



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
PUBLIC MINUTES

TUESDAY 16 JUNE 2020

ONLINE VIA VIDEO CONFERENCE

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

6:00PM

MINUTES

TUESDAY 16 JUNE 2020

Online via Video Conference
Commencing 6:00PM

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EVAN KING
CHIEF EXECUTIVE OFFICER
16 JUNE 2020

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. SAFETY ORIENTATION

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

3. OPENING OF MEETING

The meeting opened at 6:02pm.

PRESENT: Cr Don Henderson, Cr Neil Newitt, Cr Licia Kokocinski, Cr John Cottrell, Cr Fiona Robson, Cr Greg May and Cr Kate Redwood AM

IN ATTENDANCE: Mr Evan King - Chief Executive Officer, Ms Fran Fogarty - Acting Director Community and Corporate Services, Mr Bruce Lucas - Director Infrastructure and Development Services, Mr Chris Whyte – Manager Information and Communication Technology, Ms Krysten Forte - Manager Governance and Risk, Ms Bronwyn Southee – Manager Development and Community Safety, Ms Alison Blackett – Senior Planning Consultant, Mr Andrew Burgess – Manager Community and Economic Development, Mr Ben Grounds – Manager Major Projects

STATEMENT OF COMMITMENT

“WE THE COUNCILLORS OF HEPBURN SHIRE
DECLARE THAT WE WILL UNDERTAKE ON EVERY OCCASION
TO CARRY OUT OUR DUTIES IN THE BEST INTERESTS OF THE
COMMUNITY

AND THAT OUR CONDUCT SHALL MAINTAIN THE STANDARDS OF THE
CODE OF GOOD GOVERNANCE

SO THAT WE MAY FAITHFULLY REPRESENT AND UPHOLD THE TRUST
PLACED IN THIS COUNCIL BY THE PEOPLE OF HEPBURN SHIRE”

4. APOLOGIES

Nil.

5. DECLARATIONS OF CONFLICTS OF INTEREST

Cr Kate Redwood AM declared an indirect interest for Item 12.5 Coronavirus (COVID-19) Community Support Grants – May Recommendations due to her current membership of the Daylesford Neighbourhood Centre Committee of Management.

Cr Fiona Robson declared an indirect interest for Item 12.5 Coronavirus (COVID-19) Community Support Grants – May Recommendations due to her former association with the Daylesford Neighbourhood Centre.

Cr Kate Redwood AM declared an indirect interest for Item 12.15 Community Grants Program - Round 4 2019/2020 due to her current membership of the Committee of Management of the Daylesford and District Community News.

6. CONFIRMATION OF MINUTES

RECOMMENDATION

6.1.1. That the Minutes of the Ordinary Meeting of Council held on 19 May 2020 (as previously circulated to Councillors) be confirmed.

MOTION

6.1.1. That the Minutes of the Ordinary Meeting of Council held on 19 May 2020 (as previously circulated to Councillors) be confirmed.

Moved: Cr John Cottrell

Seconded: Cr Neil Newitt

Carried

7. NOTICES OF MOTION

7.1. ADVERTISING OF PLANNING PERMIT APPLICATIONS

The Notice of Motion was put forward by Cr John Cottrell on 16 May 2020.

BACKGROUND

During the past four years Council have discussed the need to extend its vision and oversight of councils planning function. In particular that Council and the community has access to open, frequent, and regular reports on planning applications received and their ongoing status.

Council is the ultimate accountable authority, notwithstanding that many of the functions for which it remains accountable are actioned under officer delegation. Concern has been, and remains – how Council can manage its accountability to planning when it has limited understanding of how planning functions and, in particular, oversight of the pipeline and applications approved/rejected under its delegation.

Also, the success of Council's Vision – Our Council – is deeply embedded in the perception of council by the community. Expressed community frustration stems from a lack of understanding of the planning process including knowledge of applications lodged and their ongoing status.

Council currently work on the basis of seeing only planning applications where greater than five objections have been received; where the application has been refused; where the development value exceeds \$2million; or where the application is deemed of significant interest to the Shire. On all other applications Council and the community have limited or no vision.

MOTION

7.1.1. That Council, in upholding its core values of Accountability, Probity and Transparency, immediately moves to post on its website under a prominent and consistent heading of Planning Applications, the following:

- *No later than 11am on every Tuesday (excepting where a Tuesday is a public holiday on the next business day) a schedule detailing all planning applications received by council during the preceding calendar week. The details of such schedule provide as a minimum: -*
 - *Application number*
 - *Date Received*

- *Address of the property involved*
- *Description of the application*
- *Zone*
- *No later than 11am on the first Tuesday of every month of each year (excepting where a Tuesday is a public holiday on the next business day) a schedule detailing all planning applications currently in progress. The details of such schedule provide as a minimum: -*
 - *Application number*
 - *Date Received*
 - *Address of the property involved*
 - *Description of the application*
 - *Zone*
 - *Informed explanation of the status of the application*

Moved: Cr John Cottrell

Seconded: Cr Kate Redwood AM

Carried

8. ITEMS OF URGENT BUSINESS

8.1. ACKNOWLEDGE THE PASSING OF MR JOHN MADIGAN, FORMER SENATOR FOR VICTORIA

MOTION

8.1.1. That Council move an item of Urgent Business to acknowledge the passing of Mr John Madigan, Former Senator for Victoria and Hepburn Shire resident

Moved: Cr Don Henderson

Seconded: Cr Fiona Robson

Carried

8.2. ALLOW AN ADDITIONAL ITEM OF URGENT BUSINESS

MOTION

8.2.1. That Council allows an additional item of urgent business to be heard

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

8.3. DEFERRAL OF ITEM 15.2 - REVIEW OF LAKE HOUSE TITLE BOUNDARY

MOTION

8.3.1. That Item 15.2 - Review of Lake House Title Boundary be deferred one cycle and be listed on the open agenda for Council's July Meeting

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

9. PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor Licia Kokocinski, Coliban Ward

As you can tell, we are again meeting virtually, stream live via our website. Last month's meeting using this format was carried out with little difficulties, and I want to take this opportunity of thanking all our staff, CEO, Directors, IT and Governance staff, for their skill in ensuring that these virtual meetings go without interruptions. I need to say that for the viewers, residents and even us as Councillors, you do not see the hive of activity, co-ordination and alertness that the staff mentioned need to display, which you cannot see. So I would like formally record a thank you.

We do look forward to meeting in real time in the Daylesford Town Hall as soon as circumstances permit, which we hope is soon.

In May, I was pleased on behalf of Council to raise the Aboriginal flag in Vincent St. to mark Sorry Day and the commencement of Reconciliation Week. Unfortunately, the events to mark these two events were hindered by the current pandemic restrictions. However, important and terrific videos created by members of the Dja Dja Wurrung community are now available on our website and I commend them to you.

As you will be able to read in The Local, various town newsletters and on our website, the restrictions on activities and isolation are slowly and methodically, starting to be lifted. We can see that people are starting to socialise in small groups, still (mostly) observing the social distancing guidelines, that there is increased visitation to our towns, cafe's, restaurants and traders. We welcome these activities. The impact of the restrictions has taken a terrible toll on our lives and economies, and we are all working hard to see a restart of our communities. Please observe whatever restrictions are current. They are there for our benefit-we are all cognisant that a second wave of infection can be just around the corner, and we certainly do not want that.

We understand that state and federal governments are currently dispersing considerable economic recovery funds via infrastructure and specific project monies. Sometimes this targets specific areas such as roads, tourism, schools improvements, and the like. Please be aware that your Council, using the backlog list of projects that have been developed in accordance with our Council Plan, has developed an investment strategy that we are using to lobby for funds. We are targeting infrastructure projects which enhance and improve the liveability of our towns and improve their amenities for our residents and visitors.

As you would have read, we now have a new Minister for Local Government – Mr Danny Pearson MP for Essendon. We look forward to meeting him and his staff in due course to talk about this Shire, its advantages and especially what are our immediate and post-covid-19 needs. No doubt he will be visiting as

many local government areas as possible to familiarise himself, and I look forward to formally inviting him to our Shire.

I have to end this report by saying that I am always ready to talk to residents about how the Shire operates, and indeed, how Council functions. Local Government, being a creature of the State Government, is tightly controlled by various pieces of state legislation which specifically outlines governance processes, areas of responsibility, limitations and conduct. In my travels I find that I spend a considerable amount of time explaining these processes, etc. to people. We, as councillors, are always happy to do this because a better informed community should mean better governance.

COUNCILLOR REPORTS

Councillor Fiona Robson, Birch Ward

The COVID-19 pandemic has had a huge impact on our shire. The response of many individuals, organisations and businesses to work together and support those needing some extra assistance has been wonderful. It has also been great to see the professionalism, flexibility and care demonstrated by our council officers during the response to the pandemic and the willingness to support our community.

Our Council has activated the recovery phase for this pandemic. Unlike with most emergencies, we have activated the recovery and response at the same time. I believe this emergency also warrants attention on 'renewal'. We have an opportunity to learn from the challenges of this pandemic and to position ourselves for an even brighter future.

This is an opportune time to review and understand our shire's strengths, what works well, where we are vulnerable and what we would like to create for our future. I see this as a way of providing a basis for us all to work together well.

There is a quote "the best way to predict the future is to create it". I am interested in being part of creating a wonderful future for our shire and want to make the most of my time as a local councillor. I am looking forward to working with others to achieve this.

Councillor John Cottrell, Holcombe Ward

No report was presented.

Councillor Neil Newitt, Cameron Ward

I met with Ripon MP Louise Staley to discuss the works needed in restoration of the Clunes Town Hall. We toured the hall and a report aired on Win TV that night.

Ms Staley is calling on the State Government to finance the restoration as part of grants announced covering community asset renewal as part of the COVID-19 recovery.

I would like to acknowledge Judith Fawcett who received the Order of Australia in the Queen's Birthday Honours list.

Judith has been an active member of the community having held positions with various groups spanning more than 50 years. Of note is her volunteer roles with the Clunes Museum (30 years) and with the Clunes Agricultural Society for over 50 years.

I add my congratulations to those from the community and thank Judith for her contribution to the Clunes community.

Councillor Kate Redwood AM, Birch Ward

Zoom has become part of our lives. I have participated in all Council Zoom briefings and the Zoom statutory meeting over the last month.

Other community meetings have also been by Zoom.

The exception was the Daylesford Agricultural Show Society Committee which met under freezing conditions in the table tennis pavilion at Vic Park to consider if it was prudent to plan to hold the Show in December as has been its tradition for the last 155 years. After lengthy discussion the decision was deferred.

It was disappointing that the scheduled Zoom meeting of the Grampians Central West Regional Waste Forum was cancelled. One might have hoped that the collaboration between Councils for new contracts for waste management, kerbside collection and recycling would have been enhanced by holding the Forum.

The release of the annual consumer satisfaction survey for Hepburn is reported on in this meeting's agenda. As always it is disappointing that the public views the Council so negatively. It is particularly disappointing when the services given a low rating are actually of high standard. I would note that Council's roads are built and maintained to a high standard, and that the slashing work done seasonally by Council officers is also done to a high standard. I would hope that the officers responsible for such services receive appropriate recognition for their efforts on behalf of people who live or visit Hepburn Shire. I want to note in particular works carried out in the last month - the very expeditious work done to repair the Daylesford Neighbourhood

Centre driveway, the skilled work to channel storm water in Macadam Street West, and the beautifully constructed works to upgrade Macadam Street East.

With regard to community consultation, there seems to be a lack of recognition of the challenge that faces Council to balance the often competing needs and wishes of the community across a myriad of issues large and small. In particular our Customer Service Team works with great efficiency and attentiveness to respond to community requests, often in the face of quite inappropriate behaviour.

As councillors we work within a framework of legislation, regulation and local policy to perform a role that is part governance and part representation. It is a balancing act that clearly fails to meet community expectations regardless of the commitment and skills of those elected.

It is to be hoped that the development of the community engagement policy required by the new Local Government Act 2020 will assist in bridging the gap between community expectation and Council delivery.

Councillor Don Henderson, Creswick Ward

No report was presented.

Councillor Greg May, Creswick Ward

No report was presented.

RECOMMENDATION

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

MOTION

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

Moved: Cr Don Henderson

Seconded: Cr Kate Redwood AM

Carried

10. PUBLIC PARTICIPATION TIME

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

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

Community members are invited to be involved in public participation time in accordance with Local Law No. 1 Meeting Procedures.

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

Some questions of an operational nature may be responded to through usual administrative procedure. Separate forums and Council processes are provided for deputations or for making submissions to Council.

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

BEHAVIOUR AT COUNCIL MEETINGS

Council supports a welcoming, respectful and safe environment for members of the community to participate at Council Meetings regarding issues that are important to them. Local Law No. 1 sets out guidelines for the Mayor, Councillors, and community members on public participation in meetings. It reinforces the value of diversity in thinking, while being respectful of differing views, and the rights and reputation of others.

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

Respectful behaviour includes:

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

Inappropriate behaviour includes:

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

10.1. PETITION

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

10.2. QUESTIONS

The Chair Mayor will read out respond to new questions received in accordance with Local Law No. 1.

Question 1: Ms Christine Molloy

In reference to the proposed Budget 2020/2021 - Pg. 34 - 4.5.2 Capital Works Program - Infrastructure - Roads. Does Road Reseals Program of \$853K include the sealing of White Hills Road and Gardiner Street Creswick?

Response: Mayor Licia Kokocinski

The Road Reseals Program is part of Councils' capital works program to renew existing bituminous sealed roads based on the pavement seal condition. The timely resurfacing of existing sealed road surfaces is required to ensure the integrity of the road is maintained. The program does not extend to creation or upgrading of unsealed roads.

Question 2: Ms Christine Molloy

If the answer is 'no' can it be added to the budget as we have six new subdivisions/houses in Gardiner Street since the original Petition of over 100 residents was lodged in early 2019.

Response: Mayor Licia Kokocinski

Council considered this item in May 2019 and completed a Road Safety Audit in June 2019 where no high risks were identified.

Council is inviting submissions on the draft budget and Councils' deliberation of all submissions will be the means for considering any variations to the draft budget.

Question 3: Mr Peter Molloy

I understand that the sealing of White Hills Road and Gardiner Street Creswick is on a "priority list" for roads to be made in the Creswick Ward.

How many roads are on this "priority list?"

Response: Mayor Licia Kokocinski

Upgrade of unsealed roads is one of the most common, non-maintenance, requests received by the Infrastructure Department.

In urban Creswick alone there are 128 unsealed roads, totalling nearly 35kms in length. Whilst all unsealed roads are not in a priority list for upgrade, Council's Engineering team do evaluate these requests based on a number of factors including safety and sustainable management of the road network. Arguably most residents on unsealed roads would like an upgrade, however they have not been prioritised as a total package.

Council's current program of unsealed road upgrades has spanned Council's four-year term and will have upgraded approximately 2km of urban unsealed roads. The final roads from this program are in the 2020/2021 draft Budget for road upgrades in Clunes and Glenlyon. There is currently no plan beyond the current term of Council and this will be discussed in the future with the new term of Council.

Question 4: Mr Peter Molloy

Where is White Hills and Gardiner on this "priority list?"

Response: Mayor Licia Kokocinski

It is not possible to say where White Hills Road and Gardiner Street is as this is reviewed each year based on a number of factors including any changed circumstances for the entire road network.

Council officers are reviewing a draft Road Upgrade Policy and a Special Charge Scheme Policy for consideration in 2021 by the new Council. If adopted by Council, the objective of these policies will be to have road upgrades prioritised to a set of standard criteria and offer alternative paths of funding for those nominated roads that do not receive Council funding.

Question 5: Ms Dallas Kinnear

I ask Council, as Committee of Management for the Lake Daylesford Reserve, why there has been no report on this serious boundary issue on Council's Public Agenda?

Response: Mayor Licia Kokocinski

Council has been considering the concerns you have raised and has had the area surveyed by licensed surveyors. As per the previous resolution of Council, we can confirm that the matter will be discussed in open Council Meeting at the next Ordinary Council meeting.

Question 6: Ms Dallas Kinnear

We've been dealing with this issue for some 15 months now. Why isn't Council, as Committee of Management for the Lake Daylesford Reserve,

being open and transparent on this issue dealing with public land? When will Council honour its commitments to me?

Response: Mayor Licia Kokocinski

Council acknowledges the breach in the boundary and in accordance with the urgent item, it will consider a report in open the Council session at the July meeting as the way forward and actions to be taken.

10.3. REQUESTS TO ADDRESS COUNCIL

Members of our community who have submitted a request in accordance with Local Law No. 1 will be invited to be heard at the virtual council meeting

Mr Chris Eyles address to Council was read the Chair on his behalf regarding an acknowledgement he requested to be added to the Ordinary Meeting of Council Agenda.

Mr Brian Hood addressed Council regarding Trentham Neighbourhood Centre and the Trentham Community Hub Project.

Dr Ross Ulman requested that his address Council be deferred to the July Ordinary Meeting of Council.

Ms Dallas Kinnear addressed Council regarding Council's management of the Lake House Title Boundary issue.

11. STATUTORY PLANNING REPORTS

11.1. ADOPTION OF THE UPDATED DRAFT HEPBURN HERITAGE STRATEGY 2020-2030

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Senior Planner, I Alison Blacket have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to:

- consider the outcomes of the community engagement for the draft Hepburn Heritage Strategy 2020-2030 (the draft Strategy); and
- adopt the updated draft Strategy with the intention of including the Hepburn Heritage Strategy 2020-2030 as a background document in the Hepburn Planning Scheme.

BACKGROUND

In late 2019 Council was notified by the Department of Environment Land, Water and Planning (DELWP) that its' outgoing Heritage Strategy was due to be revised and updated. Heritage Strategies should be aligned with the key directions of the Hepburn Planning Scheme and to the Council Plan.

Accordingly, and consistent with the DELWP's Guidelines for preparing local government heritage strategies, a draft was prepared and circulated to the community from mid-April to late May 2020 for feedback.

Benefits of a municipal heritage strategy

The draft Strategy will provide the following benefits to Council and the Hepburn community. It:

- (i) clarifies how Council operate within the existing heritage regulatory environment and how the community can interface with that system. (For example, by nominating places for the state register and explaining where to find the list of over 900 locally significant heritage places currently protected by the Hepburn Planning Scheme);
- (ii) integrates with the Hepburn Planning Scheme review by adding the Strategy as a background document. The draft Strategy provides our key heritage themes that will support decision making by planners and in forums such as the Victorian Civil and Administrative Appeals Tribunal (VCAT) and at independent panels;
- (iii) creates a 'whole of Shire' Action Plan for the next decade. This includes responding to 'gaps' in our heritage overlay, developing a Thematic Environmental History and improving heritage documentation. These gaps were also identified in the Hepburn Planning Scheme Review which was adopted by Council in February

- 2020). Resourcing for 'gaps' can be considered at Council's annual budget time;
- (iv) responds to the Council Plan 2017 -2021 'Mission Statement' which embraces protecting and enhancing our built environment;
 - (v) celebrates the very substantial achievements that Council has delivered since 2014 many of which are capital expenditures;
 - (vi) lists all heritage studies undertaken and provides a link of where to find them; and
 - (vii) provides further emphasis and underpins Council's World Heritage UNESCO bid to place parts of the Shire on the list, an initiative that substantially showcases the Shire's extraordinary heritage and its unique tourism offerings.

Internal engagement

Internal consultation undertaken in March 2020 guided the development of the draft strategy prior to its release for community feedback. The following officers provided input to the draft:

- Heritage advisor;
- Statutory planning team (key members);
- Manager Development and Community Safety;
- Manager Community and Economic Development;
- Coordinator Facilities; and
- Coordinator Engineering

Community and stakeholder engagement

Community engagement commenced on the 15 April 2020 in accordance with the social distancing measures directed by the Victorian Government Department of Health and Human Services. Feedback on the draft strategy was originally planned to close on the 8 May 2020 but was extended to the 29 May 2020 at the request of the community.

Notification encompassed:

- Direct notification to professional stakeholders such as Heritage Victoria and the National Trust of Australia (Victoria);
- Direct notification to key Committees of Management listed in Section 5.1 of the draft and to key heritage groups (over seventy emails were sent);
- Facebook posts;
- Website posts;
- Hard copy flyers in local supermarkets in the Shire's five main townships; and
- Local newspaper advertisements.

The draft Strategy will provide the community with further clarity on Council's heritage vision and will provide a direction for the next decade that can be

integrated with future Council Plans and taken into account in future planning scheme reviews.

How will the Heritage Strategy 2020-2030 complement the revised Planning Scheme?

The revised draft planning scheme provides a suite of new local policies including two new heritage policies:

- (i) Heritage (European post contact) and
- (ii) Aboriginal (Dja Dja Wurrung).

The draft Strategy is intended to be a background document in the scheme and will support these policies.

The draft Strategy also provides further valuable information on Hepburn's eight key themes of its environmental history.

What value do the themes provide?

Providing a more balanced perspective of our history is important given that Council has not undertaken a heritage study for nearly two decades. (Studies were undertaken between 1985 and 2003) These older studies, whilst invaluable, are heavily biased to post contact European architectural and industrial heritage. The eight themes provide an 'update' on how our heritage is understood but further work on Council's Thematic Environmental History will be needed in the future.

ISSUE/DISCUSSION

What were the outcomes of the community engagement?

Twenty two internal and external submissions have been received including late submissions.

The community engagement outcomes identified the following needs and priorities for heritage (not in order of priority):

- Undertake further reviews of the Shire's heritage to ensure all places of cultural heritage significance are protected;
- Undertake a comprehensive Thematic Environmental History;
- Support the Committees of Management of the shire's heritage places with information and funding;
- Establish a Heritage Advisory Committee with clear terms of reference;
- Include the Dja Dja Wurrung (and Wurundjeri who have jurisdiction over a very small part of the Shire in the Trentham area) in Council matters in the early planning of projects and initiatives;
- Work with the tourism authorities to promote visitation of our heritage assets including those managed by Committees of Management;
- Protect and carefully manage tourism impacts in areas such as mining sites and their tailings which are a distinctive landscape, and which suffer from neglect;

- Encourage the repurposing of heritage buildings, encourage and enable public access and discourage vacancies;
- Support an exchange of information on heritage matters amongst interest groups such as an annual heritage 'get together' or a shared website;
- Emphasise the importance of moveable objects in the Shire's historical collection, protect them and develop a strategy for this purpose;
- Develop a heritage signage strategy;
- Create a fund/ suite of initiatives to support the restoration of privately owned heritage buildings; and
- Emphasise Clunes, Trentham and Creswick as key heritage towns.

Accordingly, the draft Strategy has been updated to incorporate this feedback. (Refer attached updated draft Strategy.)

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Mission Statement

"Hepburn Shire Council will maintain, promote, protect and enhance the districts' unique social, cultural, environmental and heritage characteristics. This will be achieved through effective, caring management and responsible governance. We will strive to gain maximum advantage for our community by protecting and enhancing our natural and built environment."

Strategic Objective: Vibrant economy

- 11.1 Review the Hepburn Planning Scheme and Municipal Strategic Statement in order to balance future growth with the preservation of our heritage and the environment

FINANCIAL IMPLICATIONS

Individual actions identified in the 2020-2030 Action Plan can be confirmed annually in conjunction with Council's annual plan. Heritage project budgets and resources will be prioritised at this time.

RISK IMPLICATIONS

Should Council not adequately resource the 2020-2030 Action Plan there is a risk that the Shire's heritage may be compromised or lost to future generations. For many heritage assets, Council is the custodian. For example, moveable objects in Council owned buildings may deteriorate or be damaged over time.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Initiatives to protect and enhance the Shire's heritage:

- will generate social benefits, such as a sense of identity and the intrinsic value of preserving heritage places for future generations to appreciate and enjoy;
- can potentially generate highly resolved and innovative architecture solutions; and
- can also create opportunities for small business with direct user benefits through tourism.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Community and stakeholder engagement has been detailed above in 'Background'.

Ongoing implementation of the Heritage Strategy can be further considered in the Hepburn Engagement Strategy which is currently underway.

Options for a Heritage Advisory Committee can be considered as the next Council Plan is developed in 2021.

CONCLUSION

The draft Hepburn Heritage Strategy 2020-2030 was released for community feedback for a six week period from the 15 April 2020 to the 29 May 2020. Twenty two internal and external submissions were received, and feedback has since been incorporated into the attached updated draft.

Council can now consider whether to:

1. adopt the updated draft Heritage Strategy 2020-2030 and recommend that it be included in the Hepburn Planning Scheme as a background document; or
2. set the draft Strategy aside and working with key heritage groups, continue to refine it.

OFFICER'S RECOMMENDATION

That Council:

- 11.1.1. note the findings of the community engagement which provided feedback on the draft of the Hepburn Heritage Strategy 2020-2030;
- 11.1.2. adopt the updated draft Hepburn Heritage Strategy 2020-2030;
- 11.1.3. recommend that the Hepburn Heritage Strategy 2020-2030 be included as a Background document in the Hepburn Planning Scheme;
- 11.1.4. note the need to allocate resources annually to deliver individual initiatives identified in the 2020-2030 Action Plan;
- 11.1.5. annually report on what has been achieved in heritage across the Shire.

MOTION

That Council:

- 11.1.1. note the findings of the community engagement which provided feedback on the draft of the Hepburn Heritage Strategy 2020-2030;*
- 11.1.2. adopt the updated draft Hepburn Heritage Strategy 2020-2030;*
- 11.1.3. recommend that the Hepburn Heritage Strategy 2020-2030 be included as a Background document in the Hepburn Planning Scheme;*
- 11.1.4. note the need to allocate resources annually to deliver individual initiatives identified in the 2020-2030 Action Plan;*
- 11.1.5. annually report on what has been achieved in heritage across the Shire.*

Moved: Cr Neil Newitt

Seconded: Cr Don Henderson

Carried

**ATTACHMENT 1 - UPDATED DRAFT HEPBURN HERITAGE STRATEGY
2020-2030 (ISSUED UNDER SEPARATE COVER)**

11.2. EXHIBITION OF DRAFT REVISED HEPBURN PLANNING SCHEME. AMENDMENT C80HEPB

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to council as the senior planner, I Alison Blacket have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider:

- a. the key components of the Amendment C80hepb which update the Hepburn Planning Scheme and implement the findings of the Hepburn Planning Scheme Review (The Review). Should Council resolve to proceed with the amendment it is then intended to request authorisation from the Minister for Planning and proceed to exhibition;
- b. the intention to exhibit the amendment for a period of 6 weeks and the intended Shire wide approach to community engagement which considers 'social distancing Covid19' requirements; and
- c. future steps in the statutory process beyond exhibition

BACKGROUND

At the 18 February 2020 meeting, Council resolved:

"That Council:

12.13.1 Adopts the Hepburn Planning Scheme Review;

12.13. 2 Authorises officers to forward the Review to the Minister for Planning;

12.13.3 Advises submitters of the key findings of the Planning Scheme review and of Council's decision;

12.13.4 Authorise officers to proceed with drafting a revised and updated Hepburn Planning Scheme with the intention of exhibiting the revised scheme in 2020; and

12.13.5 Provide regular and frequent updates to Council on the development of the revision and updating of the Hepburn Planning Scheme.

12.13.6 Place the review report on Council's Website along with time line of actions to be undertaken in 2020"

Since February, the above components have been actioned and a refined draft Hepburn Planning Scheme that meets the Ministerial Direction (*The Form and Content of Planning schemes*) and responds to feedback from our community has been prepared. Council officers have also further engaged with the local community and key government stakeholders in its preparation.

A summary of all pre exhibition community engagement is provided below.

Pre exhibition community engagement

Council has undertaken a two-step community engagement process that has informed the draft planning scheme for exhibition. In summary:

- (i) Late 2019: Shire wide drop in sessions, workshops and surveys undertaken to inform the planning scheme review where nearly 500 residents engaged in the process.
The engagement outcomes report (aligned with the planning scheme review) were adopted by Council at the February 2020 cycle of Council. This work has substantially informed the revised planning scheme.
- (ii) March 2020: The pre exhibition community engagement designed to further examine the local policy issues.
Planned as focus groups to be held at the Daylesford Town Hall, these were cancelled in early March due to social distancing requirements and because some respondents had advised Council that they would not attend due to the potential health risk. The intent behind the focus groups was to explain the technical reasoning behind the draft local policies (which are written as complex legal documents) and to seek early feedback. On cancelling the focus groups, Council acted quickly to put in place the following new initiatives to reach out to its community:
 - An on-line survey which closed on the 22 April 2020.
 - Direct phone calls to focus group registrants:
 - Facebook posts and advertisements in the newspapers

All documents that were planned to be discussed at the focus groups (and later directly with one on one phone conversations) were posted on Council's web site for all to review.

Nobody was rejected in being part of a focus group or speaking directly with a council officer. 'Zoom' meetings were also offered.

Notes from phone conversations were provided to Council's planning consultants along with any written submissions and emails received.

Note: The Hepburn community will have a third opportunity to provide written submissions to the draft planning scheme as part of the exhibition of Amendment C80hepb.

Pre exhibition engagement with key government stakeholders

In addition to the above, Council officers have also worked closely with key government stakeholders to continuously refine the draft and to ensure that it meets whole-of-government requirements. These include but are not limited to:

- The Department of Environment, Land, Water and Planning (DELWP) Smart Planning team: on the ongoing refinement and legal clarity and compliance with the Smart Planning Principles;

- DELWP Grampians Region: on the compliance of the scheme with the Ministerial Direction on the Form and Content of Planning schemes and implementation of the Regional Growth Plan and other statewide guidance;
- The catchment management authorities and water authorities (Central Highlands Water; Coliban Water; North Central Catchment Management Authority; Goulburn-Murray Water): in the drafting of the local policies and the Environment Significance Overlay schedules;
- The Department of Transport and Regional Roads Victoria in matters concerning incorrectly zoned land and transport systems;
- the Country Fire Authority in matters concerning bushfire risk;
- the Committees of Management for Crown land;
- Dja Dja Wurrung Clans Aboriginal Corporation;
- The Environment Protection Authority.
- The National Trust Victoria;
- Parks Victoria; and
- VicTrack.

What changes are proposed to the Hepburn Planning Scheme?

Amendment C80hepb proposes substantive changes to the planning scheme.

A full copy of the amendment (updated draft, pre exhibition version) is not appended to this report but is available on Council's website.

The key changes are summarised below along with 'No change' components highlighted in grey.

Change	What the change provides
A new Municipal Planning Strategy (MPS) to replace the Municipal Planning Statement (MSS)	<p>A sixteen page MPS (including five updated maps) that is more concise and clearer on important Shire-wide issues and community aspirations.</p> <p>The new MPS replaces the MSS in accordance with the Ministerial Direction, 'The Form and Content of Planning Schemes'. It has specific headings, word limits and formatting requirements</p>
Nineteen new local policies	<p>Responds to key planning issues expressed by the community as priorities to further guide planning decisions. They are:</p> <ol style="list-style-type: none"> 1. Aboriginal cultural heritage 2. Affordable housing 3. Catchment and land protection 4. Central Springs and Lake Daylesford, Hepburn Springs Reserve and Jubilee Lake Reserve environs 5. Diversified economy 6. Environmentally sustainable development. 7. Infrastructure design and provision. 8. Heritage

Change	What the change provides
	9. Landscape management. 10. Mineral springs and fresh water springs protection 11. Neighbourhood character in Daylesford. 12. Neighbourhood character in townships and settlements 13. Open Space 14. Protection of agricultural land. 15. Sustainable agricultural enterprises 16. Subdivision 17. Townships and settlements 18. Urban design 19. Vegetation and habitat protection (Note: The content of the policies is limited by the content provided in existing source documentation. In some cases, Council may choose to undertake more detailed work in the future to strengthen these policies).
Zones. The changes to the zones more efficiently apply the current township structure plans and strategic directions (until new structure plans are prepared)	
Zones: the following are unchanged: <ul style="list-style-type: none"> • Most existing zones (e.g. Farming, Commercial, Industrial Zones). • Small settlements including Glenlyon to retain the Township Zone schedule. 	
Zone changes in Creswick	Introduces specific General Residential Zone (GRZ) schedule with objectives around character, design, landscape and heritage added from the Creswick Structure Plan.
Zone changes in Clunes	Changes from Township Zone (TZ) to Neighbourhood Residential Zone (NRZ) with 9 metre height limits and specific objectives around character, design, landscape and heritage added from the Clunes Structure Plan.
Zone changes in Hepburn Springs	Changes from GRZ to NRZ with 9 metre height limits and specific objectives around character, design, landscape and heritage added from the Hepburn Springs Structure Plan
Zone changes in Trentham	Changes from TZ to NRZ with 9 metre height limits and specific objectives around character, design, landscape and heritage added from the Trentham Structure Plan.
	Designated roads currently under the ownership of Regional Roads Victoria need zones corrected in Trentham to accurately reflect their location
Zone changes in Daylesford	Changes from GRZ to NRZ with 9 metre height limits and specific objectives around character, design, landscape and heritage added from the Daylesford Structure Plan.
	Changes the Lost Children's Memorial Park from a General Residential zone to a Public Park and Recreation Zone to accurately reflect its use
Overlays The overlay changes remove duplication and redundant overlays. Creates new overlays where there is technical and strategic justification	
Overlays: the following are unchanged:	

Change	What the change provides
<ul style="list-style-type: none"> the Vegetation Protection Overlay; the Erosion Management Overlay; and the Land Subject to Inundation Overlay.	
Updates to shire wide and non-township based Overlays	Retains the Heritage Overlay (HO) to all existing 986 heritage places with new clear application requirements Retains the Environmental Significance Overlays 1 and 2 to protect the Shire's water catchment and mineral and freshwater springs assets and updates permit requirements and exemptions. (Note: Council has worked closely with the catchment management and water authorities to refine these updates)
Overlay changes in Creswick area	Removes redundant Development Plan Overlays from WD Seeds and Creswick Golf Course Resort sites removing duplicated requirements.
Overlay changes in Clunes area	Includes a Significant Landscape Overlay – SLO2 around Mt Beckworth and extends the existing SLO1 around landscape features, vistas and views. Permits are proposed to be required for vegetation removal, buildings over 6 metres in height and 100 sq.m. in area, and for fencing over 1.8 metres high. The changes are based on the <i>South-West Victoria Landscape Assessment Study, 2013</i> ;
Overlay changes in Trentham area	Adds local heritage protection to HO988 for 'Potato Huts' in Little Hampton and Trentham.
Overlay changes in Daylesford	Splits the two existing Neighbourhood Character Overlay (NCO) Schedules into six separate schedules providing one schedule per precinct. The schedules will more accurately reflect the (still relevant) <i>Daylesford Neighbourhood Character Study, 2002</i> ; Removes Design and Development Overlay (DDO) areas from land that currently doubles up with the NCO controls. Removes the redundant Development Plan Overlay from the former Daylesford Abattoir site Includes a Design and Development Overlay (DDO6) within a 500 metre radius of the Daylesford Material Recovery Facility (DMRF). Land affected by the DDO6 will require a permit for a building, subdivision and fencing. This new control will limit development density in the area until Council has undertaken its review of its current <i>Waste Management and Resource Recovery Strategy</i> .
General and Operational Provisions	
Adds a background document	Adds the Hepburn Heritage Strategy 2020-2030 as a background document to support planning decisions
Extends the protection of dry stone walls	Extends the protection to all dry stone walls across the Shire regardless of when they were constructed This will now include dry stone walls constructed before 1940
Administrative changes	Updates to clauses to clarify wording and content are proposed throughout the scheme.

Change	What the change provides
throughout the scheme	Some of these changes may be 'policy neutral' (that is, the intent will not change) so that they meet the requirements of the <i>Ministerial Direction, 'The Form and Content of Planning Schemes'</i> .

ISSUES/DISCUSSION

How does the amendment address the key issues raised by the community?

The table below cross references all land use themes examined during the pre-amendment community engagement process and describes how Amendment C80hepb responds to issues raised by the community.

Land use theme	How Amendment C80hepb responds to this key issue
Agricultural land	<p>Adds the following new local policies:</p> <ul style="list-style-type: none"> • <i>Protection of agricultural land</i>: Retains and supports agricultural and farming activities with policy and minimum subdivision areas to reduce amenity and operational conflicts. • <i>Sustainable agricultural enterprises</i>: this policy provides a local response to the Victorian government's direction to respond to local 'value adding' and to continue to attract investment.
Growth and development	<p>Adds the following new local policies:</p> <ul style="list-style-type: none"> • <i>Townships and settlements</i>: This local policy provides a settlement strategy for the Shire that supports development within township urban growth boundaries detailed in townships plans for Creswick, Clunes, Daylesford, Hepburn Springs and Trentham. Some limited development is supported in settlements. The policy also identifies settlements for restructuring due to environmental hazards which cannot be appropriately mitigated. <p>The policy also supports the directions of the <i>Central Highlands Regional Growth Plan</i> with Creswick identified as a township for medium growth while some level of growth is anticipated in Clunes within a sustainable change scenario. Daylesford is identified for contained growth with other townships, such as Hepburn Springs and Trentham not anticipated for large amounts of change. Management of landscapes, retention of non-urban breaks between townships and maintaining productive agricultural and farming land are other key themes of how the settlement strategy links to rural land use.</p>

Land use theme	How Amendment C80hepb responds to this key issue
	<ul style="list-style-type: none"> • <i>Subdivision</i>: This local policy provides for subdivisions that respect the character and biodiversity of an area and provide for a variety of lot sizes • <i>Open Space</i>: This local policy supports the ongoing development of the public realm and its unique landscape qualities including the local indigenous vegetation and historic plantings • <i>Affordable housing policy</i> complements State policy to support a range of social housing choices and affordable housing types in areas that can that meet the needs of the Hepburn community by working with community housing associations. <p>Changes to controls:</p> <ul style="list-style-type: none"> • Changes the zone in some townships from GRZ to NRZ to more accurately reflect Council’s position on development and to clarify that ‘low scale’ and in character is the preferred approach • Rezones land currently used for open space in Daylesford (Lost Children memorial) from GRZ to PPRZ
<p>Township character and heritage</p>	<p>Township character</p> <p>Adds the following new local policies:</p> <ul style="list-style-type: none"> • <i>Urban design; Neighbourhood character in Daylesford; Neighbourhood character in townships; and Settlements</i> to strengthen Council’s position on inappropriate development <p>Changes to controls:</p> <ul style="list-style-type: none"> • Adds schedules to zones in some townships to emphasise the importance of neighbourhood character, landscape and heritage. In some cases, a nine metre height limit has been introduced to development. <p>Heritage</p> <p>Adds the following new local policies:</p> <ul style="list-style-type: none"> • <i>Heritage and Aboriginal heritage;</i> <p>Changes to controls:</p> <ul style="list-style-type: none"> • Adds the “Trentham potato huts’ to the HO • Extends protection of dry stone walls • Improves application requirements for sites subject to the HO <p>Adds the Hepburn Heritage Strategy 2020-2030 as a background document which includes an action plan and list of heritage gaps</p>

Land use theme	How Amendment C80hepb responds to this key issue
Landscape protection	<p>Adds the following new local policies:</p> <ul style="list-style-type: none"> • <i>Catchment and land protection; Central Springs and Lake Daylesford, Hepburn Springs Reserve and Jubilee Lake Reserve environs, Landscape management, Mineral springs and fresh water springs protection and Vegetation and habitat protection.</i> • These new policies will protect the natural beauty of the shire and ensure new development respects its landscape context. They support the retention of areas of significant vegetation throughout the municipality and the relationship to the protection of habitat for fauna. The Mineral springs policies will protect water quality and quantity of mineral springs, fresh water springs and their aquifers in identified areas. <p>Changes to controls:</p> <ul style="list-style-type: none"> • Extends the coverage of the Significant Landscape Overlay • Streamlines and updates permit requirements and exemptions for the Environment Protection Overlay. Council has worked closely with the catchment management and water authorities to refine and improve the control
Environment and Sustainability	<p>Adds a new local policy:</p> <ul style="list-style-type: none"> • <i>Environmentally sustainable development.</i> This new policy will promote good building design and orientation including good thermal performance
Tourism	<p>Adds a new local policy</p> <ul style="list-style-type: none"> • <i>Diversified economy:</i> to support tourism and the local economy. It also provides local directions and responses for industrial and commercial development and enterprises that support the rural economy of the Shire.
Infrastructure and transport	<p>Adds a new local policy:</p> <ul style="list-style-type: none"> • <i>Infrastructure design and provision</i> will reinforce the importance of the Infrastructure Design Manual and provide additional guidance for new or replacement infrastructure that responds to heritage and neighbourhood character <p>Changes to controls:</p>

Land use theme	How Amendment C80hepb responds to this key issue
	<ul style="list-style-type: none"> Rezones land in Trentham to reflect appropriate road designations as determined by the <i>Road Management Act 2004</i>.
Planning	<p>Changes to controls:</p> <ul style="list-style-type: none"> The changes to the zones more efficiently apply the current township structure plans and strategic directions (until new structure plans are prepared) Streamlines the planning scheme making it easier to follow in accordance with the Ministerial Direction Removes redundant or duplicated planning controls

Community engagement identified the need for a more coordinated approach to planning. There is also concern that the Hepburn planning scheme won't be reviewed for another twenty years. How will Council ensure that the Planning Scheme is up to date and is reflective of its community?

Planning schemes are not static documents that are in force for decades. Accordingly, Planning schemes should undergo regular updates in matters such as land use zones, local policy, heritage and neighborhood character and other matters. Unfortunately, the Hepburn Planning Scheme has not had recent updates and there still remains a large amount of policy work to progress in the immediate future.

Amendment C80hepb provides a substantially improved platform for Council to undertake this ongoing work program. For example, the 2019 Planning Scheme Review identified the need for township structure plans and to protect biodiversity. Similarly, the Hepburn Heritage Strategy 2020-2030 lists heritage gaps in the Heritage Overlay.

Table 12 of the Hepburn Planning Scheme Review Final Report (adopted by Council February 2020) lists all actions as short, medium and long term priorities.

There may appear to be less content in the exhibited Hepburn planning scheme. Have we lost anything?

Some content has been removed if it is redundant or if there is a duplication of controls. For example, the removal of the Design and Development Overlay where it is duplicated over the same land as the Neighbourhood Character Overlay.

In other cases, wording has been made more succinct to clarify Council's intent and direction and to translate the existing Local Planning Policy Framework (LPPF) into the new planning policy framework (in accordance with the Ministerial Direction). An advantage of the revised framework is the

consolidation of state, regional and local policy content within a single area providing ease of access for scheme users.

The amendment also proposes a suite of nineteen new local policies which adds a considerable amount of content and will strengthen Council's position on a range of matters.

What is the status of the draft Hepburn Planning Scheme that Council are currently considering?

The version of the planning scheme is a final draft that Council may consider is robust enough to proceed to exhibition and to seek submissions from the community. The authorisation process by the Minister for Planning means that the documentation will be finally checked by DELWP before Council can proceed with formal exhibition.

The Amendment documents are complex and technical. How can 'non planners' make a submission that will be helpful to both Council and an independent panel?

Each ratepayer, resident and relevant agency or stakeholder will receive written notification by mail advising them of the amendment. The notification will include a simple FAQ summary sheet with parameters on how to make a submission. Further details are outlined below in 'Community and Stakeholder Engagement'.

How will written community submissions be processed?

On receiving the written submissions Council will acknowledge each submission by either return email (preferred) or letter and advise submitters of the next steps.

At the close of the exhibition period all submissions will be collated and reported at an Ordinary Council meeting. Councillors will be provided with copies of all submissions. At its meeting, Council may resolve to refer these submissions to an independent panel to further consider the amendment. Members of the community may appear before this panel if they make a written submission.

COUNCIL PLAN 2017-2021

Strategic Objective – Vibrant Economy

Key Strategic Activity:

- Implementing progressive planning scheme updates and strategic land use changes to support the economy, address social issues as availability of housing and appropriate land zoning for development.

Strategic Objective – High Performing Organisation

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

The review of the Hepburn Planning Scheme and subsequent amendment has been included in Council's Development and Community Safety operations team budget for 2019/2020 and draft 2020/2021 budget. New initiatives/actions identified for future financial years will require more detailed scoping and will be reported to Council at annual budget time.

Amendment C80hepb will provide the following benefits for Council's planning services:

- Clearer identification of when a permit is required (and what is required) will reduce the number of applications that don't require a permit;
- There will not be significant increases in planning applications as a result of the zone and overlay changes;
- After an initial familiarisation phase with the new local policies, there will be a streamlined administering of local policy content.

RISK IMPLICATIONS

Should Council not proceed with Amendment C80hepb Council faces the following ongoing risks:

- inappropriate development brought about by a lack of clarity in the current planning scheme;
- staff and resource inefficiencies in administering the planning scheme; and
- inability to access government funding with an out of date planning scheme.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Amendment C80hepb to the Hepburn Planning Scheme will improve the following outcomes:

- Environmental: through better managing biodiversity, significant landscapes, heritage and neighbourhood character through new and improved local policies, updated schedules to zones and overlays and ongoing research;
- Social: through supporting social housing, identifying opportunities for community infrastructure through structure planning and improved local policies; and
- Economic: through streamlining the planning application process, clarifying land use provisions and development outcomes.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

In light of the above substantive changes it is important that Council has a well-developed approach to community engagement that responds to social distancing requirements during the exhibition period. Key aspects of community engagement encompass:

Amendment documentation to be made available:

- for a six week exhibition period (longer than the required one month period); and
- provided in plain English including a simple FAQ page and advice on how to make a submission.

Notification:

- Direct mail out to all residents and ratepayers with simple FAQ flyer attached; plus
- Direct mail out to those residents and ratepayers who are impacted by (i) DDO6: Daylesford waste transfer station (ii) the Significant landscape overlay: new controls (iii) Residential zone changes (iv) three Development Plan Overlays to be removed (v) the proposed Heritage Overlay (Potato huts)
- Advertisements in the local newspaper, Government Gazette and Council's website; and
- Signage placed in the main streets of Daylesford, Clunes, Creswick, Glenlyon and Trentham.

Strategies that respond to social distancing requirements:

- Copies of all documentation provided on Council's website that includes (i) a webinar that explains what the amendment is and how to make a submission; (ii) a portal to survey monkey to make it easy to make a submission but which gives prompts to ensure the submissions meet the requirements of the Planning and Environment Act 1987;
- The DELWP website will also have the amendment information; and
- Facebook updates and regular posts;

Hard copies of the amendment:

- available in libraries (when they open); and
- to be mailed on request (although not to be promoted as the amendment documents are hundreds of pages).

Meetings and one-on-one conversations:

- Direct phone contact details to a council officer; and
- Neighbourhood based information sessions using 'Zoom' on a scheduled evening.

CONCLUSION

Council can consider the following options:

- a. proceed with Amendment C80hepb and accordingly request that the Minister for Planning authorise it for public exhibition; or
- b. proceed with parts of the amendment and abandon other parts; or
- c. not proceed with the amendment at this stage.

Should Council resolve to proceed with exhibition, the following time frames are anticipated:

2020 Date	Activity
Mid July	Commence exhibition for 6 weeks
Mid to late August	Finish exhibition
15 September	Council meeting to consider whether to refer submissions to an independent panel
22 September	Caretaker period commences
Late 2020/Early 2021	If Council resolve to refer submissions to an independent panel, it is likely to be held in late 2020 or early 2021

OFFICER'S RECOMMENDATION

That Council:

11.2.1. notes the key components of the Amendment C80hepb which update the Hepburn Planning Scheme and implement the findings of the Hepburn Planning Scheme Review

11.2.2. resolves to proceed with Amendment C80hepb by requesting authorisation from the Minister for Planning and following authorisation, commence exhibition for a period of six weeks; and

11.2.3. adopts the shire wide community engagement program which considers 'social distancing Covid19' requirements.

MOTION

That Council:

11.2.1. notes the key components of the Amendment C80hepb which update the Hepburn Planning Scheme and implement the findings of the Hepburn Planning Scheme Review

11.2.2. resolves to proceed with Amendment C80hepb by requesting authorisation from the Minister for Planning and following authorisation, commence exhibition for a period of six weeks; and

11.2.3. adopts the shire wide community engagement program which considers 'social distancing COVID-19' requirements.

Moved: Cr Kate Redwood AM

Seconded: Cr John Cottrell

Carried

12. OFFICERS' REPORTS

12.1. CHIEF EXECUTIVE OFFICER'S REPORT

OFFICER'S RECOMMENDATION

12.1.1. That Council receives the Chief Executive Officer's Report for June 2020.

MOTION

12.1.1. That Council receives the Chief Executive Officer's Report for June 2020.

Moved: Cr Fiona Robson

Seconded: Cr John Cottrell

Carried

**ATTACHMENT 2 - CHIEF EXECUTIVE OFFICERS REPORT FOR JUNE
2020**

CHIEF EXECUTIVE OFFICER REPORT

Presented at the Ordinary Meeting
of Council on 16 June 2020

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

CEO Update

In response to COVID-19, last month the state government introduced temporary measures that allow for virtual council meetings to be held, and this time last month, we held our first virtual council meeting. The meeting was streamed online on our Facebook page, with over 50 people watching at one point.

This change to legislation ensures the safe continuation of local government decision making for both Councillors and the community. For the foreseeable future, Council will hold virtual council meetings, live streamed via Facebook.



Shortly after our June 2020 Council meeting, the Premier of Victoria announced a range of facilities and services that could re-open under restrictions. These included Libraries, Playgrounds, Skate Parks and Outdoor Fitness Equipment. We have taken a risk-based approach to re-opening services and facilities and are relying on guidance from the State Government to ensure our staff and our community are safe.

We have also seen an increase in day trippers coming to the Shire to escape isolation. This obviously creates anxiety for our community regarding the spread of COVID-19. This is a difficult situation, our businesses are suffering significantly with the shut down and are looking for ways to generate income, and our community is very

concerned about increased risk of COVID-19. We have erected signs at town entrances and along our major streets to encourage everyone to practice social distancing.

The Economic Development Team hosted a business forum to gain a first-hand insight into the impacts of COVID-19 on our business community. This sector is heavily reliant on tourism and it is fair to say the impacts have been significant.

The State Government announced that we have been successful in attracting \$1.6 million of Working for Victoria Funding. The funding will be used to employ 33 new staff on a temporary basis to help us deliver services through the relief and recovery phase of COVID-19. Our People and Culture team are working hard to finalise the recruitment for these roles.

The Premier is still very clear about the need to work from home if you can, and all non-essential face-to-face meetings have been suspended. Over the past month I have continued to participate in meetings via video conference or phone including:

- Council briefings (our regular Councillor briefing, Strategic briefing and the new Planning briefing)
- Audit, Risk & Advisory Committee meeting (ARAC)
- COVID19 relief and recovery meetings with various agencies and Council staff
- Emergency Management Team meetings
- COVID-19 Business Continuity meetings
- Rural Councils committee meetings
- Project meetings – the Hepburn Hub at the Rex and Trentham Hub Project Control meetings
- Interview with ABC radio regarding the Artisan Agriculture project
- Video conference meeting with the Minister for Local Government
- Regular, recurring meetings with Directors and direct reports
- Rural Council Transformation Program meetings

- Central Highlands Regional Roundtable meeting
- Zoom meeting with Natalie O'Brien, Interim CEO - Ballarat Regional Tourism to discuss Visitor Economy Recovery

In addition, I met with Louise Staley, Member for Rippon, in Clunes to discuss a range of issues and projects.

12.2. CUSTOMER REQUESTS UPDATE – JUNE 2020

DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is to provide Council an update on customer requests received and responded to through the Closing the Loop system, for the period ended 31 May 2020.

BACKGROUND

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

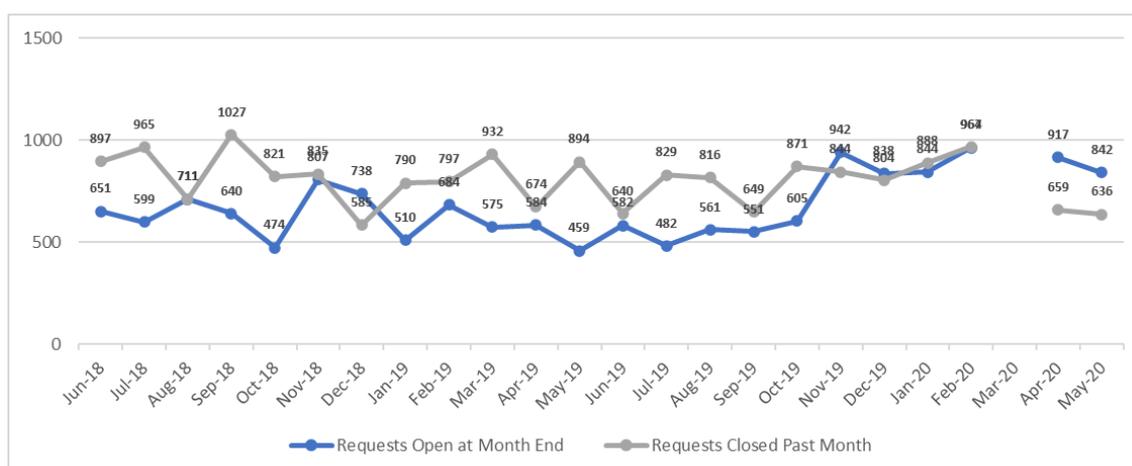
In using the system, the organisation is focussed on the importance of contact with customers to close the loop on all requests and recording details of actions taken.

ISSUE/DISCUSSION

As a result of COVID-19 data was not collected for the month of March 2020.

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

Total Requests Open and Closed Each Month



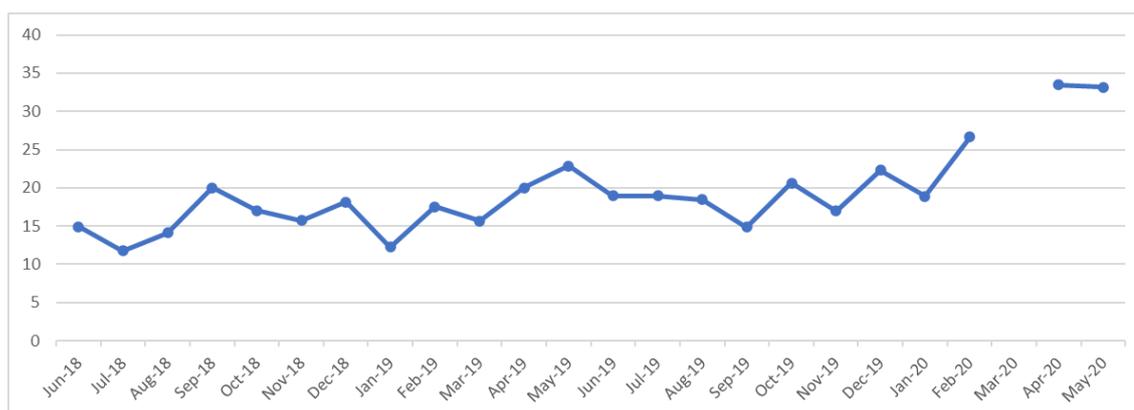
- There was a spike in the number of requests in November 2019 due to requests, particularly tree repairs and roads works associated with the weather events of the 21 November 2019.
- COVID-19 data was not collected for the month of March 2020.

- Over the last 24 months the average requests open at the end of the month has been 677. Council had 842 (April 917) customer requests outstanding at month-end.
- Over the last 24 months the average requests closed during the month has been 806. Council had 636 customer requests closed during the month. The above data would appear to have been impacted by COVID-19 and will be reviewed by Management.

Each request is allocated a category as the type of request, with the following detailing the top categories of open requests for the last six months:

Category	Dec	Jan	Feb	Mar	Apr	May
Call back	321	404	413		380	365
Roads and Footpaths	93	107	84		81	81
Parks and Open Space	62	65	79		79	54
Information Technology (internal)	68	83	81		85	89
Development - Planning, Building and Septics	48	69	63		80	76
Other	246	247	244		210	177
Total	838	975	964		915	842

Average Days to Close Requests



Over the last 12 months the average days to closed has ranged between 14.85 and 33.47 – with an average of 22.12.

We have seen a spike in April and May, this is likely due to a number of long term requests being closed, as a result of staff able to ‘clean’ data and finalise requests while working from home due to COVID-19. 30 requests were closed in the month that were outstanding for more than 150 days, thus increasing the average. This will be monitored by management.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective: High Performing Organisation

Key Strategic Activity:

12. Enhance our processes and systems to deliver Excellent Customer Service. To achieve this, we will focus on internal collaboration and new ways

of working, combined with a continued focus on effective and timely communications, engagement and consultation. We will focus on achieving higher customer satisfaction through making it easier to work with Council and by closing the loop on requests received from our community and other customers.

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

Key Strategic Indicator: Average Days to Close External Customer Requests

FINANCIAL IMPLICATIONS

Responding to customer requests is managed within the annual budget.

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

No specific matters noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

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

OFFICER'S RECOMMENDATION

12.2.1. That Council notes the update on customer requests for May 2020.

MOTION

12.2.1. That Council notes the update on customer requests for May 2020.

Moved: Cr Greg May

Seconded: Cr Don Henderson

Carried

12.3. DEVELOPMENT AND COMMUNITY SAFETY REPORT

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

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

PURPOSE

The purpose of this report is to update Council on the activities of the Building, Environmental Health, Community Safety and the Planning units of Council.

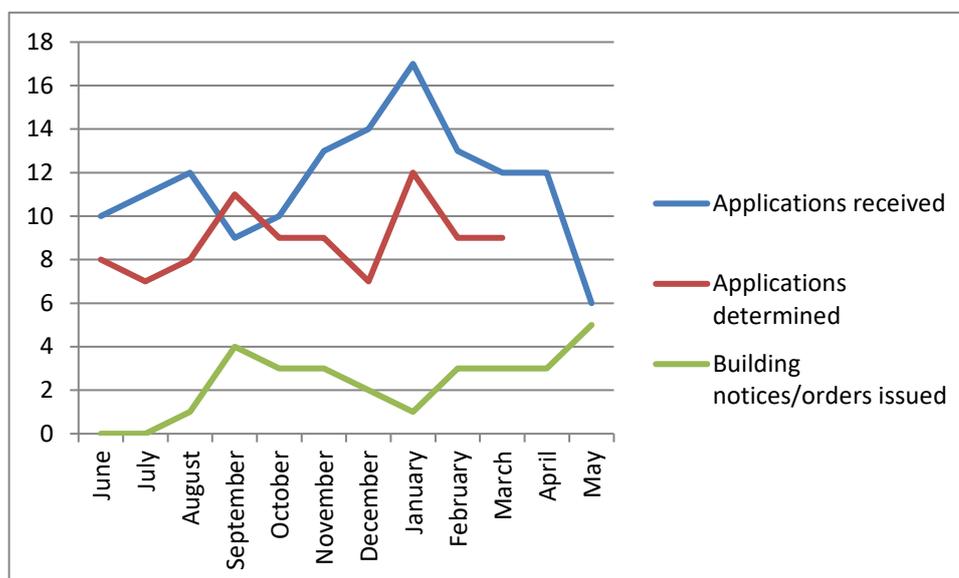
ISSUE/DISCUSSION

Building

The building activity report for May 2020 is summarised below:

Building Activity	Total
Building applications received	6
Building applications determined	11
Building notices/orders issued	5
Total development cost	\$2,289,310

The following graph indicates building statistics and activity for the 2019/2020 financial year. (June 2019 included):

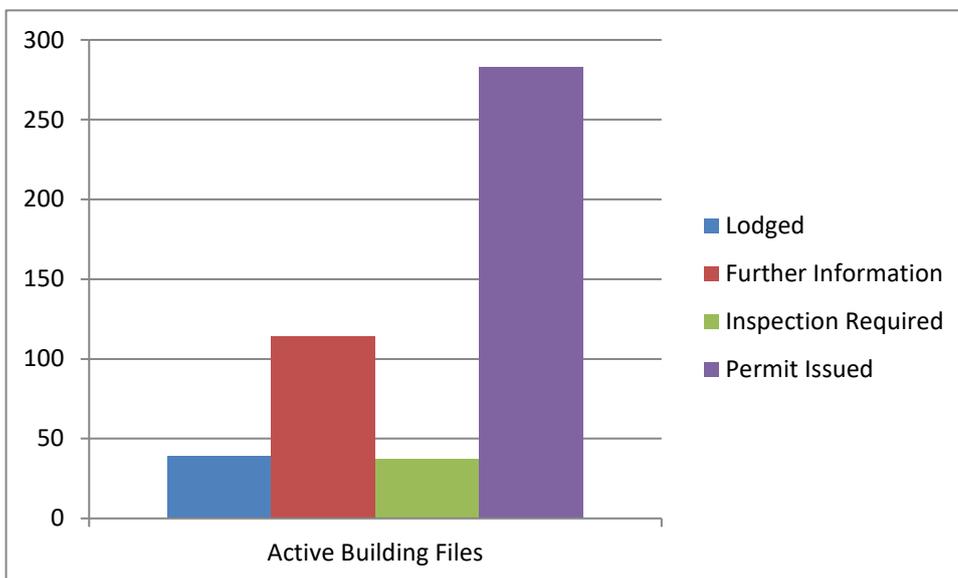


The total value of development for all Council approved building permits for the 2019/2020 financial year is \$9,259,102.

Active Building Files

The building department has had 473 active building files over the month of May as summarised below:

Active Building Files	Total
Lodged	39
Further Information	114
Inspection Required	37
Permit Issued	283



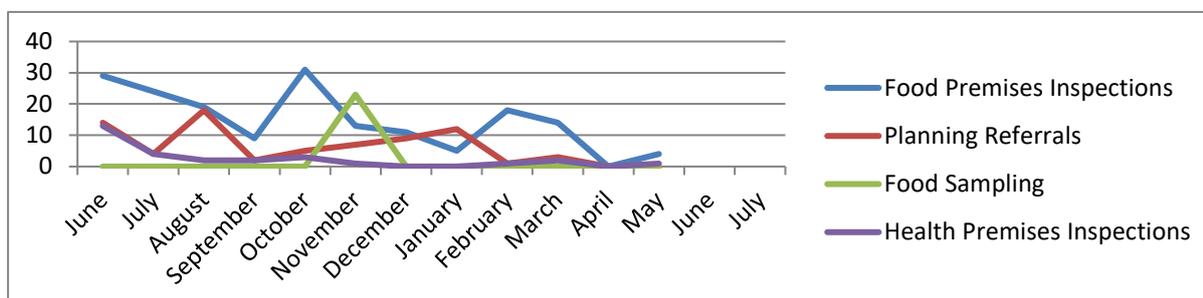
Environmental Health

It should be noted that Councils Environmental Health Officers continue to be heavily engaged in Councils response to the Pandemic and State of Emergency throughout May. This has included but not limited to time reviewing Councils Pandemic Plan, liaison with State Government Agencies, stakeholders, and extensive communication with businesses to assist them in complying with the COVID-19 guidelines. Whilst the team has been working hard in this area to support our community, it has impacted other responsibilities.

The Environmental Health activity report for May 2020 is summarised below:

Environmental Health Activity	Total
Food Premises Inspections	4
Planning Referrals	0
Food Sampling	0
Health Premises Inspections	1

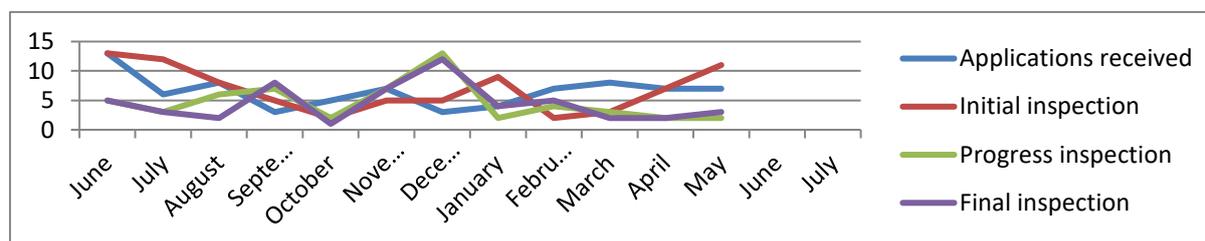
The following graph indicates environmental health statistics and activity for the 2019/2020 financial year (June 2019 included):



The Environmental Health septic tank application/inspection activity report for May 2020 is summarised below:

Septic Tank applications/inspections	Total
Applications	7
Initial inspection	11
Progress inspection	2
Final inspection	3

The following graph indicates environmental health septic tank application/inspection statistics and activity for the 2019/2020 financial year (June included):



Community Safety

The Community Safety team activity report for May 2020 is summarised below:

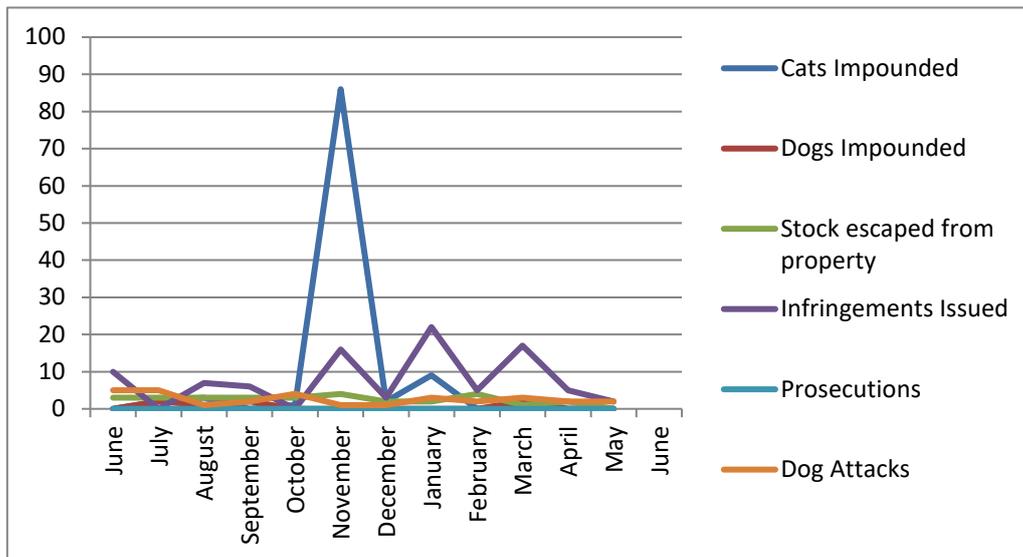
Local Laws Activity	Total
Cats Impounded	0
Dogs Impounded	0
Stock escaped from property	0
Infringements Issued	2
Prosecutions	0
Dog Attacks	2
Declarations of Menacing Dogs	2
Declarations of Dangerous Dogs	0

The two dog attacks referenced above occurred in Denver and Daylesford and are being investigated by our Community Safety team. The two menacing dog declarations have also resulted from previously reported dog attacks to council officers from the Daylesford and Creswick areas.

Breakdown of Infringements issued in May 2020:

Infringements	Total
Parking	0
Local Law	0
Food	0
Animal	2
Fire	0

The following graph indicates local laws statistics and activity for the 2019/2020 financial year (June 2019 included)

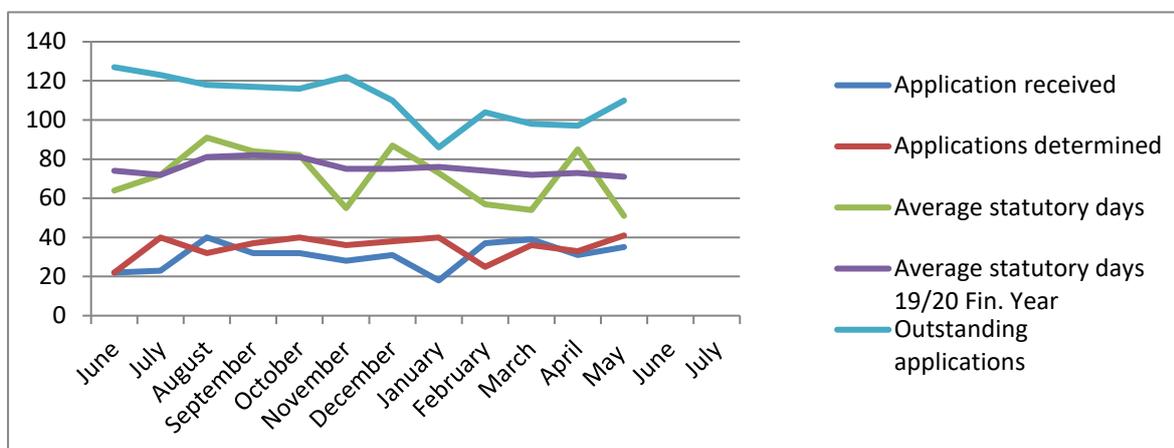


Planning

The Planning activity report for May 2020 is summarised below:

Planning Activity	Total
Applications received	35
Applications determined	41
Average statutory days for month	51
Average statutory days 2019/2020 financial year	71
Average statutory days 2018/2019 financial year	110
Outstanding applications	35

The following graph represents planning activity for the 2019/2020 financial year (June 2019 included):

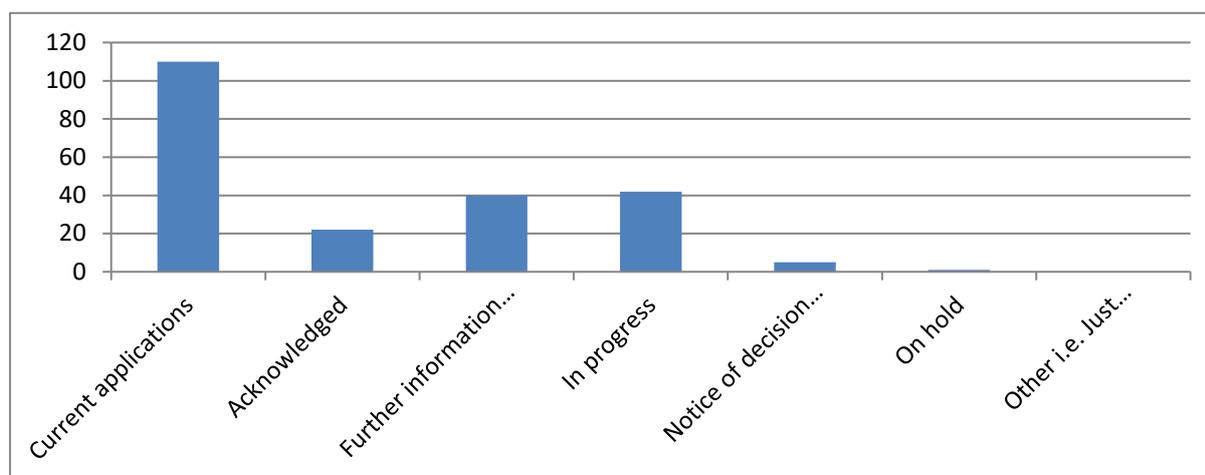


Application numbers spiked in May and remain which is pleasing given COVID-19 situation. Statutory days continues to fall as more applications continue to be decided in a more timely manner.

The status of all active applications as at May 2020 is summarised below:

Status of all active applications as at May 2020

Current applications	110
Acknowledged	22
Further information request	40
In progress	42
Notice of decision pending	5
On hold	1
Other i.e. Just submitted, referred	0



Applications determined in May 2020 under delegation

A list of applications issued under delegation is included as an attachment. The breakdown of permits issued under delegation by category is listed in the table below. This includes those applications deemed as not required or withdrawn by the delegated officer.

Permits Issued by Delegated Officers	31
Notice of Decision by officer	2
Withdrawn etc.	2
Refused by Council	0

OFFICER'S RECOMMENDATION

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

MOTION

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

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

**ATTACHMENT 3 - PLANNING PERMITS ISSUED UNDER DELEGATION
IN MAY 2020**

Planning Permits issued under delegation - May 2020

Application ID	Primary Property	Full Details	Decision
PlnPA001575.01	31 Victoria Street, TRENTHAM VIC 3458	Construction of shops, use of the land for a veterinary centre, use of the land for the sale and consumption of liquor associated with a general	Permit Issued
PlnPA002587	150 Daylesford-Malmsbury Road, COOMOORA VIC 3461	Seven Lot Subdivision (Re-Alignment of existing allotments)	Notice of Decision
PlnPA002142.02	80 Lake Road, DAYLESFORD VIC 3460	Alterations and additions to dwelling and associated works, generally in accordance with the endorsed plans.	Permit Issued
PlnPA002660	5 Mink Street, DAYLESFORD VIC 3460	Construct Two Sheds	Permit Issued
PlnPA002651	1 Bleakley Street, DAYLESFORD VIC 3460	4 lot subdivision	Permit Issued
PlnPA002432	12 Camp Street, DAYLESFORD VIC 3460	Use and development of the land for a dwelling and care takers dwelling and a reduction in the required on-site car parking	Permit Issued
PlnPA002672	270 Sharpes Lane, WHEATSHEAF VIC 3461	Construction of room independent of existing dwelling for use of residents only as yoga and art studio space.	Permit Issued
PlnPA002678	26 Woulfes Hill Road, EGANSTOWN VIC 3461	Construction of 2 sheds	Permit Issued
PlnPA002086.01	1 Burrall Street, DAYLESFORD VIC 3460	Construction of a dwelling, site cut greater than 1m in depth and vegetation removal, generally in accordance with the endorsed plans.	Permit Issued
PlnPA002653	650 James Lane, TRENTHAM EAST VIC 3458	2 lot subdivision	Permit Issued
PlnPA002567	74 Allendale-Kingston Road, KINGSTON VIC 3364	Four (4) Lot subdivision of land and creation of access to a Road Zone Category One	Notice of Decision
PlnPA002711	40 Ellery Close, TYLDEN VIC 3444	Construction of a dwelling	Permit Issued
PlnPA002670	26 Vincent Street, DAYLESFORD VIC 3460	To use land for the sale and consumption of liquor on and off the premises associated with a general licence and to display and put up business	Permit Issued
PlnPA002638	2549 Ballan-Daylesford Road, MUSK VALE VIC 3461	Development of land for a dwelling and alteration to an existing dwelling to be a detached habitable building, access to a Road Zone Category 1.	Permit Issued
PlnPA001996.01	59 Main Road, HEPBURN SPRINGS VIC 3461	Amendment to original permit - Amended dwelling design to dwellings 9 and 10 and minor adjustments to other dwellings: Original PermitTen	Permit Issued
PlnPA002705	33 Barkly Street, GLENLYON VIC 3461	Construction of extensions to an existing dwelling	Permit Issued
PlnPA002707	59 Cosmo Road, TRENTHAM VIC 3458	ALTERATIONS TO A SINGLE DWELLING ON A LOT IN BMO OVERLAY	Permit Issued
PlnPA002724	12 Wright Court, CRESWICK VIC 3363	Construction of an extension to an existing dwelling	Permit Issued
PlnPA002730	61 Cambridge Street, CRESWICK VIC 3363	Buildings and works for a single story addition to the rear of the existing dwelling (including partial demolition)	Permit Issued
PlnPA002702	5 Alfred Street, CRESWICK VIC 3363	Construction of an extension to an existing dwelling	Permit Issued
PlnPA002734	45 Sharpes Lane, GLENLYON VIC 3461	Construction of a dwelling	Permit Issued
PlnPA002731	145 Woodduck Drive, WHEATSHEAF VIC 3461	Use and development of a dwelling	Permit Issued
PlnPA002644	7 Park Avenue, DAYLESFORD VIC 3460	Development of the land with a new dwelling and outbuilding (including site cut greater than 300 square metres in area)	Permit Issued
PlnPA002508	30 Victoria Street, TRENTHAM VIC 3458	Seven lot subdivision	Permit Issued
PlnPA002737	5 Railway Crescent, DAYLESFORD VIC 3460	Change the use of one of the existing office spaces to be used for an existing Chiropractic business	Permit Issued
PlnPA002750	340 Sawpit Gully Road, PORCUPINE RIDGE VIC 3461	Construction of domestic storage shed	Permit Issued
PlnPA002741	21 Hammon Street, CRESWICK VIC 3363	Construction of a single storey three bedroom dwelling	Permit Issued
PlnPA002757	19 Talbot Road, CLUNES VIC 3370	Build a 7m x 6m shed	Permit Issued
PlnPA002774	10 Hepburn Road, DAYLESFORD VIC 3460	Construction of a 10m x 4m shed	Permit Issued
PlnPA002696	190 Ballarat Road, CRESWICK VIC 3363	Development of land for the construction of a dwelling and associated shed	Permit Issued

12.4. COVID-19 EMERGENCY MANAGEMENT STRUCTURE

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Director Infrastructure and Development Services, I Bruce Lucas have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to provide an overview of our recovery and response strategy due to the current COVID-19 pandemic situation, including outlining the emergency management structure to support the recovery phase for our organisation, community and economy.

BACKGROUND

COVID-19 has resulted in an unparalleled emergency situation for the organisation and community. The impacts of which are being felt immediately, and over coming months. Council has enacted its Municipal Emergency Management Plan to respond to the current situation.

It is a requirement of the Victorian Emergency Act 1986 that Councils develop and maintain a Municipal Emergency Management Plan (MEMP). Council does have in place a current MEMP, available online (<https://www.hepburn.vic.gov.au/hepburn/wp-content/uploads/2020/01/Public-Version-Municipal-Emergency-without-Appendices-Adopted-21-August-2018-97-pages.pdf>).

The objectives of the MEMP is to establish the municipal emergency arrangements to enable Council to:

- Identify hazards and determine risks that may impact upon the municipality;
- Implement measures to prevent or reduce the causes and/or effects of emergencies;
- Manage arrangements for the utilisation and implementation of municipal resources in response to emergencies;
- Manage support that may be provided to or from adjoining municipalities;
- Assist affected communities to recover following an emergency; and
- Complement other local, regional, and state planning emergency arrangements.

The MEMP is supported by a range of sub-plans that have been developed in partnership with internal and external stakeholders. Hepburn Shire Council and key agencies develop and implement a variety of plans and initiatives that ensure they, and the community, are appropriately prepared for emergencies.

One of the identified sub-plans is the Pandemic Influenza Sub-Plan. The MEMP identified the risk rating of a Human Pandemic in Hepburn Shire as a 'Medium' Risk rating, as it would have a major consequence, but a low likelihood of occurring.

Hepburn Shire does have a Pandemic Influenza Sub-plan in place. It was last reviewed in 2015 and was under review before COVID-19. The Pandemic Plan has been reviewed and adopted by the Municipal Emergency Management Committee since COVID-19.

Response, relief, and recovery operations occur throughout the emergency. Unlike some emergencies, throughout COVID-19 response, relief and recovery are in parallel.

ISSUE/DISCUSSION

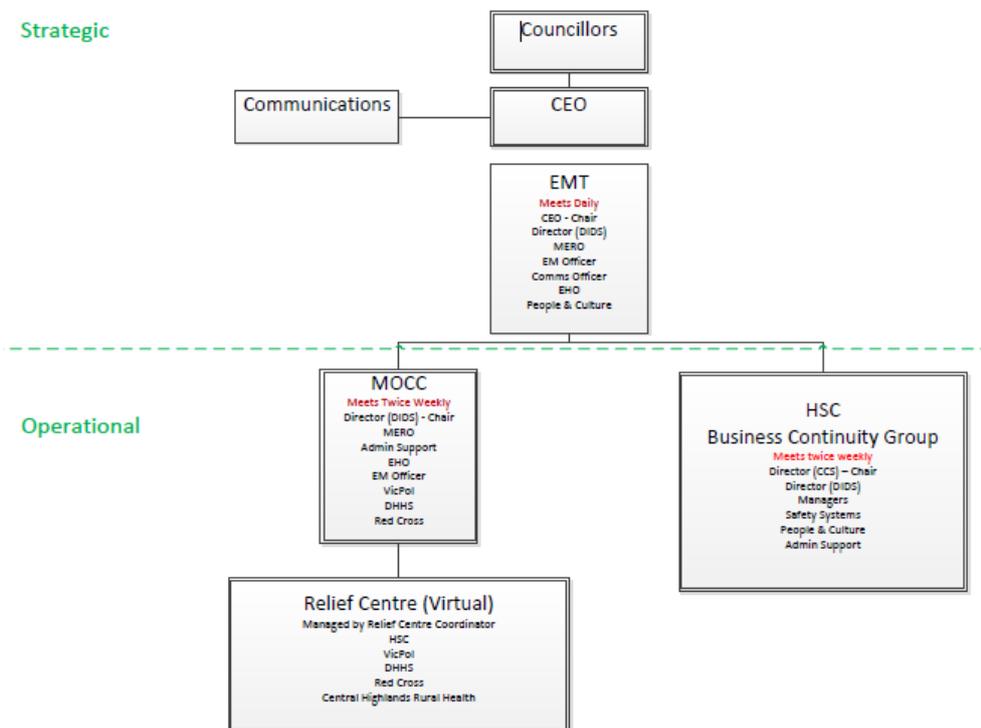
Current COVID-19 Emergency Management Structure

The structure of our emergency management, and therefore our response, has been evolving since early March, in response to COVID-19, and particular guidance from Health and Government officials.

- In early March, Council's Executive Management Team and a Corona Virus Working Group were meeting weekly to manage the impact of the Virus on the Shire.
- On 16 March in accordance with the MEMP, Council set up our Emergency Management Team. The Emergency Management Team began meeting every day and ensured communication was sent out to all staff each day to keep them informed, and to Councillor's and the Community as appropriate.
- On 17 March, the Emergency Management Team enacted the Business Continuity Plan (BCP) and established a team comprising key staff from the organisation. This team's focus was to determine the best way to continue delivering essential services to our community, given the impact that Coronavirus (COVID-19) was having across communities while ensuring the safety of our staff and community members.
- 17 March also saw the first significant changes to the way services were undertaken. The use of volunteers in the organisation was suspended, as was non-essential group activities and programs, and face-to-face community engagement.
- 18 March, Council moved to Stage 4 of its Pandemic Plan. Effective 5pm Council closed:
 - Face to face customer service at our Duke Street Office, Daylesford, Creswick Hub, and The Warehouse - Clunes
 - Daylesford, Creswick, Clunes and Trentham Library
 - Visitor Information Centres in Daylesford, Creswick, Clunes & Trentham
- 23 March – Working from Home plans were enacted in order to comply with new social distancing requirements and to minimise the amount of travel undertaking in and out of the Shire, following announcements from State Government.

- 30 March – Implemented the Emergency Management Team (EMT) transitioning to our new emergency management structure, meeting three times per week. The establishment of a Municipal Operations Centre and a virtual relief centre allowed for a coordinated and structured approach to requests for assistance from the community.
- The EMT implemented the following emergency management structure.

Hepburn Shire Council Emergency Management Structure – 27/3/2020



- This created three teams working on different aspects of our response.
 - COVID-19 Business Continuity and Response Team (C-BCRT) - The role of the team is to focus on HSC response, including Implementation of the HSC Business Continuity Plan, sub-plans and the response to / recovery from COVID-19 from an organisational perspective.
 - PMOC (Pandemic Municipal Operations Centre) - The PMOC was activated as per our Pandemic and Emergency Management Plans, which brings together key emergency management staff in the organisation along with VicPol, DHHS, Red Cross and Central Highlands Rural Health. The PMOC is vital in linking to our regional and state-wide emergency partners and control agencies and helping us find solutions to challenges in our Shire.
 - Virtual Relief Centre - The Virtual Relief Centre was set up as part of our pandemic and emergency management plans to assist Council in responding to community requests for relief.

The Emergency Management Structure confirmed at the end of March, remains in place currently.

Implementation of the emergency plans, and structure have been appropriate for Council as it has provided the basis of our mechanics to ensure an appropriate response to the emergency situation.

Proposed Emergency Management Structure

As has been evidenced, our emergency management structure has evolved. It is now prudent to review the current structure, and with the phased easing of restrictions, our focus now needs to shift to phased recovery operations.

Councils MEMP details the transition from emergency response to recovery. As the emergency comes under control and containment is achieved, a transition period from response to recovery coordination occurs.

Our MEMP requires that an Emergency Response and Recovery Committee be established. Membership of the Committee will be per the identified membership in the MEMP and will replace the current P-MOC, as the majority of members are contained within the P-MOC. Members will include Hepburn Shire Representatives and other key agency representatives.

The impact on the community will be wide-ranging. Recovery focuses on 5 recovery environments:

1. Social (assisting people rebuild their lives and getting communities reconnected)
2. Built (re-building homes, fences, community structures, roads, and utilities)
3. Natural (restoring water, national parks, environment, and cultural heritage assets)
4. Economic (promoting tourism, assisting the return of business activity)
5. Agricultural (primary producer support, animal welfare, stock feed and agistment)

Officers have noted that the two recovery environments that will need particular focus as a result of the COVID-19 Pandemic are SOCIAL and ECONOMIC.

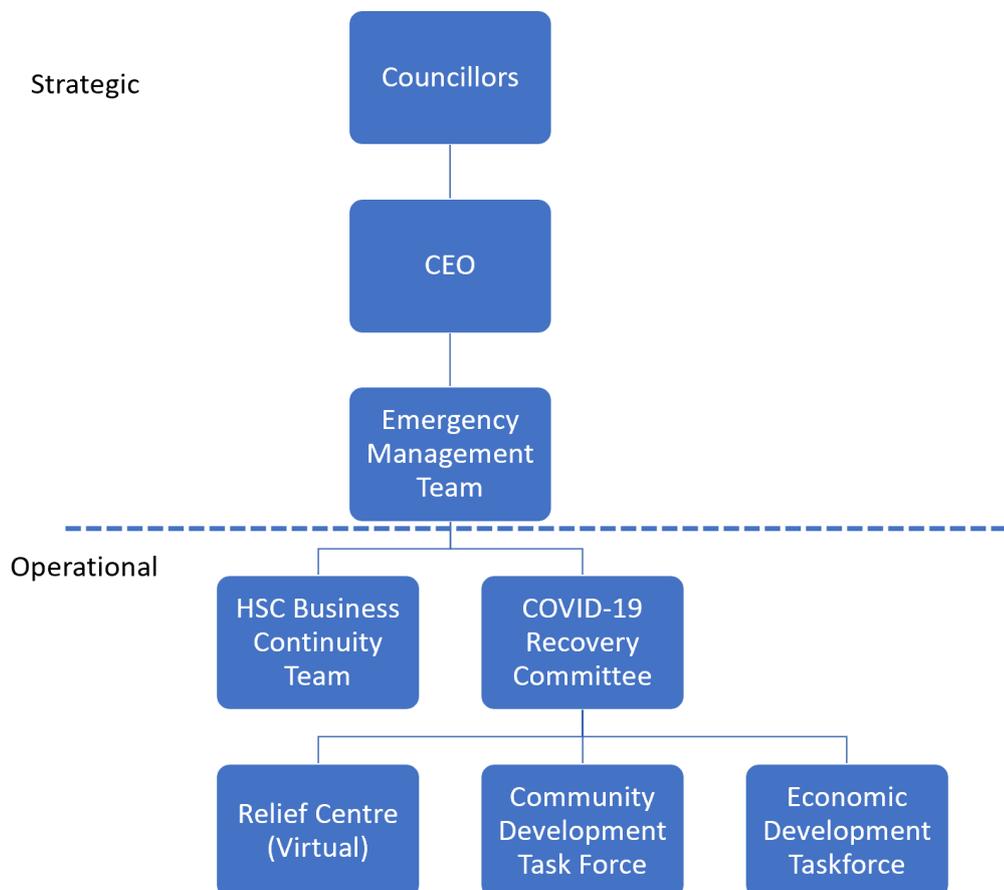
The Committee Responsibilities will be to:

- Address the impact of the emergency on the five environments and coordinate the required recovery services. Undertake specific recovery activities as determined by the circumstances and the Committee.
- Identify community needs and resource requirements and make recommendations and/or funding submissions to appropriate recovery agencies, municipal councils and State Government Departments.
- Development of a COVID-19 Recovery Action Plan, including undertaking impact assessments to collect necessary data to assist with recovery action planning.
- Form Recovery Service task forces where the demand for particular services requires a dedicated coordination team. The chair or a

representative of each task force would sit on the Emergency Response and Recovery Committee.

- Taskforces that are currently proposed relate to the Social Environment (Community Development) and Economic Environment (Business and Economic Recovery and Development).
- Monitor the overall progress of the recovery process in the affected community. This can be done by:
 - Collating progress reports from the recovery task forces;
 - Receiving feedback from personal support case managers
 - Conducting outreach services to the affected community
 - Monitoring service requests via council reception and/or the recovery centre
- Liaise, consult, and negotiate on behalf of the affected communities, with recovery agencies, government departments, and municipal councils.
- Liaise with DHHS Regional Recovery Coordinator.
- Ensure the affected community is consulted before recovery activities are undertaken.
- Provide leadership and support to staff specifically employed for the recovery effort.

The structure of the various committees is represented by the below.



The proposed structure is subject to approval of the P-MOC and MEMPC.

Community and Economic Development Taskforces

As noted above the proposed new emergency management structure to respond to the recovery need from COVID-19 includes the creation of two taskforces:

- Hepburn COVID-19 Community Recovery Taskforce
- Hepburn COVID-19 Business Response and Recovery Taskforce

The taskforces are designed to be established to build partnerships and promote a coordinated approach in responding to the impacts of COVID-19 on our community and businesses. The taskforces are designed to include Councillors, Council Officers, and Community members and be representative of the Shire.

The taskforces are a forum for consultation, provision of feedback and information exchange and has no power to commit Council to any decision or action, or to direct Council Officers in their duties.

Terms of Reference of both taskforces will be developed and endorsed by the current P-MOC. It is envisioned that a public expression of interest occurs (for a two-week period), prior to a review by officers and recommendations made to the July Council meeting of the members. Given the emergency nature, a short EOI process will be required. Taskforces would likely meet in late July.

Reporting

To ensure appropriate governance and oversight of the emergency management structure, and activities undertaken by the COVID-19 Response and Recovery Committee and associated taskforces regular reporting will occur.

A report will be provided to each Ordinary Meeting of Council (monthly) on the Committee's activities. A key action of the Committee will be the development of a COVID-19 Recovery Action Plan and reporting of the progress of this Action Plan will form part of the regular reporting.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

It is a requirement of the Victorian Emergency Act 1986 that Councils develop and maintain a Municipal Emergency Management Plan (MEMP).

FINANCIAL IMPLICATIONS

No direct costs of the implementation of an Emergency Management Structure. Council will incur costs as a result of the response to COVID-19 and these will be reported to Council.

RISK IMPLICATIONS

Failure to have in place an appropriate Emergency Management Structure, would be a detriment to the response to COVID-19 for Council, the community and economy.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The outbreak of COVID-19 is primarily a public health issue, but it is also having a significant impact on the economy and the financial system. The economic impact of COVID-19 is and will continue to be severe across all economies.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

A public Expression of Interest process will be undertaken, to ensure membership of the taskforces are representative of the Shire.

CONCLUSION

As has been evidenced, our emergency management structure has evolved. It is now prudent to review the current structure, and with the phased easing of restrictions, our focus now needs to shift to phased recovery operations.

OFFICER'S RECOMMENDATION

That Council:

- 12.4.1. support the proposed emergency management structure, including the development of two taskforces (Hepburn COVID-19 Business Response and Recovery Taskforce and Hepburn COVID-19 Community Response and Recovery Taskforce) with the understanding that the structure is fluid and may change from time to time, in accordance with the Municipal Emergency Management Plan, subject to the evolving emergency; and
- 12.4.2. notes that a report will be provided to each Ordinary Meeting of Council on the Response and Recovery Committee's activities.

MOTION

That Council:

12.4.1. support the proposed emergency management structure, including the development of two taskforces (Hepburn COVID-19 Business Response and Recovery Taskforce and Hepburn COVID-19 Community Response and Recovery Taskforce) with the understanding that the structure is fluid and may change from time to time, in accordance with the Municipal Emergency Management Plan, subject to the evolving emergency; and

12.4.2. notes that a report will be provided to each Ordinary Meeting of Council on the Response and Recovery Committee's activities.

Moved: Cr Kate Redwood AM

Seconded: Cr Don Henderson

Carried

Cr Kate Redwood AM declared a conflict of interest and left the meeting at 7:48pm.

Cr Fiona Robson declared a conflict of interest and left the meeting at 7:49pm

12.5. CORONAVIRUS (COVID-19) COMMUNITY SUPPORT GRANTS – MAY RECOMMENDATIONS

DIRECTOR COMMUNITY AND CORPORATE AND SERVICES

In providing this advice to Council as the Community Programs Officer, I Inga Hamilton have no interests to disclose in this report.

PURPOSE

The purpose of this meeting report is to advise Councillors of the Coronavirus (COVID-19) Community Support Grants Program recommendations for May, 2020.

BACKGROUND

At the 7 April 2020 Briefing, officers noted that Council would launch the Coronavirus (COVID-19) Community Support Grants Program. The objective of this program is to support and sustain the community and Hepburn Shire residents throughout and following the COVID-19 pandemic.

Within the program there are 4 categories aimed to meet the different needs of our community. These are:

- A. Quick Response Grants – up to \$1,000
- B. Arts and Culture Grants – up to \$2,000
- C. Sport and Active Recreation Grants – up to \$2,000
- D. Community Support Grants – up to \$2,500

The Program opened 23 April 2020 and will remain open until 30 June 2020.

The Program has an overall budget of \$60,000. Drawing on funds reallocated from existing programs whose implementation has been impacted by the COVID-19 pandemic.

To further promote the program Council Officers implemented a robust communications plan. In addition to print and digital marketing, Council Officers have spent significant time contacting eligible organisations individually via email and phone.

ISSUE/DISCUSSION

There were 13 applications received in May for the Program.

Seven applications were assessed from Category A with a summary provided below, and these funds have been awarded. Category A grants are quick response grants, \$1,000 or less and awarded by Council Officers.

Six applications have been assessed from Category B-D and recommendations are detailed below.

Officers will continue to work with groups that were unsuccessful.

Category	Project Name	Community Group	Description	Grant Amount Awarded
A	Gardens for Wildlife Video Project	Daylesford and District Horticultural Society Inc	A short video production in lieu of May seminar	\$1,000
A	Neighbourhood Centre R&M	Trentham Community Group	Works to ensure required repairs to roof, and painting at the Neighbourhood Centre building occur.	\$1,000
A	Get Ready – Get Work Fit	Daylesford Neighbourhood Centre	Free of charge skills-based courses (such as Barista) to assist seek employment.	\$1,000
A	The Little Local Winter Edition	The Local Publishing Group	Publication supporting local businesses, telling the stories of business during COVID and how assisting in the recovery.	\$1,000
A	Useful Weeds of Hepburn Guidebook	Brenna Quinlan	Educational resource	Not recommended for funding – did not meet Program Guidelines, no quotes.
A	Permaculture Teaching Cards	Grow Do It	Educational resource for sustainable living	Not recommended for funding –did not meet Program Guidelines. Insufficient detail in budget.
A	Toilet Revamp	Daylesford Speedway Drivers Association	New toilet units and plumbing	Not recommended for funding – did not meet Program Guidelines. Insufficient detail on works in the application.
Total amount awarded from Category A:				\$4,000

Category	Project Name	Community Group	Description	Grants Amount Requested	Total Project Cost	Recommendation
B	Cooped up Hoops	Asking for Trouble	Hoop flash mob.	\$2,500	\$2,500	Recommended for partial funding - \$2,000.
B	Our Local Artists	The Local Publishing Group	Profile local artists in The Local. Telling the stories of local Artists and how assisting in the recovery.	\$1,800	\$3,600	Recommended for full funding.
B	How-To Poster Series	Brenna Quinlan	Illustrated how-to educational poster series on 8 topics identified by the Community.	\$2,500	\$2,500	Recommended for partial funding - \$1,900. Note: Print costs for commercial sale \$600- not supported)
C	Pig and Whistle Cycling Event	Corporate Cycling	Cycling event in Creswick in October 2020. Contingencies in place for COVID-19. Can run in April 2021 is restrictions doesn't allow.	\$2,000	\$74,500	Recommended for full funding.
D	Job Seeker Hand Up	Creswick Neighbourhood Centre	Free of charge training to enhance employability.	\$2,500	\$2,500	Recommended for full funding.
D	Look Good Feel Better	Cancer Patients Foundation	Home delivered Confidence Kits and Virtual Workshops	\$2,500	\$2,500	Not recommended for funding – budget and quotes were inconsistent.
Total amount recommended from Category B-D:				\$10,200		

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

At the Ordinary Council Meeting in April it was noted that \$8,935 had been awarded from Category A Quick Response Grants, and Council awarded a further \$7,500 from Categories B-D. A total of \$43,565 of Coronavirus (COVID-19) Community Support Grant funds remain.

RISK IMPLICATIONS

All applicants are required to identify how project risk and safety issues will be managed and this formed part of the assessment process. Public liability insurance is a requirement of all applications. All successful applicants are required to sign grant terms and conditions prior to receiving the grant allocation. There is a system in place for Council officers to monitor receipt of acquittals and follow up any outstanding acquittals.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The Coronavirus (COVID-19) Community Support Grants provides funding to individuals, businesses and groups in the response to the Pandemic. The focus of these projects is to strengthen community resilience and connection, promote sustainability and to assist in the implementation of community priorities in response to the Pandemic.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Due to the Coronavirus (COVID-19) pandemic no face-to-face meetings were offered. Officers supported applicants via phone, email and some 'Zoom' sessions. The communications plan included many direct phone calls and emails from Officers across the Community Services department, along with Facebook page posts.

CONCLUSION

The recommended projects support the objectives of the Coronavirus (COVID-19) Community Support Grants Program.

OFFICER'S RECOMMENDATION

That Council:

12.5.1. Note the awarding of Category A - Quick Response Grants from the Coronavirus (COVID-19) Community Support Program to:

<i>Project Name</i>	<i>Organisation</i>	<i>Amount</i>
<i>Gardens for Wildlife Video Project</i>	<i>Daylesford and District Horticultural Society Inc</i>	<i>\$1,000</i>
<i>Neighbourhood Centre R&M</i>	<i>Trentham Community Group</i>	<i>\$1,000</i>
<i>Get Ready – Get Work Fit</i>	<i>Daylesford Neighbourhood Centre</i>	<i>\$1,000</i>
<i>The Little Local Winter Edition</i>	<i>The Local Publishing Group</i>	<i>\$1,000</i>

12.5.2. Awards the following applications from the Coronavirus (COVID-19) Community Support Program, Category B-D to:

<i>Project Name</i>	<i>Organisation</i>	<i>Amount</i>
<i>Cooped Up Hoops</i>	<i>Asking for Trouble</i>	<i>\$2,000</i>
<i>Our Local Artists</i>	<i>The Local Publishing Group</i>	<i>\$1,800</i>
<i>How-To Poster Series</i>	<i>Brenna Quinlan</i>	<i>\$1,900</i>
<i>Pig and Whistle Cycling Event</i>	<i>Corporate Cycling</i>	<i>\$2,000</i>
<i>Job Seeker Hand Up</i>	<i>Creswick Neighbourhood Centre</i>	<i>\$2,500</i>

MOTION

That Council:

12.5.1. Note the awarding of Category A - Quick Response Grants from the Coronavirus (COVID-19) Community Support Program to:

Project Name	Organisation	Amount
<i>Gardens for Wildlife Video Project</i>	<i>Daylesford and District Horticultural Society Inc</i>	<i>\$1,000</i>
<i>Neighbourhood Centre R&M</i>	<i>Trentham Community Group</i>	<i>\$1,000</i>
<i>Get Ready – Get Work Fit</i>	<i>Daylesford Neighbourhood Centre</i>	<i>\$1,000</i>
<i>The Little Local Winter Edition</i>	<i>The Local Publishing Group</i>	<i>\$1,000</i>

12.5.2. Awards the following applications from the Coronavirus (COVID-19) Community Support Program, Category B-D to:

Project Name	Organisation	Amount
<i>Cooped Up Hoops</i>	<i>Asking for Trouble</i>	<i>\$2,000</i>
<i>Our Local Artists</i>	<i>The Local Publishing Group</i>	<i>\$1,800</i>
<i>How-To Poster Series</i>	<i>Brenna Quinlan</i>	<i>\$1,900</i>
<i>Pig and Whistle Cycling Event</i>	<i>Corporate Cycling</i>	<i>\$2,000</i>
<i>Job Seeker Hand Up</i>	<i>Creswick Neighbourhood Centre</i>	<i>\$2,500</i>

Moved: Cr Greg May

Seconded: Cr Don Henderson

Carried

Cr Kate Redwood AM returned to the meeting at 7:55pm.

Cr Fiona Robson returned to the meeting at 7:55pm

12.6. 2020 LOCAL GOVERNMENT CUSTOMER SATISFACTION SURVEY CHIEF EXECUTIVE OFFICER

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

PURPOSE

The purpose of this report is for Council to receive and note the results of the recently completed 2020 Local Government Community Satisfaction Survey.

BACKGROUND

The Local Government Community Satisfaction Survey (CSS) creates a vital interface between the council and their community. Held annually, coordinated by the Department of Environment, Land, Water and Planning on behalf of Victorian Councils, the CSS asks the opinions of local people about the place they live, work and play and provides confidence for councils in their efforts and abilities.

Now in its twenty-first year, this survey provides insight into the community's views on:

- councils' overall performance with benchmarking against State-wide and council group results
- community consultation and engagement
- advocacy and lobbying on behalf of the community
- customer service, local infrastructure, facilities and
- overall council direction.

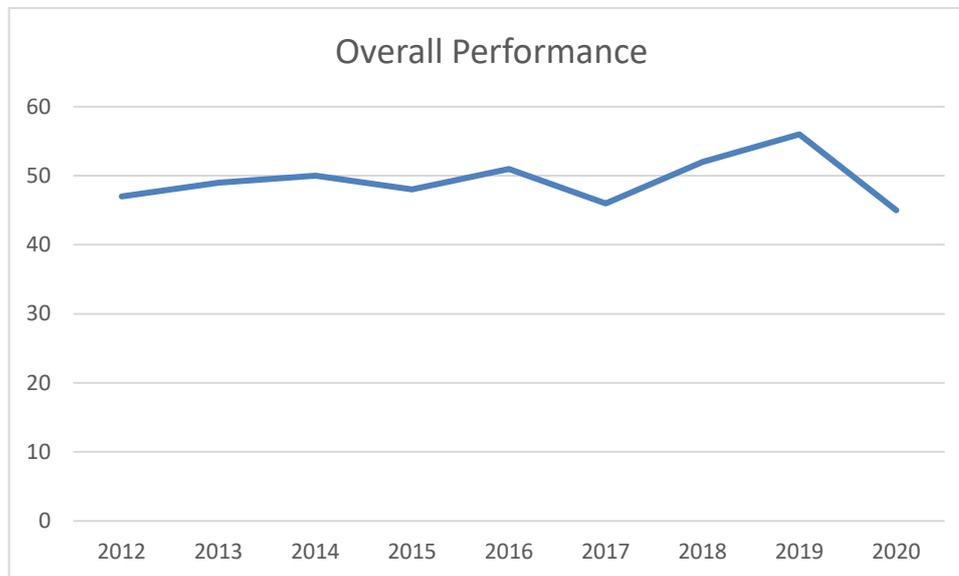
When coupled with previous data, the survey provides a reliable historical source of the community's views since 1998. A selection of results from the last nine years shows that councils in Victoria continue to provide services that meet the public's expectations.

The sample size for the 2020 State-wide Local Government Community Satisfaction Survey for Hepburn Shire Council was 400 residents.

ISSUE/DISCUSSION

Each year the CSS data is used to develop a state-wide report which contains all of the aggregated results, analysis and data. Moreover, with 21 years of results, the CSS offers councils a long-term measure of how they are performing – essential for councils that work over the long term to provide valuable services and infrastructure to their communities. Participation in the State-wide Local Government Community Satisfaction Survey is optional. Participating councils have various choices as to the content of the questionnaire and the sample size to be surveyed, depending on their individual strategic, financial and other considerations.

Over the years the overall performance index score for Hepburn Shire Council has fluctuated significantly with the 2012 overall performance index score being 47 and the 2019 performance index score being 56.



The overall performance index score of 45 for Hepburn Shire Council represents an 11-point decline on the 2019 result, following a two-year trend of improvement from 2017. Overall performance is rated significantly higher among residents aged 18 to 34 years and those in the Creswick Ward (index scores of 55 and 51 respectively). Hepburn Shire Council's overall performance is rated lower than the State-wide and Small Rural group average ratings for councils (index scores of 58 and 56 respectively).

Almost all demographic and geographic cohorts declined in their perceptions of overall performance in the past year. The greatest decrease in overall performance ratings is among residents aged 50 to 64 years and those in the Birch Ward (index scores of 36 and 37 respectively, both down 17 index points from 2019).

More than one in four residents rate Hepburn Shire Council's overall performance as 'very good' or 'good' (28%). A further 36% sit mid-scale, rating Council's overall performance as 'average', with a similar proportion rate it as 'very poor' or 'poor' (35%).

Appearance of public areas (index score of 64, down three index points) is the area where Hepburn Shire Council performed best in 2020. No significant differences in perceptions of this service area are evident across demographic and geographic cohorts compared to the average.

Tourism development is Council's next highest rated service area (index score of 63), despite declining by six index points in the last year. Here, Council performs in line with the Small Rural group and the State-wide average. The decline in perceptions this year has been driven by a significant decline in perceptions among men, residents aged 18 to 34 years, and those aged 65 years and over. Performance ratings in this service area are significantly

higher among residents aged 35 to 49 years (index score of 70). Council's next highest rated service area is recreational facilities (index score of 61).

Council rates lowest in the area of slashing and weed control (index score of 37, down a significant 11 points in the last 12 months). Along with waste management, slashing and weed control is considered Council's equal most important responsibility (importance index score of 80).

Decisions made in the interest of the community is Council's next lowest rated service area (index score of 38). Perceptions of this service area have also declined over the last year, by 14 index points. This is a critical service area, as it is the one that is most influential in driving perceptions of Council's overall performance.

The following services were rated as the most important service areas of Council:

- Waste Management
- Slashing & Weed Control
- Environmental Sustainability
- Appearance of Public Space
- Planning & Building Permits
- Recreational Facilities
- Business & Community Development
- Enforcement of Local Laws
- Tourism Development

More than three in five Council residents (71%) have had contact with Council in the last 12 months. Rate of contact has been trending up over the last few years. Residents communicate with Council through a variety of methods. In person (42%) and by telephone (40%) are the most common method of contacting Council. Email is the next most frequently used means to contact Council (24%).

Customer service ratings among residents who contacted Council in person (index score of 67) or by telephone (64) is higher than for those who contact Council via email (index score of 55). Given email is an increasing means by which to contact Council, it may be prudent to examine processes to address poor perceptions among the group who use this channel.

Moving forward, Council should focus on good communication and transparency with residents about decisions made in the community's interest.

It is important to focus on consulting residents in Council decision-making and demonstrating efforts to advance and defend community interests. This, in combination with attending to concerns about sealed local roads and promoting Council's sustainability initiatives, will improve community opinion of Council's overall performance.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – High Performing Organisation

Key Strategic Activity:

Enhance our processes and systems to deliver excellent customer service. To achieve this, we will focus on internal collaboration and new ways of working, combined with a continued focus on effective and timely communications, engagement and consultation. We will focus on achieving higher customer satisfaction through making it easier to work with Council and by closing the loop on requests received from our community and other customers.

FINANCIAL IMPLICATIONS

Nil – participation in the survey is funded in the annual budget.

RISK IMPLICATIONS

Nil.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Nil.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

In 2020, 62 of the 79 Councils throughout Victoria participated in this survey. The survey was undertaken by JWS Research and is statistically valid. Minimum quotas of gender within age groups were applied during the survey, which was conducted by telephone interviews.

CONCLUSION

The Local Government Community Satisfaction Survey creates an interface between the council and their community.

OFFICER'S RECOMMENDATION

That Council:

12.6.1. Note and receive the 2020 Local Government Community Satisfaction Survey; and

12.6.2. Make the full results of the survey available on Council's website.

MOTION

That Council:

12.6.1. Note and receive the 2020 Local Government Community Satisfaction Survey; and

12.6.2. Make the full results of the survey available on Council's website.

Moved: Cr Fiona Robson

Seconded: Cr Kate Redwood AM

Carried

**ATTACHMENT 4 - 2020 LOCAL GOVERNMENT COMMUNITY
SATISFACTION SURVEY (ISSUED UNDER SEPARATE COVER)**

12.7. PROJECT FUNDING AND OPPORTUNITIES

DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to note Council's Investment Plan (Priority Projects), and recently announced funding, and endorsing potential grant opportunities.

BACKGROUND

All levels of government are investing heavily in projects to stimulate the economy and create jobs in a response to the economic downturn due to COVID-19.

Federal and State Government have already announced various funding opportunities and announced some projects that will receive funding. The State Government has announced a new funding program, being the \$2.7 billion Building Works package. The program is designed to fund shovel-ready projects – big and small – to get thousands of people back to work. \$1.18 billion is related to education infrastructure projects, and the remaining \$1.52 billion to projects across all industries.

ISSUE/DISCUSSION

Investment Plan (Priority Projects)

Often the potential for funding requires Council Officers to provide Government with a list of projects, or a preferred project with very short turnaround, 24 hours is not uncommon. To assist with the process, Council officers have created an Investment Plan (Attachment 5) which details a number of projects, their readiness, a description, potential funding levels and outcomes that would be delivered if these projects were able to be funded.

The list of projects has been developed taking into account current Council plans, strategies, and the draft 5-year capital works listing, previously provided to Council. The list of projects is not in any particular order, and officers align the project outcomes with the funding objectives before submitting projects.

Hepburn's Investment Plan focuses on infrastructure projects such as our community and sporting facilities, our connectivity through roads and pathways, building on our tourism offer through the development of our natural built assets such as Mineral Springs reserves, trails, and parks.

Many of these projects are 'shovel-ready' and can start construction in as little as three months, some within a six to twelve-month window, while some are still in the planning phase but are still an essential investment in our overall plan for the future.

These projects will build on Hepburn’s regional strengths and be a driver of growth that will increase lasting employment and economic prosperity. Council has the capability to deliver these projects with increased resourcing into our Major Projects team, and a strong desire to deliver projects for its community. However, it has limited financial capacity to provide the necessary investment level to lead the recovery effort without additional funding from State and Federal Government partners.

The Investment Plan has been provided to a number of Ministers (both State and Federal) and key government departments such as Regional Development Victoria as an advocacy document.

Recently Announced Funding

The following projects or funding that impact on Hepburn Shire have been announced during the current COVID-19 situation:

- Clunes Town Hall
 - \$317,000 (exclusive of GST) has been received from Regional Development Victoria for Clunes Town Hall and Court House Remedial Works Project.
 - This funding complements current Council funding of \$762,000 to allow a total budget spend of \$1.079M on the project.
 - Stage 'A' of these works will be able to begin shortly, officers have conducted a Public Tender process, and a report for awarding of the contract will be considered at the June Council Meeting.
 - Council officers have also submitted a Heritage Victoria (Living Heritage Competitive Community Grants - \$200,000).
- Local Roads and Community Infrastructure Program
 - Federal Government announced a new \$500 million Local Roads and Community Infrastructure Program.
 - Hepburn Shire was allocated \$968,830 of this funding.
 - Officers recommend funding will be allocated to the following projects.

PROJECT	Funding
Doug Lindsay security lighting and shared pathways – Council previously (2019) submitted to the Department of Justice for funding, which was unsuccessful.	\$280,000
Outdoor fitness – Review of Clunes and Trentham projects that are current projects, but additional funding is required to finish the project to a high standard or project was be staged.	\$41,630
Lighting at the Daylesford Civic Plaza and access path - work between Vincent Street and Plaza which are not currently part of the identified scope of the project. However, to ensure the space is well lit, the project will need to be undertaken to ensure appropriate security.	\$60,000

222 Daylesford-Coomoora Trail Construction of stage 2 (Matts lane) - The proposed budget has an allocation of \$48k for the scoping and feasibility from Daylesford to Glenlyon. If we fast track the first phase of design (Matts lane), Council could allocate funds to build this stage to Coomoora. \$228,000

The connection between Clunes Railway Station and the central township - Provision of Asphalt path on one side of the road from the rail station to the Alliance street (existing path network). Ensure road crossing point to connect to Clunes Community Health Centre. Length of approx. 700m \$100,000

Fairview Estate trail loop - Existing bridge and trail w830orks connect township to Fairview Road and terminate at McDonalds Road \$210,000

Propose to connect from McDonald's road to Ballarat Maryborough Road with gravel trail/path, estimated length of 1750m

Connection between Bald Hills Road and Creswick railway station (and township) - Propose to connect from rail underpass to Armstrong Street with Asphalt path, estimated length of 300m \$49,200

Total \$968,830

- Information Communications Technology (ICT) infrastructure
 - Victoria Government recently announced \$3.8 million to improve the quality of Information Communications Technology (ICT) infrastructure for Victoria's 38 rural councils, many of which have limited resources for remote working. Hepburn Shire will receive \$100,000.
- Working for Victoria
 - Council has been successful in attracting around \$1.6 million from the Working for Victoria Fund to employ an additional 33 staff to carry out a range of roles to support us through COVID-19 relief and recovery.
 - Some of these roles include:
 - Cleaning and sanitisation of buildings and public places
 - Clean up of waste management facilities
 - Outdoor works parks and open spaces
 - Maintenance of community buildings
 - Procurement
 - IT
 - Business and Economic Development recovery
 - Communications
 - OH&S.

- This boost will help ensure that public hygiene and land maintenance workers are employed to help slow the spread of COVID-19, particularly after the easing of restrictions allowing visitors back to our Shire. The additional roles being funded will be used to assist roles that have been severely stretched during COVID-19. These new roles will not impact current roles being performed at Council.

Community Sport Infrastructure Stimulus Program

The Victorian State Government has announced \$68 million to build and upgrade community sports facilities across the state. This initiative is part of the Victorian Government's \$2.7 billion Building Works package. Each local Council can submit up to three (3) applications requesting up to \$10 million for each application. Applications must be worth a minimum of \$1 million in funding requested.

Grant applications of this size require significant officer time for the preparation, and the program closes on 19 June. Council Officers have held discussions with Sport and Recreation Victoria (SRV) representatives about the program and discussed our possible grant applications. Projects must be able to commence construction within six months. Officers are proposing that two submissions are made, that are:

Project	Description	Total Project Cost*	Council Contribution
Hammon Park Trail Head Community and Youth Hub Implementation	Hammon Park will serve as the main trailhead for the Iconic Creswick Trails development. In its own right, Hammon Park is being developed as a regionally significant outdoor and community and recreation asset focusing on community facilities that cater to a variety of ride experiences: cyclocross; cross country; nature play; learn to ride for young cyclist; accessible play; changing places; as well as a site for local, regional and national events. It will provide accessible facilities to support all users.	\$2.2M	\$330,000
Trentham Recreation Reserve	The pavilion redevelopment project is to deliver high quality and relevant community infrastructure	\$2.0M	\$300,000

Pavilion Redevelopment that can service the operations and diversify participation opportunities associated with the Reserve's tenant sports clubs and the local community. Project works include the redevelopment of the change rooms, multi-purpose community space, and toilets, including unisex umpire changerooms and externally accessible public toilets.

*estimated cost, with finalised scope and costing to be developed as part of the grant submission process. Council contribution will be 15% of project cost.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

All levels of government are investing heavily in projects to stimulate the economy and create jobs in a response to the economic downturn due to COVID-19.

Council has limited financial capacity to provide the necessary investment level to lead the recovery effort without additional funding from State and Federal Government partners. Application for, and the acceptance of Government funding will greatly assist in the development of projects.

Where projects require a Council contribution this will be funded from Councils current budget, or the current Strategic Resource Plan (four-year financial plan) and be projects that Councils supports through current plans and strategies.

RISK IMPLICATIONS

Individual project plans will be developed to reduce the risk of each project. That insufficient budget (grant funding) has been allocated to deliver the projects. Project costs will continue to escalate if the projects are delayed,

contingency and project management costs have been included in the costings to assist with project delivery.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Investment in capital works projects will assist in stimulating the economy and creating jobs. The projects will have a positive impact to the economic, health and wellbeing of the community through the delivery of relevant and high quality community infrastructure and planning to further enhance the provision of community infrastructure opportunities.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Various Community and Stakeholder engagement has been undertaken on the individual projects. Individual project plans will be developed that will review engagement that will be undertaken to ensure the successful development of each project.

CONCLUSION

To assist with the process, Council officers have created an Investment Plan which details a number of projects, their readiness, a description, potential funding levels and outcomes that would be delivered if these projects were able to be funded.

Council has been successful in obtaining a number of funding opportunities, and seeks Councils endorsement of further funding applications.

OFFICER'S RECOMMENDATION

That Council:

- 12.7.1. Note Council's Investment Plan (Priority Projects) and continue advocacy efforts to seek government funding;
- 12.7.2. Note recently advised Government funding as detailed in the report, and endorse the allocation of funding of projects in relation to the Local Roads and Community Infrastructure Program of \$968,830; and
- 12.7.3. Endorse Council Officers to submit funding applications to the State Governments Community Sport Infrastructure Stimulus Program for the Hammon Park Trail Head Community and Youth Hub Implementation, and Trentham Recreation Reserve Pavilion Redevelopment.

MOTION

That Council:

12.7.1. Note Council's Investment Plan (Priority Projects) and continue advocacy efforts to seek government funding;

12.7.2. Note recently advised Government funding as detailed in the report, and endorse the allocation of funding of projects in relation to the Local Roads and Community Infrastructure Program of \$968,830; and

12.7.3. Endorse Council Officers to submit funding applications to the State Governments Community Sport Infrastructure Stimulus Program for the Hammon Park Trail Head Community and Youth Hub Implementation, and Trentham Recreation Reserve Pavilion Redevelopment.

Moved: Cr John Cottrell

Seconded: Cr Fiona Robson

Carried

ATTACHMENT 5 - COUNCIL INVESTMENT PLAN (PRIORITY PROJECTS)

Investment Plan 2020/21



Readiness	Type	Total Project Cost	Project Name	Description	Return on Investment Outcomes	Project Jobs*
Shovel Ready (3-6 mths)	Heritage	\$1.8M	Clunes Town Hall and Police Court House	Remedial works package arising from the Heritage Study conducted. This project involves brick and masonry repairs, plaster and paint work to complete the structural works completed in 2018.	<ul style="list-style-type: none"> • Preservation of historic building • Facility for community use • Supporting major events • Supporting regional education opportunities (Wesley College Clunes Campus) 	4
Shovel Ready (3-6 mths)	Heritage	\$600,000	Creswick Town Hall	Remedial works package arising from the Heritage Study conducted. This package of works will include addressing water egress issues through roofing and roof plumbing, some electrical work, painting and addressing some structural cracking.	<ul style="list-style-type: none"> • Preserve an historic hall • Improve for future generations • Supported by the community 	5
Planning Phase	Trails / Tourism	\$350,000	Daylesford to Hanging Rock Rail Trail – Planning (Daylesford to Tylden Stage)	Building on the region’s wellness brand, the trail will encourage visitors to unwind and explore the region's unique offering. Feasibility and Business Case procurement underway and expected to be completed by January 2021. This business plan builds on the existing Macedon to Hanging Rock Feasibility study undertaken by Mt Alexander Shire. Significant planning and design funding is required to progress the project to construction	<ul style="list-style-type: none"> • Significant increase in visitation (est. 62,500 visits pa) across completed trail • Economic benefit of \$4.1M annually • Creating 51 new jobs post construction 	2
Planning Phase	Trails / Tourism	\$15.0M	Daylesford to Hanging Rock Rail Trail – Construction (Daylesford to Tylden Stage)	Construction of the trail will build on the region’s wellness brand, the trail will encourage visitors to unwind and explore the region's unique offering. Feasibility and Business Case procurement underway and expected to be completed by January 2021.	<ul style="list-style-type: none"> • Significant increase in visitation (est. 62,500 visits pa) across completed trail • Economic benefit of \$4.1M annually • Creating 51 new jobs post construction 	122
Planning Phase	Heritage/ Precinct Activation	\$3.5M	Daylesford Town Hall Redevelopment	Project forms the final stages of the Town Hall, Aquatics and CBD precinct development. This final stage will see the refurbishment of the Town Hall into the Visitor Information Centre and major events and community use venue, the creation of a laneway connecting the main Vincent St to the Senior Citizens Centre, Civic Plaza and Aquatic Centre. The project will also include the much-needed refurbishment of the Senior Citizens Centre.	<ul style="list-style-type: none"> • Activation of CBD Precinct • Preservation of historic building • Providing access for all abilities in the Town Hall • Improving functionality of community use facility • Supporting major events 	29
Shovel Ready (3-6 mths)	Recreation	\$250,000 - \$1M	Doug Lindsay Recreation Reserve (Creswick)	Masterplan implementation. Phase one of Masterplan implementation which includes landscaping and drainage works	<ul style="list-style-type: none"> • Community health and wellbeing outcomes • Significant Community facility with multiple user groups 	1
Shovel Ready (1-3 mths)	Community Infrastructure	\$560,000	Community Footpath Network Program	Implementation of the Walking and Cycling Strategy which includes a program of footpath networks (new and improvements) across communities to increase wellbeing, connectivity and improve safety.	<ul style="list-style-type: none"> • Community health, wellbeing and safety • Economic prosperity • Environmental sustainability 	4
Shovel Ready (6-12 mths)	Recreation	\$1.0M	Glenlyon Recreation Reserve Pavilion	The redevelopment of the Glenlyon Recreation Reserve is a key priority of the Glenlyon Recreation Reserve Masterplan. The redeveloped pavilion will provide universal access public amenities, upgraded meeting space and kitchen for minor catering purposes and storage to accommodate existing user groups.	<ul style="list-style-type: none"> • provide a welcoming and inclusive community facility • accommodate the reserve’s diverse formal and informal activities from many user groups • Provide universal access public amenities 	8
Shovel Ready (6-12 mths)	Recreation	\$1.7M	Hammon Park Trail Head Bike Park and Recreation Facility	The project will include elements identified from the Masterplan to establish Hammon Park as the Trail Head for larger Creswick Trails project which will include 100km of purpose-built mountain bike trails. Elements at the Trail Head include Jump Lines Skills Track, Skills Loop, Bike Playground and landscaping.	<ul style="list-style-type: none"> • Establish Trail Head for Creswick Trails, identified Goldfields Region as a world-class mountain bike and recreational trail destination. • Will be a key regional tourism destination and key economic driver for the region 	14

Readiness	Type	Total Project Cost	Project Name	Description	Return on Investment Outcomes	Project Jobs*
Planning Phase	Trails / Tourism	\$500,000 +	Hepburn Trails Development	Tourism development and activation of Shire wide walking and cycling trails covering construction and signage. Early potential opportunity identified to include Indigenous Heritage Trails product. Planning and Audit report in development due to be completed by December 2020.	<ul style="list-style-type: none"> •Development of iconic trails that highlight and celebrate the natural assets of the Hepburn Shire in a state, national and international environment •Supporting business in developing the nature-based tourism market •Increased tourist visitation providing immediate economic activity 	4
Planning Phase	Education Infrastructure	\$25.0M	Institute of Gastronomy	The project involves the new construction of a flagship regional facility which will act as a hub and catalyst to support the transformation of the Good Food economy. The facility will comprise of infrastructure to support cutting edge and innovative educational and good food outcomes, supported by William Angliss TAFE. Further project and business planning are required for the project to reach a stage where it would be considered "shovel-ready" and be well-positioned in applications for implementation funding. This includes site identification, business plans that outline business / organisation structure, business finance modelling and building /concept plans.	<ul style="list-style-type: none"> •State significant project •Skilled workforce outcomes •Agri-Tourism development •Attract & grow investment in the food industry & regional Victoria •Driver for regional economic development 	204
Shovel Ready (3-6 mths)	Parks / Tourism	\$365,000	Mineral Springs Reserves Development Program	Develop and maintain iconic Hepburn Mineral Springs sites. Projects identified as priority works by the Mineral Springs Advisory Committee, include Hepburn Mineral Springs Pavilion Café structure, Sutton Springs Access Improvements, Central Springs Master Plan, Jubilee Lake Springs trail and car park improvements, directional and interpretive signage improvements, park furniture upgrades, landscape improvements and various weeding programs across all mineral spring sites.	<ul style="list-style-type: none"> •Increase tourism and community amenity •Maintain iconic and historic mineral spring reserves •Enhance the interpretation of the iconic reserves to engage all visitors to the reserve •Provide high quality facilities suitable for regional, state and international visitors •Ensure ongoing availability of safe mineral water from all of the springs 	3
Shovel Ready (3-6 mths)	Community Infrastructure	\$975,000	Hepburn Shire Public Amenities Upgrades	Upgrade of eight identified amenity facilities across the Shire to provide more modern and accessible buildings, including changing places facilities for the community and visitors.	<ul style="list-style-type: none"> •Improve liveability and attractiveness •Provide modern amenities supporting regional events and sports •Improve community wellbeing and safety •Future proofing community facilities 	8
Shovel Ready (3-6 mths)	Roads Infrastructure	\$1.63M	Roads Renewal Program	Implement identified road renewal works for 20/21 including upgrades, gravel resheeting and resealing program to roads within the Shire maintaining and providing longer lasting quality road surfaces, improved vehicle ride and an overall reduction in maintenance demand.	<ul style="list-style-type: none"> •Improve road network and connectivity •Improve overall economic productivity •Improve safety 	14
Planning Phase	Tourism	\$150,000	Crossing the Divide – Corridor Revitalisation (Planning) Spa Country Railway	The project will see an extension to the existing tourism product on offer by the Spa Country Railway which operates a vintage train service between Daylesford and Bullarto. The project will see an extended service to Trentham and will include the development of tourist products in Trentham such as walking and cycling trails and introduction of a new ‘Spa Country Sleeper’ train service. Planning, design and business funding is required.	<ul style="list-style-type: none"> •Enhancing business and creating opportunities for new tourism developments and products •Accessibility for all sectors of the community •Additional transport option for residents •Partnership opportunities for community groups to develop projects along the Rail Corridor •Promotion and preservation of Victoria’s Rail history 	1

Readiness	Type	Total Project Cost	Project Name	Description	Return on Investment Outcomes	Project Jobs*
Planning Phase	Tourism	\$15.0M	Crossing the Divide – Corridor Revitalisation (Construction) Spa Country Railway	The project will see an extension to the existing tourism product on offer by the Spa Country Railway which operates a vintage train service between Daylesford and Bullarto. The project will see an extended service to Trentham and will include the development of tourist products in Trentham such as walking and cycling trails and introduction of a new ‘Spa Country Sleeper’ train service. The rail extension would also provide an alternate form of transport for Communities along the train lines into the main town of Daylesford.	<ul style="list-style-type: none"> • Enhancing business and creating opportunities for new tourism developments and products • Accessibility for all sectors of the community • Additional transport option for residents • Partnership opportunities for community groups to develop projects along the Rail Corridor • Promotion and preservation of Victoria’s Rail history 	122
Shovel Ready (6-12 mths)	Community Infrastructure	\$2.5M	Major Towns Streetscape Improvements Program	Implement next stage of planned improvements to streetscapes across Hepburn’s five major towns.	<ul style="list-style-type: none"> • Activation of spaces • Promote economic activity • Improve livability and attractiveness • Improve and promote retail activity 	21
Shovel Ready (6-12 mths)	Community Infrastructure	\$4.0M	Trentham Community Hub	New multipurpose Community Hub at the site of the Trentham Mechanics Institute, incorporating the original parts of the Trentham Mechanics Hall. The Community Hub will include the library, visitor information centre, customer service, meeting and function rooms, and original main hall.	<ul style="list-style-type: none"> • Facility for community use • Supporting major events • Colocation of multiple services 	29
Shovel Ready (3-6 mths)	Heritage / Roads	\$3.0M	Wheeler’s Bridge Historical Arch Bridge Replacement	Wheeler’s Bridge on the Creswick-Lawrence Rd in Creswick was constructed in 1900 and it is the oldest Monier Arch still in service. It is classified as a local access road and carries 97 vehicles a day and is in an agricultural zoned area. This is one of the earliest examples of reinforced concrete structures by John Monash.	<ul style="list-style-type: none"> • Increase in road usability (load limits) and safety • Heritage asset protection 	25
Shovel Ready (6-12 mths)	Recreation	\$2.0M	Trentham Recreation Reserve Pavilion	Construction of new pavilion to support the future growth and development of Trentham’s sports clubs.	<ul style="list-style-type: none"> • Meet AFL Victoria and Cricket Australia Facility Standards. • Improve universal access design throughout the pavilion. • Provide gender equitable changerooms. • Replace the aged and inadequate public amenities. • Improve the internal lay-out of the pavilion to accommodate club fundraising through social events and hiring the pavilion for broader community activities and events. 	16
Shovel Ready (6-12 mths)	Community Infrastructure / Parks	\$2.0M	Wombat Hill Masterplan Implementation	Reinvigorate the Wombat Hill Botanic Gardens through various projects identified in the Masterplan including developing new visitor experiences such as outdoor concerts, signage, pathways and roads, garden beds, and rotunda restoration.	<ul style="list-style-type: none"> • Increased visitation through improved tourism product development • Transform from a popular local landmark and tourist stop-over to a destination in their own right • Remain relevant to a 21st century and millennial audience • help introduce a new generation to the joys of Victoria’s regional Botanic Gardens. 	16
Shovel Ready (3-6 mths)	Community Infrastructure / Parks	\$300,000	Calembeen Park Change Facilities	The project located at Calembeen Park in Creswick, will see the upgrade to extremely aged amenities with non-gender specific and family-friendly change facilities, along with an accessible pathway and landscaping/park amenities at the popular swimming venue.	<ul style="list-style-type: none"> • Increase active recreation • Improve visitor experience • Address accessibility and inclusion issues 	3

Readiness	Type	Total Project Cost	Project Name	Description	Return on Investment Outcomes	Project Jobs*
Planning Phase	Community Infrastructure	\$250,000+	Clunes Walkability	The project involves the development of a plan and the subsequent implementation of its recommendations that will improve footpaths and trails to increase local walking, cycling and equestrian riding for the community and visitors to Clunes.	<ul style="list-style-type: none"> • Improve health and social wellbeing outcomes • Improve livability and attractiveness • Increase in tourism and economic development 	3

*Project Jobs is calculated through capital expenditure during construction phase. From a direct increase in output, the corresponding creation of direct jobs is estimated. From this direct expansion in the economy, flow-on supply-chain effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in an increase in employment. (Source: Employment Impact Report Victoria [State] May 2020 REMPLAN)

Various other projects would be available including the below, ranging in all levels of funding, and many are shovel ready or easily implemented:

- Digital Working Hubs
- Blackspot / Mobile Towers
- Play spaces
- Various minor-medium building works.
- Sports fields lighting.
- Technology projects (public Wi-Fi)
- Signage
- Public Furniture

12.8. ACTIVATE REGIONAL PLAN 2020-2030

DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Acting Coordinator Sport and Active Recreation, I Kathie Schnur have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to endorse the Regional Strategic Plan Activate 2020–2030.

BACKGROUND

Activate 2020–2030 is a 10-year regional strategic plan enabling a coordinated and collaborative approach aimed at increasing participation in sport and active recreation for liveability, health and wellbeing of the Central Highlands and Grampians Pyrenees region.

The Activate 2020–2030 study area is defined by the Central Highlands PCP and Grampians Pyrenees PCP regions and, as shown below, comprises the municipalities of Ararat Rural City Council, City of Ballarat, Golden Plains Shire Council, Hepburn Shire Council, Moorabool Shire Council, Northern Grampians Shire Council and Pyrenees Shire Council within the greater Grampians region.



The intent of Activate 2020–2030 is to provide an overarching regional framework to Council’s municipal strategies and other partner organisations plans and services to align effort and to maximise outcomes.

Activate 2020–2030 has been developed using a place-based and outcomes-based approach and the vision is:

“Central Highlands and Grampians Pyrenees communities are the most active, healthy and liveable in Victoria.”

Activate 2020–2030 also includes:

- Nine (9) principles that provide a foundation for a way of working to achieve the vision
- Identification of four (4) strategic priorities to provide a focus of effort to achieve outcomes
- Local level indicators that can be used to measure outcomes annually
- A regional approach to the development of a network of community sport and active recreation infrastructure
- Implementation and annual review of the plan.
- A plan on a page concisely capturing the important components of the approach and outcomes
- A 10-year action plan outlining several actions aligned the strategic priorities
- Includes capital works and on-going programs

As a regional partnership strategy, incorporating input from various stakeholders across the region from the health, sport and active recreation sectors, Activate 2020–2030 is now presented to Council for endorsement.

ISSUE/DISCUSSION

The Grampians Region undertakes several engagement forums for the sport and active recreation industry including, but not limited to:

- Grampians Sport and Recreation Community of Practice
- Central Highlands Primary Care Partnership
- Grampians Pyrenees Primary Care Partnership
- Prevention Priority Workshop
- Central Highlands Regional Assembly Forums

Forum stakeholders identified repetitive themes, priorities and challenges in leveraging participation (physical activity), health and well-being outcomes and an intrinsic relationship and interdependence of sport and recreation, health and wellbeing.

In acknowledgement of shared priorities, benefits and outcomes, key stakeholders proposed a partnership to undertake the development of a regional strategic plan to determine a shared vision, planning principles, confirmed strategic directions and an action plan.

Foundational partners of the project were established which have led and invested in the regional strategic plan development. Foundational partners include:

- Ararat Rural City Council
- Ballarat and District Aboriginal Cooperative

- Central Highlands Primary Care Partnership
- City of Ballarat
- Golden Plains Shire Council
- Grampians Pyrenees Primary Care Partnership
- Hepburn Shire Council
- Moorabool Shire Council
- Northern Grampians Shire Council
- Pyrenees Shire Council
- Sports Central
- West Vic Academy of Sport
- Women's Health Grampians

The development objectives of the regional strategic plan included:

- Development of a shared vision including determination a set of shared principles for the development and activation of community sport and active recreation infrastructure and physical activity environments
- Understand and map existing community sport and recreation infrastructure and participation initiatives. It is important to note that the infrastructure projects listed in the Plan itself are not an exhaustive list for each LGA but are a 'snapshot' of some infrastructure initiatives.
- Map regional and local level participation (physical activity) data across the identified region including current levels, patterns, types and barriers to participate.
- Identify gaps in provision that will directly impact and fast track participation (physical activity) outcomes and leverage improved health and well-being
- Identify opportunities for collaborative infrastructure development and programming
- Develop effective cross-sectoral and intergovernmental partnerships (including place-based approaches)

City of Ballarat, as lead council, successfully applied through the 2018/2019 Community Sport Infrastructure Program (Planning) stream to undertake the regional plan, following financial commitment from all Council partners in 2017/2018, with all funds being transferred to City of Ballarat at this time.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

2. Responsibly manage our assets portfolio including roads and transport infrastructure, buildings, recreation and sporting facilities and public toilets by inspecting and monitoring maintenance and renewal needs. This is achieved through planning for and implementing asset renewal

and upgrade programs or new facilities that meet community expectations such as hubs, streetscapes, roads and building assets.

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

Activate 2020–2030 has considered the strategies and plans of Council with a focus on implementing collective and collaborative action in achieving outcomes for the Central Highlands and Grampians Pyrenees region. The strategic plan also includes Council's sport and active recreation infrastructure priority projects to advocate and increase investment in the network of significant community infrastructure across the region.

As a key foundational partner Council staff resourcing is essential to support the future delivery and success of the plan, which will have a financial implication in terms of Officer time.

RISK IMPLICATIONS

A key risk of Activate 2020–2030 is ensuring the regional strategic plan remains relevant and current to Council strategies and infrastructure priorities.

The key infrastructure projects listed by Council in the Plan is by no means an exhaustive list. There are many other key projects that have been identified by that will continue to be developed and funding will be sought both at a local and regional level.

An annual review process has been incorporated into the strategic plan to address this risk which includes assessment and update of the key indicators, identification and consideration of any new or updated industry data and information and report on the progress of and update to the action plan and infrastructure priority projects. This annual review process will allow Council to change and update their infrastructure priorities and will ensure that the Strategic Plan remains relevant.

Key projects that Council could consider including in futures years include the implementation of the Clunes Walkability Plan, Active Women & Girls Strategy and Playspace Strategy.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Repetitive themes, priorities and challenges identified in leveraging participation (physical activity), health and wellbeing outcomes and an intrinsic relationship and interdependence of sport and recreation, health and wellbeing. The partnership between stakeholders to develop the regional strategic plan has assisted to determine a shared vision, planning principles, confirmed strategic directions and an action plan that will have positive social, health and wellbeing implications.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

A project steering group, consisting of representatives from each of the foundational partners, has led the development of Activate 2020–2030 from June 2019 to May 2020.

The project steering group developed the vision and planning principles and undertook a detailed literature review and a stakeholder forum titled “Turn the Curve” to inform the strategic priorities and actions of the plan. The “Turn the Curve” Forum adopted the outcomes-based approach to consider the Activate 2020-2030 vision.

An outcomes-based approach is a disciplined way of thinking and acting to improve entrenched and complex social problems. It uses a data-driven, decision making process to help communities and organisations move beyond talking about challenges to acting to solve problems. Attendees were made up of local stakeholders in sport, active recreation and health sectors.

The literature review involved research and consultation in sport, active recreation and physical activity planning and delivery. The literature review identified a range of key themes and findings and involved consultation with 37 agencies and review of over 100 relevant documents.

CONCLUSION

Implementation of Activate 2020–2030 will be led by the foundational partners. Infrastructure priority projects will be driven by the relevant Council in partnership with other relevant stakeholders.

An alliance will be formed in line with the strategic priority of Working Together and working groups will be developed for the other strategic priorities of:

- Activating spaces and places
- Creating quality spaces and places; and
- Community cohesion through sport and active recreation.

An annual review process will be undertaken of Activate 2020–2030 which will report on the work delivered and update and refine the strategic plan, so it remains relevant over the life of the strategic plan.

OFFICER'S RECOMMENDATION

12.8.1. That Council endorses the Activate 2020-2030 Regional Strategic Plan.

MOTION

12.8.1. That Council endorses the Activate 2020-2030 Regional Strategic Plan.

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

**ATTACHMENT 6 - ACTIVATE 2020-2030 REGIONAL PLAN (ISSUED
UNDER SEPARATE COVER)**

**ATTACHMENT 7 - ACTIVATE 2020-2030 REGIONAL PLAN - PLAN ON A
PAGE**

OUTCOMES: WHAT IT LOOKS LIKE

MORE!

- › people playing and recreating through sport and active recreation
- › sport and active recreation opportunities and activities
- › people walking and cycling in active transport
- › local physical activity offerings
- › people visiting local council owned aquatics and leisure centres
- › inclusive spaces and places where everyone can play
- › leveraged investment into community sport and active recreation infrastructure
- › thriving local sport and active recreation clubs
- › healthy food and drink options in our spaces and places
- › athletes on the pathway to high performance
- › regionally based significant sporting events
- › women on regionally based sport boards
- › local decision-making factoring active living and well-being
- › visible network of local, regional and strategic community sport and active recreation infrastructure
- › quality community sport and active recreation infrastructure
- › infrastructure that enables active recreation
- › infrastructure that supports women and girl's participation in physical activity
- › place-based partnerships and networks
- › local and regional activity coordination
- › recognition and celebration of local and regional achievement and success

WHAT WORKS TO DO BETTER?

- › a coordinated approach with an outcomes-focus
- › local and regional data to inform decision making
- › using indicators to measure progress on outcomes
- › collaboration, inter-governmental, cross sector partnerships and integrated regional planning
- › getting smarter - building human capital
- › place-based and asset-based approaches
- › recognising and building on existing assets and work
- › recognising local and regional achievements and success
- › creating visibility of existing physical activity and recreation possibilities
- › increasing physical activity and recreation possibilities
- › availability of a diversity of physical activity and recreation possibilities
- › responding to emerging trends
- › addressing barriers such as affordability
- › recognising active recreation as a valuable opportunity
- › encouraging and supporting active transport
- › being inclusive
- › expanding the diversity of recreation possibilities
- › providing visibility of high-performance inspiring people to be active
- › quality physical activity environments (natural & built)
- › developing funding strategies that maximise investment and finding new funding sources
- › increase the use of existing community infrastructure and unlocking community sport and recreation assets such as schools
- › embedding Universal Design Principles
- › creating safe spaces by considering Crime Prevention by Design
- › considering environmental sustainable design
- › actively implementing state and local government policies such as the Healthy Choices Guidelines
- › developing local and regional public policy environments to leverage outcomes to support active, healthy and liveable communities through sport and active recreation
- › creating Culturally Safe Spaces with and through the Aboriginal and Torres Strait Islander community
- › support gender equality in participation, coaching, administration, officiating and volunteering
- › encourage membership of local sport and active recreation clubs and organisations to foster community connection
- › physical activity environments free from inappropriate behaviours such as harassment, discrimination or abuse

STORY BEHIND THE BASELINE

ACTIVE & HEALTHY

There is a network of Council owned Leisure and Aquatic Centres across the region providing indoor and outdoor aquatic activities, fitness and recreation opportunities. • The current data set does not capture participation at Council owned Recreation Centres such as Indoor Stadiums or water play spaces that exist outside of Aquatic Centres. • Not all local government areas in the region have Council owned indoor or outdoor aquatic facilities (pools).

Engagement of local government in Premiers Active April has been consistent across the region over several years. • There has been recent recognition by local government and health partners in the region of the potential to use community engagement in the program as an indicator to measure progress at a local level on physical activity and programming outcomes. This has driven a more coordinated and strategic approach to the alignment of current opportunities and a testing ground for new and innovative approaches to getting our communities active. • Recent changes to the way registrations are reported in the program. • The last two years (2018/19) are comparable data sets. • Level of local activity has not necessarily translated into registrations in either 2018 or 2019. • Registrations are relative to population and demographics. • Artificial local/regional boundaries are permeable (participants may live in one place and recreate in another)

LIVEABLE

Investment in community sport and active recreation infrastructure is often led by Councils. • Councils often partner with community, state and federal governments to fund community and council sport and recreation infrastructure priorities. • This data set represents investment by Council and their partners in shared projects that benefit community, are community owned or have a public access agreement in place. • In-kind contributions to projects are not represented in the current data set.

Local community sport and recreation organisations are evident across the region. • Locally owned data sets that represent local club and organisation membership are limited. • The mega trend across the region shows an increase in registration of participants in local sport and active recreation.

Membership in the Women's Health Grampians CORE Alliance is high amongst local government and regional and state organisations. • Membership of local sport and recreation clubs across the region is low but growing. • Turning the curve in membership of the CORE Alliance will require increased resourcing of Women's Health Grampians and/or new local and regional partnerships that support a 'with and through' approach.

WHO HAS A ROLE TO PLAY?

COMMUNITY ORGANISATIONS **SCHOOLS** **HEALTH SERVICES**
REGIONAL SPORTS AND RECREATION CLUBS AND ORGANISATIONS
SOCIAL ENTERPRISE **STATE SPORTING ASSOCIATIONS**
LOCAL GOVERNMENT **PRIVATE ENTERPRISE**
LOCAL SPORTS AND RECREATION CLUBS AND ORGANISATIONS
EARLY YEARS PROVIDERS **STATE AND FEDERAL GOVERNMENT**
SENIORS ORGANISATIONS **UNIVERSITIES**

Vision | The Central Highlands and Grampians Pyrenees communities are the most active, healthy and liveable in Victoria.

Plan on a page - Activate 2020

WHAT ARE WE GOING TO DO?

WORKING TOGETHER

- › foster a regional place-based partnership approach in the form of an alliance of key partners enabling collaboration opportunities, coordinated activity, embedding of regional planning principles, implementation of the regional strategy and monitoring of outcomes.
- › engage a diversity of partners including cross-sector and intergovernmental to enable coordinated, well planned, connected and equitable investment in programming and infrastructure to maximise participation, health and liveability benefits through sport and active recreation
- › develop a regional approach to collecting, developing and maintaining local data sets and indicators that are reliable, consistent and timely to inform place-based decision making and measure outcomes
- › with and through the existing Grampians Region Sport and Recreation Community of Practice build the human capital of key partners in the region including the stock of knowledge, expertise and abilities, education and skills of those who play a key role in increasing physical activity, developing recreation possibilities and the provision of community sport and active recreation infrastructure
- › recognise, celebrate and promote local innovation and best practice in leveraging shared outcomes with and through sport and active recreation

COMMUNITY COHESION THROUGH SPORT AND ACTIVE RECREATION:

- › explore opportunities to develop local and regional public policy environments that leverage community cohesion outcomes such as social inclusion, health, well-being and gender equality through sport and active recreation
- › in partnership with the Aboriginal Community in the region develop Culturally Safe Spaces (built environments, places, areas, groups, dialogues) that positively and proactively acknowledge, accept and support inclusion, progress reconciliation and contribute to state and national efforts to 'Close the Gap'.
- › increase the awareness of gender equality and existing tools, resources and networks such as the Office for Women in Sport and the Female Friendly Sport Infrastructure Guidelines, Women's Health Grampians CORE Alliance and Act@Play
- › in partnership with key regional and state stakeholders encourage membership of local sport and active recreation clubs and organisations to foster community connection including participation (physical activity) and volunteer engagement
- › foster a regional approach to increasing awareness of and utilising Member Protection Resources across the regional sport sector to ensure all people associated with a sport organisation or association can participate in an environment free from inappropriate behaviours such as harassment, discrimination or abuse.
- › in response to an ageing population across the region optimise physical activity and recreation possibilities for health, well-being, participation and security to enhance quality of life as people age.

ACTIVATE

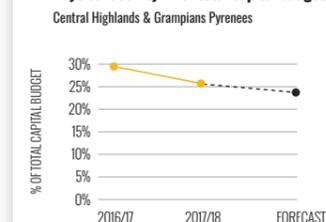
- › create awareness of existing physical activity opportunities and recreation possibilities across the region
- › with and through sport and active recreation partners including Regional and State Sporting Associations and Organisations increase physical activity opportunities and the diversity of recreation possibilities across the region
- › create flexible and innovative participation options with consideration of state, national and international emerging trends
- › facilitate or provide affordable participation and active recreation options
- › support the development and provision of non-organised and unstructured physical activity through both traditional and non-traditional partners such as walking, cycling and active transport
- › embed Premier's Active April across the region as a recognised tool in a suite of health promotion opportunities to provide a progress measure of outcomes in increasing physical activity and uptake of local recreation possibilities.
- › coordinate engagement and local activity in Premier's Active April across the region to focus and align limited resource and maximise outcomes
- › in the development of participation opportunities and recreation possibilities actively support and enable increased participation of Aboriginal and Torres Strait Islander Victorians
- › build inclusion and access for all abilities into the suite of physical activity and recreation possibilities across the region based on the concept and principles of Universal Design
- › develop a diversity of membership and programming opportunities in Council owned Leisure and Aquatic Facilities addressing key barriers to participation
- › in partnership with State and Regional Sporting Associations strengthen pathway development of regional athletes and increase the quality of coaching across the region to enable athletes to realise their potential
- › develop a regional partnership approach to attracting a suite of significant sport and active recreation events and programming leveraging from signature and high-profile events building on the unique value proposition of each local government area and spreading the social and economic outcomes across the region

CREATING QUALITY SPACES & PLACES

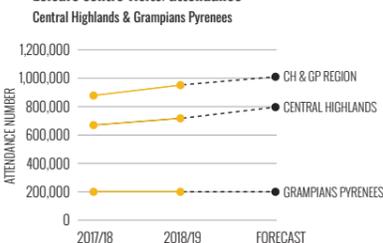
- › plan and invest in active open space and quality physical activity environments (natural and built) that inspires the health and well-being of communities
- › encourage local investment and decision-making based on liveability factors including active living and well being
- › invest in a network of complementary strategic, regional and local community sport and active recreation infrastructure with consideration of regional strategic planning, inter-municipal linkages, state-wide sport infrastructure standards and facilities planning undertaken by State Sporting Associations
- › increase the capacity of existing sport and active recreation infrastructure including collaboration with schools, service providers, facility manager and community organisations to unlock local sport and active recreation assets
- › invest in infrastructure that enables active recreation and supports the provision of non-organised and unstructured physical activity
- › continue investment in community sport and active recreation infrastructure that enables female participation and provides equity of programming opportunities
- › take a partnership-based approach with and through Sport and Recreation Victoria in the development of the pipeline of community sport and active recreation infrastructure projects and funding strategies to maximise outcomes and increase investment
- › identify and leverage new sources of investment in the development of quality community infrastructure including exploration of philanthropic and private partnerships to increase capacity of the region to meet community sport and recreation infrastructure demand and aspirations
- › plan for equitable access to spaces and places based on the concept and principles of Universal Design
- › incorporate Environmental Sustainable Design into the development of all community sport and active recreation infrastructure including implementing priorities of Integrated Water Management Plans
- › ensure complementary investment into activating spaces and places through alignment of existing and provision or facilitation of increased resources into programming to leverage collective impact
- › provide quality and innovative spaces and places that create a healthy environment to support and inspire the health and wellbeing of communities including the development and implementation of healthy eating policies that follow the Healthy Choices Guidelines

INDICATORS

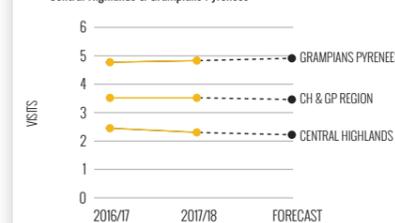
\$ Investment in sport & active recreation spaces Physical activity % of total capital budget



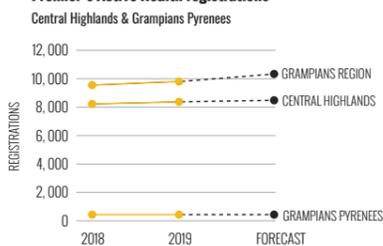
Leisure centre visits/attendance



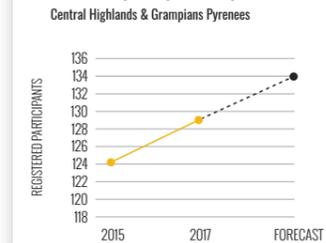
Aquatic & leisure centre visits per head of population



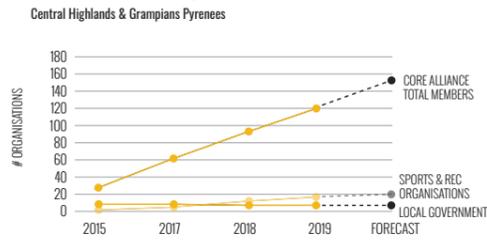
Premier's Active Health registrations



Registered participants by sport



CORE alliance membership



ACTIVE & HEALTHY

- › Leisure & Aquatic Centre Visitation (Council Owned)
- › # Premier's Active April Registrations

LIVEABLE

- › \$ investment in sport and active recreation infrastructure
- › # members in local sport & active recreation organisations
- › CORE Alliance Membership

DATA DEVELOPMENT AGENDA

Active & Healthy

- › Aboriginal & Torres Strait Islander participation
- › Athletes involved in elite pathways
- › Premier's Active April
 - › No. of aboriginal and Torres Strait Islander participants
 - › No. of local partners
 - › No. of local recreation activities available

Liveable

- › No. of female friendly infrastructure projects
- › Successful funding opportunities in region
- › No. of Volunteers involved in Sport and Active Recreation
- › No. of Sporting Organisations that are members of Regional Sports Assemblies
- › Participation in the Act@Play program

12.9. AFFORDABLE HOUSING POLICY

DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to note the importance of developing an Affordable Housing Policy for the Shire and provide further development on the development of an Affordable Housing Policy.

BACKGROUND

Council acknowledges the importance of Affordable Housing for the community, however, currently has no defined policy or strategy. Included in the Council Plan 2017-21 is a strategic objective to 'Implement progressive planning scheme updates and strategic land use changes to support the economy, address social issues such as availability of housing and appropriate land zoning for development'.

The Municipal Association of Victoria (MAV) and Community Housing Industry Association Victoria (CHIA Vic) have developed a suite of resources aimed at increasing the supply of affordable housing by smoothing the process of negotiating Affordable Housing Agreements (AHAs).

What is Affordable Housing

The Planning and Environment Act 1987 (Section 3AA) defines Affordable Housing as; (housing, including social housing, that is appropriate for the housing needs of any of the following: (a) very low income households; (b) low income households; and (c) moderate income households.

Affordable Housing is social housing that meets the definition in the Planning and Environment Act. It has an eligibility requirement and generally there are allocation processes in place to make sure it is made available to very low, low, and moderate-income households. The term 'Affordable Housing' is often incorrectly used to describe lower-cost market housing which can be purchased or rented within the financial means of a greater range of people. However, unless there is also an eligibility requirement or allocation process for that housing, it will not necessarily go to an eligible household and therefore would not be Affordable Housing.

From 1 June 2018, the Planning and Environment Act 1987 includes a new objective "to facilitate the provision of affordable housing in Victoria". Under the Act, Affordable Housing is one of three types of housing:

- public housing;
- housing provided by an agency regulated by the Victorian Housing Registrar under the Housing Act 1983; and

- a broad range of other possible housing types that are not public housing or provided by a regulated agency but are ‘appropriate to the needs’ of very low, low and moderate-income households including clear eligibility and allocation processes to ensure an affordable housing outcome is achieved.

It should be noted that the terms ‘social housing’ and ‘Affordable Housing’ both have colloquial meanings in policy discussions and legal meanings in the PE Act and Housing Act.

In Victoria, social housing makes up the largest component of the Affordable Housing sector. Rents in social housing are set as a proportion of household income (usually between 25-30 per cent of income).

A DHHS Annual Report showed there were 85,626 social housing dwellings in Victoria in 2018/2019. Social housing includes public housing – owned and usually managed by the Victorian Government – and community housing – owned and/or managed by community housing organisations (CHOs).

Victoria has the lowest proportion of social housing in the country at 3.2% of dwellings; well below the national average of 4.5%

Who is responsible for Affordable Housing?

The funding, delivery and management of Affordable Housing involves multiple players who work within different operating contexts – including different legislative and regulatory frameworks, funding arrangements, corporate structures, economic influences, and competitive environments. Add to that the voluntary nature of Affordable Housing negotiations, and the need for ongoing management of affordable housing outcomes, and it becomes clear why facilitating the delivery of Affordable Housing through the planning system is complex.

Section 3C of the Local Government Act sets out the objectives of a council:

- (1) The primary objective of a council is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of decisions.

This, together with the objective in the PE Act, provides a basis for councils to facilitate the provision of Affordable Housing more broadly than just through the planning system. It is up to each council to determine the extent to which it wants to facilitate Affordable Housing and the way it will do so.

There are different ways a council can facilitate the provision of Affordable Housing, including:

- advocacy – to state and federal government for funding of Affordable Housing and to the development sector to identify ways of delivering Affordable Housing;
- encouragement – small opportunities within council to encourage the Affordable Housing sector, for example reduction or waiving of rates;

- planning mechanisms – negotiating Affordable Housing as part of a planning scheme amendment or planning permit through applying a Section 173 agreement;
- investment – providing free or discounted council land for – or direct investment into – Affordable Housing;
- partnership – developing partnerships with health and community service providers that can add value to social housing developments by ensuring that residents have the necessary local supports in place.

Council may choose to adopt some, all, or none of these options. The planning system provides some opportunity to increase the amount of Affordable Housing. While advocacy is important, the outcomes are less certain.

ISSUE/DISCUSSION

Development of a Housing Strategy

As noted in the background section, one of the levers Council has to respond to Affordable Housing is within planning mechanisms – negotiating Affordable Housing as part of a planning scheme amendment or planning permit.

As an important step in Council's move towards structure planning of townships a land supply analysis and housing strategy are key priorities in the 2020/2021 financial year. This work is an important preamble to the structure plans for the 5 main townships of the shire. It will provide important metrics in understanding if we have enough residential, commercial and industrial land and if we need to either expand our township boundaries or rezone underperforming land for other purposes. Its second output will be a housing strategy based on demographics and providing a way forward for matters such as affordable housing, housing for the elderly and liveability for families.

The housing strategy would review the 5 main townships in terms of:

- residential land/zone capacities and whether the local community want to see either an increase in township densities or an expansion of township boundaries;
- demographics of each town and the local community profile including the SEIFA index;
- engagement with the local affordable housing providers;
- access to community services such as public transport, child care, primary and secondary education, aged care and medical; and
- access to other services such as gas, sewerage and town water

The Land Supply and Housing Strategy is currently included in recommendation for further strategic work in relation to Planning Scheme as adopted by Council 18 February 2020. The study is anticipated to be

completed in early 2021. Council Officers are seeking grant funding to assist with this project.

Development of an Affordable Housing Policy (Council Policy)

As noted in the background, some of the levers Council has to respond to Affordable Housing is advocacy, encouragement, investment and partnership. Officers and Council need a strategic direction of Council to undertake these levers, and this could be obtained through the development and adoption of an Affordable Housing Policy. The policy maybe in the form of a policy, strategy or action plan. A number of Councils have developed an Affordable Housing Strategy, mainly Metro and Regional Councils.

Council could undertake a project, which would research, undertake community engagement and report on (but not limited to):

- The policy context for housing and specifically affordable housing in Hepburn Shire.
- Present commentary and data relating to housing affordability in Hepburn Shire; and
- Provide and discuss options available to Council to better address housing affordability (if required).

The project would provide for Council and the Community:

- What role Council has, and how would Council address any need for additional Affordable Housing;
- What is our current demand (and availability) for Affordable Housing within the Shire;
- Who most requires Affordable Housing;
- Challenges and Opportunities.
- Development of an Action Plan, which might look at investment, and partnership opportunities.

The Action Plan would aim for Council to better understand affordable housing needs in Hepburn Shire. It will establish a clear and concise position for how the Council proposes to address the growing issue of an affordable housing shortage now and into the future (if exists). This includes mechanisms to increase the supply of well-designed and efficient affordable housing.

A project to undertake the development of a policy (strategy, or action plan) would involve significant officer time, research, community engagement, and Councillor consultation. Officers are currently assessing options for undertaking this work, but it could be reasonable to estimate the project could cost towards \$80-100,000 and take 6-9 months to complete.

The development of an Affordable Housing Policy has not currently been included as a project of Council, and there is no allocation of funding in the proposed 2020/2021 budget. This project could be considered as part of the Council Plan 2021-2025 development, and thus funding in subsequent

financial years. If Council was successful in obtaining grant funding the project could be brought forward.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

The development of an Affordable Housing Policy is currently unfunded. It is recommended the Officers seek Government funding to assist in the project to develop the policy. An adopted Affordable Housing Policy, and Action Plan would then be considered by Council, and any financial implications.

RISK IMPLICATIONS

Not applicable.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Adequate housing is essential for human survival with dignity. Without a right to housing many other basic rights will be compromised including the right to family life and privacy, the right to freedom of movement, the right to assembly and association, the right to health and the right to development. The right to housing is included within Australia's National Action Plan on Human Rights.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Wider ranging community consultation, both with interested parties and the general community would be undertaken during the development of an Affordable Housing Policy.

CONCLUSION

Council currently does not have a current, stated formal position on Affordable Housing. Funding would be required to undertake the development of an Affordable Housing Policy. The policy would aim for Council to better understand affordable housing needs in Hepburn Shire. It will establish a clear and concise position for how the Council proposes to address the growing issue of an affordable housing shortage now and into the future (if exists).

OFFICER'S RECOMMENDATION

That Council:

- 12.9.1. Notes the importance of developing an Affordable Housing Policy;
- 12.9.2. Notes that Officers will undertake to review possible grant funding opportunities to assist develop an Affordable Housing Policy; and
- 12.9.3. If grant funding is not successful, refer the development of an Affordable Housing Policy to the development of the Council Plan 2021-2025.

MOTION

That Council:

- 12.9.1. Notes the importance of developing an Affordable Housing Policy;*
- 12.9.2. Notes that Officers will undertake to review possible grant funding opportunities to assist develop an Affordable Housing Policy; and*
- 12.9.3. If grant funding is not successful, refer the development of an Affordable Housing Policy to the development of the Council Plan 2021-2025.*

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

12.10. PREVENTION OF VIOLENCE AGAINST WOMEN AND CHILDREN LEADERSHIP STATEMENT

DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to consider the adoption of the Hepburn Shire Council Prevention of Violence Against Women and Children Leadership Statement.

BACKGROUND

In key Council documents, plans and strategies, Council has committed to be a leader and advocate to address social issues that impact the health and wellbeing our community. Violence against women and children is a serious social justice issue.

According to Crime Statistics Victoria, within Victoria there were 82,652 family violence cases from July 2018 to June 2019. This is approximately 12,000 more cases reported in 2014/2015. Of these cases reported in 2018/2019, 41,041 affected women, in comparison to 16,099 affecting males. Within the Hepburn Shire specifically, Crime Statistics Victoria has found that in 2018/2019, 1,185 family violence incidences were reported to Victoria Police. Despite this being below the state average, Hepburn Shire Council recognises that older women, and both women and children from rural and remote locations, diverse communities including Indigenous and migrant, LGBTIQ, and those living with a disability, are at greater risk of family violence as they often experience gender inequality and other forms of discrimination simultaneously. These population groups are well represented in the Hepburn Shire community.

The Victorian Local Government Act highlights that the role of Local Government Authorities is to provide governance that will benefit the wellbeing of the current and future municipal community. Taking responsibility to address health inequality is also supported by the Charter of Human Rights and Responsibilities, which highlights the importance of organisations to adopt measures to assist those population groups which are disadvantaged within the community.

Hepburn Shire Council is already working in partnership with key stakeholders/organisations to prevent violence against women and children, and to create a safe and equitable community for all regardless of their gender, age or background. For example, Council provides guidance and support to the Hepburn Shire White Ribbon Committee, is an active member of the Hepburn Family Violence action Group and is a member of the

Women's Health Grampians Communities of Respect and Equality (CoRE) Alliance.

In 2019, Council undertook the Act@Work program. This program created by Women's Health Grampians is an organisation-wide culture change initiative that enables workplaces to strengthen the response to family violence and violence against women, while also addressing the beliefs and attitudes that support gender inequality, sexism and discrimination. All local governments within the Central Highlands region have or are currently undertaking this program. As a result of this program, an organisational Action Plan was developed to guide Council to address the drivers of violence against women both internally and externally within the community. One of the first actions within this plan is to develop a Hepburn Shire Council Organisational Leadership Statement in relation to the prevention of violence against women and children.

ISSUE/DISCUSSION

The Hepburn Shire Prevention of Violence Against Women and Children Leadership Statement highlights the following:

- Hepburn Shire Council has zero tolerance for violence against anyone condemning this behaviour as inexcusable, preventable and simply unacceptable
- Violence against women and children is a serious social justice issue. Hepburn Council condemns not only abuse itself but also societal attitudes that normalise it, tolerate it or create an atmosphere to perpetuate it
- Gender inequality, discrimination and oppression in other forms have also been demonstrated to simultaneously contribute to Domestic Violence against women and children. This vulnerability extends to groups within the council's borders including; rural and remote communities, LGBTIQ, older woman, people with disabilities, migrants and indigenous people.
- Hepburn Shire Council will work in partnership with key stakeholders and organisations to prevent violence against women and children, and to create a safe and equitable community for all regardless of their gender, age or background.
- Council will address the prevention of violence against women and children in the Hepburn Shire community by:
 - Continuing to advocate, show leadership and commitment to staff and the community regarding gender inequality and the drivers of violence against women and children
 - Promoting and building respectful relationships, bystander action and gender equality through internal and external policies and practices

- Ensuring that gender equality is considered in key Council communications, and in the planning, delivery and evaluation of programs and services
- Adopting design principles which enhance safety for all infrastructure developments and upgrades
- Inform and educate all population groups within the community regarding the differing forms of violence that exist, including sexual, emotional, social, technological, financial, spiritual/cultural, and physical
- Supporting, promoting or collaborating with community and partner organisations to raise awareness of gender equity and family violence through initiatives, promotions, and awareness raising events
- Work in partnership with key stakeholders to 'break the cycle' through education of children and youth regarding the prevention of violence and the drivers of violence against women and children
- Providing the community with information to key national, state and local family violence referral agencies
- Making family violence educational resources and promotion materials readily available to the community
- Continuing to be an active member of Women's Health Grampians Communities of Respect and Equality (CoRE) Alliance and implement our organisation action plan
- Supporting the provision of inclusive infrastructure that promotes public safety
- Networking, partnering with and supporting specialist family violence agencies that work within our community
- Continuing to be an active member of the Hepburn Shire Family Violence Action Group and the Hepburn Shire White Ribbon Committee
- Supporting and promoting community drug and alcohol-free events

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

No direct financial implications of Council adopting the leadership statement.

RISK IMPLICATIONS

There is the small risk that some members of the community will not respond positively to the adoption of the Leadership Statement. However, it is important that Council continues to take on a leadership/advocacy role and adopts this statement to ensure the health and wellbeing of both women, children, and those population groups most at risk is enhanced.

Despite family violence rates being lower than the state average within the Hepburn Shire, as a result of the COVID-19 pandemic national, state and local family violence service providers have reported an increase in support being sought from service providers. The impact COVID-19 will have on family violence incidence rates is a growing concern at the state and national level, with many organisations addressing this as an urgent priority.

Previous research has also identified that family violence incidence rates increase during the recovery phase of a disaster. Therefore, it is important for Council to adopt this statement as we enter the recovery phase of the COVID-19 pandemic.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Council's social responsibility includes the creation of a safe and secure community. This includes undertaking activities that reduce the prevalence of family violence. All levels of government, particularly local government have a strong role to play in family violence prevention activities as it can influence the social structures, norms and practices that challenge the use of violence and discrimination.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

In 2019, Council undertook the Act@Work program. This program created by Women's Health Grampians is an organisation-wide culture change initiative that enables workplaces to strengthen the response to family violence and violence against women, while also addressing the beliefs and attitudes that support gender inequality, sexism and discrimination. All local governments within the Central Highlands region have or are currently undertaking this program.

CONCLUSION

Hepburn Shire Council is well placed to take a leadership role in preventing family violence due to its strong partnerships and collaborative approach in working with the community, community organisations and the State Government.

OFFICER'S RECOMMENDATION

12.10.1. That Council adopts the Prevention of Violence Against Women and Children Leadership Statement.

MOTION

12.10.1. *That Council adopts the Prevention of Violence Against Women and Children Leadership Statement.*

Moved: Cr Don Henderson

Seconded: Cr John Cottrell

Carried

**ATTACHMENT 8 - PREVENTION OF VIOLENCE AGAINST WOMEN AND
CHILDREN LEADERSHIP STATEMENT**

Prevention of Violence Against Women and Children - Leadership Statement

Hepburn Shire Council has zero tolerance for violence against women and children, condemning this behaviour as inexcusable, preventable and simply unacceptable. Council has committed to be a leader and an advocate to address social issues that impact the health and wellbeing within our community. Action against violence towards any person regardless of their gender, age or background is embedded in our daily operations, and reflected in key Council documents, plans and strategies.

Violence against women and children is a serious social justice issue. Hepburn Council condemns not only abuse itself but also societal attitudes that normalise it, tolerate it or create an atmosphere to perpetuate it. This is supported by research which identifies women and children are at greater risk of experiencing violence due to individual and societal attitudes, beliefs and norms that condone violence. Gender inequality, discrimination and oppression in other forms have also been demonstrated to simultaneously contribute to Domestic Violence against women and children. This vulnerability extends to groups within the council's borders including; rural and remote communities, LGBTIQ, older woman, people with disabilities, migrants and indigenous people. Hepburn Council therefore pledges to work with community groups and minority representatives to address this crucial issue.

Hepburn Shire Council works in partnership with key stakeholders/organisations to prevent violence against women and children, and to create a safe and equitable community for all regardless of their gender, age or background. This is supported by the 'Victorian Local Government Act' that highlights the role of Local Government Authorities to provide governance that will benefit the wellbeing of the current and future municipal community members. Taking responsibility to address health inequality is also supported by the 'Charter of Human Rights and Responsibilities', which highlights the importance of organisations to adopt measures to assist disadvantaged population groups.

Council will do this by:

- Continuing to advocate, show leadership and commitment to staff and the community regarding gender inequality and the drivers of violence against women and children
- Promoting and building respectful relationships, bystander action and gender equality through internal and external policies and practices
- Ensuring that gender equality is considered in key Council communications, and in the planning, delivery and evaluation of programs and services
- Adopting design principles which enhance safety for all infrastructure developments and upgrades
- Inform and educate all population groups within the community regarding the differing forms of violence that exist, including sexual, emotional, social, technological, financial, spiritual/cultural, and physical
- Supporting, promoting or collaborating with community and partner organisations to raise awareness of gender equity and family violence through initiatives, promotions, and awareness raising events
- Work in partnership with key stakeholders to 'break the cycle' through education of children and youth regarding the prevention of violence and the drivers of violence against women and children
- Providing the community with information to key national, state and local family violence referral agencies
- Making family violence educational resources and promotion materials readily available to the community
- Continuing to be an active member of Women's Health Grampians Communities of Respect and Equality (CoRE) Alliance and implement our organisation action plan
- Supporting the provision of inclusive infrastructure that promotes public safety
- Networking, partnering with and supporting specialist family violence agencies that work within our community
- Continuing to be an active member of the Hepburn Shire Family Violence Action Group and the Hepburn Shire White Ribbon Committee
- Supporting and promoting community drug and alcohol-free events

Join Council to take a stand against violence against women and children. For more information about how you can join the CoRE Alliance contact Women's Health Grampians on 5322 4100.

12.11. EVENT STRATEGY – 2020-2025

DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Events Officer, I Bridgette O'Brien have no interests to disclose in this report.

PURPOSE

The purpose of this report is to seek Council's adoption of the Hepburn Shire Council Event Strategy 2020-2025.

BACKGROUND

Council's previous Event Strategy was developed in 2014, to date many of the actions in the strategy have been successfully delivered and others are on-going.

A key action included in the Council Plan 2017-2021 is to 'Review Council's Event Strategy and implement actions to continue to support events and enhance economic development.'

This Event Strategy (refer to attachment) also builds on the 'Visit' pillar identified in Councils Economic Development Strategy 2016-2021.

Events play a very significant role in supporting the visitor economy. In Hepburn Shire events deliver –

- \$15 million in Visitor Expenditure
- 128,000 overnight stays
- 27 Tourism events
- 62 Event days

Events are also vital for vibrant and connected communities, it's important to note that Council's events team also support a number of civic events, community events, one-off celebrations and recreational activities, bringing Councils total number of events supported to just over 50 per year.

ISSUE/DISCUSSION

A vision and strategic direction were formed, which was underpinned by Hepburn's Tourism Brand Pillars and the positive impact the tourism industry has on our region's economy. It also recognises the social and cultural impacts that events have on our community.

The vision states that: 'Hepburn Shire will be the premier regional Victoria events destination, that features a diverse, vibrant and inclusive calendar of events, that drive visitation, deliver positive social, cultural and economic benefit for our community and enhance community pride.'

Six key strategic pillars have been identified which will play a critical role in the achievement of this vision, they include:

1. Support and Enable: Provide event funding and operational support through Councils framework
2. Enhance and Measure: Enhancing and measuring the value and impacts of events
3. Build Capacity: Build the capacity of the event industry
4. Collaboration: Encourage event industry to collaborate
5. Attract: Attract new major and regional events
6. Infrastructure: Event infrastructure opportunities

The strategic direction outlined in the strategy, identifies opportunities, challenges and makes recommendations on how Council can support events in the Hepburn Shire. This document has been written with specific actions to address each strategic pillar, which will be delivered over the next 5 years.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Strategic Objective – Vibrant Economy

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

The proposed funding model included in the strategy includes a tiered approach:

- Signature/Iconic events – Established events of significant scale
- Regional Events – New or established events of medium to large scale
- Local Community events – Community events or days of celebration

It's important to note that the above funding model can be achieved within the existing events budget.

The strategy also proposes that we keep the existing new event attraction fund, but increase amount of funding to \$25,000 in the second year of the strategy (subject to Council approval) to ensure Hepburn Shire can remain competitive within the market.

Individual Memorandum of Understanding/funding agreements with events under the signature/iconic categories will be taken to Council at the time of renewal, as per existing process. Regional and Local Community Events categories will be per officer delegation.

RISK IMPLICATIONS

There are a number of risks associated with the implementation of the Events Strategy in light of the COVID-19 pandemic, however, officers believe the adoption of a strategy will assist ensure the continued success of events in the Shire. Potential COVID-19 impacts include:

Visitation Impact:

While the Daylesford Macedon Tourism regions mix of visitation ensures its visitor economy will be marginally better off than the average of regions in Victoria outside Melbourne, Hepburn Shire does significantly worse and this is the region's and one of Australia's local government areas most reliant on the visitor economy. (Karl Flowers, Decisive Consulting Pty Ltd, May 2020, Insights Summary).

Direct Spending and total jobs impact due to reduced spending:

In two scenarios modelled in May 2020 for the Daylesford Macedon Tourism Region between 1,444 to 2,046 total jobs are predicted to be lost due to falls in visitor economy spending in 2020/2021 compared to 2019. In 2022/2023 total jobs due to visitor economy spending in the region is expected to be 134 more or 514 jobs less compared to 2019 under the scenarios modelled. (Karl Flowers, Decisive Consulting Pty Ltd, May 2020, Insights Summary).

Direct Impact to Events:

- Declining interest in travel due to fear of infection
- Weaker economy putting pressure on discretionary expenditure
- State Government imposed restrictions on travel and gathering sizes

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

This Event Strategy delivers a framework and aligned actions that support the attraction, retention and growth of a balanced portfolio of events that delivers a strong economic return on investment. Whilst ensuring we have a vibrant and connected community, celebrating culture and pride, engaging creativity, and encouraging social cohesion.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council officers have undertaken an extensive consultation and benchmarking process to develop the draft Event Strategy 2020-2025. This process included the following:

- One-on-one consultation with various event organisers
- Survey of residents and businesses
- Survey of current Hepburn Shire event organisers
- Workshop and presentation with Councillors
- Workshop with event organisers
- Benchmarking against other local government event strategies
- Consultation with internal Council departments

- Strategic alignment was also considered

Following this extensive research and consultation process, the results were compiled, and key areas identified.

CONCLUSION

The Event Strategy recognises and values the social, cultural and economic benefits that events bring to our region. The strategy and supporting action plan will enhance our current events and assist with attracting new ones.

OFFICER'S RECOMMENDATION

12.11.1. That Council adopt the Hepburn Shire Council Event Strategy – 2020-2025

MOTION

12.11.1. That Council adopt the Hepburn Shire Council Event Strategy – 2020-2025

Moved: Cr Neil Newitt

Seconded: Cr Fiona Robson

Carried

**ATTACHMENT 9 - HEPBURN SHIRE COUNCIL EVENT STRATEGY –
2020-2025 (ISSUED UNDER SEPARATE COVER)**

12.12. HEPBURN HUB AT THE REX: PROJECT UPDATE REPORT JUNE 2020 DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Director Infrastructure and Development Services, I Bruce Lucas have no interests to disclose in this report.

PURPOSE

The purpose of this report is:

- to provide an appropriate level of information to allow Council to properly monitor the progress of the project against the Project Plan endorsed on the 18 February 2020.
- to acquit Council's resolution that management provide periodic reporting to Council on the progress of the Hepburn Hub at the Rex.

SUMMARY

The development of the Hepburn Hub at the Rex (the project) has recommenced under the administration of the Project Control Group (PCG) in accordance with the resolutions of the 18 February 2020.

In summary, the total project scope, budget and program remain unchanged from those approved by Council. The management of the program and budget within the parameters provided by Council is a key risk that is being managed.

The works have been divided into two stages

- The first stage, known as Early Works, includes resolving the issues identified by the Relevant Building Surveyor as outlined in the Building Notice received by council on the 10 March 2020.
- The second stage, known as Main Works, includes the preparation of documents so that the works can be tendered and constructed.

The principal consultants have now been appointed and are working to deliver the outcomes required in each stage.

In terms of the overall budget there are two key risks being managed. The first is the value of the existing Work in Progress associated with Stage 1 as it may impact the cost of the Stage 2 works required to complete the project. The second area are the costs associated with changes in the scope from the works outlined in the 2017 Building Permit used to develop the budget estimate. As the design is finalised these changes are being monitored.

A detailed program outlining progress on a weekly basis is being monitored by the PCG and a quantity surveyor engaged to confirm the design remains on budget.

In terms of Stage 1, maintenance works continue to be completed to ensure the original theatre building is made watertight, including the commercial tenancies fronting Vincent Street. The consultants have met the existing

subcontractors on site with a view to the continuation of their work to the point where their certification can be obtained. The documents have now received planning endorsement.

Further action is also being taken to respond to the Building Surveyor's Form 11 Notice. This includes a report from the structural engineer with a view to obtaining an opinion that the works are structurally sound. It is intended that a Certificate of Final Inspection shall be obtained from the building surveyor once the structural opinion and subcontractor certifications are submitted.

In terms of Stage 2, the brief of requirements has been developed in consultation with each representative group and endorsed by the PCG subject to confirmation of costs by the quantity surveyor. It is intended these requirements will then be reconfirmed against the scope endorsed by Council and any significant variations presented for further consideration by Council.

The architects have now completed the general arrangement plans and are developing the detailed design for documentation. This documentation will then form the tender documents with a view to appointing a contractor to complete the works at the Council meeting on the 18 August 2020.

BACKGROUND

On the 18 February 2020 Council endorsed the Project Plan for the Hepburn Hub at the Rex setting out the governance for the project. This included the project scope, budget, funding, program and management.

In summary, the Project Scope includes a library, community auditorium, coworking space, customer service and council offices. The Project Budget is \$6.390M and it is scheduled to be completed by the 8 April 2021 with occupation following on the 21 April.

Further, in terms of management and reporting Council resolved the following:

“Endorses the Project Control Group (PCG) to administer the project in accordance with the project plan. The PCG be chaired by the Chief Executive Officer and progress reports be provided to Council at each quarterly meeting at Council.”

This report represents the acquittal of this resolution of Council

DISCUSSION

As at the end of May the Project Control Group advises that: the project scope has slightly reduced to 2,052 Sqm of enclosed space; the budget remains \$6.390M and; the Date for Practical Completion of construction remains at the 8 April 2021. (Refer **Table 1**).

Table 1 Project Plan Summary

Project Metric	Current Endorsed Metric	Current Forecast Outcome	Current Forecast Variance
Project Scope (Enclosed Area)	2,166 Sqm	2,052Sqm	-114 Sqm
Project Budget (Estimate Cost)	\$6.390M	\$6.390M	NIL \$M
Project Program (Date for PC)	8 April 2021	8 April 2021	NIL Weeks

Project Scope

The endorsed project scope has reduced by 114 sqm to 2,052 Sqm of enclosed space. Overall this is due to a more accurate survey of the building which was completed from which the architects then obtained more accurate areas.

Further, some of the individual functional areas have changed in response to the briefing process and are represented in the general arrangement plans endorsed by the PCG. (Refer **Table 2** below)

Table 2 Project Scope Summary

Project Element	Current Endorsed Area Sqm	Current Forecast Area Sqm	Current Forecast Variance Sqm
Council Offices	1,055	944	-111
Customer Services (Council Office)	-	122	+122
Library	300	348	+48
Community Auditorium	100	106	+6
Tenancies 1, 2 & 3	130	111	-19
Tenancies 4	136	136	NIL
Entry & Amenities	445	285	NIL
<i>Enclosed Area</i>	2,166	2,052	-114
Carpark	1,344	1,298	-46
Open Space	120	120	NIL

<i>External Space</i>	1,464	1,418	-46
Total	3,630	3,470	-160

Approximate areas based on the functional brief.

Scope Risks

The risks associated with the scope are that the facilities delivered are:

- not fit for purpose
- not in conformance with the funding agreements entered into by council

The first risk has been ameliorated by ensuring that all the stakeholder groups have been engaged in the design process. This has been through an interview process to reconfirm their brief of requirements so that their reasonable aspirations are incorporated into the design.

The second risk has been ameliorated by including the funding agreement requirements into the brief and by auditing the design to ensure it is in alignment with the conditions of the agreements.

Project Budget

The forecast cost to complete the project remains unchanged at \$6.390M. This budget was based on the 2017 Building Permit documents. The estimate will now be updated based on the general arrangement plans which have now been endorsed by the PCG. The quantity surveyor will review these documents so that further advice can be provided for the next council meeting. (refer **Table 3** below).

Table 3 Project Budget Summary

Estimated Project Budget	Current Endorsed Budget \$M	Current Forecast Cost \$M	Current Forecast Variance \$M
Construction Costs (including contingency)	\$5.117	\$5.117	\$NIL
Consultants	\$0.871	\$0.871	\$NIL
FFE/ICT	\$0.402	\$0.402	\$NIL
Total Project Budget	\$6.390	\$6.390	\$NIL

Budget Risks

The risks to this forecast are being managed by the PCG within the endorsed budget. They are associated with:

- the assumptions upon which the budget calculation relied
- the alignment of the Stage 2 tender prices with the cost plan estimate

The assumptions upon which the budget calculation relied include that:

- the cost of the existing work in progress is aligned with the valuation of the quantity surveyor.
- the cost of rectifying the noncompliant works on site can be managed within the budget for the residual works.
- The costs of any changes from the 2017 Building Permit documents in terms of additions and subtractions
- the costs of furniture, fittings and equipment (FFE) and Information & Communication Technology (ICT) are within the high level estimates

The largest budget risk is the true value of the work in progress. If it has been overvalued this will reduce the balance of the budget available for the residual Stage 2 works. This risk is being managed through the engagement of a professional cost planner (quantity surveyor) who will assess the development of the design for Stage 2 prior to tender to confirm the proposed works remain within the budget envelop.

The second largest risk is associated with required changes to the scope outlined in the 2017 Building Permit documents. These include additions and subtractions and are being identified as part of a value management process.

The risk shall be quantified upon the receipt of a market valuation of the residual works in the form of a tender price. This will provide Council with an opportunity to consider its response prior to accepting the tender and the second stage of works commencing.

Project Program

The endorsed Date for Practical Completion is 8 April 2021 and remains unchanged. (Refer **Table 4**)

There has been some delay in the program associated with the requirement to reengage the existing consultants on a competitive basis in accordance with Council's Procurement Policy. It is envisaged that this time can be made up by accelerating the construction program for Stage 2 Main Works.

Table 4 Project Program Summary

Project Stage	W	Endorsed Start Date	Endorsed End Date	Current End Date	Current Variance Weeks
Council Endorsement of Project Plan			17/12/20	18/02/20	8 Weeks
Documentation	12	07/01/20	30/03/20	3/05/20	8 Weeks
Tender	12	30/03/20	16/06/20	18/08/20	8 Weeks
Mobilisation	4	16/06/20	14/07/20	14/09/20	8 Weeks
Construction	42	14/07/20	08/04/21	08/04/21	NIL
Occupation	1	08/04/21	15/04/21	15/04/21	NIL
	71				

Program Risks

The risks associated with the program are that:

- The documentation will not be completed to allow it to be released to market in early July.
- the tender will not be presented to Council to let the contract prior to the initiation of the caretaker period on Tuesday 22 September 2020 delaying acceptance until after its completion on Saturday 24 October 2020.
- the construction period offered in the successful tender will be longer than the 8 months allowed in the program, delaying occupation.

The first risk shall be ameliorated by ensuring that the 8 week documentation program is reviewed weekly and fortnightly by the PCG. The architects are providing weekly updates to their program identifying departures so they can be corrected in a timely manner.

The second risk shall be ameliorated by ensuring that the tender assessment process is fast tracked through the usual processes so that it can be included in the August Council Agenda in a timely manner.

The third risk shall be ameliorated by requiring the tenderers to provide a price for completion in early April 2021. Further, an alternative tender offer shall be sought without condition to the completion date to quantify if there is a premium associated with the preferred April completion date.

Next Steps

Foreshadowed activities include:

- Building works to be (re) commenced to: rectify the non conforming issues identified in the Building Notice; to achieve certification from key contractors and; to obtain a Certificate of Final Inspection.
- Outstanding contractual commitments from the earlier works to be settled and finalised prior to the Stage 2 works commencing.
- Preparation of design development documents based on the schematic design documents endorsed by the PCG.
- Preparation of documents for a building tender for the Stage 2 works.
- Preparation of a Planning Amendment for submission to the Planning Authority.
- Preparation of a Building Permit Application for the proposed Stage 2 works.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

A survey of the project has reconfirmed its alignment with the strategic objectives outlined in the Council Plan, in particular:

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Key Strategic Action:

- 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

On the 18 February 2020 Council resolved:

12.7.7 Adopts a Project Budget of \$6.390M which is inclusive of the Community Auditorium seating.

12.7.8 Notes the current Project Funding of \$3.378M including expenditure of \$1.695M and residual funding of \$1.682M (as at the 30 June 2019).

12.7.9 Notes the required additional project funding of \$3.012M and refers this to the forward capital works plan for consideration in the 2020/21 budget process.

12.7.10 Agrees this additional funding will be financed through a loan facility.

Provided the forecast project costs remain within the project budget and funding there shall be no further financial implications for council. This risk is being managed by the Project Control Group and monitored by Council at each meeting.

RISK IMPLICATIONS

Now the Project Plan has been endorsed the project risks are associated with deviations from the endorsed scope, budget and program.

- Scope Risk: That the scope will deviate from the endorsed scope
- Budget Risk: That the budget will deviate from the endorsed budget
- Program Risk: That the timeline will deviate from the endorsed program

These risks are being managed by the PCG and monitored by council monthly.

The other risks are associated with the procurement of the project and are associated with technical and contractual issues. These risks include among other things:

- Acceptance Risk: that the stakeholders do not accept the built facility as fit for purpose,
- Design Risk: that the design does not encapsulate the scope accurately,
- Procurement Risk: that the tendered prices do not reflect the construction budget,
- Construction Risk: that the building works deviate from the design documents.

These risks are being managed by the PCG and monitored by council monthly.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The project is expected to derive a number of social, environmental and economic benefits for Council and its community. The project will:

- deliver improved Council services and community outcomes,
- be more cost efficient for Council and its ratepayers,
- be accessible to all,
- demonstrate environmental sustainability initiatives.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The community has been notified of council's decision to recommence the project at the 18 February meeting.

Further, meetings have been held with all the stakeholder groups to ensure that their requirements are included in the Functional Brief. This includes the Daylesford Cinema to ensure their technical requirements are accommodated.

The feedback from all the internal and community stakeholders has been positive and reflect an eagerness to see the project completed. The general arrangement drawings have now been endorsed by each stakeholder group including the Daylesford Cinema and Library.

CONCLUSION

Now that the Building Notice has been received, the early works to address the issues raised can be completed by the existing subcontractors.

Before further works can be completed the following items need to be addressed:

1. amendment of the existing permit to the Stage 1 Early Works
2. issuance of a building permit for the Stage 2 Main works

OFFICER'S RECOMMENDATION

12.12.1. That Council note the report and endorse the amendments to the scoped areas following a detailed internal survey of the building.

MOTION

12.12.1. That Council note the report and endorse the amendments to the scoped areas following a detailed internal survey of the building.

Moved: Cr John Cottrell

Seconded: Cr Kate Redwood AM

Carried

MOTION

12.12.2. That standing orders be suspended

Moved: Cr Kate Redwood AM

Seconded: Cr Don Henderson

Carried

The Ordinary Council Meeting was adjourned at 9:05pm.

MOTION

12.12.3. *That the Ordinary Meeting be resumed*

Moved: Cr Don Henderson

Seconded: Cr Kate Redwood

Carried

The Ordinary Council meeting resumed at 9:12pm with all Councillors present.

12.13. PUBLIC ART COMMISSION – HEPBURN HUB AT THE REX DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Arts, Culture and Reconciliation officer, I Donna Spiller have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider the recommendation by the Public Art Advisory Committee for the commission of Art Works at The Hepburn Hub at the Rex.

BACKGROUND

As part of Council's 2019-2020 Public Art Program an expression of interest was advertised locally and nationally from 6 November to 29 November 2019. The Expression of Interest called for a Dja Dja Wurrung artist or collaboration, to conceive and construct a new public artwork to be located within the Hepburn Hub at The Rex Building.

At its meeting on 5 December 2019 Council's Public Art Advisory Committee recommended that one submission be short listed to develop their concepts for a permanent public artwork. The shortlisted public art collaboration, Aunty Marilynne Nicholls and Canberra Glassworks received a \$1,000 fee to develop their design concept.

ISSUE/DISCUSSION

The short-listed artist met with Council Officers and Project Manager at the Rex Building on 17 January 2020. An appropriate site within the building was determined by the artists and the Project Manager for the conceptualised art works. It was determined that the proscenium would be an appropriate location to suspend the works keeping them from public contact with appropriate viewing from locations throughout the building.

The shortlisted artists presented their concept to the Public Art Advisory Committee on 9 April 2020 via Zoom.

In collaboration with Canberra Glassworks master weaver Aunty Marilynne Nicholls (Dja Dja Wurrung/Yorta Yorta/Baraba Baraba/Wadi Wadi/Jupagulk) will create two woven fish traps to be presented alongside three blown glass traps produced in collaboration by Canberra Glassworks. The technique used by Aunty Marilynne in her weaving enhances the characteristics of the natural reed fibres. Combined with her knowledge and skilful weaving practice, Aunty Marilynne produces woven art form that trace, through the weaving itself, understandings of place, community and identity.

Canberra Glassworks will create an interpretation of Aunty Marilynne's traditional fish traps using blown glass as the medium. The artwork will have rich texture that will mimic the weave of dried reeds.

The project connects contemporary art and design practice with traditional Dja Dja Wurrung culture and way of life.

Summary of concept:

- Five fish traps representing traditional practice of harvesting fish from the waterways on Dja Dja Wurrung Country
- Two of the traps are made from fibre, harvested and woven by Dja Dja Wurrung Elder and master weaver, Aunty Marilynne Nicholls
- Three traps are blown glass, produced from a cast of Aunty Marilynne's woven trap at Canberra Glassworks.
- Aunty Marilynne will etch the glass, replicating the detail of woven pieces
- The traps will be approximately 1.2 meters in length and 180-200 mm in diameter at widest part. Both the fibre and glass mediums identical lengths and overall size (one medium will not be bigger than the other)
- All fish traps will be facing the same way, as they would be in the river (water flowing through).

Project completion is anticipated to be April 2021 or as agreed to in accordance with building works at The Hepburn Hub at The Rex.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

The shortlisted artist received a \$1,000 fee and travel expenses to develop their design concept. The artist appointed by Council will receive \$30,000 to produce a permanent artwork.

The 2019/2020 Public Art Appropriation and Maintenance Fund will provide the total cost of the artist commission.

RISK IMPLICATIONS

The Rex Building is currently undergoing construction work. Timelines for completion of the building may affect agreed timelines for the artist.

The Artist Agreement will have provisions to protect Council from the implications of delays on building works that may affect the artists ability to complete commission to the scheduled timelines in the Artist Agreement.

Aunty Marilyn Nicholls and Canberra Glassworks have extensive experience in delivering commissioned projects of this nature. Canberra Glassworks will work in close association with the Rex Architects, Project Manager and builder to ensure appropriate installation and public safety will be adhered to.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The art works will enhance the space at The Rex building by acknowledging the rich culture of the Traditional Custodians and create greater community and visitor awareness of the Djaara people and Culture.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Dja Dja Wurrung Clans Aboriginal Corporation were engaged in planning and advertising the EOI for this public art commission.

Council has appointed community members to the Public Art Advisory Committee based on their expertise to recommend an appropriate commission against the advertised criteria. The Public Art Advisory Committee have had regular meetings with Council's Arts, Culture and Reconciliation Officer throughout the Commission process.

CONCLUSION

The recommendation to Council by the Public Art Advisory Committee to commission Aunty Marilyn Nicholls and Canberra Glassworks for Public Art at the Rex Building meets the criteria of the advertised Expression of Interest and the Public Art Policy 40 (c).

OFFICER'S RECOMMENDATION

12.13.1. That Council awards the Hepburn Hub at The Rex Public Art Commission to the collaboration of Aunty Marilyn Nicholls and Canberra Glassworks

MOTION

12.13.1. *That Council awards the Hepburn Hub at The Rex Public Art Commission to the collaboration of Aunty Marilyn Nicholls and Canberra Glassworks*

12.13.2. *That the fee for the work to be delivered and installed is \$30,000*

Moved: Cr Kate Redwood AM

Seconded: Cr Don Henderson

Carried

ATTACHMENT 10 -DJA DJA WURRUNG CONCEPT SKETCH



ATTACHMENT 11 - WEAVING EXAMPLE



12.14. TRENTHAM COMMUNITY HUB

CHIEF EXECUTIVE OFFICER

In providing this advice to Council as the Manager Major Projects, I Ben Grounds have no interests to disclose in this report.

PURPOSE

The purpose of this report is to give an update on the design of the Trentham Community Hub and for Council to consider a number of decisions to allow the design to progress.

These decisions are related to the Trentham Neighbourhood Centre, the use of the original hall, and the project budget.

These decisions affect the design, and are needed before design can progress. Subsequently, the sketch plan will be refined in order for community engagement to be undertaken.

BACKGROUND

Council appointed seven members to the Project Advisory Group (PAG) in November 2019. The group first met in December and is meeting regularly to discuss how the design of the Trentham Community Hub can reflect the community needs and vision for the facility.

Council awarded the contract for the design of the Trentham Community Hub at the Council Meeting on the 18 February 2020.

The architect has reviewed previous designs schemes and community feedback, as well as thoroughly discussed the elements of the facility with the PAG.

The architect has developed a sketch plan to develop and refine the sizes, elements, layout and cost of the facility.

This has been used to discuss key community needs with the PAG, as well as with internal service managers.

Generally the feedback on the sketch plan has been very positive. The PAG agreed:

- That the sizing, layout and functionality, and natural light was good,
- That the design (including roof) enhanced the street facade of the original building,
- That the foyer area/s and decking were highly functional elements of the design,
- At least two opportunities for accessible car parking (one on High Street) should be included.

There was not a consensus in the PAG about:

- Whether the hall size is big enough,

- The proposed portable stage in the hall,
- Main entrance (off High Street) functionality, including cleaners store.

Some potential improvements were suggested, and will be considered, around:

- improved location for library service desk
- improved location for cleaner's store
- increase flexibility of hall space
- consolidate green room and meeting room 1
- bigger opening between hall and foyer
- reduce VIC area, perhaps improve location
- connection of meeting room 1 (if the main area for playgroup) with children's garden.
- Children's garden may benefit from a sunnier location.

ISSUE/DISCUSSION

The PAG have identified a number of key issues that require a Council decision before design can progress.

1 - Trentham Neighbourhood Centre (TNC)

The TNC had previously indicated that involvement in the Trentham Community Hub would not be suitable for their operations, and were subsequently omitted from the Council-adopted scope of the project.

The TNC have now recently submitted to Council Officers a proposal requesting consideration of their inclusion in the Trentham Community Hub.

The TNC's submission outlined two requirements for such inclusion:

1. That the Hub design allows the TNC access to at least the same floorspace they currently need to provide our services, and
2. That the commercial arrangements as a tenant of the community centre do not disadvantage their current financial terms.

The floorspace requirements would add significant capital cost to the building, which cannot be accommodated in the project budget.

The TNC revenue from venue hire is expected to introduce complications with the way other areas in the Hub would be utilised by community, and ensuring the second condition may require Council effectively subsidising the TNC.

Neighbourhood Centres in other towns in Hepburn Shire operate in their own building, independently of Council hubs or facilities.

In considering these factors, the PAG have recommended that the TNC is not added to the scope of the project.

2 - Use of the existing hall

The original parts of the building, including the hall, must be retained in the project scope.

The sketch plan shows the existing hall being used as the hall space in the new facility. The stage and backstage area are proposed to be removed to create a larger hall space (a portable stage would be used for any functions requiring a stage).

This hall layout is 170 square metres and could accommodate approximately:

- at least 160 for a standing drinks function
- 162 people in a 'school assembly' style seated function
- 112 people in a seated, dining style function.

Additionally, the foyer space immediately adjacent to the hall would serve as additional 'overflow' and circulation space for larger events.

The PAG generally thought this layout was good, although there were individual members who thought the hall space wasn't large enough, or that a permanent stage was required to maintain the original elements of the building.

The endorsed option for the upgrade of the Trentham Recreation Reserve Pavilion includes a social space of 296 square metres, which is 74 percent larger than the proposed size of the hall in the sketch plan for the Trentham Community Hub. The two facilities would cater for a wide range of functions in the town and area.

The view of officers is that, on balance, the conceptual layout and size of the hall is appropriate, and should be endorsed by Council.

3 - Project Budget

The Council resolution from 2018 adopted a total project budget of \$3.5M

This was based on a construction cost estimate from 2015/2016. Based on a regional Victorian construction price index of 3% per annum, this escalates to a 2021 budget of \$4.057M.

The architect is designing based on construction costings for 2021, and so to design to a 5-year-old budget is effectively reducing the scope of the project. The sketch plan attached is smaller (in metres squared) than all three previous concept designs yet would result in a total project budget greater than \$3.5M.

The PAG have recommended that Council adopt an increased total project budget, in order to deliver a facility which appropriately meets the community's needs. The intention would be that Council's contribution of \$800,000 would not change, and the additional required budget be sought via external funding opportunities.

The PAG identified a number of areas in the current sketch plan where the size could be reduced to reduce costs. Primarily, the size of the library could be reduced, and the size of space allocated to the visitor information services may be able to be reduced.

However, in order to meet the original budget of \$3.5M total project, a significant amount of the space in the current sketch plan would have to be removed. This would have serious impacts on the ability to create a functional space with all the required services, particularly considering the required hall size and associated spaces.

Given the cost escalations, and potential to reduce some areas shown in the sketch plan, a revised budget of \$4.1M is recommended, noting that \$800,000 Council contribution remains.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

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

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

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

Strategic Objective – Vibrant Economy

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

The issue of the Trentham Neighbourhood Centre's inclusion in the scope of the project has significant financial implications for both the capital cost of the facility as well as the ongoing operational costs.

The recommendation regarding the project budget has financial implications, although notes that Council's contribution would remain unchanged.

RISK IMPLICATIONS

The issue of the Trentham Neighbourhood Centre's inclusion introduces a number of risks to the facility. Including incorporating a significant independent operator such as the TNC into the scope introduces financial, operational and management risks.

There exists a budget risk that the existing project budget is insufficient to deliver a facility that not only meets community need but is also functional and acceptable quality. The recommendation regarding the project budget addresses this risk.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The Trentham Community Hub will have to balance community need in the context of a range of community groups and other community facilities. The recommendations of this report propose a balance of outputs and elements that provide a positive range of social implications.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Project Advisory Group were selected using a rigorous process, and have a key role in representing community needs and ideas in the project. They have met regularly and provide a high level of input into the design process to date.

Clarity on the issues in this report will allow progression of the design to a level where broad community consultation will occur.

CONCLUSION

The Trentham Community Hub will be a key community facility for both Council services and community needs in the Trentham and broader Coliban Ward communities.

The project is progressing well, and the design process has identified a number of issues requiring clarity before the design progresses.

Clarity on these issues will allow design to progress, and the first round of broader community consultation to be undertaken.

OFFICER'S RECOMMENDATION

That Council:

12.14.1. Do not include the Trentham Neighbourhood Centre's proposal to be included in the scope of the Trentham Community Hub

12.14.2. Endorse the conceptual layout and size of the hall element of the new facility's design, which expands the existing Mechanic's hall to approximately 170 square meters,

12.14.3. Increase the total project budget to \$4.1M, maintaining the Council contribution at \$800,000.

MOTION

12.14.1. That Council receives the report regarding the Trentham Community Hub and approves the project moving to community consultation

Moved: Cr Kate Redwood AM

Seconded: Cr Don Henderson

Carried

Cr Kate Redwood AM declared a conflict of interest and left the meeting at 9:40pm.

12.15. COMMUNITY GRANTS PROGRAM – ROUND 4 2019/2020

DIRECTOR CORPORATE AND COMMUNITY SERVICES

In providing this advice to Council as the Community Programs Officer, I Inga Hamilton have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider the recommended allocation of Round 4 funding of the 2019/2020 Community Grants Program.

BACKGROUND

In July 2019 Council adopted the 2019/2020 Hepburn Shire Council Community Grants Program. Within this program, there are five categories. These include:

- A. Active and Engaged Communities (up to \$2,500)
- B. Quality Community Infrastructure (up to \$2,500)
- C. Sustainable Environments (up to \$2,000)
- D. Children's Programs (\$2,500)
- E. Charitable Purposes (\$2,000)

Categories A – D will be assessed and awarded on a quarterly basis. Category E was assessed and awarded on an annual basis in Round 2.

ISSUE/DISCUSSION

Seven applications were received for Round 4. Five are recommended for full funding, one is recommended for conditional full funding and one application has been withdrawn.

The recommendations for Round 4 are:

Category	Project Name	Community Group	Description	Grant Amount Requested	Total Project Amount	Recommendation
A	Senior Cyclist Safety	Villages of the Old Goldfields Cycle Club Inc (VOGA Cycle Club)	High visibility cycling clothing for VOGA Senior Cyclists	\$1,200	\$1,500	Recommended for full funding
A	'Living Legends' recorded interviews	Trentham and District Historical Society	Equipment to record interviews.	\$1,886.87	\$2,051.82	Recommended for full funding.

A	Conserve the Reserve	Daylesford Museum Reserve Committee of Management Inc	Consultant to complete a Conservation Management Plan.	\$2,500	\$22,000	Conditionally recommended for full funding
A	Publication of Print Version of the Wombat Post	Daylesford District Community News Association Inc	Training and software costs for Wombat Post print version.	\$2,500	\$2,500	Recommended for full funding
A	Wombat Trail Brochures	Trentham Public Purpose Reserves Committee of Management Inc	Printing of brochures for tourists and local community.	\$425	\$425	Recommended for full funding.
B	Kitchen Oven Replacement	Daylesford Men's Shed Inc	Replacement of oven to cook weekly meals.	\$950	\$1,200	Withdrawn.
D	Rejuvenating our Indigenous Garden	St Michaels Primary School Daylesford	Funding for artwork, plants and equipment to rejuvenate garden.	\$1,760	\$1,760	Recommended for full funding.
Total amount recommended: Category A-C				\$8,511.87		
Total amount recommended: Category D				\$1,760		

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

Category	Total Funds Recommended		Annual Budget	Available Funds
A) Active and Engaged Communities	\$8,511.87	\$8,511.87	\$45,000	\$6,662.50
B) Quality Community Infrastructure (including small equipment)	\$0			
C) Sustainable Environment	\$0			
D) Children's Program	\$1760		\$10,000	\$4,308
E) Charitable Purposes	\$0		\$10,000	\$6,000

Categories A-C are over subscribed by \$1,849.37. The required funds will be sourced from the Community Partnerships operating budget.

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Due to the Coronavirus (COVID-19) pandemic no face-to-face meetings were offered. Officers supported applicants via phone, email and some Zoom sessions. The communications plan was predominately via Council's Facebook page posts.

CONCLUSION

The recommended projects support the objectives of the current Community Grants Program.

OFFICER'S RECOMMENDATION

12.15.1. That Council awards funding from the 2019/2020 Community Gants Program to the following applicants:

<i>Project Name</i>	<i>Community Organisation</i>	<i>Amount</i>
<i>Senior Cyclist Safety</i>	<i>Villages of the Old Goldfields Cycle Club Inc (VOGA Cycle Club)</i>	<i>\$1,200</i>
<i>'Living Legends' Recorded Interviews</i>	<i>Trentham and District Historical Society</i>	<i>\$1,866.87</i>
<i>Conserve the Reserve</i>	<i>Daylesford Museum Reserve Committee of Management Inc</i>	<i>\$2,500</i>
<i>Publication of Print Version of the Wombat Post</i>	<i>Daylesford District Community News Association Inc</i>	<i>\$2,500</i>
<i>Wombat Trail Brochures</i>	<i>Trentham Public Purpose Reserves Committee of Management Inc</i>	<i>\$425</i>
<i>Rejuvenating Our Indigenous Garden</i>	<i>St Michaels Primary School Daylesford</i>	<i>\$1,760</i>

MOTION

12.15.1. That Council awards funding from the 2019/2020 Community Gants Program to the following applicants:

Project Name	Community Organisation	Amount
Senior Cyclist Safety	<i>Villages of the Old Goldfields Cycle Club Inc (VOGA Cycle Club)</i>	\$1,200
'Living Legends' Recorded Interviews	<i>Trentham and District Historical Society</i>	\$1,866.87
Conserve the Reserve	<i>Daylesford Museum Reserve Committee of Management Inc</i>	\$2,500
Publication of Print Version of the Wombat Post	<i>Daylesford District Community News Association Inc</i>	\$2,500
Wombat Trail Brochures	<i>Trentham Public Purpose Reserves Committee of Management Inc</i>	\$425
Rejuvenating Our Indigenous Garden	<i>St Michaels Primary School Daylesford</i>	\$1,760

Moved: Cr Fiona Robson

Seconded: Cr Don Henderson

Carried

Cr Kate Redwood AM returned to the meeting at 9:44pm.

12.16. COMMUNITY BIODIVERSITY GRANTS 2019/2020- RECOMMENDATIONS DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICE

In providing this advice to Council as the Biodiversity Officer, I Brian Bainbridge have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider the allocation of the Community Biodiversity Grants 2019/2020

BACKGROUND

The Community Biodiversity Grants Program allows Council to directly support the work of community groups and organisations to protect and enhance the Shire's biodiversity and further the objectives in the Hepburn Shire's Biodiversity Strategy. The program funds applications up to \$5,000.

ISSUE/DISCUSSION

There were seven applications requesting a total of \$ \$31,781.

An assessment of the applicants was made by an evaluation panel consisting of Councils Biodiversity Officer, Coordinator Parks and Open Space and Community Development Officer.

One project is not recommended for funding the project's value for enhancing the reserve's biodiversity was not well defined. The panel considered the interpretive signage concept is still valid but that it would have greater impact as part of an integrated signage project for the whole reserve.

The six remaining applications are recommended based on their high level of leverage funding, ecological impact and community impact. However, the total funds requested amount to \$26,781 so exceeds the program budget of \$24,000 by \$2,781 As almost all recommended projects appear to be scalable, it is recommended Council fund all recommended projects (to approximately 90% of the requested amount) as detailed in the following table.

Project Name	Community Organisation	Description	Total Project Amount	Amount Requested	Recommendation
Conservation during COVID	Friends of Cornish Hill	A sequence of professional weed control and replanting with community and Daylesford Secondary School students. Professional bird-walk and student participation in hand-weeding incorporating environmental stewardship messages. Promotion and adherence to COVID 19 restrictions will be emphasised. Addresses youth environmental stewardship and adaptation to COVID 19 restrictions.	\$7720	\$3520	Recommended for partial funding \$3155
Improving the biodiversity of Trentham Quarry Street Reserve	Trentham Quarry Street Reserve Committee of Management	Develop indigenous understorey plantings among rare remnant trees to restore habitat function and enhance interpretive function of reserve for users of walking trails. Addresses community environmental awareness and conservation of Brooker's Gum.	\$8440	\$5000	Recommended for partial funding \$4,480
Loddon River- Dyers Falls Platypus Habitat Preservation	Glenlyon Upper Loddon Landcare Group	Conduct weed control and plantings to improve habitat value for platypus of a section of the Dyers Creek Scenic Reserve at Dyers Falls. Addresses platypus conservation and weed management.	\$18400	\$4969	Recommended for partial funding \$4453
2020 Ken Mahood - Hepburn Shire Grants	Blampied-Kooroocheang Landcare Group	Fund the 2020 round of the group's environmental works support scheme. Group would arrange co-funding of environmental projects (fencing, planting, weed control) at 10 properties. Addresses need to increase capacity of landholders to conduct environmental works on properties.	\$20862	\$5000	Recommended for partial funding \$4480
Glengower Ecological Study and Project Kickoff	Ullina Landcare Group	Ecological report to inform, and initial actions to restore, riparian property that forms part of historical precinct at Glengower. Addresses need for appropriate environmental management of public land with	\$7080	\$4833	Recommended for partial funding \$4332

		historical and environmental importance.			
Rocky Lead - Retractable Hose Reel Unit 2020	Rocky Lead Landcare	Upgrade of group's weed spraying unit. Addresses weed control in Rocklyn, Newlyn area and improving safety and efficiency of conducting environmental works by an aging farmer population.	\$3895	\$3459	Recommended for partial funding \$3100
Friends of Park Lake Biodiversity Signage	Friends of Creswick's Park Lake Botanical Reserve Association	Develop signage, to identify and interpret the habitat role of 4 sections of the Park Lake arboretum-style plantings. Content will be partly developed incorporating community engagement. Addresses community environmental awareness.	\$7850	\$5000	Not recommended
TOTAL				\$31,781	

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Sustainable Environment

Key Strategic Activity:

11. Take proactive steps to protect, maintain and enhance biodiversity, including rare/endangered species and wildlife corridors, and reduction of weeds on Council land while minimising herbicide use. Partner with other stakeholders to achieve greater weed management outcomes shire-wide.

FINANCIAL IMPLICATIONS

Council has allocated \$24,000 for Biodiversity Grants in the 2019/2020 budget. The six applications will draw upon the entirety of this funding stream.

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The Biodiversity Grants support projects by volunteer community groups. The focus of these projects is to enhance and protect biodiversity. The ecological and community impact of the project has been considered within the grant evaluation process.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

The recommended projects support the objectives of the 2019/2020 Biodiversity Grant.

OFFICER'S RECOMMENDATION

12.16.1. That Council approves the allocation of grant funds from the 2019/2020 Biodiversity Grant program to the following:

Project Name	Community Organisation	Amount
Conservation during COVID	Friends of Cornish Hill	\$3155
Improving the biodiversity of Trentham Quarry Street Reserve	Trentham Quarry Street Reserve Committee of Management	\$4480
Loddon River- Dyers Falls Platypus Habitat Preservation	Glenlyon Upper Loddon Landcare Group	\$4453
2020 Ken Mahood - Hepburn Shire Grants	Blampied- Kooroocheang Landcare Group	\$4480
Glengower Ecological Study and Project Kickoff	Ullina Landcare Group	\$4332
Rocky Lead - Retractable Hose Reel Unit 2020	Rocky Lead Landcare	\$3100
		\$24000

MOTION

12.16.1. *That Council approves the allocation of grant funds from the 2019/2020 Biodiversity Grant program to the following:*

Project Name	Community Organisation	Amount
Conservation during COVID	Friends of Cornish Hill	\$3155
Improving the biodiversity of Trentham Quarry Street Reserve	Trentham Quarry Street Reserve Committee of Management	\$4480
Loddon River- Dyers Falls Platypus Habitat Preservation	Glenlyon Upper Loddon Landcare Group	\$4453
2020 Ken Mahood - Hepburn Shire Grants	Blampied- Kooroocheang Landcare Group	\$4480
Glengower Ecological Study and Project Kickoff	Ullina Landcare Group	\$4332
Rocky Lead - Retractable Hose Reel Unit 2020	Rocky Lead Landcare	\$3100
		\$24000

Moved: Cr Kate Redwood AM

Seconded: Cr Greg May

Carried

12.17. WESTERN VICTORIAN TRANSMISSION UPGRADE PROJECT (WESTVIC) DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Manager Development & Community Safety, I, Bronwyn Southee have no interests to disclose in this report.

PURPOSE

The purpose of this report is to advise Council on the Western Victorian Transmission Upgrade project (WestVic) and the Victoria and New South Wales Interconnector (VNIWest).

BACKGROUND

The electricity network was originally built to suit centralized fossil fuel generators. For Victoria, this meant coal-fired power stations in the Latrobe Valley, which connect to large Transmission lines (for transmission over long distances), and then step down to smaller Distribution lines (for servicing areas off the main lines, right up to individual properties). Victoria's grid infrastructure connects with the other states along the East coast, as part of a larger network known as the National Electricity Market (NEM).

As new renewable generators are proposed and built, they are facing an increasing number of grid connection restrictions. This type of problem is being discovered at a domestic scale with solar export curtailment. It is also happening at a large scale and is preventing renewable energy projects from being built or connecting to the grid.

These restrictions are a result of inadequate grid network infrastructure in the areas where high quality renewable resources (i.e. wind and solar capacity) are located. These areas are known as Renewable Energy Zones (REZs). Additionally, because renewable energy is so variable, there is a need to have a network with larger capacity lines (and more of them) than would be required from more consistent coal-fired generators. This is because sometimes electricity will be coming from solar farms, sometimes from wind etc., depending on the weather and demand.

To allow these new renewable energy generators to be built and connect to the grid, it is necessary to identify (current and future) weak points in the network and implement projects which address those weak points.

The Australian Energy Market Operator (AEMO) is responsible for operating the NEM, including to identify upgrade requirements. AEMO have identified a weakness in the network through their [Integrated System Plan](#) (ISP), which looks at priority projects over the next 20 years. They must deliver this project through a regulatory framework with discrete stages. The first stage is known as the Regulatory Investment Test – Transmission (RIT-T).

RIT-T PROCESS

The Regulatory Investment Test -Transmission (RIT-T) is a requirement for assessing only the technical and economic viability of a project. It is not without flaws, and unfortunately cannot (due to the regulatory framework it must adhere to) look at project holistically.

Put simply, it requires a high-level assessment of the project and its impact to consumers, i.e. if the project looks as though it will work, while generating more money than it costs, then it is a 'good' project and will likely pass the RIT-T. The RIT-T does not allow an assessment of the other aspects such as environmental, social etc.

The detail provided is extremely simplistic. A straight line of approximately 20km width is drawn on a page between critical points, and that is then put out for public consultation, which does not allow for any meaningful discussion. However, due to AEMO's desire to get on the front foot for this project, they have been contacting Council for around 18 months. A map consisting of a 20km+ wide strip has been provided previously, which straddled Ballarat, Moorabool and Hepburn shires.

Councillors were briefed on the potential for a project in mid-2019 (again with minimal detail able to be provided), however no further meaningful information was provided prior to the May 2020 Councillor Briefing with AEMO and Ausnet. They are now in the public consultation phase and Council is not much the wiser re; detailed alignment.

Western Victorian Project

The Western Victorian Transmission Upgrade project (WestVic) includes a new Transmission line running from Sydenham to Bulgana. A 500,000 volts (500kV) line will run west from Sydenham and potentially enter Hepburn Shire somewhere near Dean. It will connect into a new Terminal Station, which will be used to step the voltage down from 500kV to 220kV. The 220kV line will then continue westward, potentially around Creswick and Clunes. The Shire already has some 220 kV infrastructure (55m high, 12m wide), however it has no Terminal Station or 500kV lines (72m high, 16m wide) currently.

AEMO first met with Council Officers about this project in early 2019. At that time and throughout the project, concerns have been raised about the proposed route, impact on community, environment, heritage etc. Because the RIT-T process only looks at economic and technical viability, these concerns have been met with responses along the lines of "that is not being looked at right now", "those concerns can be addressed in later project stages", "a more detailed map cannot be provided because a route is not yet known". These have been fair responses, but Council officers are concerned that the project has now progressed so rapidly and beyond the point where these issues can be adequately addressed. Further, none of these project specifics have been made available until very recently.

The RIT-T process has [3 stages](#) – a [consultation report](#) , a [draft report](#) , and a [conclusions report](#). The first 2 go out to public consultation and all 3 are publicly available. The project then goes to tender and a contractor is appointed, which in this instance is Ausnet Services (Mondo is the commercial arm of Ausnet). Ausnet must then deliver the project, but it must now be delivered within the constraints of the tender specification and Ausnet's expectations and costings. This means that the other project aspects (location, community benefit, environmental impact) which were promised to be addressed in later stages, must now be looked at through a lens of what Ausnet are happy to do and what they have quoted to deliver. Anything beyond their initial considerations can arguably be considered 'out of scope' (this has already been the response to several questions), and so this risks less than desirable outcomes for local communities.

The WestVic project is progressing rapidly and Council officers are working with stakeholders to understand exactly what will be proposed.

Victoria and New South Wales Interconnector Project

The Victoria and New South Wales Interconnector (VNIWest) project is the next stage of Transmission infrastructure upgrades for the Hepburn Shire, and has not yet been discussed at length with Councillors. The project will deliver another new Transmission line running north to Bendigo from the new Terminal station. Irrespective of the location of the new Terminal Station from the WestVic project (i.e. in Hepburn Shire or not), it appears almost certain that this new line will run through the centre of Hepburn Shire.

The project is currently going through the [first stage](#) of the RIT-T process, and Council prepared a [submission to the report](#). The content of Council's submission diverges from the intent of the RIT-T process, as it refers to considerations beyond economic and technical factors. However, it was the opinion of officers that these concerns needed to be clearly documented at the earliest stage possible to ensure that Council and community can achieve the best outcomes. Council officers have since met with AEMO staff and highlighted process flaws and concerns about the WestVic project, including that many of the issues raised by officers to date have not been addressed or conveyed to Ausnet Services. The RIT-T process for the VNIWest project will continue throughout 2020.

ISSUE/DISCUSSION

Ausnet Services/Mondo are already contacting landholders to negotiate access and refine the route. This has included letter mail out, drop ins and 'thank you/incentives' from Ausnet in the form of \$500 pre-paid visa cards for being able to enter and look into private landholdings to determine suitability. Depending on the response from community, there will potentially be a significant impact on Council resources and services. There is also concern that we currently do not have adequate information available to respond to

enquiries or support larger community discussions about the project outcomes. This is something Officers have been working to obtain from Ausnet.

Council is in discussion with all 6 LGAs potentially impacted by the project (Melton, Moorabool, Ballarat, Pyrenees, Northern Grampians), and working closely with Melton, Ballarat and Moorabool on preparing and advocating for the best outcomes possible. Moorabool is leading this process and have contracted external support to lead this work.

Staff in Planning, Environment & Waste, and Executive Team will be closely monitoring the project and working with key stakeholders over the coming months. Council will be updated as more information becomes available.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

RISK IMPLICATIONS

There are anticipated to be risk implications associated with this proposed project which could include but not limited to risks to biodiversity, local amenity, land values, bushfire etc however these are still being considered and discussed with project agencies.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

There are anticipated to be environmental and social implications associated with this proposed project however these are still being considered and discussed with project agencies.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council has not undertaken any community engagement as part of this report.

CONCLUSION

The Western Victorian Transmission Upgrade project (WestVic) proposes a new Transmission line running from Sydenham to Bulgana. A 500,000 volts (500kV) line will run west from Sydenham and potentially enter Hepburn Shire somewhere near Dean. It will connect into a new Terminal Station, which will be used to step the voltage down from 500kV to 220kV. The 220kV line will then continue westward, potentially around Creswick and Clunes.

Ausnet Services/Mondo are already contacting landholders to negotiate access and refine the route. This has included letter mail out, drop ins and 'thank you/incentives' from Ausnet in the form of \$500 pre-paid visa cards for being able to enter and look into private landholdings to determine suitability.

Officers are in discussion with all 6 LGAs potentially impacted by the project (Melton, Moorabool, Ballarat, Pyrenees, Northern Grampians), and working closely with Melton, Ballarat and Moorabool on preparing and advocating for the best outcomes possible for our community.

OFFICER'S RECOMMENDATION

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

MOTION

That Council:

12.17.1. *receives and notes the report for information.*

12.17.2. *directs Council Officers to publish a version of this report on Council's website.*

12.17.3. *writes to the Ausnet Services/Mondo to ask what compensation is proposed for affected landholders and to the impacted Council's, including Hepburn Shire.*

12.17.4. *Ask Officers to write to the relevant members of parliament to seek any information that they might have.*

Moved: Cr Neil Newitt

Seconded: Cr Kate Redwood AM

Carried

12.18. WASTE SERVICES UPDATE

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Manager Environment and Waste, I David Watson have no interests to disclose in this report.

PURPOSE

The purpose of this report is to update Council on recent progress relating to changes in kerbside collection services, a breach of the procurement policy, and outline next steps in relation to future waste services.

BACKGROUND

Collaborative Procurement

In 2019, Officers worked with six other Councils in the Grampians region and the Grampians Central West Resource and Recovery Group on a collaborative procurement process to secure best value contracts for kerbside collection, transport, recyclables processing, waste disposal and bulk bin services starting in April 2020.

In September 2019 as the tender was due for release, State Government through DELWP requested that the process be suspended following the announcement that kerbside and waste services would be reviewed in anticipation of significant reforms. Officers considered proceeding alone, however it was anticipated that prices would be high and variations to the contracts following the announcement of the reforms would be problematic.

Waste Service delivery since 1 April 2020

At the March 2020 Council meeting, approval was given to contract H337-2012 to authorise Wheelie Waste as the contractor to deliver kerbside collection services, including residual waste transport to landfill, and recycling transport and processing from 1 April 2020 to 30 June 2021.

As a result of this decision, the Daylesford consolidation facility (known as the MRF) is no longer being used and residual waste is transported directly to landfill. Adjacent residents are happy with this decision of Council with the levels of litter, odour and noise impacting their properties being considerably reduced.

Supply, Cartage and Disposal – Transfer Station Bulk Bins

Bulk bins (also known as hooklift bins) at all transfer stations hold residual waste and recyclables and are collected and transported for waste disposal or processing. This service was considered for inclusion in the collaborative procurement process which was delayed. Due to the nature of the service, a better result was considered possible through our own tender process, which was also delayed due to waste reforms and COVID-19 response. The service is currently being delivered by SUEZ. An application for a Ministerial

Exemption under section 186(5)(c) of the Local Government Act was submitted in May 2020.

Disposal of Residual Waste (Landfill gate charges)

Following the Council decision on 17 March 2020 kerbside residual waste is currently being taken directly to the Cleanaway landfill facility at Smythesdale, rather than being consolidated at the Daylesford MRF and bulk hauled to Patho. This cost was previously part of the MRF contract which has now been finalised.

As such, the disposal costs for waste (previously included in the MRF contract) now requires a separate contract with a licenced landfill directly.

ISSUES/DISCUSSION

Following delays due to collaborative procurement and COVID-19 response, bulk bin services will go to tender in accordance with our procurement policy on 12 June 2020. Following the tender process and evaluation a report will be presented to Council in July 2020 to award the bulk bin contract.

Given the delays with this tender process a breach of Councils procurement policy thresholds (section 7.4.1) and Local Government Act thresholds (Section 186) has been identified. The breach occurred following delays to the bulk bin service tender and the use of SUEZ as the service provider.

The current tender process will address this procurement breach and expenditure in this service is being minimised until a compliant contract is in place however the service is not able to be totally suspended.

Following delays due to collaborative procurement and COVID-19 response, and 1 April 2020 changes to kerbside services, the disposal of residual waste from kerbside collection will also go to tender as per our procurement policy by 12 June 2020. A report will be presented to Council in July 2020 to award the residual waste disposal contract.

With regard to future waste services, a new 0.5 FTE Waste Officer position is included in the draft budget 20/21. If approved, this position will help educate residents and businesses to reduce waste to landfill and improve recycling outcomes through a range of initiatives including reducing kerbside bin contamination.

A Working for Victoria position has also been approved and is being recruited to assist with the review of the waste strategy and plan for the delivery of a FOGO (food organics & garden organics) service.

An update of the waste strategy review will be provided in August 2020, outlining key successes and challenges of the strategy. The review will be completed by October 2020 before a new strategy is drafted in 2021.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Sustainable Environment

Key Strategic Activity:

12. Minimise waste to landfill and implement additional options for recycling. Demonstrate leadership and support the community to reduce waste creation.

FINANCIAL IMPLICATIONS

Costs relating to bulk bin and residual waste disposal charges are incorporated into the 20/21 budget. Recommendations, including financial implications, following the public tenders for these services will be brought to Council for consideration at the July Ordinary Council meeting.

RISK IMPLICATIONS

A breach of Council's Procurement policy has risk implications. An application for a Ministerial Exemption under section 186(5)(c) of the Local Government Act has been submitted and the service will go to public tender on 12 June 2020 and to the July council meeting for appointment.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

There are no environmental/social/economic implications

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are no community and stakeholder engagement implications.

CONCLUSION

This report has provided an update on progress in implementing recent changes to the kerbside collection contract, noted a breach of Council's Procurement Policy, and stated officer intentions to provide an update on the review of the Waste Strategy at the August 2020 meeting.

OFFICER'S RECOMMENDATION

- 12.18.1. That Council receives and notes the report for information.

MOTION

That Council:

12.18.1. receives and notes the report for information.

12.18.2. requests Officers to arrange a workshop with Councillors to discuss goals for waste management and recycling

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

12.19. HEPBURN LIBRARIES 2020–2025 SERVICE LEVEL AGREEMENT

DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is to update Council on the performance of Hepburn Libraries under the current library Service Level Agreement (SLA) with the City of Ballarat. Further, for Council to endorse a recommendation to enter into a new five-year SLA with the City of Ballarat for the provision of library services as part of the Central Highlands Libraries Group comprising Ararat, Central Goldfields, Hepburn, Moorabool, Pyrenees and Southern Grampians Councils.

BACKGROUND

In June 2011 the Central Highlands Regional Library Corporation was disbanded. Following an exemption from the Minister (under section 186 of the *Local Government Act 1989*), Council procured library services from the City of Ballarat for the 2011/2012 financial year through a one-year Service Level Agreement (SLA). A Ministerial exemption is required so that a public tender is not conducted, and is usual for Library services.

In 2012, Council applied to the Minister for Local Government to extend the SLA for an additional 3 years. This was granted on 13 November 2012 and ended on 30 June 2015.

In 2015, Council applied to the Minister for Local Government to extend the SLA for an additional 5 years. This was granted on 10 July 2015 and ends on 30 June 2020.

ISSUE/DISCUSSION

The City of Ballarat currently provide Library Services to the Central Highlands Libraries Group which currently comprises Ararat, Central Goldfields, Hepburn, Moorabool, Pyrenees and Southern Grampians Councils.

Council as part of the Central Highlands Libraries Group has applied for a Ministerial Exemption under Section 186 of the Local Government Act 1989, to extend the SLA for a further 5 years with the City of Ballarat, and is awaiting notification of the outcome of that application

A new Service Level Agreement must be created by July 2020, and is expected to be held until June 2025, with details of responsibilities included below:

City of Ballarat (COB) responsibilities:

COB responsibilities detailed under the Library Service Level Agreement comprise the following Core and Additional Services:

- Administration
- Collection Services
- IT Services in relation to provision of an Integrated Library Management System and website / social media updates
- Information Services
- Community Learning, Programs and Promotions (optional).

Responsibilities of Central Highlands Libraries Member Councils

Hepburn Shire as a member Council will;

- adhere to terms of the SLA with COB.
- make prompt payment of all invoices.

A full breakdown of core and optional services are detailed in the SLA between COB and HSC and include;

- Legislative Framework
- Central Highlands Libraries Governance
- SLA Objectives
- SLA Agreed Principles
- Responsibilities of COB
- Responsibilities of Central Highlands Libraries Member Councils
- Reporting / Performance Indicators
- Entry / Exit of parties
- Agreement
- Core and additional services (outlined above)
- Budget

Hepburn Libraries Performance:

Since Council took over direct management of Hepburn Libraries, there has been significant improvement to service levels across our libraries including:

- As of February 2020, the Library Service has an active membership of 39% of the Hepburn population – 39% of the community use the many resources available at the libraries.
- Replacing the mobile library stop of 2 hours a fortnight with a branch library at Trentham, increasing services to the community up to 15 hours a week.
- Increased opening hours at Clunes from 13.5 hours per week to 36 hours per week, and;

- Upgrading the library in Creswick which has gone from operating 21 hours per week to 40.5 hours per week.
- Decrease in “Dead Wood” stock in libraries – items never borrowed, with one of the lowest percentages in the country, sitting below 3%.

In addition to the improved service outcomes, financially Council’s library services are now more efficient. In the final year of the Corporation model, the cost to Council per library visitor was \$4.87, and is now \$4.45.

In early 2019 HSC Libraries conducted an internal review of the SLA which confirmed it was meeting the needs of the organisation and the community. The review identified that sites were being supplied with appropriate collection stock with minimal 3% ‘dead stock’ being recorded across the sites. Digital collection management and licensing also provided under the SLA significantly enhanced HSC capacity to offer this service to the community and could not have been achieved without external administrative support offered through the SLA.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

In the final year of the Corporation model, the cost to Council per library visitor was \$4.87, and is now \$4.45.

Since entering a Service Level Agreement with the City of Ballarat, the cost to purchase services has also reduced, compared to expected costs:

- 2012/2013 Actual - \$153,937
- 2013/2014 Actual - \$148,420
- 2014/2015 Actual - \$159,365
- 2015/2016 Actual – \$162,391
- 2016/2017 Actual – \$133,638
- 2017/2018 Actual - \$141,159
- 2018/2019 Actual – \$131,821

The annual costs vary each year on the level of purchase, and services undertaken. City of Ballarat has provided a draft budget for the first year of

this agreement (2020/2021) of \$148,619. It is expected the cost of this service (maintaining current level of service provided) would increase annually by CPI.

Given the success to date of this model for delivering library services, it is proposed that Council enters into a further five-year agreement with the City of Ballarat.

RISK IMPLICATIONS

A new Service Level Agreement must be created by July 2020 to ensure the continuation of the Hepburn Library Service to the community.

Market Comparison

Goldfields Library Corporation and Geelong Regional Libraries provide services to local government areas to the north and south west of the Shire respectively. Inquiries undertaken with both providers confirmed that in order for HSC to access this service, we would be required to undertake significant changes to our entire service infrastructure including changes to the software and hardware systems, along with changes to daily operations which make accessing this service unviable at this time.

Both alternate service providers identified are incompatible due to infrastructure differences and are located a significant distance away from HSC compared to our current provider. Small economies of scale, if any, that might be achieved by contracting one of these providers are highly likely to be offset by the distances involved in transporting materials between HSC and providers, the cost of which is borne by HSC.

Additionally, as outlined above, changes to the HSC operating systems would result in increased costs being occurred by HSC in order to achieve similar or same service delivery outcomes. Any benefit identified in changing providers is outweighed by the potential outlay of significant additional expenditure required to meet start-up costs.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The Libraries are highly valued by the community and there is an expectation that Council will continue to support and enhance the service. There is a growing demand for library services and an expectation of an increased quality and level of service.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

Hepburn Shire Council is satisfied with the services and support provided by the City of Ballarat. Whilst there are no contiguous local government areas capable of delivering similar support and services, the service delivery is being continually monitored to assess the value and quality of the services provided and the capacity of Hepburn Shire Council itself to deliver the same or similar services.

While some services can be sourced and delivered by Hepburn Shire Council, the impact of partnering with the City of Ballarat and 5 other LGA's means that economies of scale are achieved in respect of systems management infrastructure and access to a range of services, materials and licencing agreements which otherwise could not be achieved.

Current Central Highlands Libraries Member Councils have indicated they are continuing to source Library Services through and SLA with the City of Ballarat (Central Highlands Libraries is made up of City of Ballarat, Ararat, Pyrenees, Moorabool, Southern Grampians, Central Goldfields as well as Hepburn Shire).

Council as part of the the Central Highlands Libraries Group comprising Ararat, Central Goldfields, Hepburn, Moorabool, Pyrenees and Southern Grampians Councils has applied for a Ministerial Exemption under Section 186 of the Local Government Act 1989, to extend the SLA for a further 5 years with the City of Ballarat, and is awaiting notification of the outcome of that application.

OFFICER'S RECOMMENDATION

That Council:

12.19.1. Note the performance of Hepburn Libraries under the current library Service Level Agreement (SLA) with the City of Ballarat.

12.19.2. endorse a recommendation to enter into a new five-year Service Level Agreement with the City of Ballarat for the provision of library services as part of the Central Highlands Libraries Group comprising Ararat, Central Goldfields, Hepburn, Moorabool, Pyrenees and Southern Grampians Councils.

MOTION

That Council:

12.19.1. Note the performance of Hepburn Libraries under the current library Service Level Agreement (SLA) with the City of Ballarat.

12.19.2. endorse a recommendation to enter into a new five-year Service Level Agreement with the City of Ballarat for the provision of library services as part of the Central Highlands Libraries Group comprising Ararat, Central Goldfields, Hepburn, Moorabool, Pyrenees and Southern Grampians Councils.

Moved: Cr Fiona Robson

Seconded: Cr Neil Newitt

Carried

12.20. CONTRACT HEPBU.RFT2020.56 – CLUNES TOWN HALL AND COURT HOUSE REMEDIAL WORKS – STAGE A DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Project Manager, I Sam Hattam have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider awarding contract HEPBU.RFT2020.56 – Clunes Town Hall and Court House Remedial Works – Stage A.

BACKGROUND

The contract will form part of Council's Annual Building Renewal Capital Works Program. The Clunes Town Hall is primarily used by the local community for events, community meetings and social gatherings.

This project follows on from remedial work where extensive underpinning and root barrier works were completed.

Andronas Conservation Architecture has compiled this package of works to remediate the effects of this movement.

A building condition survey was carried out in January 2020 and a portion of the findings from this report relating to this 'Stage A' area of the building has been added to this package of works

Stage 'A' package includes:

- Masonry repairs to façade;
- Masonry repairs to interior;
- Render repairs to front façade;
- Plaster repairs to interior;
- Minor roof plumbing repairs;
- Minor carpentry and joinery;
- Repainting of areas affected by remediation works;

ISSUE/DISCUSSION

Tenders were invited via public advertisement on Council's e-tender portal and by advertisement of the April edition of 'The Local' newspaper in accordance with Council's Procurement Policy.

The closing date for acceptance of submissions was 15 May 2020. Nine (9) tender submissions were received.

These tender submissions were evaluated 22 May 2020 by an evaluation panel consisting of:

- Sam Hattam – Project Manager – Chairperson
- Danielle How- Manager Financial Services
- Stuart Ritchie – Coordinator Facilities

The Evaluation Panel evaluated the tenders received against the following criteria and weightings:

Mandatory Criteria	Weighting
Price	30%
Local Content	5%
Risk/OHS/Quality Management	10%
Response to Specification	20%
Experience and Qualifications	20%
Business and Financial Capacity	5%
Sustainability	5%
Comparative Criteria	Weighting
COVID-19 Emergency Response Management	5%
Evidence of 2 projects involving conservation works to significant heritage buildings	PASS/FAIL
	100%

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

The budget allocation is adequate to execute this package of works and to fund Stage 'B' scoping and design.

RISK IMPLICATIONS

Undertaking these works will reduce building condition related risks to users and long-term maintenance liabilities.

Risks introduced to this project by the COVID-19 context include:

- Macroeconomic factors affecting imported materials, i.e. international suppliers
- Market conditions / cost escalation;
- In the event of a full shutdown project would suffer delays as a result;

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The use of the rear of the town hall will be maintained for current user groups with an understanding that works will be ongoing.

Noise and dust will be kept to a minimum where possible.

We are working towards maintaining access at the rear of the courthouse building where the Clunes Museum Group care for and store historical artefacts. This will be with the provision that safe access can be maintained from the outside of the building during works.

CONCLUSION

Following a formal tender process and detailed evaluation of received tenders, the preferred tender has been identified as per the Confidential Tender Evaluation Report. In addition, it is recommended that Council authorise Council Officers to make variations and additions to the Contract within Officer delegation and approved budgets.

OFFICER'S RECOMMENDATION

That Council:

12.20.1. Award Contract HEPBU.RFT2020.56 – Clunes Town Hall and Court House Remedial Works – Stage A for the fixed lump sum of \$544,327.98 exclusive of GST to Abode Restorations P/L.

12.20.2. Authorise officers to approve contract variations within financial delegations.

12.20.3. Authorise the Chief Executive Officer to sign and seal the contract documents.

MOTION

That Council:

12.20.1. Award Contract HEPBU.RFT2020.56 – Clunes Town Hall and Court House Remedial Works – Stage A for the fixed lump sum of \$544,327.98 exclusive of GST to Abode Restorations P/L.

12.20.2. Authorise officers to approve contract variations within financial delegations.

12.20.3. Authorise the Chief Executive Officer to sign and seal the contract documents.

Moved: Cr Neil Newitt

Seconded: Cr Don Henderson

Carried

**ATTACHMENT 12 - CONFIDENTIAL - TENDER EVALUATION -
HEPBU.RFT2020.56 - CLUNES TOWN HALL AND COURT HOUSE
REMEDIAL WORKS - STAGE A (ISSUED TO COUNCILLORS UNDER
SEPARATE COVER)**

12.21. CONTRACT HEPBU.RFT2020.12 - RECONSTRUCTION OF OLD BALLARAT ROAD, DAYLESFORD

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

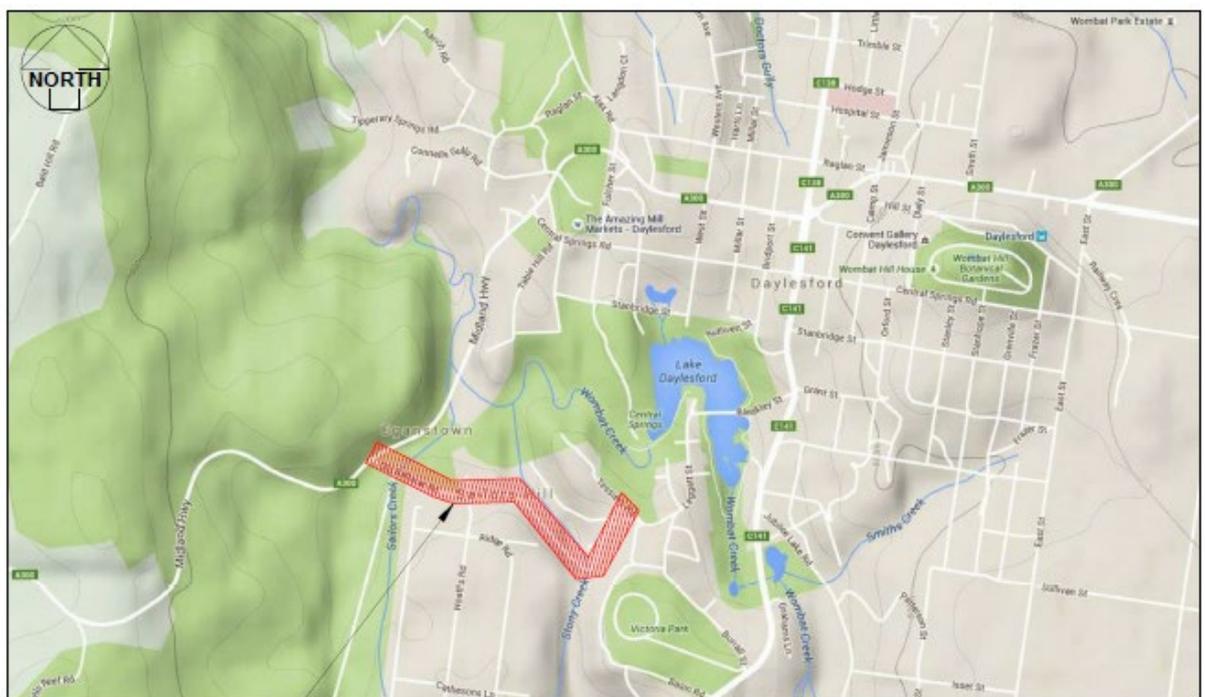
In providing this advice to Council as the Coordinator Engineering, I Tim Powell have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider awarding Contract HEPBU.RFT2020.12 Reconstruction of Old Ballarat Road, Daylesford.

BACKGROUND

This contract forms part of Council's 2019/2020 Infrastructure program. The project will be funded by the Federal Government's Roads to Recovery Program



ISSUE/DISCUSSION

The tender was publicly released through Council's Tenders.net portal from 3 April 2020. The closing date for acceptance of submissions was 1 May 2020 and nineteen (19) tender submissions were received. The tender submissions were evaluated by an evaluation panel consisting of:

Name	Title
Chair: Tim Powell	Coordinator Engineering
Tristan May	Manager Operations
Rob Ellis	Accountant

The Evaluation Panel evaluated the tenders received against the following criteria:

Criteria	Weighting
Price	50%
Response to Specifications	10%
Risk/OHS/Quality Management	10%
Experience and Qualification	10%
Business and Financial Capacity	10%
Local content	5%
Sustainability	5%
TOTAL	100%

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

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

- 1.1 – Continue to invest in our assets at a level greater than depreciation by delivering the annual renewal capital works programs.

FINANCIAL IMPLICATIONS

The funding for this project will be drawn from the 2019/2020 Infrastructure program. This project will be funded by the Federal Government's Roads to Recovery Program.

All anticipated expenditure is within the approved 2019/2020 Council Infrastructure Budget of \$799,056 assigned to this project.

The financial review of this tender is detailed in the attached Confidential Tender Evaluation Report.

RISK IMPLICATIONS

There are no expected risk implications. The expected construction related risks shall be addressed in pre-commencement site meetings and mitigated by managing the work site and providing traffic management in accordance with AS 1742.3.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Due to the restricted site access and proximity to steep drop-offs, it is proposed that the entire works site become one-way for the duration of the works (8 weeks), this includes afterhours and weekends. The road will become one-way from Tessiers Road to Midlands Hwy. Notifications are proposed for school buses, CFA, residents and electronic notice boards posted for the duration of the works.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Directly affected property owners will be informed prior to construction.

Visual Message Boards will be installed prior to works to alert drivers to future disturbances and detours as well as social media messages.

CONCLUSION

Following a formal tender process and detailed evaluation of received tenders, the preferred tender has been identified as per the Confidential Tender Evaluation Report.

OFFICER'S RECOMMENDATION

That Council:

12.21.1. Award Contract HEPBURFT2020.12 Reconstruction of Old Ballarat Road, Daylesford to Kazland Pty Ltd (trading as Prendergast Earthmoving) for the value of \$597,336.95 excluding GST

12.21.2. Delegate Council Officers to authorise variations and additions to the Contract within Officer financial delegation and approved budgets.

12.21.3. Authorise the Chief Executive Officer to sign the and seal the contract documents.

MOTION

That Council:

12.21.1. Award Contract HEPBURFT2020.12 Reconstruction of Old Ballarat Road, Daylesford to Kazland Pty Ltd (trading as Prendergast Earthmoving) for the value of \$597,336.95 excluding GST

12.21.2. Delegate Council Officers to authorise variations and additions to the Contract within Officer financial delegation and approved budgets.

12.21.3. Authorise the Chief Executive Officer to sign the and seal the contract documents.

Moved: Cr Greg May

Seconded: Cr Neil Newitt

Carried

**ATTACHMENT 13 -CONFIDENTIAL - TENDER EVALUATION -
HEPBU.RFT2020.12 - RECONSTRUCTION OF OLD BALLARAT ROAD
DAYLESFORD (ISSUED TO COUNCILLORS UNDER SEPARATE
COVER)**

12.22. CONTRACT HEPBU.RFT 2020.42 - WET HIRE OF EQUIPMENT, PLANT AND MINOR WORKS

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT

In providing this advice to Council as the Manager Operations, I Tristan May have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider awarding a panel contract HEPBU.RFT 2020.42 for the Wet Hire of Equipment, Plant and Minor Works to a panel of approved suppliers for a period of three (03) years with two (02) additional one (01) year options for extension by mutual agreement.

BACKGROUND

As part of daily operational work provided by Council's Operations Unit, Council requires a panel of suppliers for the Wet Hire of equipment, plant and minor works in the event that Council require additional resources to deliver maintenance and capital projects.

Wet Hire of equipment and plant is defined as the hire equipment inclusive of an appropriately skilled operator to use or drive the piece of equipment. Prior to this contract, Officers have been required to source the appropriate number of quotations each time any equipment or plant is required.

Establishing this panel contract will increase the efficiency of all the Operational Team's ability to source appropriate equipment as required.

ISSUE/DISCUSSION

Tenders were invited via public advertisement on Council's e-tender portal and The Courier (Ballarat) on 4 April 2020 and the Advertiser on 8 April 2020 in accordance with Council's Procurement Policy.

The closing date for acceptance of submissions was 24 April 2020.

Twenty-nine (29) tender submissions were received.

The tender submissions were evaluated by an evaluation panel consisting of:

- Narda Partington – Procurement Officer
- Paul Healy - Works Coordinator
- Paul O'Leary - Project Engineer
- Jackie Mitchell – Procurement, Fleet & Technical Officer

The Evaluation Panel evaluated the tenders received against the following criteria:

- Price
- OHS and Risk Management
- Local Content
- Response to Specification

- Experience and Qualifications
- Sustainability
- Business and financial capacity

The outcome of the Tender evaluation is detailed in the attached Confidential Tender Evaluation Report.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

The funding for this service will be drawn from various budget allocations during the life of the contract. Based on past expenditure data, Council Officers across various teams will spend in the vicinity of \$600k in total per year through this contract.

RISK IMPLICATIONS

There are no risk implications associated with this report.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Any environmental implications associated with this contract will arise from the execution of this service/works. It is considered that these are the responsibility of the Contractor and will be managed through the contract documentation.

There are no social implications that will arise from the acceptance of this tender.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

Award Contract Number HEPBU.RFT 2020.42 for the schedule of rates exclusive of GST to the tenderers stated in the evaluation report and listed below in the recommendation.

OFFICER'S RECOMMENDATION

That Council

12.22.1. Award Contract Number HEPBU.RFT 2020.42 for the schedule of rates exclusive of GST to the following tenderers:

- Daylesford Hire and Contracting
- Daylesford Landscaping & Earthworks
- G & S Rixon Earthmoving
- Maher Pipe, Road and Rail Pty Ltd
- Smooth As Concrete Pty.Ltd.
- Accurate Bricks (Accurate Bricks Concrete & Landscaping t/as)
- Aceloch Earthmoving
- Avard Civil Pt Ltd
- Ballarat Excavation and Transport (Streebson Pty Ltd t/as)
- Enoch Civil Pty. Ltd.
- Environmental Vegetation Management Australia Pty. Ltd.
- Keogh Contracting Vic Pty Ltd
- Kupper's Contracting (Kuppers Mineral Springs Pty Ltd t/as)
- Madica (Madica Pty Ltd t/as)
- McClure Resources Pty Ltd
- On Track Earthworks Pty Ltd
- Pearce Earthmoving (S F Pearce & Co Pty Ltd t/as)
- Smith & Wil Asphaltting Pty Ltd
- Fulton Hogan Industries Pty Ltd

12.22.2. That Chief Executive Officer be delegated to sign the contract documents on behalf of Council.

12.22.3. Provide a letter of acceptance to the appointed panel members confirming:

- That the submission, as supplied, has been accepted for a period of three (03) years with two options to extend for a further one (01) year by mutual agreement;
- There is no guarantee of minimum works being issued to them; and
- Outline the form of Contract.

12.22.4. Authorise Council officers to approve individual purchase orders, within Officer delegation and within approved budgets, as required, to an approved panel of suppliers.

12.22.5. Authorise Director Infrastructure and Development Services to exercise the contract extension options, pending internal contract performance reviews.

MOTION

That Council

12.22.1. Award Contract Number HEPBU.RFT 2020.42 for the schedule of rates exclusive of GST to the following tenderers:

- Daylesford Hire and Contracting*
- Daylesford Landscaping & Earthworks*
- G & S Rixon Earthmoving*
- Maher Pipe, Road and Rail Pty Ltd*
- Smooth As Concrete Pty.Ltd.*
- Accurate Bricks (Accurate Bricks Concrete & Landscaping t/as)*
- Aceloch Earthmoving*
- Avard Civil Pt Ltd*
- Ballarat Excavation and Transport (Streebson Pty Ltd t/as)*
- Enoch Civil Pty. Ltd.*
- Environmental Vegetation Management Australia Pty. Ltd.*
- Keogh Contracting Vic Pty Ltd*
- Kupper's Contracting (Kuppers Mineral Springs Pty Ltd t/as)*
- Madica (Madica Pty Ltd t/as)*
- McClure Resources Pty Ltd*
- On Track Earthworks Pty Ltd*
- Pearce Earthmoving (S F Pearce & Co Pty Ltd t/as)*
- Smith & Wil Asphaltting Pty Ltd*
- Fulton Hogan Industries Pty Ltd*

12.22.2. That Chief Executive Officer be delegated to sign the contract documents on behalf of Council.

12.22.3. *Provide a letter of acceptance to the appointed panel members confirming:*

- *That the submission, as supplied, has been accepted for a period of three (03) years with two options to extend for a further one (01) year by mutual agreement;*
- *There is no guarantee of minimum works being issued to them; and*
- *Outline the form of Contract.*

12.22.4. *Authorise Council officers to approve individual purchase orders, within Officer delegation and within approved budgets, as required, to an approved panel of suppliers.*

12.22.5. *Authorise Director Infrastructure and Development Services to exercise the contract extension options, pending internal contract performance reviews.*

Moved: Cr Kate Redwood AM

Seconded: Cr John Cottrell

Carried

**ATTACHMENT 14 -CONFIDENTIAL – TENDER EVALUTATION -
HEPBU.RFT 2020.42 - WET HIRE OF EQUIPMENT, PLANT AND
MINOR WORKS (ISSUED TO COUNCILLORS UNDER SEPARATE
COVER)**

12.23. CONTRACT HEPBU.RFT 2020.42 - DRY HIRE OF EQUIPMENT, PLANT AND VEHICLES FOR HEPBURN SHIRE COUNCIL DIRECTOR INFRASTRUCTURE AND DEVELOPMENT

In providing this advice to Council as the Manager Operations, I Tristan May have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider awarding a panel contract HEPBU.RFT 2020.115A for the Dry Hire of Equipment, Plant and Vehicles to a panel of approved suppliers for a period of three (3) years with two (2) additional one (01) year options for extension by mutual agreement.

BACKGROUND

As part of daily operational work provided by Council's Operations Unit, Council requires a panel of suppliers for the Dry Hire of equipment, plant and vehicles in the event that Council require additional resources to deliver maintenance and capital projects.

Dry Hire of equipment, plant or vehicles is defined as the hire of the equipment only without the provision of an operator i.e. Council Officers would operate. Prior to this contract, Officers have been required to source the appropriate number of quotations each time any equipment or plant that is required.

Establishing this panel contract will increase the efficiency of all the Operational Team's ability to source appropriate equipment as required.

ISSUE/DISCUSSION

Tenders were invited via public advertisement on Council's e-tender portal and The Courier (Ballarat) on 4 April 2020 and the Advertiser on 8 April 2020 in accordance with Council's Procurement Policy.

The closing date for acceptance of submissions was 24 April 2020.

Fourteen (14) tender submissions were received.

The tender submissions were evaluated by an evaluation panel consisting of:

- Narda Partington – Procurement Officer
- Paul Healy - Works Coordinator
- Sean Ludeke – Parks & Open Space Coordinator
- Jackie Mitchell – Procurement, Fleet & Technical Officer

The Evaluation Panel evaluated the tenders received against the following criteria:

- Price
- OHS and Risk Management
- Local Content

- Response to Specification
- Experience and Qualifications
- Sustainability
- Business and financial capacity

The outcome of the Tender evaluation is detailed in the attached Confidential Tender Evaluation Report.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

The funding for this service will be drawn from various budget allocations during the life of the contract. Based on past expenditure data, Council Officers across various teams will spend in the vicinity of \$300k in total per year through this contract.

RISK IMPLICATIONS

There are no risk implications associated with this report.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Any environmental implications associated with this contract will arise from the execution of this service/works. It is considered that these are the responsibility of the Contractor and will be managed through the contract documentation.

There are no social implications that will arise from the acceptance of this tender.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

Award Contract Number HEPBU.RFT 2019.115A for the schedule of rates exclusive of GST to the tenderers stated in the evaluation report and listed below in the recommendation.

OFFICER'S RECOMMENDATION

That Council:

12.23.1. Award Contract Number HEPBU.RFT 2019.115A for the schedule of rates exclusive of GST to the following tenderers:

- Aceloch Earthmoving (Acelock Pty Ltd t/as)
- Daylesford Hire and Contracting (J.D.Torrance Pty Ltd t/as)
- Delecca's Pty Ltd
- Environmental Vegetation Management Australia Pty. Ltd.
(Environmental Vegetation Management Australia Pty. Ltd. ATF
The EVM Unit Trust t/as)
- Luxton Plant Pty Ltd (Luxton Plant Hire t/as)
- PJM Machinery Pty Ltd
- Porter Plant (Porter Excavations Pty Ltd t/as)
- Sherrin Rentals Pty Ltd

12.23.2. That Chief Executive Officer be delegated to sign the contract documents on behalf of Council.

12.23.3. Provide a letter of acceptance to the appointed panel members confirming:

- That the submission, as supplied, has been accepted for a period of three (3) years with two options to extend for a further one (1) year by mutual agreement;
- There is no guarantee of minimum works being issued to them; and
- Outline the form of Contract.

12.23.4. Authorise Council officers to approve individual purchase orders, within Officer delegation and within approved budgets, as required, to an approved panel of suppliers.

12.23.5. Authorise Director Infrastructure and Development Services to exercise the contract extension options, pending internal contract performance reviews

MOTION

That Council:

12.23.1. Award Contract Number HEPBU.RFT 2019.115A for the schedule of rates exclusive of GST to the following tenderers:

- *Aceloch Earthmoving (Acelock Pty Ltd t/as)*
- *Daylesford Hire and Contracting (J.D.Torrance Pty Ltd t/as)*
- *Delecca's Pty Ltd*

- *Environmental Vegetation Management Australia Pty. Ltd. (Environmental Vegetation Management Australia Pty. Ltd. ATF The EVM Unit Trust t/as)*
- *Luxton Plant Pty Ltd (Luxton Plant Hire t/as)*
- *PJM Machinery Pty Ltd*
- *Porter Plant (Porter Excavations Pty Ltd t/as)*
- *Sherrin Rentals Pty Ltd*

12.23.2. *That Chief Executive Officer be delegated to sign the contract documents on behalf of Council.*

12.23.3. *Provide a letter of acceptance to the appointed panel members confirming:*

- *That the submission, as supplied, has been accepted for a period of three (3) years with two options to extend for a further one (1) year by mutual agreement;*
- *There is no guarantee of minimum works being issued to them; and*
- *Outline the form of Contract.*

12.23.4. *Authorise Council officers to approve individual purchase orders, within Officer delegation and within approved budgets, as required, to an approved panel of suppliers.*

12.23.5. *Authorise Director Infrastructure and Development Services to exercise the contract extension options, pending internal contract performance reviews*

Moved: Cr Kate Redwood AM

Seconded: Cr John Cottrell

Carried

**ATTACHMENT 15 -CONFIDENTIAL - TENDER EVALUATION -
HEPBU.RFT 2020.42 - DRY HIRE OF EQUIPMENT, PLANT AND
VEHICLES (ISSUED TO COUNCILLORS UNDER SEPARATE COVER)**

12.24. CANCELLATION OF 2 JUNE 2020 SPECIAL COUNCIL MEETING AND REVISED DATE SET FOR 7 JULY 2020

DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Manager Governance and Risk, I Krysten Forte have no interests to disclose in this report.

PURPOSE

The purpose of this report is to formally notify Council as to the reason the 2 June 2020 Special Council Meeting was cancelled and a subsequent date was set to hear the budget submissions at a Special Council Meeting for 7 July 2020.

BACKGROUND

In line with the Local Law 1 Meeting Procedure 2014, there is a requirement for the Chief Executive Officer to formally notify the Council of the cancellation or postponement of an Ordinary Council Meeting.

Clause 2.6 of the Meeting Procedure Local Law states:

2.6 Cancellation or Postponement of a Meeting:

2.6.1 In the event of a cancellation or postponement of a meeting, the Chief Executive Officer must submit a written report of the circumstances requiring this action to the next Ordinary Meeting of Council.

2.6.2 Reasons for cancelling or postponing a meeting pursuant to this clause may include:

(a) a natural disaster within or in close proximity to the municipal district;

(b) the death of or the occurrence of a serious injury to any Councillor, senior officer or other significant person, which would be likely to affect the normal operation of Council or the organisation as a whole; or

(c) an emergency event occasioned by any other reason, such as the need to call a meeting where time is of the essence or because delay in convening a meeting may have a major impact on Council or the organisation because consideration of an issue cannot wait until the next scheduled Council Meeting.

ISSUE/DISCUSSION

In consultation with Councillors, the decision was made to cancel the Special Council Meeting scheduled for 2 June 2020 to hear submissions for the 2020/2021 proposed budget.

On 09 April 2020 Local Government Minister Adem Somyurek advised via a media release that all Victorian Council's were granted extra time to resolve

budgets with an extended deadline for 2020/2021 Council budgets until 31 August 2020 and for annual reports to 30 November 2020.

Councils are usually required to adopt their budgets by 30 June and to submit an annual report by 30 September each year.

In line with the extended timeframes, the original scheduled date for a Special Council meeting to take place to hear submissions on the 2020/2021 Budget was been rescheduled to 7 July 2020. The April Ordinary Meeting of Council was cancelled as a result of COVID-19 restrictions, which contributed to the delay to the budget timeframes.

A revised date has been set and advertised to hear budget submissions and has therefore been scheduled for 7 July 2020.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

This report aligns to the strategic objective in the Council Plan 2017: 2021 'High Performing Organisation' in *delivering good governance and integrity in all our actions, and take steps to improve organisational efficiency including regular process improvements.*

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

RISK IMPLICATIONS

The decision to cancel the Special Council Meeting scheduled for 2 June 2020 was made to provide due time for the public to make submissions to the budget and make a verbal presentation should they request, as the April Ordinary Meeting of Council was cancelled.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The public were notified of the decision to cancel the 2 June 2020 Special Council Meeting and the advertisement of the revised date of 7 July 2020 via the Council website on Thursday 21 May 2020 and local newspaper outlets – The Courier on Saturday 23 May 2020, The Local on Monday 25 May 2020 and The Midland on 25 May 2020.

CONCLUSION

In line with the Local Law 1 Meeting Procedure 2014, this report formally notifies the Council as to the reason why the Special Council Meeting scheduled for 2 June did not take place.

OFFICER'S RECOMMENDATION

12.24.1. That Council notes the report outlining why the Special Council Meeting to hear Budget submissions that was scheduled for 2 June 2020 was cancelled and why a revised date was set and advertised for a Special Council meeting to hear budget submissions was called for 7 July 2020.

MOTION

12.24.1. That Council notes the report outlining why the Special Council Meeting to hear Budget submissions that was scheduled for 2 June 2020 was cancelled and why a revised date was set and advertised for a Special Council meeting to hear budget submissions was called for 7 July 2020.

Moved: Cr Kate Redwood AM

Seconded: Cr Greg May

Carried

12.25. RECORD OF ASSEMBLIES OF COUNCILLORS

DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Governance and Information Officer I Rebecca Smith 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 of other organisation.

ISSUE/DISCUSSION

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

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

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

Date	Meeting purpose	Location
14 May 2020	Preparation for Virtual Council Meetings	Video Conference
19 May 2020	Councillor/CEO meeting	Video Conference
19 May 2020	Pre-Council Meeting Briefing	Video Conference
2 June 2020	Councillor Briefing	Video Conference
9 June 2020	Councillor Briefing	Video Conference

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

12.25.1. That Council receives and notes the Records of Assemblies of Councillors

MOTION

12.25.1. That Council receives and notes the Records of Assemblies of Councillors

Moved: Cr Kate Redwood AM

Seconded: Cr Greg May

Carried

ATTACHMENT 16 -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: Preparation for Virtual Council Meetings

Date: 14 May 2020

Time: 5:45pm – 6:45pm

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

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 Licia Kokocinski | |

Members of Council Staff present:

- | | |
|---|---|
| <input checked="" type="checkbox"/> CEO Evan King | <input type="checkbox"/> Other, please specify: Manager Information and Communication Technology, Manager Governance and Risk – Krysten Forte |
| <input checked="" type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | |
| <input checked="" type="checkbox"/> Director Infrastructure and Development
Services Bruce Lucas | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered: Preparations for the Virtual Council Meeting on 19 May 2020.

Agenda Attached No agenda.

Name and title of Officer responsible for this written record:

- | | |
|---|---|
| <input type="checkbox"/> CEO Evan King | <input type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | |
| <input type="checkbox"/> Director Infrastructure and Development
Services Bruce Lucas | |

Signature:  _____

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: 19 May 2020

Time: 3:00 – 3:30pm

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

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 Licia Kokocinski	

Members of Council Staff present:

<input checked="" type="checkbox"/> CEO Evan King	<input type="checkbox"/> Director Infrastructure and Development Services Bruce Lucas
<input type="checkbox"/> Director Community & Corporate Services Bradley Thomas	<input type="checkbox"/> Other, please specify:

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

COVID19 Response
 Community Planning Grants
 Business Advisory Committee
 General Business

Agenda Attached No agenda.

Name and title of Officer responsible for this written record:

<input checked="" type="checkbox"/> CEO Evan King	<input type="checkbox"/> Other, please specify:
<input type="checkbox"/> Director Community & Corporate Services Bradley Thomas	
<input type="checkbox"/> Director Infrastructure and Development Services Bruce Lucas	

RECORD OF ASSEMBLY OF COUNCILLORS

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

Signature: _

Evon B.

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Council Pre-Meeting
 Date: 19 May 2020
 Time: 3:30pm – 5pm

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

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 Licia Kokocinski | |

Members of Council Staff present:

- | | |
|---|---|
| <input checked="" type="checkbox"/> CEO Evan King | <input type="checkbox"/> Other, please specify: Manager Development and Community Safety – Bronwyn Southee, Manager Governance and Risk – Krysten Forte |
| <input checked="" type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | |
| <input checked="" type="checkbox"/> Director Infrastructure and Development
Services Bruce Lucas | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered: As per the Ordinary Council Meeting agenda for 19 May 2020

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|---|---|
| <input type="checkbox"/> CEO Evan King | <input type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | |
| <input type="checkbox"/> Director Infrastructure and Development
Services Bruce Lucas | |

Signature: 

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor Briefing
Date: 2 June 2020
Time: 9:00am – 4:30pm

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

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 Licia Kokocinski | |

Members of Council Staff present:

- | | |
|--|--|
| <input checked="" type="checkbox"/> CEO Evan King | Consultant – Alison Blacket, Manager |
| <input checked="" type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | Community and Economic Development –
Andrew Burgess, Community Development |
| <input checked="" type="checkbox"/> Director Infrastructure and Development
Services Bruce Lucas | Officer – Inga Hamilton, Coordinator Economic
Development – Rebecca Pedretti, Events Officer |
| <input checked="" type="checkbox"/> Other, please specify: Project Manager –
Daniel Owe-Young, Manager Environment and
Waste – David Watson, Manager Senior Planning | – Bridge O’Brien, Arts Culture and Reconciliation
Officer – Donna Spiller, Active Recreation
Coordinator – Kathie Schnur |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Cr Kate Redwood	2.25pm – 2.32pm

Councillors Absent

Councillor Name	Time Left and Returned
Cr Fiona Robson	11am to 1.37pm

Matters Considered: as per the agenda

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|---|---|
| <input type="checkbox"/> CEO Evan King | <input type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | |
| <input type="checkbox"/> Director Infrastructure and Development
Services Bruce Lucas | |

Signature: 

DOC/18/28797

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

Tuesday 2 June 2020
Online via Zoom
9:00am – 4:30pm

The reports, and referenced attachments, are designated as confidential by the Chief Executive Officer under Section 89(2)(h) of the Local Government Act 1989

INVITED:

Councillors	Councillor Licia Kokocinski Councillor Don Henderson Councillor Fiona Robson Councillor Greg May Councillor John Cottrell Councillor Kate Redwood AM Councillor Neil Newitt
Officers	Evan King – Chief Executive Officer Bradley Thomas – Director Community and Corporate Services Bruce Lucas – Director Infrastructure and Development Services

CHAIR:

Mayor Licia Kokocinski Evan King – Chief Executive Officer

APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.	9:00am	Discussion	COVID-19 Update	CEO	4
2.	9:30am	Presentation	Update on land contamination at Glenlyon Recreation Reserve	Project Manager	5

No	Time	Type	Agenda Item	Presenter	Page No
3.	10:00am	Discussion	VAGO Survey into sexual harassment in Local Government	Chief Executive Officer, and Manager Governance and Risk	29
	10:15am		Break		
4.	10:30am	Report	Adoption of the Draft Hepburn Heritage Strategy 2020-2030	Senior Planning Consultant	30
5.	11:15am	Report	Exhibition of the Draft Revised Hepburn Planning Scheme Amendment C80Hepb	Senior Planning Consultant	36
	12.15pm		Lunch		
6.	12:45pm	Report	Event Strategy 2020-2025	Manager Community and Economic Development, Coordinator Economic Development, and Events Officer	51
7.	1:45pm	Report	Public Art Commission – Hepburn Hub at the Rex	Manager Community and Economic Development, and Arts, Culture and Reconciliation Officer	58
8.	2:15pm	Report	Community Grants Program 2019/2020	Manager Community and Economic Development, and Community	62

No	Time	Type	Agenda Item	Presenter	Page No
				Development Officer	
	2:45pm		Break		
9.	3:00pm	Briefing	Regional Strategic Plan: Activate 2020-2030	Manager Community and Economic Development, Project Officer	65
10.	3:45pm	Discussion	Executive Issues Update	CEO	72
11.	4:00pm	Discussion	External Committees Update	CEO	73
12.	4:15pm	Discussion	Councillor 'Burning Issues' Discussion	CEO	74
	4:30pm		CLOSE OF MEETING		

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor Briefing
 Date: 9 June 2020
 Time: 9:00am – 4:45pm

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

Councillors present:

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

Members of Council Staff present:

- | | |
|---|--|
| <input checked="" type="checkbox"/> CEO Evan King | Healthy Communities – Kate Procter, Health and Wellbeing Officer – Rachel Murphy, Manager Community and Economic Development – Andrew Burgess, Coordinator Community Partnerships – Michelle Whyte, Community Development Officer – Inga Hamilton, Coordinator Community Safety – David George |
| <input checked="" type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | |
| <input checked="" type="checkbox"/> Director Infrastructure and Development
Services Bruce Lucas | |
| <input checked="" type="checkbox"/> Other, please specify: Manager Environment and Waste – David Watson, Biodiversity Officer – Brian Bainbridge, Coordinator Early Years and | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Councillors Absent

Councillor Name	Time Left and Returned

Matters Considered: as per the agenda

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|---|---|
| <input type="checkbox"/> CEO Evan King | <input type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | |
| <input type="checkbox"/> Director Infrastructure and Development
Services Bruce Lucas | |

Signature: 

DOC/18/28797

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

Tuesday 9 June 2020
 Online via Zoom
 9:00am – 4:45pm

The reports, and referenced attachments, are designated as confidential by the Chief Executive Officer under Section 89(2)(h) of the Local Government Act 1989.

INVITED:

Councillors	Councillor Licia Kokocinski Councillor Don Henderson Councillor Fiona Robson Councillor Greg May Councillor John Cottrell Councillor Kate Redwood AM Councillor Neil Newitt
Officers	Evan King – Chief Executive Officer Bradley Thomas – Director Community and Corporate Services Bruce Lucas – Director Infrastructure and Development Services
CHAIR:	Mayor Licia Kokocinski Evan King – Chief Executive Officer

APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.	9:00am	Workshop	CEO Key Performance Indicators for 2020/2021	CEO and Councillors only	4
	10:30am		Break		
2.	10:45am	Report	Community Biodiversity Grants 2019/2020 Recommendations	Manager Environment and Waste,	5

No	Time	Type	Agenda Item	Presenter	Page No
				Biodiversity Officer	
3.	11:00am	Report	Hepburn Shire Council Prevention of Violence Leadership Statement	Manager Community Care, Health and Wellbeing Officer	8
4.	11:15am	Report	Recommendations from the Audit and Risk Advisory Committee to Council	Manager Governance and Risk	15
5.	11:30am	Report	COVID-19 Response and Recovery Update	Director Community and Corporate Services	23
	12.30pm		Lunch		
6.	1:00pm	Presentation	Daylesford Macedon Tourism COVID-19 Visitor Economy Impact, Response and Recovery Briefing	Manager Community and Economic Development, Mr Steve Wroe – Daylesford Macedon Tourism	24
7.	1:45pm	Report	Coronavirus (COVID-19) Community Support Grants Program	Manager Community and Economic Development, Community Development Officer	25
8.	2:00pm	Report	Trentham Community Hub Design	Manager Community and Economic Development, Manager Major Projects	29

No	Time	Type	Agenda Item	Presenter	Page No
	2:45pm		Break		
9.	3:00pm	Report	Affordable Housing	Director Infrastructure and Development Services, Director Community and Corporate Services	36
10.	3:45pm	Report	Hepburn Shire Council - 2020 Community Satisfaction Survey	Director Community and Corporate Services	58
	4:45pm		CLOSE OF MEETING		

13. COUNCIL SPECIAL COMMITTEES (SECTION 86)

13.1. EXTENSION OF APPOINTMENT OF MEMBERS TO SPECIAL COMMITTEES (SECTION 86) OF COUNCIL DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to consider extending the appointment of current members to the Creswick Museum and Drummond Hall Special Committees (Section 86) of Council.

BACKGROUND

Special Committees were established by Council under Section 86 of the Local Government Act 1989 and their function and responsibilities of each committee volunteer is outlined in an Instrument of Delegation.

The *Local Government Act 2020* received Royal Assent on 24 March 2020 and includes a number of changes to the structure of delegated Committees. The provisions of the Act impact the S86 Committees were proclaimed on 1 May 2020 and Council will work with the current S86 Committees of Council over the coming months to transition to the new provisions in the Act. This transition is required to be in place by 1 September 2020.

Rather than advertise for new members for such a short appointment, it is proposed that all existing members whose terms have or will expire before 1 September 2020 be extended until this date. This would ensure continuity for these committees while new provisions are put in place.

ISSUE/DISCUSSION

The following committee member appointments have expired, or are due to expire before 1 September 2020:

Creswick Museum Special Committee

Ms Wendy Ohlsen – appointment expires on 31 July 2020

Ms Margaret Fullwood - appointment expires on 31 July 2020

Drummond Hall Special Committee

Mr Barry McGrath - appointment expired on 30 June 2019

Both committees will be left without a quorum if these members are not extended.

There are a further 15 committee members whose appointments will expire on 31 August 2020. Council will be working with all committees and their members to review Instruments of Delegation to ensure that new arrangements under the Act are in place by 1 September 2020.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Local Government Act 1989 – Section 86 - Council has the power to appoint members to Special Committees of Council.

FINANCIAL IMPLICATIONS

None identified.

RISK IMPLICATIONS

In the event that a committee member does not wish to continue to serve on a committee, they can resign their appointment by notifying Council in writing.

If a committee is left without a quorum after the resignation of a committee member, a short-term appointment will be advertised to ensure the committee is still able to carry out its responsibilities under its Instrument of Delegation.

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Community members can be appointed to Special Committees of Council at any point throughout the year.

Council will make contact with all Special Committees over the coming months to discuss transition to the new committee arrangements under the Local Governance Act 2020.

CONCLUSION

Extending the appointment of these committee members will enable the Special Committees of Hepburn Shire Council to operate in accordance with their Instruments of Delegation, while Council works with them to transition to the new arrangements under the Local Government Act 2020.

OFFICER'S RECOMMENDATION

That Council:

13.1.1. Resolves to extend the appointment of Ms Wendy Ohlsen as a member of the Creswick Museum Special Committee until 1 September 2020, and

13.1.2. Resolves to extend the appointment of Ms Margaret Fullwood as a member of the Creswick Museum Special Committee until 1 September 2020, and

13.1.3. Resolves to extend the appointment of Mr Barry McGrath as a member of the Drummond Hall Special Committee until 1 September 2020

MOTION

That Council:

13.1.1. Resolves to extend the appointment of Ms Wendy Ohlsen as a member of the Creswick Museum Special Committee until 1 September 2020, and

13.1.2. Resolves to extend the appointment of Ms Margaret Fullwood as a member of the Creswick Museum Special Committee until 1 September 2020, and

13.1.3. Resolves to extend the appointment of Mr Barry McGrath as a member of the Drummond Hall Special Committee until 1 September 2020

Moved: Cr Don Henderson

Seconded: Cr John Cottrell

Carried

14. COUNCIL ADVISORY COMMITTEES

14.1. RECOMMENDATIONS FROM AUDIT AND RISK ADVISORY COMMITTEE TO COUNCIL

DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Manager Governance and Risk, I Krysten Forte have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider advice from the two previous meetings of the Audit and Risk Advisory Committee held on 11 May 2020 and 25 May 2020.

BACKGROUND

The Audit and Risk Advisory Committee held an out-of-session Meeting in 11 May 2020 to review the status of the Hepburn Hub at the Rex project. At the quarterly meeting of the Audit and Risk Advisory Committee held on 25 May 2020, the Committee passed a number of resolutions for consideration by the Council. Minutes from Advisory Committees of Council are now presented at a Councillor Briefing for discussion.

ISSUE/DISCUSSION

On 11 May 2020, the Committee held an out-of-session meeting and passed the following resolutions for Council consideration:

That the Audit and Risk Advisory Committee:

4.1.1. Note and accept the internal audit report from HLB Mann Judd on their Review of Project Management (with a specific focus on Hepburn Hub at the Rex).

4.1.2. Accept managements responses to the recommendations and note that these will be included in the register of internal audit recommendations for implementation.

4.1.3. Acknowledges that the recommendations from the audit involve Project Management for all projects, not just the Hepburn Hub projects, and seeks a report to the September meeting of the Audit and Risk Advisory Committee on the progress of these recommendations, given the significant project in progress.

4.4.1. That Audit and Risk Advisory Committee receive and note this report.

That the Audit and Risk Advisory Committee:

4.2.1. Note and accept the internal audit report from Crowe Horwath on the Hepburn Hub/Rex Project:

- *Rex/Hepburn Hub Project Review 7 November 2018, and*
- *Rex/Hepburn Hub Project Review (Potential Reportable Matters) 21 December 2018.*

4.2.2. Accept management's responses to the recommendations and note that these will be included in the register of internal audit recommendations for implementation, noting these comments were made in May 2020.

4.2.3. The report with management comments be returned to Crowe Horwath, for them to issue as finalised.

4.3.1. That the Audit and Risk Advisory Committee note the update from the Local Government Inspectorate regarding its investigation into the Hepburn Hub Project.

On 25 May 2020, the Committee held its quarterly meeting and passed the following resolutions for Council consideration:

5.1.1. That the Minutes of the Audit and Risk Advisory Committee meetings held on 24 February 2020 be confirmed.

6.1.1. That the Audit and Risk Advisory Committee notes the update on matters arising from previous meetings.

7.1.1. That the Audit and Risk Committee note the update provided on Council's response to COVID-19.

7.2.1. That the Audit and Risk Advisory Committee receive and note the Review of Risk Event Summary Report for May 2020

7.2.2. That officers present back to the Audit and Risk Advisory Committee quarterly meetings any ombudsman enquiries that Council received since the Committee last met, as well a summary of the themes of complaints received, and a type of FOI applications that have been received since the last Audit and Risk Advisory Committee meeting.

That the Audit and Risk Advisory Committee:

7.2.3. Recommend to Council – that as the Hepburn Hub @ the Rex project is the subject of a probity investigation that may cause reputational damage to Council and that on its completion will represent the largest single asset of Hepburn Shire carrying the Shire's largest single borrowing, its applied valuation methodology should be subject to open and transparent discussion and decision by Council as the accountable body.

7.2.4. Schedule for the September 2020 Audit and Risk Advisory Committee meeting to discuss the merits of various valuation methodologies for the completed Hepburn Hub @ the Rex, and relay its outcome to Council.

7.2.5. Acknowledge advice by management that following completion of the Hepburn Hub @ the Rex (anticipated in April 2021), and prior to the finalisation of the year end 2021/2022 financial statements - Council finance staff, the appointed valuer and VAGO will be discussing the most appropriate valuation method to reflect the valuation post-construction and on an ongoing basis.

7.3.1. That the Audit and Risk Advisory Committee receives and recommends the proposed action plan to enhance the current risk framework and acknowledges Council currently uses a risk-based approach for major decisions. The Audit and Risk Advisory Committee requests to receive progress reporting on this at its Quarterly Audit and Risk Advisory Committee meetings.

7.4.1. That the Audit and Risk Advisory Committee note the report on progress of the Trentham Community Hub.

7.5.1. That the report on the progress of the Creswick Trails be noted for information.

9.1.1. That the Audit and Risk Advisory Committee notes the Victorian Auditor-General's Office Interim Management Letter for year ending 30 June 2020, noting that management will finalise many outstanding items for the year-end audit and VAGO will review the Council's performance.

8.1.1. That the Audit and Risk Advisory Committee receives and notes the Financial Report for the nine months from 1 July 2019 to 31 March 2020.

8.2.1. That the Audit and Risk Advisory Committee notes the update on Council's Project Report as at March 2020.

8.3.1. That the Audit and Risk Advisory Committee note that the Draft Annual Budget for 2020/2021, was considered by Council on 19 June 2020 and released for public advertising.

10.1.1. That the Audit and Risk Advisory Committee receive and note the Internal Audit Report.

10.2.1. That the Audit and Risk Advisory Committee receive and note the report which details reports presented to Council.

10.3.1. That the Audit and Risk Advisory Committee notes the officer's recommendation regarding the Local Government Act 2020 implementation and understands that guidance material by the State Government will be released to the sector with respect to implementation. Officers may call a special meeting of the Audit and Risk Advisory Committee if required prior to 1 September 2020.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

The Audit and Risk Advisory Committee is established under section 139 of the *Local Government Act 1989* and is a key component of the Council's governance framework.

FINANCIAL IMPLICATIONS

None noted

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

None noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are four independent external community members on the committee. The draft public minutes of the last committee meeting are provided to promote transparency and confidence in the management of Council operations. The full confidential minutes of the meeting are provided to Councillors out of session.

CONCLUSION

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

OFFICER'S RECOMMENDATION

That Council:

- 14.1.1. Receives the draft minutes of the Audit and Risk Advisory Committee Meeting of 11 May 2020.
- 14.1.2. Notes the recommendations and resolutions of the Audit and Risk Advisory Committee that were moved at the meeting on 11 May 2020.
- 14.1.3. Receives the draft minutes of the Audit and Risk Advisory Committee Meeting of 25 May 2020.
- 14.1.4. Notes the recommendations and resolutions of the Audit and Risk Advisory Committee that were moved at the meeting on 25 May 2020

MOTION

14.1.1. That Council note and accept the resolutions passed by Audit and Risk Advisory Committee at its Special Meeting held on 11 May 2020 as detailed on pages 185-6 of the Council Meeting Agenda

14.1.2. That Council note and accept the resolutions passed by Audit and Risk Advisory Committee at its Quarterly Meeting held on 25 May 2020 as detailed on pages 186-7 of the Council Meeting Agenda

14.1.3. That Council, in respect to resolution 7.2.3 of the 25 May meeting, undertake to complete the discussion on the Hepburn Hub at the Rex applied valuation methodology prior to Council moving into Caretaker Period in September 2020.

Moved: Cr John Cottrell

Seconded: Cr Don Henderson

Carried

Cr Newitt called for a division

DIVISION

Those voting in favour: Cr Licia Kokocinski, Cr John Cottrell, Cr Fiona Robson, Cr Don Henderson

Those voting against: Cr Greg May, Cr Neil Newitt, Cr Kate Redwood AM

Carried

**ATTACHMENT 17 -COVER NOTE FROM THE AUDIT AND RISK
COMMITTEE CHAIR – 11 MAY 2020**

SUMMARY NOTES – Audit and Risk Advisory Committee meeting held on Monday 11 May 2020

The primary purpose of the meeting was to consider HLB Mann Judd's report on project management capabilities, particularly in relation to the re-start of activities at the Hepburn Hub at the Rex development.

1. Item 4.1- INTERNAL AUDIT REPORT – REVIEW OF PROJECT MANAGEMENT (WITH SPECIFIC FOCUS ON HEPBURN HUB AT THE REX)

The background to this item was the Crowe Horwath report which detailed matters of serious mismanagement in relation to the Rex project (refer item below).

The Committee had asked at its February meeting that the Internal Audit Report be expedited in order for the Committee to be able to recommend to Council that project management capabilities were adequate to manage the re-start of activities at the Rex.

HLB Mann Judd's conclusion was that;

"Based on the results of the review, we believe that HSC did not have adequate and appropriate project management and governance processes across all elements surrounding the project. We did acknowledge that there has been good progress with respect to initiation and planning elements established by HSC (i.e. PCG, detailed scope, Council roles and responsibilities, etc.). However, there is still a fundamental need for HSC to develop an overarching organization-wide Project Management Framework that is accompanied by formally documented procedures and templates across all project management elements. This should guide the Rex Project to ensure that upon re-commencement of works, the project is being delivered efficiently and effectively."

The Committee noted that management had accepted all of the report's recommendations and that good progress had been in their implementation.

The Committee also noted that HLB Mann Judd's review was very "process and systems" oriented and that while process and systems are important it is equally important that staff with the appropriate project management skills are employed on the project.

2. Item 4.4 – Hepburn Hub at the Rex

The Project Manager briefed the Committee on latest developments with respect to the Rex project. In summary, the Project Manager advised that;

- the project budget of \$6.39M was unchanged
- the project was expected to be completed by April 2021
- risks to the timeline and the budget had been identified and were believed to be manageable

3. Item 4.2 Crowe Horwath Hepburn Hub Project Review Reports

The Crowe Horwath reports had been reviewed by the Committee previously and had not changed. What had changed was that management had now included its response to the recommendations in the reports. Management responses would be carried across to the Internal Audit Register. The reports would be returned to Crowe Horwath for final sign off.

4. Item 11.3 Project and Performance Reporting

The Committee noted the advice from the Local Government Inspectorate as follows;

“The Local Government Inspectorate is still undertaking the review into the Rex Project and a number of other matters that have been brought to our attention since the review began. Investigation on most of the matters have been concluded except for the need to interview a number of people. This interview process may be delayed as a result of the Corona Virus Pandemic but will be concluded as soon as practicable. At this time there is no conclusion date for this review.”

While, once again, there was concern expressed about the length of time the review was taking there was acceptance that review must be allowed to run its course.

Trevor Shard

Chair – Audit and Risk Advisory Committee

**ATTACHMENT 18 -DRAFT PUBLIC MINUTES - AUDIT AND RISK
ADVISORY COMMITTEE MEETING – 11 MAY 2020 (ISSUED UNDER
SEPARATE COVER)**

**ATTACHMENT 19 -COVER NOTE FROM THE AUDIT AND RISK
COMMITTEE CHAIR – 25 MAY 2020**

SUMMARY NOTES – Audit and Risk Advisory Committee meeting held on Monday 25 May 2020

At the 25 May meeting the items of significance are noted below.

1. Item 6 – Matters Arising

The Committee was pleased to see the number of matters arising which had been completed.

2. Item 7.1.1 – COVID 19 Update

Management's comprehensive response to the COVID 19 situation was noted. In particular, the Committee noted that the organization's emergency response plan had worked well. Management to be congratulated on its work.

3. Item 7.2 Review of Risk Events

Items of interest in this report were;

- FOI requests - a reduction in the number of FOI requests
- Complaints – suggested that complaints be reviewed and reported as to any consistent themes
- Rex project valuation methodology – Councilor Cottrel raised the question of the appropriate accounting valuation methodology for the Rex project, particularly given the significance of the Rex relative to other Council freehold assets. It was agreed that for the time being purchase price plus the value of improvements was appropriate but that this should be re-visited when the project is complete. The Committee observed that there are a number of ways to assess the carrying value of physical assets and that it would take accounting advice to determine the most appropriate methodology for the Rex project.
- Risk Management Framework – noting the HLB Mann Judd 2019 report, the Committee recognised that there is significant body of work to bring the risk management framework up to date. The Committee has asked to receive quarterly reports on implementation progress. While the appointment of the Manager Governance and Risk is a positive step, additional resources will be needed to implement the plan.
- Trentham Hub – on track
- Creswick Trails project – on track but the timeline has been extended to account for some community protest to delay the project approvals

4. Item 9.1 VAGO Year End Audit Management Letter

Outstanding issues expected to be resolved before the FY '20 audit is undertaken.

5. Item 8.3 Draft FY '21 Budget

Accepted by council and now open for public comment.

6. Item 10.1 Workforce Gap Analysis

Implementation of the Internal Auditor's recommendations are progressing – 10 out of 46 to date.

7. Item 10.3 Local Government Act Update

Implementation of changes to the Local Government Act unlikely to impact the timing of Council elections.

The Committee commended staff on the quality and the timeliness of the papers.

Trevor Shard

Chair – Audit and Risk Advisory Committee

**ATTACHMENT 20 -DRAFT PUBLIC MINUTES - AUDIT AND RISK
ADVISORY COMMITTEE MEETING – 25 MAY 2020 (ISSUED UNDER
SEPARATE COVER)**

15. CONFIDENTIAL ITEMS

15.1. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

Pursuant to section 66(1) of the *Local Government Act 2020* (the Act) Council or delegated committee must keep a meeting open to the public unless the Council or delegated committee considers it necessary to close the meeting to the public because a circumstance specified in subsection (2) applies.

The circumstances detailed in section 66(2) of the Act are:

- a) the meeting is to consider confidential information; or
- b) security reasons; or
- c) it is necessary to do so to enable the meeting to proceed in an orderly manner.

RECOMMENDATION

15.1.1. That Council resolves to close the Ordinary Council Meeting to the public pursuant to section 66(2)(a) of the Local Government Act 2020 to consider confidential matters. The information is determined to be confidential pursuant to section 3(1) of the Local Government Act 2020, specifically as it is:

e) legal privileged information, being information to which legal professional privilege or client legal privilege applies;

o Review of Lake House title boundary

As per Motion 8.3.1 of these Ordinary Meeting of Council Minutes, the confidential Item 15.2 Review of Lake House Title Boundary was deferred to the July Ordinary Meeting of Council to be considered in the public agenda.

16. CLOSE OF MEETING

The meeting closed at 11:00pm
