire Council is not a Melbourne-centric Council and endeavours to primarily act for the residents and rate payers at all times. At no time has Council branded you a racist, only that your question was racist.

Question 9 – Mr Bryan Johns

Lack of Responsibility from Council Staff.

What is the penalty for a Council employee not following Council's own rules?

Answer 9 – Mayor John Cottrell

Penalties relating to Council staff will depend on the rule not followed.

Question 10 – Mr Bryan Johns

Who is ultimately responsible for the planting of trees on Main Road, Hepburn?

Answer 10 – Mayor John Cottrell

Council has ultimate responsibility for the assets it manages including the trees in Main Road Hepburn.

Council considered all feedback, including the petition, and made a decision to plant trees where the adjacent property owners wanted them.

Officers are implementing that action in accordance with that decision under delegation.

If your first question (question 9) relates to the planting of trees in Main Road Hepburn, please submit to us in writing details of the "rules" that you believe have not been followed. Please provide us specific details and we will consider that.

Point of Order – Cr Don Henderson

Members of the public are not permitted to interrupt Councillors.

Mayor John Cottrell ruled in favour of the Point of Order raised and proceeded to finish answering question 10.

Question 11 - Ms Cristy Mace and Mr Evan Fleischer

Failure of Council to provide answers as per the Minutes of Council meetings - April & May 2018

During the April and May 2018 Council meetings, the public gallery have asked a total of 10 questions in relation to serious building control issues and concerns the public has with the appointment of the municipal building surveyor, failure of Council to have any building control policies in order to mitigate safety issues and the failure of Council to undertake its statutory responsibilities under the Building Act 1993. Combine these issues with your media release yesterday, regarding your own Council managed projects which tell a tale of cost overruns, mismanagement of the planning scheme, and exposes a conflict of interest with Council being 'the builder' on a commercial project, your entire planning and building portfolio is now under further scrutiny by the public. Tonight I raise a procedural issue of public question time, in that Council have still not provided answers to public questions further damaging your brand and reputation. I refer specifically to a minuted item 8.2 on 17 April 2018 that was recorded as "based on preliminary legal advice, it had been determined that Council would respond in writing to each of the questions rather than deal with the complexity and detail of those questions at this meeting". How is it that two months later all the parties who raised those questions do not have written responses?

Council were respected and afford the right to seek legal assistance, please provide a reason why these questions have not been responded to formally in writing as minuted?

Answer 11 – Mayor John Cottrell

On the 14 May 2018, Council lawyers sent a letter to your lawyers enclosing a letter from the former CEO of Council dated 4 May 2018. The letter from the former CEO addressed questions raised during the 17 April 2018 Council meeting. The questions from the May 2018 meeting are being addressed by our lawyers currently.

Supplementary Question - Ms Cristy Mace and Mr Evan Fleischer

Your answer relates to my questions, there was 10 questions in total from the public gallery. Have they received responses?

Supplementary Answer – Mayor John Cottrell

This question was taken on notice.

Question 12 - Ms Cristy Mace and Mr Evan Fleischer

Failure of Council to provide answers as per the Minutes of Council meetings - April & May 2018

During 15 May 2018 Council meeting I asked a supplementary question documented in the Minutes under Public Question Time at Q.15 &16 which specifically asked: "Under what piece of legislation, regulation or Act of Parliament does it permit a Council the right to refuse to answer a rate payers question?". The question was taken on "notice". However Council has not provided an answer since this meeting.

What is the process when Council informs the public regarding answers to questions 'taken on notice', and how does the public receive answers when a question is taken on notice? Can you provide the answer to this question to the public gallery tonight given Council has now had ample notice to answer this question since the 15 May Council meeting?

Answer 12 – Mayor John Cottrell

Clause 5.11.10 of the Local Law Number 1 – Meeting Procedures 2014, referred to as Local Law, provides that a public participation/question time chairperson or officer may immediately answer the question asked or require the question to be taken on notice. If a question is taken on notice a written copy will be sent to the person who asked the question. Clause 5.11.11 of the Local Law provides that Council may decide to defer an answer or address until a later date. In circumstances where it is clear a person will not accept the Council's decision, and this has been communicated, it is legitimate to only respond to correspondence regarding to the same matters if the person provides significant new information relating to their complaint or concern or raises new issues which in the Council's opinion warrant fresh action.

Supplementary Question - Ms Cristy Mace and Mr Evan Fleischer

What is the time frame in dates, how many days from asking the question do we receive written confirmation of that question following the Council meeting?

Supplementary Answer – Mayor John Cottrell

There is no set time in the Local Law for Council to respond to questions taken on notice.

Question 13 - Mr Tim Ferrier

How did the step riser at the northern end and western face of the front patio of the recently refurbished Glenlyon Hall satisfy Hepburn Shire Council Building Inspectors/Municipal Building Surveyor in order to approve this public building for occupancy when the step does not meet the requirements of the Building Code of Australia (BCA) as the step riser is 260mm and the maximum allowable step riser under the BCA is 190mm as per Australian Standard AS 1657-2013?

Answer 13 – Mayor John Cottrell

The "step" at the northern end, where the cars are parked on the lawn, and western façade of the front veranda is not intended or approved for pedestrian traffic. The endorsed plans show a seat in this location to act as an obstruction and to deter its use as an access to the hall as it has not been identified as a thoroughfare.

Access to the veranda is approved to the southern side of the hall which adjoins the car park. I think what we mean there is access to the veranda on the southern end of that veranda adjoins access to the car park, which is the newly formed car park on the southern side.

An occupancy permit was issued and in its present form there is nothing illegal about the levels of the veranda to the surrounding pavements.

Question 14 – Mr Tim Ferrier

Council must revoke its Certificate of Occupancy of the Glenlyon Hall immediately as it is a public building due to non-compliant building works until this step meets the BCA requirements (AS1657). How is Council going to rectify its illegal approval?

Answer 14 – Mayor John Cottrell

Australian Standard 1657:2018 relates to fixed platforms, walkways, stairways and ladders - design, construction and installation.

The [Building Code of Australia](#) (BCA) sets building regulations for all States and Territories. It provides a consistent set of Australian building standards in the areas of health, fire, safety and sustainability.

The Building Code of Australia (BCA) Section D Access and Egress – D2.16 "Barriers to Prevent Falls" requires a continuous barrier along a veranda if the trafficable surface is 1 metre or more above the surface beneath. As the rise of the veranda from the surface beneath is 260mm this meets the "code".

The veranda or step in question is not part of Council's area of responsibility. It is within the precinct which is totally under the governance of the Glenlyon Progress Association (GPA). It is the GPA's responsibility to abide by the certificate of occupancy that it was provided and part of that certificate required that it installed a permanent obstruction to that end of the veranda. So, Council has issued that

certificate with that requirement on it. So it is incumbent on the GPA to prevent the falls that are referred to.

9.3. **REQUESTS TO ADDRESS COUNCIL**

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

Ms Kaye Powell addressed the Council regarding planning permits PA1519, PA1618 and PA1733.

10. STATUTORY PLANNING REPORTS

10.1. PLANNING APPLICATION 1784 - USE AND DEVELOPMENT FOR THE INSTALLATION OF TELECOMMUNICATIONS FACILITY (NBN) COMPRISING A SIXTY METRE LATTICE TOWER, ASSOCIATED EQUIPMENT, EQUIPMENT SHELTER, ASSOCIATED EARTHWORKS, REMOVAL OF SEVEN NATIVE TREES IN ACCORDANCE WITH ENDORSED PLANS AT 22 LODDON DRIVE GLENLYON

GENERAL MANAGER OF INFRASTRUCTURE

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

PURPOSE

The purpose of this report is for Council to determine the application for the use and development for the installation of telecommunications facility NBN, comprising a sixty metre lattice tower and associated equipment, equipment shelter, associated earthworks and removal of seven native trees at 22 Loddon Drive Glenlyon.

BACKGROUND

The site is zoned Rural Conservation zone and is affected by the Environmental Significant Overlay Schedule 1 and Bushfire Management Overlay.

There is an existing dwelling with outbuildings on the site. The Loddon River runs to the west of the property approximately 60 metres from the site boundary and approximately 120 metres from the siting of the proposed tower. The township of Glenlyon is approximately 190 metres to the west of the site. The proposed tower would be located 70 metres south east of the existing dwelling.

It is proposed the development of a NBN telecommunications facility. The facility will comprise of a sixty metre lattice tower with the NBN panel antennas be mounted at a height of 60mts and the parabolic dish at 40mts, an equipment shelter within a 120m² lease area, access track and removal of seven native trees.

There would be a maintenance access track that will be made, that would run along the west boundary of the site for 215 meters. For installation purposes a temporary access track will be used in a cleared area of the site for approximately 200 metres. All underground cables required for the towers operation will be installed along the main maintenance access track.

The application was notified to surrounding properties within a one kilometre radius and notification in the newspaper. A total of eight objections were received.

The application was referred to NCCMA, Goulburn Murray Water and DELWP who all consented to the application subject to conditions.

ISSUE/DISCUSSION

The relevant planning considerations in making a determination are set out below.

The proposed facility is required to be assessed against the SPPF, LPPF, provisions of the Clause 52.19, the decision guidelines of Clause 65 and the incorporated document *A Code of Practice for Telecommunications Facilities in Victoria*.

STATE PLANNING POLICY FRAMEWORK (SPPF)

Clause 19.03-4 Telecommunications

The purpose of this clause is to facilitate the orderly development, extension and maintenance of telecommunication infrastructure. The relevant strategies of this clause are:

- Facilitate the upgrading and maintenance of telecommunications facilities.
- Ensure that modern telecommunications facilities are widely accessible to business, industry and the community.
- Ensure the communications technology needs of business, domestic, entertainment and community services are met.
- Do not prohibit the use of land for a telecommunications facility in any zone.
- Encourage the continued deployment of broadband telecommunications services that are easily accessible by:
 - Increasing and improving access for all sectors of the community to the broadband telecommunications trunk network.
 - Supporting access to transport and other public corridors for the deployment of broadband networks in order to encourage infrastructure investment and reduce investor risk.

LOCAL PLANNING POLICY FRAMEWORK (LPPF)

Clause 21.07- Economic Development

Under the heading of 'Key Issues and Objectives the following is relevant to the proposal

- Provision of timely and efficient infrastructure to encourage development and growth.

Zoning and Overlay Provisions

The **Rural Conservation Zone** A permit is triggered under the zone. Utility installation is section 2 use, and all buildings and works are triggered under the zone.

Environmental Significance overlay Schedule 1

A permit is not triggered under the provisions of this overlay under schedule one the proposed tree removal is more than 30mts from the Loddon River.

Particular Provisions

Clause 52.17 Native vegetation removal

The removal of seven native trees, three considered large, triggers a permit under the provisions of this overlay. The applicant submitted several reports with the application at Councils request. The application and reports were sent to DELWP for comments. Native vegetation offsets would be required if a permit was to be issued.

Clause 52.19 Telecommunications Facility

A planning permit is triggered under these provisions.

The purpose of this provision is

- To ensure that telecommunications infrastructure and services are provided in an efficient and cost effective manner to meet community needs.
- To facilitate an effective statewide telecommunications network in a manner consistent with orderly and proper planning.
- To encourage the provision of telecommunications facilities with minimal impact on the amenity of the area.
-
- Decision Guidelines;
- The principles for the design, siting, construction and operation of a Telecommunications facility set out in A Code of Practice for Telecommunications Facilities in Victoria, July 2004.
- The effect of the proposal on adjacent land.

The Code of Practice for Telecommunication Facilities in Victoria 2004 establishes four principles for the design and siting, construction and operation of a telecommunication facility which a Responsible Authority must consider when deciding on an application for a planning permit.

The four principles are:

Principle 1: *A Telecommunications facility should be sited to minimise visual impact.*

Principle 2: *Telecommunications facilities should be co-located wherever practical.*

Principle 3: *Health standards for exposure to radio emissions will be met.*

Principle 4: *Disturbance and risk relating to siting and construction should be minimised and construction activity and site location should comply with State*

Environment Protection Policies and best practice environmental management guidelines.

Co-location was considered with the existing tower in Glenlyon main street. It was considered inappropriate as the tower would need to be raised from the existing 35 metres to 60 metres. Considerable concerns were raised with the location of the 35 metre tower originally. Other sites were also considered, but were inappropriate to be able to provide reasonable coverage.

The subject site was considered to be able to provide optimal coverage for the area. In this instance it is considered that the facility largely complies with the principles of the Code of Practice for Telecommunications Facilities in Victoria, and strikes the appropriate balance between visual impact and net community benefit.

KEY ISSUES

Main concerns from the eight objections received by Council can be summarised as follows;

- The impact on the visual amenity of the area.
- The landscape values are not protected due to the 60mt tower being three times the height of the trees.
- The overarching context of the telecommunications plans of the federal government in the immediate future.
- Inferior internet access via the NBN when compared with pre existing internet services which are landline based.
- Complaints to the Ombudsman have soared re NBN service.
- NBN phone service is degraded.
- Exposure to EMR (electronic magnetic radiation) from NBN tower.

Council officer's response to above concerns;

- The facility is appropriately setback from the boundaries of the property and from dwellings on adjoining properties. This serves to minimise the visual impact of the facility.
- The site and surrounds are not specifically identified within the planning scheme as being an area of significant landscape quality.
- Existing vegetation, on the subject site, will serve to screen the lower part of the facility from the immediately surrounding area. The facility is considered to be consistent with State and Local policy relating to telecommunications facilities and will result in access to the NBN in an area where there is currently no access.
- The facility will comply with the relevant ANSPRA guidelines in relation to EME. The maximum EME level calculated for the proposed systems at the site is equivalent to 0.039% of the public exposure limit (public exposure limit = 100%).

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 if appealed.

RISK IMPLICATIONS

N/A

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

N/A

COMMUNITY AND STAKEHOLDER ENGAGEMENT

NBN undertook a Community consultation in Glenlyon with interested community members prior to lodging application.

The application was advertised in accordance with Section 52 of the Planning and Environment Act 1987.

CONCLUSION

The proposal has been considered against the relevant provisions of the Hepburn Planning Scheme, it is recommended that the proposal be supported for the following reasons:

- The proposed use and development is considered not to result in any unreasonable impacts on the amenity of the area.
- This facility is considered to be consistent with the State and Local planning policy relating to telecommunications facilities and is considered to satisfy the relevant Planning Scheme provisions as demonstrated in this report.
- The facility is well setback from the boundaries of dwellings on adjoining properties
- The proposal strikes the appropriate balance between visual impact and net community benefit.

In light of the above, it is recommended that support is forthcoming.

OFFICER RECOMMENDATION

10.1.1. That Council: having considered all the matters required under Section 60 of the Planning and Environment Act 1987 resolves to Issue a Notice of Decision to Grant a Permit for the use and development for the installation of telecommunications facility NBN, comprising a sixty metre lattice tower and associated equipment, equipment shelter, associated earthworks and removal of seven native trees in accordance with the submitted plans dated 28/08/2017 subject to the following conditions:

- The development and use as shown on the endorsed plans must not be altered unless with the prior written consent of the Responsible Authority.
- Control of erosion during construction
- Soil erosion control measures must be employed throughout the construction
- Stage of the development in accordance with Construction Techniques for Sediment Pollution Control EPA 1991.

DELWP CONDITIONS

Notification of permit conditions

- Before works start, the permit holder must advise all persons undertaking the
- Vegetation removal or works on site of all relevant permit conditions and associated statutory requirements or approvals.
- Before works start a plan identifying all native vegetation to be retained and
- describing the measures to be used to protect the identified vegetation during construction, must be prepared and submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will form part of this permit. All works constructed or carried out must be in accordance with the endorsed plan.
- The extent of vegetation to be removed or lopped as shown on the endorsed
- plans and documents must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.
- Except with the written consent of Responsible Authority, the following activity is prohibited within the area of native vegetation to be retained and any tree or vegetation protection zone associated with the permitted use or development:
 - o Vehicular or pedestrian access
 - o Trenching or soil excavation
 - o storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products
 - o entry and exit pits for the provision of underground services

- o any other actions or activities that may result in adverse impacts to retained vegetation.

Native vegetation offsets

To offset the removal of 0.172 hectares of native vegetation, the permit holder must secure a native vegetation offset in accordance with Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017), the permit holder must secure the following offsets:

A general offset must

- o Contribute 0.075 general habitat units:
- o Located within the North Central Catchment Management Authority boundary or Hepburn Shire Council municipal area
- o With a minimum strategic biodiversity value of a least 0.384
- o The offset(s) secured must also protect three large trees.
- Before any native vegetation is removed, evidence that the required offset has been secured must be provided to the satisfaction of the responsible authority.

This evidence must take the form of

- o Credit extract(s) allocated to the permit from the Native Vegetation
- o Credit Register

OR

- o An established first party offset including a security agreement signed by both parties, and a management plan detailing the 10 year management actions and ongoing management of the site.
- o A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit. Within 30 days of the endorsement of the offset evidence by the responsible authority, a copy of the endorsed offset evidence must be provided to the DELWP.

Monitoring and reporting for onsite offset implementation

In the event that a security agreement is entered into as per condition 8b, the applicant must provide the annual offset site report to the responsible authority by the anniversary date of the execution of the offset security agreement, for a period of 10 consecutive years. After the tenth year, the landowner must provide a report at the reasonable request of a statutory authority.

DELWP NOTES

Adjoining Crown land:

- The subject property adjoins Glenlyon Racecourse & Recreation Reserve and Glenlyon Public Purpose Reserve respectively on its eastern and western boundary. These are Crown land respectively managed by Hepburn Shire Council and DELWP. As an adjoining landowner, DELWP has no objection to a planning permit being granted. However, the Responsible Authority and the applicant are reminded of the following:

- o No structures are to encroach upon the adjoining Crown land;
- o No effluent or run-off is to be discharged onto Crown land;
- o Crown land is not to be utilized as defensible space to satisfy a Bushfire Management Overlay (BMO);
- o Crown land is not to be utilized as an easement or as legal access; and
- o Crown land is not to be used for temporary access or storage associated with the proposal.

Avoiding damage to vegetation

- Works undertaken must not cause damage to vegetation stands to be retained.

Compliance with Standard

- The telecommunications facility must comply to the satisfaction of the responsible authority with the ARPANSA 'Radiation Protection Standard for Maximum Exposure Levels to Radiofrequency Fields – 3kHz to 300 GHz (2002)', or
- such other standard as is adopted from time to time by the Australian Communications Authority.

Redundant Facilities

- If the telecommunications facility hereby approved becomes redundant, all infrastructure associated with the telecommunication facility must be removed and the area reinstated to the satisfaction of the responsible authority.
- All works to comply with this condition must be completed within three months of the facility ceasing to operate and must be carried out at the expense of the Permit Holder.

Goulburn Murray Water Conditions

- All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).
- No buildings or works may be erected or carried out within 30 metres of the Loddon River.
- The amenity of the locality must not be adversely affected by the activity on the site, the appearance of any buildings, works or materials, emissions from the premises or in any other way, to the satisfaction of the Responsible Authority.

NOTE: Expiry of permit

This permit will expire if one of the following circumstances applies:

- The development or use is not started within two years of the date of this permit.
- The development is not completed within four years of the date of this permit. The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards if the development has not been started.

Within twelve months afterwards if the development started lawfully before the permit expired.

Ms Laura H and Mr Matt from Visionstream addressed the Council in support of the application.

Mr Phillip Hanson addressed the Council on his objection to the application.

Mr Zachary Casper addressed the Council on his objection to the application.

MOTION

No motion was moved – the item lapsed.

11. OFFICERS' REPORTS

11.1. INTERIM CHIEF EXECUTIVE OFFICER'S REPORT MR BRUCE LUCAS

It is a privilege to be asked to lead Hepburn Shire Council for a short period whilst Councillors recruit for the new CEO.

I am now into my third week in the role as Interim Chief Executive Officer and it has been an exciting period with a lot happening. I have been overwhelmed by supportive messages from staff and people outside of the organisation over the past weeks, all of which have been very much appreciated.

PROPOSED BUDGET

In my first week in the role, a special meeting of Council was held to hear from members of the public about proposed budget items. Three requests to address Council were received and these community members were given time to have their say. Council will consider all feedback, including feedback received from the Ward based consultation sessions, and put the Proposed Budget which goes to the Council meeting tonight for adoption.

ANNUAL COMMUNITY SATISFACTION SURVEY

We also received the Annual Community Satisfaction Survey results. We've had solid improvements across all areas of performance in the Community Satisfaction Survey (apart from overall direction which was one point lower than last year - summary results below). Our 2018 results reveal that the community's view of performance in the area of customer service has improved by nine points. The view of sealed local roads has also increased by nine points. Community consultation, advocacy and making decisions also increased from 2017.

I would like to acknowledge and commend the efforts of every part of our Council in achieving these results, but also acknowledge we need to continue the focus and achieve even greater improvements for our community.

2018 SUMMARY OF CORE MEASURES
 DETAILED ANALYSIS



Performance Measures	Hepburn 2018	Hepburn 2017	Small Rural 2018	State-wide 2018	Highest score	Lowest score
OVERALL PERFORMANCE	52	46	56	59	Aged 18-34 years	Aged 50-64 years
COMMUNITY CONSULTATION (Community consultation and engagement)	50	47	54	55	Creswick Ward	Birch Ward
ADVOCACY (Lobbying on behalf of the community)	51	48	53	54	Aged 18-34 years	Birch Ward, Aged 50-64 years
MAKING COMMUNITY DECISIONS (Decisions made in the interest of the community)	49	45	52	54	Aged 18-34 years	Birch Ward
SEALED LOCAL ROADS (Condition of sealed local roads)	46	37	49	53	Aged 18-34 years	Birch Ward, Aged 35-49 years
CUSTOMER SERVICE	67	58	69	70	Aged 18-34 years	Aged 50+ years
OVERALL COUNCIL DIRECTION	47	48	50	52	Aged 35-49 years, Creswick Ward	Aged 65+ years, Cameron/Holcombe/Coliban

This survey is conducted annually by JWS Research who interview a wide demographic of residents from across the Shire based on gender, age and a range of other factors.

MEETING WITH FEDERAL MEMBER FOR BALLARAT

The Mayor and I met with Catherine King to discuss priority projects and funding opportunities.

INTERNAL COMMUNICATIONS

With an organisational focus on continuous improvement and Customer Service, one of the areas I wanted to provide a fresh approach to was our internal communication with staff. The weekly "CEO Update" to staff provides a quick update on things that are happening in any given week and the longer term, and it now has a new look and feel making it easier to access and read.



CEO UPDATE

Welcome to the CEO Update.
 The CEO Update is your source of important news and information.

ALL STAFF MEETING

We held an All Staff meeting in Creswick on 7 June 2018. We have four opportunities a year to bring all of our staff together from each site across the Shire – Depot based staff, Administration & Aged & Disability Workers. These discussions are very important to ensure the corporate goals and strategic directions are fully understood and is a great opportunity to come together to hear about important issues and initiatives as well as celebrate our successes and grow as a high performing team.

I had the pleasure of presenting an All Staff award to one of our Planning Team, Nathan Aikman. The CEO Award is given to staff members who have displayed a behaviour or action which demonstrates one or more of the values of our organisation that is considered over and above their general day to day duties. Nathan spent a significant amount of time and effort in rewriting and streamlining the Planning section of the corporate website. Nathan's efforts have meant that customers can now 'self serve' and easily access information relating to planning applications and permits when it's convenient for them.



2018 VILLERS-BRETONNEUX SCHOLARSHIP

On Tuesday 12 June 2018, it was great to have Daylesford Secondary College student Lilli Bowyer present to Council about her trip to France where she attended the ANZAC Day Centenary Commemoration representing Council, Daylesford RSL and Daylesford Secondary College. Lilli spoke to Councillors about her experiences and the unique history that connects Villers-Bretonneux and Hepburn Shire. It is obvious that this experience has been life changing for her and I was filled with pride listening to her reflections.



CENTRAL HIGHLANDS REGIONAL ASSEMBLY



Last Thursday I attended the 2018 Central Highlands Regional Assembly in Ballarat. The Central Highlands Regional Partnership (one of nine Partnerships across the state), recognises that local communities are in the best position to understand the challenges and opportunities faced by their region. Once a year, Community members, local government and business representatives come together at the Regional Assembly to discuss how to help the Central Highlands region reach its full potential.

The 5 focus areas include Homelessness, Health, Energy, Digital Connectivity, Agriculture. We had an ambitious agenda including a Youth Workshop, Ag Expo, Ministerial Briefing and of course the Assembly proper. It was great to have the Premier and six Ministers attend, including Pulford, Dalidakis, Hennessy, Kairouz, Scott, and Tierney, and also Gill Callister, Secretary, DET.

I encourage you to read about the Central Highlands Regional Partnership here <http://www.rdv.vic.gov.au/regional-partnerships/central-highlands>.

WORK ON THE REX PROJECT DELAYED

Yesterday, I issued a media statement regarding a delay to The Rex project due to the need for planning permit. Works will cease at the site while the planning permit application is lodged. With the assistance of staff, I scheduled a series of briefings and communications to ensure that staff and the community were provided information regarding the issue. Staff, the cinema committee, and media were briefed separately. Frontline Council customer service and library staff were also briefed to assist with community enquiries.

OFFICERS RECOMMENDATION

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

MOTION

11.1.1. *That the Council receives the Interim Chief Executive Officer's Report for June 2018.*

Moved: Cr Don Henderson

Seconded: Cr Kate Redwood AM

Carried

Point of Order – Cr Kate Redwood AM

Too much noise from the gallery

Mayor John Cottrell ruled in favour of the point of order raised and reminded the gallery to respect the councillors and staff when they are speaking.

**11.2. APPOINTMENT OF CHIEF EXECUTIVE OFFICER
GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES**

In providing this advice to Council as the General Manager Community & Corporate Services, I Grant Schuster have no interests to disclose in this report. I do note that my role reports to the Chief Executive Officer. This report has been prepared based on advice from the CEO Recruitment Committee.

PURPOSE

The purpose of this report is for Council to consider appointment of its new Chief Executive Officer for a period of four years.

BACKGROUND

Council's previous permanent Chief Executive Officer Aaron van Egmond finished with Council on 1 June 2018.

At the 20 March 2018 Ordinary Meeting, Council appointed a CEO Recruitment Committee to progress the recruitment process.

At the 17 April 2018 Ordinary Meeting, Council appointed McArthur as the consultant to undertake the CEO recruitment process.

ISSUE/DISCUSSION

Council and the CEO Recruitment Committee have worked with the appointed consultant, McArthur, to progress key steps of the recruitment of a new Chief Executive Officer.

A preferred candidate has been identified and Council will consider formal appointment at this item.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Section 94 (1) of the *Local Government Act 1989* requires that Council must appoint a natural person to be its Chief Executive Officer. Section 94 (1A) requires that Council must make a permanent appointment as soon as is reasonably practicable after the vacancy arises. Section 94 outlines the conditions required to be met for appointment of a permanent Chief Executive Officer, including public advertising. These conditions have been met.

FINANCIAL IMPLICATIONS

The proposed employment conditions, including remuneration, are as per the contract of employment that has been provided by the CEO Recruitment Committee under separate cover to councillors.

RISK IMPLICATIONS

The risks associated with the recruitment of a new Chief Executive Officer have been managed.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

None noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Following the appointment of the CEO, Council will share further information publicly via a media release and through our Advocate page, website and Facebook page.

CONCLUSION

The recruitment and selection process for the new Chief Executive Officer has been effectively progressed and a preferred candidate has been identified.

OFFICER'S RECOMMENDATION

That Council:

11.2.1. Appoints _____(insert name)_____ as Chief Executive Officer commencing on _____(insert commencement date)____ for a period of four years in accordance with the Contract of Employment.

11.2.2. Approves the Mayor and Deputy Mayor to sign the Contract of Employment.

MOTION

That Council:

11.2.1. Appoints Mr Evan King as Chief Executive Officer commencing on 23 July 2018 for a period of four years in accordance with the Contract of Employment.

11.2.2. Approves the Mayor and Deputy Mayor to sign the Contract of Employment.

Moved: Cr Don Henderson

Seconded: Cr Sebastian Klein

Carried

ATTACHMENT 1 - EXTRACT OF CEO CONTRACT – POSITION DESCRIPTION
AND PERFORMANCE CRITERIA

Schedule 1 Position Description

POSITION TITLE:	Chief Executive Officer
DEPARTMENT:	CEO Office
CLASSIFICATION:	EO
LOCATION:	Based at Town Hall and working at all other Council locations
DATE APPROVED:	19 th June 2018

PRIMARY FUNCTION

The primary function of the Chief Executive Officer will be to effectively and efficiently lead the administration of Hepburn Shire Council. The Officer must perform the functions of the Chief Executive Officer pursuant to section 94A of the Act and have administrative charge of the Council subject to the terms of this Agreement.

POSITION OBJECTIVES

Working with the elected Council the objectives of the role of Chief Executive are:

1. **Governance:** Support good governance and Council's decision-making through the provision of leadership, insight, and accurate and timely advice based on valid reason and good judgement;
2. **Leadership:** Engaging Transformation Leadership in leading, developing and engaging the community, leadership team and staff to create a dynamic, flexible and resilient organisation that delivers results;
3. **Relationships:** Build and maintain positive, respectful and collaborative relationships with all stakeholders seeking to further the development and delivery of the vision of Council and communities;
4. **Resource Management:** Plan for and manage the financial and physical resources of Council with a focus on integration of functions, efficiency and effectiveness and alignment with community needs and aspirations;
5. **Vibrant and Healthy Communities:** Work in partnership with Council to strengthen community engagement and empower communities, supporting the sharing of knowledge and creation of local solutions to protect and enhance the environment, amenity and economy.
6. **Occupational Health & Safety:** Be accountable for ensuring a risk aware working environment that is safe and without risks to health for employees and other persons as far as is reasonably practicable

ACCOUNTABILITY AND EXTENT OF AUTHORITY

ACCOUNTABLE FOR THE ACHIEVEMENT OF THE KEY RESPONSIBILITIES OF THE ROLE BY:

- The management of the operational organisation, including the effective overall management of Council staff and their performance;
- The discharge of the responsibilities and duties in this position; and
- Authority over all decision making and functions within the Council administration - but in accord with the provision of the Act, within the constraints of Council policy, budget and other decisions of the Council, and not where there is a statutory requirement for the decision to be made by the Council



KEY RESPONSIBILITIES

1. GOVERNANCE

- 1.1 Inform and support the decision making of Council through the provision of astute, timely and honest advice and information to Council and councillors.
- 1.2 Seek to establish and maintain a strong relationship with councillors and Council based on honesty and openness.
- 1.3 Ensure a clear focus on community engagement and satisfaction in all areas of decision making and activity.
- 1.4 Support Council in the development of the Council Plan, strategic direction and annual budget that delivers on Council's and community vision and has a clear focus on integrated planning and service delivery.
- 1.5 Support and maintain effective and transparent governance through the adoption and review of appropriate practices, systems and protocols in all areas of activity.
- 1.6 Provide advice and support to Council to ensure statutory and legislative requirements are met in relation to corporate planning and reporting.
- 1.7 Report to Council regularly on achievement against strategic objectives to facilitate review and monitoring of performance.
- 1.8 Monitor, report and provide advice on issues that arise and have significant implications on the operations and sustainability of council.

2. LEADERSHIP

- 2.1 Demonstrate a transformational leadership style with a strong focus on the growth and empowerment of staff.
- 2.2 Use an effective and consistent performance management approach to delegate responsibility and maintain a culture of individual and organisational accountability.
- 2.3 Lead by example and build an organisational culture that fosters and supports collaboration, communication and a respect for democratic governance.
- 2.4 Ensure organisational commitment to and understanding of the vision of Council and the connectivity of individuals and functions in achieving this.
- 2.5 Encourage openness and collaboration across the organisation by sharing information and actively seeking and considering the views of others.
- 2.6 Create an organisational culture that encourages and supports initiative with a focus on performance improvement and community satisfaction.
- 2.7 Create a learning organisation through modelling a willingness to discuss and learn from mistakes.

3. RELATIONSHIPS

- 3.1 Undertake a consultative, open and transparent role in all relevant forums and opportunities considering diversity of views and seeking input and feedback, whilst articulating leadership insights and positions.
- 3.2 Promote effective consultation across all -areas of council to engage, understand and encourage input from all community groups at the practical and strategic level;
- 3.3 Encourage and support community participation, feedback and collaboration using a range of approaches to assist in the strengthening of communities and the ongoing improvement of services and performance;



- 3.4 Maintain strong relationships with local, federal and state governments to create opportunities for partnership and collaboration and to deliver strategic benefits for council and the community; and
- 3.5 Establish and maintain productive relationships with regional bodies, key industries and community organisations to create opportunities for partnership and collaboration and to achieve positive outcomes for Council, community, economy and environment.

4. RESOURCE MANAGEMENT

- 4.1 Show an understanding of the value of natural, human and financial resources in a diverse community and embed this within organisational practice.
- 4.2 Develop and maintain a planning and delivery framework that integrates asset planning, service planning and budget development.
- 4.3 Actively seek to develop strategies and identify and act on opportunities to continue to strengthen the financial position of Council and resilience of the organisation.
- 4.4 Regularly review the organisational structure, roles and capabilities to maintain a flexible, relevant and skilled workforce and organisation .
- 4.5 Encourage continuous improvement in all business areas seeking and rewarding innovation and initiative across the organisation.
- 4.6 Embed consideration of and practical application of environmental positive development throughout all areas of operations and activity;
- 4.7 Monitor .financial performance, with accountability maintained at all levels to ensure ongoing financial sustainability.
- 4.8 Monitor resource management performance and establish an integrated approach to measurement and reporting of usage, achievements and shortfalls.
- 4.9 Undertake asset management planning and delivery to ensure the construction, renewal and maintenance of appropriate infrastructure.

5. VIBRANT AND HEALTHY COMMUNITIES

- 5.1 Develop enhanced community engagement working collaboratively with community groups to address issues that impact the well-being of those groups and their communities
- 5.2 Work with the unique and diverse communities of the Shire to empower and support the creation of inclusive, cohesive and sustainable communities.
- 5.3 Take an active environmental leadership role through the development and implementation of policy and practice which enhances the natural environment of the Shire.
- 5.4 Lead an inclusive strategic planning process, effectively engaging communities, to develop all Council activities within a framework of social, economic and environmental sustainability.
- 5.5 Continue to strategically develop and maintain the community's assets to reduce ongoing cost and risk while improving amenity and contributing to community strengthening.
- 5.6 Undertake strategic leadership in the consideration of and response to land use planning issues, policy and legislative frameworks to ensure a sustainable future for the Shire.
- 5.7 Promote the shire and its broad range of assets at every opportunity to assist in the development and generation of new business and tourism opportunities.



5.8 Engage and work collaboratively with businesses and communities within the Shire to drive growth and strengthening of performance.

6. OCCUPATIONAL HEALTH & SAFETY

6.1 Be accountable for ensuring a risk aware working environment that is safe and without risks to health for employees and other persons as far as is reasonably practicable

6.2 Follow safe work practices, procedures, instructions and rules at all times

6.3 Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

6.4 Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.

6.5 Ensure compliance with the provisions of the Occupational Health and Safety Act and Regulations at all times.

6.6 Formally approve Council's OHS policies and procedures

6.7 Review overall organisational OHS performance

6.8 Review critical incidents reports

6.9 Review OHS performance of Managers / Coordinators

6.10 Ensure organisational compliance to OHS legislation

6.11 Use a process for managing OHS (identify, assess, control, monitor and review)

6.12 Provide adequate budget for OHS programs

6.13 Regularly discuss OHS issues at senior manager meetings

ORGANISATIONAL RELATIONSHIP

Reports to	Council
Direct Reports	Senior Management Team
Internal liaisons:	Mayor Councillors Senior staff All other staff
External liaisons	Residents Other ratepayers Businesses Community organisations Ministers and government departments Local Members of Parliament Media Visitors to Hepburn Shire Neighbouring Councils Unions Local Government Associations Professional Associations



SELECTION CRITERIA

While a broad range of skills , knowledge and competencies are required to perform successfully in the role of Chief Executive Officer as defined in this Position Description, the primary selection criteria for the role include :

- Knowledge of and experience in putting the right systems and practices in place to build accountability, resilience and deliver outcomes in a complex organisation.
- Sound understanding and capability across key areas of council function including economic development , community dynamics, environmental sustainability and good governance.
- Strategic, yet focused thinking with leaderships skills and the ability to take a 'whole of shire perspective' and translate this into priorities, activity and results.
- Proven ability to foster strong relationships, empower and work collaboratively with the diverse communities of the Shire to identify needs and deliver priorities through co-operation and mutual involvement.
- Demonstrated leadership style that develops, encourages and empowers with a focus on respect for and building the satisfaction of Council and communities.
- Understanding of the changing needs and demands of a small rural shire with a diverse and changing community.
- Relevant tertiary qualifications and experience in leadership at a senior level in a complex multidisciplinary environment.

VARIATION TO CONDITIONS OF EMPLOYMENT

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms and Conditions of Employment.

The following signatures are required to indicate understanding, agreement and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in consultation with the employee.

AUTHORISATIONS

<p>Mayor: Cr John Cottrell</p> <p>Signed _____</p> <p>Date ___/___/_____</p>	<p>Employee Name: Evan King</p> <p>Signed _____</p> <p>Date ___/___/_____</p>
<p>Manager People & Performance: Vivienne Green</p> <p>Signed _____</p> <p>Date ___/___/_____</p>	



Schedule 2 Performance Criteria

CEO Performance Review Plan & KPIs 2018-19

Introduction¹

Evaluating the CEO's performance is more than an exercise in contractual compliance. It is a significant Council activity undertaken to fulfil its responsibilities for maintaining confidence in the Shire and for ensuring the organisation's ongoing capacity to deliver value to the Municipality.

Key terms

Councillor	A member of a Council
Council	A body of councillors formally constituted and meeting regularly
Chair	Mayor
CEO	Chief Executive Officer

Before any assessment of the CEO's performance can be made, the Council and especially the Chair need to set the CEO up for success. The two most important elements here are establishing key performance indicators and regular informal conversations about performance.

Key Performance Indicators (KPIs)

KPIs are clear statements about what it will look like when the CEO is doing a good job. They provide clarity for both the CEO and Council about priorities for the organisation in the current period and over the next one, two or three years. It is important that KPIs are drafted to be Specific, Measurable, Achievable, Relevant and Time-bound.

To be effective, KPIs should:

- be developed collaboratively in partnership between the CEO and the Chair/Council drawing on input from the Council;
- articulate the most important priorities for Council, reflecting Council's strategic goals and concerns about risks facing the organisation;
- highlight both the outcomes desired as well as the way in which the CEO should achieve these outcomes;
- use language that is meaningful to the CEO, Chair, other councillors and anyone coming into any of these roles; and
- be revised on a regular basis (ideally quarterly) to reflect changes in the organisation, government policy and the environment in which the organisation operates. All revisions to be adopted by Council.

It is desirable that there be between four and six 'big-picture' KPIs for any given period, with the potential for sub-KPIs fitting in with these, if required.

¹ SSA (2011). Assessing a CEO's performance a guide for Victorian public sector boards, State Services Authority, Available at www.ssa.vic.gov.au



Regular Informal Conversations

The CEO is the operational arm of Council. As such, there needs to be a strong working relationship between the CEO and the Chair. This is a two-way relationship.

- The CEO provides advice to Council so that councillors are able to fulfil their obligations.
- Council provides advice and direction to the CEO to help the CEO achieve the outcomes in line with Council's strategic vision. Council has an additional role; that of the CEO's employer. In this capacity, Council, through the Chair, needs to provide on a regular basis feedback, mentoring support, and encouragement for participation in development activities:
- **Feedback:** To be effective feedback should be informal, provided by the Chair to the CEO on a regular basis, and focused on what is working well and what the CEO may consider doing differently.
- **Mentoring:** The CEO role can be a lonely one. One of the roles of a Chair is to, when necessary, act as a sounding board or mentor for the CEO, especially if this is the first time the person has taken on a CEO role, or is facing unusually difficult challenges.
- **Development:** No matter how confident and capable the CEO appears, every CEO needs to keep their knowledge and skills up to date. The Chair has a role to play in prompting the CEO to identify their development needs and appropriate activities to help the CEO keep up-to-date with knowledge of the sector, leadership in local government generally, and specific skills such as speaking to the media or leading in an emergency situation.

CEO Performance Plan

A performance plan is a document that records an agreement between the CEO and Chair/Council about the particular activities and outcomes that, currently, have greater importance than other CEO activities and outcomes. Council should note that the CEO performance plan:

- will not, by itself, stimulate or steer the CEO's performance;
- should not contain a detailed description of all the CEO's accountabilities;
- is not the only basis for considering the performance of the CEO - assessments of the CEO's performance should take into account the CEO's whole performance.

Assessing the CEO's performance falls within Council's responsibility for ensuring the organisation's continued capacity to deliver municipal value. Council should consider any evidence of CEO performance from two perspectives:

- what is happening now; and
- what may happen in the future if current CEO behaviours continue.



It is important that, in addition to looking at the attainment of KPIs, Council is also attentive to the following:

- How the CEO has achieved the outcomes;
- The extent to which current performance is contingent upon current circumstances;
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the municipality.

Evidence of CEO performance come from several sources, many of which the CEO themselves can and should provide to Council as part of regular reporting. These sources include:

- Achievement of key business outcomes;
- Interactions with the councillors;
- Audit and risk committee reports;
- Workforce metrics;
- Incident reports;
- The Executive team;
- Employee engagement and/or organisational culture survey results;
- Relationships;
- 360 degree survey results;
- Ad hoc and informal insights from key stakeholders.

Unacceptable CEO behaviour

When considering evidence of CEO performance, it is important that the Chair is alert to – and actively addresses – aspects of the CEO's performance (especially poor behaviours) that may not be immediately evident from the interactions the CEO has with Council or reports of operational outcomes. Certain CEO behaviours are unacceptable. Some are, or border on being, illegal if not unethical. Some will diminish the organisation's capacity for productivity or will increase organisational risks. For example, they may cause good staff to leave and make it hard to attract appropriate staff to replace them.

Council should note that individuals who behave in unacceptable ways are often very good at concealing this behaviour from those to whom they report. The following may help Council's awareness of CEO behaviours that may not, on first impression, be evident - but which will become a problem for Council sooner or later should they be allowed to continue unchecked.



Behaviour	Further investigation may be warranted if...
Illegal Fraud, theft, assault, sexual harassment, illegal discrimination or any other criminal behaviour.	<ul style="list-style-type: none">• an audit reveals inconsistencies in record keeping or the accounts.• a complaint has been made about the individual being aggressive, undertaking unwelcome sexual actions.
Bullying Repeated, unreasonable behaviour directed at an employee or group of employees that creates a risk to health and safety.	<ul style="list-style-type: none">• a complaint has been made about the individual that they have exhibited bullying behaviour.• employee engagement survey results reflect a high degree of reported or perceived bullying.• employee data reflects a high degree of stress or sick leave or staff turnover.
Dismissive of government Consistently acts in ways that contradict or undermine policy directions established by the government of the day.	<ul style="list-style-type: none">• the individual is or has been an active and vocal critic of the current government.• the individual has strong affiliations with a political party not currently in government.• the individual talks about government as if it is a barrier to be overcome, subverted or undermined.
High conflict Consistently acts in ways that create problems and disagreement, rather than solutions and agreement.	<ul style="list-style-type: none">• the individual blames others for situations;• presents arguments based on emotion;• puts others down;• has little insight into their own behaviour;• is unable to accept negative feedback.
Recklessness Consistently acts impulsively, without consideration of options, sound evidence or legislative requirements.	<ul style="list-style-type: none">• the individual is unable to provide a rational explanation for decisions they have made.
Dismissive of public sector values and measures to protect them Consistently acts in ways that show little regard for public sector values and employment principles.	<ul style="list-style-type: none">• is not familiar with or is dismissive of the organisation's values, employment principles, and measures designed to ensure employee wellbeing and confidence in the integrity of the organisation.• does not have clear or effective policies relating to equal employment opportunity, occupational health and safety, privacy, conflicts of interest, and procurement processes.



Behaviour	Further investigation may be warranted if...
<p>Inappropriate competitiveness Consistently seeks to achieve results by preventing other people or from achieving results.</p>	<ul style="list-style-type: none"> the individual seems to have no or few networks or working relationships with local government organisations. the individual uses the language of competition when talking about other agencies
<p>Rigidity Consistently promotes actions and strategies established in the past as being superior without considering their applicability to current or emerging situations.</p>	<ul style="list-style-type: none"> the individual is unable to accept the value of new ways of working.
<p>Micro-management Consistently provides staff who have been delegated responsibility for specific tasks, detailed instructions about how they must undertake these tasks.</p>	<ul style="list-style-type: none"> employee engagement survey results reflect a perceived lack of employee empowerment.
<p>Rudeness Consistently interacts with people in ways that are dismissive of their desire to communicate or contribute expertise or ideas.</p>	<ul style="list-style-type: none"> employee engagement survey results reflect a high degree of reported or perceived bullying employee data reflects a high degree of stress or sick leave or staff turnover.
<p>Disengaged or disinterested Consistently avoids taking action or accepting responsibility in respect to CEO accountabilities.</p>	<ul style="list-style-type: none"> there is little or no progress achieved on areas identified as a high priority by Council. the CEO blames others for various failures of performance.

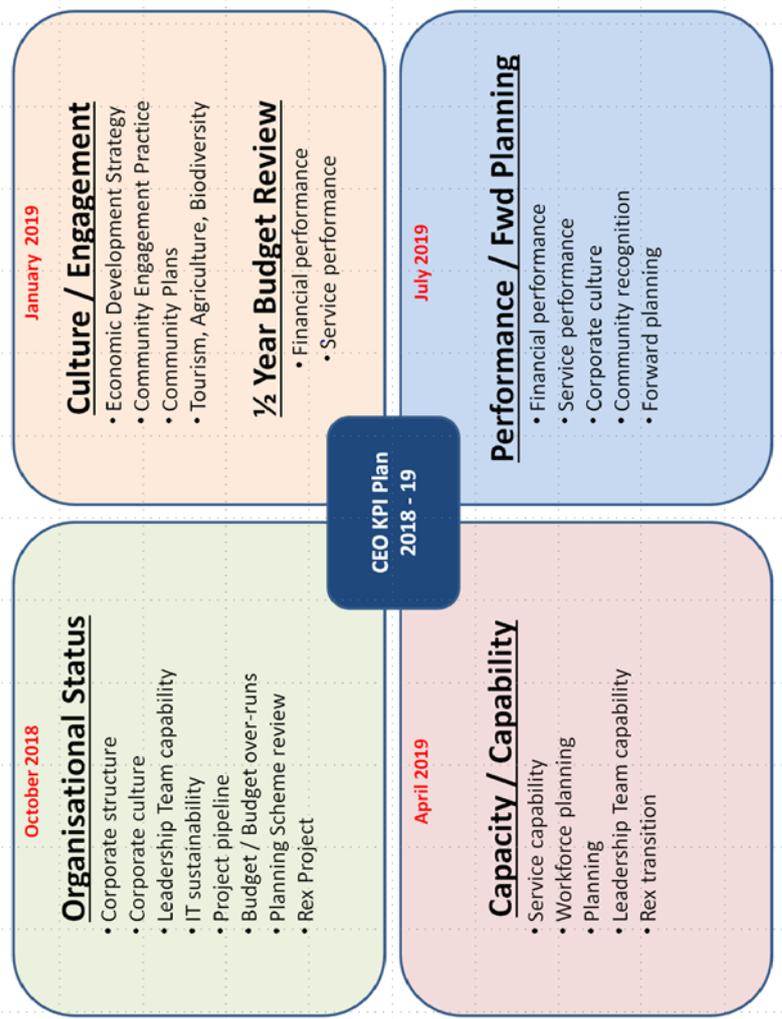
CEO Key Performance Plan 2018 – 2019

The CEO Performance Plan is divided into two components:

1. Regular Quarterly Performance Indicator presentations to councillors on key aspects of the organisation, and
2. A Year-end performance review based on specific key qualitative and quantitative indicators



Quarterly Performance Indicators



Quarterly Performance Indicators enable Council and the CEO to determine a flexible running program of key organisational, development and capability indicators.

2018 – 2019 Indicators

With transition to a new CEO mid-Q1 it is expected that much of the review period will involve broad organisational review and development programs.

Accordingly, a draft framework of quarterly performance indicators has been developed covering key aspects driving performance of the organisation – refer schematic.

Being a draft framework recognises that a new CEO will join the organisation mid-Q1 and provides flexibility to review the framework.

2018 – 2019 Year End Performance Review Indicators

The table below lists the key agreed performance areas which will be used to assess the CEO's performance during the period June 2017 to June 2018. Performance discussions at the Annual Review should be structured to reflect on where things were 12 months ago in this performance area, the current state of performance and the target future state in 12 months' time. The future state will be used alongside priorities out of the annual review to develop key performance indicators for the next review period.



Key Performance Indicators	Measures of Success	12 Months Ago	Current State	Future State
<p>1. GOVERNANCE</p>				
<p>1.1 Relationship with Council that is based on open, honest, and timely communication and responsiveness;</p> <ul style="list-style-type: none"> • By the CEO • By Officers 	<p>Councillor and CEO assessment based on experiences, and perceptions of false or misleading information given to council</p>			
<p>1.2 Revision of values to encompass and enforce:</p> <ul style="list-style-type: none"> • Accountability (to the residents & ratepayers) • Probity (honest dealing between the stakeholders) • Transparency (openness to allow validation and traceability) 	<p>Introduction of revised values Staff education on the meaning and application of revised values Promotion of revised values to community Council evidence of introduction, education and promotion of revised values</p>			
<p>1.3 Effective management of the financial assets of HSC</p>	<p>Delivery of key financial indicators against budget (less than +/- 5% variance)</p>			
<p>1.4 Support for Council's decision making</p>	<p>Councillor and CEO assessment based on experiences</p> <ul style="list-style-type: none"> • Provision of timely, sufficient and accurate briefings and reports to Council. • Quarterly reporting on budget, annual business plans, capital works and all projects in Council Plan 			



Key Performance Indicators	Measures of Success	12 Months Ago	Current State	Future State
1.5 Leading the strategic thinking, planning and direction of the organisation	Leading quarterly future focused strategic discussions with Council Completion of the Planning Scheme Review			
2. RELATIONSHIPS				
2.1 Effective Community Engagement	Demonstration of improved effective Community Engagement programs during the performance period			
2.2 Community Satisfaction	<ul style="list-style-type: none"> • Action plan presented to Council in response to 2018 Community Satisfaction Survey, and • Quarterly reporting on implementation • Positive overall trend in CSS results in 2019 			
2.3 Leading a culture where staff are engaged, achievement oriented and community focused	Positive trend in staff satisfaction survey results			
2.4 Positive relationships with: <ul style="list-style-type: none"> • Politicians • Government, Departments, Business, • Sector and Industry partnerships that deliver results for the communities of HSC	Advocacy strategy developed and acted on with monthly verbal updates to Council Measurable outcomes reported annually			



Key Performance Indicators	Measures of Success	12 Months Ago	Current State	Future State
2.5 Improved working relationship with the Audit and Risk Advisory Committee	Council evidence based on feedback from ARAC			
3. BUSINESS OPERATIONS				
3.1 Delivery of capital works program <ul style="list-style-type: none"> on time, on budget, and fully informed on activity reporting 	<ul style="list-style-type: none"> 95% projects delivered 85% capital works budget expended Council satisfaction with regularity and quality of activity & capex reporting 			
3.2 Efficiency and improvement opportunities identified and acted on	<p>Demonstrated financial savings through implementation of innovation or service reviews</p> <p>Demonstrated activity and gains in reducing waste and energy and water consumption</p>			
3.3 Identify and mitigate risks to Council and build a safety culture at HSC	<p>Implementation of 100% audit committee recommendations</p> <p>Implementation of all changes recommended through the shift in workover insurance</p>			
3.4 Organisational review	Council assessment based on LT and community feedback			



Maddocks

Key Performance Indicators	Measures of Success	12 Months Ago	Current State	Future State
4. Stretch Targets				
4.1 Revision of the Community Engagement processes, and <ul style="list-style-type: none">Evidence implementation of improved community input and feedbackEvidence of improved community acceptance in approach and outcomes	Councillor assessment based on community feedback			
4.2 Review of community strategy for zero emissions stationary energy working to a goal of carbon neutrality				
4.3 Undertake personal and professional development to continue growth as a CEO in consultation with development opportunities identified by Council	Councillor and LT assessment of ability to working through the senior leadership team. Councillor assessment of development needs			

**11.3. BUDGET 2018-19 AND STRATEGIC RESOURCE PLAN 2018-2022
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 to present the Budget 2018-19 and Strategic Resource Plan 2018-2022 for Council's consideration and adoption.

BACKGROUND

In accordance with the Local Government Act 1989, Council is required to prepare a Budget and Strategic Resource Plan for each financial year. At the Ordinary Meeting of Council on 17 April 2018, the Proposed Budget 2018/19, including the Strategic Resource Plan elements, was endorsed for public advertising to seek submissions. The advertising and submission process has been completed. The Budget 2018-19 and Strategic Resource Plan 2018-2022 now require formal adoption.

ISSUE/DISCUSSION

The budget seeks to maintain and improve services and infrastructure as well as deliver projects and services that are valued by our community, and do this within the rate increase mandated by the State Government.

The recommendations below are the formal resolutions to be passed by Council to finalise and adopt the Budget 2018-2019 and Strategic Resource Plan 2018-2022.

The Strategic Resource Plan 2018-2022 and the summary of projects in the Budget 2018-2019 are included within the updated Council Plan 2017-2021 as attached. No other changes or revisions have been made to the Council Plan 2017-2021.

Following the public consultation, minor changes have been made to the budget since the proposed budget was publicly advertised. The changes are as follows:

- Removal of the proposed Glenlyon Market Shelter project following community feedback;
- Update of financial statements and associated commentary following removal of above project;
- Listing of additional project "Oval No 2 changerooms Victoria Park Daylesford" which was included in the total capital expenditure budget but omitted from section 4.5.2 *Capital works program*;
- Update of some capital project titles to better reflect the scope of the projects; and

- Refresh of section 4.5.3 *Future year capital project contributions* to include continuing 2017-18 budget projects in addition to 2018-19 projects requiring additional Council contributions into the future.

A copy of the Budget 2018-19 is included as Attachment 2, issued under separate cover.

A copy of updated Council Plan 2017-2021 which includes the Strategic Resource Plan 2018-2022 is included as Attachment 3, issued under separate cover.

Budget Summary

The 2018-19 Budget has rates income increasing by a 2.25% or \$376,000 plus a 1.4% or \$230,000 increase in revenue from 2017-18 supplementary rates. The 1.4% increase in revenue from supplementary valuations, which arises predominantly from the rating of new buildings for the first time in 2017-18, represents the growth in Council's rate base. In addition, \$1800,000 is forecast for supplementary rates to be charged in 2018-19. This results in total revenue from rates of \$17.37 million. A further \$2.95 million will be raised from the waste management charge and kerbside collection charges.

The budgeted operating result for the 2018-19 year is a surplus of \$3.60 million, compared to a forecast surplus of \$2.44 million in 2017-18.

The adjusted underlying result for the 2018-19 year is a surplus of \$2.57 million which is an increase of \$1.60 million from the 2017-18 year. The adjusted underlying result is a measure of financial sustainability and Council's ability to achieve its service delivery objectives as it is not impacted by once off capital income items which can often mask the operating result.

Total cash and cash equivalents are forecast to increase by \$0.93 million to \$7.17 million as at 30 June 2019. Budgeted movements affecting Council's cash and cash equivalents are included in more detail within the Statement of Cash Flows.

The Budget 2018-19 includes a significant number of operational and capital projects to implement key Council strategies and plans, including:

- Walking and Cycling Strategy
- Sustainability Strategy
- Waste and Resource Recovery Strategy
- Community Planning Strategy
- Events Strategy
- Youth Strategy
- Economic Development Strategy
- Community Hub projects

Total capital works included in 2018-19 is \$10.40 million. The 2017-18 forecast capital works is \$15.58 million which includes \$2.86 million of carry forward expenditure from the 2016-17.

Differential Rates

Rate differentials have been set in the Budget in accordance with the Rating Strategy.

The rate differentials are:

Type or class of land	2017-18		2018-19		Change
	\$/ \$ CIV	Differential	\$/ \$ CIV	Differential	
General Rate	0.0040575	100%	0.003666	100%	-9.65%
Farm Rate	0.002637	65%	0.002383	65%	-9.63%
Commercial Rate	0.004707	116%	0.004253	116%	-9.65%
Industrial Rate	0.004707	116%	0.004253	116%	-9.65%
Mixed Use Rate	0.004707	116%	0.004253	116%	-9.65%
Vacant Land Rate - Township	0.005072	125%	0.004583	125%	-9.64%
Vacant Land Rate - Other	0.004058	100%	0.003666	100%	-9.66%
Trust for Nature Rate	0.002029	50%	0.001833	50%	-9.66%
Recreational Rate	0.002029	50%	0.001833	50%	-9.66%

Each class of land has increased in line with the cap imposed by the Minister for Local Government. The decrease change shown in the table above is reflective of a higher capital improve value of properties following the 2018 general revaluation.

Charges

The annual service charges are:

Type of Charge	Per Rateable Property	Per Rateable Property	Change
	2017-18 \$	2018-19 \$	
Kerbside collection (Garbage) Existing Weekly	128.00	130.00	1.6%
Kerbside collection (Garbage) New Fortnightly	108.00	110.00	1.9%
Kerbside collection (Recycling) Fortnightly	46.00	79.00	71.7%
Commercial Garbage Charge	290.00	300.00	3.4%
Waste management improved charge	118.00	130.00	10.2%
Waste management Unimproved Charge	118.00	130.00	10.2%

The kerbside collection charges and commercial garbage collection charge are service charges and only those who are provided with the service are charged.

Council also has a waste management charge which covers the costs of transfer stations and other costs associated with keeping the Shire clean and tidy. This

includes street cleaning and street litter bin collection. Council considers it equitable that this charge applies to all properties.

The 72% increase in the kerbside recycling collection charge and 10% increase in the waste management charge are due to additional expenses being incurred by Council to dispose of recyclable materials. This additional expense is due to the ban on imports of these materials imposed by China.

Capital Works Program

Council's capital works program for 2018-19 is \$10.40 million. Highlights of the capital works program are listed below. Some of these projects are subject to receiving funding from other Government sources.

- Asset Renewal Programs comprising building and structures, road resealing and resheeting, road reconstruction, road safety improvements, bridge, footpath, and kerb and channel renewals \$4.48 million
- Upgrade of Houston Street Daylesford \$200,000
- Fleet, plant and equipment acquisitions \$2.12 million
- Hepburn netball changerooms \$390,350
- Daylesford Town Hall Community Hub works \$250,000
- The Rex social enterprise café \$65,000
- Library collection renewal \$57,400
- Towards Zero sustainability strategy implementation, council facilities \$258,000
- Newlyn netball court upgrade \$150,000
- Clunes turf wicket replacement \$81,000
- Daylesford soccer rooms refurbishment additional \$60,000
- Outdoor exercise equipment \$40,000
- Jubilee Lake remedial works \$190,000
- Walking and cycling footpath and trail implementation \$414,700

Non-capital Initiatives

Operational initiatives total \$2.63 million and include the following projects. Some of these projects are subject to receiving funding from other Government sources.

- Creswick Trails Master Plan implementation \$1.7 million
- Daylesford – Hanging Rock Rail Trail \$100,000
- Implementation of youth strategy \$55,500
- Towards Zero sustainability strategy implementation, community facilities \$40,000
- Community planning implementation fund \$50,000

- White ribbon actions \$6,000
- Tree works at Newlyn recreation reserve \$50,000
- Reconciliation action plan delivery \$14,500
- Programs for 8-12-year-old children \$18,000
- Implement biodiversity strategy actions \$60,000
- Play space strategy development \$35,000

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Under Section 127 (1) of the *Local Government Act 1989*, Council has a statutory responsibility to prepare a budget each financial year. In addition, under S.130 (3) of the Act, Council must adopt the budget by 30 June each year.

Under Section 126 (3) (b) of the *Local Government Act 1989*, Council must adopt the Strategic Resource Plan not later than 30 June each year.

The budget and strategic resource plan contains the necessary statutory information required under the Local Government Act and Local Government (Planning and Reporting) Regulations 2014.

FINANCIAL IMPLICATIONS

Key financial information of the Budget 2018-19 is included above.

The budget setting process is necessary to ensure that funds are set aside to achieve the most important objectives as prioritised by Council after consulting the community. Financial implications of the budget have been considered in the Strategic Resource Plan 2018-2022.

The declaring of rates and charges will have a financial implication on each ratepayer and the capacity for Council to deliver services to the community.

RISK IMPLICATIONS

The annual budget process is a key control in mitigating and controlling financial risk.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Council appreciates the varying demographics of our Shire and has sought to keep the increase of revenue to be raised from rates and charges as low as possible, without compromising service.

Council recognises that if sufficient funds are not allocated to asset renewal then the condition of those assets will decline, along with the capacity to deliver services to the community.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Budget 2018-19 has been prepared by considering all the strategies and plans that Council has previously developed in consultation with the community.

The Proposed Budget 2018-19 and prescribed information was publicly advertised in the local newspaper seeking submissions from interested parties in accordance with Section 223 of the Local Government Act 1989.

The Proposed Budget 2018-19 was available for inspection for 30 days at Council offices in Daylesford, Creswick and Clunes, at all Hepburn Library branches and from Council's website www.hepburn.vic.gov.au

Community budget information sessions were conducted in each of the five wards of the Shire.

Any person was able to make a submission to Council on any proposal contained in the budget. There were five submissions received by Council during the Section 223 public exhibition period. A Special Council Meeting was held on Tuesday 5 June 2018 to hear the submissions received and all submissions were considered in presenting a recommendation to adopt the budget.

The final Budget 2018-19 will be placed on Council's website and copies will be made available for viewing at Council's administration offices.

CONCLUSION

The Budget 2018-19 and Strategic Resource Plan 2018-2022 include financial statements that are financially responsible and sustainable, which seek to deliver on Council's strategic objectives.

OFFICER'S RECOMMENDATION

That Council, having complied with the requirements in the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 regarding the preparation and content of the Budget for the 2018-19 financial year and the Strategic Resource Plan 2018-2022:

- 11.3.1. Determines that the Budget 2018-19, as presented to this meeting, be adopted.
- 11.3.2. Determines that the Strategic Resource Plan 2018-2022, as presented to this meeting in the updated Council Plan 2017-2021, be adopted.
- 11.3.3. Makes the following declarations in relation to the Budget 2018-19, which commences 1 July 2018:
 - Council intends to raise an amount of \$20,461,616 by general rates, and annual service charges as described within this recommendation.

- It is further declared that the general rates will be raised by the application of differential rates.
- It be recorded that Council considers that differential rates will contribute to the equitable and efficient carrying out of Council functions. The respective types or classes of land which are subject to each differential rate are those defined in the schedule to this recommendation.
- Council resolves the following rate in the dollar for each type of rate to be levied for the period 1 July 2018 to 30 June 2019.

Type or class of land 2018-19

\$\$ CIV

General Rate 0.003666

Farm Rate 0.002383

Commercial Rate 0.004253

Industrial Rate 0.004253

Mixed Use Rate 0.004253

Vacant Land Rate - Township 0.004583

Vacant Land Rate - Other 0.003666

Trust for Nature Rate 0.001833

Recreational Rate 0.001833

- Council intends to raise \$17,187,808 from the differential general rates by multiplying the capital improved value of the rateable land by the applicable rate in the dollar.
- Council resolves to levy a Waste Management Charge of \$130 for the period 1 July 2018 to 30 June 2019 on all properties. Owners of farm rated properties will only pay one charge per 'single farm enterprise'. The intended amount to be raised by this charge is \$1,400,490.
- Council resolves to levy a Kerbside Collection (Garbage) Weekly Service charge of \$130 on those residential, farm, mixed use and trust for nature properties included in the service areas for the period 1 July 2018 to 30 June 2019. The intended amount to be raised by this charge is \$694,460
- Council resolves to levy a Kerbside Collection (Garbage) Fortnightly Service charge of \$110 on those residential, farm, mixed use and trust for nature properties included in the service areas, excluding approved properties that have elected to

opt-out, for the period 1 July 2018 to 30 June 2019. The intended amount to be raised by this charge is \$195,910.

- Council resolves to levy a Commercial Garbage Collection Service charge of \$300 on those properties receiving the service for the period 1 July 2018 to 30 June 2019. The intended amount to be raised by this charge is \$72,000.
- Council resolves to levy a Kerbside Collection (Recycling) Fortnightly Service charge of \$79 on those residential, farm, mixed use and trust for nature properties included in the service areas and those other properties receiving a service, excluding approved properties that have elected to opt-out, for the period 1 July 2018 to 30 June 2019. The intended amount to be raised by this charge is \$582,783.

11.3.4. Determines that interest be charged on all overdue rates and charges in accordance with section 172 (2) of the Local Government Act 1989.

11.3.5. That pursuant to section 167 (1) of the Local Government Act 1989, Council resolves that all rates and charges levied as a result of this declaration be payable in four instalments on the dates fixed by the Minister under section 167 (2).

11.3.6. Gives public notice of the decision to adopt the Budget 2018-19.

11.3.7. Determines that a copy of the adopted Budget 2018-19 be submitted to the Minister by 30 June 2018, in accordance with section 130 (4) of the Local Government Act 1989.

MOTION

That Council, having complied with the requirements in the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 regarding the preparation and content of the Budget for the 2018-19 financial year and the Strategic Resource Plan 2018-2022:

11.3.1. *Determines that the Budget 2018-19, as presented to this meeting, be adopted.*

11.3.2. *Determines that the Strategic Resource Plan 2018-2022, as presented to this meeting in the updated Council Plan 2017-2021, be adopted.*

11.3.3. *Makes the following declarations in relation to the Budget 2018-19, which commences 1 July 2018:*

- *Council intends to raise an amount of \$20,461,616 by general rates, and annual service charges as described within this recommendation.*

- It is further declared that the general rates will be raised by the application of differential rates.
- It be recorded that Council considers that differential rates will contribute to the equitable and efficient carrying out of Council functions. The respective types or classes of land which are subject to each differential rate are those defined in the schedule to this recommendation.
- Council resolves the following rate in the dollar for each type of rate to be levied for the period 1 July 2018 to 30 June 2019.

Type or class of land	2018-19 \$/\$ CIV
General Rate	0.003666
Farm Rate	0.002383
Commercial Rate	0.004253
Industrial Rate	0.004253
Mixed Use Rate	0.004253
Vacant Land Rate - Township	0.004583
Vacant Land Rate - Other	0.003666
Trust for Nature Rate	0.001833
Recreational Rate	0.001833

- Council intends to raise \$17,187,808 from the differential general rates by multiplying the capital improved value of the rateable land by the applicable rate in the dollar.
- Council resolves to levy a Waste Management Charge of \$130 for the period 1 July 2018 to 30 June 2019 on all properties. Owners of farm rated properties will only pay one charge per 'single farm enterprise'. The intended amount to be raised by this charge is \$1,400,490.
- Council resolves to levy a Kerbside Collection (Garbage) Weekly Service charge of \$130 on those residential, farm, mixed use and trust for nature properties included in the service areas for the period 1 July 2018 to 30 June 2019. The intended amount to be raised by this charge is \$694,460
- Council resolves to levy a Kerbside Collection (Garbage) Fortnightly Service charge of \$110 on those residential, farm, mixed use and trust for nature properties included in the service areas, excluding approved properties that have elected to opt-out, for the period 1 July 2018 to 30 June 2019. The intended amount to be raised by this charge is \$195,910.

- Council resolves to levy a Commercial Garbage Collection Service charge of \$300 on those properties receiving the service for the period 1 July 2018 to 30 June 2019. The intended amount to be raised by this charge is \$72,000.
- Council resolves to levy a Kerbside Collection (Recycling) Fortnightly Service charge of \$79 on those residential, farm, mixed use and trust for nature properties included in the service areas and those other properties receiving a service, excluding approved properties that have elected to opt-out, for the period 1 July 2018 to 30 June 2019. The intended amount to be raised by this charge is \$582,783.

11.3.4. Determines that interest be charged on all overdue rates and charges in accordance with section 172 (2) of the Local Government Act 1989.

11.3.5. That pursuant to section 167 (1) of the Local Government Act 1989, Council resolves that all rates and charges levied as a result of this declaration be payable in four instalments on the dates fixed by the Minister under section 167 (2).

11.3.6. Gives public notice of the decision to adopt the Budget 2018-19.

11.3.7. Determines that a copy of the adopted Budget 2018-19 be submitted to the Minister by 30 June 2018, in accordance with section 130 (4) of the Local Government Act 1989.

Moved: Cr Kate Redwood AM

Seconded: Cr Sebastian Klein

Carried

ATTACHMENT 2 - BUDGET 2018-19 (ISSUED UNDER SEPARATE COVER)

ATTACHMENT 3 - UPDATED COUNCIL PLAN 2017-2021 INCLUDING STRATEGIC
RESOURCE PLAN 2018-2022 (ISSUED UNDER SEPARATE COVER)

11.4. **ADOPTION OF DISABILITY ACCESS AND INCLUSION PLAN 2018-2022 AND REVISED POLICY 39(C) DISABILITY ACCESS AND INCLUSION POLICY GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES**

In providing this advice to Council as the Acting Manager Aged & Disability Services, I Louisa Watts have no interests to disclose in this report.

PURPOSE

The purpose of this report is to for Council to consider adopting the Disability Access & Inclusion Plan 2018-2022 and revised Policy 39(C) Disability Access and Inclusion Policy.

BACKGROUND

The Victorian Disability Act 2006 makes it mandatory for councils to create and implement a 'Disability Action Plan'.

Council's Disability Access & Inclusion Plan 2014-16 has been reviewed and a revised Plan has been drafted. The review of Council's Disability Access and Inclusion Plan has been led by Council's Rural Access Project Worker (a State Government funded position) over the past 3 months. The Development of a new Disability Access & Inclusion Plan reflects Council's commitment to the principles of the Disability Discrimination Act (1992) and the Victorian Disability Act (2006) by seeking to provide equitable and dignified access to all Council's activities. The review of the existing plan was conducted utilising the following:

- Literature Review
- Consultation with staff, NFPs and Health & Disability Service providers
- Consultation with the broader community
- Reviewing our existing plan and identifying actions which still needed to be completed and adding new actions that are relevant and will ensure improved access and inclusion.

The draft plan was publicly advertised, as resolved by Council, with opportunity for individual and group feedback.

The key objectives within our new draft Disability Access & Inclusion Plan align with the Victorian Disability Discrimination Act (S38) objectives and the Council Plan's Strategic Objective 4.3.

ISSUE/DISCUSSION

Council's Access and Inclusion Policy - Policy 39(C) has been reviewed and updated to provide direction and guidance in recognising the principles of Access and

Inclusion and our commitment to the development and implementation of a Disability Access and Inclusion Plan.

Council's Rural Access Project Worker has been consulting and working with relevant staff to review actions from the previous plan and identify further work required to eliminate barriers preventing access and inclusion by people with a disability. This approach works toward achieving a plan which is owned by the relevant teams and provides a 'Whole of Council' approach. The plan is a four year plan (2018-2022) allowing for realistic goals and timeframes to be set and achieved.

The community has been provided with the opportunity to provide feedback on the draft plan. Four (4) community consultations were held across the Shire allowing for information provision and receipt of feedback about the new draft Plan. All feedback has been documented and included into the appendix of the draft Plan as attached.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017 - 2021:

Strategic Objective 4 – Active and Engaged communities

4. Improve community amenity and accessibility in all public places, through effective local laws review and enforcement, implementation of Access and Inclusion Plan actions and monitoring property owner's compliance with the planning scheme and heritage requirements.

Key Strategic Action:

4.3: Implement Hepburn Shire Disability Access and Inclusion Plan actions

FINANCIAL IMPLICATIONS

Each Manager/responsible officer will include the actions into their individual work plan, financial planning and budgeting processes and have included timelines to ensure all financial budgeting processes are accommodated.

RISK IMPLICATIONS

This document will greatly reduce any risk of Disability Discrimination complaints and litigation.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The social benefits to the community are many and varied. This Plan will work towards a more accessible and inclusive environment, physically and socially for people with a disability, their family, friends or carers.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The availability of the draft plan for review by the public was advertised in the Council page in local media and on the Council facebook page with links to the Council website for electronic viewing. Hard copies of the draft plan were made available at each Council customer service area or library.

There has been a variety of community consultation processes undertaken including four (4) community consultations held at Creswick, Clunes, Daylesford and Trentham allowing for information provision and receipt of feedback about the new draft Plan.

CONCLUSION

This Plan is a whole of Council Strategy that reflects the Community's rights for a more inclusive community and environment. The revised Policy clearly articulates Council's commitment to continuous improvement in access and inclusion.

OFFICER'S RECOMMENDATION

That Council:

- 11.4.1. Adopts the Hepburn Shire Disability Access and Inclusion Plan 2018-2022.
- 11.4.2. Adopts the Access and Inclusion Policy - 39(C) - 2018
- 11.4.3. Rescinds the former Access and Inclusion Policy and replaces it with the new policy on Council's website.

MOTION

That Council:

11.4.1. Adopts the Hepburn Shire Disability Access and Inclusion Plan 2018-2022.

11.4.2. Adopts the Access and Inclusion Policy - 39(C) - 2018

11.4.3. Rescinds the former Access and Inclusion Policy and replaces it with the new policy on Council's website.

Moved: Cr Kate Redwood AM

Seconded: Cr Greg May

Carried

ATTACHMENT 5 - DRAFT DISABILITY ACCESS & INCLUSION PLAN 2018 –
2022 (ISSUED UNDER SEPARATE COVER)

ATTACHMENT 6 - REVISED ACCESS AND INCLUSION POLICY 39 (C)

POLICY NUMBER:	39 (C)
NAME OF POLICY:	ACCESS and INCLUSION POLICY
DATE OF NEXT REVIEW:	August 2022
DATE APPROVED:	19 June 2018
RESPONSIBLE OFFICER:	Manager, Aged and Disability Services
REFERENCES:	Disability Discrimination Act (1992) Victorian Disability Act (2006) Equal Opportunity Act (2010) Charter of Human Rights and Responsibilities Act (2006) Hepburn Shire Council - Council Plan 2017 - 2021

Best Value Principles

Hepburn Shire Council has the responsibility to provide its ratepayers with best value, with all services provided by Council meeting the expectations in terms of quality and cost. In providing this, all services need to be accessible, responsive to the needs of the community, considerate of the natural environment and subject to continuous improvement.

To achieve the best over life outcome for Council's expenditures, which meets quality and service expectations, there will be periodic review of services against best on offer in both the public and private sectors.

All Council staff members are responsible for supporting best value principles in their normal day to day actions to ensure services are recognised by the community as delivering best value.

INTRODUCTION

Hepburn Shire Council acknowledges that people with disabilities are valuable members of our community who are entitled to equal access to services and facilities.

Hepburn Shire Council also acknowledges that it is a key planner, developer and provider of physical and social infrastructure and services and is committed to the responsibilities determined by the Disability Discrimination Act (DDA) 1992.

Accordingly, Hepburn Shire Council is committed to ensuring that all members of our community are able to fully participate in community life and access Council services. By ensuring that infrastructure and services are inclusive and accessible for all, the needs of the whole community are met including, but not limited to, people with a disability, parents with prams and older people.

SCOPE

This policy applies across all Council services and facilities. Access and inclusion is a whole of Council responsibility and applies to all business activities of Council including governance arrangements, customer service, communications, direct service provision and advocating for communities.

POLICY

1. Principles of Access and Inclusion

- Council recognises that the following principles underpin our commitment to improving and ensuring access and inclusion for the whole community
- People with disabilities have the same fundamental rights as every other citizen of Hepburn Shire
- A person with a disability is an individual first and foremost and is not defined by their disability
- People with a disability have the same right as every other resident to access services provided by Hepburn Shire Council, thus providing them with opportunities to fulfil their individual potential

- Changes to the physical and social environment, which create access and equity, are key to the inclusion of people with a disability in the community
- Quality service rests on being flexible in responding to individual needs
- Hepburn Shire Council will work towards providing accessible Council services and facilities for the entire community.

2. Access and Inclusion Plan

Council will develop and maintain a Disability Access and Inclusion Plan. This plan will contain strategies to make Hepburn Shire a more accessible and inclusive place to live, work and visit. It articulates clear ways Council can work to create a more inclusive community for people with a disability, their families and carers while helping meet its legal obligations to remove barriers to discrimination.

It identifies key actions that will be implemented to identify, reduce and eliminate barriers within the Shire and to advocate equity of access for all in our community.

Relevant Council officers will review the Disability Access and Inclusion Plan annually each February. The review will also involve feedback from community representatives about our progress and implementation.

This timeline will ensure the review aligns with the development of the Council plan and budget.

DEFINITIONS

The following terms are referred to in the policy.

Term	Definition
Council	Hepburn Shire Council
Council Staff	Includes permanent and temporary full-time and part-time council employees, and contractors and consultants while engaged by Council.

Term	Definition
DDA (1992)	<i>Disability Discrimination Act (1992)</i>
Disability	<p>As per the DDA: Disability, in relation to a person, means:</p> <ul style="list-style-type: none"> a) Total or partial loss of the person’s bodily or mental functions; or b) Total or partial loss of a part fo the body; or c) The presence in the body of organisms causing disease or illness; or d) The presence in the body of organisms capable of causing disease or illness; or e) The malfunction, malformation or disfigurement of a part of the person’s body; or f) A disorder or malfunction that result in the person learning differently from a person without the disorder or malfunction; or g) A disorder, illness or disease that affects a person’s thought processes, perception of realty, emotions or judgment or that results in disturbed behaviour; <p>And includes a disability that:</p> <ul style="list-style-type: none"> h) Presently exists; or i) Previously existed but no longer exists; or j) May exist in the future (including because of genetic disposition to that disability) or k) Is imputed to a person.

FURTHER INFORMATION

Any enquiries about the Access and Inclusion Policy should be directed to Council's Manager, Aged and Disability Services.

IMPLEMENTATION

The implementation of this policy will be supported by the establishment of an Access and Inclusion Working Group consisting of Council officers across all Departments.

The Access and Inclusion Policy and Plan will also be included within all Staff Inductions.

REVIEW

The Access and Inclusion Policy will be reviewed every 4 years or sooner if required by legislation or organisational changes.

The officer responsible for the review of this policy is the Manager Aged and Disability Services.

11.5. DAYLESFORD TOWN HALL AND POOL UPGRADES
INTERIM CHIEF EXECUTIVE OFFICER

In providing this advice to Council as the Manager Special Projects, I Kathleen Brannigan have no interests to disclose in this report.

PURPOSE

The purpose of this report is to recommend that Council endorse the Concept Plans and proceed to detailed design for the Daylesford Town Hall and Pool Upgrade project.

BACKGROUND

Prior to Council's decision to purchase The Rex for Council offices and new library, significant progress had been made on designing the Hepburn Council and Community Services Hub at the Daylesford Town Hall site. There had been extensive consultation about the previous Concept Plans as detailed in the Concept Planning Outcomes Report (July 2015) and a planning application had been submitted. In August 2016 Council committed to delivering the Hepburn Hub across The Rex and Town Hall site with the library and Council offices to be located in the Rex.

ISSUE/DISCUSSION

Key objectives of the current Daylesford Town Hall and Pool Upgrade project are to:

1. Provide access for all;
2. Support and enhance current use of the space;
3. Provide new spaces and opportunities for:
 - artists and makers
 - visitor services
 - celebrating the development of municipal government and civil society
 - community events and activities; and,
4. Increase community use and ownership of the site

This is consistent with the overall aims of the Hepburn Hub project across the Rex and the Town Hall sites.

A number of respondents took the opportunity to advocate for a heated pool which is outside the scope of this project. Other issues included:

- Concerns about pool accessibility;
- Opposition to the relocation of the Visitor Information Centre (VIC);
- Parking, including long vehicle parking, for the VIC.

There were a range of issues raised that will be addressed either during the detailed design process or in developing the operational plan for the Town Hall.

From both the user group and community feedback, some key design issues were identified which have been considered in the revision of the Concept Plans. These were:

1. Town Hall Entrance
 - Providing a covered, more prominent entrance from Vincent Street.
 - Visibility of the Visitor Information Centre
2. Plaza from Central Springs Rd
 - Increasing the width of the plaza
 - Resolving pool fencing – materials, what sections (if any) will be moveable.
3. Accessibility of 50 metre pool
 - Is it possible to provide ramp access to 50 metre pool rather than a hoist?

4. Access to toilets and change rooms outside pool season:

5. Requirement for a Changing Place.

Changing Places toilets are designed for people who cannot use standard accessible toilets. A Changing Place facility must include:

–An adult sized adjustable changing table

–A ceiling hoist

–Sufficient circulation space for up to two assistants

The access consultant who provided advice during the design process for the previous version of the Hepburn Hub at the Town Hall site had recommended a Changing Places toilet, but had noted it was not mandatory.

6. Toddler pool relocation:

There was some community feedback about relocation of the toddler pool to the green space at the back of the current 50 M pool to increase the year round use of the civic plaza.

RESPONSE TO ISSUES RAISED

Revised Concept Plans

The Concept Plans (attached) have been revised as follows:

Vincent Street Entrance:

The Vincent Street entrance is proposed as a folded canopy structure which utilises the wall adjacent to the Town Hall for increased visibility and signage. The canopy provides increased shelter to this entrance space for greater use in response to community feedback. This partially addresses Visitor Information Centre signage

requirements and these will continue to be considered during detailed design development.

Plaza from Central Springs Road

The width of the Central Springs Road entrance has been increased and the seasonal garden space extended. The steps required to move down to the pool level could potentially be used by the school groups as marshalling areas etc whilst still providing a greater amount of community space to the seasonal garden. Greater design resolution of this space will be provided during the next detailed design stage.

Accessibility of 50 metre pool

Ramp access to the 50 metre pool is preferable to a hoist system, although it will involve additional construction costs. Another option is a pool pod which allows independent access to a pool. This will be further considered during the detailed design process.

Access to toilets and change rooms outside pool season

The Accessible /Family toilet and change room at the higher level (toddler pool) provides access after-hours with the introduction of a second door. It is not feasible to have the toilet and change facilities on the lower level available when the pool is not in use.

Inclusion of a Changing Place

The Accessible /Family toilet and change room can be adapted to a Changing Place (with shower) which would need to be 3.2 x 4.4 metre. This can be achieved by reducing the store in Senior Citizens slightly, to the dashed line shown on the revised Concept Plan. The additional cost of a Changing Place is estimated at around \$25,000 and officers are seeking information about possible state government funding for a Changing Place.

RESPONSE TO OTHER FEEDBACK - NO CHANGES

Toddler pool relocation

It is not proposed to relocate the toddler pool to the green space at the back of the 50M pool due to the increased cost of around \$150,000 as well as previous community feedback about the importance of retaining this green space.

Retain Visitor Information Centre in Current Location

The relocation of the VIC to the Daylesford Town Hall has been in scope for the Hepburn Hub since planning commenced in 2013. The business case and underpinning financial model as well as the decision to proceed with the Hepburn Hub across the Rex and Town Hall sites assumes the current VIC is leased out. No change to scope in relation to the VIC is proposed.

Parking Concerns

As part of further planning for the Daylesford Town Hall and Pool Upgrades Council will consider the parking requirements including accessible, long vehicle and timed parking for visitors in Vincent and Bridport Street as well as Central Springs Road.

There were a range of other issues raised that will be addressed either during the detailed design process or in developing the operational plan for the Town Hall. The attached Daylesford Town and Pool Upgrade - Concept Planning Report contains details of the community feedback. (Attachment 8)

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

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

1.8 Implement the Hepburn Hub at The Rex and Daylesford Town Hall to deliver improved community spaces including theatre, swimming pool, library, meeting rooms and council services

FINANCIAL IMPLICATIONS

An amount of \$200,000 has been allocated to the pool facilities upgrade from the Community Sports Infrastructure Fund with a contribution of \$350,000 from Council. In addition, the 2017/18 budget includes an allocation of \$490,000 for Daylesford Town Hall upgrades (including carry forwards) with \$400,000 flagged for future years. A funding application for \$500,000 towards the project will be submitted to Regional Development Victoria by end June 2018.

The forecast operating result after savings, additional rental income and interest payments of the Hub across Daylesford Town hall and the Rex site is \$457,880 per

year. With a loan term of 10 years the net result after capital repayments and reduction in interest from cash held of \$87,300 per year (Report to Council – Hepburn Hub at The Rex including land acquisition – August 2016)

RISK IMPLICATIONS

The main risks in the project are:

- Cost over –runs due to latent conditions present at the site;
- Delays associated with planning permissions due to the heritage values of the site.

These are being managed by site investigations, engineers and other relevant experts during the detailed design process as well as the engagement of Council's heritage adviser and external heritage consultants.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Since 2013 Council has been undertaking planning and design services for the Hepburn Hub across the Daylesford Town Hall and Rex sites. This is a transformational project for Hepburn. The project seeks to improve services shire wide, integrate Council services to achieve cost savings and reduce Council's environmental impact as well as providing accessibility and increased spaces for community, events and business. Overall it will deliver improved Council services and community outcomes, will be more efficient for Council and its ratepayers and accessible to all.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

A series of meetings were held on 26 and 30 April and 2 May 2018 with members of the Public Art Panel, Hepburn U3A, a representative of Words in Winter/Spa Country Events, Visitor Information Centre staff and volunteers, Council's Customer Service Officer for the Town Hall ('hall keeper') and Daylesford Senior Citizens.

Two 'drop-in' Community Information and Consultation Sessions were held on 30 April (3.00pm and 6.00pm) at the Daylesford Town Hall. Community members were invited to provide feedback via an on-line Our Say Forum and survey or a hard copy survey. Links to the plans and the on-line survey were on Council's website, information about the plans and feedback process was published in the Advocate and copies of the Plans were available at Duke St and Daylesford Library. Feedback was received until 11 May 2018.

Around 12 people attended the drop-in sessions, 15 people completed an online Survey, 15 people contributed comments and ideas on the Our Say Forum and one email submission was received.

CONCLUSION

Endorsement of the Daylesford Town Hall and Pool Concept Plan is the next step in the delivery of the Hepburn Hub across the Rex and Town Hall sites and allows the detailed design process to commence.

OFFICER'S RECOMMENDATION

That Council:

11.5.1. Endorses the Concept Plans for the Daylesford Town Hall and Pool Upgrade project; and

11.5.2. Notes that detailed design process will now commence.

MOTION

That Council:

11.5.1. Endorses the Concept Plans for the Daylesford Town Hall and Pool Upgrade project; and

11.5.2. Notes that detailed design process will now commence.

Moved: Cr Kate Redwood AM

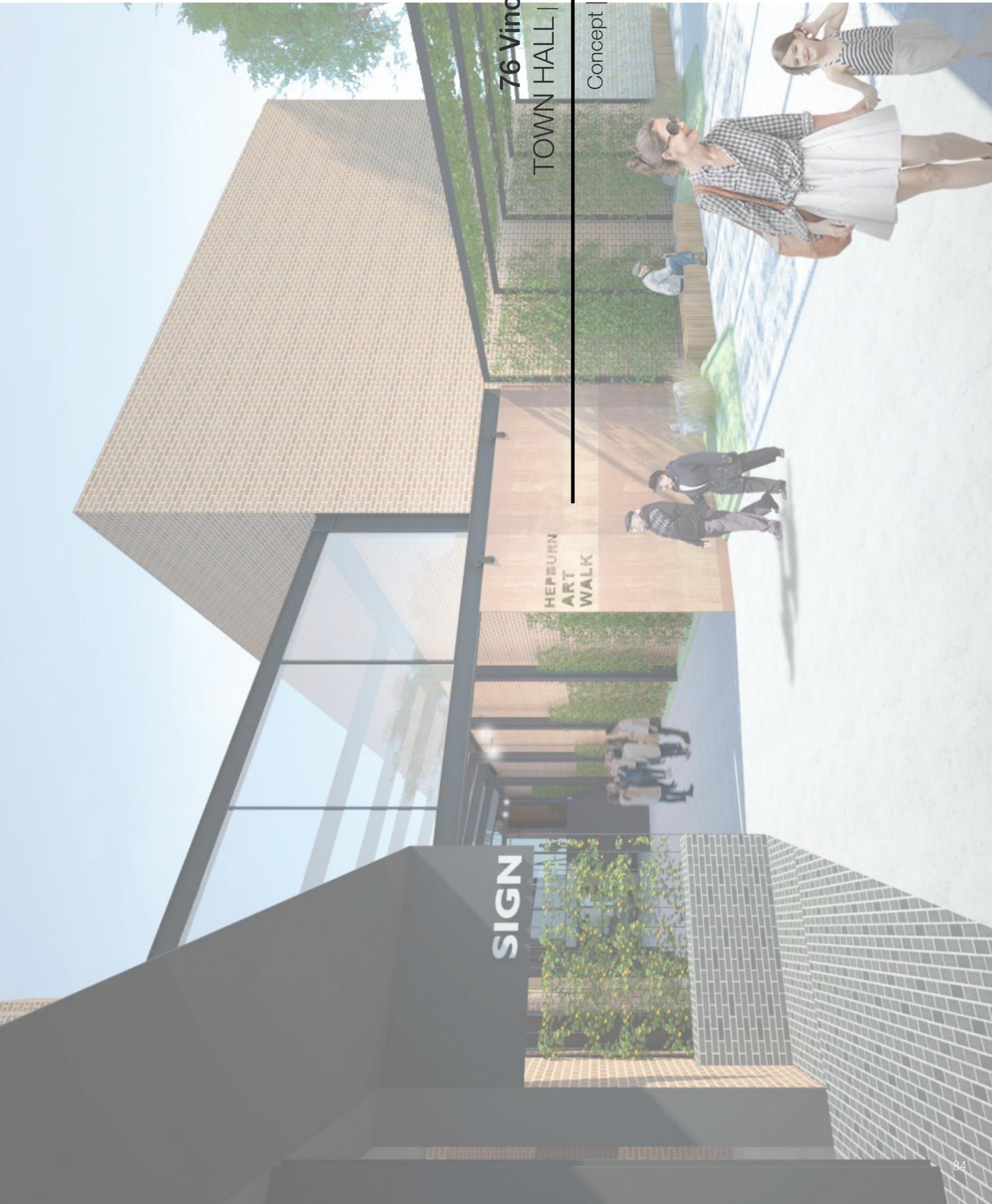
Seconded: Cr Don Henderson

Carried

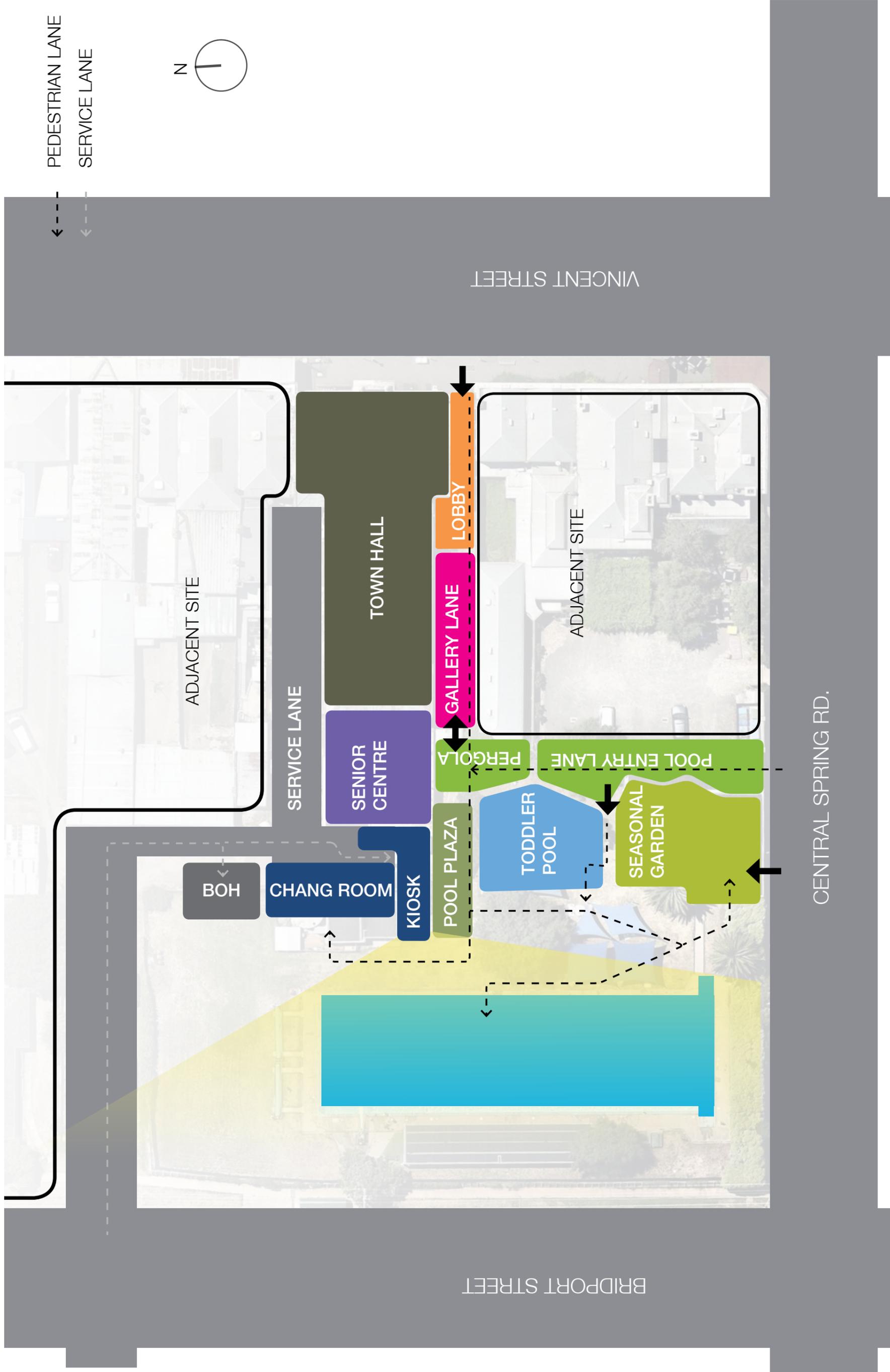
ATTACHMENT 7 - DAYLESFORD TOWN HALL AND POOL UPGRADES –
REVISED CONCEPT PLANS

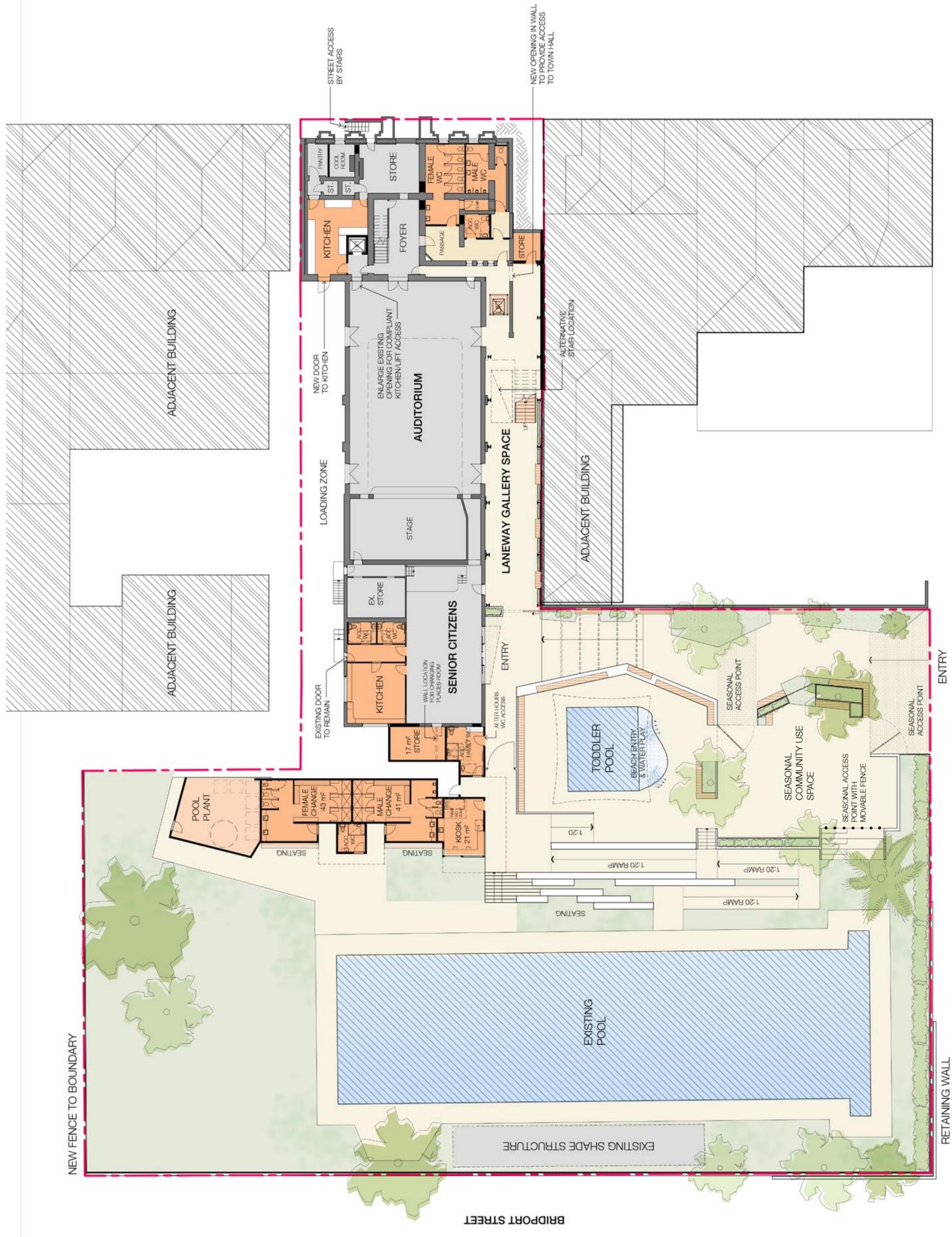
76 Vincent Street
TOWN HALL | DAYLESFORD

Concept | 08 June 2018



FUNCTION DIAGRAM



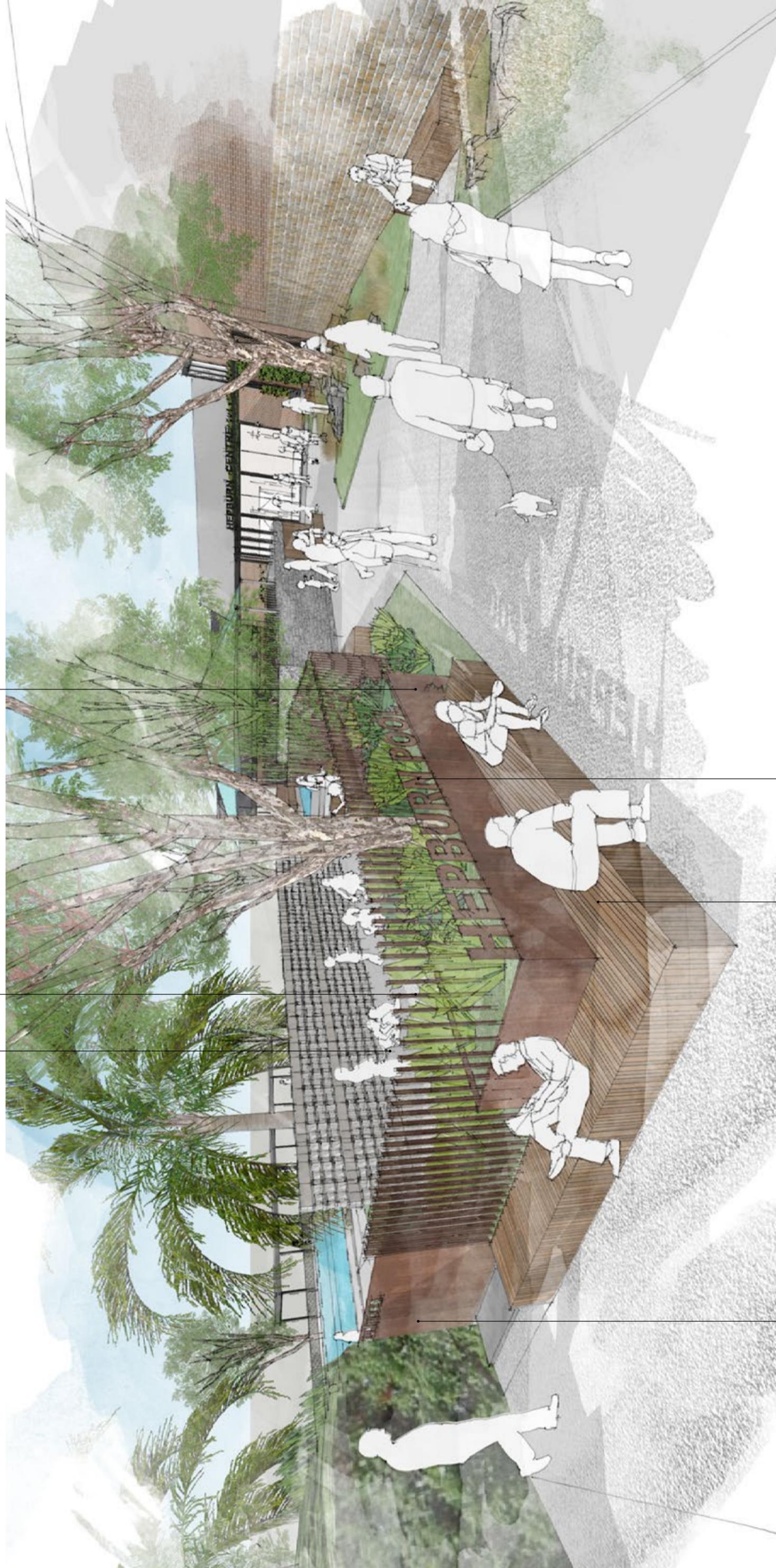


LOOK AND FEEL - ENTRY PLAZA

SEASONAL GARDEN SPACE

CORTEN STEEL FENCE

CORTEN STEEL PLANTER



CORTEN STEEL GATE

LANDSCAPED SEATING UNDER TREE CANOPY

ENTRY SIGNAGE



LOOK AND FEEL - SENIOR CITIZEN PLAZA

PERGOLA STRUCTURE
GREEN WALL



MASONRY WALL

TIMBER SEATING

SENIOR CITIZEN ENTRY AND PLAZA

TIMBER SEATING

LOOK AND FEEL - CENTRAL SPACE

BLACK STEEL CANOPY

GLAZED WIND SHIELD

SLIDING DOOR



BRICK PAVING

BREEZE BRICK WALL



LOOK AND FEEL - GALLERY LANEWAY

SPOT LIGHTING FOR ART WORKS

GLAZED ROOF

PROPOSED GLAZED LIFT

CREEPER FED BY ROOF



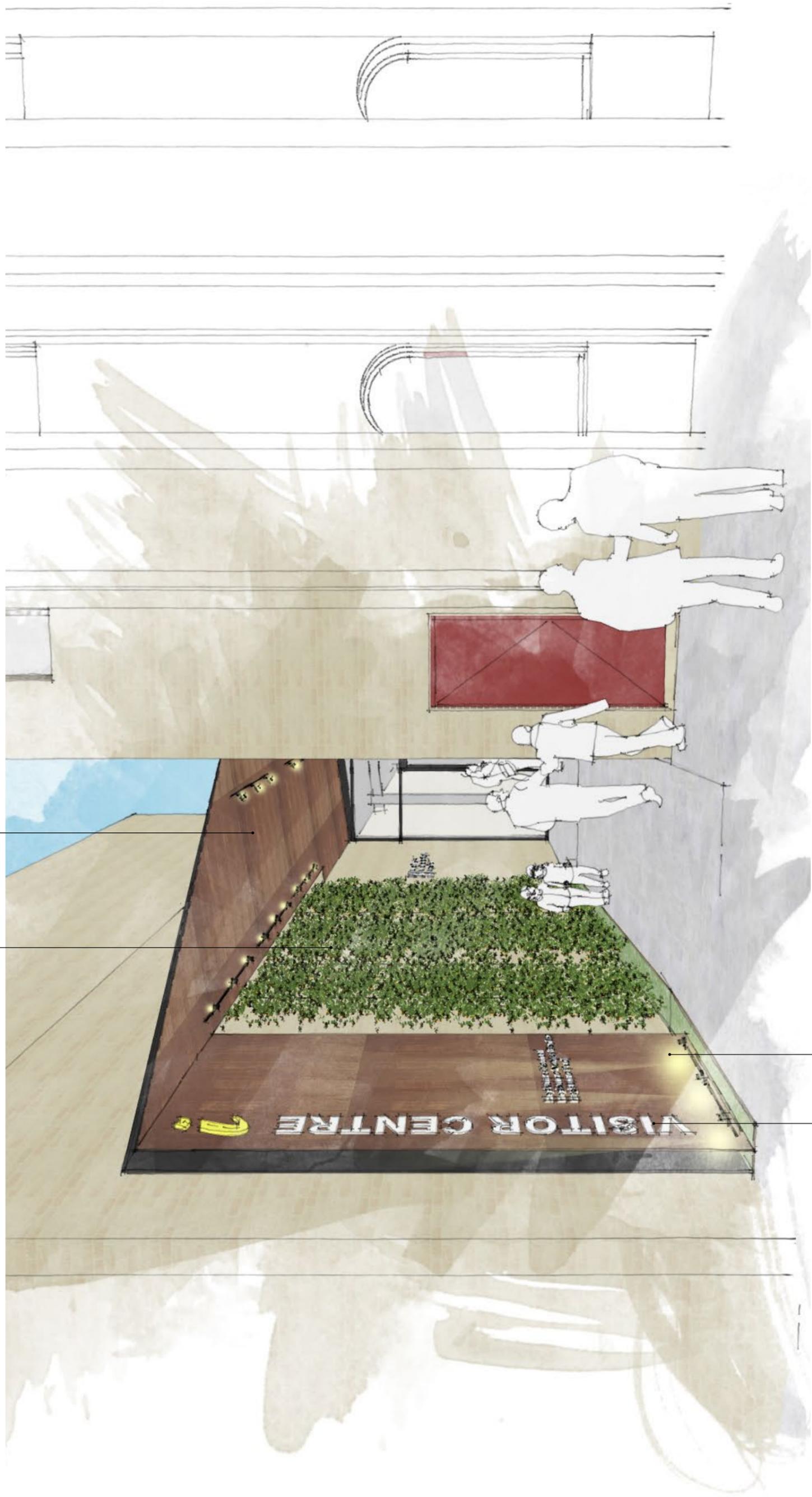
NEW PLATFORM CONNECT TO VINCENT RD.

NEW STAIR

LOOK AND FEEL - VINCENT STREET ENTRY

ENTRY CANOPY

STAINLESS STEEL WIRE WITH CREEPER



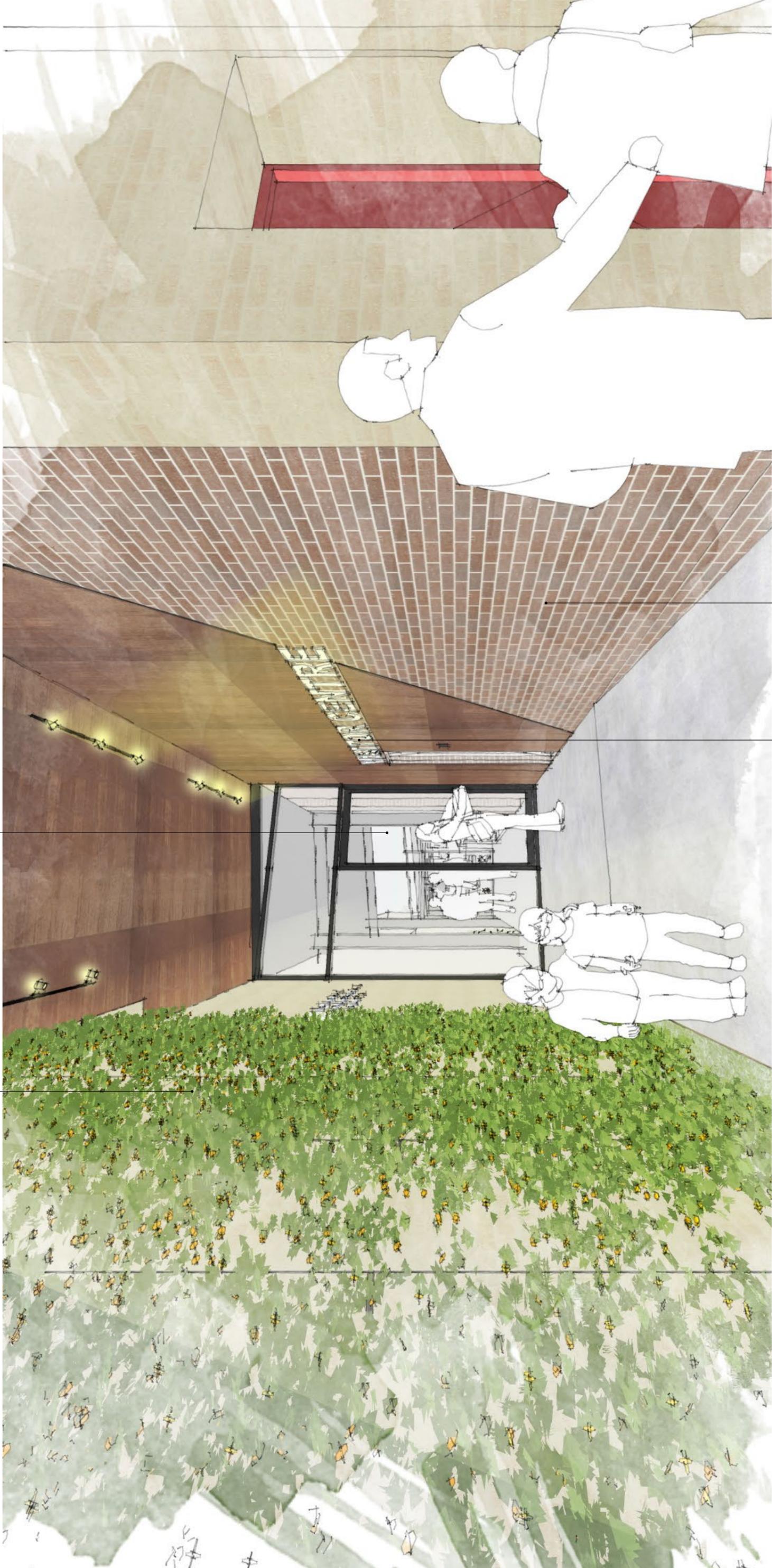
SIGNAGE

WAY FINDING LIGHTING

LOOK AND FEEL - VINCENT STREET ENTRY

CLIMBING PLANTS

GLAZED ENTRY TO LANEWAY



DISPLAY & SIGNAGE AREA

EXISTING TOWN HALL WALL

LOOK AND FEEL - POOL PLAZA

KIOSK

KIOSK CANOPY

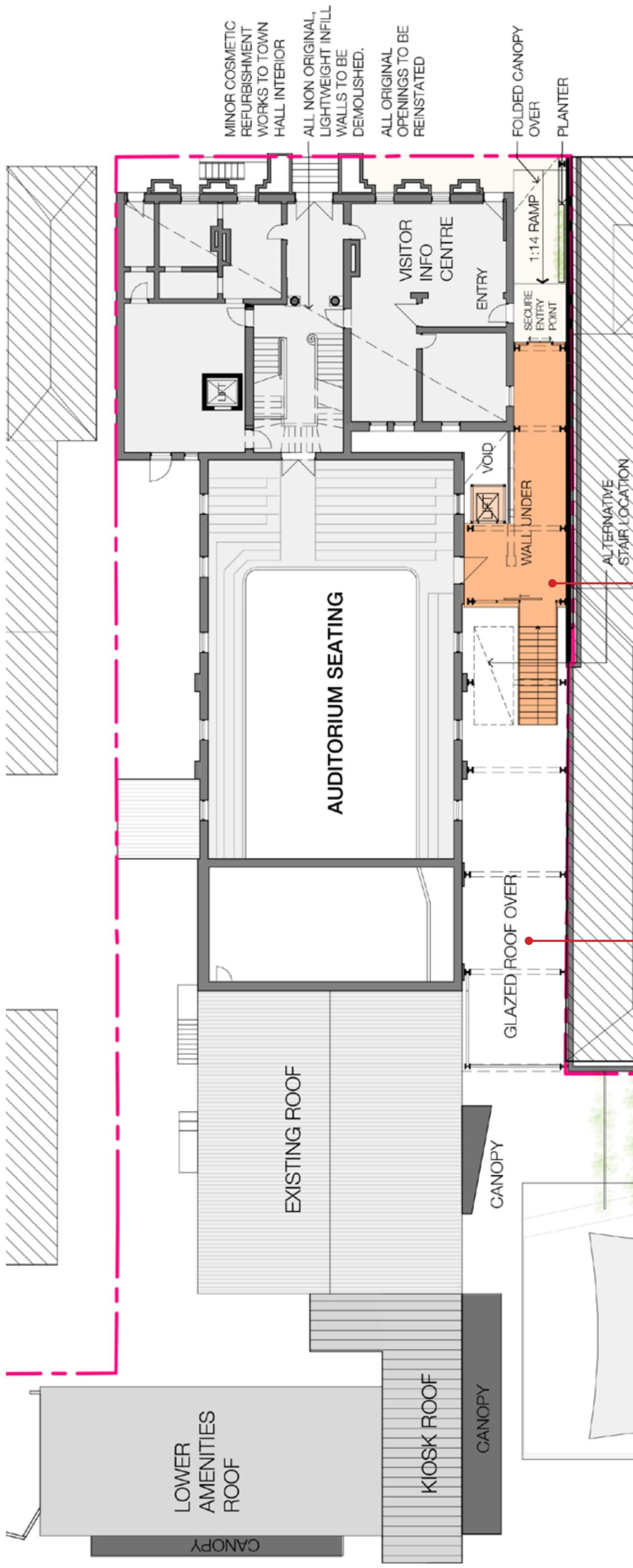
TODDLER POOL



CHANGE ROOM

LANDSCAPED SEATING AREA

REVISED GROUND FLOOR PLAN



Connecting Existing & New
Light connections of the new canopy to the existing building



Connecting Existing & New
Light connections of the new canopy to the existing building



ATTACHMENT 8 - DAYLESFORD TOWN AND POOL UPGRADE - CONCEPT
PLANNING REPORT

HEPBURN HUB – DAYLESFORD TOWN AND POOL UPGRADES

CONCEPT PLANNING OUTCOMES REPORT

JUNE 2018

INTRODUCTION

This Report provides an overview of the Daylesford Town Hall and Pool Upgrades Project – a key element of the Hepburn Council and Community Services Hub delivered across the Rex and Daylesford Town Hall sites.

PROJECT OBJECTIVES

Objectives of the current Daylesford Town Hall and Pool Upgrade project are to:

- Provide access for all
- Support and enhance current use of the space
- Provide new spaces and opportunities for:
 - artists and makers
 - visitor services
 - celebrating the development of municipal government and civil society
 - community events and activities
- Increase community use and ownership of the site

BACKGROUND

The Hepburn Community and Council Services Hub ('Hepburn Hub') project seeks to improve services shire wide and integrate Council services to achieve cost savings and reduce Council's environmental impact. Prior to Council's decision to purchase The Rex for Council offices and new library, significant progress had been made on designing the Hepburn Council and Community Services Hub at the Daylesford Town Hall site. There had been extensive consultation about the previous Concept Plans as detailed in the Concept Planning Outcomes Report (July 2015) and a planning application had been submitted.

In August 2016 Council committed to delivering the Hepburn Hub across The Rex and Town Hall site with the Daylesford library and Council offices to be located in the Rex.

CONCEPT PLANS

Consultation with stakeholders and the community about the Daylesford Town Hall and Pool Upgrade Concept Plans commenced in April 2018 with feedback received until 11 May 2018.

Stakeholder and user groups had a broad range of suggestions that will feed into the detailed design process but also identified the need for:

- Non-commercial flexible exhibition/gallery spaces for a range of arts practice.
- Adequate and secure storage for specific user groups plus storage to support use of the space e.g. chairs and tables for events.
- Parking – including accessible, long vehicle and timed parking for visitors to the Visitor Information Centre.
- Access to toilets.
- Appropriate security to support the use of the facilities in its different 'modes'.

Feedback from community members who attended the drop in sessions or commented about the Concept Plans through the "Our Say" process is summarised below.

Town Hall Gallery Laneway

The Town Hall Gallery 'laneway' was generally supported with comments that they, "*love the concept of presenting local artworks*" and that it was "*Good use of a neglected space*".

Senior Citizens Refurbishment

There was strong support for the refurbishment of what was considered the 'outdated' Senior Citizens space, including support for new accessible toilets, updated kitchen and secure storage. There was also a lot of support for improved heating.

Lower Town Hall Upgrades and entrance from Vincent Street

While the lift access from the Vincent Street entrance to the lower level of the Town Hall was supported there was feedback that there needs to be a more welcoming and weather protected entrance from Vincent Street.

New Pool facilities - Change rooms, toilets, kiosk/office, first aid

As well as comments about the pool needing to be heated there was feedback about the need for:

- A Changing Place
- Ramp entry to the 50 metre pool rather than a lifting device/hoist
- Toilets that can be used all year round

Daylesford Town Hall Refurbishment for Visitor Information Centre (VIC)

There was some support the VIC to be located in Town Hall – "*Excellent idea*" and "*I like the idea of giving the town hall more life*". Others expressed concern that it won't be inviting for visitors, "*too imposing*" and that it will increase traffic and add to parking issues in Vincent St.

Public Plaza and Pool Landscaping

There was support for the seasonal garden although a number of people commented that it was too small and proposed "*moving the toddler pool to the north end of the main pool*". There were other comments about why bother with landscaping"*when the money could be better spent on a new updated facility*".

RESPONSE TO ISSUES RAISED

Concept Plan Revisions

The revised Concept Plans have been revised as follows:

Vincent Street Entrance:

The Vincent Street entrance is proposed as a folded canopy structure which utilises the wall adjacent to the Town Hall for increased visibility and signage. The canopy provides increased shelter to this entrance space for greater use in response to community feedback. This partially addresses Visitor Information Centre signage requirements and these will continue to be considered during detailed design development.

Plaza from Central Springs Road

The width of the Central Springs Road entrance has been increased and the seasonal garden space extended. The steps required to move down to the pool level could potentially be used by the school groups as marshalling areas etc whilst still providing a greater amount of community space to the seasonal garden. Greater design resolution of this space will be provided during the next detailed design stage.

Accessibility of 50 metre pool

Ramp access to the 50 metre pool is preferable to a hoist system, although it will involve additional construction costs. Another option is a pool pod which allows independent access to a pool. This will be further considered during the detailed design process.

Access to toilets and change rooms outside pool season

The Accessible /Family toilet and change room at the higher level (toddler pool) provides access after-hours with the introduction of a second door. It is not feasible to have the toilet and change facilities on the lower level available when the pool is not in use.

Inclusion of a Changing Place

The Accessible /Family toilet and change room can be adapted to a Changing Place (with shower) which would need to be 3.2 x 4.4m. This can be achieved by reducing the store in Senior Citizens slightly, to the dashed line shown on the revised Concept Plan. The additional cost of a Changing Place is estimated at around \$25,000 and officers are seeking information about possible state government funding for a Changing Place. This will be further considered during the detailed design process.

Response to Other Feedback

Heated Pool

A heated pool is outside of the scope of the current funded Daylesford Pool upgrade project

Relocate the Toddler Pool

It is not proposed to relocate the toddler pool to the green space at the back of the 50M pool due to the increased cost of around \$150,000 as well as previous community feedback about the importance of retaining this green space.

Retain Visitor Information Centre in Current Location

The relocation of the VIC to the Daylesford Town Hall has been in scope for the Hepburn Hub since planning commenced in 2013. The business case and underpinning financial model as well as the decision to proceed with the Hepburn Hub across the Rex and Town Hall sites assumes the current VIC is leased out. No change to scope in relation to the VIC is proposed.

Parking Concerns

As part of further planning for the Daylesford Town Hall and Pool Upgrades Council will consider the parking requirements including accessible, long vehicle and timed parking for visitors in Vincent and Bridport Street as well as Central Springs Road.

There were a range of other issues raised that will be addressed either during the detailed design process or in developing the operational plan for the Town Hall.

11.6. **EXPANSION OF THE SOLAR SAVERS PROGRAM**
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 decide upon participation in a pilot phase expansion of the Solar Savers program that will involve repayment through a special rates charge on properties that nominate to be involved.

BACKGROUND

Solar Savers is a program aimed at making solar PV accessible to pensioners and low income households. Council has participated in Solar Savers previously, although at that time funding was provided by external parties. With the rollout of Hepburn Solar Bulk Buy and the Z-NET project, there has been strong interest shown from community for Council led action on emission reduction projects. In particular, interest has been shown in funding options to allow low income households to participate.

ISSUE/DISCUSSION

It is proposed that Hepburn Shire Council participates in expansion of the Solar Savers program. For this pilot, energy efficient appliances are also to be included and paired with solar PV systems.

For property owners that are eligible and choose to be involved, systems are procured through a tender process and then funded by Council. The property owner then repays the cost over 10 years through a special rates charge on the property. This method allows a combination of low interest loans for households and an acceptable rate of return for Council, offered through a secured loan which is tied to the property.

Proposed scale of this pilot phase is 25 pairs at \$9000/pair = \$225,000. This will be charged at 3.25% interest, allowing low income households to be cash flow positive from the outset, while delivering Council a greater return on investment than it currently receives for term deposits.

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.

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

FINANCIAL IMPLICATIONS

It is proposed that Council funds these loans from savings. Based on current market conditions, participation in this program will have a small net positive financial benefit to Council, compared to existing investments. Market conditions may change over time, resulting in a possible net cost to Council relative to other investments. Loan terms and interest rates will be fixed for a 10 year period.

RISK IMPLICATIONS

There is risk that households will default on their repayments, however Council will have the ability to assess and approve/reject applications. Assessment will consider a number of factors, including households' payment history with Council. Given that the program is premised on being "cash flow positive" from the outset, households should have even greater ability to cover repayments than previously.

As the loan will be linked to the property, any defaults in payments are secured and will be recouped in future.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

This project will have a net positive environmental benefit, as it will directly result in emission reductions. Given that it is program aimed at providing low income households with access to renewable energy and energy efficient appliances, the social and economic benefits will also be positive and significant.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

If approved, the program will be advertised and households will have the opportunity to apply. Applications will then be assessed based on the technical viability of the install the eligibility of the applicant. The special rates charge applied to the property will be advertised and brought to future Council meetings. Effected residents and the broader community will need to be included throughout the program as a matter of process.

CONCLUSION

Council is committed to a number of projects aimed at emission reductions. This project will deliver significant reductions, while delivering net financial returns to Council greater than current alternative investment returns. Additionally, it will

provide low income households with access to energy and emission reduction technologies and, ultimately, increased financial security and comfort.

OFFICER'S RECOMMENDATION

11.6.1. That Council resolves to proceed with participation in this Solar Savers program expansion.

MOTION

11.6.1. That Council resolves to proceed with participation in this Solar Savers program expansion.

Moved: Cr Don Henderson

Seconded: Cr Sebastian Klein

Carried

11.7. MEMORANDUM OF UNDERSTANDING BETWEEN HEPBURN SHIRE COUNCIL AND HEPBURN WIND

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 consider entering into a Memorandum of Understanding (MoU) between Hepburn Shire Council and Hepburn Community Wind Park Co-operative Ltd (t/a Hepburn Wind).

BACKGROUND

Hepburn Shire Council has been in discussion with Hepburn Wind in regard to formalising the nature of the relationship between the two organisations, particularly in relation to their common sustainability goals. The proposed MoU outlines common activities and values for achieving a common goal of 100% renewable energy and eventually zero net emissions within the Shire.

ISSUE/DISCUSSION

Council and Hepburn Wind are working collaboratively together on a number of projects at present, particularly Z-NET (including investigation of further grant options and expansion of the project) and Hepburn Solar Bulk Buy. Endorsement of this MoU would further strengthen that collaborative relationship.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

All actions which increase the potential for Hepburn Shire to achieve 100% renewable energy are in line with the Sustainable Environment Strategic Objective of the Council Plan 2017-2021:

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

Signing of this MoU has no binding legal or financial implications. Any future funding commitments may still be assessed and adopted/rejected on a case by case basis by either party.

RISK IMPLICATIONS

As this MoU is non-binding, Council is not required to commit to any specific actions. Therefore potential future risks will need to be assessed on a case specific basis and are not dependent on the signing of the MoU.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Council will consider environmental, social and economic implications for future actions related to this MoU. Given the nature of the agreement, it is envisaged that future actions relating to this MoU may inherently have a net positive impact on the above factors, but they shall always be taken into consideration nonetheless.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Z-NET Community Advisory Panel (CAP) held its first meeting on 2 June 2018. The CAP has representation from existing community sustainability groups, together with Council, Hepburn Wind, industry, agriculture and individual community members. It is envisaged that this group will provide ongoing, broad representation from the Hepburn Shire Community. Their input will help to provide continual feedback for reviewing and refining the MoU in line with Council, Hepburn Wind and community expectations. The MoU shall be routinely monitored and revised to ensure that the intentions and needs of both parties and the broader community are continually being addressed. Any significant changes shall be referred back to Council and/or Hepburn Wind for endorsement.

CONCLUSION

Endorsement of this MoU will further strengthen Council's relationships within the Shire and reputation as a leader in the sustainability sector.

OFFICER'S RECOMMENDATION

That Council:

- 11.7.1. Resolves to enter into the attached Memorandum of Understanding (MoU) with Hepburn Community Wind Park Co-operative Ltd (t/a Hepburn Wind).
- 11.7.2. Authorises the Chief Executive Officer to sign the MoU.
- 11.7.3. Reviews potential future changes to the MoU, if and when necessary.

MOTION

That Council:

11.7.1. *Resolves to enter into the attached Memorandum of Understanding (MoU) with Hepburn Community Wind Park Co-operative Ltd (t/a Hepburn Wind).*

11.7.2. *Authorises the Chief Executive Officer to sign the MoU.*

11.7.3. *Reviews potential future changes to the MoU, if and when necessary.*

Moved: Cr Kate Redwood AM

Seconded: Cr Sebastian Klein

Carried

Cr Kate Redwood AM called for a Division

For: Cr Sebastian Klein, Cr Kate Redwood AM, Cr Greg May, Cr John Cottrell

Against: Cr Don Henderson, Cr Neil Newitt

Carried

ATTACHMENT 9 - MEMORANDUM OF UNDERSTANDING – HEPBURN WIND
AND HEPBURN SHIRE COUNCIL – JUNE 2018

Memorandum of Understanding
Hepburn Shire Council
&
Hepburn Community Wind Park Co-operative Ltd

Purpose: The nature of the relationship between Hepburn Wind and Hepburn Shire Council.

How the two organisations will work collaboratively to progress shared objectives including those that are outlined in the Council Plan and other strategic plans such as the Towards Zero Emissions Roadmap and the Zero-Net Emission Transition (Z-NET) Community Roadmap

How the two organisations will communicate with each other.

Term: This MOU is for a four-year period June 2018 – 30 June 2022 to be reviewed on an annual basis

Parties: Hepburn Shire Council (Council)
Hepburn Community Wind Park Co-operative Ltd (Hepburn Wind)

Background

Hepburn Shire has a population of approximately 15,000 with five major towns across 1,470km².

Council is committed through their Council Plan to delivering a sustainable, vibrant and economically active community. The Council Plan 2017-2021 particularly outlines key strategic areas of Quality Community Infrastructure, Active and Engaged Communities, Sustainable Environment and Vibrant Economy.

In August 2017 Council endorsed a Towards Zero Emissions Roadmap which outlines the actions that will be taken in order to achieve 100% renewable energy use at Council-owned facilities. This follows through on a long-standing (2009) commitment to drive towards a completely renewable energy base across the Council organisation and the broader community.

Hepburn Wind is a community co-operative that has built Australia's first community-owned wind farm. Over 2000 people, most of whom are local, pooled \$10M to build a two turbine, 4.1 MW wind farm at Leonards Hill in Central Victoria. On average, the wind farm produces more energy than the houses in nearby Daylesford and much of the

surrounding area, one of the first examples of a town-scaled local zero-net energy project.

At the project's core is the shared desire to take constructive action against climate change and in the process directly benefit the community. The project has demonstrated that, under the right conditions, communities will overwhelmingly support renewable energy and the benefits can be spread widely throughout a community.

Hepburn Wind and the other sustainability groups in the Shire requested Council endorsement for a whole of Shire Zero-net Energy Target by 2025 during the Council planning period in 2017.

Activities to Support the Z-NET Community Roadmap and the Council Towards Zero Emissions Roadmap

In collaboration, Hepburn Wind and Hepburn Shire Council hereby:

- Declare an ambition to be the first 100% renewable Shire in Australia
- Aim to be a lighthouse community for community-owned energy facilities, demonstrating the economic and environmental benefits of locally owned and generated renewables
- Set a target of zero-net energy by 2025 for the Hepburn Shire locality, to be monitored and evaluated annually with an aspirational target of 2021

Create a forum with other key local stakeholders to guide the implementation of the Z-NET Community Roadmap

- Actively work together to progress activities to deliver this target
- Look to attract technology solutions and innovations such as energy efficiency, microgrid analysis and bulk buy programs to the Shire
- Explore the potential for a community-based investment facility in concert with other interested community groups and organisations
- Explore co-investment, energy procurement and participation in the development of local renewable energy generation facilities such as small to mid-scale solar or biomass projects

Investigate local planning guidelines that would ensure the best community and environmental benefit from any renewable energy investments in Hepburn Shire

Together, Council and Hepburn Wind will:

- Interact in a courteous and respectful manner, appreciating the differences between local government and community organisations for example by understanding and acknowledging the approval process timeframes of Council
- Maintain regular, informal officer contact to maximise opportunities for collaboration and transparency of information sharing.
- Commit to review this MOU before its end date, 30 June 2022.

- Participate in formal partnership meetings every six months to discuss areas for collaboration and to review the operation of the MOU

Exclusions to this agreement:

- This MOU does not create a legally-binding relationship and does not provide any commitment to approval of any future planning application lodged by either party of projects related to this partnership
- This MOU does not commit either party to purchase or participate in any future initiative without full consideration and approval at the appropriate level within each organisation

Reporting

Each party to this MOU is to report to Councillors annually on the achievements and performance of the MOU.

Signed for and on behalf of the Hepburn Shire Council:

_____	_____	_____
Signature of CEO	Print Name	Date
_____	_____	_____
Witness signature	Witness Name	Date

Signed for and on behalf of Hepburn Community Wind Park Co-operative Ltd:

_____	_____	_____
Signature of Manager	Print Name	Date
_____	_____	_____
Witness signature	Witness Name	Date

11.8. **TOWARDS ZERO COMMUNITY GRANTS**
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 consider allocation of funding to community projects under the Towards Zero Community Grants program (2017-2018).

BACKGROUND

The Towards Zero Community Grants fund is made available for community groups, to assist with implementing emission reduction projects. An Expression of Interest outlining the application guidelines is provided to the public, who identify potential projects for their community facilities. Council's Sustainability Officer then works with the applicants to determine which projects are the most feasible, based on their current usage and the proposed upgrades. Applications are refined and prioritised based on factors such as their viability, any co-contributions and the available budget.

Council was briefed in April about the applications and their technical/financial viability. The total value of those projects was significantly beyond the available funding, so it was suggested at that time that applicants seek further quotations and/or scope reductions.

ISSUE/DISCUSSION

Council's Sustainability Officer has been working with community groups to determine their requirements and refine the scope of their projects. The projects presented here maximise the benefits to community, based on considerations of co-funding, return on investment, available Council budget and technical viability.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Not Applicable

FINANCIAL IMPLICATIONS

Council already has an allocated budget for community grants. These projects have been assessed for their financial viability and found to be the most worthwhile options for that allocated budget.

RISK IMPLICATIONS

Applicants have been directed to the relevant pathways for implementing their projects. The Sustainability Officer has outlined possible considerations, permits, regulations etc., where applicable. Compliance with these requirements is already being worked through by applicants and shall be a requirement for the acquittal process.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The projects aim to have net positive environmental, social and economic implications. They provide environmental benefits (through emission reductions) coupled with economic and social benefits, by reducing the operating costs of these community facilities.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The community was invited to participate in the application process and have been further involved through the re-scoping stage.

CONCLUSION

It is recommended that Council resolves to fund the proposed community projects, as outlined in Attachment 10 – Towards Zero Community Grants summary – June 2018.

OFFICER'S RECOMMENDATION

That Council:

- 11.8.1. Resolves to fund the proposed projects from the Towards Zero Community Grants budget.

MOTION

That Council:

- 11.8.1. *Resolves to fund the proposed projects from the Towards Zero Community Grants budget.*

Moved: Cr Kate Redwood AM

Seconded: Cr Sebastian Klein

Carried

ATTACHMENT 10 - TOWARDS ZERO COMMUNITY GRANTS SUMMARY –
JUNE 2018

SUMMARY OF APPLICANTS' PROJECTS FOR 2017-2018 TOWARDS ZERO COMMUNITY GRANTS

Clunes Bowling Club – Solar PV system

A 5.94kW solar PV system is proposed. Key points include:

- Co-funding has been sourced from other parties
- The site location requires a VicSmart application to be lodged (because of a Heritage Overlay)
- The angle of the roof requires tilt frames to be used
- A site assessment has been performed to ensure that the structure is adequate for solar panels
- The applicant has gone to significant lengths to provide necessary approvals and documentation

Clunes Neighbourhood House – Lighting upgrade

The proposed project is to replace 43 globes with LED replacements. Key points include:

- The payback period is extremely good, due to the installer claiming subsidies for the works
- Potential future building works are proposed for the site, however after discussions with Council staff it appears that this project is still worthwhile completing

Clunes Neighbourhood House – Solar PV

A 7kW solar PV system is proposed. Key points include:

- The high energy usage and operating hours of the site make it a very good candidate for solar PV. A number of options have been suggested for location of the solar panels; the current selected location (on the tin roof at the rear of the main building) appears to be the best option
- The works are still subject to a VicSmart application and approval process

Hepburn Football Club – Lighting

The proposed project is to fit 16 LED lights around the football oval, together with associated steelwork, electrical works and components. Key points include:

- The project cost has been significantly scaled back from the original proposal, largely because the Club have committed to significant financial and in-kind contributions
- The proposed new lighting will not meet specified lighting requirements for certain activities, by itself. To address this, the Club will be including isolators to give the ability to use existing and new lighting in different combinations, based on their activities. Usage of the current lighting is commonly for partial oval lighting and illumination of the reserve after training/matches. Given the outlined recreational

activities on-site, this combined lighting approach will still allow the Club to dramatically reduce their energy usage and associated costs.

- The Club have been thoroughly consulted on the different lighting options and have selected this pathway as the most realistic, given their on-site activities, intended usage and available budget. Club representatives include trade personnel specialising in engineering and electrical/lighting works.

Hepburn Wildlife Shelter – Solar PV

A 5.6kW solar PV system is proposed. Key points include:

- The site is quite a high user of energy, primarily due to the use of space conditioning and animal cots.
- The applicant has provided proof of Registered Charity status, and has been extremely diligent in attempting to reduce their energy usage to date.

A summary of the proposed projects is given below:

Project	Funding offered	Details of works	In-kind funds + Co-funding	Cost Saving (\$/year)	ROI	Payback period (years)	tCO ₂ -e reduction (10 years)	Cost (\$/tCO ₂ -e/10 years)
Clunes Bowling Club - Solar	\$3,100	5.94 kW solar	\$2,500 + \$3,000	\$1,505	48.5%	2.1	76.0	\$-157
Clunes Neighbourhood House - Lighting	\$1,045	43 LED lights	-	\$443	42.4%	2.4	15.4	\$-220
Clunes Neighbourhood House - Solar	\$9,750 +GST	7 kW solar	-	\$2,478	25.4%	3.9	88.1	\$-170
Hepburn Football Club - Lighting	\$13,500 + GST	16 LED flood lights	\$7,572	\$2,912	21.6%	4.6	174	\$-84
Hepburn Wildlife Shelter - Solar	\$7,892	5.6kW solar	-	\$1,480	18.8%	5.3	72.5	\$-95

Total cost of all grants is \$35,287 (+ GST to registered applicants). Available budget is \$32,124 exc.GST. This is a difference of \$3,163. The Sustainability Officer recommends funding all projects, as they are viable and applicants have considerably scaled back their projects from the original applications (approximately \$52,000 of applications originally).

Budget shortfall can be taken from the 2018/2019 Towards Zero Community Grants budget, which has already been increased to reflect the high number of applications this year.

11.9. RESPONSE TO PETITION - TREE OF KNOWLEDGE

ACTING GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the Parks and Open Space Coordinator, I Mitchell Hogg have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider its response to the petition: Maintain the 'Tree of Knowledge' as tabled at the May 2018 Council meeting.

BACKGROUND

The petition was received by Council on 15 May 2018 and contains 58 signatures from the community in accordance with Local law 1. The petition requested Council to protect and maintain the 'Tree of Knowledge' located in Bourke Square, Daylesford after it was made safe by heavy pruning back in May 2015. The petition also requested the replacement of the plaque at the base of the tree.

ISSUE/DISCUSSION

In April 2015, Council undertook tree assessments and ultrasound scanning of the tree of Knowledge after it was made aware of serious and significant damage to the main trunk, the resulting report findings confirmed that the trunk was largely hollow and that the tree should be removed as it posed a significant risk to public safety.

In order to temporarily minimise the risk to public safety Council Officers made the decision to heavily prune the tree utilising the 'pollarding' method which significantly reduced the weight of the upper canopy, the total removal of the truck section has not been completed.

Council has considered a number of options for this tree including creating an artwork / carving of the trunk section at the time to more recently ongoing annual pruning / pollarding to manage epicormic growth.

Ongoing management of the remaining trunk section can be achieved with an ongoing cost impact to manage and maintain the epicormic growth, the remaining trunk section will also require regular monitoring as it increases in size due to its poor structural integrity.

To commit to this longer term management approach it is estimated to cost between \$3,000 - \$5,000 per year.

This approach does preserve the trunk section of the tree as requested by the petition, however does not provide an opportunity for a more grand tree specimen and will not achieve a shade canopy in the longer term which would be desirable in the green space adjacent to the retail area of Vincent Street.

An alternate approach could be to take a number of cuttings from the tree and grow these out until such time as a suitable propagated tree has reached a size suitable for planting in this location. This would allow for the removal of the trunk section and replacement with a new healthy Tree of Knowledge. This could be achieved with a ceremonial planting event and complete with plaque and perhaps a small interpretive sign that tells the history of the tree.

This approach can be achieved with minimal cost and establishes a more suitable tree specimen in this location.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective - Quality Community Infrastructure

Key Strategic Activity:

- 2.3 Improve the tree management including risk mitigation works and a proactive program of tree maintenance to improve the longevity, safety, amenity and canopy coverage.

FINANCIAL IMPLICATIONS

The cost associated with the arboreal works and taking a cutting/grafting of the tree can be incorporated within the Parks and Open Space tree operational budget.

RISK IMPLICATIONS

There are no specific risks associated with this report.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The removal of the tree does have a social impact in the local community and Council has invested significant effort to make the community aware of the safety concerns.

The replacement of the tree with a specimen that is taken from the original tree demonstrates the significance of the tree and the social value provided by this tree and its history.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

At the time of the initial removal works significant community engagement was undertaken. There is further opportunity to engage with the community about the

approach to allow the tree of Knowledge to live on and invite the community to a 'ceremonial planting event'.

This can include the reinstatement of the 1988 commemorative plaque and a small interpretive sign. Council can also keep the community informed through social media and media releases of propagation and intended course of action.

CONCLUSION

Council have sought the best possible outcome for the Tree of Knowledge in response to the petition, the best outcome to ensure the legacy of the current tree remains whilst eliminating the longer term management and associated risk to public safety is to propagate cuttings/grafts from the tree, remove the original tree and replant the new one.

OFFICER'S RECOMMENDATION

That Council:

- 11.9.1. Propagate and grow out up to five cuttings from the original tree until such time as a propagated tree reaches a suitable size for planting.
- 11.9.2. Agrees to maintain the existing tree section by removing the deadwood and prune excessive limbs whilst retaining the shape of the tree until the new specimen is ready for planting.
- 11.9.3. Confirms the intent to remove the remaining trunk section just prior to the new planting being scheduled.
- 11.9.4. Agrees to coordinate a ceremonial planting day for the planting of the new tree specimen.

MOTION

That Council:

- 11.9.1. Propagate and grow out up to five cuttings from the original tree until such time as a propagated tree reaches a suitable size for planting.*
- 11.9.2. Agrees to maintain the existing tree section by removing the deadwood and prune excessive limbs whilst retaining the shape of the tree until the new specimen is ready for planting.*
- 11.9.3. Confirms the intent to remove the remaining trunk section just prior to the new planting being scheduled.*
- 11.9.4. Agrees to coordinate a ceremonial planting day for the planting of the new tree specimen.*

Moved: Cr Sebastian Klein

Seconded: Cr Kate Redwood AM

Carried

11.10. LEASE OF CAMERON COURT UNITS (1-6/16 FRASER STREET, CLUNES) TO
COMMUNITY HOUSING (VIC) LTD
GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Manager Special Projects, I Kathleen Brannigan have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to enter into a lease with Community Housing (Vic) Ltd (CHVL) for management of community housing at Cameron Court, Clunes.

BACKGROUND

In April 2017, CHVL was selected to accept the transfer of nine community housing properties in Daylesford and Trentham, the management of six properties in Clunes and a development grant from Council for the construction of four new units in Clunes.

In July 2017 Council resolved to execute the Tripartite Deed of Agreement to transfer nine community housing properties in Daylesford and Trentham (CHVL) and the management of six properties in Clunes.

The Tripartite Deed divides the properties into two groups:

- Land A (Daylesford and Trentham) where title transfer will occur; and
- Land B (16 Fraser Street, Clunes) which is a management transfer only.

The Deed has been executed and the title transfer is imminent.

ISSUE/DISCUSSION

Following negotiations with CHVL a draft 25 year lease has been developed based on a template used by the Director of Housing when leasing to Registered Housing Associations. (Attachment 11)

REPAIRS, MAINTENANCE AND STRUCTURAL WORKS

Under the terms of the lease CHVL ('the tenant') is responsible for:

- Repairs, cleaning and maintenance; and
- Structural Repairs and upgrade works generally.

TENANCY SELECTION AND NOMINATION 'RIGHTS'

CHVL's State Manager and other CHVL staff met with former members of the previous Cameron Court Special Committee in September 2017 to discuss tenancy and property management matters. It was agreed that priority would be given to

applicants who have a connection to Clunes. Applicants must be eligible for social housing and be willing to have their names placed on the Victorian Housing Register

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council's intention to enter into the lease with CHVL to manage these community housing properties in Clunes was advertised in accordance with Section 190 of the Local Government Act: *Restriction on power to lease land* as the lease is for more than 10 years.

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

The lease protects Council's interests and clearly sets out rights and responsibilities. Clause 9.9 provides the tenant the opportunity to refer upgrade works not considered viable to Council ('the landlord') and provides the option to the landlord "*at its absolute discretion*" to undertake the works itself or terminate the lease.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Entering into the lease will support the continued provision of affordable rental housing for people eligible for social housing and connected to the local region.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

A Notice of Intention to lease Cameron Court, 16 Fraser Street, Clunes (six community housing properties) to Community Housing (Vic) Ltd for a period of 25 years for the continued provision of affordable rental housing for people eligible for social housing and connected to the local region was advertised in The Courier – Saturday, 12 May 2018 and The Advocate – Wednesday – 16 May 2018 with submission closing on 14 June, 2018. No submissions were received.

CONCLUSION

Entering into the lease for the Cameron Court units will complete the transfer of community housing management to CHVL and provide for effective property and tenancy management by a registered housing agency.

OFFICER'S RECOMMENDATION

That Council:

11.10.1. Grants a 25 year lease to Community Housing (Vic) Ltd (CHVL) for the management of community housing at Cameron Court, Clunes as per the attached lease.

11.10.2. Authorises the Chief Executive Officer and the Mayor to execute the lease for and on behalf of Council.

MOTION

That Council:

11.10.1. Grants a 25 year lease to Community Housing (Vic) Ltd (CHVL) for the management of community housing at Cameron Court, Clunes as per the attached lease.

11.10.2. Authorises the Chief Executive Officer and the Mayor to execute the lease for and on behalf of Council.

Moved: Cr Neil Newitt

Seconded: Cr Don Henderson

Carried

ATTACHMENT 11 - DRAFT LEASE - FRASER STREET UNITS (CAMERON
COURT) - COMMUNITY HOUSING LTD (VIC) (ISSUED UNDER SEPARATE
COVER)

11.11. NAMING AN UNNAMED ROAD BETWEEN GAMBLE STREET AND RACECOURSE ROAD TRENTHAM

GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Rates & Finance Officer, I Joelene Delpont have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider the naming of an unnamed road in Trentham following public submissions and consultation.

BACKGROUND

Council received an email from a resident in the shire, advising that she needs the road to be named prior to obtaining a building permit. The proposed road envelope has been surveyed. The resident could not find a suitable name and requested Council select one.

Map of New Road Requiring Naming



ISSUE/DISCUSSION

Research identified that Dr Gweneth Wisewould would be a suitable person to honour within the Trentham Area. Gweneth moved to Trentham in 1938, where she proceeded 'to make the little town my home and its people my heritage'. Conditions in the small settlements of the region and on the roads over the hilly terrain between them, demanded physical courage and resourcefulness. Her considerable surgical skills enabled her to deal with emergencies, whether she was obliged to operate in isolated cottages or in Trentham's tiny hospital she called her 'home from home'. She explained the singularity of her masculine apparel: 'you cannot do this work looking pretty'. Sturdily built and wrapped in an ancient greatcoat, she worked long hours and travelled tirelessly. She was loved and mourned by all in the community when she died on 20 January 1972 and is buried in the Local Trentham Cemetery.

Council advertised the proposed name 'Wisewould Land' in the Advocate as well as placing signage at the site and called for submissions from any interested persons.

Upon closing of submissions Council had received three letters in support of the name 'Wisewould Lane'.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council has followed the rules and procedures included within the Guidelines for Geographic Names 2010 Version 2, as required by the *Geographic Place Names Act 1998*.

FINANCIAL IMPLICATIONS

Council will be required to produce and install a street sign

RISK IMPLICATIONS

None Noted

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

None Noted

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Public participation was invited by an advertisement in the Hepburn Advocate, notices were placed at both ends of the unnamed road and surrounding properties were notified by letter. Community involvement was received in the initial name proposal with three people in support of the name.

CONCLUSION

Following agreement by parties concerned, "Wisewould Lane" has been recommended as the new name for this unnamed road.

OFFICER'S RECOMMENDATION

That Council:

11.11.1. Adopts the name "Wisewould Lane" for the unnamed road between Gamble Street and Racecourse Road Trentham.

11.11.2. Notifies relevant parties.

MOTION

That Council:

11.11.1. Adopts the name "Wisewould Lane" for the unnamed road between Gamble Street and Racecourse Road Trentham.

11.11.2. Notifies relevant parties.

Moved: Cr Sebastian Klein

Seconded: Cr Don Henderson

Carried

11.12. **LIABILITY MUTUAL INSURANCE SCHEME (PUBLIC AND PRODUCTS LIABILITY INSURANCE AND PROFESSIONAL INDEMNITY INSURANCE) RENEWAL 2018-2019**

ACTING GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the Manager Strategic Asset Management, I Steve Millard have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to approve the renewal of Council's Liability Mutual Insurance for 2018-2019 through MAV Insurance.

BACKGROUND

Under section 76A of the *Local Government Act 1989* ('Act'), Council is required to hold both public and products liability insurance and professional indemnity insurance. Council complies with this requirement by participating in the Liability Mutual Insurance Scheme approved by the Minister for Local Government (section 76A (2) of the Act) administered by MAV Insurance.

Broadly, these insurances cover Council in the event of claims by third parties for injury (including death), damages or other losses that may be suffered as a result of Council's negligence or breach of its duty of care.

ISSUE/DISCUSSION

Council has received a Renewal Proposal from MAV Insurance for 2018-2019. Proposal documentation has been completed and returned to MAV Insurance in order to determine premiums.

Under the Scheme, all participating councils are covered for \$400m public and products liability and \$300m for professional indemnity.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

As the Minister for Local Government has approved participation by Victorian councils in a mutual liability scheme, Council is not required to tender for this service under section 186 of the Act even though the premium will exceed \$150,000.

FINANCIAL IMPLICATIONS

The premium for these classes of insurance for 2018-2019 has not yet been determined by MAV Insurance. However, based on Council's claims history for 2017-2018, preliminary advice received from MAV Insurance indicates that Council's anticipated premium increase over its 2017-2018 premium will be approximately 1-

2%. This level of increase will be in line with the overall Scheme movements for all members. Council's 2017-2018 premium was \$167,593 (excluding GST). A 1-2% (change \$ amounts if other than 1-2%) increase will equate to an annual premium for 2018-2019 of between \$169,300 and \$171,000 (excluding GST).

However, as major claims prior to 30 June by Scheme members can have an immediate impact on premiums for the ensuing year, it is recommended that Council approves payment up to a 5% increase (\$176,000 excluding GST).

Council officers will advise Councillors by email of the final premium once MAV Insurance has determined same.

RISK IMPLICATIONS

Insurance is considered to be essential for the prudent management of Council's affairs and is a primary control in relation to the mitigation of many risk items on Council's Risk Register.

Major claims under these classes of insurance may run to several millions of dollars.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

No environmental/social/economic implications noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

No community or stakeholder engagement required nor undertaken.

CONCLUSION

It is a statutory requirement for all Victorian councils to take out and maintain public and products liability insurance and professional indemnity insurance in order to protect the financial interests of the community.

OFFICER'S RECOMMENDATION

That Council resolves to authorise the Chief Executive Officer to:

- 11.12.1. Place Council's public and products insurance and public liability insurance with MAV Insurance for the period 2018-2019; and
- 11.12.2. Approve payment of the premium for public and products liability insurance and professional indemnity insurance for 2018-2019 for an amount up to \$176,000 excluding GST.

MOTION

11.12.1. *That Council defers the matter one cycle until the premiums are advised.*

Moved: Cr Don Henderson

Seconded: Cr Sebastian Klein

Carried

11.13. 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, as 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
17/04/2018	Trentham Neighborhood Centre	Councillor/CEO Meeting
1/5/2018	Council Chamber Daylesford	Council Briefing
15/5/2018	Council Chamber Daylesford	Pre-Council Meeting Briefing

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Local Government Act 1989, Section 80A

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

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

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

Information provided for noting.

OFFICER'S RECOMMENDATION

11.13.1 That Council receives and notes the Records of Assemblies of Councillors for the month of May 2018.

MOTION

11.13.1. That Council receives and notes the Records of Assemblies of Councillors for the month of May 2018.

Moved: Cr Neil Newitt

Seconded: Cr Sebastian Klein

Carried

ATTACHMENT 12 - RECORDS OF ASSEMBLIES OF COUNCILLORS

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor/CEO Meeting
 Date: 17 April 2018
 Time: 2:00 – 3:30pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other – Trentham Neighbourhood Centre

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 checked="" type="checkbox"/> Cr Fiona Robson |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | |

Members of Council Staff present:

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

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature: _____



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

COUNCILLOR & CEO MEETING

Tuesday 17-04-2018

Trentham Neighbourhood Centre, Trentham

2:00 - 3:30PM

PRESENT: Councillors John Cottrell, Don Henderson, Greg May, Kate Redwood AM, Fiona Robson, Neil Newitt, CEO Aaron van Egmond

CHAIR: Councillor John Cottrell

APOLOGIES:

No.	Time	Agenda Item	Presenter
1.	2:00pm	Relevant items for discussion following Councillor only time	Cr John Cottrell
2.		Future for Hepburn Shire Recycling	Cr Kate Redwood AM
3.		CEO Caretaker Period	Cr Cottrell
4.		REX Layout	Cr Cottrell
5.		24 th April CEO Presentation	Cr Cottrell
6.		Update on the Waste-to-energy Anaerobic digester project	Cr Sebastian Klein
7.		MAV State Council	Aaron van Egmond
8.		CEO Vehicle	Aaron van Egmond
9.		Organisational Structure	Aaron van Egmond

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, 1 May 2018
 Time: 11:00am – 4:00pm

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

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 checked="" type="checkbox"/> Cr Fiona Robson |
| <input checked="" type="checkbox"/> Cr Sebastian Klein (arrived at 12 noon) | |

Members of Council Staff present:

- | | |
|---|---|
| <input checked="" type="checkbox"/> CEO Aaron van Egmond | <input checked="" type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> GM Community and Corporate Services
Grant Schuster | Manager Special Projects Kathleen Brannigan,
Manager Development and Community Safety
Justin Fiddes, Manager Strategic Asset
Management Steve Millard, Statutory Planner
Alan Todd, Manager Community & Economic
Development Amanda Western. |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Nil	

Matters Considered:

Agenda Attached & External Presentation from Kronos Australia & Victorian State Government in relation to Business Proposal

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: Grant Schuster

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

▶ COUNCILLOR BRIEFING AGENDA
TUESDDAY 1 MAY 2018

Tuesday 1 May 2018
Council Chamber, Daylesford Town Hall
10:00 am – 2:15pm

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	Aaron van Egmond – Chief Executive Officer Grant Schuster – GM Community and Corporate Services Bruce Lucas – GM Infrastructure

CHAIR: Mayor John Cottrell

APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.	10.00am	Presentation	Audit and Risk Advisory Committee Annual Presentation to Council	External Presenters	3
2.	10.45am	Discussion	Councillor 'Burning Issues' Discussion	GM Community and Corporate Services	20
3.	11.00am	Report	Trentham Hub Postal Survey Draft Approach	GM Community and Corporate Services	21
4.	11.30am	Report	Council Plan 2017-21 Annual Review and Strategic Indicators	GM Community and Corporate Services	25
5.	12.00pm	Workshop	Hepburn Planning Scheme Review – Councillor Workshop	Manager Development and Community Safety	67

► COUNCILLOR BRIEFING AGENDA
TUESDDAY 1 MAY 2018

No	Time	Type	Agenda Item	Presenter	Page No
	12.30pm		LUNCH		
6.	1.00pm	Report	Lease Between Hepburn Shire Council and Community Housing (Vic) Ltd – Cameron Court Units (1-6/16 Fraser Street, Clunes)	Manager Special Projects	68
7.	1.15pm	Report	Hepburn Streetscape Implementation	GM Infrastructure	103
8.	1.30pm	Report	Planning Application - Development of four two storey dwellings and alteration of vehicle access To A Rdz1, 133 Vincent Street, Daylesford	Planning Officer	104
9.	1.45pm	Report	Daylesford Holiday Park- Proposal for Permanent Residents – DVHP Pty Ltd	Manager Strategic Asset Management	117
10.	2.00pm	Report	Proposed New Leases for Telecommunication Facilities - NBN Co Limited (Basin Reserve, Ballan-Daylesford Road, Daylesford) and Vodafone Network Pty Ltd (10 Albert Street, Daylesford)	Manager Strategic Asset Management	119
	2.15pm		CLOSE OF MEETING		

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, 15 May 2018

Time: 3:30pm – 5:25pm

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

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 checked="" type="checkbox"/> Cr Fiona Robson |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | |

Members of Council Staff present:

- | | |
|---|--|
| <input checked="" type="checkbox"/> CEO Aaron van Egmond | <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, Manager Strategic Project
Delivery Carl Telfar |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Cr Sebastian Klein	3:53pm – 4:00pm, 5:00pm-5:10pm

Matters Considered: Council Meeting Agenda Tuesday, 15 May 2018

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: *Grant Schuster*

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

12. COUNCIL SPECIAL COMMITTEES (SECTION 86)

12.1. MINUTES OF SPECIAL COMMITTEES (SECTION 86)

GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

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

BACKGROUND

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

ISSUE/DISCUSSION

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

- Lee Medlyn Home of Bottles Special Committee – 19-2-2018
- Creswick Museum Special Committee – 5-3-2018
- Creswick Museum Special Committee – 9-4-2018
- Lyonville Hall Special Committee – 15-5-2018
- Lee Medlyn Home of Bottles Special Committee – 21-5-2018
- Drummond Hall Special Committee – 25-5-2018

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

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

- Lee Medlyn Home of Bottles Special Committee – 19-2-2018
- Creswick Museum Special Committee – 5-3-2018
- Creswick Museum Special Committee – 9-4-2018
- Lyonville Hall Special Committee – 15-5-2018
- Lee Medlyn Home of Bottles Special Committee – 21-5-2018
- Drummond Hall Special Committee – 25-5-2018

MOTION

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

- *Lee Medlyn Home of Bottles Special Committee – 19-2-2018*
- *Creswick Museum Special Committee – 5-3-2018*
- *Creswick Museum Special Committee – 9-4-2018*
- *Lyonville Hall Special Committee – 15-5-2018*
- *Lee Medlyn Home of Bottles Special Committee – 21-5-2018*
- *Drummond Hall Special Committee – 25-5-2018*

Moved: Cr Greg May

Seconded: Cr Neil Newitt

Carried

13. COUNCIL ADVISORY COMMITTEES

13.1. RECOMMENDATION FROM AUDIT AND RISK ADVISORY COMMITTEE TO COUNCIL – INTERNAL AUDIT ON THE REX GENERAL MANAGER CORPORATE AND COMMUNITY 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 advice from the last meeting of the Audit and Risk Advisory Committee held on 12 June 2018.

BACKGROUND

At the meeting of the Audit and Risk Advisory Committee held on 28 May 2018, the Committee passed the following resolution with regards to The Rex Major Project:

8.2.2. Recommends the completion of an additional internal audit project focused on the completion of the construction of the Rex in late 2018

ISSUE/DISCUSSION

On 12 June 2018, the Committee held a special meeting and passed the following resolution:

That the Audit and Risk Advisory Committee:

- 4.1.1. Recommends that an internal audit project on the Rex Construction be commenced in two stages, from inception until the end of May 2018 and then progressive until completion, which covers the project's financial, risk management, compliance and outcome progress.*
- 4.1.2. Recommends that the Interim CEO provides to the Committee and Council an urgent update on the financial costs to date and any issues with the project.*
- 4.1.3. Recommends the internal audit scope be developed by the Interim CEO in consultation with the Audit and Risk Advisory Committee.*
- 4.1.4. Recommends that the internal audit project cost is included in the Hepburn Hub/ Rex Project budget.*

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

The Committee have recommended that the cost of the additional internal audit project be included within the Hepburn Hub/Rex project budget.

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

An internal audit, once completed, will assist Council and the community having confidence in the project's aims being met and understand if there are any opportunities for improvement with future projects.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are four independent external community members on the committee.

CONCLUSION

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

COMMITTEE RECOMMENDATION

That Council:

- 13.1.1. Undertakes an internal audit project on the Rex Construction be commenced in two stages, from inception until the end of May 2018 and then progressive until completion, which covers the project's financial, risk management, compliance and outcome progress.
- 13.1.2. Requests the Interim CEO provides to the Committee and Council an urgent update on the financial costs to date and any issues with the project.
- 13.1.3. Resolves that the internal audit scope be developed by the Interim CEO in consultation with the Audit and Risk Advisory Committee.
- 13.1.4. Determines that the internal audit project cost is included in the Hepburn Hub/ Rex Project budget.

MOTION

That Council:

- 13.1.1. Receives and notes the report of the Audit and risk Advisory Committee.*
- 13.1.2. Conducts an audit of the Rex / Hepburn Hub project be commenced in two stages, from inception until the end of May 2018 and then progressive until completion, which covers the project's financial, risk management, compliance and outcome progress.*
- 13.1.3. The Interim CEO or CEO provides to the Audit and Risk Advisory Committee and Council an update on the financial costs to date and any issues with the project.*
- 13.1.4. That the audit scope be developed by the Interim CEO or CEO in consultation with the Audit and Risk Advisory Committee.*
- 13.1.5. That the audit cost is included in the Hepburn Hub/ Rex Project budget.*
- 13.1.6. That the full results be reported to the Audit and Risk Advisory Committee and Council*
- 13.1.7. That the Audit and Risk Advisory Committee discloses all findings to Council.*

Moved: Cr Don Henderson

Seconded: Cr Kate Redwood AM

Carried

**13.2. 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 – 28-05-2018
- Audit and Risk Advisory Committee – 12-06-2018

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

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes have been provided for noting.

OFFICER'S RECOMMENDATION

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

- Audit and Risk Advisory Committee – 28-05-2018
- Audit and Risk Advisory Committee – 12-06-2018

MOTION

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

- *Audit and Risk Advisory Committee – 28-05-2018*
- *Audit and Risk Advisory Committee – 12-06-2018*

Moved: Cr Sebastian Klein

Seconded: Cr Kate Redwood AM

Carried

ATTACHMENT 13 - PUBLIC MINUTES – AUDIT AND RISK ADVISORY
COMMITTEE – 28 MAY 2018 (ISSUED UNDER SEPARATE COVER)

ATTACHMENT 14 - PUBLIC MINUTES – AUDIT AND RISK ADVISORY
COMMITTEE – 12 JUNE 2018 (ISSUED UNDER SEPARATE COVER)

14. CONFIDENTIAL ITEMS

14.1. 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
- (h) Any other matter which the Council or special committee considers would prejudice the Council or any person.

RECOMMENDATION

14.1.1. 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;
 - o Contract HEPBU.2018.14 – Multi-Function Device Supply and Maintenance
 - o Contract HEPBU RFT2018.3 New Trentham Netball Changeroom Facility
- 89(2)(h) any other matter which the Council or special committee considers would prejudice the Council or any person;
 - o Biodiversity Strategy Community Reference Group Recommendations

MOTION

14.1.1. *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.2018.14 – Multi-Function Device Supply and Maintenance*
 - *Contract HEPBU RFT2018.3 New Trentham Netball Changeroom Facility*
- *89(2)(h) any other matter which the Council or special committee considers would prejudice the Council or any person;*
 - *Biodiversity Strategy Community Reference Group Recommendations*

Moved: Cr Don Henderson

Seconded: Cr Neil Newitt

Carried

The meeting was closed to the public at 9.13 pm

15. REOPENING OF MEETING TO PUBLIC

RECOMMENDATION

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

MOTION

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

Moved: Cr Don Henderson

Seconded: Cr Sebastian Klein

Carried

The meeting reopened to the public at 9.25pm

16. CLOSE OF MEETING

The meeting closed at 9.26pm.
