



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
PUBLIC MINUTES

TUESDAY 19 MAY 2020

ONLINE VIA VIDEO CONFERENCE

THE MEETING WAS LIVE STREAMED VIA [COUNCIL'S
FACEBOOK PAGE](#)

6:00PM

MINUTES

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Online via Video Conference
Commencing 6:00PM

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EVAN KING
CHIEF EXECUTIVE OFFICER
19 MAY 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

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, Mr Bradley Thomas - 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 Alison Blackett – Senior Planning Consultant

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

Nil.

6. CONFIRMATION OF MINUTES

RECOMMENDATION

6.1.1. That the Minutes of the Ordinary Meeting of Council held on 17 March 2020 (as previously circulated to Councillors) be confirmed.

MOTION

<p><i>6.1.1. That the Minutes of the Ordinary Meeting of Council held on 17 March 2020 (as previously circulated to Councillors) be confirmed.</i></p>
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Moved: Cr Don Henderson

Seconded: Cr Neil Newitt

Carried

7. NOTICES OF MOTION

Nil.

8. ITEMS OF URGENT BUSINESS

Nil.

9. PRESENTATION OF COUNCILLOR REPORTS

9.1. THE PASSING OF MR MICHAEL CHESHIRE, FORMER MAYOR AND COUNCILLOR OF HEPBURN SHIRE

It is with great sadness that Council acknowledges the death of former Hepburn Shire Council Councillor and Mayor Mr Michael Cheshire.

Serving the Cameron Ward, Mr Cheshire was known for his dedication to his community and devotion to his family.

Council sends deepest condolences to Mr Cheshire's wife, Joy, and their three children and three grandchildren.

RECOMMENDATION

9.1.1. That Council acknowledges the passing of former Mayor and Councillor Mr Michael Cheshire and sends its' deepest condolences to his family.

MOTION

9.1.1. That Council acknowledges the passing of former Mayor and Councillor Mr Michael Cheshire and sends its' deepest condolences to his family.

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

MAYOR'S REPORT

Councillor Licia Kokocinski, Coliban Ward

Tonight we are venturing into completely new territory. You will be seeing and hearing this meeting streamed live on our website.

I have to start my report with some words about the impact of the COVID-19 pandemic on our communities. In every town in the Shire, we have seen shops closing because they have been classified as 'non-essential,' we won't know how many will re-open once restrictions come off. Our hospitality/tourism sector, has taken a massive hit. Our Economic Development Team have calculated that 79% of our employment is in this sector, and now this sector has gone, we hope, into hibernation.

Many of our residents who have retained their employment are working from home, and many others are relying on Jobkeeper or Jobseeker, and even worse, some people miss out completely, we need to continue pulling together

as a community. I have seen some outstanding examples of people helping each other- people, without any prompting, offering support to other community members in all manner of ways.

I am inspired to hear that people, for the most part, understand that we will all move through this pandemic. Two points - the learnings from our older neighbours is undeniably valuable and we should take note. Our very senior folk have most likely endured the longer-term impact of a Great Depression and a world war. What they can tell us about resilience, perspective, what is truly important, self-sufficiency, the importance of values, generosity of spirit and believing that they would get through hardships some way - are lessons that I hope we can start listening to and absorbing.

The second point is that we cannot know with certainty what the future will look like. On the economic front, our leaders have learned that the levers that they believed should or could be pushed and pulled just won't work anymore, or many have had to change their whole approach.

So we here at Council initially focused on continuing the business of Council knowing that our communities rely on us, while at the same time, came to grips with the seriousness of this emergency. In line with state and federal government restrictions libraries, parks, and swimming pools closed and will remain so until governments say otherwise. We have not retrenched any staff, but redeployed staff to work on other projects or programs. We have had to temporarily let go many of our volunteers, but have urged them to sign up with other agencies.

Management activated our Business Continuity Plan, our Pandemic Plan and our Emergency Management Plan - this particular plan having been activated during the bush fire danger period not too long ago. Management implemented a virtual relief centre to triage community requests for support, which are now steadily coming in.

All indoor staff are working from home, including customer service. Our outdoor staff continue to work practicing social distancing. The Community Care staff are modifying services to meet community needs and staff have been redeployed to work on meals-on-wheels and community care. Meetings involving staff, councillors and others have been conducted on Zoom.

Our community and business relief package has been implemented, and you would all know that there will be no interest charged on outstanding rate balances for the 2019/2020 financial year. We have also enacted the emergency clause of our current hardship policy which enables residents to have additional time to pay for pet registrations. Importantly, Council is paying all its suppliers weekly. Council has refunded all permit fees for events that have been cancelled due to the pandemic.

On the business support front, we now have a dedicated COVID-19 business support section on our website and have provided access to a dedicated business support officer within Council for our local businesses. We have agreed to assist commercial tenants occupying Council buildings through to end of September 2020.

We continue to budget for capital works as scheduled to maximise local business and employment opportunities. We have waived rent for community groups that are occupiers of Council buildings and facilities up to end of this financial year.

And we will also provide all ratepayers with a one-month extension on the due dates for the 4th rates instalment to 26 June 2020.

We are now starting to look to the future - as I said earlier, there is no playbook for us to consult. We are looking to what reconstruction and rebuilding programs will be made available through federal and state governments. I can say without being contradicted, that we will take advantage of as many funding programs that we can afford to take on. We need to get our economy and our communities moving again. We must think differently.

Council have applied for 30 positions through the Working for Victoria program and provided a list of \$6 million worth of road infrastructure work that could be brought forward.

The longer-term impact of this pandemic on our communities has not started to be felt. But I believe the basis of revitalisation and renewal lies at the heart of our communities, not in some soapy, romantic, or idiosyncratic way, but in looking at the creative capacity that exists amongst us.

Tonight this meeting will be live streamed. This has been made possible because of an amendment to the Local Government Act 2020. We all would prefer face-to-face meetings, difficult as some may be. However, while social distancing restrictions remain in force, we will continue to meet virtually.

The capacity to hold virtual meetings remains in force until 1 November this year or unless Council decided otherwise. Our concern that we would not have a quorum, that we may be putting the health of our staff in jeopardy, and also of members of the public, has led us to hold this meeting via a web-based platform.

Thank you and we will now proceed with the meeting.

COUNCILLOR REPORTS

Councillor Greg May, Creswick Ward

No report presented.

Councillor Fiona Robson, Birch Ward

There have been huge changes since the last council meeting, in March. The COVID-19 pandemic has impacted us all.

I very much appreciate the commitment, competence and flexibility of council officers to adapt to these new working conditions and I commend Evan King, our CEO, on the care and leadership he has provided to his team.

Many people, organisations and businesses across our shire have come together to support each other and people that could benefit from some extra help. It is in these times of challenge that we show our true colours.

There are huge challenges for many of us. It is estimated that 79% of employment in our shire is linked to tourism. This is an opportune time to consider the economic future of our shire. We have great strengths and attributes to offer and enhance.

I have been inviting people from across the shire to join me for virtual catch ups each week. The intention is to provide a space for people to connect, share and support each other during the pandemic. We have had people from Creswick, Clunes, Yandoit and Daylesford as well as apologies from Trentham.

The sessions have been very interesting and valuable. There are plans to engage others and to further explore opportunities for our shire into the future, particularly regarding sustainable industries and business. I thank everyone that has participated so far. These sessions are 5pm Wednesdays and available to everyone in Hepburn Shire. People can contact me for the details.

I am heartened by the kindness, commitment, capability and generosity of so many. I am optimistic that we will find and create opportunities from these challenges that will benefit our whole shire.

Councillor John Cottrell, Holcombe Ward

No report presented.

Councillor Neil Newitt, Cameron Ward

For this month's report I'd like to note the sad passing of Michael Cheshire.

Like many I met Michael through his tireless community work. As a former Cameron Ward Councillor, and friend, he was always generous in sharing his

experience and knowledge with me. On moving to Clunes in 2000 with his beloved wife Joy, Michael soon established himself as an active volunteer and community leader, drawing on his experience in the tourism sector to help advance the town. He was elected to the Hepburn Shire in 2003, serving until 2005 - including a term as Mayor. His volunteer positions have included many years as CTDA president and as a dedicated Justice of the Peace and Lay Minister and Warden of St Paul's Anglican Church. In 2015 he was named Clunes Male Citizen of the Year, going on to be awarded Hepburn Shire Citizen of the Year in 2016. He will be sadly missed by all, including among his many friends at the Clunes All Nations Lodge and Clunes Golf Club. I join with the community in extending my sincere condolences to Joy and the family at this sad time.

With the isolation requirements the community may not be aware of the substantial work Council has undertaken at the Clunes Primary School in establishing safe pedestrian access to the school.

Apart from the footpath, Council has also carried out major upgrade to the roads adjacent to the footpath and school. There has also been substantial upgrade to drainage as well.

This is one of the best infrastructure and asset renewal projects I have seen rolled out in Clunes in recent years. The level of detail and the opportunity to carry out other adjacent work should be commended and I will start by thanking all who have been involved in this project. This is a great example of the community identifying a project that will bring benefit to many in the community (by way of walking and accessibility improvement) and council responding and delivering.

As School returns and the Clunes community starts to get out and about, I'm sure they will be just as impressed with the outcome as I have been.

Councillor Kate Redwood AM, Birch Ward

I was an apology for the March Meeting of Council, and the April Meeting was cancelled, so it is important to state that I have attended all seven statutory meetings apart from the March Council meeting, since I last reported in February – either face to face or more recently by Zoom – and have continued to represent the Birch Ward and the Shire.

The International Women's Day Event for the Shire was held on 5 March. It was my privilege to MC the Event, as I have done for the last 9 years. Highlights were the address by the keynote speaker Erica Higgins (a member of our RAP committee) on the meaning of welcome to country, the presentations of the inductees to the Heather Mutimer Honour Roll, and the musical entertainment provided by the Wesley students. Special thanks to the IWD Advisory Committee members – and to Council staff in particular Bridgette O'Brien. As this is my last IWD event, it is nice to feel that this event

was one of the best. I wish my colleague Cr Licia Kokocinski every success in taking up the role of chair of the Advisory Committee.

For the record, the keynote speakers over the years that I have been involved with the IWD advisory committee have been:

- Marilyn Beaumont OAM – first CEO of Women’s Health Victoria and leader in the HSU
- Christine Nixon APM – first female Chief Commissioner Victoria Police
- Mary Crooks AO – first CEO Victorian Women’s Trust
- Mary Delahunty – first female Victorian Minister for Planning and Minister for Education
- Catherine McGregor AM – Group Captain and journalist and champion cricketer – writer of famous anti female abuse speech for Head of the Australian Armed Forces
- the Hon Linda Dessau AC – first female Governor of Victoria
- Deborah Cheetham AO – Aboriginal opera singer, director, composer and activist
- Vida Goldstein – Australian suffragette and reformer. One of 4 women candidates in 1904 federal elections, along with
- Mary Lindsay – artist and member of famous Lindsay family of artists
- Erica Higgins – Aboriginal communications officer and 3KND broadcaster

The names and a summary of their contributions of the women on the Heather Mutimer Hepburn Honour Roll for Women are recorded on Council’s website.

The Wombat Post – Daylesford’s new community newspaper – was launched as an e-publication in March. I initiated this project with a number of public meetings in late 2019. A committee was formed and an incorporated body – The Daylesford and District Community News - and an active group of volunteers has carried the project forward. It has now been in publication for over a month with weekly instalments. Contributions from the community are being received on subjects as diverse as homelessness, business development, reconciliation week, Z-net, and creative works – poetry, photographs, creative writing. Free listings of businesses and community groups are beginning, and the circulation each week is rising. During this time we have seen the sad demise of the 160 year old Advocate, and the Local going weekly. It is an interesting and dynamic time to be extending the voice of the community.

Waste Management has continued to be an important preoccupation, with the Ajax Road residents meeting and continuing to lobby regarding their wish to see the relocation of waste facilities from Ajax Road. These meetings are now in abeyance given the change in contract so that waste is not being dumped and reloaded at Council’s site on Ajax Road from April. The GCWLG Forum met by zoom in April as scheduled to hear from the Director of the Circular Economy Victoria. The implications for local government were significant. I

requested that the presentation be circulated but am not aware that this has occurred. However I am heartened by the funding that now is flowing for local government for education of residents regarding recycling.

ANZAC Day 2020 was majorly impacted by the corona virus lock down. I attended the Daylesford War Memorial at 8.00 am and laid a wreath on behalf of the Council. The President of the RSL, Ian Tinetti, made some appropriate comments on the significance of ANZAC Day, and recited the Ode and raised the Australian and New Zealand flags. There were perhaps 6 other people present and three other wreaths were laid. We then repeated this at 8.30 at the Hepburn war memorial. Here the atmosphere was truly desolate, with one other observer, and a dog walker. Council's was the only wreath. I then went on to Eganstown, where the Egan's, Menadue's and relations turned up and did not see unduly held back by social distancing. There was a short reflection on ANZAC Day, I laid the wreath on behalf of Council and others brought flowers for the memorial. Everyone stayed around for a chat afterwards. The seat that Council had installed was much appreciated by the elderly and infirm. No ANZAC biscuits or camp fire tea this year.

Community Groups have continued to meet by Zoom. In particular I note the continuing activity of Safe Place, the Daylesford based group working to expand the provision of affordable housing in the Shire. DIAC, the group lobbying for an indoor aquatic centre has continued to be active. However the most impressive effort has been the Good Grub Club, based in the Uniting Church Hall on Central Springs Road, which commenced as a drop in cafe for a handful of people before the corona virus lock down, and is now ramped up to provide delivered food boxes and prepared meals across the Shire. Unemployed chefs are preparing the food and volunteer are doing deliveries 7 days a week. At last report the numbers for recipients were 300 and growing. I can report that Council's assistance and report is appreciated. I have also been impressed with the efforts being made by Daylesford U3A – the largest community group in the area – which has ceased classes and gatherings during the corona virus lock down, but has reached out to its 140 members, checking that individually all are OK. The Daylesford Neighbourhood House closed for a number of weeks with staff working from home but is now open to the public again.

Hot Spots in recent weeks have included a number of planning issues, which have been taken up with Council's planning staff, in particular the application for glamping on Charlie's Road, and the road works and drainage issues for Macadam Street – both East and West.

The Community Advisory Committee for the Central Highlands Rural Health Board commenced meeting in March. I chair this body which represents communities in Hepburn and Macedon Ranges. It rates a mention in this report because of the closer association between Council and CHRH since the impact of corona virus for example with delivery of meals, and sharing of information about flu injections. I believe that this new level of cooperation is

mutually beneficial and welcomed. The second meeting of the CAC was held this May, and it is demonstrating strong engagement from its members who are raising questions about the ways that communities can be more involved in health service delivery as well as raising issues about the needs of particular communities.

Councillor Don Henderson, Creswick Ward

No report presented.

RECOMMENDATION

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

MOTION

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

Moved: Cr Greg May

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 were received this month in accordance with Local Law No. 1.

10.2. QUESTIONS

No public questions were received this month in accordance with Local Law No. 1.

10.3. REQUESTS TO ADDRESS COUNCIL

No requests to address Council were received this month in accordance with Local Law No. 1.

11. PLANNING REPORTS

11.1. HERITAGE PROTECTION FOR THE OLD HEPBURN HOTEL, 236 MAIN ROAD HEPBURN

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:

- (i) the measures undertaken to date to protect the Old Hepburn Hotel from demolition including Council's earlier request to the Minister for Planning to apply interim heritage protection;
- (ii) the Statement of Significance; and
- (iii) requesting authorisation from the Minister for Planning to prepare Amendment C82hepb for permanent heritage protection for the building.

BACKGROUND

Planning history

In 2019, Council received a planning application for a twelve-lot subdivision which included the demolition of the hotel.

This followed an earlier 2018 development approval issued by Council for a seven-lot subdivision, construction of six accommodation units and use of part of the existing hotel for meetings. The 2018 proposal was considered a preferred design option for the site as it retained the old hotel and was in keeping with the context of the area.

On the 7 October 2019 Council officers met with the developer's consultants and advised that the demolition of the old hotel was not supported until the cultural heritage significance of the hotel was determined. This approach was also confirmed in email correspondence.

Council officers subsequently sought heritage advice from the heritage advisor on whether the Old Hepburn Hotel warranted local heritage protection in the Heritage Overlay (HO) under the Hepburn Planning Scheme (the Scheme).

In early December 2019 Council received a request under Section 29A of the Building Act 1993 to allow demolition consent of the Old Hepburn Hotel. Council did not provide a consent to this request.

In early 2020 Council's heritage advisor confirmed that the Old Hepburn Hotel was of local significance and warranted local heritage protection in the HO of the Scheme. (Refer summary below and Attached Statement of Significance)

On 19 February 2020 Council applied Section 29B of the Building Act. 1993 ('Suspension of demolition permit pending amendment of planning scheme') by writing to the Minister for Planning seeking interim protection for the Old Hepburn Hotel until a planning scheme amendment seeking permanent heritage controls had proceeded.

The basis was:

- (i) the cultural heritage significance of the Old Hepburn Hotel had been established;
- (ii) the developer's intent to demolish the buildings was confirmed; and
- (iii) that no demolition permit had been issued.

Interim heritage protection proposed to be provided through AmC79hepb

The Department of Environment, Land, Water and Planning (DELWP) hold the view that providing interim heritage controls is an extraordinary use of the Minister's powers: a heritage place must be under an immediate and real threat to warrant such intervention and must have its cultural heritage significance identified.

Council is currently working with the DELWP in the preparation of documentation to provide interim protection for the Old Hepburn Hotel: Amendment C79hepb is proposed to provide twelve months protection until such time as permanent heritage controls are considered through Amendment C82hepb.

Cultural heritage significance

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

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

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

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

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

Council's heritage policy-based initiatives currently underway

In further support of the proposed amendment, since late 2019 Council has progressed with two heritage policy initiatives which augment Council's position of the importance of protecting the Old Hepburn Hotel. These are:

- (i) *Hepburn Planning Scheme Review and updated planning scheme: New heritage policy.*
 - In February 2020 Council adopted the Hepburn Planning Scheme Review. In accordance with the Review's recommendations new local policies have been drafted including those that seek to protect heritage. The draft local heritage policy seeks to *'Retain and conserve all heritage places of significance'* and to *'Discourage the demolition of a heritage place'*.
 - *Status:* The draft local heritage policy has been forwarded to DELWP for final review. It is intended that Council will consider releasing the draft planning scheme for public exhibition at its June 2020 Ordinary Council meeting.
- (ii) *Hepburn Draft Heritage Strategy 2020-2030*
 - In late 2019 Council undertook a review of its outgoing Heritage Strategy. The review included an Action Plan which recommends that Council *"Undertake heritage 'gaps' studies to provide heritage (and potentially landscape) protection."* and *"On a regular basis review and refine adequacy of local heritage controls (mapping & content)"* The draft heritage strategy was released for community feedback between mid-April and the 8 May 2020.
 - *Status:* The adoption of this Strategy, community engagement feedback and its inclusion in the Scheme as a background document will be considered at the June 2020 Ordinary Council meeting.

ISSUE/DISCUSSION

Fairness of the amendment

Council's response to the immediacy of the amendment is responded to below:

- (i) Concerns have been raised by the property owners that they were not advised of Council's position to protect the building.

Council officer response: Concerns about the potential demolition of the building were confirmed at a meeting of the 7 October 2019 and in ongoing email correspondence. The correspondence confirmed that:

- council officers did not support its demolition;
- Council's heritage adviser was researching the cultural heritage significance of the property with the intent of retaining it and
- a twelve lot subdivision was an overdevelopment of the site.

(ii) Due planning process has not been provided by Council to the owner.

Council officer response: The owner has been afforded ample time to respond to Council officer's concerns and to consider alternative design options. Council also waited until after the significance of the building had been established before seeking interim protection from the Minister by applying Section 29B of the Building Act. 1993.

The statutory process associated with Amendment C82hepb will provide an independent forum to further debate the cultural heritage significance of the building and for a determination to be made.

Council officers will notify the owners and occupiers of the Old Hepburn Hotel of the Amendment in the appropriate and legislated manner. The owners will also be invited to meet directly with Council's heritage advisor and planning officers to answer any queries and confirm matters of detail including the amendment process and its timing.

Protecting and managing local heritage through the Hepburn Planning Scheme

Council's response to managing local heritage through the planning system is provided below:

(iii) Ongoing need to protect places of local heritage significance

Council officer response: The HO and associated Schedule is the principal mechanism by which a Council can safeguard local heritage. The identification of places for inclusion into the HO is an ongoing process but critical to protecting the Shire's local heritage. This priority was identified in the draft Hepburn Heritage Strategy 2020-2030 Action Plan.

(iv) Application of the Schedule to the HO. Paint controls and Prohibited Uses

Council officer response: It is recommended that Clause 43.01: Schedule to the HO identify the following additional permit triggers:

- Prohibited uses may be permissible subject to a planning permit. This is based on directions provided in *Planning Practice Note 1: Applying the heritage overlay*, where the normally available range of permissible uses may be insufficient to provide for the future conservation of the building. In this regard, the Old Hepburn Hotel is located within a

General Residential Zone and the range of uses such as hotel; café, grocery store and accommodation are not as-of-right. This will greatly assist the owner in seeking viable uses for the hotel in addition to providing options for further development to the rear.

- External paint controls are required. This will ensure that a suite of colours complement the building or are reinstated.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective: Vibrant economy

11. Implement 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.
 - 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
 - 11.2 Implement the strategic planning program including a review of existing zones and overlays

Planning and Environment Act 1987 (The Act)

Part 3 of the Act provides for Planning scheme amendments.

FINANCIAL IMPLICATIONS

The indicative timeframe for Amendment C82hepb is provided in the table below.

Authorisation	Exhibition	Council to consider submissions	Panel	Council Consideration	Ministerial Approval
May 2020	June 2020	August 2020	Late 2020	Early 2021	Early/mid 2021

The financial cost of heritage investigations and planning scheme amendments has been included in the operating budget of Council's Development and Community Safety budget for 2020/2021.

In terms of impact on Council's planning resources, applications of the HO via Amendment C282hepb will not result in any additional planning applications.

RISK IMPLICATIONS

All affected parties will be given the opportunity to make submissions on Amendment C82hepb and will be heard by an Independent Planning Panel.

In relation to Amendment C79hepb (interim controls) any application for development (including demolition) will be assessed pursuant to the

provisions of the HO and the owners will have the right of appeal to VCAT whilst the interim controls are in place for a period of twelve months.

The independent panel process may determine that permanent heritage protection of the Old Hepburn Hotel is not warranted. If this is the case the owner may apply for a demolition permit under Section 29A of the Building Act and Council will be obliged to approve it.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The retention of the Old Hepburn Hotel:

- will generate social benefits, such as a sense of identity and the intrinsic value of preserving this heritage place 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

Should Council resolve to exhibit Amendment C82hepb, advanced notice will be immediately provided to the owners and/or occupiers of the Old Hepburn Hotel with a letter and the relevant heritage citation.

Following Ministerial authorisation, exhibition of Amendment C82hepb is proposed to commence in June 2020. Owners and/or occupiers, and adjacent properties owners will be notified of the proposed Amendment with a letter and accompanying FAQ sheet and will be advised of how to make a submission. At the time of exhibition, it is proposed to offer one to one consultation with affected owners and occupiers and to meet with a Council Officer and Council's heritage advisor.

CONCLUSION

Given the impending threat of the demolition of the Old Hepburn Hotel, it is recommended that Council support the exhibition of AmC82hepb in order to further explore its cultural heritage significance. If Council receives submissions, it may then determine to refer these to an independent panel appointed by the Minister for Planning.

There are two potential outcomes of the amendment process:

- (i) The independent panel may advise that permanent heritage protection of the Old Hepburn Hotel is not warranted. If this is the case the owner may apply for a demolition permit under Section 29A of the Building Act and Council will be obliged to approve it; or
- (ii) The independent panel may advise that permanent heritage protection is warranted and that the Old Hepburn Hotel should be listed in the Schedule to Clause 43.01 of the Hepburn Planning Scheme. Even with

heritage protection in place, the owner may still apply for a permit to develop a part of/or the whole site. As Council is keen to preserve the building, further development to the rear of the site can be carefully considered at this time. The Planning and Environment Act 1987 provides for the owner's right to appeal a Council decision at VCAT.

The requested interim heritage controls provided by Am.C79hepb will ensure that the Old Hepburn Hotel is not demolished until a formal amendment process, Amendment C82hepb is provided.

OFFICER'S RECOMMENDATION

That Council:

11.1.1. Applies to the Minister for Planning in accordance with Section 9(3) of the Planning and Environment Act 1987 to obtain authorisation to prepare Amendment C82hepb which proposes permanent heritage controls in the Hepburn Planning Scheme for the Old Hepburn Hotel at 236 Main Road Hepburn

11.1.2. Authorises Council officers to prepare the Amendment C82hepb documents

11.1.3. Once authorisation is received, exhibit Amendment C82hepb in accordance with Sections 17-19 of the Planning and Environment Act 1987, notifying all owners, occupiers and prescribed authorities

11.1.4. Immediately notify the owners and occupiers of Council's resolution

MOTION

That Council:

11.1.1. Applies to the Minister for Planning in accordance with Section 9(3) of the Planning and Environment Act 1987 to obtain authorisation to prepare Amendment C82hepb which proposes permanent heritage controls in the Hepburn Planning Scheme for the Old Hepburn Hotel at 236 Main Road Hepburn

11.1.2. Authorises Council officers to prepare the Amendment C82hepb documents

11.1.3. Once authorisation is received, exhibit Amendment C82hepb in accordance with Sections 17-19 of the Planning and Environment Act 1987, notifying all owners, occupiers and prescribed authorities

11.1.4. Immediately notify the owners and occupiers of Council's resolution

Moved: Cr Kate Redwood AM

Seconded: Cr Don Henderson

Carried

ATTACHMENT 1 - THE OLD HEPBURN HOTEL - STATEMENT OF SIGNIFICANCE

HERITAGE PLACE REPORT

Hepburn Shire

Name	Heritage Overlay No
Old Hepburn Hotel	Recommended local significance
Address Property No:	236 Main Road, Hepburn (Daylesford – Newstead Road) South side, north of Nineteenth Street before Old Racecourse Road.
Building Type	VHR Number. HI Number
Heritage Status	File Number
Precinct	Hermes Number



2020



2020

Heritage Study Daylesford Museum, Heather Mutimer Gary Lawrence	Author Mandy Jean	Year circa 1861 rebuilt 1911 after a bush fire	Grading Local
Designer/Architect Owner/original form	Architectural Style Vernacular timber frame weatherboard		

Type of Place

Hermes Number

Heritage Place Report

HERITAGE PLACE REPORT

Hepburn Shire

Statement of Significance

What is Significant?

The Old Hepburn Hotel, formerly known as the Old Racecourse Hotel, was one of the first special licensed general stores and hotels on the Daylesford goldfields. It is first recorded in 1854, shortly after the establishment of the first Gold Commissioner's Camp in Spring Creek (Hepburn Springs) in 1853 prior to its relocation to Daylesford in 1856. The first Crown Land grantee of the Old Hepburn Hotel site was Isaac Hallenstein, who was given permission to operate a licensed general store under the new liquor license regulations of 1854. He came from Hamburg, where his family had extensive woollen mills and manufactured men's jacket. In partnership with Buttner, a chemist, he opened several general stores in the area during the first goldrush to Daylesford and the Jim Crow diggings. Buttner and Hallenstein's general store (Old Hepburn Hotel) was located on the Main Road a few hundred metres from Breakneck Gorge, a steep crossing over Spring Creek, the site of extensive alluvial mining by Swiss- Italian and Chinese miners. Buttner and Hallenstein's stores were described as rudimentary structures with timber shingle roofs and weatherboard walls. The stores supplied essential goods to gold miners, such as mining equipment, chemicals, clothes and food. They also bought and sold gold that was mined on the diggings. The mining settlement in this location became known as the Old Racecourse, now the site of the Hepburn Recreation Reserve. It is the earliest recorded centre of Swiss Italian miners, who built a substantial settlement and worked the nearby alluvial gold diggings.

The business of Buttner and Hallenstein with partner, Michaelis, developed into one of the largest men's clothing stores in New Zealand. They had extensive tannery works in Footscray, Melbourne, as well as New York, London and Manchester. The New York outlet became one of the largest suppliers of exclusive women's fine leather gloves in the world.

The subject land was purchased prior to the introduction of the Torrens Title land system. The land and buildings were later sold to Leonardo Pozzi, one of the first Swiss Italian miners to arrive in the area. It was known as the Pozzi's Hotel before it was sold onto Alessandro Monegetti, also an early migrant from the Ticino area of Switzerland. The hotel became known as the Old Racecourse Hotel. The place is recorded as the Old Racecourse Hotel, when in 31st August 1861, a German speaking migrant, Abel Menz, purchased the property at the Special Land sales held in Daylesford. It was listed as Lot 30, situated between 19th Street and old Racecourse Road and consisted of over an acre of land. The land value was rated at 15 English pounds with improvements valued at 300 English pounds. This was a considerable sum of money at the time, when the rateable value of a miner's hut could be as low as 4 to 8 English pounds per annum. Abel Menz died in 1903. The building, now known as the Old Hepburn Hotel, continued to be owned by his second wife, Amalie Menz, for the next 45 years. She died in 1948. The land and business were purchased by new owners in 1953.

The ownership of the Old Hepburn Hotel, the former Old Racecourse Hotel, by Abel Menz and his two wives lasted for over 90 years. It is one of the longest associations of hotels with a single owner in the Hepburn area. The longevity of association was only made possible by the relatively young age of his second wife, Amalie Menz. Abel Menz became well known in the district for his civic activities. He was elected the President of the Mt Franklin Shire and even built the Mt Franklin Shire Hall opposite the hotel. He also built and owned various small timber cottages nearby, two of which, are still insitu. The Shire Hall burnt down in the 1906 bush wild fires. The Old Hepburn Hotel survived the bush fire. Many nearby Swiss Italian hotels along Main Road were destroyed by the bush fire at this time, and were never rebuilt.

Type of Place

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Heritage Place Report

HERITAGE PLACE REPORT

Hepburn Shire

The original timber frame and weatherboard building of the Old Hepburn Hotel was destroyed by bush fires in 1909. By this time it was described as a large premise consisting of 17 rooms, extensive stables and other sheds and orchards. The total extent of fire damage is unknown. The timber frame hotel was rebuilt in 1911 by Amalie Menz, the owner and widow of Abel Menz. It seems that she rebuilt the hotel to a design that very closely followed the style of the earlier building that was built by her husband. The long single storey weatherboard structure with double gable roof and several front doors and windows has a continuous straight skillion front verandah. The style is typical of the local Swiss Italian vernacular style. The layout of the rooms, the organic growth and incremental changes to the building are similar with that of the Swiss Mountain Hotel in Blampied. The latter hotel was built by Louis Blampied in the 1850s, a Swiss Italian, and later managed for over 30 years during the 19th century by Madam La Franchi, also a Swiss Italian émigré from Ticino.

Abel Menz may have come from German speaking Switzerland like so many others in the district. Both the Menz and La Franchi hotel buildings demonstrate typical Swiss-Italian vernacular traditional hospitality designs that reflect the functions of the business. For example, the long front façade is built up to the roadside thereby facilitating collection of supplies. Each hotel has three separate entry doors along the elongated front façade. Each door provides entrance to the dining room, public wine bar and store, respectively. The hotels offered other services in addition, such as accommodation, stabling, blacksmith re-shoeing of horses and animal feed and hay sales. As Bridget Carlsen writes, hotels like the Old Hepburn and the Swiss Mountain gave a public face to the Italian speaking communities, allowing outsiders to become acquainted with their culture.

The single storey timber weatherboard building with simple gable end roof is typical of the very small rural timber historic hotels of which there are only a few surviving in the region and generally throughout Australia. These hotels are associated with early development on the goldfields as the owners were first granted legal rights to build and operate a liquor licence in 1854 on the outskirts of settlements along important gold routes. The businesses usually were a combination of supply stores offering food, accommodation and were often the centre of gold exchange, where gold was purchased and exchanged for money prior to presenting to the Crown. They were commonly built on large blocks, sometimes associated with farms.

The Old Hepburn Hotel at 236 Main Rd, Hepburn Springs, is located on the edge of the Hepburn Newstead Road as it heads north to Breakneck Gorge and the road bridge crossing to Yandoit and Franklinford. It was associated with the Italian mines and Swiss Italian community who worked the mines and lived in the Old Racecourse settlement nearby since the mid 1850s. The rocky gorge that winds around the Old Hepburn Hotel is the location of extensive tunnelling associated with the former Swiss Italian gold mining area. There was also a large Chinese mining settlement near the Hotel across the road. Nearby is French Mining Hill, once the site of extensive French migrant mining area and the original Government Gold Commissioners Camp, now the Hepburn Mineral Springs Reserve.

Local records indicate the area was a starting point for many of the German, Swiss Italian, Italian Danish and Irish miners, whose early buildings were ephemeral, light and constructed of timber. The Old Hepburn Hotel survives to its 1911 configuration which appears to be based on the earlier 1861 or 1864 date of construction. There have been alterations to the front façade with some newer windows and a circa 1950s small addition to the north. It remains a traditional vernacular style long single storey timber weatherboard hotel consisting of two gable end sections parallel to each other, with an earlier style brick chimney.

Type of Place

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HERITAGE PLACE REPORT

Hepburn Shire

How is it Significant?

The Old Hepburn Hotel has cultural heritage significance for its historic, rarity and representative values at a local level and for its potential to yield further information.

- **Criterion A**
- **Criterion B**
- **Criterion C**
- **Criterion D**

Why is it Significant?

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

The Old Hepburn Hotel has historic and rarity value as one of the longest operating hotels in the region, first established as a licensed general store in 1854 by Buttner and Hallenstein, who sold the property to Leonardo Pozzi and later to Alessandro Moneghetti, two of the first Swiss Italians to arrive in the district in the 1850s. The place was acquired in 1861 by the German speaking Abel Menz who operated the place as the Menz Hotel and General Store. He later purchased the complex in 1864, renaming it the Old Racecourse Hotel. The hotel became known as the Old Hepburn Hotel by the early 20th century. It is associated with Abel Menz and his second wife, Amalie Menz, for over 90 years from 1861 to 1953.

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

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

Place History

The building is associated with the Victorian Historic Theme:-

2) *Inhabiting the Land Peopling Victoria's places and landscapes.* This theme relates to the First Australians who inhabited the area, the exploration and colonisation of the area by Europeans, and the

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Hepburn Shire

subsequent phases of migration and further settlement: in particular the many Swiss Italians who migrated and settled in Hepburn Springs which is well known for its Swiss-Italian heritage.

3) *Transport and Communication Connecting Victorians by transport and communications.* This theme explores the place of the Shire within Victoria's transport and communication networks: the Old Hepburn Hotel is associated with supplying sustenance and general supplies to travellers and migrant miners who came in the thousands to the area during the 19th century goldrush era.

4) *Agriculture & Utilising Natural Resources.* Transforming and managing land and natural resources. This theme explores how agricultural uses of the land, rearing livestock and cropping, and the utilisation of its natural resources (including the pivotal role of gold mining), have transformed the landscape: the Old Hepburn Hotel was established to service the 19th century gold diggers.

9) *Cultural Life Shaping cultural and creative life.* This theme explores cultural expression in its many facets, namely through arts, sport, recreation and events: the Old Hepburn Hotel highlights the Hepburn Shire's Swiss Italian heritage. It is also associated with a long tradition as a well-known local live music venue.

History of the Area

The Old Hepburn Hotel has a hundred and sixty six year old history as a public entertainment venue, hotel and general store. It was formerly known as the Old Racecourse Hotel, Menz's Hotel and General Store, Pozz's Hotel, and Buttner and Hallenstein's Store in the mid 1850s. The first grantee was Isaac Hallenstein who in partnership with Buttner, both experienced on the Californian goldfields, established several general mining supply stores in Hepburn and Daylesford. The local general store and hotel in the area known as Old Racecourse supplied all necessities to the local gold miners, who were mainly Swiss Italian, French and Chinese migrants.

History of the buildings

The Old Hepburn Hotel is the last remaining former gold mining hotels which serviced the Swiss-Italian community that settled in the area known as Old Racecourse adjacent Breakneck Gorge. The first structures were built sometime between 1854-1860 by Isaac Hallenstein. Two of the first Swiss Italian migrants managed the business in the early days. Prior to 1860 Leonardo Pozzi is recorded as the first republican licensee managing the Old Racecourse Hotel. He later went on to become one of the most successful mine owners and managers in Daylesford of the Italian Tunnel mine at Lake Jubilee, with his three partners.

He was replaced by Alessandro Monegetti who was operating the hotel at the time in 1862 when Abel Menz acquired the property in 1861. On 31st August 1864 Abel Menz purchased the property at the Special Land sales held in Daylesford. It was listed as Lot 30, situated between 19th Street and old Racecourse Road and consisted of over an acre of land, land value of 15 English pounds and improved value of three hundred English pounds. This was a considerable sum of money at the time when the rateable value of a miner's hut could be 4 to 8 English pounds per annum.

Nearly fifty years later, many of the buildings within the complex were destroyed by a fire in 1909. At this time the building was described as having 17 rooms, extensive stables and other sheds and

HERITAGE PLACE REPORT

Hepburn Shire

orchards. The timber frame hotel was rebuilt in 1911 by Amalie Menz, the second wife of Abel Menz. It seems that the rebuild closely followed the earlier style of the former building.

Bush fires are a re-occurring hazard in Hepburn Springs and major fires through the areas occurred at regular intervals throughout the 19th, 20th and 21st century. Abel Menz took possession of the building in 27th September 1861. He and his second wife, Amalie Menz formed an enduring business partnership. After Abel Menz's death in 1903, Amalie Menz continued to own the property until her death in 1948.

It was purchased by new owners in 1955, when George Warwick Griffin and Veronica Florence Griffin took possession of the place for the next 15 years. In 1983 a partnership of four purchased the building with Albert William Baker, Aileen Veronica Baker and James Joseph Frith and Edward John Frith. With various changes this ownership when Robert Gordon Johns and Jill Margaret Johns acquired the property in 1990. Jason Dooley and his sister Amber Dooley owned the pub together from 2003 until 2014 when Amber became the sole licensee. The hotel was recently sold in 2018.

Description

The building itself appears to have been rebuilt in a similar style to the original. Two parallel rectangular structures each with gable ends, timber frame, clad externally with hardwood weatherboard timber shiplap lining boards. There is a circa 1950s/1970s addition on the north end which has no historic significance. Changes have occurred to the front windows and doors and internally. This is the nature of rural hotels as regulations and businesses need to adapt to new circumstances.

Comparable Examples:

Swiss Mountain Hotel Blampied heritage listed and Shiver's Hotel, Shepherds Flat, heritage listed as an archaeological ruin.

Bibliography: Primary sources

Crown Allotment 3, Section 22 Parish of Wombat, Township of Hepburn

Land File Reference LS-18610831-30

Crown Grant Number 3195/1861

Grantee- Last Holder: Isaac Hallenstein

Areas 1acre

PROV Reference

VPRS 873/P1 Unit 44 (Sales Contract Books)

VPRS 11865/P1 Unit 4 Page 215-216 (Register of Crown Grant)

VPRS 460/PO Unit 105 File AP1742 (TLA Conversion)

Free Hold Date 27/09/1861 Deed date

Special Features: Menz Store and Hotel, Old Hepburn Hotel

Special Lands Lot 30 Sale at Daylesford 31/08/1861 Upset Pounds 15 per acre

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HERITAGE PLACE REPORT

Hepburn Shire

Improvements on this lot valued at Pounds 300 which amount must be paid at sale Pound 25.

Date Researched Daylesford Museum 25/01/2011

Subsequent Owners

Isaac Hallenstein applied to bring land under transfer of land act and requests title be issued in the name of Abel Menz. Tla conversion 19/12/1868 vide ap 1742 Cta vol 289 fol 57, 603

19/11/1868 Abel Menz (1835-1903) reference Franklin Cemetery.

04/07/1903 Amelie Menz and Michael Bedolla as executors

13/11/1911 Ernest Manz and Albert Menz as Administrators for Executor Amelie Menz (Supreme Court Order s5 Act 2120)

Ernest Phillip Menz died 1924 Albert Menz died intestate 1925

22/12/1925 The Equity Trustees Executors & Agency Coy Ltd as Administrators (Probate 205-361)

Amelie Menz dies 19/02/1948

18/08/1953 George Warwick Griffin and Veronica Florence Griffin

04/07/1968 James Joseph Frith and Edward John Frith

24/11/1983 Albert William Baker and Aileen Veronica Baker

11/04/1990 Robert Gordon Johns and Jill Margaret Johns

27/03/1997 Robert Gordon Johns and Jill Margaret Johns

Jason Dooley and his sister Amber Dooley owned the pub together from 2003 until 2014 when Amber became the sole licensee.

Secondary sources

Heritage Victoria Database

Swiss -Italian Place Making in the colony of Victoria by Bridget Rachel Carlsen, PhD thesis

University of Melbourne, 1996

Holiday guest houses 1994: a state-wide typological survey / Moylan, Gabrielle & Watt, Philippa 2 vols. Burnley, Vic. the Authors, 1994. Infralib 728.509945 MOY:H

Hotels in Victoria: thematic typology / Butler, Graeme; McConville, Chris. & Plant, Vikki. Historic Buildings Council (Vic.) Williamston, Vic. Chris McConville and Associates, 1994,

Infralib 728.509945 BUT:H

Old pubs: inns, taverns and grog houses on the Victorian gold diggings / Flett, James. Melbourne: Hawthorn Press, 1979, Infralib 994.5 VIC:F

Victorian Country Pubs, John Larkins and Don Muir, 1980

Conservation Policy

The Old Hepburn Hotel structure and basic form and shape, vernacular style and siting on the Main Road all should be retained and original fabric dating to 1911. The potential for archaeological relics

Type of Place

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Heritage Place Report

HERITAGE PLACE REPORT

Hepburn Shire

onsite is very high. It is recommended prior to disturbance of the ground a preliminary archaeological investigation is carried out.

Recommendations

The Old Hepburn Hotel be included in the Heritage Overlay of the Hepburn Planning Scheme with paint controls.

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Name of Incorporated Plan under Clause 43.01-2	Aboriginal heritage place?
HO	Old Hepburn Hotel	YES	NO	NO	NO	NO	YES	NO	

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 April and May 2020.

MOTION

12.1.1. That Council receives the Chief Executive Officer's Report for April and May 2020.

Moved: Cr Fiona Robson

Seconded: Cr Don Henderson

Carried

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

CHIEF EXECUTIVE OFFICER REPORT

Presented at the Ordinary Meeting
of Council on 19 May 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 light of the Coronavirus (COVID-19) pandemic, my CEO report this month is somewhat different to previous months.

Shortly after our March 2020 Council meeting, the impacts of COVID19 developed quickly. A State of Emergency was declared by the Victorian Government to ensure that the response to COVID-19 was strategic and coordinated.

COVID-19 has impacted the way we do business at Hepburn Shire Council. These impacts vary and change as new information comes to hand and decisions are made by health authorities and governments.

Following instruction from State Government, staff were asked to work from home wherever possible, and for staff working in services which remained operational but couldn't be carried out from home, social distancing measures are being practised to ensure the safety of staff and general public. Council put in place preventative measures to slow the spread of COVID-19, including closing our Duke Street Customer Centre, Hubs and Libraries to the public.

I think it is fair to say that we have faced unprecedented challenges throughout this pandemic, but guided by our Emergency Management Plan, Pandemic Plan and Business Continuity Plan, Council has responded to the COVID-19 restrictions and advice from the health authorities in a risk-based structured, informed and collaborative manner.

Council plays a key role in supporting our community during emergencies affecting the Shire, and this COVID-19 pandemic is no different. Our focus for the foreseeable future is to ensure that we have the best chance of avoiding the severe impacts of the virus and that we continue to support the community by providing essential services.

"Helping Hepburn" is what we are here to do. In order to support our community, businesses, and the local economy, Council introduced a range of initiatives such as rates hardship assistance, supporting businesses by improving cash flow by paying all approved invoices in a weekly cycle (not the normal 30-day period) and establishing a virtual relief centre to ensure those who need support can call and access the information they need. In addition, our Environmental Health officers have been completely allocated to the Pandemic group to help manage the mitigation of health impacts from the COVID19

virus on the community, and our Economic Development staff are continuing to provide businesses and event operators support and guidance.

We've heard some wonderful stories of how community members and groups throughout the Shire are running activities and programs designed to support their communities through isolation. Congratulations and well done to those people and groups – there are stories of bringing hope, comfort and support to people who would have otherwise been isolated alone.

Although all non-essential face-to-face meetings have been suspended, over the past two months I have continued to participate in meetings via video conference or phone. These include :

- Council briefings
- COVID19 relief and recovery meetings with Loddon Campaspe CEO's, Regional Development Victoria, Central Highlands CEO's, and Council staff
- Emergency Management Team meetings
- COVID-19 Business Continuity meetings
- Rural Councils committee meetings
- Audit, Risk & Advisory Committee meetings
- Project meetings – the Hepburn Hub at the Rex and Trentham Hub Project Control meetings
- Budget meetings
- Regular, recurring meetings with Directors and direct reports
- Toolbox meetings with the Parks and Open Spaces team
- Small scale & artisanal agriculture meeting with City of Greater Bendigo
- Central Victorian Greenhouse Alliance – Board Meetings
- Interviews for the role of Manager People & Culture via video conferencing. This week Sharon Link joined Council in this role, which reports directly to me.
- Flu Vaccinations (with social distancing measures in place of course)
- Meetings to discuss affordable housing
- Central Highlands Regional Partnership – Agriculture Working Group Meeting
- Meeting with Regional Roads Victoria

In addition, I have had a number of strategic meetings with Ministers and Members of Parliaments. The Mayor and I met with Minister Wynne's Chief of Staff and the State Planning Manager to discuss the Hepburn Planning Scheme Review, unique challenges faced by Hepburn Shire Council, future

strategic planning work and financial support required to complete our strategic planning work. I met with Catherine King to discuss a range of issues and projects, and the Mayor and I met with Stuart Grimley MP and Tania Maxwell MP, who were checking on councils within their areas during the pandemic.

Our April Council meeting was cancelled due to COVID-19, and tonight's Council meeting is our first Council meeting to be held as a virtual meeting. It will be live streamed via Facebook.

12.2. CHIEF EXECUTIVE OFFICER – QUARTER 3 APRIL 2020 PERFORMANCE REVIEW

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 the Quarter 3 Performance Appraisal for the Chief Executive Officer for the 2019/2020 year.

BACKGROUND

The Chief Executive Officer's Performance Evaluation is conducted by Council on a quarterly and annual basis. The performance evaluation reviews the performance of the Chief Executive Officer against pre-determined assessment criteria and the progress towards meeting these criteria. The quarterly and annual review is reported to Council for formal consideration. Further, the Council, in conjunction with the Chief Executive Officer, formulates the Chief Executive Officer's annual key result areas.

The objective of the process is to provide a forum for authentic dialogue with the Chief Executive Officer on overall performance and to establish as early as possible annual Key Result Areas.

This process is documented and adopted by Council to ensure a consistent approach to the Hepburn Shire Council Chief Executive Officer review. The review process is a collaborative, constructive process that is designed to enhance performance and provide guidance for the Chief Executive Officer, using the Council Plan and/or other Strategic Documents. Councillors take a corporate view of this process. The performance review process is regarded as an opportunity to build relationships and to increase the effectiveness of individuals, systems and processes which will improve the performance and the profile of the Hepburn Shire Council.

ISSUE/DISCUSSION

Annual Review – 2019/2020

The CEO Performance Plan is divided into two components:

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



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

2019/2020 Indicators

The quarter 4 performance appraisal of the Chief Executive Officer was conducted on the 7 April 2020.

The quarter 3 performance appraisal focused on the quarterly performance areas:

- 2020/2021 Budget Development
- Community Planning
- Organisational realignment & Culture
- Planning Scheme Review
- Economic Development
- Annual Plan

2020/2021 Budget Preparation

- 2020/2021 Budget Development – Continues to be prepared on the basis of consideration at the April Council meeting to advertise to the public, and adoption prior to 30 June 2020. A number of briefings have occurred with Councillors, with a further briefing undertaken on 7 April 2020 to discuss in some details the response COVID-19.

Core Initiatives

Community Planning

- Individual meetings held in January with Councillors to inform and update them on Community Planning.
- Councillors provided with information on how new plans would be created by community with Council Officer support
- Councillors feedback incorporated into process
- Community Planning Implementation Fund, Community Planning Charter Group Applications, Community Planning Guidelines developed
- Community members contacted in regard to creating new plans.

Organisational Realignment & Culture

- The restrictions and impacts of COVID-19 has necessitated the need for indoor staff to work from home. In light of this change a survey was conducted to check in with staff to determine how this change was impacting staff.

Planning Scheme Review

- The program for the Planning Scheme Review in Q3 of 2019/2020 has delivered the following:

Initiative	Outcome/comment
Hepburn Planning Scheme Review report completed	Finalization of the Planning Scheme Review report for Council's review in January 2020
Feb 2020 Councillor briefing	An early Feb briefing with the consultants and Council officers enabled Councillors to continue to explore and understand the details of the planning scheme and its importance to local livability and economy.
Feb cycle of Council meeting to adopt the Planning Scheme Review report	Council adopted the consultant's planning scheme review report.
Delivery of Feb 2020 resolutions	Complete and/or underway

Economic Development

- During the quarter significant progress was made on the Business Awards, Event Strategy, Economic Development Newsletter, Hub for Premium Produce, regular presence in major towns, event support and continuing to progress strategic economic development initiatives.

Annual Plan

- Annual Plan – Quarterly updates are provided by Managers for each action item. Q1 and Q2 reports have been prepared and presented to Council meetings, officers are working on the Q3 report which will be presented to the May meeting.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Strategic Objective – High Performing Organisation

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report

RISK IMPLICATIONS

There are no risk implications associated with this report

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The presentation of this report provides transparency to the community on the quarterly performance review process undertaken by Councillors with the Chief Executive Officer.

CONCLUSION

The performance review of the Chief Executive Officer is undertaken through quarterly and annual reviews against pre-determined assessment criteria and the progress towards meeting these criteria. The quarterly and annual review is reported to Council for formal consideration. Further, the Council, in conjunction with the Chief Executive Officer, formulates the Chief Executive Officer's annual key result areas.

OFFICER'S RECOMMENDATION

12.2.1. That Council receives the 2019/2020 Quarter 3 performance appraisal of the Chief Executive Officer.

MOTION

12.2.1. That Council receives the 2019/2020 Quarter 3 performance appraisal of the Chief Executive Officer.

Moved: Cr Greg May

Seconded: Cr Neil Newitt

Carried

**ATTACHMENT 3 - CONFIDENTIAL 2019/2020 QUARTER 3
PERFORMANCE APPRAISAL (ISSUED TO COUNCILLORS UNDER
SEPARATE COVER)**

12.3. CUSTOMER REQUESTS UPDATE – APRIL 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 30 April 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.

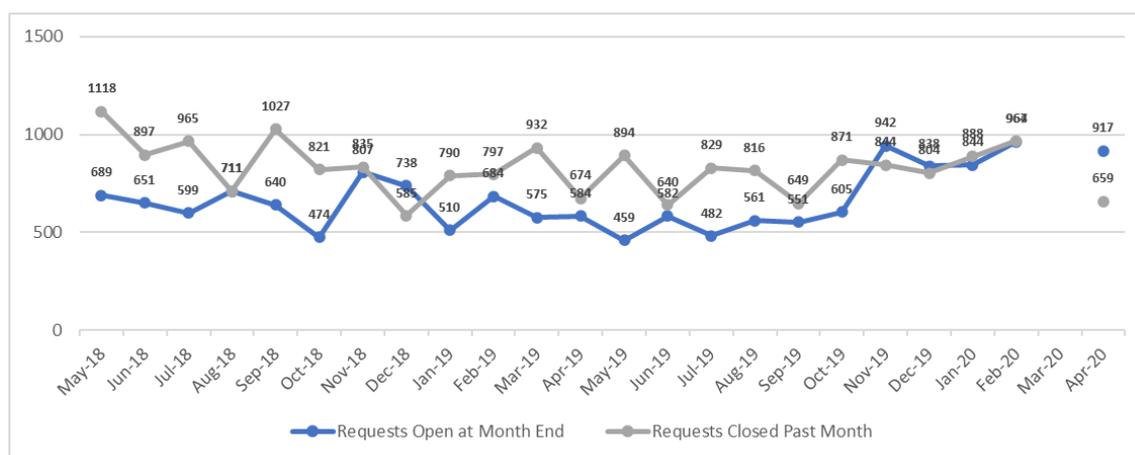
In using the system, the organisation is focussed on the importance of contact with customers to close the loop on all requests and recording details of actions taken.

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



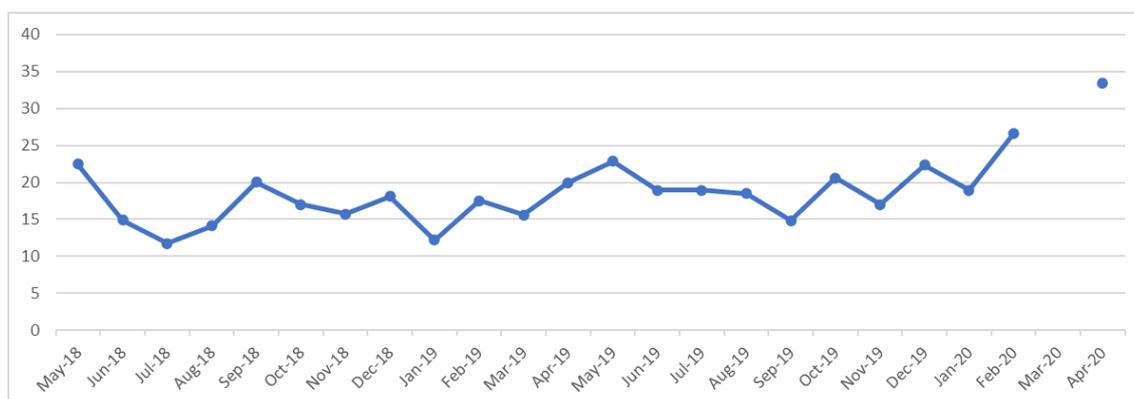
- There was a spike in the number of requests in November 2019 due to requests, particularly tree repairs and roads works associated with the weather events of the 21 November.
- COVID-19 data was not collected for the month of March 2020.
- Over the last 24 months the average requests open at the end of the month has been 669. Council had 917 customer requests outstanding at month-end.

- Over the last 24 months the average requests closed during the month has been 826. Council had 659 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	Nov	Dec	Jan	Feb	Mar	Apr
Call back	334	321	404	413		380
Roads and Footpaths	132	93	107	84		81
Parks and Open Space	88	62	65	79		79
Information Technology (internal)	91	68	83	81		85
Development - Planning, Building and Septics	51	48	69	63		80
Other	246	246	247	244		210
Total	942	838	975	964		915

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 21.18.

We have seen a spike in April, 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. 32 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

12.3.1. That Council receives and notes the update on customer requests for April 2020.

MOTION

12.3.1. That Council receives and notes the update on customer requests for April 2020.

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

12.4. 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.

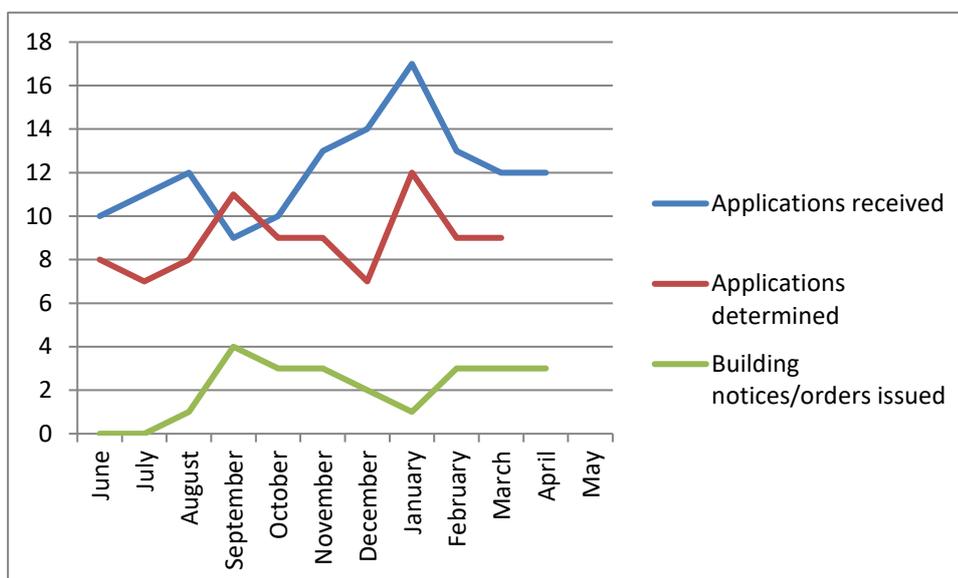
ISSUE/DISCUSSION

Building

The building activity report for April 2020 is summarised below:

Building Activity	Total
Building applications received	12
Building applications determined	7
Building notices/orders issued	3
Total development cost	\$1,014,199

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

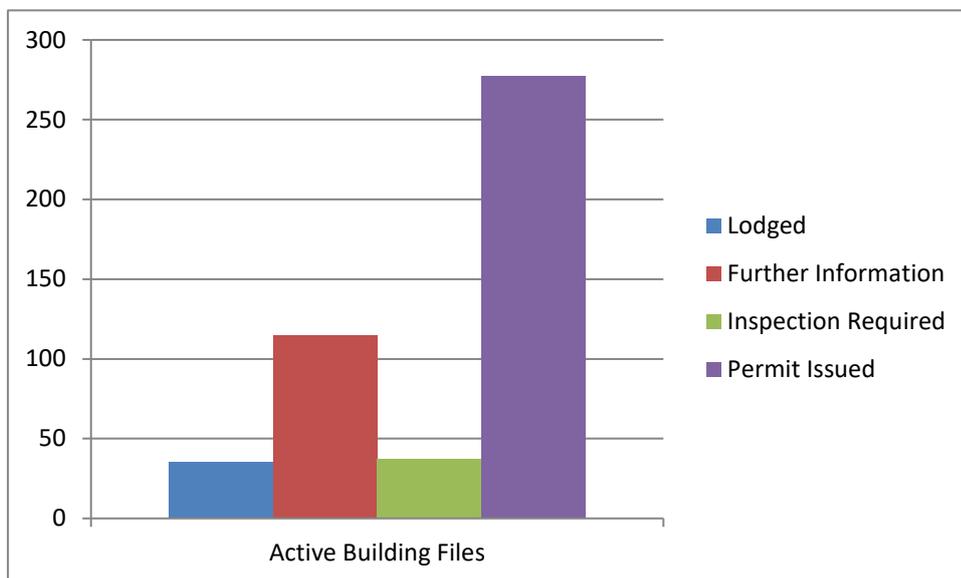


The total value of development for all Council approved building permits for the 2019/2020 financial year is \$6,969,792.

Active Building Files

The building department has had 464 active building files over the month of April as summarised below:

Active Building Files	Total
Lodged	35
Further Information	115
Inspection Required	37
Permit Issued	277



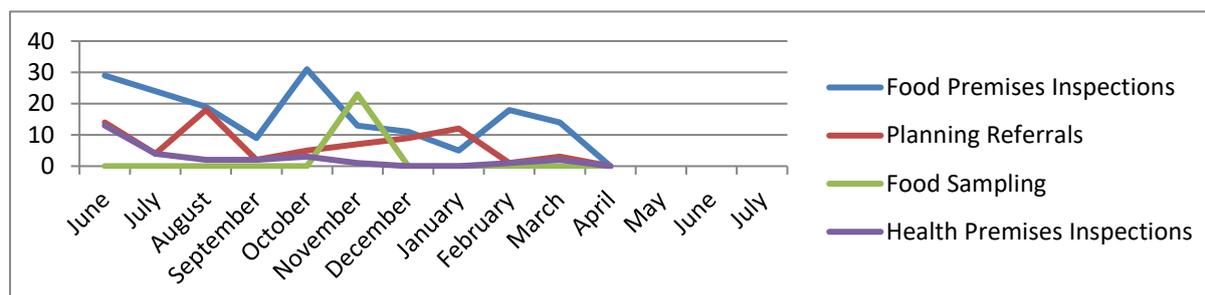
Environmental Health

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 April. This has included but not limited to time reviewing Councils Pandemic Plan, liaison with State Government Agencies and stakeholders and working to secure flu vaccinations. 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 April 2020 is summarised below:

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

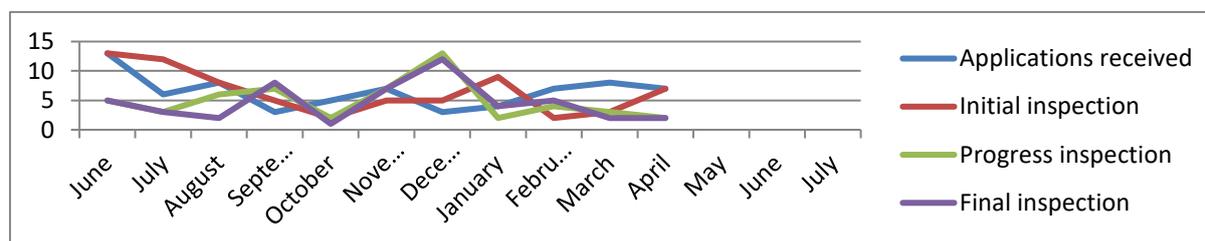
The following graph indicates environmental health statistics and activity for the 2019/2020 financial year (June 2019 included):



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

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

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 April 2020 is summarised below:

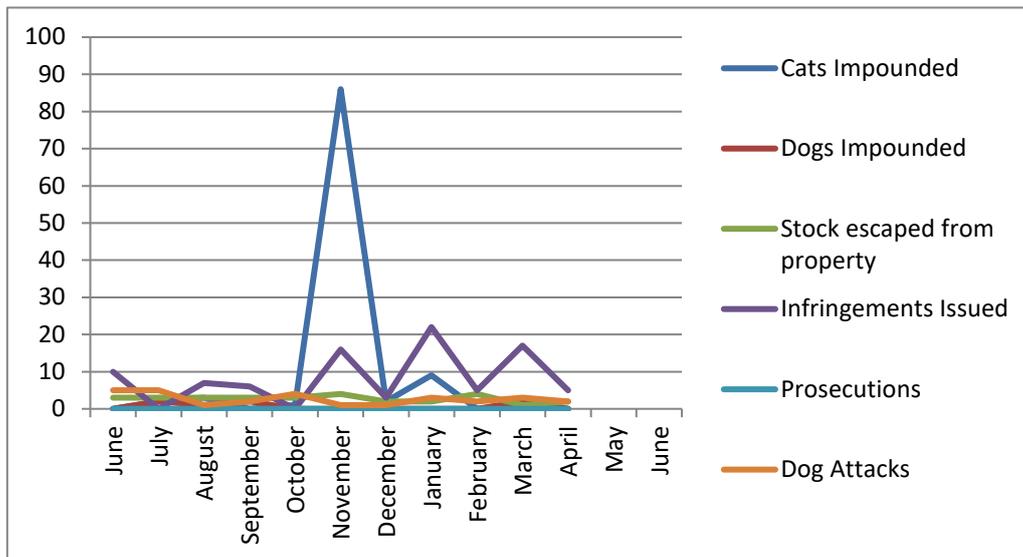
Local Laws Activity	Total
Cats Impounded	0
Dogs Impounded	0
Stock escaped from property	2
Infringements Issued	5
Prosecutions	0
Dog Attacks	2
Declarations of Menacing Dogs	1
Declarations of Dangerous Dogs	0

Community Safety are continuing to investigate the dog attacks reported this month. Officers have declared a dog menacing as a result of a dog attack investigation from a previous month. Two further menacing dog declarations are being considered as a result of other reported attacks.

Breakdown of Infringements issued in April 2020:

Infringements	Total
Parking	0
Local Law	2
Food	0
Animal	3
Fire	0

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

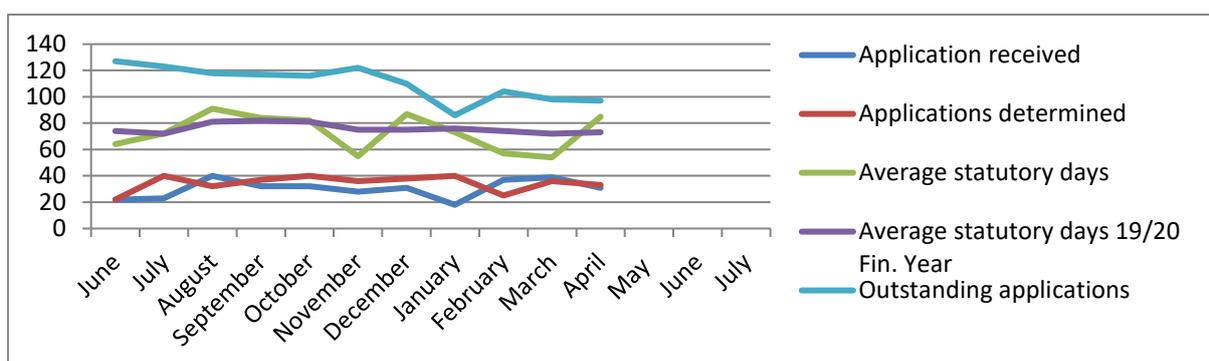


Planning

The Planning activity report for April 2020 is summarised below:

Planning Activity	Total
Applications received	31
Applications determined	33
Average statutory days for month	85
Average statutory days 2019/2020 financial year	73
Average statutory days 2018/2019 financial year	74
Outstanding applications	97

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

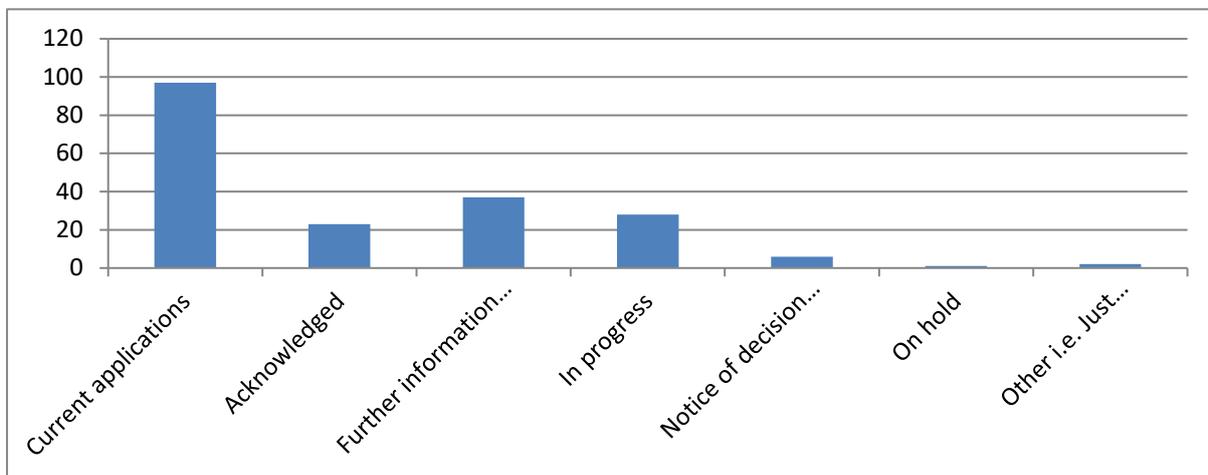


Application numbers received flattened slightly but still remains steady which is pleasing given COVID-19 situation. There is an increase in statutory days taken to determine due to a number of older 'backlog' applications being finalised and the outstanding application numbers are expected to continue to drop over coming months.

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

Status of all active applications as at April 2020

Current applications	97
Acknowledged	23
Further information request	37
In progress	28
Notice of decision pending	6
On hold	1
Other i.e. Just submitted, referred	2



Applications determined in April 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	26
Notice of Decision by officer	4
Withdrawn etc.	3
Refused by Council	0

OFFICER'S RECOMMENDATION

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

MOTION

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

Moved: Cr Neil Newitt

Seconded: Cr Don Henderson

Carried

**ATTACHMENT 4 - PLANNING PERMITS ISSUED UNDER DELEGATION
IN APRIL 2020**

Planning Permits issued under delegation - April 2020

Application ID	Primary Property	Full Details	Decision
PlnPA001947	160 Mulcahys Road, TRENTHAM VIC 3458	Two lot subdivision in accordance with endorsed plans	Withdrawn
PlnPA002291	3 Frazer Street, DAYLESFORD VIC 3460	Two lot subdivision	Withdrawn
PlnPA002504	17 Smith Street, DAYLESFORD VIC 3460	Multi lot subdivision - 53 lots, native vegetation removal	Notice of 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	Notice of Decision
PlnPA002565	115 Blackmores Road, CLUNES VIC 3370	2 Lot subdivision (including consolidation).	Permit Issued
PlnPA002617	3735 Midland Highway, EGANSTOWN VIC 3461	Use and development of land for a place of assembly and signage	Permit Issued
PlnPA002613	75 Woodduck Drive, WHEATSHEAF VIC 3461	Use, development and works associated with the construction a dwelling	Permit Issued
PlnPA002633	2863 Midland Highway, NEWLYN NORTH VIC 3364	2 lot subdivision and construction of a dwelling	Permit Issued
PlnPA002625	45 New North Court, CLUNES VIC 3370	New Residence & Carport	Permit Issued
PlnPA002640	114 Raglan Street, DAYLESFORD VIC 3460	Construction of a dwelling	Permit Issued
PlnPA002641	57 Vincent Street North, DAYLESFORD VIC 3460	Buildings and works including an extension to an existing dwelling (including partial demolition), and the construction of a car parking area	Permit Issued
PlnPA002601	30 Berry Mine Lane, CRESWICK VIC 3363	Use and development of land for racing dog husbandry (10 dogs)	Permit Issued
PlnPA002639	Mcphersons Lane, CLYDESDALE VIC 3461	Development of land for a dwelling	Permit Issued
PlnPA002609	2890 Creswick-Newstead Road, SMEATON VIC 3364	Two (2) lot subdivision	Permit Issued
PlnPA002632	295 Foleys Road, CLUNES VIC 3370	Use and development of the land for a second dwelling on a single allotment	Permit Issued
PlnPA002324.01	14 Second Street, HEPBURN SPRINGS VIC 3461	Development of land for the construction of a dwelling and associated works. Amended to include site cote of a depth greater than 1 metre.	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	Notice of Decision
PlnPA001724.01	5850 Midland Highway, MOUNT FRANKLIN VIC 3461	Home based business with a floor area greater than 100m2 but that does not exceed 200m2 and the alteration of access to a road zone	Permit Issued
PlnPA002271.01	25 Coliban Drive, LYONVILLE VIC 3461	Use and development of land for a dwelling. Amended to increase habitable rooms from two to five.	Permit Issued
PlnPA002673	5 Fawcett Drive, CLUNES VIC 3370	Development of land for the construction of a dwelling.	Permit Issued
PlnPA002624	15 McMahons Road, GLENLYON VIC 3461	Use and development of land for a dwelling, ancillary outbuilding and associated works	Permit Issued
PlnPA002508	30 Victoria Street, TRENTHAM VIC 3458	Seven lot subdivision	Notice of Decision
PlnPA002704	4 Sixteenth Street, HEPBURN VIC 3461	Construction of a dwelling	Permit Issued
PlnPA002695	110 Macs Street, CRESWICK VIC 3363	Development of land for a dwelling	Permit Issued
PlnPA002716	63B Millar Street, DAYLESFORD VIC 3460	Construction of a shed/garage outbuilding of approximately 63m2 total floor area that includes storage and domestic work space.	Permit Issued
PlnPA002720	260 Green Gully Road, GLENLYON VIC 3461	Winery barrel storage shed	Permit Issued
PlnPA002718	12 Camp Street, CLUNES VIC 3370	To undertake the proposed site cut and construction of new retaining walls to south boundary and western end of the site.	Permit Issued
PlnPA002709	39A Albert Street, DAYLESFORD VIC 3460	I require a permit to place signage on my newly leased commercial property. I plan for the signage to be eloquent, suiting the property.	Permit Issued
PlnPA002729	4 Augusta Drive, CRESWICK VIC 3363	Construction of an extension to an existing dwelling	Permit Issued
PlnPA002662	24 Grenville Street, DAYLESFORD VIC 3460	Alterations and additions to an existing dwelling including partial demolition and a waiver of the requirement for covered on-site car parking generally in accordance with the endorsed plans	Permit Issued
PlnPA002735	45 Sharpes Lane, GLENLYON VIC 3461	Construction of a dwelling with on-site waste water disposal	Not Required
PlnPA001806.01	32 Cosmo Road, TRENTHAM VIC 3458	Review permit conditions 11 and 12; Four lot subdivision and common property	Permit Issued
PlnPA002684	3125 Ballarat-Maryborough Road, CLUNES VIC 3370	Development of land for the completion of a dwelling.	Permit Issued

12.5. DRAFT ANNUAL BUDGET 2020/2021

DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Financial Services Manager, I Danielle How have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider the Draft Annual Budget for 2020/2021 for public advertising.

BACKGROUND

The Local Government Act 1989 requires Council to prepare a budget for each financial year (section 127) and provide the opportunity for people to make a submission under section 223 of the Act on any proposal contained in the budget.

Budget Process

The following process is being followed to develop Councils 2020/2021 Budget.

Step	Budget Process	Timing
1.	Officers update Councils current year forecast and complete a mid-year review of financials.	December
2.	Minister Local Government announces maximum rate increase.	December
3.	Officers prepare draft operating and capital projects, reviewing the Council Plan and Council commitments.	January – March
4.	Councillors consider draft budget at Councillor Briefings.	February - April
5.	The Draft Proposed Budget was to be considered at the April Council Meeting. However, as a result of COVID-19 this was delayed, and Councillors have reviewed the budget.	April
6.	Proposed Budget submitted to Council to consider for public advertising.	19 May 2020
7.	Public advertising and submission process commence.	20 May 2020
8.	Public submission period concludes.	5pm, 25 June 2020
9.	Special Council Meeting to hear and consider public submissions.	7 July 2020

Step	Budget Process	Timing
10.	Budget presented to Council for consideration of adoption.	21 July 2020
11.	Copy of the Budget to be provided to the Minister Local Government	By 31 August 2020

ISSUES/DISCUSSION

Coronavirus (COVID-19)

The Proposed Annual Budget has been prepared on a “business as usual” basis without any major adjustment for the impact of the current global COVID-19 pandemic, which has escalated as the budget process has been finalised. Over the coming months, as the full extent of the COVID-19 pandemic becomes clearer, Council will undertake a major reforecast of the year and may release mid-year adjustment to the budget.

The global impact of COVID-19 is being felt across the community, business, health organisations and government. Council has already confirmed a package of financial relief options for residents and businesses to support the Hepburn Shire community in response to the COVID-19 pandemic, including:

- No interest charged on outstanding rates balances for the 2019/2020 financial year. This applies to all property types, for payments made before 30 September 2020.
- Additional time for residents to pay pet registrations. An extension of two months with payment now due 10 June 2020.
- Processing supplier payments weekly to support them with improved cash-flow.
- Refund of all permit fees for events and activities that have been cancelled or closed as directed by Government.
- Dedicated COVID-19 business support page on Council's website and access to dedicated business support officer within Council for local businesses to receive individual assistance.
- Council have agreed to assist commercial tenants occupying Council buildings through to 30 September 2020, with immediate rent deferment of six months.
- Waiver of rent for community groups that are occupiers for Council Buildings and Facilities, for 1 April 2020 through to 30 June 2020.
- Provided all ratepayers with a one-month extension on the due dates for the fourth rates instalment, to 26 June 2020.
- Reallocation \$60,000 of funding in the 2019/2020 financial year to create the Coronavirus (COVID-19) Community Support Grant Program aims to support and sustain our community and residents throughout the response and recovery phase of the pandemic.

- Enacted the emergency clause of our current hardship policy. As a result of this, any ratepayers who are suffering financial hardship can make an application for deferment of payment of rates and charges.

Budget Overview

Councillors and officers held a number of meetings to develop this fiscally responsible budget. The budget will fund the final year of our 2017-2021 Council Plan and outlines the operations, services and capital investment that we will deliver to our community to achieve the vision of Our Council.

Key Financials –

- Total Revenue - \$35.015M
- Total Operating Expenditure - \$33.316M
- Operating Surplus - \$1.699M
- Cash and Investments - \$10.052 (reducing \$178,000 from the 2019/20 budget)
- New borrowings - \$3.012M to part to fund finalisation of the Hepburn Hub at the Rex Construction
- Capital Works - \$12.156M

Rates -

Rates and charges makeup approximately two-thirds of Councils annual budgeted revenue and are vital to allow us to provide the services and facilities that our community needs. Rate increases have been capped at 2% in line with the Victorian Government's Fair Go Rates System, and Council has not applied to the Essential Services Commission for a rate cap variation.

The State Government now requires all properties to be revalued annually and this will result in a redistribution of rates payable, based on the change to a property's value. There can be a misunderstanding that as properties are revalued, Council receives additional revenue. However, this is not the case, but instead the total revenue is re-distributed across all properties in the shire.

Rate Differentials -

Have been set in the Proposed Budget in accordance with the Rating Strategy, with no changes proposed from the previous financial year. The proposed rate differentials are detailed in the below table. Each class of land has increased in line with the cap imposed by the Minister for Local Government. The decrease change shown in the table above is reflective of a higher capital improve value of properties following the 2020 general revaluation.

Type of class of property	2019/20		2020/21		Change
	c/\$ CIV	Differential	c/\$ CIV	Differential	
General Rate	0.32850	100%	0.31100	100%	-5.3%
Farm Rate	0.21350	65%	0.20220	65%	-5.3%
Commercial Rate	0.38110	116%	0.36080	116%	-5.3%
Industrial Rate	0.38110	116%	0.36080	116%	-5.3%
Mixed Use Rate	0.38110	116%	0.36080	116%	-5.3%
Vacant Land Rate - Township	0.41060	125%	0.38888	125%	-5.3%
Vacant Land Rate - Other	0.32850	100%	0.31110	100%	-5.3%
Trust for Nature Rebate	0.16430	50%	0.15550	50%	-5.4%
Recreational Rate	0.16430	50%	0.15550	50%	-5.4%

Waste Charges –

An average increase of approximately 11.5% in annual waste charges has been necessary to meet increased service costs to users of the service. This increase will amount to an average additional \$38 per property per year. The increase also accounts for the rising costs of waste management, global recycling challenges and the payment of the State Government landfill levy (which is doubling over the next three years). Council have fully passed on the savings (\$23,800) from the State Governments announcement that the landfill levy increase would be delayed by six months as a response to COVID-19. The proposed annual service charges are:

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2019/20	2020/21	\$	%
Kerbside collection - garbage (weekly)	134	149	15	11.2%
Kerbside collection - garbage (Fortnightly)	114	122	8	7.0%
Kerbside collection - recycling (Fortnightly)	82	95	13	15.9%
Commercial garbage charge	310	351	41	13.2%
Waste management improved charge	134	152	18	13.4%
Waste management unimproved charge	134	152	18	13.4%

User and Statutory Fees -

Council will continue to accept e-Waste materials free of charge at our transfer stations and encourage the recycling of e-Waste items. We will also continue to offer significantly reduced first-year animal registration fees to promote the registration, de-sexing and microchipping of cats and dogs. Swimming pool fees will be free of charge in 2020/21 - encouraging our residents to stay active and healthy.

Operating Projects -

Council are committed to delivering high-quality services, and this budget includes many important initiatives. These include:

- Over \$270,000 of strategic planning activities, including Stage 3 of the Hepburn Planning Scheme Review;
- Development of a Shire-wide Aquatic Strategy (\$80,000);
- Funding for the Council Elections (\$210,000, October 2020), and develop a new Council Plan including community consultation;
- Increased resources for Parks and Gardens, Early Years, Health and Wellbeing, Planning; and

- Continued funding for programs such as libraries, biodiversity, aged and disability, tourism, reconciliation and sustainability.

Capital Works -

This budget will deliver \$12.12 million of capital works – improving, renewing, and creating new infrastructure. This is a significant allocation of funding; in fact, 67% of general rates. \$3.102 million of funding from new borrowings will be used to complete the Hepburn Hub at The Rex. Other projects to be delivered across the Shire include:

- Over \$1.60M on road improvements, upgrades, and rehabilitation;
- Over \$1.28M on gravel and road reseals;
- Over \$4.69M will be invested in the renewal of our communities' buildings including several projects relating to early childhood facilities;
- \$1.19M for recreation facilities, including detailed design work for Trentham and Glenlyon Recreation Reserve Community pavilions, in order to seek Government funding, and continuing investment into play and outdoor fitness spaces;
- \$549,000 on new and upgrades to footpaths and cycleways; and
- \$207,000 on parks and open spaces works.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Under the *Local Government Act 1989*, Council has a statutory responsibility to prepare a Proposed Budget and advertise it for public comment.

The attached has been prepared in accordance with the Local Government Model Budget and contains the necessary statutory information required under the *Local Government Act 1989* and *Local Government (Planning and Reporting) Regulations 2014*.

The proposed budget will be placed on public display for a period of no less than 28 days from the date Council adopts it for advertising.

FINANCIAL IMPLICATIONS

A financial summary of the Proposed Budget is detailed above.

The budget setting process is necessary to ensure that funds are allocated to achieve the most important objectives as prioritised by Council after consulting the community.

The striking of rates and charges will have a financial implication on each ratepayer.

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The 2020/2021 proposed budget has been completed with input from officers and Councillors. The proposed budget will be subject to a media release as well as advertising it in local and social media. The proposed budget will be available to the public on Council's website, and available for comment via the formal budget submission process for a period of no less than 28 days following the adoption by Council for advertising, as per the Local Government Act.

CONCLUSION

The Proposed Budget 2020/2021 has been developed through a rigorous process that is aligned with the Council Plan 2017-2021 and the initiatives in Council's other adopted strategies and plans. The Proposed Budget 2020/2021 as tabled outlines how Council intends to deliver its strategic objectives over the next year.

OFFICER'S RECOMMENDATION

That Council:

12.5.1. Note the package of financial relief options for residents and businesses to support the Hepburn Shire community in response to the COVID-19 pandemic, as outlined in the report;

12.5.2. Notes compliance with the requirements of the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 regarding the preparation and content of the Budget for the 2020/2021 financial year.

12.5.3. In accordance with section 127 of the Local Government Act 1989, place the draft 2020/2021 Annual Budget on public exhibition.

12.5.4. Authorise the Chief Executive Officer to give public notice of this, in accordance with Section 192 and 223 of the Local Government Act 1989.

12.5.5. Consider any submissions in relation to the draft 2020/2021 Annual Budget, made in accordance with Section 129 and 223 of the Local Government Act at a Council Meeting to be held Tuesday 7 July 2020.

12.5.6. Consider the 2020/2021 Annual Budget at the Council Meeting to be held on Tuesday 21 July 2020.

12.5.7. Endorse the draft schedule of fees as contained in the Draft 2020/2021 Annual Budget to commence from 1 July 2020.

Cr Redwood AM left the virtual council meeting at 7:04pm due to technical difficulties.

Cr Redwood AM returned to the virtual council meeting at 7:06pm

MOTION

That Council:

12.5.1. Note the package of financial relief options for residents and businesses to support the Hepburn Shire community in response to the COVID-19 pandemic, as outlined in the report;

12.5.2. Notes compliance with the requirements of the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 regarding the preparation and content of the Budget for the 2020/2021 financial year.

12.5.3. In accordance with section 127 of the Local Government Act 1989, place the draft 2020/2021 Annual Budget on public exhibition.

12.5.4. Authorise the Chief Executive Officer to give public notice of this, in accordance with Section 192 and 223 of the Local Government Act 1989.

12.5.5. Consider any submissions in relation to the draft 2020/2021 Annual Budget, made in accordance with Section 129 and 223 of the Local Government Act at a Council Meeting to be held Tuesday 7 July 2020.

12.5.6. Consider the 2020/2021 Annual Budget at the Council Meeting to be held on Tuesday 21 July 2020.

12.5.7. Endorse the draft schedule of fees as contained in the Draft 2020/2021 Annual Budget to commence from 1 July 2020.

Moved: Cr Neil Newitt

Seconded: Cr John Cottrell

Carried

**ATTACHMENT 5 - HEPBURN 2020/2021 PROPOSED ANNUAL BUDGET
(ISSUED UNDER SEPARATE COVER)**

12.6. FINANCIAL REPORT AS AT 31 MARCH 2020

DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Manager of Financial Services, I Danielle How have no interests to disclose in this report.

PURPOSE

The purpose of this report is to present a summary of Council's financial performance, and position for the 2019/2020 financial year up to 31 March 2020.

BACKGROUND

This report provides information on Council's financial performance for the period 1 July 2019 to 31 March 2020 and compares the Income Statement to the revised budget, which includes operating projects carried forward from 2018/19 in addition to the approved mid-year budget adjustments, and the Balance Sheet and Statement of Cash Flows to last year.

The results in the third financial quarter have been impacted in a minor manner, due to the supports Council has put in place in response to the COVID-19 pandemic. The greater impact of these supports, and the impact of COVID-19 will be demonstrated in the coming months.

ISSUES/DISCUSSION

Statements are included below which details the YTD Actual position, and variances. Explanation of variances greater than \$100,000 and 10% are provided.

INCOME STATEMENT

Hepburn Shire Council Comprehensive Income Statement For the Period Ended 31 March 2020

	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance		
	\$'000	\$'000	\$'000	%	
Income					
Rates and charges	21,152	21,152	1	0%	
Statutory fees and fines	668	589	(79)	-12%	1
User fees	722	707	(15)	-2%	
Grants - operating	3,928	3,690	(238)	-6%	
Grants - capital	1,928	1,380	(548)	-28%	2
Contributions - monetary	370	435	65	18%	3
Contributions - non monetary	-	-	-	100%	
Net gain/(loss) on disposal of assets	94	192	97	103%	4
Other income	1,284	1,060	(224)	-17%	5
Total Income	30,145	29,205	(940)	-3%	
Expenses					
Employee costs	10,176	10,213	(36)	0%	
Materials and services	7,916	7,327	589	7%	6
Bad and doubtful debts	13	2	11	86%	
Depreciation and amortisation	5,393	5,393	-	0%	
Borrowing costs	121	123	(2)	-2%	
Other expenses	698	469	229	33%	7
Total Expenses	24,317	23,527	791	3%	
Surplus/(Deficit) for the year	5,828	5,678	(149)		

Income Statement – Income

Note 1 – Statutory Fees and Fines income is unfavourable compared to budget by \$79K and is due to a reduction in infringements and registrations during the year. Fire infringements issued this year reduced by 40% or approximately \$24K compared to the budget, this was as a result of a higher level of compliance within the Shire. During the same time period over the past two financial years fire prevention infringements were \$58K and \$68K as opposed to \$34K issued in 2019/2020.

There has also been a reduction in registrations and planning permits accounting for \$45K. Permits year to date in 2019/2020 are at \$305K compared to \$329K in 2019 and \$289K in 2018.

Animal Registrations are usually higher at 31 March and account for \$6k of the registrations as opposed to \$35K at the same time in 2019. This is due to the fact that Council have extended the payment due date of Animal Registrations from 10 March till 10 June, as part of the response to the emerging COVID-19 pandemic.

Note 2 – Grants Capital income is less than budget \$548K year to date most of this variance is related to Roads to Recovery income which was budgeted to be received in February and the grant acquittal had not been completed by the 31 March due to the adjustment of some the included projects, with funds to be received in coming months. \$783k of Roads to Recovery funding has been received in April, and a smaller, final payment expected in June.

Note 3 – Other monetary contributions are favourable to budget by \$65K, and this is due to an increase in the public open space contributions received this financial year, through planning applications. These funds are transferred to the Open Space Reserve to contribute towards future year projects.

Note 4 – Proceeds from the disposal of assets are favourable to budget by \$97K, and this is due to an increase in the funds received on the sale of plant and fleet this financial year. There have been a greater number of assets disposed of this financial year to date, which has contributed to the increase and some items have achieved a higher sale value.

Note 5 – Other income is unfavourable to budget by \$224K. The majority relates to a decrease of interest received by \$80K due to low-interest rates and \$80K due to a debt collection recovery less than budgeted, however the corresponding debt recovery expenses are also down by a corresponding value.

Commercial rent is below budget by \$80K, this being the turnover rent for February, March and April, which is usually invoiced in the March quarter. The COVID-19 pandemic has seen the closure of some of Council's commercial tenants' businesses, and therefore turnover figures are reduced. The closing of these businesses will affect income derived from turnover, and this is anticipated to continue until at least the end of the 2019/2020 financial year.

Income Statement – Expenses

Note 6 – Materials and services are favourable to budget by \$589K. This is due mainly to some under expenditure in operating projects to date, including building maintenance \$105K, Municipal Fire Emergency \$70K, Youth Strategy \$110K, Bio-diversity \$90K, Hub for Premium Produce \$130K, and the tree risk mitigation project \$80K. These projects are expected to return to budget by 30 June 2020, or if they relate to grant projects, funds will be carried forward to 2020/2021. A comment on the progress of various projects are included as an attachment.

Note 7 - Other expenses are less than budget by \$229K. This variance to budget is mainly due to a timing difference in the payment of community grants \$179K, there are currently grant programs that are open (COVID-19, Community Planning, Sustainability), with payments expected prior to 30 June, or funding carry-forward.

BALANCE SHEET

Hepburn Shire Council Balance Sheet As at 31 March 2020

	Current	Prior Year	Variance Year on Year		
	Year Actual	Actual	\$'000	%	
	\$'000	\$'000	\$'000	%	
Assets					
Current Assets					
Cash and cash equivalents	16,670	10,651	6,019	36%	1
Trade and other receivables	8,795	7,927	869	10%	
Other financial assets	1,133	6,933	(5,800)	-512%	2
Inventories	12	8	5	37%	
Non-current assets classified as held for sale	-	545			
Other assets	12	143	(131)	-1109%	3
Total Current Assets	26,622	26,206	416	2%	
Non-Current assets					
Property, infrastructure, plant and equipment	261,841	246,540	15,301	6%	
Intangible assets	406	403	4	1%	
Total Non-Current Assets	262,248	246,943	15,305	6%	
TOTAL ASSETS	288,870	273,149	15,721	5%	
Liabilities					
Current liabilities					
Trade and other payables	101	1,467	1,365	1348%	4
Trust funds and deposits	1,649	1,513	(137)	-8%	
Provisions	2,214	1,881	(333)	-15%	5
Interest-bearing loans and borrowings	427	596	169	40%	6
Other Liabilities	254	18	(236)	-93%	7
Total Current Liabilities	4,646	5,475	828	18%	
Non-Current Liabilities					
Provisions	464	447	(16)	-4%	
Interest-bearing loans and borrowings	3,700	3,934	234	6%	8
Other Liabilities	63	80	18	29%	9
Total Non-Current Liabilities	4,227	4,462	235	6%	
TOTAL LIABILITIES	8,873	9,937	1,064	12%	
NET ASSETS	279,997	263,213	16,785	6%	
Equity					
Accumulated surplus	159,446	156,332	3,114	2%	
Reserves	120,551	106,881	13,670	11%	10
TOTAL EQUITY	279,997	263,213	16,785	6%	

Balance Sheet

Note 1 and 2 - Cash and Cash Equivalents are higher than last year due to more cash being held in short term deposits rather than long term investments (Other Financial Assets) because of low interest rates. We are also holding unspent capital grant expenditure, with overall cash and investment holdings are similar to the prior year.

Note 3 – Other Assets are less due to the reduction of prepayments, and a reduction in interest receivable on term deposits.

Note 4 - Trade and Other Payables have decreased significantly from this time last year due to the payment of creditors as they are received, rather than on 30-day terms. This practice has been a response by Council to the

COVID-19 pandemic, by increasing cashflow in to the local economy to support local businesses during the crisis.

Note 5 – Provisions have increased this year, and that is mainly due to an increase in long service leave provisions, several new staff have joined with prior government service.

Note 6 – No new borrowings in the past two financial years, and therefore there has been a principal debt reduction.

Note 7 - Other Liabilities is unspent grant income received from Department of Health Services for services, which may be required to be repaid.

Note 8 - No new borrowings in the past two financial years, and therefore there has been a principal debt reduction.

Note 9 – Income received in advance for rental of Council owned premises is reducing each year as it is taken up as income in the current year.

Note 10 – An increase in the asset revaluation reserve of \$13M as the result of an inhouse revaluation of Roads (30 June 2019).

STATEMENT OF CASHFLOW

Hepburn Shire Council Statement of Cash Flows For the Period Ended 31 March 2020

	Current Year	Prior Year	Variance Year on Year	
	Actual	Actual		
	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000	\$'000	%
Cash flows from operating activities				
Rates and charges	15,973	15,914	(59)	0%
Statutory fees and fines	561	619	58	10%
User fees	702	734	32	5%
Grants - operating	3,076	2,953	(123)	-4%
Grants - capital	1,994	1,777	(216)	-11%
Contributions - monetary	435	228	(207)	-48%
Other Debtor	796	(147)	(943)	-118%
Interest received	289	370	82	28%
Rent received	561	688	127	23%
Trust funds and deposits taken	220	84	(136)	-62%
Rents (inclusive of GST)			-	100%
Other receipts	100	339	239	240%
Net GST refund/payment	(2)	0	2	-109%
Employee costs	(10,104)	(9,188)	916	-9%
Materials and services	(9,356)	(7,347)	2,009	-21%
Trust funds and deposits repaid			-	100%
Other payments	(469)	(382)	87	-18%
Net cash provided by/(used in) operating activities	4,776	6,641	1,865	39%
Cash flows from investing activities				
Payments for property, infrastructure, plant and equipment	(5,600)	(4,902)	-	0%
Proceeds from sale of property, infrastructure, plant and equipment	146	44	(102)	-70%
Payments for investments	5,000	(1,000)	(6,000)	-120%
Proceeds from sale of investments	-	-	-	100%
Loans and advances made			-	100%
Payments of loans and advances			-	100%
Net cash provided by/(used in) investing activities	(455)	(5,858)	(983)	216%
Cash flows from financing activities				
Finance costs	(123)	(141)	(18)	15%
Proceeds from disposal of financial assets			-	100%
Proceeds from borrowings			-	100%
Repayment of borrowings	(287)	(356)	(69)	24%
Net cash provided by/(used in) financing activities	(411)	(498)	(87)	21%
Net increase (decrease) in cash and cash equivalents	3,910	285	(3,625)	-93%
Cash and cash equivalents at the beginning of the financial year	12,759	10,365	(2,394)	-19%
Cash and cash equivalents at the end of the period	16,670	10,651	(6,019)	-36%

STATEMENT OF CASHFLOWS

Note 1 – Increase in inflows from contributions monetary is due to increased subdivision activity.

Note 2 – Increase in inflows of Other Debtors is resulting from the increase in funds received from debtors from grant invoices raised prior to the end of the 2018-2019 year.

Note 3 – Decrease in inflows from interest received due to the decrease in interest rates and the use of cash at call accounts as opposed to term deposits.

Note 4 – Other income is reduced due to lower interest received and rental payments.

STATEMENT OF CAPITAL WORKS

Hepburn Shire Council Statement of Capital Works as at 31 March 2020

	<i>Forecast Budget</i>	YTD Forecast Budget	<i>YTD Actual</i>	<i>% Spent YTD</i>
TOTAL PROPERTY	6,560,786	1,718,621	802,929	12%
TOTAL PLANT AND EQUIPMENT	2,487,080	1,529,251	1,086,628	44%
INFRASTRUCTURE				
Roads	5,515,543	5,127,800	2,672,236	48%
Bridges	490,505	252,606	163,494	33%
Footpaths and cycleways	690,163	573,145	212,541	31%
Drainage	195,640	195,640	145,082	74%
Recreational, leisure and community facilities	1,366,323	345,594	316,426	23%
Parks, open space and streetscapes	1,031,650	356,434	462,245	45%
Other infrastructure	355,171	98,000	60,737	17%
TOTAL INFRASTRUCTURE	9,979,253	7,227,851	4,223,026	58%
TOTAL CAPITAL WORKS	19,027,119	10,475,723	6,112,583	58%

The Capital Works program by the 31 March 2020 was forecast to have a project spend of approximately \$10.48 million, as at the 31 March 2020 expenditure is at 58% of the expected year to date schedule.

Total Property - Several building projects are behind schedule - Project plans are under development for works to be scheduled and delivered. The main project contributing to the underspend, is the Hepburn Hub at the Rex \$440K. This project has been placed on hold throughout the year to rescope the project, which was approved in February by Council.

Plant and Equipment - The Bioenergy facility is in testing phase with \$142k of stage two works delivered, from a year to date budget of \$450K. The bioenergy project requires further management and Council direction, once the pilot project report is available, to provide detailed plans for its future progression.

Purchases of fleet and heavy plant of \$760K has been undertaken and the balance of orders should be delivered prior to the end of 2019/2020.

Roads – Works have commenced for many of the road’s projects, while year-to-date expenditure is currently sitting at 48% many of these projects are at practical completion with the final expenditure against these projects to be made. The remainder of the projects are in the tender phase and are scheduled for completion prior to June 30.

Bridges – Two of the major projects have just had tenders awarded and are scheduled to be completed in May 2020.

Footpaths and Cycleways – Footpath renewal works began in January 2020. The Fairview Trail project in Clunes is in preliminary development stages, and other projects are on schedule to be completed by June 2020.

Drainage – A contractor has been appointed for the delivery of the program, many projects have been completed and the balance of works are due by June 2020.

Recreational, leisure & community / Parks, open spaces and streetscapes – There are a significant number of projects in this years' program, many are currently in preliminary phases, with the majority of works to be completed in the 1st half of 2020, some will be required to be completed in 2020/21.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Under Section 138 of the Local Government Act 1989 a report comparing actual expenditure and revenue to budget must be presented at least quarterly to the Council in a meeting which is open to the public.

FINANCIAL IMPLICATIONS

The reports included provide the opportunity for review of Council's financial position and forecasts

RISK IMPLICATIONS

This financial report assists in decision making and oversight to confirm that departments and the organisation follows its budget.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

This information will be made available to the public via the minutes published on the Council's website and available for viewing at Council's offices and libraries.

CONCLUSION

The report on the financial performance of Council for the nine months from 1 July 2019 to 31 March 2020 is presented for Council's review and noting.

OFFICER'S RECOMMENDATION

12.6.1. That Council receives and notes the Financial Report for the nine months from 1 July 2019 to 31 March 2020.

MOTION

12.6.1. That Council receives and notes the Financial Report for the nine months from 1 July 2019 to 31 March 2020.

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

12.7. ANNUAL PLAN 2019/2020 – QUARTER 3 PROGRESS REPORT 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 Annual Plan 2019/2020 (Quarter 3) Progress Report; and consider any changes for the Council Plan 2017-2021.

BACKGROUND

The Annual Plan outlines the actions for 2019/2020 that will be implemented as priorities from the Council Plan 2017-2021 and Annual Budget 2019/2020.

The Annual Plan was adopted by Council at its Ordinary Meeting on 16 July 2019. Previously Council has not adopted an Annual Plan.

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

ISSUE/DISCUSSION

Annual Plan

The attached report provides a list of the projects included in the Annual Plan 2019/2020 and a progress comment has been provided for each project by a responsible officer.

It should be noted that the Annual Plan does not include all projects to be undertaken during the year, and as it was adopted in July 2019 does not include a number of new actions and opportunities have been undertaken by Council, which were not included in the Plan.

The attached report provides a list of the projects included in the Annual Plan 2019/2020 and a progress comment has been provided for each project by a responsible officer, for the period ended 31 March 2020.

Included a 'colour code' to assist in understanding of the progress of these actions:

- Green - Complete, or will be completed by 30 June.
- Orange - At risk of not being completed by 30 June.
- Red - Unlikely to be completed by 30 June.

Officers are continuing to work on progressing projects that are at risk of completion but note a number of delays are due to external influences.

Council Plan

A requirement of the s.125(7) of the Local Government Act 1989, is that at *least once in each financial year, a Council must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan.*

Council has adopted a Council Plan for 2017-2021 in accordance with the Local Government Act 1989 (the Act). The Council Plan sets out the aspirations of the Council and the strategies, objectives and actions to achieve the Council's vision for the Shire. Previously to 2019/2020 Council has not adopted an Annual Plan. However, an Annual Plan was adopted for 2019/2020, and is proposed for future years, as it will detail to the organisation, Councillors and the community how Council will monitor progress towards actions in the Council Plan.

As result of having an Annual Plan to reflect current projects, officers recommend that no changes are made to the Council Plan 2017-2020. It should also be noted that following Council Elections in October 2020 the organisation will begin community consultation and the development of a new Council Plan for the 2021-2025 period.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council has adopted a Council Plan for 2017-2021 and Budget 2019/2020 in accordance with the Local Government Act 1989 (the Act).

The Annual Plan is prepared each year and progress in delivering projects is reported to Councillors and the community each quarter in accordance with the Act

FINANCIAL IMPLICATIONS

Projects and initiatives contained in the Annual Plan are fully funded in the Budget 2019/2020. The majority of projects are contained within the Capital Works Program or funded as a one-off initiative. A number of programs are also funded from the Operating Budget.

RISK IMPLICATIONS

Nil.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Nil.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Individual projects within the Annual Plan involve community consultation or consultation with relevant stakeholders.

CONCLUSION

The Annual Plan 2019/2020 Quarter 3 Progress Report provides Council and the community with an update on the progress of projects included in the Annual Plan for the period ended 31 March 2020.

OFFICER'S RECOMMENDATION

That Council:

12.7.1. note the Annual Plan 2019/2020 (Quarter 3) Progress Report; and make it available on Council's website; and

12.7.2. note that the Council Plan 2017-2020 does not require any adjustment in respect of the remaining period of the Council Plan.

MOTION

That Council:

12.7.1. note the Annual Plan 2019/2020 (Quarter 3) Progress Report; and make it available on Council's website; and

12.7.2. note that the Council Plan 2017-2020 does not require any adjustment in respect of the remaining period of the Council Plan.

Moved: Cr Don Henderson

Seconded: Cr Fiona Robson

Carried

**ATTACHMENT 6 - ANNUAL PLAN 2019/2020 PROJECT UPDATES –
QUARTER 3**

Project Name	Description	Budget 2019/2020	Completion Target Date	Business Unit	Progress Comment Quarter 3
Hepburn Hub at The Rex	Complete construction at The Rex to deliver improved Community Spaces	C/F	March 2020	Major Projects	Procurement for Services Engineer and architects have been completed and contracts expected to be awarded mid-April. Project scope, budget and program are on track as endorsed by Council at the February Council Meeting. Detailed monthly progress reports are presented to Council.
Fixing Country Roads	Partner with VicRoads to undertake round 2 of the fixing country roads program	\$2.46 Million	June 2020	Infrastructure	Telegraph Road – Construction works were completed in November 2019. Trentham Urban road package – Construction works were completed in February 2020. Dairy Flat Road – Construction works were completed in March 2020. Back Glenlyon Road – The contract has been awarded, works are scheduled to commence in April and anticipated to be finalised in May 2020. School Road – The contract has been awarded, works are to commence in April and anticipated to be finalised in May 2020.
Gravel Resheeting Program	Undertake 14KMS of gravel resheeting across the Shire	\$571,000	February 2020	Infrastructure	This program is now complete with Council resheeting 14km of gravel roads throughout the municipality.
Daylesford Skate Park	Redevelopment of Daylesford Skate Park	\$383,000	November 2019	Economic and Community Development	The skatepark has been officially opened, ahead of schedule and on-budget. .
Aquatic Facilities Maintenance	Repair current facilities	\$97,000	December 2019	Economic and Community Development	This project is complete. A contract for Aquatics Maintenance was awarded in October. Maintenance works were undertaken prior to the pool season, and ongoing works undertaken during, with various post swimming season works and analysis undertaken.

Project Name	Description	Budget 2019/2020	Completion Target Date	Business Unit	Progress Comment Quarter 3
East Street Bridge	Clearance improvement works	C/F	November 2019	Infrastructure	Project complete - All construction works including the minor remedial works are now complete.
Future Water Security	Central Highlands Water partnership for Integrated Water Management (IWM)	\$40,000	May 2020	Parks and open space	<p>Council is partnering with Central Highlands Water to deliver two projects following a presentation to Councillors by Central Highlands Water.</p> <p>Daylesford IWM Plan - \$25,000</p> <p>CHW & HSC officers have engaged the successful consultant with preliminary project meetings scheduled in the coming months to initiate the project.</p> <p>Newlyn Recreation Reserve irrigation - \$15,000</p> <p>Preliminary drilling works are complete. Discussions are continuing with HSC & CHW to finalise the project. CHW are project managing these works in close consultation with Council.</p>
Vincent Street Parklet	Construction of 'parklet'	\$45,000	January 2020	Parks and open space	Scope has been developed to complement the Hepburn Hub at the Rex project and to also sit independently. The project scope focused on greening of Vincent Street, and Councillors will be briefed shortly.
Community Planning Policy	Review and update the Community Planning policy	Operational	February 2020	Economic and Community Development	<p>Officers undertook a full review of the Community Planning Process.</p> <p>Recommendations presented to and adopted by Council at the October 2019 meeting. Review and update of Community Planning Policy to be undertaken by June 2020.</p>
Early Years Plan	Adopt a Municipal Early Years Plan	Operational	May 2020	Community Care	Recruitment of a newly funded position of Early Years and Healthy Communities Coordinator, with commencement date to be Mid-April 2020 who will drive the development of a Municipal Early Years Plan.
Reconciliation Action Plan	Review and update the current Reconciliation Action Plan in consultation with the local indigenous community.	\$15,000	December 2019	Economic and Community Development	<p>Reconciliation Action Plan (RAP) review and update schedule for presentation to Councillors in April.</p> <p>Draft report identified 15 Actions with deliverables assigned to each action. A progress table has been included and numerical score attributed to indicate progress achieved.</p> <p>The progress report will guide the tasks required for Council to complete the Reflect RAP.</p>

Project Name	Description	Budget 2019/2020	Completion Target Date	Business Unit	Progress Comment Quarter 3
On-street accessible parking facilities	Upgrade and make on-street accessible parking (12 spaces across shire)	\$52,000	June 2020	Infrastructure	Trentham and Creswick scoped and priced, ready to award contract of works. Other sites preliminary concept prepared.
Review of Local Law No.2	In consultation with the community finalise the review and adopt a new Local Law No.2	Operational	November 2019	Development and Community Safety	February 2020 Council resolved to adopt the LL2 subject to a number of conditions pertaining to Officers working in association with the community to develop supporting guidelines. Due to COVID-19 Pandemic community workshops with Council Officers to develop the LL2 guidelines have been paused.
Health and Wellbeing Plan	Adopt an action plan for 2019/2020 to achieve strategies included in the Municipal Public Health and Wellbeing plan	\$4,000	October 2019	Community Care	External Stakeholders have been identified and are in process of being consulted and invited to participate in the implementation of the Plan.
Recreation Facilities – Management Models	Complete a study to review the current management models of Community Recreation Facilities	\$30,000	June 2020	Economic and Community Development	This project has commenced and a PCG established. A consultant was appointed, who has undertaken consultation with key users. Updated briefing report to be presented to Council in June, 2020.
Recreation Facilities – Masterplans	Work with community groups to undertake and adopt masterplans for Glenlyon, Trentham, Doug Lindsay and Clunes Recreation Facilities	\$70,000	March 2020	Economic and Community Development	*Glenlyon Recreation Reserve Master Plan Community Forums completed in October / November 2019. Project on hold whilst officers await the outcome of the current soil contamination investigation before progressing master plan further. *Clunes Recreation Facilities (Clunes Recreation Reserve and Community Park) Request for Quote to engagement consultants to undertake Master Planning completed April, 2020. Anticipate awarding contract in late May. *Trentham Master Plan endorsed at February 2020 Council meeting; and *Doug Lindsay Master Plan endorsed at February 2020 Council meeting. Officers developing Community Engagement Strategy in line with Councils COVID-19 consultation directive released in April 2020. Officers anticipate consultation will be extended to June 30 to allow sufficient time for modified community consultation / engagement to occur. Anticipate report to be submitted to Council for adoption July 2020.

Project Name	Description	Budget 2019/2020	Completion Target Date	Business Unit	Progress Comment Quarter 3
Active Women and Girls Alliance	Create an Active Women and Girls Alliance, inclusive of community groups, that will assist with implementation of the strategy.	\$10,000	March 2020	Economic and Community Development	Alliance meeting held 11 February 2020. Project progress updates collated. \$15K 'This Girl Can' funding secured from Vic Health Together for Hepburn specific initiative. Project cancelled due to COVID-19 restrictions. Agreement secured with VicHealth to transfer \$10k funding to the HSC COVID-19 Community Support Grant Program.
Aged Care Reforms	Undertake a project to review and establish a position on Council provided aged, disability and community care services in response to Government aged care reform changes	Operational	March 2020	Community Care	Workshop was postponed and Project has been placed on hold due to COVID-19 disruption, and uncertainty to aged care reforms.
Waste Management Service Contract	Undertake a review of waste services and conduct a public tender for kerbside collection of waste.	Operational	March 2020	Waste and Environment	At the March Council meeting, Wheelie Waste was awarded a 15-month kerbside collection contract following the receipt of a Ministerial exemption. Further waste services planning includes the hook lift bin tender and review of the Waste Strategy.
Waste to Energy	Construct a plant and expand the waste to energy project to full scale (pending the outcome of the current pilot project)	\$300,000	June 2020	Waste and Environment	Pilot has been turned off due to COVID-19 impacts. Analysis of waste collection/processing options and capabilities now requires analysis and recommendations to be made. Waste strategy is to be developed in parallel with review of potential processing models.
Waste Reduction Program	Undertake resource recovery education programs and initiatives across the Shire.	\$20,000	June 2020	Waste and Environment	Compost bins and worm farms have been expanded and continue to be highly subscribed. Education programs will be developed and delivered in line with State Government kerbside reforms, after consultation with Council and community groups.
Towards Zero Emissions Roadmap - Streetlights	Continue implementation of the towards Zero Emissions Roadmap by upgrading 133 Street lights as part of the 'Major Road Lighting' Project.	\$90,000	June 2020	Waste and Environment	Contract development is underway with Department of Transport. Originally expected project delivery in May/June. this has been delayed approximately 2 months at this time.

Project Name	Description	Budget 2019/2020	Completion Target Date	Business Unit	Progress Comment Quarter 3
Weed Minimisation	Present to Council findings of the Weed Minimisation Project to review the effectiveness of various weeding techniques and products	Operational	September 2019	Infrastructure	Final report presented to Council and is now available via Councils website. Officer are currently developing a high-level Annual Weed Management Plan for 2020/21.
Biodiversity Strategy	Implement the 2019/2020 actions (16) of the Biodiversity Strategy 2018-2021	\$85,766	June 2020	Waste and Environment	Actions in this quarter have been: Participation and input to Planning Scheme review implementation Overseeing Roadside Weed control grant (RWPP) Assessment of old NCCMA Roadside Vegetation quality mapping for DELWP project to update for Council use Input to Vegetation Management Plan project Input to Jubilee Lake and Hepburn Springs projects Ongoing support for community group recipients of Community grant and community-led pilot Gardens for Wildlife program
Roadside Weeds	Undertake annual Roadside Weed and Pest Management Program	\$80,000	June 2020	Works	Herbicide spray has begun and are expected to conclude by the end of April 2020. Manual and mechanical control works are to be re-designed in response to COVID19 restrictions.
Hub for Premium Produce	Implementation of a localised program to focus on connecting and actively working with Premium Produce enterprises, including the employment of an Agribusiness Officer.	\$236,666	December 2019	Economic and Community Development	Artisan Agriculture Officer Commenced February 2020. Project Advisory Group Terms of Reference developed, and roles advertised. Applications under assessment and appointments due May 2020. Sector Meetings Commenced.
Creswick Trails Project	Undertake a tender process and begin construction on the Creswick Trails.	\$753,815	June 2021	Major Projects	Community Engagement on the Creswick Trails Concept Trails Alignment took place over a 10-week period concluding at the end of January 2020. Major engagement events included 3 community information sessions, an online survey, open feedback direct to Council officers, major stakeholder workshops and updates to the Creswick Trails website. Participation in the engagement was high with the vast majority of respondents expressing support and excitement for the project. The feedback gathered during community engagement will be used alongside on

Project Name	Description	Budget 2019/2020	Completion Target Date	Business Unit	Progress Comment Quarter 3
					<p>ground assessments of the cultural, historic and ecological heritage of the proposed trail alignments.</p> <p>These assessments are scheduled for April 2020 with reports to immediately follow. This information along with conversations and negotiations with land managers will be used to review and revise the Concept Trail Alignments into the Detailed Design Alignments which, along with the background reports generated from the on-ground assessments, will form part of the planning permit application. In parallel to these progressions, the LUAA process has begun with the Dja Dja Wurrung. The planning permit application is on schedule for Q4. Once a planning permit is secured, a construction tender will be released.</p>
Events Strategy Review	Undertake a review of the Event Strategy to ensure the Hepburn Shire continues to be a premier regional Victoria events destination.	\$5,000	December 2019	Economic and Community Development	Draft Strategy to be presented to Executive May 2020 and Council briefing and meeting June 2020.
Planning Scheme Review	Undertake a review of the Hepburn Planning Scheme, including data review and community consultation.	\$120,000	June 2020	Development and Community Safety	<p>At the February 2020 Ordinary Council meeting, Council resolved to adopt the Hepburn Planning Scheme Review.</p> <p>Since then, Councils consultants have developed a number of planning policies and a heritage strategy which has been made available in hard forms at each township and electronically seeking community feedback. In addition to this we have been working closely with DELWP to ensure we capture any feedback is resolved prior to final submission.</p>
Daylesford Library Service	Complete the construction and transition of the Daylesford Library to the Hepburn Hub at the Rex.	Operational	March 2020	Economic and Community Development	Project delayed due to external review of Hepburn Hub at the Rex Project. Updated Daylesford Library and Customer Service operational requirements provided to the Hepburn Hub Project Manager for inclusion in Architects brief. Project continuing.
ICT Strategy	Purchase of Hardware, Software and accessories as part of the annual ICT Capital Budget to improve functionality of software provided to staff.	\$278,000	May 2020	ICT	Project ongoing. This quarter has included purchases around software and hardware and requirement to meet staff requirements for COVID-19, ensuring that staff are able to work from home.

Project Name	Description	Budget 2019/2020	Completion Target Date	Business Unit	Progress Comment Quarter 3
Our way of Working	An internal group of staff to meet on a regular basis to assist the move of all Staff to the Hepburn Hub. The group will focus on new ways of working with a continued focus on delivering great customer service.	Operational	On-Going	Executive Team	An internal group of officers continues to meet monthly and is implementing a number of initiatives and software changes to improve how the organisation operates. These include new Virtual Desktop Infrastructure, review of core software, rollout of Office 365 and a review of bottlenecks within the organisation.
Long Term Financial Plan	Develop a long-term financial plan (10 Year) for adoption by Council as part of the 2020/2021 budget process	Operational	June 2020	Financial Services	Initial data input into the long-term financial plan software needs to be reviewed. The full 10-year plan will be completed and considered by Council following the approval of the 2020-21 budget.
Grant Funding	Employment of Grants Officer to work across the organisation to pursue recurrent funding and strategic capital funding aligned with Council Plan objectives.	Operational	July 2019	Corporate and Community	A Grants and Project Officer has been employed by the organisation and is working on the development of a number of procedures. A number of grant applications have been made that would not have been possible without this resource.
Leadership Success Coaching Program	Each co-ordinator to participate in an evaluation of management skills and knowledge and undertake one-on-one coaching program.	Operational	December 2019	People and Culture	This development program is well underway with most Coordinators completing their first or second coaching session, and some have now completed. Areas of development selected by Coordinators include self-management, time management, managing teams/teamwork, performance management, communication, leadership, managing change and conflict management.
Pulse (Engagement) Survey	Undertake a 'quick snapshot' survey to understand staff level of satisfaction.	Operational	February 2020	People and Culture	A survey was undertaken in December 2019, and the next Pulse Survey will be conducted in late May 2020.
Contractor Management	Continue the training and development of staff skills	Operational	March 2020	People and Culture	A cross-functional review of contractor management processes, including inductions, is scheduled to be initiated by the end of the financial year following the recruitment of a Procurement Officer.

Project Name	Description	Budget 2019/2020	Completion Target Date	Business Unit	Progress Comment Quarter 3
	in relation to Contractor Management, including the rollout of an online induction system for contractors				
Local Government Act	Implement changes (as required) due to the adoption of an updated Local Government Act.	Operational	June 2020	Governance, Risk and Compliance	<p>The <i>Local Government Act 2020</i> (The Act) received Royal Assent as of Tuesday 24 March 2020. The Act will be proclaimed and implemented in 4 stages, delivering 5 key reform themes. Local Government Victoria is working with councils and sector peak organisations to implement the Act. This includes engagement with the sector and communities, including opportunities to co-design some elements of the reforms. The Act will be proclaimed in line with the following timeframes:</p> <p>Stage 1 - 6 April 2020</p> <p>Stage 2 - 1 May 2020</p> <p>Stage 3 - 24 October 2020</p> <p>Stage 4 - 1 July 2021</p>
Governance Software	Purchase, install and implement software to manage and enhance Council's risk and incident management reporting including management of Council delegations	\$10,000	October 2019	Governance, Risk and Compliance	Current software options are being considered, including partnering with other Councils. We expect to procure a solution in mid-2020.

12.8. CORONAVIRUS (COVID-19) COMMUNITY SUPPORT GRANTS PROGRAM DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to consider the awarding of COVID-19 Community Support Grants received for April and early May 2020, and note a number of Quick Response Grants that have been issued.

BACKGROUND

At the 7 April 2020 Councillor Briefing, officers noted that we would launch the Coronavirus (COVID-19) Community Support Grants Program. The program objective is to support and sustain the community during and following the COVID-19 pandemic.

The program opened 23 April and will remain open until 30 June 2020. The overall program budget is \$60,000. These funds have been reallocated from existing programs whose implementation has been impacted by the COVID-19 pandemic.

There are four categories aimed to meet the differing community needs. 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

ISSUE/DISCUSSION

There has been strong interest in the grants support program. A total of twelve applications were received in April and the first week of May for the program. Nine applications were awarded from Category A with a summary provided below, these funds have been/or will be paid to the groups immediately as they are approved by Council Officers. Three applications have been assessed from Category B-D and recommendations are detailed below.

Table 1 – Approved Quick Response Grants (COVID-19 Community Support Grants)

Category	Project Name	Community Group	Description	Grant Amount Awarded
A	Pop Up Kitchen	Daylesford Community Church	Funding for Pop Up Kitchen that serves no cost takeaway soup once per week.	\$1,000
A	Trentham ISO ART	Trentham Easter Art & Craft Show (auspiced by Trentham Neighbourhood Centre)	Online art competition.	\$1,000
A	Community Support	Trentham Lions Club (auspiced by Trentham Neighbourhood Centre)	Supply firewood to those in need.	\$1,000
A	CrossFit Kids	Daylesford CrossFit	Online exercise class for children.	\$1,000
A	#FoodisFree – and in a Fridge	Clunes Neighbourhood House	Fridge to store donated foods.	\$935
A	Genie Training: Making Mistakes Is OK! (working title)	Adica Arts Pty Ltd	Online show for families focused on building resilience.	\$1,000
A	The Driveway Project – Life in Lockdown	Sandy Scheltema Photographer	Documentation of life during this time	\$1,000
A	Covid – 19 Response	Good Grub Club	Purchasing kitchen equipment	\$1,000

Table 2 – COVID-19 Community Support Grants (Category 2-4)

Category	Organisation	Project	Grant Amount Proposed
D	Clunes Neighbourhood House	Open house dinners	\$2,500
D	Trentham Neighbourhood House	Educational support for Year 12 students	\$2,500
D	Good Grub Club	Food Supply	\$2,500

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

2. 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

Council has allocated \$60,000 for the Coronavirus (COVID-19) Community Grants Program. These funds have been reallocated from existing programs whose implementation has been impacted by the COVID-19 pandemic.

RISK IMPLICATIONS

Concern around potential changes in Coronavirus (COVID-19) restrictions were raised by applicants. Officers will continue to promote the program and reassure applicants that the funding is intended for community recovery should restrictions change. Applicants will be asked to document how they will adapt their projects as circumstances change.

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

Due to COVID-19, the state of Victoria currently has social restrictions in place to reduce contact amongst communities and overall infection rates of the virus. Current social distancing restrictions limit groups to no greater than ten people and ensuring a distance of 1.5m is maintained at all times. This has reduced Community Groups ability to interact with each other and conduct business as usual.

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

Council Officers implemented a robust communications plan including print and digital marketing and significant effort in contacting community groups via phone and email.

CONCLUSION

The recommended projects support the objectives of the 2020 Coronavirus COVID-19 Community Grants Program.

OFFICER'S RECOMMENDATION

12.8.1. That Council awards funding from the COVID-19 Community Support Grants Program as follows:

- \$2,500 to the Clunes Neighbourhood House
- \$2,500 to the Trentham Neighbourhood House
- \$2,500 to the Good Grub Club

MOTION

12.8.1. That Council awards funding from the COVID-19 Community Support Grants Program as follows:

- *\$2,500 to the Clunes Neighbourhood House*
- *\$2,500 to the Trentham Neighbourhood House*
- *\$2,500 to the Good Grub Club*

Moved: Cr Fiona Robson

Seconded: Cr Kate Redwood AM

Carried

12.9. PROPOSED SPECIAL CHARGE SCHEME FOR SOLAR SAVERS PROGRAM

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

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

PURPOSE

The purpose of this report is for Council to review, confirm and declare a special charge scheme for the Solar Savers Program.

BACKGROUND

Solar Savers is a program where pensioners and low-income households can have solar photovoltaic (PV) systems installed at their property at no upfront cost. The cost is covered by Council and recovered through a special rates charge on the property.

Since 2018 Council has been participating in the Solar Savers program, which was originally offered at 0% interest on 10-year loan terms. Due to the State Government's Solar Victoria rebates (\$1,888 this year), all households are now expected to be 'cash flow positive' even if repaying over an 8-year loan term. To allow Council to reclaim money sooner and continue to offer the program to more households in future, 8-year loan terms are now the default.

For the 2019/2020 round of Solar Savers, 21 households registered for a solar PV system. At the March 2020 Ordinary Council Meeting, Council gave notice of its intention to declare a special charge for the scheme. In compliance with the Local Government Act (1989), this required public notification and an opportunity for objections to the proposed charge. No formal objections were received within the specified 28-day period.

The special charge can now be legally declared and solar PV installations can commence subject to this declaration.

ISSUE/DISCUSSION

Due to the expansion of Solar Victoria's 'Solar Homes' program, it has not been possible to secure a funding agreement for accessing household rebates as was possible in 2018/2019. Not being able to access a funding agreement adds complexity to the process, as homeowners are now required to provide all eligibility documentation themselves.

Council Officers and the Solar Savers team will work with households to assist them through the rebate process. Powercor grid connection approvals are also outstanding and will be completed after declaration of the special rates charge. These additional steps add complexity and are a common cause of frustration for homeowners. While homeowners will be supported through the process, it should be noted that there is a risk of some participants leaving the

program, even after declaration has occurred. Cancellations are still possible after the special rates charge declaration has occurred, and carry no financial implications for Council.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Sustainable Environment

Key Strategic Action 8.2:

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

Legislative compliance:

The process carried out prior to this declaration has included contacting all impacted residents directly, together with advertising the proposal to the broader community and allowing a twenty-eight (28) day period for formal objections to be lodged. These requirements are outlined in Section 163 of the Local Government Act 1989.

FINANCIAL IMPLICATIONS

Council committed up to \$125,000 in the 2019/2020 budget for the program. The total cost of the installations is \$102,488.52. This is to be repaid by the property owners over a period of eight (8) years at 0% interest.

RISK IMPLICATIONS

The cost is tied to each property and listed on the Land Information Certificate, meaning that it will be reclaimed in the event of property transfer. As participating properties are 'cash flow positive' from the outset, it is not envisaged that these repayments would be unserviceable for homeowners. Other municipalities have traditionally had a default or delayed payment rate of <2% with this program.

Component installation agreements are between the homeowners and the supplier/ installer. Solar components and installation are covered by the warranties of others and Council has no legal requirement under Australian Consumer Law to rectify any deficiencies or faults.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The project aims to reduce greenhouse gas emissions, while improving the financial burden on vulnerable households within the Shire.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

All eligible households have been sent the project details and given opportunity to apply. Participants have had a detailed proposal provided to them and subsequently signed an agreement to proceed. Participants have

also been contacted directly following the March Council Meeting and given the opportunity to comment or object to the special rate charge proposal.

The program has been advertised publicly in The Advocate newspaper and online.

CONCLUSION

The program has been fully subscribed and will have a significant positive impact for participants. Further details of the proposal are provided in the attachment to this report and its appendices.

OFFICER'S RECOMMENDATION

12.9.1. That Council Resolves to declare a Special Charge for the Solar Savers Scheme, allowing the charges to be applied and the solar PV installations to commence.

MOTION

12.9.1. That Council Resolves to declare a Special Charge for the Solar Savers Scheme, allowing the charges to be applied and the solar PV installations to commence.

Moved: Cr Greg May

Seconded: Cr Neil Newitt

Carried

**ATTACHMENT 7 - DECLARATION OF SPECIAL CHARGE SCHEME FOR
SOLAR SAVERS PROGRAM (ISSUED UNDER SEPARATE COVER)**

12.10. TOWARDS ZERO COMMUNITY GRANTS

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

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

PURPOSE

The purpose of this report is for Council to consider the allocation of funding to community projects under the Towards Zero Community Grants program (2019/2020).

BACKGROUND

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

ISSUE/DISCUSSION

The program is normally heavily over-subscribed, however in this round there were fewer applications. Two applications have been received and assessed and recommended within this report. The program will also be re-opened in order to make available remaining funds for eligible projects.

After an assessment of the applications, recommendations for funding include:

Grant applicant	Project	Co-contribution (ex. GST)	Grant funding from Council (ex. GST)
Hepburn Recreation Reserve	Solar photovoltaics and battery system	\$19,500	\$12,500
Daylesford Community Childcare Centre	2 reverse cycle air conditioners and removal of old heaters	-	\$10,747
TOTAL			\$23,274

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Sustainable Environment

Key Strategic Activity:

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

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

FINANCIAL IMPLICATIONS

This program is funded through an ongoing operational allocation which Council has committed to in the 2019/2020 budget. The recommended funding to support these two projects is within the available budget.

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

Applications for 2019/2020 Towards Zero Community Grants have been advertised and two applications received. These have been assessed by Council Officers and recommended for Council approval.

OFFICER'S RECOMMENDATION

12.10.1. That Council resolves to allocate Towards Zero Community Grant funding as follows:

- \$12,500 (ex GST) to Hepburn Recreation Reserve for a Solar photovoltaics and battery system; and
- \$10,747 (ex GST) to Daylesford Community Childcare Centre for 2 reverse cycle air conditioners and removal of old heaters

MOTION

12.10.1. That Council resolves to allocate Towards Zero Community Grant funding as follows:

- *\$12,500 (ex GST) to Hepburn Recreation Reserve for a Solar photovoltaics and battery system; and*
- *\$10,747 (ex GST) to Daylesford Community Childcare Centre for 2 reverse cycle air conditioners and removal of old heaters*

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

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

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

PURPOSE

The purpose of this report is:

- to provide a project update that allows 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 Council resolution of the 18 February 2020.

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

The first part of the program has been delayed somewhat by the requirement to procure the consultant services in accordance with Council's Procurement Policy, however, it is envisaged this time can be made up during the construction period.

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 Stage 1, maintenance works are being completed to ensure the original theatre building is made watertight. The consultants are preparing documents to brief the existing subcontractors so they can continue their work to point where certification can be obtained. Further action is also being taken to respond to the Building Surveyors Form 11 Notice.

In terms of Stage 2, the brief of requirements are being reconfirmed with each stakeholder group to ensure they remain appropriate prior to the recommencement of the design and documentation. The detailed briefs are currently being developed in consultation with representative groups for presentation and endorsement by the PCG. These will then be reconfirmed against the scope endorsed by Council. Any significant variations presented for endorsement will be subject to further consideration by Council.

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. This included the project scope, budget, funding, program and governance structure.

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 scheduled for 21 April 2021.

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.”

The PCG intend for a monthly Project update report to be provided to Council in order to acquit this resolution of Council.

DISCUSSION

As at the end of April the Project Control Group advises that: the project scope remains unchanged at 2,166 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** below).

Table 1 Project Plan Summary

Project Metric	Current Endorsed Metric	Current Forecast Outcome	Current Forecast Variance
Project Scope (Enclosed Area)	2,166 Sqm	2,166 Sqm	NIL Sqm
Project Budget (Estimate Cost)	\$6.390M	\$6.390M	NIL \$M
Project Program (Date for PC)	08/04/21	08/04/21	NIL Weeks

Project Scope

The endorsed project scope remains unchanged with an enclosed area of 2,166 Sqm. (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	1,055	NIL
Library	300	300	NIL
Community Cinema	100	100	NIL
Tenancies 1, 2 & 3	130	130	NIL
Tenancies 4	136	136	NIL
Entry & Amenities	445	445	NIL
<i>Enclosed Area</i>	2,166	2,166	NIL
Carpark	1,344	1,344	NIL
Open Space	120	120	NIL
<i>External Space</i>	1,464	1,464	NIL
Total	3,630	3,630	NIL

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 shall be ameliorated by ensuring that each of the stakeholder groups are consulted to reconfirm their brief of requirements so that their reasonable aspirations can be incorporated into the design as far as possible.

The second risk shall be 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 (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 furniture, fittings and equipment (FFE) and Information & Communication Technology (ICT) are within the high level estimates.

The largest budget risk is that 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 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 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 or the second stage of works commencing.

Project Program

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

There has been some delay in the program associated with the requirement to reengage the existing consultants on a competitively 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 for release 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 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 by the PCG.

The second risk shall be ameliorated by ensuring that the tender assessment process is prioritised 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.

Works over the next month or so will 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.
- Functional briefs to be confirmed with stakeholder groups and endorsed by PCG provided within Council's endorsed project scope.
- Preparation of schematic designs, based on the function brief, for endorsement by the PCG.
- Preparation of documents for a building tender for the Stage 2 works.
- Obtain endorsement of Planning and Building documents in alignment with the permits.
- Outstanding contractual commitments from the earlier works to be settled and finalised prior to the Stage 2 works commencing.

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 December 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 through these reports at Council meeting.

RISK IMPLICATIONS

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 at the 18 February 2020 meeting to recommence the project.

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.

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

12.11.1. That Council note the report and the variance to the program

MOTION

12.11.1. *That Council note the report and the variance to the program.*

Moved: Cr Kate Redwood AM

Seconded: Cr Greg May

Carried

12.12. CALLING OF A SPECIAL MEETING OF COUNCIL POLICY 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 present to Council a policy outlining the process to call a Special Meeting of Council while governance rules are developed in line with the *Local Government Act 2020* implementation.

BACKGROUND

The *Local Government Act 2020* was given Royal Assent on 24 March 2020 and replaces the former *Local Government Act 1989*. However, there will be a progressive introduction of provisions contained in the 2020 Act which progressively repeal the provisions contained in the *Local Government Act 1989*.

The new *Local Government Act 2020* has been developed through and extensive consultation process and aims to revitalise local democracy, boost council innovation and efficiency and establish a clear, simple and accessible act. The 1989 Act and regulations prescribed many details about how councils could make decisions, public consultation processes, notices of meetings, meeting rules and the information made available to the public, amongst many other things. Over time it became apparent this level of prescription was unnecessary for modern councils, it impedes a council's ability to manage their affairs in a responsible and organised way that meets the particular needs of the community and limits their ability to innovate and improve engagement with communities.

A number of provisions contained in the *Local Government Act 2020* are now in force. They are the first of nearly 400 provisions which will progressively come into operation over the course of the next couple of years.

One of the provisions in the 1989 Act that disappeared on 1 May 2020 will be section 84 – a provision setting out how a Special Meeting of a Council is to be called. As Hepburn Shire Council does not reference the calling of a Special Council Meeting in *Local Law no. 1 Meeting Procedure 2014*, it has relied on the provisions in the 1989 Act when needing to call a Special Meeting of Council.

ISSUE/DISCUSSION

Local Government Victoria have a plan in place to consult extensively across the sector and co-design a set of governance rules specific to each council, which will complement the new act. The new governance rules are required to be in place by 1 September 2020 and will also require a community engagement process prior to implementation.

Until such time as the new governance rules are in place, there will not be a mechanism to call a Special Meeting of Council other than by resolution of Council. This will inhibit Council's ability to respond to significant events that have historically required the calling of a council meeting between the scheduled meetings.

The Calling of a Special Meeting of Council Policy has been drafted to continue the previous arrangements that were included in the *Local Government Act 1989* until the new governance rules are in place.

The policy stipulates

- (1) The Mayor or at least 3 Councillors may by a written notice call a special meeting of the Council.
- (2) A Council may by a resolution call a special meeting of the Council.
- (3) The notice must specify the date and time of the special meeting and the business to be transacted
- (4) The Chief Executive Officer must call the special meeting as specified in the notice or resolution.
- (5) Unless all Councillors are present and unanimously agree to deal with another matter, only the business specified in the notice or resolution is to be transacted.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report

RISK IMPLICATIONS

As the mechanism to call a Special Meeting of Council is removed from the *Local Government Act 2020*, there is a risk associated with council not being able to respond to any urgent matters that may arise. Issues such as the response to COVID-19 has demonstrated councils need to be agile and flexible in how it manages its business, especially urgent unplanned matters that may arise from time to time.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

This policy will remain in place until the new governance rules have been developed and implemented. Prior to implementation, the draft governance rules will be subject to an extensive community and stakeholder engagement process.

CONCLUSION

With the implementation of the new *Local Government Act 2020*, the mechanism to call a Special Meeting of Council ceased as of 1 May 2020. Local Government Victoria have a plan in place to consult extensively across the sector and co-design a set of governance rules specific to each council, which will complement the new Act. The new governance rules will support the 2020 Act, and will outline processes such as the calling of a Special Meeting of Council.

The Calling of a Special Meeting of Council Policy has been developed to ensure that Council has a mechanism in place to call a meeting outside of the scheduled ordinary meetings of council, should it need to respond to urgent matters as they arise.

OFFICER'S RECOMMENDATION

12.12.1. That Council adopts the Calling of a Special Meeting of Council Policy.

MOTION

12.12.1. That Council adopts the Calling of a Special Meeting of Council Policy.

Moved: Cr Fiona Robson

Seconded: Cr Don Henderson

Carried

ATTACHMENT 8 - CALLING OF SPECIAL COUNCIL MEETING POLICY

▶ Calling of a Special Council Meeting Policy

POLICY NUMBER: 82 (C)

NAME OF POLICY: Calling of a Special Council Meeting Policy

DATE OF NEXT REVIEW: Revoked when Hepburn Shire Council Governance Rules
adopted

DATE APPROVED: Xx xxxx 2020

RESPONSIBLE OFFICER: Manager Governance and Risk

REFERENCES: Meeting Procedure Local Law # 1
Local Government Act 1989 – Section 84
Local Government Act 2020

DRAFT

▶ Calling of a Special Council Meeting Policy

INTRODUCTION

The purpose of this Policy is to provide a mechanism to facilitate the good governance of Council to allow for a process for Special Meeting of Hepburn Shire Council to be called.

The *Local Government Act 2020* was given Royal Assent on 24 March 2020 and replaces the former *Local Government Act 1989*. However, there will be a progressive introduction of provisions contained in the 2020 Act which progressively repeal the provisions contained in the *Local Government Act 1989*.

A number of provisions contained in the *Local Government Act 2020* are now in force. They are the first of nearly 400 provisions which will progressively come into operation over the course of the next couple of years.

One of the provisions in the *Local Government Act 1989* to disappear on 1 May 2020 will be section 84 – a provision setting out how a Special Meeting of a Council is to be called. As Hepburn Shire Council does not reference the calling of a Special Council Meeting in *Local Law 1 Meeting Procedure 2014*, it has relied on the provisions in the previous Act when needing to call a Special Meeting of Council.

Local Government Victoria have a plan in place to consult extensively across the sector and co-design a set of governance rules specific to each council, which will complement the *Local Government Act 2020*. The new governance rules are required to be in place by 1 September 2020 and will also require a community engagement process prior to implementation.

Until such time as the new governance rules are in place, there will not be a mechanism to call a Special Meeting of Council other than by resolution of Council. This will inhibit Council's ability to respond to significant events that have historically required the calling of a council meeting between the scheduled meetings.

As such, this policy will provide the process to continue the previous arrangements that were included in the *Local Government Act 1989* until the new governance rules are in place.

▶ Calling of a Special Council Meeting Policy

SCOPE

This policy applies to all Hepburn Shire Council employees and Councillors.

POLICY

The process that Council will follow should the requirement of the calling of Special Council Meeting to take place is as follows:

- (1) The Mayor, or at least 3 Councillors may by a written notice call a special meeting of the Council.
- (2) A Council may by a resolution call a special meeting of the Council.
- (3) The notice must specify the date and time of the special meeting and the business to be transacted
- (4) The Chief Executive Officer must call the special meeting as specified in the notice or resolution.
- (5) Unless all Councillors are present and unanimously agree to deal with another matter, only the business specified in the notice or resolution is to be transacted.

The Chief Executive Officer is required to act consistently with this policy when exercising the delegated power to convene a Special Council Meeting of Council.

The Special Council Meetings will operate pursuant to Hepburn Shire Council's Meeting Procedure Local Law # 1.

The Chief Executive Officer will give, where practicable, reasonable notice of the date, time and location of a Special Council meeting of any Special Council Meeting that has been called via Council's website, customer service centers/municipal offices, libraries, and in newspapers generally circulating in the municipal district.

▶ Calling of a Special Council Meeting Policy

DEFINITIONS

The following terms are referred to in the policy.

Term	Definition
Council	Hepburn Shire Council
Council Staff	Includes permanent and temporary full-time and part-time council employees, and contractors and consultants while engaged by Council.
Special Council Meeting	A meeting that has been called between the scheduled Ordinary Council Meetings. A Special Council Meeting carries the definition as defined in section 84 of the <i>Local Government Act 1989</i> .
The Chief Executive Officer	The Chief Executive Officer (CEO) of Hepburn Shire Council

FURTHER INFORMATION

Any enquiries about the Calling of a Special Council Meeting Policy should be directed to Council's Manager Governance and Risk T: 03 5321 6413 or via e: shire@hepburn.vic.gov.au

IMPLEMENTATION

This Policy will be disseminated to all Councillors of the Hepburn Shire Council as soon as adopted by Council.

The Policy will be available on Council's website and Council's Intranet. Where practicable, a copy of the Policy will be made available at Council's municipal offices.

REVIEW

The Policy will be revoked and replaced by the Hepburn Shire Council Governance Rules as defined under the *Local Government Act 2020* when they are adopted by Council or sooner if required by legislation or organisational changes.

Prior to implementation of the Governance Rules the the draft governance rules will be subject to an extensive community and stakeholder engagement process.

12.13. VARIATIONS TO CONSTRUCTION CONTRACTS

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 seek approval:

1. For a variation and expansion of scope of Contracts HEPBU.RFT2019.179 Reconstruction of Back Glenlyon Road Coomoora to partially allocate unspent funds of the Fixing Country Roads Program.
2. To amend the awarded sum of Contract HEPBU.RFT2019.179 Reconstruction of Back Glenlyon Road Coomoora to include GST, which was incorrectly omitted from the contract stated in the Council resolution of February 2020.

BACKGROUND

Council received \$1.5m funding through the Round 2, State Government's Fixing Country Roads (FCR) program this financial year and Council contributed approximately \$750,000 to these projects. Through competitive tender rates and positive variations across the five (5) Fixing County Roads projects, Council are fortunate to have delivered budget savings from these projects in the order of \$286,000 (Ex GST).

Correspondence with Regional Roads Victoria (the administrators of the program), have concluded a preference for Council to expend all the program funds rather than reduce Council's grant funding claim this financial year. Bring projects forward and increasing the scope of existing Fixing Country Road's projects is the preferred option.

Approval is also sought for a contract variation to rectify a clerical error in the contract value as awarded at the February 2020 Ordinary Council meeting.

Contract HEPBU.RFT2019.179 Reconstruction of Back Glenlyon Road, Coomoora was awarded "inclusive of GST" when the value stated should have been "exclusive of GST".

ISSUE/DISCUSSION

Council Officers have identified one (01) contract that is currently under construction, where an expansion of the scope of works can be achieved to take advantage of the savings secured.

Consideration is also being given to works in Angus Street, Clunes to complement existing contract works underway in School Road as part of the Fixing Country Roads Program.

These expansions are projects currently in Council's 5-year Capital Works Plan and this provides an opportunity to construct these projects ahead of schedule.

Angus Street/School Road Community Liveability project

The works in Angus Street, Clunes include constructing a compliant concrete footpath, kerb & channel, associated drainage and other pedestrian safety measures along Angus Street from the intersection of School Road to the Bull Millgate Recreation Reserve entrance opposite Ligar Street. This footpath segment has been identified in both, Council's footpath renewal program and has been raised as a concern of the Disability Advisory Committee (DAC) due to the excessive longitudinal gradient. The construction costs associated with these works are estimated to be in the order of \$225,000 (Ex GST) and will require a separate procurement process.

Contract HEPBU.RFT2019.179 Reconstruction of Back Glenlyon Road

The scope expansion includes the upgrade to the intersection of Woolnoughs Road and Back Glenlyon Road, Coomoora. This intersection has been identified through Council's road safety program analysis and numerous customer service request to have safety issues which these proposed works will address. The construction costs associated with these works are \$61,000 (Ex GST).

Further to the scope expansion proposals above, approval is sought to correct the stated value of Contract HEPBU.RFT2019.179 Reconstruction of Back Glenlyon Road, Coomoora to include the GST component. This contract was awarded at the February 2020 Ordinary Council Meeting with the officer recommendation and the resulting Council resolution stating a contract total of \$478,801.60 Inc GST. All supporting documentation quoted the correct figure of \$478,801.30 Ex GST.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2020

Strategic Objective – High Performing Organisation

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

The expansion of scope will be funded through savings on existing projects within the Fixing Country Roads Program approved in Council's 2019/2020 infrastructure program and endorsed by Regional Roads Victoria as the funding agency.

RISK IMPLICATIONS

Council is at risk of not receiving the full allocation of the Round 2, Fixing Country Roads funding if these funds are not expended by June 30, 2020 due to the savings achieved in delivering the nominated projects. Council is continuing to work with the Regional Roads Victoria to minimise / eliminate this risk.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

There are no foreseen negative environmental/social/economic implications for the expansion of works.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

No additional stakeholder engagement is required and has not been undertaken.

CONCLUSION

Council have an opportunity to deliver additional works within the 2019/2020 infrastructure program that are within existing approved budgets and funding agreements.

OFFICER'S RECOMMENDATION

That Council:

12.13.1. Confirms the awarding of Contract HEPBU.RFT2019.179 Reconstruction of Back Glenlyon Road, Coomoora to Avar Civil Pty Ltd with an adjusted contract value of \$478,801.60 ex GST which is a correction of \$43,527.42 in the original Council resolution.

12.13.2. Approves a variation to Contract HEPBU.RFT2019.179 Reconstruction of Back Glenlyon Road, Coomoora of \$61,000 ex GST for works at the intersection of Woolnoughs Road and Back Glenlyon Road.

MOTION

That Council:

12.13.1. Confirms the awarding of Contract HEPBU.RFT2019.179 Reconstruction of Back Glenlyon Road, Coomoora to Avar Civil Pty Ltd with an adjusted contract value of \$478,801.60 ex GST which is a correction of \$43,527.42 in the original Council resolution.

12.13.2. Approves a variation to Contract HEPBU.RFT2019.179 Reconstruction of Back Glenlyon Road, Coomoora of \$61,000 ex GST for works at the intersection of Woolnoughs Road and Back Glenlyon Road.

Moved: Cr Neil Newitt

Seconded: Cr Fiona Robson

Carried

12.14. POSTPONEMENT OF 21 APRIL 2020 ORDINARY COUNCIL MEETING 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 21 April 2020 Ordinary Council Meeting was postponed.

BACKGROUND

In line with the *Local Law no. 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 postpone the Ordinary Council Meeting scheduled for 21 April 2020 to protect the health and wellbeing of the community, Councillors and Officers. All relevant items that were scheduled for the April Council Meeting have been carried over to the May Ordinary Council Meeting, or decided under appropriate delegation.

During March 2020 a State of Emergency was declared in Victoria to continue the measures designed to 'flatten the curve' of coronavirus (COVID-19) and give our health system the best chance of managing the virus.

To combat the spread of coronavirus, the Victorian Government has put a range of measures in place, including severely restricting public gatherings and non-essential business activity across the state, in line with the directions from the Deputy Chief Health Officer (Communicable Diseases).

At the time of preparing for the April Council Meeting, there were no provisions in the *Local Government Act 1989* or the *Local Government Act 2020*, which was given Royal Assent on 24 March 2020, that provide for Councillors to use modern technology to make formal decisions during a Council Meeting. At the time of the April Meeting, Councillors were required to be physically present to partake in a Council Meeting and allow the community to participate in the meeting should they wish, in accordance with *Local Law no. 1 Meeting Procedure 2014*.

Councils across Victoria are advocated to the State Government to review the *Local Government Act 2020* relating to the requirement for a Councillor to be physically present while the current State of Emergency is in place. A recall of State Parliament was held on 23 April 2020 where the relevant change was made to the legislation that has allowed flexibility for Councils to safely hold meetings during the State of Emergency.

Stage 3 Restrictions were implemented by the State Government and came into effect 30 March 2020. Based on the advice of Australian Health Protection Principal Committee (AHPPC), all gatherings became restricted to no more than 2 people except for members of a household and for work or education purposes. Other restrictions that impact the ability to safely hold a council meeting include the need to try to minimise, or eliminate if possible, physical interactions with others and the practicing of physical distancing by keeping at least 1.5 metres away from others.

Victorians have been strongly urged to stay at home where possible, only leaving the house for one of the following reasons

- shopping for what you need - food and essential supplies
- medical, care or compassionate needs
- exercise in compliance with the public gathering requirements
- work and study if you can't work or learn remote

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 postpone the Ordinary Council Meeting scheduled for 21 April 2020 was made to limit the risks of spreading the coronavirus, and protecting the health and wellbeing of the community, Councillors and Officers.

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 postpone the 21 April 2020 Ordinary Council Meeting via the Council website and Facebook on 14 April 2020.

CONCLUSION

In line with the *Local Law no. 1 Meeting Procedure 2014*, this report formally notifies the Council as to the reason why the Ordinary Council Meeting scheduled for 21 April did not take place. In line with the Stage 3 Restrictions which have been implemented by the Victorian State Government to endeavour to limit the impact on the health system of the coronavirus, the April Council Meeting was postponed and subsequently cancelled. This action was undertaken to limit the risks associated with the virus to the community, Councillors and Officers.

OFFICER'S RECOMMENDATION

12.14.1. That Council notes the report outlining why the Ordinary Council Meeting scheduled for 21 April 2020 was postponed and note that all relevant matters that were to be considered at that meeting have been moved to the 19 May 2020 Ordinary Council Meeting.

MOTION

12.14.1. That Council notes the report outlining why the Ordinary Council Meeting scheduled for 21 April 2020 was postponed and note that all relevant matters that were to be considered at that meeting have been moved to the 19 May 2020 Ordinary Council Meeting.

Moved: Cr Kate Redwood AM

Seconded: Cr Don Henderson

Carried

12.15. 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	Committee Name	Location
15 October 2019	Pre-Council Meeting Briefing	Glenlyon Shire Hall
10 December 2019	Councillor Briefing	Council Chamber, Daylesford
16 December 2019	Post-Council Meeting Briefing	Council Chamber, Daylesford
17 December 2019	Pre-Council Meeting Briefing	Doug Lindsay Recreation Reserve
17 December 2019	Councillor/CEO Meeting	Doug Lindsay Recreation Reserve
18 February 2020	Councillor/CEO Meeting	Council Chamber, Daylesford
17 March 2020	Pre-Council Meeting Briefing	Council Chamber, Daylesford
7 April 2020	Councillor Briefing	Video Conference

14 April 2020	Councillor Briefing	Video Conference
5 May 2020	Councillor Briefing	Video Conference
12 May 2020	Councillor Briefing	Video Conference

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

The *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

12.15.1. That Council receives and notes the Records of Assemblies of Councillors.

MOTION

12.15.1. That Council receives and notes the Records of Assemblies of Councillors.

Moved: Cr Greg May

Seconded: Cr Don Henderson

Carried

ATTACHMENT 9 - 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: Pre-Council Meeting Briefing

Date: Tuesday, 15 October 2019

Time: 3:30pm – 5:00pm

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

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 |
| <input checked="" type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | Development and Community Safety (Alison |
| <input checked="" type="checkbox"/> Director Infrastructure & Development
Services Bruce Lucas | Blackett), Manager Community and Economic
Development (Andrew Burgess), Manager
Environment and Waste (David Watson) |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered: Tuesday, 15 October 2019 Agenda of Council Meeting
 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 & Development
Services Bruce Lucas | |

Signature: 

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

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor Briefing
Date: Tuesday, 10 December 2019
Time: 9:00am – 5.00pm

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

Councillors present:

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

Members of Council Staff present:

- | | |
|---|---|
| <input checked="" type="checkbox"/> CEO Evan King | <input checked="" type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> Director Infrastructure and Development
Services Bruce Lucas | Manager Financial Services – Danielle How,
Manager Community and Economic
Development – Andrew Burgess,
Coordinator Economic Development –
Rebecca Pedretti, Events Officer – Bridgette
O’Brien, Coordinator Panning – Nathan
Aikman, Governance Officer – Rebecca
Smith |
| <input checked="" type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Cr Neil Newitt	4.26pm to 4.36pm

Matters Considered: Tuesday, 10 December 2019 **Agenda Attached**

Matters Councillors not present

Councillor Name	Item

Name and title of Officer responsible for this written record:

- | | |
|---|--|
| <input type="checkbox"/> CEO Evan King | <input type="checkbox"/> Director Infrastructure & Development
Services Bruce Lucas |
| <input checked="" type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | <input type="checkbox"/> Other, please specify: |

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

RECORD OF ASSEMBLY OF COUNCILLORS

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

Signature:  _____

Tuesday 10 December 2019
Council Chamber, Daylesford Town Hall
9:00 am – 5:00 pm

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	Report	2020/2021 Draft Four Year Capital Works Budget	Manager Financial Services	3
	10:45am		Break		
2.	11:00am	External Presentation	Community Housing	Community Housing (Vic) Limited (CHVL)	4

No	Time	Type	Agenda Item	Presenter	Page No
3.	11:45am	Discussion	Community Housing - Councillor Discussion	Councillors	10
4.	11:50am	Report	Visit Victoria Event Funding	Events Officer	11
5.	12:20pm	Discussion	Visit Victoria Event Funding – Councillor Discussion	Councillors	16
	12:30pm		Lunch		
6.	1:00pm	Presentation	Planning Scheme Review	Plan2Place	17
	3:00pm		Break		
	3:15pm	Presentation	Planning Scheme Review cont.	Plan2Place	17
7.	4:00pm	Discussion	Planning Scheme Review – Councillor Discussion	Councillors	18
8.	4:10pm	Report	Australia Day Award 2020 Nominees	Coordinator Governance and Information	19
9.	4:25pm	Discussion	Local Government Performance Reporting Framework	Director Community and Corporate Services	34
10.	4:40pm	Report	Policy Reviews - Procurement Policy	Director Community and Corporate Services	50
	5:00pm		CLOSE OF MEETING		

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Post Council Meeting Briefing
Date: Monday, 16 December 2019
Time: 7:30pm – 9:10pm

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

Councillors present:

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

Members of Council Staff present:

- | | |
|---|---|
| <input checked="" type="checkbox"/> CEO Evan King | <input type="checkbox"/> Other, please specify: Coordinator |
| <input checked="" type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | Community Safety – David George, Manager |
| <input checked="" type="checkbox"/> Director Infrastructure & Development
Services Bruce Lucas | Governance and Risk – Tracy Spiteri, Local Laws
Officer – Peter Ford |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered: Monday, 16 December 2019
 Law No. 2

Agenda of Council Meeting – Local

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 & Development
Services Bruce Lucas | |

Signature: *BL*

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

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Pre-Council Meeting Briefing

Date: Tuesday, 17 December 2019

Time: 3:30pm – 5:00pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) Doug Lindsay Recreation Reserve

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: Acting Manager |
| <input checked="" type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | Development and Community Safety – Melissa Phillips, Coordinator Planning – Nathan Aikman |
| <input checked="" type="checkbox"/> Director Infrastructure & Development
Services Bruce Lucas | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered: Tuesday, 17 December 2019

Agenda of Council Meeting

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 & Development
Services Bruce Lucas | |

Signature: *BL*

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

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor/CEO Meeting
Date: 17 December 2019
Time: 2:00 – 3:30pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other – Doug Lindsay Recreation Reserve

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 | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Director Infrastructure & Development Services - Bruce Lucas | |
| <input type="checkbox"/> Director Community & Corporate Services - Bradley Thomas | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|---|---|
| <input checked="" type="checkbox"/> CEO Evan King | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Director Infrastructure & Development Services - Bruce Lucas | |
| <input type="checkbox"/> Director Community & Corporate Services – Bradley Thomas | |

Signature :

Evan K.

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

COUNCILLOR & CEO MEETING

Tuesday 17 December 2019

Doug Lindsay Recreation Reserve

2:00 - 3:30PM

PRESENT: Councillors Licia Kokocinski, John Cottrell, Don Henderson, Kate Redwood AM, Neil Newitt, Greg May, Fiona Robson, CEO Evan King

CHAIR: Mayor Licia Kokocinski

APOLOGIES:

No.	Time	Agenda Item	Presenter
1.	2:00pm	Relevant items for discussion following Councillor only time.	Mayor Licia Kokocinski
2.		Discussion regarding Local Laws Two – timing and process.	Cr Kate Redwood AM & Cr Fiona Robson
3.		Policy on Affordable Housing.	Cr Kate Redwood AM
4.		Request from community members to be more involved with council by sharing knowledge, resources and networks.	Cr Fiona Robson
5.		Ensuring a safe workplace.	Cr Fiona Robson

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: 18 February 2020
 Time: 2:00 – 3:30pm

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

Councillors present:

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

Members of Council Staff present:

<input checked="" type="checkbox"/> CEO - Evan King	<input type="checkbox"/> Other, please specify:
<input type="checkbox"/> Director Infrastructure & Development Services - Bruce Lucas	
<input type="checkbox"/> Director Community & Corporate Services - Bradley Thomas	

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

<input checked="" type="checkbox"/> CEO Evan King	<input type="checkbox"/> Other, please specify:
<input type="checkbox"/> Director Infrastructure & Development Services - Bruce Lucas	
<input type="checkbox"/> Director Community & Corporate Services – Bradley Thomas	

Signature:



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

COUNCILLOR & CEO MEETING

Tuesday 18 February 2020

Council Chambers, 76 Vincent Street, Daylesford

2:00 - 3:30PM

PRESENT: Councillors Licia Kokocinski, John Cottrell, Don Henderson, Kate Redwood AM, Neil Newitt, Greg May, Fiona Robson, CEO Evan King

CHAIR: Mayor Licia Kokocinski

APOLOGIES: N/A

No.	Time	Agenda Item	Presenter
1.	2:00pm	Relevant items for discussion following Councillor only time.	Mayor Licia Kokocinski
2.		Plans for Council issues management	Cr Kate Redwood AM
3.		Planning Scheme Review – progress and timelines	Cr Kate Redwood AM
4.		Implementing LL2: what is the strategy for us to 'work closely with the community on policies associated with the Local Law'? We have publicly communicated that we are 'keen' to do this. I would like to see it planned, organised, done and communicated well as soon as practicable.	Cr Fiona Robson

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: 17 March 2020
 Time: 9am – 5pm

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

Councillors present:

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

Members of Council Staff present:

- | | |
|--|--|
| <input checked="" type="checkbox"/> CEO Evan King | <input checked="" type="checkbox"/> Director Infrastructure and Development Services Bruce Lucas |
| <input checked="" 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:

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: 7 April 2020
 Time: 9:00am – 4:15pm

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 | Manager Development and Community Safety – |
| <input checked="" type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | Bronwyn Southee, Arts, Culture and |
| <input checked="" type="checkbox"/> Director Infrastructure and Development
Services Bruce Lucas | Reconciliation Officer – Donna Spiller, Manager |
| <input checked="" type="checkbox"/> Other, please specify: Manager Major
Projects – Ben Grounds, Project Officer – Alison
Breech, Planning Consultant – Alison Blackett, | Community and Economic Development –
Andrew Burgess, Manager Financial Services –
Danielle How |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Cr May	Left the meeting at 3.12pm and returned at 3.14pm
Cr Redwood	Left the meeting at 3.29pm & returned at 3.33pm
Cr Henderson	Left the meeting at 3.11pm & returned at 3.14pm

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"/> Director Infrastructure and Development |
| <input checked="" type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | Services Bruce Lucas |
| | <input type="checkbox"/> Other, please specify: |

DOC/18/28797

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

RECORD OF ASSEMBLY OF COUNCILLORS

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

Signature:  _____

Tuesday 7 April 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	Discussion	CEO Quarterly Performance Review	Mayor	3
2.	10:00am	Report	Creswick Trails Project Update	Manager Major Projects	4
	10:30am		Break		
3.	10:45am	Discussion	Options for a Planning Committee	Manager Development	10

				and Community Safety	
4.	11:45am	Presentation	Progress Report 1 – Hepburn Planning Scheme Review	Manager Development and Community Safety	16
	12.45pm		Lunch		
5.	1:15pm	Report	Draft Shire of Hepburn Heritage Strategy 2020-2030	Manager Development and Community Safety	19
6.	2:00pm	Report	Reconciliation Action Plan – Progress Report 2020	Manager Community and Economic Development	50
7.	2:30pm	Report	Aboriginal Graphic Design	Manager Community and Economic Development	68
8.	2:45pm	Discussion	Advisory Committee Minutes	Director Community and Corporate Services	71
	3:00pm		Break		
9.	3:15pm	Report	Draft Budget 2020/2021	Manager Financial Services	86
10.	4:00pm	Discussion	Executive Issues Update	CEO	88
11.	4:15pm	Discussion	External Committees Update	CEO	89
12.	4:30pm	Discussion	Councillor 'Burning Issues' Discussion	CEO	90
	4:45pm		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: 14 April 2020
 Time: 9:00am – 2:30pm

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 | <input checked="" type="checkbox"/> Other, please specify: Manager Financial Services – Danielle How, Manager Community and Economic Development – Andrew Burgess, Acting Coordinator Community Partnerships – Inga Hamilton |
| <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
Cr Kate Redwood	12.26pm / 12.45pm

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: 

Tuesday 14 April 2020
 Online via video conference
 9:00 am – 2:30 pm

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: Cr Kate Redwood AM

No	Time	Type	Agenda Item	Presenter	Page No
1.	9:00am	Deputation	Safe Places – Affordable Community Housing	Mr David Hall, Ms Mary-Faeth Chenery, Mr Andrew Robinson	3
2.	10:00am	Presentation	Draft Proposed Budget 2020/2021	Manager Financial Services	18

	10:30am	Break			
3.	10:45am	Report	Draft Trentham Community Plan	Acting Coordinator Community Partnerships	19
4.	11:30am	Report	Draft Trentham Community Plan Presentation by THE FORUM	Acting Coordinator Community Partnerships and Ms Helen Macdonald	26
5.	12:15pm	Report	Community Grants Program 2019/2020	Acting Coordinator Community Partnerships	48
	12.45pm	Lunch			
6.	1:15pm	Report	Community Resilience and Recovery Grant Program	Acting Coordinator Community Partnerships	53
7.	1:45pm	Report	Council Plan 2017-2021 - Update	Director Community and Corporate Services	63
	2:30pm	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: 5 May 2020
 Time: 9:00am – 4:00pm

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 | Pedretti, Events Officer – Bridgette O’Brien, |
| <input checked="" type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | Coordinator Customer Experience – Sally-Anne
Boyle, Manager Environment and Waste – David
Watson, Sustainability Officer – Dominic Murphy, |
| <input checked="" type="checkbox"/> Director Infrastructure and Development
Services Bruce Lucas | Manager Development and Community Safety –
Bronwyn Southee, Senior Planning Consultant –
Alison Blackett, Manager Governance and Risk –
Krysten Forte |
| <input checked="" type="checkbox"/> Other, please specify: Manager Community
and Economic Development – Andrew Burgess,
Coordinator Economic Development – Rebecca | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Nil	

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:  _____

Tuesday 5 May 2020
 Online via video conference
 9:00am – 3:00pm

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	Report	Hepburn Shire Events Update - May 2020	Manager Community and Economic Development, Coordinator Economic	5

No	Time	Type	Agenda Item	Presenter	Page No
				Development and Events Officer	
3.	10:15am	Report	Library Service Level Agreement – Ministerial Exemption Request	Manager Community and Economic Development and Coordinator Customer Experience	12
	10:45am		Break		
4.	11:00am	Report	WestVIC Transmission Line Upgrades	Manager Environment and Waste, Manager Development and Community Safety, Sustainability Officer, Communications Officer, Danielle Rant – AusNet Services	32
5.	12:00pm	Report	Towards Zero Community Grants	Sustainability Officer	35
6.	12:15pm	Report	Heritage Protection for the Old Hepburn Hotel – 236 Main Road Hepburn	Manager Development and Community Safety, Senior Planning Consultant	37
	12.45pm		Lunch		
7.	1:15pm	Report	Review of the Lake House Boundary	Director Infrastructure and Community Services	51

No	Time	Type	Agenda Item	Presenter	Page No
8.	1:45pm	Report	Recommendations from Audit and Risk Advisory Committee to Council	Manager Governance and Risk	58
9.	2:00pm	Report	Calling of a Special Council Meeting Council Policy	Manager Governance and Risk	63
10.	2:15pm	Discussion	Executive Issues Update	CEO	71
11.	2:30pm	Discussion	External Committees Update	CEO	72
12.	2:45pm	Discussion	Councillor 'Burning Issues' Discussion	CEO	73
	3:00pm		CLOSE OF MEETING		

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor Briefing
 Date: 12 May 2020
 Time: 9:00am – 10:45am

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 | <input checked="" type="checkbox"/> Other, please specify: Manager Governance and Risk – Krysten Forte, Manager Financial Services – Danielle How, Manager ICT – Chris Whyte. |
| <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
Nil	

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: 

Tuesday 12 May 2020
 Virtual meeting via Zoom
 9:00am – 11:45am

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	Discussion	Council Meeting Process	Manager Governance and Risk	5
3.	10:00am	Report	Annual Plan 2019/2020 – Quarter 3 Progress Report	Director Community and Corporate Services	6
	10:30am		Break		

4.	10:45am	Report	Financial Report as at 31 March 2020	Manager Financial Services	17
5.	11:15am	Reports	Draft Proposed Budget 2020/2021	Manager Financial Services	37
	11:45am	CLOSE OF MEETING			

13. COUNCIL SPECIAL COMMITTEES (SECTION 86)

13.1. MINUTES OF SPECIAL COMMITTEES (SECTION 86) 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 note the minutes and recommendations from Council's Special Committees (Section 86).

BACKGROUND

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

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.

ISSUE/DISCUSSION

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

- Creswick Museum Special Committee of Council – 3 February 2020
- Lee Medlyn Home of Bottles Special Committee of Council – 17 February 2020
- Creswick Museum Special Committee of Council – 2 March 2020
- Lee Medlyn Home of Bottles Special Committee of Council – 23 March 2020

These minutes have been provided to Councillors under separate cover.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes and reports have been provided for noting.

OFFICER'S RECOMMENDATION

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

- Creswick Museum Special Committee of Council – meeting held 3 February 2020
- Lee Medlyn Home of Bottles Special Committee of Council – meeting held 17 February 2020
- Creswick Museum Special Committee of Council – meeting held 2 March 2020
- Lee Medlyn Home of Bottles Special Committee of Council – meeting held 23 March 2020

MOTION

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

- *Creswick Museum Special Committee of Council – meeting held 3 February 2020*
- *Lee Medlyn Home of Bottles Special Committee of Council – meeting held 17 February 2020*
- *Creswick Museum Special Committee of Council – meeting held 2 March 2020*
- *Lee Medlyn Home of Bottles Special Committee of Council – meeting held 23 March 2020*

Moved: Cr Don Henderson

Seconded: Cr Greg May

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 last meeting of the Audit and Risk Advisory Committee held on 24 February 2020.

BACKGROUND

At the quarterly meeting of the Audit and Risk Advisory Committee held on 24 February 2020, the Committee passed a number of resolutions for consideration by the Council.

ISSUE/DISCUSSION

On 24 February 2020, the Committee held their quarterly meeting and passed the following resolutions for Council consideration:

6.1.1. That the Minutes of the Audit and Risk Advisory Committee held on 24 February 2020 (as previously circulated to committee members under separate cover) be confirmed.

8.6.1 That the Audit and Risk Advisory Committee notes the risk update for February 2020, including a verbal update on both the increase in Freedom of Information (FOI) requests for 2019-2020 and the Glenlyon Recreation Reserve.

8.3.1 That the report be noted for information and noted that Council approved at the February Council Meeting.

8.9.1 That the report on the progress on the Trentham Community Hub be noted for information.

8.10.1 That the reports on the three projects being the Hepburn Hub at The Rex, the Trentham Community Hub, and Creswick Trails be noted for information.

That the Audit Risk and Advisory Committee:

9.1.1 Receives and reviews the final report provided on the Review of Privacy Management.

9.1.2 notes the scope of the review of project management (with specific focus on Hepburn Hub).

9.1.3 Request that a report be provided to the Audit and Risk Committee

at the earliest opportunity and a subsequent out of session committee meeting to be convened with a report detailing the project management and project controls from the Project Management Internal Audit.

10.1.1 That the Audit and Risk Advisory Committee notes the Victorian Auditor-General's Office Audit Strategy for year ending 30 June 2020.

11.1.1 That Committee receives and notes the financial report for the six months from 1 July 2019 to 31 December 2019.

11.2.1 That Committee notes the adopted mid-year budget adjustments for the financial year 2019/20.

11.3.1 That the Audit and Risk Advisory Committee notes the update on Council's Project Reports as at December 2019.

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 and notes the draft minutes of the Audit and Risk Advisory Committee (ARAC) Meeting of 24 February 2020; and

14.1.2. Notes the recommendations and resolutions of the Audit and Risk Advisory (ARAC) Committee that were moved at the meeting on 24 February 2020.

MOTION

That Council:

14.1.1. Receives and notes the draft minutes of the Audit and Risk Advisory Committee (ARAC) Meeting of 24 February 2020; and

14.1.2. Notes the recommendations and resolutions of the Audit and Risk Advisory (ARAC) Committee that were moved at the meeting on 24 February 2020.

Moved: Cr Don Henderson

Seconded: Cr Neil Newitt

Carried

**ATTACHMENT 10 -COVER NOTE FROM AUDIT AND RISK ADVISORY
COMMITTEE CHAIR – 21 MAY 2020**

SUMMARY NOTES – Audit and Risk Advisory Committee meeting held on Monday 24 February 2020

Prior to the meeting there was some concern expressed about the lateness of committee papers. CEO Evan King provided some background on staffing issues within the governance department which had led to the papers being late.

Evan introduced Krsyten Forte – (the new) Manager Governance and Risk. The Committee warmly welcomed Krysten and wished her well in her new role.

At the 24 February 2020 Audit & Risk Advisory Committee meeting, the significant items that were discussed are noted below.

1. Matters Arising - Item 7

The Committee welcomed the number of matters arising which had been resolved since the previous meeting.

2. Risk Review – Item 8.1

The CEO provided a verbal update on the status of the Inspectorate Review. He noted that Council was still fielding request for information. This suggested that the review was on-going and he was unable to provide an indication of when the report would be completed. There was some discussion as to timing of receipt of a completed report and the coincidence with up-coming council elections. While 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.

3. Item 8.3 – Hepburn Hub at the Rex

The report in the committee papers was taken as read.

There was discussion as to how the Committee might be assured that appropriate checks and balances were in place to ensure the project would be delivered on time and on budget.

It was agreed to defer this discussion until the Internal Auditor was present.

4. Item 9.1 Internal Audit Review of Project Management

The Internal Audit Plan was endorsed but the Committee asked whether the review could be completed before any new major contracts were let in relation to the Hepburn Hub project. The Internal Auditor to review whether the review could be accelerated and a draft report report delivered to the Committee by end March.

5. Item 11.3 Project and Performance Reporting

The reports were noted but the Committee asked whether the reports could be reformatted to focus on items that required attention/discussion.

Trevor Shard

Chair – Audit and Risk Advisory Committee

**ATTACHMENT 11 -DRAFT PUBLIC MINUTES – AUDIT AND RISK
ADVISORY COMMITTEE MEETING – 24 FEBRUARY 2020 (ISSUED
UNDER SEPARATE COVER)**

14.2. MINUTES OF ADVISORY COMMITTEES 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 note the minutes received from Council's Advisory Committees.

BACKGROUND

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

ISSUE/DISCUSSION

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

- Reconciliation Action Plan Community Reference Group meeting held 18 December 2019
- Mineral Springs Reserve Advisory Committee meeting held 10 February 2020
- Disability Advisory Committee meeting held 24 February 2020

These minutes have been provided to Councillors under separate cover.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes have been provided for noting.

OFFICER'S RECOMMENDATION

14.2.1. That Council receives and notes the minutes of meetings of Advisory Committees, which have been distributed under separate cover:

- Reconciliation Action Plan Community Reference Group meeting held 18 December 2019
- Mineral Springs Reserve Advisory Committee meeting held 10 February 2020
- Disability Advisory Committee meeting held 24 February 2020

MOTION

14.2.1. That Council receives and notes the minutes of meetings of Advisory Committees, which have been distributed under separate cover:

- *Reconciliation Action Plan Community Reference Group meeting held 18 December 2019*
- *Mineral Springs Reserve Advisory Committee meeting held 10 February 2020*
- *Disability Advisory Committee meeting held 24 February 2020*

Moved: Cr Don Henderson

Seconded: Cr Fiona Robson

Carried

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:

- a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;
 - o Item 15.2 - Proposed lease with Wintringham – First Floor, 68 Albert Street Creswick

MOTION

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:

- a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;*
 - o Item 15.2 - Proposed lease with Wintringham – First Floor, 68 Albert Street Creswick*

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

The Meeting was closed to the public at 7:55pm.

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

MOTION

That Council:

15.2.1 Grants a two (2) year lease. with an option to renew for one (1) further term of two (2) years, to Wintringham to occupy the first floor at 68 Albert Street, Creswick in accordance with the Retail Lease to be prepared by Council's solicitors;

15.2.2. Authorises the Chief Executive Officer and the Mayor to execute and seal the lease documentation for and on behalf of Council;

15.2.3. Authorise the release of the outcome of the report and associated resolution to the public.

Moved: Cr Greg May

Seconded: Cr Neil Newitt

Carried

16. CLOSE OF MEETING

The meeting closed at 8:10pm.
