



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
DRAFT MINUTES

TUESDAY 15 OCTOBER 2019

GLENLYON SHIRE HALL

DAYLESFORD-MALMSBURY ROAD

GLENLYON

6:00PM

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MINUTES

TUESDAY 15 OCTOBER 2019

Glenlyon Shire Hall

Daylesford-Malmsbury Road, Glenlyon

Commencing 6:00PM

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EVAN KING
CHIEF EXECUTIVE OFFICER
15 OCTOBER 2019

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 will be highlighted to members of the public in attendance.

3. OPENING OF MEETING

PRESENT: Cr Don Henderson, Cr Neil Newitt, Cr Greg May, Cr Licia Kokocinski, Cr John Cottrell, Cr Fiona Robson 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, Ms Alison Blacket Manager Development and Community Safety, Ms Katherine Toom Coordinator Governance and Information

STATEMENT OF COMMITMENT

“WE THE COUNCILLORS OF HEPBURN SHIRE
DECLARE THAT WE WILL UNDERTAKE ON EVERY OCCASION
TO CARRY OUT OUR DUTIES IN THE BEST INTERESTS
OF THE COMMUNITY
AND THAT OUR CONDUCT SHALL MAINTAIN THE STANDARDS
OF THE CODE OF GOOD GOVERNANCE
SO THAT WE MAY FAITHFULLY REPRESENT
AND UPHOLD THE TRUST PLACED IN THIS COUNCIL BY THE
PEOPLE OF HEPBURN SHIRE”

4. APOLOGIES

Nil.

5. DECLARATIONS OF CONFLICTS OF INTEREST

Cr Don Henderson declared a direct interest in Item 12.11 Community Grants Program as he is the President of the Creswick Railway Workshop Association.

6. CONFIRMATION OF MINUTES

RECOMMENDATION

6.1.1. That the Minutes of the Ordinary Meeting of Council held on 17 September 2019 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.

MOTION

6.1.1. That the Minutes of the Ordinary Meeting of Council held on 17 September 2019 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.

Moved: Cr Kate Redwood AM

Seconded: Cr Licia Kokocinski

Carried

7. NOTICES OF MOTION

Nil.

8. ITEMS OF URGENT BUSINESS

Nil.

9. PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor Don Henderson, Creswick Ward

No written report provided.

COUNCILLOR REPORTS

Councillor John Cottrell, Holcombe Ward

No written report provided.

Councillor Neil Newitt, Cameron Ward

The inaugural council listening post kicked off in Clunes on the evening of 24 September.

Councillor Kokocinski and Mayor Henderson joined in with a number of council staff to hear directly from the community.

Around a dozen ratepayers attended with several saying to me later they thought it a good idea, particularly being able to raise matters with officers "one on one" basis.

One thing raised with me was that the date clashed with the Open House dinners (held on Tuesdays), so we may need to avoid scheduling these sessions against other activities occurring at the same time.

As we roll this model out across the shire, I think these sessions will grow and become a valued, additional way for individuals to talk to council.

Clunes Ceramic award 28

Held on Saturday 28 September, I along with the Mayor attended the opening of Clunes Ceramic award. Congratulations to Andrea Barker for on receiving the acquisition award of \$10000 for her work "Collected Silences"

The PEOPLES CHOICE award judged by those visiting the exhibition was announced this week and went to Larissa Warren for her work Room & Pillar.

The Planning Scheme review community engagement session in Clunes took place the following Monday night. Again, not a huge attendance, but those present had very strong views on what is valued in the community. Quite diverse options on subdivisions, but generally consensus on retaining the amenity of rural townships was high on the list.

Interestingly, a lot of the ideas raised on the night reflect those values already captured in the existing Clunes Community Plan. Additionally, the pilot Civic Kids Project that we heard from earlier this year also captured similar ideas around what the community valued as important looking toward the future.

I would imagine over the past few years when we have conducted community engagement sessions for whatever reasons, there has emerged some constant ideas valued by our communities.

We need to be sure these are also woven into the Planning Scheme Review, not just those identified in this latest engagement.

Good news too that the PA requested by the community has now been delivered for the Clunes Town Hall. You will recall this being a budget item in previous years.

Although not financially a major project, nevertheless it will be invaluable to those using the town hall for meetings etc. The hall is a challenge acoustically particularly for our older citizens and will be a welcome addition.

Lastly, news circulated this week that the TV series Bloom is looking to return to Clunes. Following the success of the first series, a new series has been commissioned with filming likely to take place in December. I understand they have been in contact with council's Economic Development team to discuss their requirements and how to engage with the community to minimise their impact during the pre Christmas time.

Councillor Kate Redwood AM, Birch Ward

It has been a month for major projects:

With the announcement made by Mary Anne Thomas on behalf of the Minister for Agriculture of the funding for the Hub for Premium Produce held at Blampied. I attended along with the mayor, Cr Henderson, Cr Cottrell and Cr Kokocinski. Congratulations to Andrew Burgess and staff who have worked hard to achieve this regional project to be based in Hepburn.

the success of Z-Net in the Premier's Sustainability Awards. Congratulations to our officer Dominic Murphy and also in particular to Taryn Lane of Hepburn Wind for this significant recognition of the statewide leadership of Hepburn in energy sustainability. As a past director of Hepburn Wind it is great to see this.

This week we have seen the closure of East Street as the major project lowering the road under the railway bridge begins. I live in hope that one ultimate outcome of the project will be the exclusion of B doubles from Stanbridge Street. It has taken several years for this project to commence so it feels like a significant milestone.

The Daylesford skatepark construction has been completed. A generation of activists who have lobbied Council for this upgrade should be congratulated including the young people who participated in fundraising, design and advice, and the Council officers who have made it happen with the assistance from our State government colleagues at Sport and Rec. We will look forward to a big party to celebrate the opening.

It has been great to see the consultation drop-in sessions for the review of the Hepburn Planning Scheme rolling out. Week by week there are issues that

come up which call for a forward looking planning scheme, that we currently don't have. Problems with our existing scheme include the restrictions on use of farm land as well as lack of restrictions on developments within town boundaries.

It has also been great to see the appointment of a project manager for the Rex – all strength and diligence in getting the job done Bruce MacIsaac! Our community will be heartened by the appointment and have new hope that this wonderful project will be completed soon.

The month has seen a number of AGMs where I have had the role of returning officer:

- Daylesford U3A – which now has over 250 members – surely the largest volunteer organisation in the Shire,
- The Franklinford Hall triennial election of the hall committee,
- and The Daylesford and District Agricultural Show Society.

Rotary held its annual Lift the Lid fundraiser for youth mental health services. Well done Lesley Hewitt and other Rotary members for a very successful event held at Vic Park and attended by about 80 locals.

The Hepburn White Ribbon committee met under the chair of Cr May. No doubt he will be reporting on this, but it is good to see the commitment of the committee to continue its work regardless of the problems with the national body.

Finally, I attended the Hepburn Shire citizenship ceremony, chaired by the Mayor and also attended by Cr Kokocinski and Cr Cottrell. It is always heart-warming to hear the stories of our new citizens and to welcome them.

Before I close: good wishes for speedy recovery to two of our usually very active community members:

- Loretta Little, who missed her 80th birthday party due to illness, and
- Peter Duncan. We look forward to having you back on deck very soon.

Councillor Licia Kokocinski, Coliban Ward

It is with pleasure that I table my Ward report for the period since the September Council meeting.

Rhyme Time conduct a weekly session at the Trentham Library for carers and toddlers. It supports carers and parents in the development of their small children using the vehicle of rhyming stories and poems and rhythmic play suitable for toddlers. I attended a session in September to learn from them of their experiences in looking for childcare in this region. I have been visiting several groups to back up the work being done to establish a child care centre in Trentham. As this initiative received monies early in the year, the parents are highly anxious that this project commence. As I have said in previous reports, high quality child care is a bread and butter issue for this region. Childcare is the glue that pulls together three aspects of decent living –

families having enough resources to pay for their mortgages or rent and costs of living in our communities, employers are confident that they can attract the best candidates for jobs in the area uninhibited by lack of childcare for their staff, and thirdly, and particularly for women, that their own professional development is not stymied or frustrated by the lack of quality childcare.

The Victorian Local Government Association hosted a forum in Melbourne on the topic of diversity in local government as an accompaniment to a campaign to attract people from different backgrounds and ages to take up politics at a local level. Speakers included men and women from different religious and racial backgrounds, and included a senior woman from one of the indigenous groups.

Red Beard Bakery was successful in attracting a national conference called Grainz 2019 which was held between 7-9 October. This organisation aims to connect grain growers and users, to learn from each other and to strengthen local grain economies that benefit the health of everyone. Grainz is not just about wheat and bread! The conference in Trentham was attended by about 250 people, from all over Australia. While I did not attend the conference, I understand from participants that the program was highly inspirational and forward thinking. The program included not just presentations about the science, economics and agricultural aspects of grain growing all over the world, but also demonstrations of the art of bread and pastry making and fermentation of yeasts for beverages as well. Speakers came from international bakers and scientists from around the world. Congratulations to John Reid at Red Beard and the organisers for a successful event.

I also took the time to stand on the side to view the public participation in one of the sessions to explore community issues for the development of a Shire planning scheme. I think I can safely say that many of the comments and issues raised with the consultants were put passionately and forcefully. The roving consultations continue, including the various follow-up sessions, one in Trentham on Wednesday. The really difficult issues and contradictions that have arisen will have to be dealt with by this and future councils. I do worry about vested interests, however, pushing their own barrows cloaked in the language of community wellbeing.

On a happier note, I am always delighted to attend Citizenship Ceremonies, and one was conducted at Daylesford on 24 September.

I want to pay a special tribute to CI staff, especially Mr Jonathan Van Der Ploeg, for their organisation of clinics at the Trentham skatepark and other events in the Shire during the school holidays. They conducted one special clinic for girls and I understand that all the other clinics for young people of different ages were fully subscribed. Well done Jono, staff and helpers.

On 24 September I also attended the 'listening post' at Clunes, which while not in the Ward that I represent, was a great start to this initiative, which should continue to be pursued by council and its officers. This gives all

residents and ratepayers the opportunity to speak freely and directly to the council officers about matters that are of concern to them, without the filters of formal meetings and briefings. It also shows residents that officers are actually real people.

On 9 October, about 15 people from a number of businesses located in Trentham (including home-based businesses) attended an informal network at the Cosmo Hotel. I want to thank Andrew Burgess and his team for organising this event. It was attended by all the senior staff, Cr Cottrell and me. I envisage that this will lay the ground work for an informal network of business owners and operators in the town and surrounding area in order to open lines of communications with council and each other. It is clear that there needs to be co-operation and collaboration between this sector and council in order to get things done and done well.

I would like to end my report by advising that with the Mayor, Cr Don Henderson and Cr John Cottrell, that in Blampied, I attended the formal launch of the Hub for Premium Produce by the State Local Member, Mary-Ann Thomas. This is a terrific initiative by Council and will pave the way for much needed work to be done with the agricultural sector in this Shire.

Councillor Greg May, Creswick Ward

Since my last councillor report I have attended the AGMs of two organisations in the Creswick Ward. The first of these was the Mt Prospect Tennis Association at their Park Lake Clubrooms. Because the complex is not visible from the main road, many are unaware that it exists and what a fabulous sporting facility it really is. Player numbers have declined in recent years but the association is thriving, conducting four separate competitions – juniors, midweek ladies, Saturday Pennant and Corporate Cup.

I also attended the Kingston Avenue of Honour AGM held in the recently re-opened Commercial Hotel in Kingston. Julie Baulch was re-elected President and I'm sure her enthusiasm rubs off on her fellow committee members as they continue to work on and raise money for the ongoing upkeep of the Avenue. A great example of the commitment of this committee towards their goal is the raising of \$14,000:00 by selling Kingston Avenue biscuit tins. It was also pleasing to see 2 new younger community members joining the committee.

Back in late August I attended the Ballarat Business Excellence Awards. 3 Hepburn Shire businesses were nominated for awards. The Creswick Pharmacy was nominated in the Customer Service Award section and both the Creswick Farmers Arms Hotel and Springmount Fine Foods were nominated in the Eat Drink West Award section with Springmount Fine Foods taking out that particular award. This is a feather in the cap for these local businesses when up against businesses from the greater Ballarat region.

I also attended last month's Municipal Emergency Management Planning Committee meeting in Daylesford. Agencies reported that they ensuring things are in readiness for the upcoming summer fire season. Darryl Clifton reported to the meeting that fire risk mapping is to be carried out throughout the shire. This mapping will provide council officers greater clarity around which parts of the shire should be prioritised for roadside slashing and vegetation control.

Recent media reports have revealed that unfortunately the White Ribbon Australia charity has fallen victim to mismanagement and gone into liquidation. Despite this the Hepburn Shire White Ribbon Committee will continue on. The committee determined at a meeting last week that the aims and ideals of the movement were too important to the community and should be continued at a local level. Recent sporting club initiatives received great response and the committee is on working new ideas for next year, striving to reduce violence against women in our communities.

Finally last Sunday I had the pleasure of attending the sheep dog trials at Dean Recreation Reserve. It's great to see the once neglected Dean facility being enjoyed by locals and visitors alike. A good crowd attended with great country food available and the weather gods were kind. Recreation Reserve President Brian Maher and the committee spend long hours organising the day and promoting the event and should be congratulated for creating such an inclusive and family friendly event. Another of my observations was that sheep dog trainers are very patient people as the merino weathers involved in the event were particularly stubborn and very uncooperative.

Councillor Fiona Robson, Birch Ward

I feel privileged to have attended the Premier's Sustainability Awards night and delighted that Hepburn Z-Net won the community category. This has been a wonderful collaboration involving Hepburn Wind, Renew, Sustainability Victoria, University of NSW, sustainability groups and individuals across the shire as well as Hepburn Shire Council. This is brilliant recognition of the commitment that people in this shire have demonstrated to environmental sustainability over many decades as well as the work of our sustainability officer.

Unfortunately I was not able to attend the exciting announcement of the Hub for a Premium Produce, which is another acknowledgment of our community and the commitment of many of our primary producers to excellence as well as the many council officers that have worked tirelessly over a long period of time to see this happen.

At the time of this announcement I was attending the mental health conference for local councils presented by Mental Health Foundation Australia (MHFA). MHFA have recognise the local government as an important player in preventing mental illness and promoting mental health through encouraging physical activity, social connections as well as promoting inclusion and a sense of belonging in communities. Our Council has a number of strategies

and initiatives that do support mental health, including our Shire's Municipal Health and Wellbeing Plan and our Active Women and Girls Strategy.

The all-ages Event on Saturday night featuring Baker Boy and Ruby Fields (and supported by our local band, Pyramid Noise, and Ballarat band, Leftfield Luxury) was a huge success. The 400 tickets sold out quickly and there was a wonderful level of excitement and appreciation by young and old on the night. This was a great credit to our youth engagement officer and the young people that have been working with him. They were backed up by many council officers, many who also enjoyed the night. Many people saying they were thrilled to attend an affordable, all-ages event and would welcome more opportunities like this.

The opening of the new skate facilities at the Daylesford Community Park has been extremely well received. The facilities have been teeming with people, including a family that had travelled from Melbourne to check out the new skate facilities. Last night there were people of all ages using the skate park, including at least four children with special needs. This is particularly pleasing given Daylesford Community Park has been designed and build to be accessible and inclusive for all ages and abilities. This has been an outstanding community project with the community identifying the opportunity, creating the initial designs, raising the initial funds and lobbying council and state government for the remaining funds. Our Council has worked closely with the Friends of Daylesford Community Park and have delivered this project ahead of time and on budget. This is a wonderful example of collaboration within our council, and with state government and the community. Huge thanks and congratulations to all involved.

RECOMMENDATION

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

MOTION

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

Moved: Cr Greg May

Seconded: Cr Fiona Robson

Carried

10. PUBLIC PARTICIPATION TIME

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

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

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

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

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

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

BEHAVIOUR AT COUNCIL MEETINGS

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

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

Respectful behaviour includes:

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

Inappropriate behaviour includes:

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

10.1. PETITION

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

10.2. QUESTIONS

Question 1 - Ms Joy Durston

Does Council have a policy on responding to enquiries, emails, phone calls etc from residents and if so - what is that policy? I can't find it on the council website - if there is no policy, when does council plan to implement one?

Response: Mayor Don Henderson

Council does not have an adopted Customer Service Charter, however has begun internal work to develop and adopt such a charter.

Question 2 - Ms Margret Lockwood

Glenlyon has some rare and beautiful treasures: the Glenlyon Avenue in Barkly Street, the Glenlyon Recreation Reserve and the Glenlyon Dam.

The water level of the Glenlyon Dam never drops because it is spring fed. Many Glenlyon residents enjoy recreation activities at the Glenlyon Dam, including, fishing, swimming and walking. There is a large community gathering there each winter, much enjoyed by Glenlyon families. It is also a tremendously important source of water for the Glenlyon Fire Brigade and for local roadworks contractors. The Department of Water, Environment, Land, and Planning has appointed the Hepburn Shire Council as the Committee of Management for the Glenlyon Dam.

Who are the representatives on the Committee of Management for the Glenlyon Dam?

Response: Mayor Don Henderson

The representatives are:

Cr Henderson, Cr Redwood, Cr Cottrell, Cr Newitt, Cr Kokocinski, Cr May and Cr Robson.

The Hepburn Shire Council is the designated Committee of Management meaning that 'Council' is the committee.

Question 3 - Ms Margret Lockwood

Who is the Hepburn Shire Council contact for matters relating to the Glenlyon Dam?

Response: Mayor Don Henderson

Council's Manager Operations and our Works Coordinator are the key contacts. At the present time that is Mr Bruce Lucas.

Question 4 - Ms Kaye Powell

The avenue of oaks and elms in Barkly Street Glenlyon are much loved by residents and visitors. The dry summers are causing great stress to the trees and their ability to maintain the excess canopy of branches. These trees have been overdue for pruning and another pruning season has passed. In February at a GPA meeting I asked this same question and was given the name of an officer to contact. This was done several months ago, and I have heard nothing about when the pruning might be scheduled for. We have already lost one tree.

Does the Glenlyon community have to take matters into their own hands and seek grants to get what is the responsibility of Council done and, if not, can you give us a time frame for pruning of our avenue?

Response: Mayor Don Henderson

Council completed an Arborist report on the Avenue early in 2018 which resulted in some priority works being undertaken which included some pruning and the removal of one tree as you have referenced.

Additional works (formative pruning) is also recommended and is identified on Councils maintenance schedules.

There are also many other locations that Council has received arborists reports on which identify a number of priority hazards to be addressed that are being prioritised ahead of the Glenlyon Avenue.

This is not devaluing the Glenlyon Avenue and its significance, just ensuring community safety is prioritised.

Council, without question, accepts responsibility for these works and there is no expectation that the community needs to undertake these works.

Based on current priorities, we would envisage Glenlyon Avenue tree works being undertaken in winter of 2020.

Question 5 - Ms Katrine Green

In an email to a Daylesford resident from Mr Evan King, Hepburn Shire Council CEO dated 23 September 2019 it advises the following:

It is noted in the *Prevention of Cruelty to Animals Act 1986* that:

“The reference used by the Mayor is as follows:

The clause is 9.1h of the Prevention of Cruelty to animal act 1986 which states:

‘(1) A person who –

(h) abandons an animal of a species usually kept in a state of confinement or for domestic purpose....commits an act of cruelty upon that animal and is guilty of an offence and is liable to a penalty of not more than, in the case of a natural person, 250 penalty units or imprisonment for 12 months or, in the case of a body corporate, 600 penalty units.’

It would seem that the section of the act refers to an ‘owner’ of an animal or animals in this instance the flock of geese on Lake Daylesford.

Aside from the clause S.9 (1) h did Council use any other section of the Prevention of Cruelty to Animals Act 1986 or any other Act in regard to the removal of the geese from Lake Daylesford?

Response: Mayor Don Henderson

No other section of the *Prevention of Cruelty to Animals Act 1986* or other Acts were used in regard to the removal.

Question 6 - Ms Katrine Green

What legal advice did Council seek in regard to the removal of the geese from Lake Daylesford, prior to the removal of the geese?

Response: Mayor Don Henderson

Enquiries were made to DELWP, including the Regional Manager Environmental Compliance to ascertain that Council had the right to rehome domestic waterfowl from a Council-managed waterbody.

Question 7 - Mr Gary McIntosh

Brunts Road in the central Township Zone of Bullarto runs from the railway crossing alongside the railway line servicing residences. Council has neglected roadside weeds here for 30 years which has allowed some weeds to grow into large trees mainly along the road’s first 100 metres.

A ‘weed of national significance’, Pussy Willow (*Salix cinerea*), is the most seriously invasive weed in Australia. Other ‘environmental weeds’ also identified onsite include hawthorn, gorse, broom, Spanish heath (*Erica*), wild apple and blackberries all of which are currently flowering and setting seed.

A service request to Council to remove the weeds and weed trees this year with a tip truck and excavator given Council has neglected the area for 30

years has so far been unsuccessful. Council has only offered minor 'reacharm' mowing next year.

Complete removal and stump poisoning (NOT slashing or mowing with a reacharm device) is recommended as the weed trees are of such large size and are further spread by seed and cuttings.

The dense barrier of weeds on this short 100M section of roadside is also restricting access for registered volunteers working with the Tourist Railway such as myself who manage weeds and vegetation along the railway reserve.

Will Council please arrange for the timely removal and control of 'environmental weeds', 'noxious weeds' and 'weeds of national significance' on Brunts Road in Bullarto this year given the area has been completely neglected by Council for 30 years, noting we are mainly referring to the first 100 metre eastern section of this road reserve in the very centre of the township?

Response: Mayor Don Henderson

Council has committed to complete weed management works in Brunts Road as per our commitment to you on the 10 October 2019.

These works will commence with the use of the reach-arm in March/April 2020 and then additional weed management works will be evaluated and scheduled.

Question 8 - Ms Maureen Andrew

The following is also in Section 9 (1) of the *Prevention of Cruelty to Animals Act 1986*:

'S.9 (c) – A person who

does or omits to do an act with the result that unreasonable pain or suffering is caused, or is likely to be caused, to an animal.'

Did Council factor this section of the Act into their decision to remove the flock of geese from Lake Daylesford, if not why not?

Response: Mayor Don Henderson

While this section was not specifically referenced, the decision of council and operations of Council were consistent with this act. By omitting to rehome the domestic waterfowl, the animals remained vulnerable to vehicle collision, predation by feral predators, and harassment from visitors and their pets. Effort was taken to identify a contractor with a high degree of experience in carrying out similar moves and appropriate rehoming capable of carrying this out in a manner that would avoid unreasonable pain or suffering.

Question 9 - Ms Maureen Andrew

Given that pain and suffering is a factor in the Victorian *Prevention of Cruelty to Animals Act 1986* S.9 (c) - what evidence does Council have that the flock of geese on Lake Daylesford were experiencing pain and suffering?

Response: Mayor Don Henderson

The *Prevention of Cruelty to Animals Act 1986* Section 9 (h) deems it an act of cruelty to abandon an animal usually kept in a state of confinement or for domestic purpose.

Question 10 - Ms Dianne Sharpe

Clause 9.1 (h) of the *Prevention of Cruelty to Animals Act 1986* states:

'A person who – abandons an animal of a species usually kept in a state of confinement or for domestic purposes ... commits an act of cruelty upon that animal...'

Who did Council determine as the person or persons as being the owner or owners of the flock of geese that were removed from Lake Daylesford?

Response: Mayor Don Henderson

The owner of the flock of domestic geese at Lake Daylesford was unable to be determined as they were animals, or the descendants of animals, released by persons unknown.

Question 11 - Ms Dianne Sharpe

What is Council's evidence that this individual or individuals are indeed the owner or owners of the flock of geese that were removed from Lake Daylesford?

Response: Mayor Don Henderson

No owner could be identified for the flock of geese at Lake Daylesford as they were illegally released, or the descendants of animals that had been illegally released, in this public open space some time ago.

Question 12 - Ms Di Le Long

In regards to S.9 (1) h of the *Prevention of Cruelty to Animals Act 1986* which states:

'(1) A person who –

(h) abandons an animal of a species usually kept in a state of confinement or for domestic purposes.'

Who abandoned the flock of geese on Lake Daylesford?

Response: Mayor Don Henderson

We do not know who released the geese on Lake Daylesford.

Question 13 - Ms Di Le Long

In regards to section S.9 (1) h of the *Prevention of Cruelty to Animals Act 1986* which is understood to be the basis on which Council removed the flock of geese from Lake Daylesford - what is the Council's evidence and/or reasoning that this flock of geese were 'kept in a state of confinement or [used] for a domestic purpose?'

Response: Mayor Don Henderson

As per the wording of the Act, domestic geese and ducks at Lake Daylesford were identified as '*...a species usually kept in a state of confinement or for a domestic purpose*'.

Question 14 - Ms Gina Lyons

What was the rationale for Council to apply the Victorian Prevention of Cruelty to Animals Act 1986 to remove the flock of geese from Lake Daylesford?

Response: Mayor Don Henderson

In the report to Council on 16 July 2019, the Act was used due to the animal welfare issues, such as risk of injury, resulting from the past releasing of domestic waterfowl in a public open space. Retention of released waterfowl was identified as potentially promoting further dumping of domestic animals.

Question 15 - Ms Gina Lyons

Whose expert opinions and the qualifications of those experts did Council consult in regards to whether geese are solely domestic animals?

Response: Mayor Don Henderson

Council officers were satisfied that non-native waterfowl rehomed from the Lake were domestic breeds of geese and ducks, in accordance with the Prevention of Cruelty to Animals act definition of 'an animal usually kept in confinement', and as such, further expert advice was not deemed necessary.

Question 16 - Mr Gary McIntosh

Will Council agree to a service request for the 2020 reach-arm mowing and slashing program to include South Bullarto Road in the central built up township zone of Bullarto from the railway crossing to Bullarto Public Hall and Recreation Reserve? This roadside area and embankment has been neglected for years and has broom, blackberry, Spanish heath (*Erica*) and

other environmental weeds overtaking the area, but please note the native Blackwood trees here should be protected.

Response: Mayor Don Henderson

Council has scheduled weed management works using the long reach-arm for the south Bullarto Road embankment. These works include eradication treatments for Spanish Heath as well as working with land mate crews to work around and protect the Blackwood trees.

These works will commence with the use of the reach-arm in March/April 2020.

Question 17 - Mr Bill McClenaghan

The draft minutes of the September 2019 Council Meeting record Council's resolution to issue a Notice of Decision to Grant a Planning Permit for PA 2286 and yet, one month later in October, no such Notice has been received by those persons who lodged objections. The notice of a planning application clearly states that if a person objects to a planning application, the responsible Authority will tell that person of the decision and Section 64 (1) of the *Planning and Environment Action (1987)* requires Council to give the permit applicant and all objectors such a Notice.

Please state Council's reasons for not issuing a timely Notice of Decision for PA 2286 to those persons who lodged Objections.

Response: Mayor Don Henderson

Due to there being some queries around the accuracy of the Council minutes, officers were waiting for the minutes from the September 2019 ordinary cycle of Council to be endorsed before issuing a Notice of Determination. These are expected to be endorsed this evening and the objectors will shortly thereafter be notified.

Supplementary Question - Mr Bill McClenaghan

Will the date be reflective of the fact that the notice of decision is a month late, as this will impact the ability of Objectors to refer the matter to VCAT?

Response: Mayor Don Henderson

Yes.

Question 18 - Mr Bill McClenaghan

The Country Fire Authority is a Determining Referral Authority under Section 55 of the *Planning and Environment Act (1987)*. This means that the CFA can veto any planning application referred to it and that any conditions it specifies may not be altered or modified without consent.

Has the CFA given consent for the modification of its conditions relating to PA 2286 specifically the provision of a 10,000 litre dedicated fire fighting water supply and if not, why has a modification to the CFA's stated conditions been made by Council?

Response: Mayor Don Henderson

These modifications were initiated by Council and were not included in the Council officer report.

The amendments did not compromise the key CFA standards and emphasised 'Subject to the satisfaction of the CFA'.

Supplementary Question - Mr Bill McClenaghan

The CFA must also be sent a Notice of Decision. Under the Act, Council cannot change the CFA conditions. Why did Council change the conditions?

Response: Mayor Don Henderson

The amendments were stated as subject to CFA approval. A Notice of Decision will be sent to the CFA to make that determination.

Question 19 – Ms Eleanore Pierson

Does the Hepburn Shire take Bushfire Management Overlays seriously or treat them as optional when economic development or tourism is involved?

Response: Mayor Don Henderson

Yes, Council does take seriously the Bushfire Management Overlay and has a statutory responsibility to do so including referring applications in these areas to the Country Fire Authority for independent assessment.

Council does not compromise this in favour of economic development or tourism benefits.

Supplementary Question - Ms Eleanore Pierson

Has Council any right to interfere with CFA conditions in regard to a planning application?

Response

No, Council does not have the right to change the conditions.

Question 20 – Mr Michael Lynn

In the spirit of transparency, it is important that the Council Minutes accurately and fully reflect any motions that are stated for voting and how councillors vote during a meeting.

Can Council explain why the minutes of the September meeting held at Trentham were not an accurate reflection of the changes made to the Musk Farm planning application by Cr John Cottrell? Changes to the original minutes were completed only after I questioned the content of the minutes. I was advised by the Mayor that all Council meetings are recorded and that I would be welcome to listen to the recording. Unfortunately, I have been away and have been unable to listen to the recording. I believe the amended minutes are still not an accurate reflection of the changes stated by Cr John Cottrell.

Can Council assure me that the revised minutes tabled here today are an accurate account of the changes moved by Cr Cottrell?

Response: Mayor Don Henderson

The draft minutes of the meeting have been updated by officers to reflect the resolution as was moved by Cr Cottrell on the night. Council is now confident that we have accurately captured the wording of the motion passed on Planning Application 2286. The draft minutes are available on Council's website and remain in draft form until adopted by Councillors as a true representation of the proceedings, as occurred earlier this evening.

Council officers can also provide a copy of the audio to any community member that requests it. A Freedom of Information request is not required to obtain the recording of the public meeting.

Supplementary Question - Mr Michael Lynn

Since submitting my question, I have listened to the recording of the September meeting. The change refers to Cr Cottrell's motion that removed the word 'dedicated' before fire tank and water supply in item 15 of the Minutes. This word 'dedicated' is now included in the minutes, which is not reflective of Council's motion from the previous meeting.

How can you legally change a motion moved and carried by Council in the minutes?

Response: Mayor Don Henderson

We cannot change a motion once moved and carried. The question here is over what was moved by the Councillor as there was some confusion at the meeting.

We have referred to the recording. If there are any discrepancies in the recording, they will be corrected. The minutes must reflect the motion as adopted by Council.

Supplementary Question - Mr Michael Lynn

As the word 'dedicated' is now back in the minutes, can you tell me how 10,000ltrs of water supply can be dedicated if it isn't in a fire-proof tank made of steel or concrete?

Response: Mayor Don Henderson

That question will need to be addressed by the CFA.

10.3. REQUESTS TO ADDRESS COUNCIL

Members of our community who have submitted a request in accordance with Local Law No. 1 will be heard.

Ms Kaye Powell addressed Council seeking a solution to the debris left after clay target shooting at the Glenlyon Recreation Reserve.

Ms Katrine Green addressed Council regarding Council's response to the online petition and paper petition opposing the removal of geese from Lake Daylesford.

11. STATUTORY PLANNING REPORTS

11.1. PLANNING APPLICATION FOR THE USE OF THE LAND FOR DOG BREEDING (5 DOGS) AT 3565 BALLARAT-MARYBOROUGH ROAD CLUNES

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as a Planning Officer, I Jeff White have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider a planning application (PA 2219) for the use of the land for dog breeding (5 dogs) at 3565 Ballarat-Maryborough Road Clunes (Crown Allotment 12 Section 6 Parish of Clunes)

The application is brought before Council as 5 or more objections have been received. It is recommended that the application be approved subject to conditions.

BACKGROUND

Site and Surrounds

The site is described as follows:

- A rectangular parcel of land that has a total area of 9090 square metres.
- The site contains a dwelling and a shed that is connected to the dwelling by a car port.
- The dwelling is located in the centre of the western boundary and is surrounded by some adolescent modified native vegetation.
- The remainder of the site contains mainly flat grassed areas.
- Access to the site is via Ballarat-Maryborough Road via a dirt driveway.

The surrounding area is described as follows:

- Properties surrounding the site are used for rural residential purposes with a mix of different lots shapes and sizes with the average lots size being approximately 1.6 hectares.
- The area to the south contains lots which are vacant, covered by grassland and sporadic native trees and a waterway which is a runoff from Kilkenny Creek.
- The closest dwelling to the site is approximately 50 metres away from the west of the site.
- The site is located 2.1 km from the centre of Clunes and 460 metres from the Clunes urban growth boundary.

Proposal

The application proposes to use the property for dog breeding (5 dogs)

The applicant has provided a plan of how the property will be used, along with a site plan and details of how the amenity of the area will be maintained. This is included as an attachment to this report.

The dog breeding use will operate as follows:

- There are several fenced of areas which form different independent dog yards.
- The largest yard is located to the north east of the site which is 990 square metres and several other smaller yards immediately next to the dwelling ranging from 75 square metres to 264 square metres.
- The type of dogs are 2 x Saluki dogs (20-30kg) and 3x Italian Greyhounds (5-7kg)
- Intensity of the litters produced is estimated to be 1.25 per year.
- Waste will be produced from the breeding will be treated onsite by a dedicated animal waste composting system.
- Cleaning of the facilities will occur daily
- The owners consider themselves hobby breeders with most sales occurring online to interstate customers.

ISSUE/DISCUSSION

Zoning:	Low Density Residential (LDRZ)	
Overlays:	Environmental Significance Overlay Schedule 1 (ESO1)	
Particular Provisions	None relevant	
Relevant Provisions of the PPF	<ul style="list-style-type: none">• Clause 13.05-1S - Noise abatement• Clause 13.06-1S - Air quality management• Clause 13.07-1S - Land use compatibility• Clause 11.10-1 – A diversified economy• Clause 14.01-2 – Sustainable agricultural land use• Clause 16.01-2S – Location of residential development• Clause 17.02-01S - Business• Clause 17.02-2S - Out-of-centre development• Clause 18.02-4S Car parking• Clause 21.05 – Settlement and Housing• Clause 21.07 - Economic Development• Clause 22.01 – Catchment and land protection	
Under what clause(s) is a permit required?	Clause 32.03-1 (LDRZ)	Use of the land for dog breeding
Objections?	Yes – 5 Objectors	

DISCUSSION

Amenity Issues

The applicant has supplied a report which has stated that any amenity issues arising from the proposed use will be managed by the following measures:

Noise

- Solid fencing will provide a visual barrier from external stimuli to reduce the barking of dogs
- Ensuring the dogs are not left outside at night.
- Where the barking of dogs becomes incessant, dogs can be moved inside until they cease barking.

Odour

- Cleaning the facilities every day
- Utilising a composting system to treat waste generated by the use.

The impact on the amenity of the area with respect to noise and odour will be minimal. The breed of dogs that are to be bred are generally quite placid and are not as active as many other dog breeds. Only a small number of dogs are sought to be bred and subject to keeping to the maintenance and cleaning regime sought by the applicant, it is considered that the proposed use is appropriate in the context of the surrounding site.

Increased traffic and parking

The applicant has stated that on average per year 1.25 litters are bred and when sold, most pups are delivered interstate and in turn will result in no traffic issues. In addition to this if customers do visit the site, the site provides ample space for cars to be parked onsite or parked within the utilised road reserve without any detriment to the surrounding properties.

Any increase in traffic will continue to be commensurate to that of a residential land use. With the advent of smart phones and increase internet and phone use, a lot of information about the dogs can be shared electronically which will minimise the number of physical visits to the site. The site is located on an already busy road that connects two busy cities/towns of Ballarat and Maryborough and any traffic increase as a consequence of the proposed use will be immeasurable in the context of all existing traffic along this road.

Impacts to waterways

The planning application was referred to Central Highlands Water in relation to potential issues relating to the detriment to the area's waterways. Central Highlands did not object to granting of planning permit and did not wish to issue any conditions

Adherence to code of practice

The applicant is not required to adhere to the Code of Practice for the Operation of Breeding and Rearing Businesses (2014) as they meet the definition of being a recreational breeder as per S. 3(1) of the *Domestic Animals Act 1994* and is exempt from the need to adhere to the Code of Practice.

Animal Welfare

The owners of the site are members of Dogs Victoria and are subject to regular site inspections and must meet mandatory requirements to ensure the Animals are kept in an acceptable manner to ensure the animals wellbeing. Reports from Dogs Victoria have been supplied and demonstrate good results from previous audits resulting in no concerns for animal welfare. Additionally, there have been no complaints of animal mistreatment from the council's local laws department.

Heath Concerns

The number of animals which are to be kept within the dwelling could appear to cause a health hazard to the occupants. After an investigation with the Council's Environmental Health team, there is no legislation which applies to the proposed use or keeping the dogs within the dwelling. Due to this, the consideration of the health of the occupants of the dwelling is beyond the scope of what can be considered as part of the planning application. Additionally, Council's Environmental Health team have advised that there is no public health risk.

Facilities noise controls

The applicant seeks to utilise the existing dwelling to house the dogs during the evening periods and during the occasions that the dogs may become agitated and barking cannot be controlled by other methods to minimise the amenity impact on the surrounding area. Conditions are proposed if the permit is approved to ensure this occurs. The condition identifies that dogs must be kept indoors to enable the condition to remain enforceable. If the noise exceeds what is allowed, the condition allows for extra works to be carried out to ensure the noise levels can be compliant. This ensures that there is no extra development cost incurred by the owner unless required as per the noise control conditions.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

N/A

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

N/A

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The application has been advertised by sending notification of the proposal to adjoining and adjacent owners and occupiers as well as any other properties within a 300 metre radius from the centre of the subject site. As a result, 5 objections were received, originating from 3 properties.

Nature of objections

Inadequate notice

Issue: Inadequate Notice was provided by council

Summary: Notice was via the standard template directing people potentially affected by the proposal, within the 300m radius of the site, to the council's website, where the complete proposal could be viewed.

Officers Response: The application has been notified in excess of the statutory 14-day period required by the *Planning and Environment Act 1987*. The documentation continues to be available to the public.

Number of dogs

Issue: Total number of dogs on the property is 10

Detail: The number of dogs being applied for the use of breeding is 5 which requires a permit. The owners of the property do have an additional 5 dogs making a total of 10 on the property.

Officers Response: The additional dogs are de-sexed and cannot be used for breeding. These additional dogs are domestic pets associated with the dwelling and do not require a planning permit. Under the council Local Laws, a permit is needed to keep more than 4 dogs within a rural property, however the Community Safety officers are awaiting the decision on the planning permit before deciding on the Local Laws permit for the extra dogs. In discussion with the Community Safety officers it was suggested that a permit for the extra dogs would be granted considering there have been no complaints about the site.

Intensity of use

Issue: The number of dogs resulting from breeding could be up to 45 per year

Detail: The number of litters the 5 dogs have the ability to create has been claimed by the objectors to be up to 45 dogs per year, which as a result will cause negative amenity issues

Officers Response: It is the council officers' opinion that this would be an excessive estimate. Because the owners are registered with Dogs Victoria, standards are needed to be adhered to which involves the monitoring of excessive breeding as well as the health of the dogs.

Amenity

Issue: Noise and odour will cause detriment to surrounding properties

Detail: The surrounding areas will be affected negatively by increased noise pollution caused by dogs barking and howling as well as odour pollution caused by the waste generated by the dogs

Officers Response: The owners have provided adequate details of how these issues will be addressed by the form of visual barriers, waste disposal and operating procedures. Additionally, there has been no complaints registered by local laws in relation to the property.

Environmental

Issue: The objectors raised environmental concerns that the waste generated from the use could pollute nearby waterways.

Detail: The waste generated from the dogs will cause environmental damage to the waterway which is approximately 80 metres from the site where dogs will be penned and waste disposed of.

Officers Response: The application was referred to the water authority (Central Highlands Water). The application was not objected to and no conditions were requested to be added to the permit.

Traffic

Issue: Concerns were raised there would be an increase to traffic in the area.

Detail: There are concerns that an increase of traffic would result from customers visiting the site to purchase and inspect the puppies resulting from breeding activities.

Officers Response: The applicant has stated most purchases occur online and from interstate buyers which requires the puppies be delivered by air and will not require site visits. In the occasions when site visit there is ample parking to accommodate any customers without detriment to properties in the immediate area.

CONCLUSION

The application responds well to the local and state policies within the guidelines within the zone, The Municipal Planning Strategy and the Planning Policy Framework.

Amenity issues are the primary concern with this application and these have been responded to well.

The issues raised by the objectors have been addressed appropriately from the applicant. All of the issues relate to amenity of the area and the council officer is satisfied that the issues are addressed by the proposal and surrounding residents will be protected by the conditions applied to the permit.

Finally, the water authority have assessed the potential of waste polluting the local waterways and did not object to the application or which to apply and conditions.

OFFICER'S RECOMMENDATION

11.1.1 That Council having caused notice of the planning application PA 2219 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of the Act determines to issue a Notice of Decision to Grant a Planning Permit PA 2219 for the Use of the land for dog breeding (5 dogs) at 3565 Ballarat-Maryborough road Clunes, subject to the following conditions:

Layout not altered

1. The layout of the use on the endorsed plans must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.
2. The use must be managed so that the amenity of the area is not detrimentally affected, through the:
 - a. Transport of materials, goods or commodities to or from the land.
 - b. Appearance of any building, works or materials.
 - c. Artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil or otherwise.
 - d. Presence of vermin.
3. Noise emanating from the land must comply with the requirements of the Environment Protection Authority's Noise from Industry in Regional Victoria (Publication 1411, October 2011) to the satisfaction of the Responsible Authority.
4. The owners of the property must comply with the Domestic Animals Act 1994.
5. Dogs must be placed indoors from sunset to sunrise unless supervised by owners or workers of the property.

6. All waste material generated from the use must be regularly removed from the land. All vehicles removing waste must have fully secured and contained loads so that no wastes are spilled or dust or odour is created to the satisfaction of the Responsible Authority.
7. Parking of vehicles associated with the use of the property must be wholly contained within the property.
8. This permit will expire if one of the following circumstances applies:
 - a. The use is not started within four years of the date of this permit.
 - b. The use is discontinued for a period of two years.

The Responsible Authority may extend the permit if a request is made in writing in accordance with Section 69 of Planning and Environment Act 1987

MOTION

11.1.1. That Council defers item 11.1 to the next Ordinary Meeting of Council to allow objectors to attend.

Moved: Cr Neil Newitt

Lapsed

Ms Jennifer Phillips addressed Council in support of the application

Ms Susan Perkins addressed Council in support of the application

MOTION

11.1.2. That Council having caused notice of the planning application PA 2219 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of the Act determines to issue a Notice of Decision to refuse a Planning Permit PA 2219 for the Use of the land for dog breeding (5 dogs) at 3565 Ballarat-Maryborough road Clunes, subject to the following conditions:

The location of the proposed use and details of the proposal does not:

- a. *Provide adequate measures to ensure amenity of the area is kept to acceptable levels*

- b. Keep the fabric of the neighbourhood character intact*
- c. Does not satisfactory meet the decision guidelines as described in Clause 32.03-06 (Low Density Residential Zone)*
- d. The proposal does not respond to the decision guidelines at Clause 65 of the Hepburn Planning Scheme and does not constitute the proper and orderly planning of the area.*

Moved: Cr Neil Newitt

Seconded: Cr Fiona Robson

Lost

MOTION

11.1.3. That Council having caused notice of the planning application PA 2219 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of the Act determines to issue a Notice of Decision to Grant a Planning Permit PA 2219 for the Use of the land for dog breeding (5 dogs) at 3565 Ballarat-Maryborough road Clunes, subject to the following conditions:

Amended Plans Required

1. Within 3 months of the issue of this permit, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with PA2219 advertised plans but further modified to show:

- a. Yard 1 to be relocated to another section of the property to minimise amenity impacts on the adjoining properties to the satisfaction of the responsible authority*

Layout not altered

2. *The layout of the endorsed plans associated with the permitted use must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.*

Development

3. *The development in accordance to the endorsed plans must be completed within 6 months of the issue of this planning permit or otherwise agreed upon by the Responsible Authority*

Use

4. *The use of dog breeding is limited to the Saluki and Italian Greyhound breeds*

5. *The use must be managed so that the amenity of the area is not detrimentally affected, through the:*

b. Transport of materials, goods or commodities to or from the land.

c. Appearance of any building, works or materials.

d. Artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil or otherwise

e. Presence of vermin.

6. *Noise emanating from the land must comply with the requirements of the Environment Protection Authority's Noise from Industry in Regional Victoria (Publication 1411, October 2011) to the satisfaction of the Responsible Authority.*

7. *The owners of the property must comply with the Domestic Animals Act 1994.*

8. *Dogs must be placed within the dwelling from sunset to sunrise unless supervised by owners or workers of the property.*

9. *All waste material generated from the use must be regularly removed from the land. All vehicles removing waste must have fully secured and contained loads so that no wastes are spilled or*

dust or odour is created to the satisfaction of the Responsible Authority.

10. Parking of vehicles associated with the use of the property must be wholly contained within the property.

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

f. The use is not started within four years of the date of this permit.

g. The use is discontinued for a period of two years.

The Responsible Authority may extend the permit if a request is made in writing in accordance with Section 69 of Planning and Environment Act 1987.

Moved: Cr Kate Redwood AM

Seconded: Cr Licia Kokocinski

Carried

**ATTACHMENT 1 - PA 2219 – PLANS – 3565 BALLARAT-
MARYBOROUGH ROAD CLUNES (ISSUED UNDER SEPARATE
COVER)**

**ATTACHMENT 2 - CONFIDENTIAL - PA 2219 – OBJECTIONS – 3565
BALLARAT-MARYBOROUGH ROAD CLUNES (ISSUED TO
COUNCILLORS UNDER SEPARATE COVER)**

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 October 2019.

MOTION

12.1.1. That Council receives the Chief Executive Officer's Report for October 2019.

Moved: Cr John Cottrell

Seconded: Cr Kate Redwood AM

Carried

**ATTACHMENT 3 - CHIEF EXECUTIVE OFFICERS REPORT FOR
OCTOBER 2019**

CHIEF EXECUTIVE OFFICER REPORT

Presented at the Ordinary Meeting
of Council on 15 October 2019

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

CEO Update

WEEK ENDING 22 SEPTEMBER 2019

At the September Council meeting there were a number of significant items decided on. Council resolved to:

- Declare a Climate Emergency. In practical terms, Council and the community have been addressing the impacts of Climate Change through the Towards Zero Emissions Roadmap, the Biodiversity Strategy and the community led Hepburn Shire Zero Net Emission Transmission (Z-Net). Hepburn Shire Council and its communities have been leading the way in this area for many years.
- Endorse the Project Plan, Terms of Reference for the Trentham Community Hub Project Advisory Group and the Expression of Interest process.
- Approve the financial statements and performance statement for the 2018/19 Financial Year.
- Release the Draft Local Law No 2 – Community Amenity & Municipal Places to the community for public comment. This has been a significant piece of work for the Community Safety Team.

On Wednesday I attended a G-Net meeting in Ararat followed by an Executive Team meeting in Daylesford.

On Thursday I attended a Leadership Team meeting, met with two of my direct reports for our regular catch-up meetings, and I met with the CEO of Macedon Ranges Shire Council, Margot Stork.



Council was pleased to sign a Memorandum of Understanding (MOU) with the Great Dividing Trail Association Inc. regarding areas of the Goldfields Track and Lerderderg Track that fall within Council boundaries. The GDTA Inc., represented by [insert name], are an excellent volunteer-based organisation that have worked hard to develop, maintain and improve these walking and riding trails since 1992. This MOU will enable a positive partnership between Council and the GDTA Inc. and will help us to achieve our shared aims to encourage walking and riding in Hepburn Shire.

On Friday I had a meeting-free day and I worked on administrative tasks. On Saturday I attended the 'Welcome to White Night' event in Ballarat as a guest of the City of Ballarat.

WEEK ENDING 29 SEPTEMBER 2019

On Monday I had my weekly CEO Unit meeting, followed by a meeting with Sport and Recreation Victoria regarding the Shire Aquatics Strategy and Priority Projects. In the afternoon, I had my regular one-on-one meeting with Creswick Ward Councillor, Cr Greg May, followed by a meeting in Creswick with the Creswick Lions Club regarding Lions Park Projects.

On Tuesday I started the day with my weekly CEO and Mayor's meeting with Mayor Henderson and Deputy Mayor, Cr Kate Redwood AM. We then attended a Citizenship ceremony being hosted in the Daylesford Town Hall, where 9 residents became Australian citizens.

Following the Citizenship Ceremony, the Directors and I had a meeting with the Governance team to discuss ways we could improve the process for the preparation of Council Briefing and Council meeting agendas. As a result of this meeting, some of the officer's recommendations will be taken to the October Council meeting for review and approval.



On Tuesday afternoon I attended my regular meeting with Bradley Thomas, Director Community & Corporate Services, then I travelled to Clunes for our first Community Listening Post.

The listening posts will be moving around the Shire and provide an opportunity to speak with representatives from different Council departments including rates, community safety, community development, events, planning and more.

On Wednesday I started the day at a meeting with Committee for Ballarat to discuss the Jobs & Training Project, followed by a meeting with Women's Health Grampians - Communities of Respect & Equality Alliance.

As Friday was a public holiday, I took the opportunity to have a longer weekend and took a day of leave on Thursday.

WEEK ENDING 06 OCTOBER 2019

My first appointment of the day was my regular catch up with Holcombe Ward Councillor, Cr John Cottrell. That afternoon I attended a meeting with Regional Development Victoria (RDV) regarding the Creswick Trails project.

Tuesday was Councillor Briefing day which went for most of the day.

On Wednesday morning I had a Central Highlands Regional Partnership meeting to discuss our regional priorities, and that afternoon I attended a Waste to Energy project group meeting, followed by the Executive Team meeting.

On Wednesday night I attended the Western Bulldogs Best & Fairest evening in Melbourne. The Western Bulldogs partner with Hepburn Shire and several neighbouring councils to run a Leadership Programme for young people aged 14-16 years old. Some of the topics covered in the Leadership Programme include focus on self and team, community empowerment, social responsibility, goal setting, group dynamics, emotional intelligence, public speaking and presentations, focus on the world around us, resilience workshop, and they finish their programme with a presentation to Councillors.

On Thursday morning we had our fortnightly Leadership Team meeting and I had my regular catch up with the Director of Infrastructure & Development Services, Bruce Lucas. That afternoon we had a meeting with RDV to discuss project priorities and funding followed by a catch-up meeting with the Manager of People & Culture, Vivienne Green.

On Friday morning I had several interviews with media outlets regarding the proposed development at 17 Smith Street, Daylesford. A story on the proposed 53 lot subdivision was published in *The Courier* which generated lots of media interest.

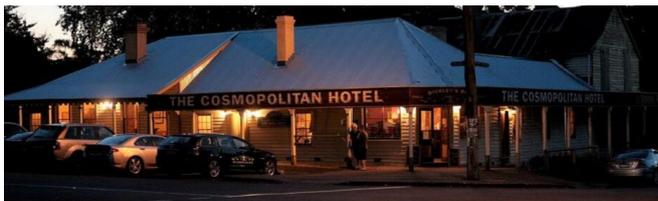
On Friday afternoon I attended a Regional Council Transformation Programme meeting in Ballarat and that evening I attended the 'Submerged' exhibition launch at the Creswick Town Hall.

WEEK ENDING 14 OCTOBER 2019

On Monday the Executive Team spent the day discussing organisational realignment proposals. These realignment discussions are taking place to ensure we are delivering the services our community needs. It is not about job losses and redundancies. It is about ensuring the organisational structure and resourcing can deliver the services and infrastructure that supports the health and wellbeing of the Shire.

Due to the high volume of agenda items for Council briefings, on Tuesday we had another Councillor Briefing which went for most of the day. Following the briefing, I attended a meeting with the Directors and the Governance team to review delegations.

On Wednesday morning I participated in a phone meeting with the VLGA to discuss some proposed candidate training for the 2020 elections. Following that discussion, I participated in another phone meeting with the Rural Councils Victoria committee to discuss financials. That afternoon I attend a monthly project control group (PCG) meeting regarding the Trentham hub, and our weekly Executive team meeting.



On Wednesday evening I attended the Trentham business networking evening followed by a meeting with the Daylesford Community Theatre.

On Thursday night Dominic Murphy, Cr Fiona Robson and I attended the Premier's Sustainability Awards in Melbourne where we won an award in the community category for our Hepburn Shire Z-NET programme. This project - a collaboration between Renew, community, Hepburn Wind Farm, Hepburn Shire Council, UNSW and many others - outlines a pathway to zero net emissions by 2030. We look forward to continuing this journey with our community into the future.



On Friday morning I attended a funding announcement for the Hub for Premium Produce where Mary-Anne Thomas MP delivered the great news that the project would receive State Government funding of \$570,000. This is in addition to Council's contribution of \$150,000 (\$90,000 monetary and \$60,000 in-kind). This initiative will have economic benefits for our Shire and the broader Central Highlands region. Working collaboratively with the Central Highlands Regional Partnerships and Agriculture Victoria, Council led a project to develop a business case to explore the problems experienced by the Premium Produce Enterprise sector in the Shire and to develop potential solutions.



On Friday afternoon I attended meetings with City of Ballarat.

WEEK ENDING 20 OCTOBER 2019

On Monday morning the Executive Team continued discussions about the organisational realignment.

Later that day, Andrew Burgess and I met with Daylesford Macedon Ranges Tourism. Following that meeting I met with the Governance team to discuss the arrangements for the upcoming Statutory meeting.

The remainder of this week's activities will be included in the CEO Report which is presented at the November 2019 Council meeting.

12.2. CUSTOMER REQUESTS UPDATE

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 September 2019.

BACKGROUND

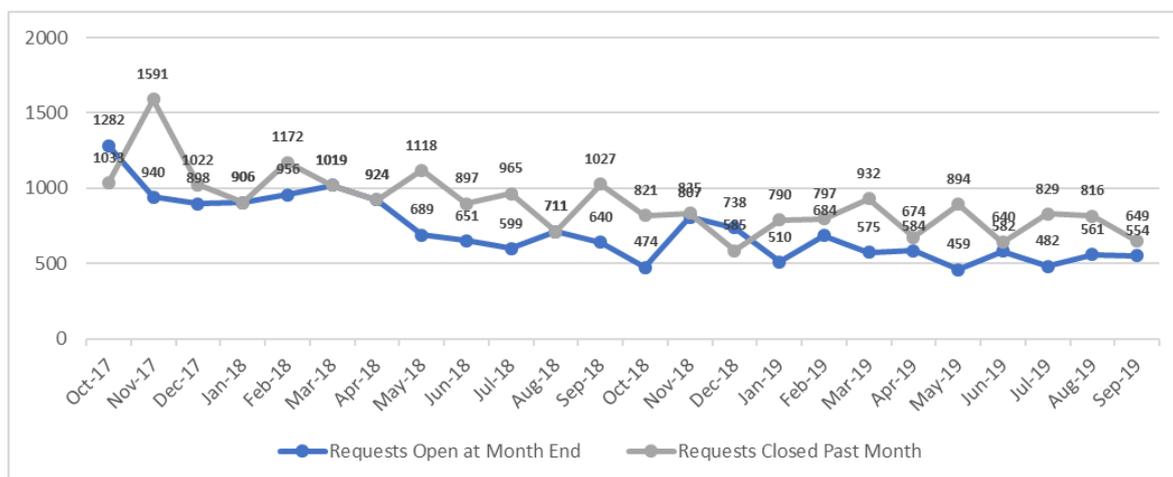
Council uses a Customer Request System *Closing the Loop* to receive and respond to a wide range of requests. The system is web-based and enables community members to directly enter requests, as well as staff to add and manage requests both in council offices as well as remotely.

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

ISSUE/DISCUSSION

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

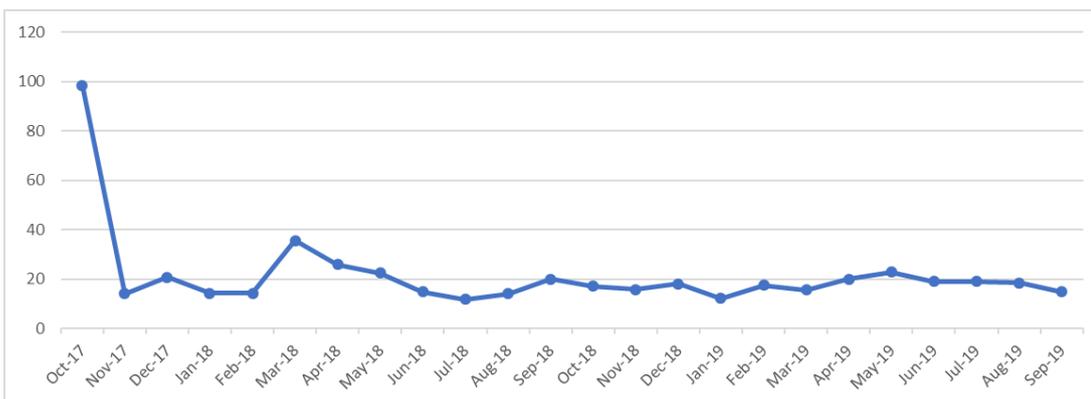
Total Requests Open and Closed Each Month



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	April	May	June	July	August	Sept
Call back	168	155	166	174	220	216
Roads and Footpaths	72	50	68	50	60	60
Parks and Open Space	26	17	25	23	29	30
Information Technology (internal)	46	48	50	41	57	55
Development - Planning, Building and Septics	51	36	42	46	48	45
Other	155	153	231	128	147	147
Total	518	459	582	482	561	145

Average Days to Close Requests

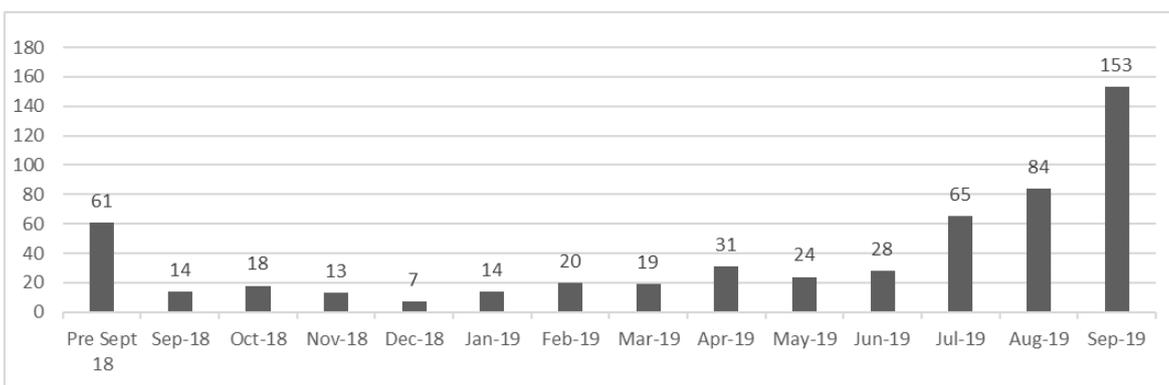


The average days to close requests in the month October 2017 was particularly high due to closing out old requests that were migrated from our old customer request system. This included a large number of waste requests that had previously been actioned, but not closed in the request system.

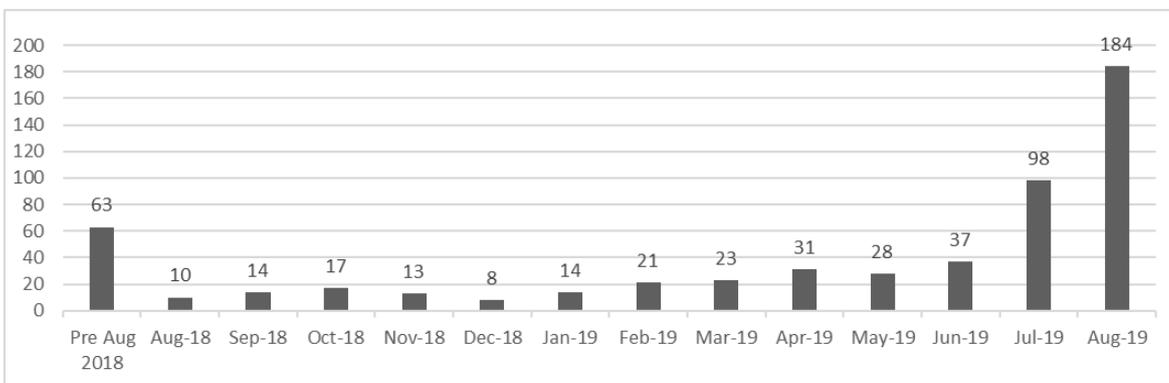
Over the last 12 months the average days to closed has ranged between 12.23 and 22.83 – with an average of 17.53.

Open Requests by Month Received

Current



Last Month



COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective: High Performing Organisation

Key Strategic Activity:

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

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

Key Strategic Indicator: Average Days to Close External Customer Requests

FINANCIAL IMPLICATIONS

Responding to customer requests is managed within the annual budget.

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

No specific matters noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

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

OFFICER'S RECOMMENDATION

12.2.1. That Council notes the update on customer requests for the end of September 2019.

MOTION

12.2.1. That Council notes the update on customer requests for the end of September 2019.

Moved: Cr Neil Newitt

Seconded: Cr John Cottrell

Carried

12.3. DEVELOPMENT AND COMMUNITY SAFETY REPORT

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Manager Development and Community Safety, I Alison Blacket 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.

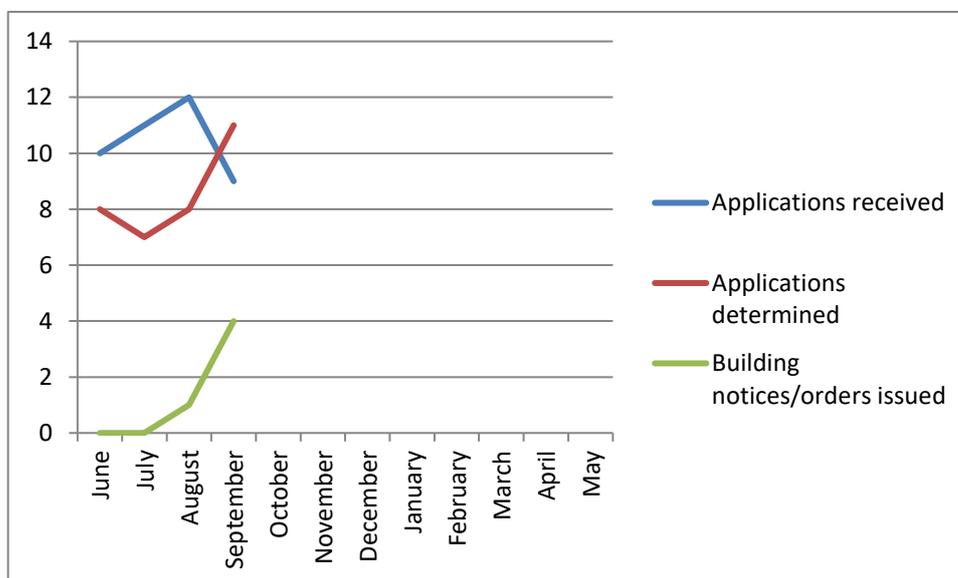
ISSUE/DISCUSSION

Building

The building activity report for September 2019 is summarised below:

Building Activity	Total
Building applications received	9
Building applications determined	11
Building notices/orders issued	4
Total development cost	\$288,270.00

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

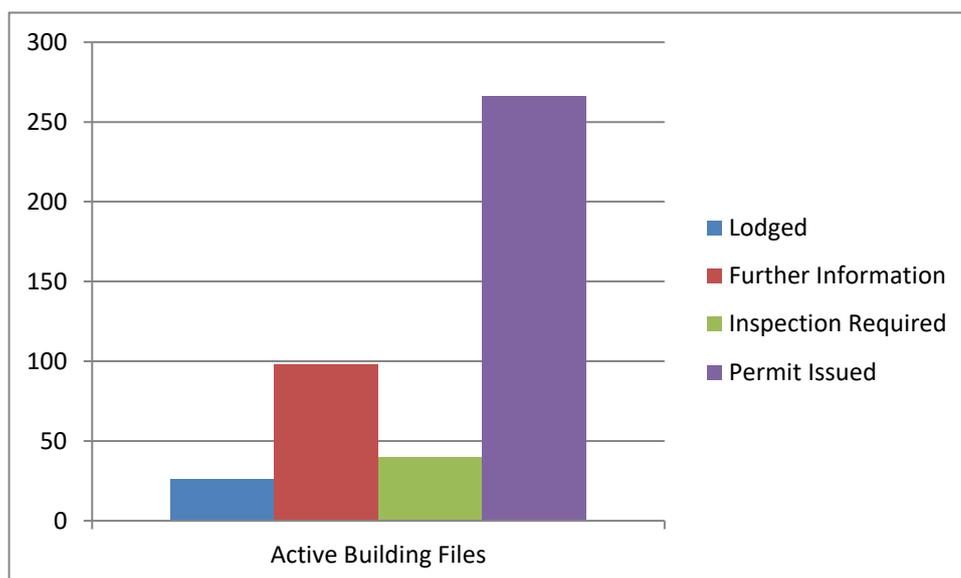


The total value of development for all Council approved building permits for the 2019/2020 financial year was \$2,088,205.00

Active Building Files

The building department has had 430 active building files over the month of September as summarised below:

Active Building Files	Total
Lodged	26
Further Information	98
Inspection Required	40
Permit Issued	266

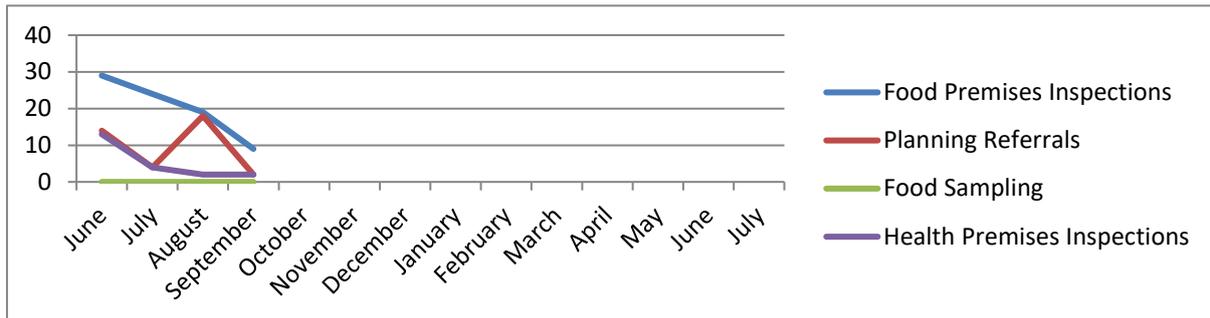


Environmental Health

The Environmental Health activity report for September 2019 is summarised below:

Environmental Health Activity	Total
Food Premises Inspections	9
Planning Referrals	2
Food Sampling	0
Health Premises Inspections	2

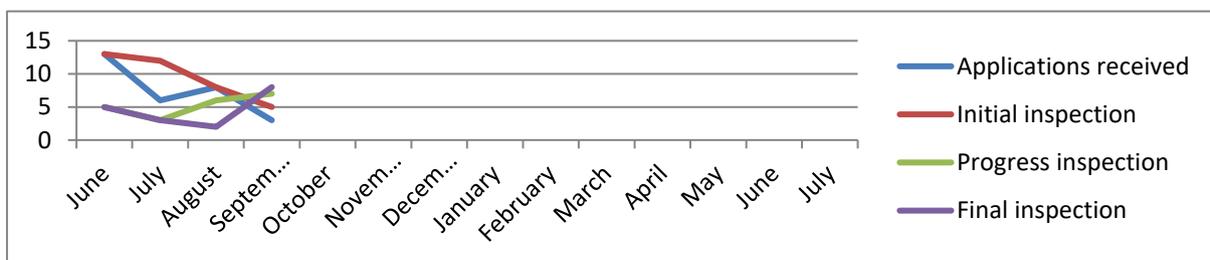
The following graph indicates environmental health statistics and activity for the 2019/2020 financial year (June 2019 included):



The Environmental Health septic tank application/inspection activity report for September 2019 is summarised below:

Septic Tank applications/inspections	Total
Applications	3
Initial inspection	5
Progress inspection	7
Final inspection	8

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 September 2019 is summarised below:

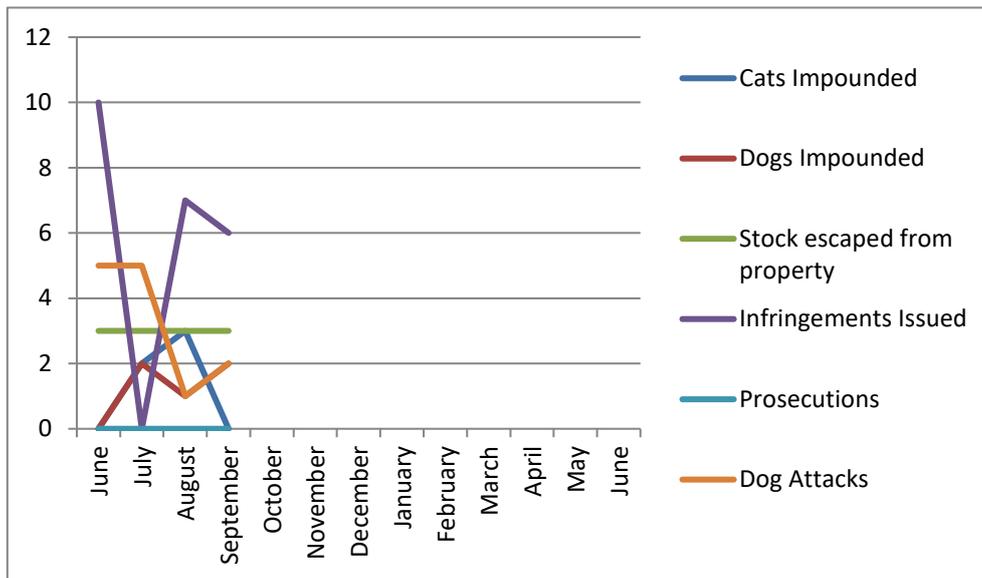
Local Laws Activity	Total
Cats Impounded	0
Dogs Impounded	2
Stock escaped from property	3
Infringements Issued	6
Prosecutions	0
Dog Attacks	1
Declarations of Menacing Dogs	1
Declarations of Dangerous Dogs	0

The reported dog attack in September did not warrant further actions as insufficient evidence could be obtained to prove an offence. Investigations for the reported serious dog attack that occurred in Creswick in August are still underway. Council is currently waiting on DNA results to be returned before finalising the investigation.

Breakdown of Infringements issued in September 2019:

Infringements	Total
Parking	5
Local Law	0
Food	0
Animal	1
Fire	0

The following graph indicates local laws statistics and activity for the 2018/2019 financial year (June 2019 included)

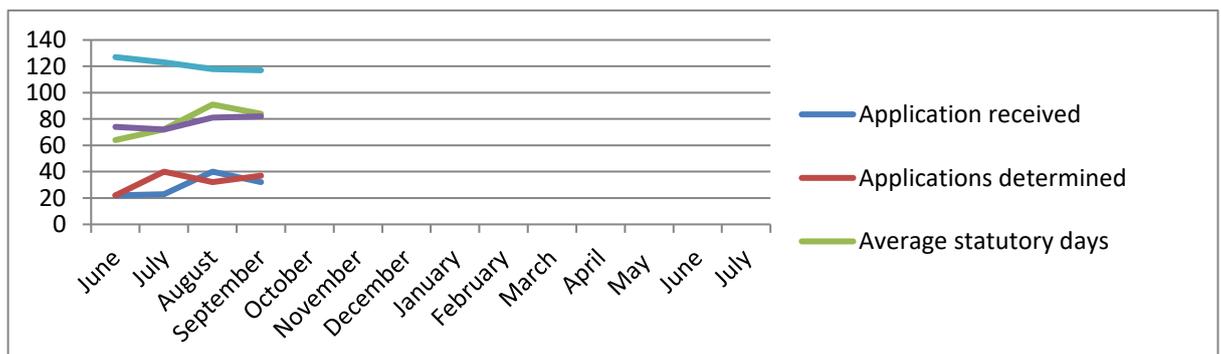


Planning

The Planning activity report for September 2019 is summarised below:

Planning Activity	Total
Applications received	32
Applications determined	37
Average statutory days for month	84
Average statutory days 19/20 financial yr	82
Average statutory days 18/19 financial yr	74
Outstanding applications	117

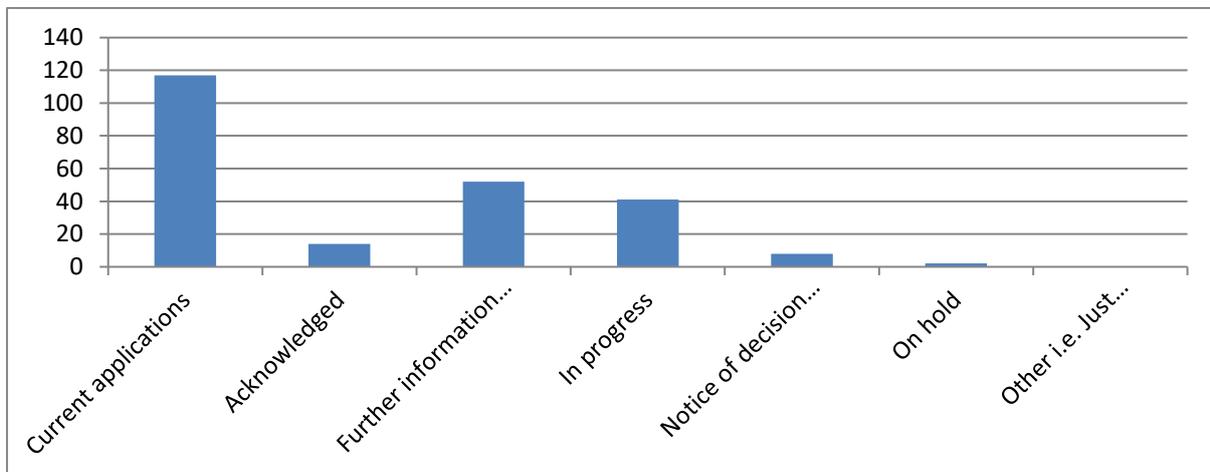
The following graph represents planning activity for the 2019/2020 financial year (June 2019 included):



The average assessment time in statutory days is just above the statutory 60 day target. As the planning team is closing out a backlog of applications that have been in the system for a longer period of time which negatively skews the average statutory days. An average number of new applications were lodged in September and the total number of outstanding applications continues to fall.

The status of all active applications as at September 2019 is summarised below:

Status of all active applications as at September 2019	
Current applications	117
Acknowledged	14
Further information request	52
In progress	41
Notice of decision pending	8
On hold	2
Other i.e. Just submitted, referred	0



Applications determined in September 2019 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	30
Notice of Decision by officer	5
Withdrawn etc.	2
Refused by Council	0

OFFICER'S RECOMMENDATION

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

MOTION

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

Moved: Cr John Cottrell

Seconded: Cr Licia Kokocinski

Carried

**ATTACHMENT 4 - PLANNING PERMITS ISSUED UNDER DELEGATION
IN SEPTEMBER 2019**

Planning Permits issued under delegation - September 2019

Application ID	Primary Property	Full Details	Decision
PlnPA000297.03	4A Forest Avenue, HEPBURN SPRINGS VIC 3461	Construction of a building for short term accommodation, and associated works. (Original Permit: Accommodation to include eight two storey	Withdrawn
PlnPA0002304	16 Ellis Road, COOMOORA VIC 3461	Construction of a dwelling and outbuilding (shed) and associated works	Permit Issued
PlnPA0002066	31 Comellis Road, DAYLESFORD VIC 3460	Use and Construction of a Dwelling, outbuilding and associated works	Withdrawn
PlnPA0002319	6 Cranneys Lane, TRENTHAM VIC 3458	Construction of a dwelling and two accommodation units	Notice of Decision
PlnPA0002373	2 Railway Crescent, DAYLESFORD VIC 3460	Full liquor licence for up to 50 patrons, open hours 10am to 12 midnight 7 days per week	Notice of Decision
PlnPA0002394	54 Leggatt Street, DAYLESFORD VIC 3460	Remove Sec 173 Agreements AC469809Q and AJ8484145 from the property known as Lot 2 on Plan of Subdivision 522464U	Permit Issued
PlnPA0002395	54 Leggatt Street, DAYLESFORD VIC 3460	Remove Sec 173 Agreement AC469809Q from the property known as Crown Allotment 7 Section 9B Parish of Wombat	Permit Issued
PlnPA0002396	114 Raglan Street, DAYLESFORD VIC 3460	Two lot subdivision	Notice of Decision
PlnPA0002359	33 East Street, DAYLESFORD VIC 3460	Construction of two warehouses, waiver of carparking requirements	Notice of Decision
PlnPA0002417	7 Cameron Street, CLUNES VIC 3370	Four lot subdivision	Permit Issued
PlnPA0002399	57 Cosmo Road, TRENTHAM VIC 3458	Staged four lot subdivision, construction of 3 new dwellings and associated works	Permit Issued
PlnPA0002404	7 Leslies Road, MOUNT FRANKLIN VIC 3461	Use and development of land for group accommodation, construction of two dwellings (cottages), pool house, pool, site cut greater than 1m in	Permit Issued
PlnPA0002450	75 Leslies Road, MOUNT FRANKLIN VIC 3461	Two lot subdivision	Permit Issued
PlnPA0002387	9 West Street, DAYLESFORD VIC 3460	Construction of a dwelling including site cut greater than one metre in depth	Permit Issued
PlnPA0002449	3 Lelant Street, TRENTHAM VIC 3458	Two lot subdivision	Permit Issued
PlnPA0002473	27 Camp Street, TRENTHAM VIC 3458	Two lot subdivision	Permit Issued
PlnPA0002273.01	25 Table Hill Road, DAYLESFORD VIC 3460	Two lot subdivision	Permit Issued
PlnPA0002465	45 Gardiner Street, CRESWICK VIC 3363	Development and associated works of the construction of dwelling and carport	Permit Issued
PlnPA0002447	37 King Street, CRESWICK VIC 3363	Construction of dependant persons unit with site cut	Permit Issued
PlnPA0002470	49 Smeaton Road, CLUNES VIC 3370	Three lot subdivision	Notice of Decision
PlnPA0002459	104 Dean-Barkstead Road, ROCKLYN VIC 3364	2 lots subdivision (re-subdivision)	Permit Issued
PlnPA0002421	16 Park Street, TRENTHAM VIC 3458	Two lot subdivision	Permit Issued
PlnPA0002484	5 Mineral Springs Crescent, HEPBURN SPRINGS VIC 3461	Installation of business signage	Permit Issued
PlnPA0002493	175 Mulcahys Road, TRENTHAM VIC 3458	Three lot subdivision	Permit Issued
PlnPA0002475	Sullivan Street, DAYLESFORD VIC 3460	use and development of land for a dwelling and associated works	Permit Issued
PlnPA0002498	33 Cosmo Road, TRENTHAM VIC 3458	Two lot subdivision	Permit Issued
PlnPA0002497	4 Smith Street, DAYLESFORD VIC 3460	Construction of a two storey dwelling, site cut and front fence	Permit Issued
PlnPA0002494	22 Stanley Street, DAYLESFORD VIC 3460	Development of land for partial demolition, alterations and additions to an existing dwelling	Permit Issued
PlnPA0002513	36 Phillips Road, DRY DIGGINGS VIC 3461	Extension to existing farm shed	Permit Issued
PlnPA0002516	2240 Midland Highway, SPRINGMOUNT VIC 3364	Construction of a shed	Permit Issued
PlnPA0002522	189 Springhill Road, DENVER VIC 3461	Addition of deck to existing function centre	Permit Issued
PlnPA0002525	105 Pasco Street, CRESWICK VIC 3363	Construction of a dwelling and garage	Permit Issued
PlnPA0002526	105 Pasco Street, CRESWICK VIC 3363	Construction of a dwelling and garage (Lot 2)	Permit Issued
PlnPA0002528	67 Talbot Road, CLUNES VIC 3370	Construction of rear deck	Permit Issued
PlnPA0002538	3021 Baillan-Daylesford Road, DAYLESFORD VIC 3460	Construction of four cabins associated with an existing camping and caravan park	Permit Issued
PlnPA0002524	24 Bridport Street, DAYLESFORD VIC 3460	Construction of a carport	Permit Issued
PlnPA0002031.01	2479 Baillan-Daylesford Road, SAILORS FALLS VIC 3461	Reduce dwelling to 2 bedrooms, use existing outbuilding as dwelling, alter layout of dwelling 2; Use and construction of three additional dwellings (resulting in four dwellings on a lot) and associated works, generally in accordance with the endorsed plans	Permit Issued

12.4. ANNUAL REPORT 2018/2019

DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Acting Manager Governance, Compliance and Risk, I Tracy Spiteri have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to receive and note the Annual Report 2018/2019 for the year ended 30 June 2019.

BACKGROUND

Under section 134 of the *Local Government Act 1989* (the 'Act'), Council is required to receive the Annual Report at a meeting of Council as soon as practicable after the Council has sent the Annual Report to the Minister for Local Government. The 2018/2019 Annual Report was sent to the Minister on 30 September 2019, as required under the Act.

Section 131 of the Act requires Council to prepare an Annual Report in respect of each financial year, and specifies that the report must contain:

- A report of Council's operations for the financial year
- Audited financial statements for the financial year
- Audited performance statement for the financial year.

The audited performance statement and financial statements were adopted in principle by Council at its Ordinary Meeting held on Tuesday 17 September 2019.

The Annual Report must be submitted to the Minister for Local Government by 30 September, and Council achieved compliance with this requirement.

Section 134 of the Act requires that Council consider the Annual Report at a meeting of the Council that is open to the public.

ISSUE/DISCUSSION

The Annual Report provides a detailed insight into Council's operations and illustrates how it is performing against the Council Plan, Budget and Local Government indicators. A number of highlights for the 2018/2019 year include:

- In October 2018, Member for Macedon, Mary-Anne Thomas, announced that Trentham Kindergarten would receive \$305,000 for facility upgrades to improve the quality of the learning environment and provide access for all abilities for three and four-year-old kindergarten. Along with the Council's \$276,000, this is an investment of over \$580,000 in early years services for Trentham.
- The Hepburn Shire Active Women and Girls Strategy was adopted at the Council meeting held on 21 May 2019. The strategy builds on the

great work that Council has already been doing at our recreation facilities. The Hepburn Shire Active Women and Girls Strategy aims to promote a healthy lifestyle, reduce social isolation, and increase female participation in structured and unstructured physical activity.

- Council was successful in obtaining a grant from the Department of Environment, Land, Water and Planning (DELWP) to assist with the implementation of an anaerobic digester. The pilot project is occurring in parallel with a number of composting, worm farm and community education projects around organic waste. The pilot will continue for the remainder of 2019, after which Council will decide how best to proceed.
- The Creswick Trails project will deliver 100km of purpose-built mountain bike trail, originating from the recently completed Hammon Park Trailhead, pump track and car park.
- Over the past year, Council has been implementing important changes to our information management and technology tools to improve efficiency. Improvements include rolling out a new virtualisation desktop technology, Office365 and an upgrade to Councils records management software.

The 2018/2019 Annual Report is available for viewing at Council's offices, Hubs and Libraries. An electronic version is also available on Council's website.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

The requirements to prepare an Annual Report are contained in Section 131 of the Act and Part 4 of the Regulations.

FINANCIAL IMPLICATIONS

Funds for preparing and publishing the annual report is included in the recurrent budget each year. Significant officer time is spent in preparing the reports in accordance with the legislative requirements.

RISK IMPLICATIONS

Council has managed the compliance risks by submitting the Annual Report within the required timeframes, giving public notice and considering the report at this meeting.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Publishing the Annual Report allows the public to evaluate how Council performed against its objectives in its 2017–2021 Council Plan and the financial results of Council for the year ended 30 June 2019.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

As required by the Act, a public notice appeared will appear in The Advocate newspaper on 9 October 2019 to advise that the Annual Report has been

prepared and that Council will consider it at the Ordinary Meeting of Council on 15 October 2019.

CONCLUSION

The Annual Report 2018/2019 presents the operational and financial performance of Council for the previous year, including the many highlights and achievements.

OFFICER'S RECOMMENDATION

12.4.1. That Council receives and notes the Hepburn Shire Council Annual Report 2018/2019, including Report of Operations, Audited Financial Statements and Audited Performance Statement.

MOTION

12.4.1. That Council receives and notes the Hepburn Shire Council Annual Report 2018/2019, including Report of Operations, Audited Financial Statements and Audited Performance Statement.

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

**ATTACHMENT 5 - ANNUAL REPORT 2018/2019 (ISSUED UNDER
SEPARATE COVER)**

12.5. 2018/2019 PROJECTS BUDGET CARRY-FORWARD TO 2019/2020 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.

INTRODUCTION

The purpose of this report is for Council to consider adopting the proposed carry-forward projects both operational and capital projects to the carry-forward budget for 2019/2020.

BACKGROUND

Council adopted the 2019/2020 Budget at the Ordinary Council Meeting held on 18 June 2019.

Each year, following the completion of the audited financial reports an evaluation of operating and capital projects is undertaken. Projects are evaluated on their status, and updates are provided by officers regarding their completion. A number of projects will remain uncompleted, the level of completion may be relating to grant funding which has not been received and is required for project completion, project activities from the current or previous years and new or changed priorities that Council has been required to address.

ISSUE/DISCUSSION

The process undertaken in conducting the review has been as follows:

- (a) Review incomplete projects from 2018/2019 and identify proposed project carry-forwards or reallocation of funds to complete projects;
- (b) Review projects to carry-forward budgeted income amounts expected to complete projects carried forward;
- (c) Following the completion and audit of Council's financial statements, verification Council has sufficient cash holdings to complete the projects to be carried forward along with the items budgeted for the 2019/2020.

A statement of capital works and statement of operational projects are included as Attachments.

KEY ISSUES

Carry-forward

Proposed carry-forward expenditure

Non Recurrent Operational Projects	\$2,712,162
Capital Projects	\$9,510,633

Proposed carry-forward income

Non Recurrent Operational Projects	\$2,446,620
Capital Projects	\$1,515,048

For additional details of the specific projects, refer to Attachment.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

A project budget review supports Council's compliance with Section 136, Principles of sound financial management, in particular 136 (2d) to ensure full, accurate and timely disclosure of financial information relating to Council.

FINANCIAL IMPLICATIONS

The project budget review incorporates changes to Council's 2019/2020 Budget to identify the consolidated financial implications of all known and reported variations.

Council has a commitment to those projects where an existing funding allocation has been made in 2018/2019 will be carried forward to allow the completion of the projects in the 2019/2020 budget year.

Reporting of progress of these carry-forward projects will form part of the 2019/2020 budget, and quarterly reporting provide to Council.

RISK IMPLICATIONS

The budget review is required to assist in decision making, project management and to mitigate the risk of budget allocations being exceeded.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

There are no significant implications as a result of this budget carry-forward.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The budget review has been completed with input from officers and Councillors.

CONCLUSION

The budget review has been completed which provides Council with improved clarity and confidence in the completion of the schedule 2019/2020 operational and project budgets.

OFFICER'S RECOMMENDATION

12.5.1. That council approves and adopts the carry-forward of budgets for the incomplete operational and capital projects from 2018/2019, into the 2019/2020 budget, as detailed in the attachment.

MOTION

12.5.1. That Council approves and adopts the carry-forward of budgets for the incomplete operational and capital projects from 2018/2019, into the 2019/2020 budget, as detailed in the attachment.

Moved: Cr Neil Newitt

Seconded: Cr Licia Kokocinski

Carried

**ATTACHMENT 6 - STATEMENT OF CAPITAL WORKS – 2018/2019
CARRY-FORWARD BUDGET**

Hepburn Shire Council

Statement of Capital Works as at 30 June 2019

Project Number	Project Name	Rollover - Nett Expense	2018/19 budgeted income yet to be received
Land Improvements			
000549	Town and Shire Road Signage	13,749	-
000606	Interpretive Signage at Calembeen Park	4,999	-
000646	Gateway signage - permanent market sign in each town	9,400	-
000870	Creswick Bowling Greens	25,440	-
Buildings			
000497	Trentham Community Hub Design & Construct	54,084	-
000551	Hepburn Shire Council Services & Community Hub Construction	1,682,740	(4,327)
000608	Waste Management Facility Construction	35,159	-
000609	Daylesford Pool Upgrades (CSIF)	538,935	80,000
000656	Trentham Child Care Construction for In-Venue Family Day Care	524,104	305,000
000762	Reserve Facility Renewal and Upgrade Program	15,000	-
000848	E-waste Infrastructure - Creswick Transfer Station	26,888	62,125
000849	E-waste Infrastructure - Daylesford Transfer Station	88,606	62,125
000873	Holiday Park Daylesford Structures	-	40,000
Building Improvements			
000727 (A)	Drummond Hall Future Upgrade	80,393	-
000729	Lee Medlyn - Building condition upgrade	18,470	-
000730 (A)	Clunes Town Hall Upgrade	562,422	-
000731	Clunes Victoria Park Toilets	129,501	-
000737	Lee Medlyn Toilet Replacement	154,966	-
000738	Creswick Town Hall building condition upgrade	27,267	-
000739	Quarry St Reserve Shelter & Toilet	99,200	-
000740	Glenlyon Hall Public Toilets	93,106	-
000741	Calembeen Sport and Rec Toilet Development	38,818	-
000820	Bldg. Renew - Building Painting program	35,000	-
000821	Bldg. Renew - Central Springs Rotunda (Rendezvous Cafe)	150,000	-
000823	Bldg. Renew - Pavilion Cafe floor Repairs	6,180	-
000824	Bldg. Renew - Smeaton Recreation Reserve Public Toilets	2,000	-
000825	Bldg. Renew - Vic Park toilet (Netball/Table Tennis)	159,575	-
000553	Sustainability Strategy - Towards Zero - Council Assets	240,153	-
000653	Trentham Mechanics Institute upgrades	25,000	-
000662 (A)	Daylesford Town Hall Community Hub Development Project	676,441	250,000

Hepburn Shire Council

Statement of Capital Works as at 30 June 2019

Project Number	Project Name	Rollover - Nett Expense	2018/19 budgeted income yet to be received
Plant, machinery and equipment			
000131	Vehicle and Plant Replacement	505,000	40,000
000599	National Flagship Bioenergy Facility	747,093	375,000
000777	Transfer Stations CCTV	5,736	-
Computers and telecommunications			
000557	IT Hardware / Technology Renewal Program	162,535	-
INFRASTRUCTURE			
Roads			
000831	Road Reconstruct - Raglan St Creswick	74,490	-
000559	East St Railway Bridge Underpass	677,893	80,000
000645	Upgrade of Dairy Flat Road Musk	350,000	200,000
Bridges			
000714	Bridge Renewal - Beaconsfield Rd	23,005	-
000715	Bridge Renewal - Hepburn Newstead	22,355	-
000717	Bridge Renewal - Yandoit Creek Rd	20,355	-
000718	Bridge Renewal - Turkey Hill Rd	22,355	-
000753	Bridge Renewal - Wheelers Bridge	18,125	-
000803	Bridge Renewal - Drummond Lauriston Rd Drummond	70,000	-
000804	Bridge Renewal - Matheson St Trentham	12,000	-
000818	Bridge Renewal - Lawrence Glengower Rd	26,405	-
Footpaths and cycleways			
000796	Footpath Renewal - Water St Creswick	5,325	-
000797	Footpath Renewal - South St Creswick	3,950	-
000321	Extension of Domino Trail	14,517	-
000744	Walking+Cycling - Fairview Estate Clunes	60,850	-
000832	Walking+Cycling - Melbourne Road Creswick	31,000	-
000836	Walking+Cycling - Coomoora to Daylesford trail Coomoora	220,018	-
000838	Walking+Cycling - Clunes Walkability Project - Planning Clunes	3,278	-
000839	Walking+Cycling - Wombat Track Trentham	19,300	-
Drainage			
000843	Drainage Renew - Central springs Road Daylesford	8,000	-
000846	Drainage Renew - Intersection Blue Mount / High St Trentham	5,000	-
Recreational, leisure and community facilities			

Hepburn Shire Council

Statement of Capital Works as at 30 June 2019

Project Number	Project Name	Rollover - Nett Expense	2018/19 budgeted income yet to be received
000414	Hard-court Annual Renewal Program	2,500	-
000605	Swimming Pool Consultation and Scoping C'Wick	13,290	-
000643	Climate Resilient Recreation Facilities	47,774	-
000761	Reserve Entrance Enhancement Program	3,000	-
000765	Newlyn Netball Court Upgrades	146,518	25,125
000766	Reserve Benches and Tables Renewal and Expansion Program	35,400	-
000768	Outdoor Exercise Equipment	39,949	-
Parks, open space and streetscapes		-	-
000543	Trentham Streetscape Implementation	221,911	-
000563	Hepburn Streetscape construction	62,582	-
000595	Mineral Springs Imp Works	38,274	-
000596	WHBG Stage 1 Works	48,451	-
000649	Additional street trees and Parklet prototype	8,826	-
000775	Jubilee Lake Remedial Works	50,629	-
000785	Sutton Springs Landscape	9,177	-
Other infrastructure			
000504	H.S. Public Art Appropriation, Maintenance & Replacement	40,570	-
000769	Doug Lindsay Carpark and Traffic Management	115,601	-
TOTAL CAPITAL WORKS		9,510,633	1,515,048

**ATTACHMENT 7 - OPERATIONAL PROJECTS REPORT – 2018/2019
CARRY-FORWARD BUDGET**

Hepburn Shire Council
Statement of Operational Works as at 30 June 2019

<i>Project Number</i>	<i>Project Name</i>	Rollover - Nett Expense (Including Income)	2018/19 budgeted income yet to be received
Non-Recurrent Projects			
000141	Cameron Court Units Clunes	235,600	-
000263	Sale of Land	-	1,385,000
000374	Municipal Fire & Emergency Management	130,549	-
000388	HACC Growth and Minor Capital	31,076	-
000453	Walk To School	11,464	
000482	Community Planning Implementation Fund	52,791	-
000570	Dja Dja Wurrung Recognition	14,156	
000574	Implement Eco Dev Strategy and Destination Management Plan	35,754	-
000575	Implementation of Youth Strategy	74,433	18,628
000614	Art Collection Policy and Plan	10,000	-
000616	Creswick Trails Project	1,669,768	1,410,000
000623	Major Facilities Master Plans	12,827	-
000624	Museums Development Program	10,000	-
000666	New Trentham netball facility	-	90,000
000667	Landscape Clunes & Jubilee Lake Caravan Parks to revegetate	11,709	-
000671	Trentham community plan	5,000	-

Hepburn Shire Council
Statement of Operational Works as at 30 June 2019

<i>Project Number</i>	<i>Project Name</i>	Rollover - Nett Expense (Including Income)	2018/19 budgeted Income yet to be received
000672	Daylesford - Macedon rail trail	145,697	50,000
000674	Agriculture development plan	22,480	-
000676	Implement biodiversity strategy actions	39,875	1,364
000677	Program of 'Welcome To' Sessions in major towns shire wide	1,000	-
000680	Glenlyon Recreation Reserve - master plan	7,426	-
000685	Clunes Town Hall activation	5,000	-
000690	Development & implementation of Vegetation Management Plan	30,000	7,000
000771	Tree Works at Newlyn Recreation Reserve	25,384	-
000773	Programs for 8-12 year-old children	7,439	-
000776	Waste Transfer Stations - Develop Traffic Management Plans	10,000	-
000778	Communities of Respect and Equality CORE training	12,718	2,810
000779	Online system of forms and payments	30,000	-
000780	Play space strategy development	35,000	-
000781	Tree management strategy development	27,500	-
000782	Design Trentham Football changerooms function & toilets	10,000	-
000869	Waste Services Planning	20,000	-
TOTAL NON-RECURRENT PROJECTS			

2,734,647

2,964,802

12.6. REGIONAL TOURISM AND DAYLESFORD MACEDON TOURISM UPDATE DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to:

- i) receive the Hepburn Shire Council submission to the Regional Tourism Review submitted 30 August 2019;
- ii) adopt the Partnership Agreement between Council and Daylesford Macedon Tourism Ltd. (DMT) for the 2019/2020 financial year, and;
- iii) endorse the decision to decline to nominate a Council representative to the Board Director role on the DMT Board.

BACKGROUND

In March 2019 Minister for Tourism, Sport and Major Events Martin Pakula and Minister for Regional Development Jaclyn Symes announced State Governments intention to conduct a Regional Tourism Review. The Regional Tourism Review builds on past work by looking at issues specific to regional tourism and exploring practical solutions and emerging opportunities.

In July 2019 State Government released the Regional Tourism Review Discussion Paper. The paper is seeking the views of communities, governments and industry on future directions in regional tourism on five key themes important for success.

1. Strengthening our Tourism Offering
2. Making the most of our Marketing Spending
3. Supporting Industry
4. Enhancing Regional Tourism Boards
5. Better Coordinating Effort

In addition to the five key themes identified the review invited discussion on opportunities to boost overnight stays and expenditure from Melbourne visitors to the regions. At the request of Council, Officers prepared a response to the discussion paper which addressed questions relevant to the five key themes identified. The response was circulated to Councillors for review and approval prior to being submitted to the review on 30 August 2019.

Review submissions will be used by Government to support consideration of future directions through the Regional Tourism Review and state government will provide a public response to consultations and submissions in late 2019 or early 2020.

ISSUE/DISCUSSION

Partnership Agreement

This Partnership Agreement recognises the business relationship that exists between Hepburn Shire Council and Daylesford Macedon Tourism (DMT) Ltd. Its purpose is to define the level of agreed support to be provided to Hepburn Shire Council by DMT, in line with Council strategies and operational objectives.

The Agreement sets out in specific and measurable terms, support provided, delivery roles, activities and responsibilities the duration and administration of the Agreement.

Agreed Support Services

The following activities are to be undertaken by DMT to support the strategic and operational tourism and visitor service plans:

1. Implement the actions outlined in the approved DMT Operational Plan and associated operational strategies and action plans in line with the implementation schedule and achieving noted KPIs.
2. Deliver the following activities that will directly benefit the region's tourism industry stakeholders:
 - I. Promote the region's brand attributes to identified target markets. Provide collaborative marketing opportunities to industry. Collaborative marketing that showcases the nuances of the region to visitors/potential visitors
 - II. Ensure a brand-aligned visitor experience by advocating and fostering appropriate product development. Coordination of local place-based expertise to stimulate product development.
 - III. Enhance the capacity and capability of tourism and allied businesses to ensure business success and quality visitor experiences, identifying gaps/potential solutions in the capacity and add expertise to create cost effective and timely outcomes at regional level.
 - IV. Improve outputs and outcomes of state and local government programs. Provide a conduit and evidence-based insights, trends and data to assist local decision making. Be an independent voice.
 - V. Effective Board oversight of activities, and strong finance management ensuring business sustainability. Provide transparent financial management and reporting.
 - VI. Deliver clear and effective communication to all stakeholder about the value and performance of DMT, ensuring good organisational reputation.
 - VII. Facilitate communication between Local Government, Visit Victoria, State & Federal Government agencies and the wider tourism industry on issues and initiatives relevant to the visitor economy.

Partnership Relations

DMT agree to regular consultation and communication regarding the delivery of the services set out in the Partnership Agreement.

Hepburn Shire Council agrees to collaborate with DMT on the delivery of the agreed services set out in the Partnership Agreement.

By entering into this agreement, Council will be given the opportunity to nominate a representative/s to participate in the region's Destination Management Forum and attend all meetings.

The two organisations will meet to directly engage on regional tourism activities and strategic priorities in the region as follows;

- i) DMT Chair and CEO will attend and brief Council twice per financial year being December 2019 and June 2020 and provide update on DMT Activities / Achievements for the financial year.
- ii) DMT CEO to meet with Councils Executive Team quarterly
- iii) DMT CEO to meet monthly at operational level to ensure the agreement is being met and to enhance the inputs provided by Council and outputs of DMT.

Reporting

DMT will provide a written Half-Year and End-of-Year Report to Hepburn Shire Council, detailing the outcomes of the agreed service. The Half Year report will be provided by 31 January 2020, and the End of Year Report will be provided within 6 weeks of the end of this Agreement. Each report is to include a current statement of financials for DMT.

It is acknowledged that the report against the KPI's will be communicated to the public.

Current RTB Model Challenges:

DMT currently comprises 5 skill-based board members along with 2 industry aligned board members. The constitution requires the company to have at least 5 and no more than 9 Directors.

The company constitution does not specifically mandate board positions for the LGA's. DMT represents 2 Local Government Areas being Hepburn Shire Council and Macedon Ranges Shire Council (MRSC). Both LGA's have been invited to nominate representatives to join the company as Directors however at this time neither LGA has accepted a board position, pending the outcome of the review and resolution of an agreed governance model for RTB's on a state-wide basis.

DMT operate as a not-for-profit company limited by guarantee. The responsibilities of board directors identified in a not-for-profit company limited by guarantee is a potential barrier to LGA board participation.

The company model outlined causes conflict for LGA board members who have a responsibility to act in good faith and in the best interests of the company and are bound to maintain confidentiality of board matters whilst at the same time being required to report back to the LGA's they represent and who fund the RTB. This conflict is not easily resolved and is a significant barrier to LGA participation as Board member or Observer under this model.

Council's response to the Regional Tourism Review supports a single governance model being developed for RTB's State-wide, which allows for Council to participate fully as Board members.

In lieu of accepting a DMT Board Director role, and in order to retain strong communication and oversight of DMT activities, Officers propose that;

- DMT Chair and CEO attend and brief Council directly twice per financial year (December 2019 and June 2020 briefing);
- DMT Chair and CEO meet with Council's Executive Team quarterly, and;
- DMT CEO meet with Manager of Economic Development (minimum monthly).

The meeting schedule is to be incorporated into Council/DMT Partnership Agreement.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan - Strategic Objective – Vibrant Economy

Key Strategic Activity:

1. Contribute to the strength of the economy through the ongoing development of key regional attractions and events that enable marketing of our region, attraction of visitors, business opportunities and underpin a strong community.
2. Implementing progressive planning scheme updates and strategic land use changes to support the economy, address social issues as availability of housing and appropriate land zoning for development.

Fertile Ground – Council Economic Development Strategy 2016 – 2021

The five pillars for growth identified within the strategy include Produce, Trade, Live, Grow and Visit. The 'Visit' pillar identifies Councils intention to invite the world to experience Hepburn Shire and all it has to offer.

FINANCIAL IMPLICATIONS

On signing of the Partnership Agreement by both parties, DMT will invoice Hepburn Shire Council quarterly in advance for the cost of the Agreed Services. This funding is included in Councils Budget 2019/2020.

RISK IMPLICATIONS

A response from government to the Regional Tourism Review is expected in late 2019 early 2020. Adoption of the quarterly payment schedule in advance will allow Council to mitigate risk of funding an organisation and sector subject of review. Council reserve the right to terminate the existing partnership agreement and renegotiate a new agreement at their discretion pending the outcome of the Regional Tourism Review.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Issues identified in the Regional Review including the need to identify genuine solutions to issues including affordable housing for hospitality staff, improved transport infrastructure to help dispersal, and unlocking investment through the development of a regional prospectus will assist with yield and growing target markets. It is acknowledged that product supply elements are generally an issue for the State and in addition to the State-wide product strategy referred to earlier, a clearer pathway to success in turning concepts into product is much needed.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

In preparing the response to the strategy Council attended sector workshops held in Ballarat and Bendigo. Over 80 delegates participated in the workshops and provided a broad range of responses to the Regional Review. Officers also conducted meetings with key stakeholders including DMT, Macedon Ranges Council, Visit Victoria, Regional Development Victoria - Grampians Region and presented a briefing to Council for consideration.

Additionally, negotiations have been undertaken with DMT to draft a Partnership Agreement for the 2019/2020 financial year.

CONCLUSION

Tourism is effectively the Shire's largest employer when associated industries are aggregated and is crucial to the Shire's economy. Employing over 600 residents across the Shire, with on average 7 employees per business. Tourism is an economic strength that we must continue to develop.

The Shire Economic Development Strategy (EDS) 'Fertile Ground' 2016-21 identifies that Hepburn Shire has exceptional natural and cultural assets that can be better leveraged to promote the Shire as a destination that provides diverse and high quality visitor experiences. As expectation of visitors have evolved to desire experience based holidays, Hepburn Shire is well positioned to take advantage of this shift and better promote our varied assets.

Council is advocating to Government for the development of a Regional Tourism Board governance model that allows for full LGA engagement and is on a scale that is financially sustainable.

Council remain committed to working collaboratively with DMT to deliver outcomes identified in the Partnership Agreement.

OFFICER'S RECOMMENDATION

That Council:

12.6.1. Receive the Hepburn Shire Council submission to the Regional Tourism Review submitted 30 August 2019

12.6.2. Adopts the Partnership Agreement between Council and Daylesford Macedon Tourism Ltd. (DMT) for the 2019/2020 financial year, subject to minor administration amendments being required.

12.6.3. Endorse the decision to decline to nominate a Council representative to the Board Director role on the DMT Board and

12.6.4. In lieu of accepting a Board Director role, initiate a meeting schedule with DMT including

- DMT Chair and CEO attend and brief Council bi-annually per financial year
- DMT Chair and CEO meet with Councils Executive Team quarterly
- DMT CEO meet with Manager of Economic Development monthly

MOTION

That Council:

12.6.1. Receive the Hepburn Shire Council submission to the Regional Tourism Review submitted 30 August 2019

12.6.2. Adopts the Partnership Agreement between Council and Daylesford Macedon Tourism Ltd. (DMT) for the 2019/2020 financial year, subject to minor administration amendments being required.

12.6.3. Endorse the decision to decline to nominate a Council representative to the Board Director role on the DMT Board and

12.6.4. In lieu of accepting a Board Director role, initiate a meeting schedule with DMT including

- DMT Chair and CEO attend and brief Council bi-annually per financial year*

- *DMT Chair and CEO meet with Councils Executive Team quarterly*
- *DMT CEO meet with Manager of Economic Development monthly*

Moved: Cr Greg May

Seconded: Cr John Cottrell

Carried

**ATTACHMENT 8 - HEPBURN SHIRE COUNCIL SUBMISSION TO THE
REGIONAL TOURISM REVIEW**

27 August 2019

Department of Jobs, Precincts and Regions
Regional Tourism Review
regionaltourism@ecodev.vic.gov.au

Hepburn Shire Council Submission to the Regional Tourism Review

Introduction

In March 2019 Minister for Tourism, Sport and Major Events Martin Pakula and Minister for Regional Development Jaclyn Symes announced State Governments intention to conduct a Regional Tourism Review. The review takes a broad look at Regional Tourism in Victoria and identifies a range of key goals to help build on what has already been established by businesses and communities of Victoria's local towns. Additionally, the review is designed to explore whether Victoria's regions are being offered the best support and opportunities to grow in the competitive tourism market. The review aims to maximise the potential of investment and boost international visitation and other key market segments.

Background

In July 2019 State Government released the Regional Tourism Review Discussion Paper. The paper is seeking the views of communities, governments and industry on future directions in regional tourism on five key themes important for success.

1. Strengthening our Tourism Offering
2. Making the most of our Marketing Spending
3. Supporting Industry
4. Enhancing Regional Tourism Boards
5. Better coordinating effort

Hepburn Shire Council Context:

Tourism is effectively the Shire's largest employer when associated industries are aggregated and is crucial to the Shire's economy. Employing over 600 residents across the Shire, with on average 7 employees per business. Tourism is an economic strength that we must continue to develop.

The Shire Economic Development Strategy (EDS) 'Fertile Ground' 2016-21 determined that five pillars for growth should underpin strategy outcomes. Those pillars being: Produce, Trade, Live, Grow and Visit. The 'Visit' pillar identifies Councils intention to invite the world to experience Hepburn Shire and all it has to offer.

The EDS identifies that Hepburn Shire has exceptional natural and cultural assets that can be better leveraged to promote the Shire as a destination that provides diverse and high-quality visitor experiences. Mineral Springs, Forests, Food and Wine, Events, Arts and Culture; are a part of the unique experience that can be found within the Shire. As expectations of visitors have evolved to desire experience-based holidays, Hepburn Shire is well positioned to take advantage of this shift and better promote its varied assets. This submission directly addresses the key theme of Enhancing RTB's whilst also providing relevant comment on the additional themes identified.

Current Regional Tourism Board (RTB) Alignment:

Hepburn Shire Council is currently aligned to Daylesford Macedon Tourism (DMT) Limited (the company). DMT is a not-for-profit public company limited by guarantee

DMT Board Structure:

DMT currently comprises 5 skill-based board members along with 2 industry aligned board members. The constitution requires the company to have at least 5 and no more than 9 Directors.

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The company constitution does not specifically mandate board positions for the LGA's.

LGA Representation

DMT represents 2 Local Government Areas being Hepburn Shire Council (HSC) and Macedon Ranges Shire Council (MRSC). Both LGA's have been invited to nominate representatives to join the company as Directors however at this time both LGA's have declined to accept a board position, pending the outcome of the review and resolution of an agreed governance model for RTB's on a state-wide basis.

DMT Staff Structure:

The company staff profile includes a CEO and 6 staff responsible for services including public relations, business development, marketing, social media, digital channel and administration. All administrative functions are managed inhouse by DMT.

Financial Model:

Tourism Victoria, HSC & MRSC are key financial stakeholders providing core funding that underpins the operations. DMT generate additional revenue through marketing, sales, training and membership fees. All profits are reinvested back into developing and promoting the region.

RTB Performance:

A new Chair was appointed in early 2019 who has united the Board. A new CEO has also been appointed who is proactively working with LGA's and the sector to deliver the company purpose being; to act as the peak tourism body of the Daylesford Macedon Ranges tourism region and develop a thriving visitor economy in the region. It is worth noting that the Daylesford Macedon region has enjoyed the highest growth of any Victorian region in the primary source market -intradate overnight visitors – at nearly 40%

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year on year growth (at March 2019). This builds on the region's strong 5-year Average Annual Growth in this segment, which is the second highest in the State, behind High Country region. The Daylesford Macedon region has also enjoyed strong growth in yield, with domestic visitor nights growth exceeding growth in overnight visitors by 20% over the last 5 years. The company has had financial challenges over the past 24 months however it is currently performing strongly and meeting all financial obligations.

DMT's Strategy:

DMT's current strategy has been developed in consultation with both HSC and MRSC and aligns strongly with the key issues identified in the Regional Tourism Review discussion paper. A focus on developing nature-based tourism and active recreation assets in line with the region vision. Additionally, Indigenous tourism opportunities in the Shire are significant and learnings from the recent success of Budj Bim could be applied to the region. More broadly HSC encourage and support a State-led and State-wide product strategy, particularly in nature-based tourism.

Current RTB Model Challenges & Opportunities:

The discussion papers reference's the need to make sure all RTB's have the right governance, scale, cross-sector buy-in and remit to drive tourism for the regions. Whilst DMT has taken significant strides in the past 8 months to strengthen relationships with both LGA's, and clarified some governance arrangements, it is clear that further work is required to define roles, responsibilities and to develop a sustainable financial model for the company. It is critical that this issue be addressed on a State-wide basis as part of the review process. Specific areas to be considered include;

RTB Governance:

DMT operate as a not-for-profit company limited by guarantee. The responsibilities of board directors identified in a not-for-profit company limited by guarantee is a potential

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barrier to LGA board participation. Duties of Directors are set out under the Constitution which states that directors must comply with their duties as directors under legislation and common law, and with the duties described with the governance standard 5 of the regulations made under the ACNC Act which are;

- (a) To exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were a director of the company
- (b) To act in good faith in the best interests of the company and to further the purpose of the company set out earlier
- (c) Not to misuse their position as a Director
- (d) Not to misuse information they gain in their role as a Director
- (e) To disclose any perceived or actual material conflicts of interest
- (f) To ensure that the financial affairs of the company are managed responsibly, and
- (g) Not to allow the company to operate while insolvent.

The company model outlined causes conflict for LGA employed board members who have a responsibility to act in good faith and in the best interests of the company and are bound to maintain confidentiality of board matters whilst at the same time being required to report back to the LGA's they represent and who fund the RTB. This conflict is not easily resolved and is a significant barrier to LGA participation as Board members under this model.

HSC support a single governance model being developed for RTB's State-wide, which allows for Council to participate fully as Board members.

Roles and Responsibilities:

Currently a lack of clarity as to Federal, State and Local Government along with RTB roles and responsibilities is resulting in duplication of services, lack of coordination on product

development and confusion to visitor and sector. Clear direction is required from Government as to the roles and responsibilities each actor plays in the overall visitor journey with the goal of reducing duplication, improving the visitor experience and maximising return on investment in the region. Consideration should also be given to restructuring Visit Victoria to allow for a decentralised regional presence capable of developing and supporting RTB's and LGA's as part of a broader place-based model.

Centralisation of RTB functions:

HSC support the centralisation of some RTB administrative functions if savings can be achieved through economies of scale, on the basis that the changes reduce the administrative burden placed on RTB's and allow them to concentrate on their core function.

RTB Scale:

This review considers the number and geographical location of RTB's operating throughout the State and reference is made in the discussion paper to Regional Partnership Boundaries. Council are concerned that any alignment to Central Highlands or Grampians Regional Partnership boundaries which HSC are a part of, will potentially result in the loss of a local place based RTB to service the current HSC / MRSC region. The Daylesford Macedon Ranges region is densely packed with operators who are largely aligned on the basis of a strong Daylesford Macedon Ranges product and brand. HSC are not opposed to expanding geographical boundaries to achieve RTB scale, however Council strongly urge the Review to consider impacts on the existing product synergies, industry and LGA alignment in light of the regions recent strong performance in terms of overnight visitation and growth.

HSC do not support expanding the RTB model based solely on current Central Highlands or Grampians Regional Partnership boundaries. Whilst 'scale' would be achieved through this alignment there is a significant risk that the local place based

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'regional identity' could be lost or diminished to the detriment of the Daylesford Macedon Ranges brand, with the unintended consequence of fracturing the strong LGA relationship between HSC and MRSC.

The Central Highlands and broader Grampians Regional Partnership region is currently serviced by two RTB's and Visit Ballarat. Any change to the RTB service area will require a model that allows for either a significant expansion of the RTB's currently servicing this area or the formation of a new RTB based on Regional Partnership geographic boundaries. As stated, HSC are not opposed to expansion of RTB boundaries however request that if this is the outcome of the review then consideration should be given to offering LGA's flexibility to join an RTB or multiple RTB's that best suits their needs. I.e: HSC may wish to access an RTB that can best service the Clunes / Creswick areas whilst another RTB may better service the Daylesford, Trentham and Glenlyon area.

HSC support the retention of an alignment with MRSC and the location of an RTB office based in the current DMT area. Failure to retain strong links with industry and the ability to offer a local place-based service to operators in the current DMT region could have a detrimental effect on visitation and negatively impact the visitor experience.

Financial Model Challenges:

HSC submit that the current DMT RTB model carries an inherent risk to the financial viability of DMT due to the scale of the RTB and reliance on 2 LGA's to provide significant funding for business operations. Additionally, it is noted that the HSC & MRSC contribution to DMT is significant when compared to other LGA's financially contributing to RTB's in other parts of State. The current financial model lacks long term stability as it is currently funded on a year to year basis which inhibits opportunities for long term investment. Any model proposed as part of the review must standardise the level of LGA funding on a State-wide basis and provide long term financial stability for RTB operations.

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Conclusion:

HSC welcomes the review and is an active participant in the process. Council agrees that the issues identified in the paper including the need to identify genuine solutions to issues including affordable housing for hospitality staff, improved transport infrastructure to help dispersal, and unlocking investment through the development of a regional prospectus will assist with yield and growing target markets.

It is acknowledged that product supply constraints are generally an issue for the State and in addition to the State-wide product strategy referred to earlier, a clearer pathway to success in turning concepts into product is much needed. Council submit that the current DMT region has a distinct product offering and clear target market, reflected in outstanding visitor growth.

Key nature-based tourism and active recreation routes such as the Goldfields Track and proposed Daylesford Macedon Rail Trail unite the Daylesford Macedon region and DMT currently plays a key role to support the development of these assets. The distribution of mineral springs, the 'makers' in the region and the Goldfields World Heritage bid unify the existing region and give it a strong brand. If the existing region is significantly altered along Regional Partnership boundaries, the differentiation and marketing strength of the area will be jeopardised. Any changes made to the current RTB boundaries must consider impacts on regional brand clarity and enhance the ability for an RTB to service the numerous operators that exist in HSC catchment area.

Council support the development of a State-led regional brand and product strategy, backed up with a supporting investment model. We further support increased State-led marketing campaign investment, supporting regional brands, amplifying their differentiators.

► HEPBURN SHIRE COUNCIL

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Daylesford
03 5348 1577

► CRESWICK

68 Albert Street
Creswick
03 5345 8399

► CLUNES

The Warehouse
36 Fraser Street
Clunes
03 5345 3359

The Daylesford Macedon region's visitor growth, particularly in the key overnight segment, has been the strongest of any region and whilst we support this review we ask that serious consideration be given to developing a model with an appropriate governance structure for an RTB on a scale that is financially sustainable that still retains the key Daylesford Macedon Tourism attributes of place based, product aligned service delivery.

Forwarded for your consideration.

Yours sincerely,



Evan King
Chief Executive Officer

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**ATTACHMENT 9 - COUNCIL AND DAYLESFORD MACEDON TOURISM
PARTNERSHIP AGREEMENT 2019/2020**

Partnership Agreement

between

Daylesford Macedon Tourism Ltd (DMT)

and

Hepburn Shire Council (HSC)

July 1st 2019 to June 30th 2020

1. Introduction

Daylesford Hepburn Tourism (DMT) is the peak regional tourism organisation for the State Government-defined tourism region: Daylesford & Macedon Ranges. DMT plays a co-ordination and leadership role in the development of the region's tourism sector, in partnership with key stakeholders, with the aim of achieving a thriving visitor economy.

The region notionally covers the Shires of Hepburn, Macedon Ranges, and parts of Moorabool.

2. Purpose of the Agreement

This Partnership Agreement recognises the business relationship that exists between Hepburn Shire Council (HSC) and Daylesford Macedon Tourism Ltd. Its purpose is to define the level of agreed support to be provided to Hepburn Shire Council by DMT, in line with Council strategies and operational objectives. The Agreement sets out in specific and measurable terms, support provided, delivery roles, activities and responsibilities the duration and administration of the Agreement.

3. The Parties

The Parties to this Partnership Agreement are:

- a) Regional Tourism Board: Daylesford Macedon Tourism Ltd (DMT) (ABN 41 624 248 773) of 120 Main Road, Hepburn Springs
- b) Local Government: Hepburn Shire Council (HSC) (ABN 76 845 763 535) of Vincent Street, Daylesford.

4. Agreed Support Services

The following activities are to be undertaken by DMT to support the strategic and operational tourism and visitor service plans

1. Implement the actions outlined in the approved DMT Operational Plan and associated operational strategies and action plans in line with the implementation schedule and achieving noted KPIs.
2. Deliver the following activities that will directly benefit the region's tourism industry stakeholders:
 - I. Promote the region's brand attributes to identified target markets. Provide collaborative marketing opportunities to industry. Collaborative marketing that showcases the nuances of the region to visitors/potential visitors
 - II. Ensure a brand-aligned visitor experience by advocating and fostering appropriate product development. Coordination of local place-based expertise to stimulate product development.
 - III. Enhance the capacity and capability of tourism and allied businesses to ensure business success and quality visitor experiences, identifying gaps/potential solutions in the capacity and, add expertise to create cost effective and timely outcomes at regional level.

- IV. Improve outputs and outcomes of state and local government programs. Provide a conduit and evidence-based insights, trends and data to assist local decision making. Be an independent voice.
- V. Effective Board oversight of activities, and strong finance management ensuring business sustainability. Provide transparent financial management and reporting.
- VI. Deliver clear and effective communication to all stakeholder about the value and performance of DMT, ensuring good organisational reputation.
- VII. Facilitate communication between Local Government, Visit Victoria, State & Federal Government agencies and the wider tourism industry on issues and initiatives relevant to the visitor economy.

Partnership Relations:

DMT agrees to regular consultation and communication regarding the delivery of the services set out in this Partnership Agreement.

It is agreed that the two organisations will meet to directly engage on regional tourism activities and strategic priorities in the region as follows;

- i) DMT Chair and CEO will attend and brief Council twice per financial year being December 2019 and June 2020 and provide update on DMT Activities / Achievements for the financial year.
- ii) DMT CEO to meet with Councils Executive Team quarterly
- iii) DMT CEO to meet monthly at operational level to ensure the agreement is being met and to enhance the inputs provided by Council and outputs of DMT.

Hepburn Shire Council agrees to collaborate with DMT on the delivery of the agreed services set out in this Partnership Agreement.

By entering into this Agreement, Hepburn Shire Council is deemed to be actively engaged with DMT. As such, Hepburn Shire Council will be given the opportunity to nominate a representative/s to participate in the region's Destination Management Forum and attend all meetings.

HSC has the option of one full board position on the DMT Board, providing strategic input into the direction of DMT and ensuring that the ongoing working relationship is successful, and aligns with HSCs plans.

5. Reporting

DMT will provide a written Half-Year and End-of-Year Report to Hepburn Shire Council, detailing the outcomes of the agreed service. The Half Year report will be provided by 31 January 2020, and the End of Year Report will be provided within 6 weeks of the end of this Agreement. Each report is to include a current statement of financials for DMT.

It is acknowledged that the report against the KPI's will be communicated to the public.

6. Payment

On signing of this Agreement by both parties, DMT will invoice Hepburn Shire Council for the full cost of the Agreed Services (as detailed in Schedule A). On signing of the Partnership Agreement by both parties, DMT will invoice Hepburn Shire Council quarterly in advance for the cost of the Agreed Services. Payment terms quarterly in advance as follows:

\$20k plus GST 1 July 2019

\$20k plus GST 1 October 2019

\$20k plus GST 1 January 2019

\$20k plus GST 1 April 2019

\$80k plus GST Full cost of partnership agreement.

Payment terms are 30 days. DMT are required to provide Council with a current Statement of Financials for review at the December 2019 and June 2020 briefing. Quarterly payments will not be released unless DMT Financial Reports are provided to the satisfaction of Council.

7. Dispute Resolution

Both parties to this Partnership Agreement agree that the level of dispute resolution for disputes arising from this Agreement should be commensurate with the nature of the dispute, and in the first instance should be addressed by the Council CEO or Director and DMTs CEO.

If a dispute remains unresolved, it will be first referred to a joint meeting of the Chairperson of the DMT Board, and the CEO of Hepburn Shire Council.

Final dispute resolution, if required, will be referred to Visit Victoria for mediated resolution.

8. Termination of Agreement

Council reserve the right to terminate the Partnership Agreement and renegotiate a new agreement at their discretion pending the outcome of the Regional Tourism Review.

9. Signatories

Hepburn Shire Council and the **Daylesford Macedon Tourism Ltd** agree to the terms of this Partnership Agreement.

Signed on behalf **Hepburn Shire Council**

Name:

Title:

Date:

Signature

In the presence of:

Name:

Date:

Signature

Signed on behalf of **Daylesford Macedon Tourism Ltd**

Name:

Title:

Date:

Signature

In the presence of:

Name:

Date:

Signature

SCHEDULE A

Agreement of key partnership activities

ACTIVITY ONE

Promote the region's brand attributes to identified target markets. Provide collaborative marketing opportunities to industry which showcase the unique attributes of the region to visitors/potential visitors.

Deliver marketing activity clearly aligned to target markets and drive community outcomes.

Measure:

- *Provide bi-annual marketing reports to measure performance and ROI against targets identified in DMT's Operational Plan and provide visitation stats quarterly. Please refer to Att A for activities and targets in marketing plan.*
- *Produce visitor collateral including but not limited to: an annual visitor guide, at least two visitor maps*
- *Produce 40 page quarterly magazine inserted into The Age (143,000 copies) and distributed regionally (7,000 copies). Each publication will have no less than 14 articles promoting the DMT region and its tourism people/product/places. Across the year, no less than 28 articles will feature people/product/places in the Hepburn Shire.*
- *Run six digital marketing campaigns per year (each will have specific target metrics) pushed via Facebook, Instagram or both*
- *Produce no less than 60 pieces of content published in both print and online*
- *Deliver no less than twelve consumer emails to a database of 45,000*
- *Produce at least 100 social media posts, half of which must reference people/product/places within the Hepburn Shire*

Work with Great Southern Touring Route campaign committee and key local businesses to deliver international marketing activity, targeting The Americas, China, UK/EU, SE Asia, Japan, Korea. The key focus is on the towns of Daylesford and Creswick (Macedon Ranges is not included in the campaign). DMT contributing GSTR annually (cost to DMT \$6,000)

Outputs:

- *Representation at Australian Tourism Exchange and roadshows to US, UK, Europe, India, New Zealand*
- *Exposure of the region on key Chinese social media channels and websites*
- *At least three international familiarisation tours in-region p.a.*
- *Marketing campaigns and in-market representation (Business Development Managers) in key source markets*

Collaborate with HSC EcoDev/Tourism team to deliver a seamless customer journey, from planning to booking to visiting phases.

Measures:

- *Visitor servicing plan in place by June 2020, with clear responsibilities articulated (note that this is dependent upon the state-wide Visitor Servicing Review being produced by Visit Victoria – expected to be produced January 2020)*

Gain industry and consumer support of coordinated (DMT and LGA) visitor journey plan through industry consultation and forums

Measure:

- *Support gained at Destination Management Forum*

Ensure the region has a clearly articulated brand, which is supported by LGAs and industry, to ensure the region remains as an appealing destination, and the brand supports operators within the region. Deliver clear supporting activities to underpin each pillar: events, PR, social media and content.

Measure:

- *Activities outlined in Brand Architecture document achieved (see Att B)*

Visit Victoria co-op and support

- Ensure that people/product/places within the Hepburn Shire are given strong representation in Visit Victoria's marketing campaigns and activity (currently our region receives a very high level of exposure, due to strong relationships with Visit Victoria).
- Conduct at least one national co-operative marketing activity that promotes people/product/places within the Hepburn Shire.

ACTIVITY TWO

Ensure a brand-aligned visitor experience by advocating and fostering appropriate product development. Coordination of local place-based expertise to stimulate product development.

Provide tourism expertise to foster new investment, using, when necessary, funded research to help build investment case with demonstrated ROI.

Measure:

- *Attendance at relevant Project Steering Group (PSG) meetings, research provided, funding accessed. Note that this may take place in future years depending on project progress.*

Partner with relevant bodies (PSGs etc) to ensure expertise added at right time/place. Ensure DMT representation on key State and Regional organisations and working groups Specifically:

- Creswick Trails initiative
- Rail Trail
- Mineral Springs Infrastructure Upgrade
- Daylesford Institute of Gastronomy
- Activities outlined in the HSC EcoDev prospectus

Measures:

- *Alignment of HSC product plans with DMT Product Development Plan*
- *Attendance and demonstrated leadership role at key product development meetings.*
- *Reporting to LGAs at bi-annual meetings*

Utilise Destination Management Forum to build a framework for industry and LGA engagement on product development. Align HSC Visitor Economy Strategy project to plan. Review annually, using DMF as a reference group.

- Measure: N/A

Convene meetings with key stakeholders (HSC, MRSC, MSC, MASC, Parks Vic, RDV, DELWP) to coordinate walking strategies. Each entity has a role to play and a greater level of coordination will improve the outcomes for visitors.

- Measure: Chair quarterly meeting

ACTIVITY THREE

Enhance the capacity and capability of tourism and allied businesses to ensure business success and quality visitor experiences, identifying gaps/potential solutions in the capacity. Add expertise to create cost effective and timely outcomes at regional level.

Provide stakeholders with access to research, data and trends to support regional business and investment decisions via Industry Briefings, Forums and LGA meetings. Data presented in various forms: dashboards, tables and graphs, depending on audience needs.

Measure:

- *Quarterly dashboard created as part of Corporate site revamp by Jun 2020. Updates given at Industry Briefings and bi-annual LGA meetings. Project-specific research provided when required.*

Work with LGAs to develop a 'leap' program. Three business excellence workshops to be developed with a focus on tourism, marketing and visitor servicing.

Ensure these workshops and associated tools are available online.

Measures:

- *Three tourism/marketing-focussed workshops delivered in FY20*
- *Online tools added to revamped corporate website by July 2020 (part of corporate site revamp)*

Develop an annual events strategy in conjunction with HSC to ensure a collaborative and coordinated approach to developing events that are in line with the regional brand pillars, increase yield, dispersal and midweek visitation.

Measure:

- *Annual events strategy produced by December 2019 in conjunction with HSC.*

Deliver four Industry Briefings p.a. which present visitation numbers, data, grant opportunities, DMT's activities and plans. Provide opportunities for HSC to present as requested.

Measures:

- *Four briefings delivered with minimum attendance of 50 operators. HSC to present at two briefings.*

Deliver an annual Industry Conference, with an attendance of at least 100 operators.

Measure:

- *Annual conference delivered*
- *June 2020 to be held in HSC area. Sponsorship to be discussed.*

Work with LGAs to coordinate the development of a region-wide Tourism Crisis Management Plan. Incorporate crisis management training into Regional Tourism Conference.

Measure:

- *Tourism Crisis Management Plan developed by March 2020.*

ACTIVITY FOUR

Improve outputs and outcomes of state and local government programs. Provide a conduit and evidence-based insights, trends and data to assist local decision making. Act as an independent voice, supporting LGA initiatives.

Participation in forums to influence decisions and establish relationships.

Measure: N/A (BAU)

Deliver a relevant and industry-supported prospectus, outlining co-operative marketing and fee-for-service opportunities.

Measure:

- *5% increase in number of participating operators and 10% increase in own-source revenue*

Provide stakeholders with access to research and data to support regional business and investment decisions via Industry Briefings, Forums and LGA meetings.

Measure:

- *Data presented in various forms: dashboards, tables and graphs, depending on audience needs.*
- *Provide quarterly update to Council*

Provide an effective conduit to Visit Victoria's marketing capability. Visit Victoria have significant marketing influence and leveraging this relationship gives the DMT region the best marketing exposure.

Measures:

- Embed Visit Victoria's campaign activity in DMTs regional marketing campaigns.
- Ensure that the DMT region gains significant exposure in all Visit Victoria marketing activity including prominence in:
 - o Monthly eDM (email)
 - o *All Your Happy Space* campaign activity
 - o Quarterly *Space* magazine
 - o PR familiarisations
 - o PR activity
 - o Industry familiarisations
 - o Daily social media activity
- DMT to report to Council quarterly on Visit Victoria support activity

Continue to drive advocacy for nature based tourism in the region by coordinating regular meetings with key stakeholders including:

- Parks Victoria
- DELWP
- RDV
- Other LGAs

This will manifest in:

- Better regional coordination of NBT development and marketing
- Advocacy for critical infrastructure projects such as Creswick Trails

ACTIVITY FIVE

Effective Board oversight of activities, and strong finance management ensuring business sustainability. Provide transparent financial management and reporting.

Ensure DMT maintains a skills-based Board with breadth of skills and knowledge.

Measure:

- *Evidenced by an annual skills matrix provided to LGAs.*
- *Bi-monthly Finance & Risk Subcommittee meetings to be held*
- *Effective budget management ensuring positive cashflow and a financially solvent organisation*

Strong corporate Governance in place, mitigate organisational risks.

Measures:

- Compliance with legislative requirements.
- Creation of risk register, which is reviewed bi-monthly by the Finance and Risk Subcommittee.

ACTIVITY SIX

Deliver clear and effective communication to all stakeholders about the value and performance of DMT, ensuring good organisational reputation. Facilitate communication between Local Government, Visit Victoria, State & Federal Government agencies and the wider tourism industry on issues and initiatives relevant to the visitor economy.

Active and collaborative participation in the Regional Tourism Board review. Work with LGAs and industry to present united regional input.

Measures:

- *Provide feedback to White Paper.*
- *Participate in round table discussions*

Improve industry communications and reputation. By:

Developing Corporate Site, making it a useful resource for operators, with industry portal, giving access to training modules, grant information, research and Visit Victoria mentorship programs. Creating industry sentiment survey measuring satisfaction with DMT, LGAs and other entities by December 2019. Facilitate two-way discussion with industry.

Measures:

- *Corporate website revamped by July 2020.*
- *Provide Q&A time at Industry Briefings and demonstrate attendance at industry and community forums.*
- *Growth of industry database from 1200 to 1250 by December 31st 2019*

TOTAL COST: \$80,000 plus GST

Attachments

Marketing Activity		
Promote the region's brand attributes to identified target markets to ensure sustainable year-round, high yield visitation.		
Areas	Actions	Measures and success factors
Branding	Get support from industry and government for brand pillars: Food & Drink * Rejuvenation * History & Culture * Arts and Lost Trades	Support of brand strategy from Industry and Government
Content and Social Media	Develop content and social media strategy to support each of the brand pillars Develop and deploy 'Hidden Gems' Content Campaign	<ul style="list-style-type: none"> - Content marketing plan developed by October 1st 2019 - FB growth from 40,000 to 60,000 by Dec 31 '19, 80K CY20. Avg reach/engagement 5% - Instagram growth from 5,000 to 10,000 followers by Dec 31 and 15K CY20 Avg reach/engagement 4% - Launch of Hidden Gems Content Campaign by 1 January 2020
Websites	Develop website strategy in a holistic way, with VV and LGAs so each entity's role and representation in the visitor journey is clear. Focus on product brand sites (e.g. DMP) and revenue-generating sites (e.g. wedding planners).	<ul style="list-style-type: none"> - Traffic increase 30% CY19 and 80%CY20 - Clear site architecture in place by end 2019
PR	Develop PR Plan that supports each brand Pillar Ensure each product brand has a media plan to raise awareness	<ul style="list-style-type: none"> - An average of 1 media piece per week across the year - A minimum of 8 Hero pieces in the year
Acquisition	DMT will produce a tactical marketing strategy, with a focus on acquisition, that will enable these targets to be reached. This will detail the market segments and the means by which they are attracted to the region.	<ul style="list-style-type: none"> - Increase email database by 20% EOCY19 and 35% CY20 - Increase following on social media platforms and website traffic as outlined above

Collateral	<p>In conjunction with LGAs, as part of the Visitor Servicing reviews or existing visitor servicing plans, conduct a collateral review to ensure visitors are receiving information they need, in a format they like.</p> <p>Make Age insert a profitable activity, that covers overhead costs, while maintaining quality and integrity as a publication</p>	<p>Review of collateral and design, using visitor and industry focus groups, presented to Board by December 15th</p> <p>Age insert covers production and overhead costs and delivers 5% profit</p>
International Marketing	Continue \$6,000 p.a. contribution to Great Southern Touring Route partnership	N/A
Partnerships	Strategic Partnerships that support the four brands.	2 partnerships worth a total of \$40,000
Promotional Events	DMT has one event at concept stage, which aims to support the <i>Daylesford Macedon Produce</i> brand. 'Daylesford Macedon Farmers Market' is an 'activation' concept, held in central Melbourne with stalls hosted regional producers and providers.	Send proposal to Visit Victoria for funding by October 30th

Food & drink <i>Indulge</i>	Escape & Rejuvenate <i>Refresh</i>	History & Culture <i>Learn</i>	Art & Artisans <i>Make</i>
Brand Attributes			
Rich soil and water Beautiful produce (food and drink) Farm to table Provenance Producers and growers	Nature: GFT, Hanging Rock etc Healing: Spa, massage and treatments Heritage: Mineral Springs Indulgence: eat/drink local produce Amazing accommodation	Charming villages Gold era history Swiss-Italian influence Indigenous culture (needs product dev)	Thriving art scene Lost trades Classes & workshops Outdoor – Sculptures and installations Performing arts and live music Literature
Target Markets			
<i>"I want an experience"</i> SINKS/DINKS Disposable income Discerning Socially and environmentally aware Quality not quantity	<i>"I'm busy and want a break"</i> SINKS/DINKS Corporate groups Wedding groups Girls weekends Disposable income Discerning Families	<i>"I want to understand our culture"</i> Families Empty nest International Schools	<i>"I want to connect to creativity"</i> Gen Y SINKS/DINKS Discerning Girls weekends Curious and intelligent
Functional benefits			
Explore premium cool climate wineries Eat at a hatted restaurant Explore a farmers' market Forage for produce Grab fresh produce at a farm gate Join a cooking class Mineral water straight from the source	Walk or ride off road Treat yourself with a spa and massage Wander around beautiful gardens and lakes Indulge in the best regional produce Variety of accommodation Botanic Gardens	Explore charming villages by bike or car Discover indigenous culture near Melb Learn about the gold rush era Potato huts Lost Children Forestry Chinese history	Classes and workshops Open studios Learn a lost trade Buy unique art Explore an art installation Meet artists in residence
Websites			
DMP site Mineral Springs explorer Mineral springs on DMP web map	Weddings website (indulge etc) Conferences and events Treatments Accommodation Retail therapy	DML	Classes and workshops – specific page/site? Events DML
Collateral			

Tasty Little Touring Map: mineral springs, wineries, restaurants DMP insert	N/A	Seasonal mag Visitor Guide Regional Touring Map	Visitor Guide Regional map Seasonal mag
Events and partnerships			
Partner: MF&W Lavandula harvest festivals Budburst Spud fest Art in the Vines Kyneton Daffodil & Arts Agricultural shows Harvest festival	Partner: Belgravia Leisure ChillOut Cycling events and races Clunes Comedy Festival Wedding Expos	Partner: RACV Swiss Italian Festival Malmsbury Village Fayre	Partner: MCO and Opera Australia? Lost Trades MCO Event Kyneton Music Festival DMR Open Studios Woodend Winter Arts Booktown Words in winter Macedon Writer's Festival Classes & workshops
PR and content – our narrative			
Bryanna Sandercock, Alla Wolf-Tasker Led the way with farm-table/local Sophisticated cool climate wine region The richness and purity of land/water Specialist farmers (British Whites etc) Seasonal produce Meet the farmers? Mineral springs – info on each.	Benny Pettersson Hanging Rock Mt Macedon Memorial Cross Clifftops Macedon open gardens Mineral water and its history For decades a centre of healing Balanced: be well then indulge Indigenous healing Creswick MTB Goldfields Track Creswick garden Festival Wildflowers and slow flowers	Carol White, Dja Dja Warung T.O.s, Barry Golding Mineral water and its history Touring the villages (like Europe) Yandoit stone houses Lancefield (Ned Kelly, megafauna) Need to ramp up indigenous content Chinese burial ground – Vaughan Springs Village fairs Indigenous healing (or general indigenous)	Glen Rundell, Bryanna Sandercock, Denise Button, Irene O'Duffy Art trails Festivals – art/lit Lost Trades Quirky locals (Lord Bloomfield)
Product development			

<p>Institute of Gastronomy</p>	<p>MRSC Visitor Economy Strategy Mineral springs infrastructure Develop wine/e-bike tours Woodend-Daylesford rail trail Goldfields Track/GDTN Hanging Rock enhancements Creswick mountain biking Wellness resort – Musk Hepburn Comedy Festival – Richard Palais</p>	<p>Spa country railway Rail Trail Goldfields Track Megafauna & Dinosaur experience Indigenous tourism – needs dev Mineral Springs</p>	<p>Art Trail? Creswick of the Lindsay's Open studios</p>
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12.7. ANNUAL REVIEW DISABILITY ACCESS AND INCLUSION PLAN DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Manager of Community Care, I Fran Fogarty have no interests to disclose in this report.

PURPOSE

The purpose of this report is to present Council with the annual review of Disability Access and Inclusion Plan (2018-2022).

BACKGROUND

There are a range of legislation and standards that protect, affirm and strengthen the rights of people with a disability including the United Nations Convention on the Rights of Persons with Disabilities, the Commonwealth *Disability Discrimination Act 1992* along with *Victorian Equal Opportunity Act 1995* and *Victorian Disability Act 2006*.

In accordance with Section 38 of *Victorian Disability Act 2006*, Councils must develop a disability action plan that addresses the following outcomes:

- Reducing barriers to persons with a disability accessing goods, services and facilities;
- Reducing barriers to persons with a disability obtaining and maintaining employment;
- Promoting inclusion and participation in the community of persons with a disability; and
- Achieving tangible changes in attitudes and practices which discriminate against persons with a disability.

An annual action plan is developed and designed to be implemented by a range of Council departments.

ISSUE/DISCUSSION

The Disability Access and Inclusion Plan address outcomes set out in the Disability Act and contains the following 4 objectives:

1. To ensure all Council services, recreation and infrastructure is accessible to people with a disability;
2. To ensure that non-discriminatory practices are adhered to all times with existing staff and when employing new staff that people with a disability are encouraged to apply for positions at Council;
3. To ensure that Hepburn Shire Council provide opportunities for people with a disability to participate in events, meetings or celebrations and feel valued and included in the community;
4. To ensure that all corporate, strategic planning and communications actively help to make tangible changes to negative attitudes and practices regarding people with a disability.

To support the achievement of these objectives, an annual progress report (Attachment) incorporating key strategic activities, actions and measures has been developed for each objective. A “traffic light” style report provides a visual snapshot of progress of the Plan.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

It is a requirement of the *Victorian Disability Act 2006* that Council develops a disability action plan. The *Commonwealth Disability Discrimination Act 1992* makes disability discrimination unlawful and promotes equal rights, equal opportunity and equal access for people with disabilities.

The *Victorian Disability Amendment Act 2012* which commenced on 1 July 2012 requires that Council report on the implementation of its disability action plan in its Annual Report.

FINANCIAL IMPLICATIONS

Most actions contained in the Plan can be incorporated into the day to day work of Council staff, some other actions will require budget allocation.

RISK IMPLICATIONS

The adoption and implementation of a Disability Access and Inclusion Plan reduces the risk that Council does not act to reduce barriers to people with a disability accessing services and facilities or obtaining and maintaining employment. It includes actions which promote inclusion and participation of people with disabilities and to change attitudes and practices.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The overall aim of the Plan is to encourage the full and equal participation by people with a disability in community life.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Disability Advisory Committee has been appointed in the first year of the Disability Access and Inclusion Plan. The purpose of this Committee is to collaborate with Council to ensure there is proactive, two-way conversation and advice about how to effectively implement the actions in the Disability Access and Inclusion Plan and address other access issues as they arise.

The Disability Advisory Committee in accordance with its Terms of Reference has recently completed an annual review of its Terms of Reference and its role and function and a separate report will be provided to Council.

CONCLUSION

Several key access improvements and achievements were completed in the first year of the Plan:

- All accessible car parking across the Shire have been assessed and recommended changes have been accepted and funded in the 2019/2020 budget.
- Disability awareness training is being rolled out to all staff across all departments.
- Two accessible events guides have been developed to ensure all community managed events are more accessible and inclusive of people with a disability.
- A screen reading tool called 'read speaker' has been installed on the front page of Council's website. This function allows people who have low vision to 'hear' the contents the website. This function also helps people from a non-English speaking background that may understand the spoken word but be unable to understand the written word or English script.
- A mobile phone with SMS function has been installed at Duke Street customer service, which is for use by people who are deaf or hard of hearing and cannot make voice calls
- The recruitment of members to the DAC is a group of residents who either have lived experience of disability, or who are disability advocates and represent others in their community. Their impact and advice with and to Council has had a positive effect on planning processes and inclusion initiatives.

OFFICER'S RECOMMENDATION

That Council:

12.7.1. Accepts the annual review of the Disability Action and Inclusion Plan; and

12.7.2. Acknowledges and thanks members of the Disability Advisory Committee for their services and insight provided.

MOTION

That Council:

12.7.1. Accepts the annual review of the Disability Action and Inclusion Plan; and

12.7.2. Acknowledges and thanks members of the Disability Advisory Committee for their services and insight provided.

Moved: Cr John Cottrell

Seconded: Cr Licia Kokocinski

Carried

**ATTACHMENT 10 - DISABILITY ACCESS AND INCLUSION PLAN
PROGRESS REPORT**

Hepburn Shire Council Disability Access and Inclusion Plan – Progress Report - August 2019 Summary Matrix

The table below – or ‘matrix’ is a summary or ‘floor plan’ of all Disability Access and Inclusion Plan actions with the relevant progress colours attributed. Each ‘cell’ represents each action as per the plan and the anticipated completion date. The following pages contain more detail and the full explanation of the action, responsible officer, due date and their comments on progress with implementation.

Legend: ■ overdue ■ underway ■ complete ■ future actions O/G – ongoing

Summarized progress per action

Objectives	Actions	.1	.2	.3	.4	.5	.6	.7	.8	.9	.10	.11	.12	.13	.14
1. Services, recreation and infrastructure	1.1 Aged and disability	O/G													
	1.2 Recreation	O/G	2020												
	1.3 Infrastructure	Dec 2018	O/G	Dec 2018	Dec 2018	Dec 2018	O/G	O/G	Jun 2019	O/G	Jun 2019	Jun 2019	O/G	Jun 2019	2020
2. Employment	2. Employment	Mar 2019	May 2018	May 2018	Jun 2019	Dec 2018	Jul 2018								
3. Inclusion & participation	3. Events & com'ty participation	Dec 2018	O/G	Jan 2019	Jan 2019	Jan 2019	Dec 2018	O/G	Dec 2019						
4. Tangible changes to attitudes and practices	4.1 Communication	Dec 2019	Dec 2018	Dec 2018	Dec 2019	O/G	Dec 2018	Jun 2019							
	4.2 Customer service	Jun 2019	Mar 2019	Jul 2019	Dec 2018	Dec 2018									
	4.3 Tourism	2020	O/G	Jun 2019	2020	O/G									
	4.4 Strategic planning	Jul 2018	O/G												
	4.5 Leadership and advocacy	Dec 2019	O/G	2021	Jun 2018	Mar 2019	Dec 2018	Dec 2018							

Disability Access and Inclusion Action Plan – Progress Report August 2019

Glossary and abbreviations of responsible officer's roles for the implementation of the Actions:

Coms Officer	Communications Officer	Mgr CC	Manager Community Care
Coord CE	Coordinator Customer Experience	Mgr D&CS	Manager Development and Community Safety
Coord CS	Coordinator Community Safety	Mgr P&C	Manager People and Culture
Coord E	Coordinator Engineering	Mgr SO	Mgr Strategic Operations
Coord F	Coordinator Facilities	Mtg	Meeting
Coord G&I	Coordinator Governance and Information	NRS	National Relay Service (external support and training)
DAC	Disability Advisory Committee	P&C Officer	People and Culture Officer
D C&CS	Director Community and Corporate Services	RA	Rural Access Officer
DIDS	Director Infrastructure Development Services	VSTL	Visitor Services Team Leader
Events Coord	Events Coordinator		
Mgr IT	Information Technology Manager		
Mgr C&ED	Manager Community and Economic Development		

Objective 1 – To ensure all Council services, recreation and infrastructure is accessible to people with a disability.

1.1 Aged and Disability Services

	Action	Responsibility	Timelines	Comments on progress
1.1	Deliver all HACC (Home and Community Care) Programs for young people according to program guidelines and funding availability	Mgr CC	Ongoing	Program continues to be delivered

1.2 Recreation

	Action	Responsibility	Timelines	Comments on progress
1.2.1	Encourage all sporting clubs to be more inclusive of people with a disability	Mgr C&ED	2019-20 & Ongoing	Ongoing work where possible undertaken. Included in the 2019/2020 budget include a designated carpark and pathway for accessible access to our new facilities at Daylesford soccer, Hepburn Netball and Trentham Netball.
1.2.2	Advocate to all relevant services for registration of Companion Card	Mgr C&ED	June 2020 Ongoing	Planned for 2019/2020.

1.3 Infrastructure

	Action	Responsibility	Timelines	Comments on progress
1.3.1	All council owned facilities – undertake access appraisal (audit) and prioritised list of upgrades	Coord F	December 2018	Several audits have been undertaken. Timelines and budget to be reviewed for 2020/2021.
1.3.2.	Property upgrades – ensure that all upgrades are compliant with the AS1428 and Premises Standards	Coord F	Ongoing	Facility upgrades include: <ul style="list-style-type: none"> • Collins Place accessible toilet improvement • Trentham Pool temporary family change room

	Action	Responsibility	Timelines	Comments on progress
				<ul style="list-style-type: none"> Installation of hand rail in Creswick Town Hall down to performers change rooms
1.3.3	Training – Ensure relevant infrastructure staff understand the link between the Disability Discrimination Act, the AS 1428 and Premises Standards and incorporated into inductions	Mgr P&C D C&CS Mgr SO	December 2018 and Ongoing	Relevant staff will be trained by end of the year
1.3.4	Recreation – incorporate disability access criteria into the process for future planning and development of parks, open spaces, recreation, sporting and playgrounds	Mgr SO	December 2018 Ongoing	New plans to develop an ‘adaptive trail’ in Creswick are underway and funding is being sought
1.3.5	Playgrounds – when renewing playgrounds, include ‘all abilities’ features	Mgr SO	June 2018 Ongoing	A consultant brief for a new ‘Play space strategy’ is being prepared, which will review ‘all abilities’.
1.3.6	Footpaths – once the 4 year footpath strategy has expired, incorporate RA future planning for strategically placed links to key sites and community facilities	Coord E Mgr SO	December 2018 Ongoing	Access standards are being implemented in all current works.
1.3.7	Accessible public toilets – audit existing accessible public toilets and make recommendations for placement and upgrade where relevant	DIDS	December 2018	Several public toilet upgrades include accessible access were planned for 2018/2019, funding has been carry-forward to 2019/2020 for completion.
1.3.8	Investigate the feasibility of installing a ‘ Changing Places ’ facility in Daylesford and Creswick	Coord F	June 2019	Advocacy and funding applications continue.
1.3.9	Local laws – promote and enforce compliance with Policy 19 (a footpath trading policy) and illegal parking in accessible parking bays	Coord CS	Ongoing	Local Law is currently under review. Patrols are ongoing and compliance enforced
1.3.10	Education campaign for the community to be encouraged to report physical access hazards or barriers	Coord CS Coms Officer Works	June 2019 Ongoing	Communication strategy to be developed once new Local Laws have been approved (see 1.3.9)

	Action	Responsibility	Timelines	Comments on progress
1.3.11	Pedestrian and school crossings – undertake access appraisal of all crossings and improve safety and accessibility where necessary	Mgr D&CS Mgr SO	June 2019 Ongoing	Crossings connected to footpaths have been audited in the last 12 months. Further work to be completed on the crossings that are not connected to footpaths and investigate improvements as part of new footpath strategy.
1.3.12	Accessible parking bays – develop a 4 year program of works to audit all parking bays, redesign or reposition and update those in need of change according to AS299.0 -1	Coord F Mgr SO RA	December 2018	\$52,000 of funding is included in the 2019/2020 budget. Following an audit of existing accessible parking across the municipality and identification of non-compliance and improvement works, plans have been prepared identifying key improvements
1.3.13	Street lighting – link lighting strategy to footpath strategy	CEO Coord E	June 2019	Trialling solar alternatives currently
1.3.14	Adaptable Housing (AH) awareness – when residents plan to build a residential property, planning officers advocate for them to consider principles of AH.	Mgr D&CS	2020 Ongoing	Planned for 2020.

Objective 2 – To ensure that non-discriminatory practices are followed at all times with existing staff and when employing new staff and that people with a disability are encouraged to apply for positions at Council.

	Action	Responsibility	Timelines	Comments on progress
2.1	Reasonable adjustment – Create a 'Reasonable Adjustment Policy' to ensure appropriate support for staff with a disability	Mgr P&C RA	March 2019	Have sourced policy examples and plans to have a policy developed by December 2019.
2.2	Recruitment process – Review all recruitment processes and position descriptions (PDs) to eliminate any potential or unintentional discriminating language	Mgr P&C	May 2018 Ongoing	Commenced and will be ongoing.

Action	Responsibility	Timelines	Comments on progress	
2.3	Edit all PDs to reflect the appropriate level of literacy using 'simple English'	Mgr P&C	May 2018 Ongoing	Project underway. PDs are being rewritten as positions are vacated
2.4	Undertake supported employment opportunities and flexible work practices for people with a disability: <ul style="list-style-type: none"> • Volunteer work experience • Traineeships or scholarships • Other options to volunteer 	Mgr P&C	June 2019 Ongoing	Partnerships to be investigated and relationships developed with Disability Employment Services Providers.
2.5	Develop effective working relationships with disability employment agencies for employment and volunteering opportunities	Mgr P&C P&C Officer	December 2018	Planning underway but not commenced.
2.6	Provide regular disability awareness training sessions for all staff and councillors	Mgr P&C All Mgrs RA	July 2018 Ongoing	Planning completed and 8 team sessions already completed.

Objective 3 – To ensure that Hepburn Shire Council provide opportunities for people with a disability to participate in events, meetings or celebrations and feel valued and included in the community.

Action	Responsibility	Timelines	Comments on progress	
3.1	Events – provide 'accessible events' workshops and resources for all relevant staff	Events Coord	December 2018	A two page 'accessible events guide' resource has been created.
3.2	Increase opportunities for people with a disability to participate in community events or meetings by increasing and marketing 'accessibility' features or options	Events Coord	Ongoing	All information about marketing 'accessibility' features for future events are contained in the two new 'Accessible events guides'.

	Action	Responsibility	Timelines	Comments on progress
3.3	Create 2 new 'accessible events guides'	Events Coord	January 2019	Accessible Events Guides have been completed and available on the Council website.
3.4	Include an ' accessibility ' criteria for all event funding submissions	Events Coord	January 2019 Ongoing	This will be considered when the review of the events strategy is completed in 2019/2020 FY.
3.5	Stipulate within the MOU (Memorandum of Understanding) that mandatory access and inclusion provisions are provided with evidence	Events Coord	January 2019	Have added the following clause to our standard MoU, when they are entered into - ' <i>Implement measures to make your event accessible and inclusive to all people of all abilities</i> '.
3.6	Create a Disability Advisory Committee (DAC) to provide advice and monitor the implementation of the DAIP	RA	December 2018	DAC underway and proactive. All profiles of committee members, minutes, agendas and relevant news articles on dedicated webpage.
3.7	Consultations – Ensure that all community consultations and Council meetings are held at a wheelchair accessible venue with hearing augmentation available and all written materials in Vision Australia (VA) formats	Coord G&I all mtg & consultation coords	Ongoing	Using a variety of ageing venues creates issues with access. Residents will need to request any access needs beforehand. Purchasing appropriate hearing augmentation is being investigated and funded in 2019/2020.
3.8	Facilitate Annual Celebrations on International Day of People with a Disability on December 3 rd	All Mgrs	December 2019 Ongoing	2018 International Day of People with a Disability was the date of the inaugural DAC meeting.

Objective 4 – To ensure that all corporate, strategic planning and communications, actively help to make tangible changes to negative attitudes and practices in regard to people with a disability.

4.1 Communication

	Action	Responsibility	Timelines	Comments on progress
4.1.1	Ensure website is compliant for people with a vision impairment and is W3C (Vision friendly compliance code) friendly	Coms Officer	December 2019	Ongoing - Screen reader operating on the website.
4.1.2	Investigate the feasibility of a screen reader function to be added to the website	Coms Officer RA	December 2018	Completed - Screen reader operating on the website.
4.1.2a	Install screen reader	Coms Officer	December 2018	Completed - Screen reader operating on the website.
4.1.3	Review useability of existing hearing augmentation equipment for anyone with a hearing impairment attending council meetings or other community meetings and promote its availability	Coord G&I IT Coord	December 2018	Budget provided in 2019/2020.
4.1.4	Provide all council documentation for the public in Vision Australia approved 'accessible' format and other formats on request	Coms Officer	December 2019 Ongoing	Ongoing – Council Agenda and Minutes are now presented in an 'accessible' format.
4.1.5	Make all current council meeting minutes available in hard copy at all libraries	Coord G&I Coord CE	Ongoing	All libraries and customer services centres have hard copies available. Public can request a copy.
4.1.6	Insert Vision Australia guidelines into corporate style guide	Coms Officer	December 2018	Completed
4.1.7	Insert 'closed captions' into all future 'YouTube' or other visual materials	Coms Officer	June 2019	Manager ICT working with Communications Officer to implement.

4.2 Customer Service

	Action	Responsibility	Timelines	Comments on progress
4.2.1	Communication with people with a communication impairment – Ensure each customer service desk has a ‘communication board’	Coord CE, Mgr CC	June 2019 Ongoing	Possible training options being considered.
4.2.2	Provide National Relay Service (NRS) training to all phone and reception officers	Coord CE, NRS	March 2019	On hold - NRS are unsure of their funding.
4.2.3	Review the process of applying for a ‘Disabled Parking Scheme Permit’ to make it more streamlined	Coord CE	July 2019	Vic Roads have undertaken a review and have communicated with HSC. The new streamlined process will be in place by December 2019 Victoria wide.
4.2.4	Include a mobile phone number on the ‘contact us’ link on website for people who are deaf to use SMS	Coms Officer IT	December 2018	Completed. SMS function available for people who are Deaf or Hard of Hearing
4.2.5	Investigate the feasibility of delivering training from Scope Communication team to qualify for a ‘communication access’ rating and badge	Mgr P&C Coord CE VSTL	December 2018	Possible training options being considered.
4.2.5a	Deliver Scope training	Coord CE	June 2020	Possible training options being considered.

4.3 Tourism Centres

	Action	Responsibility	Timelines	Comments on progress
4.3.1	Tourism Policy – update policy to include disability access and inclusion provisions	Mgr C&ED, VSTL	June 2020	Planned for 2020.

	Action	Responsibility	Timelines	Comments on progress
4.3.2	Use and circulate Business Victoria's Accessibility Tool Kit	VSTL	Ongoing	Promoting via business E news
4.3.3	Tourism guides: Dining and Accommodation Guide – create 'accessible' pages on the 'visithepburnshire' tourism website. Visit and assess accessibility status of all 'accommodation, cafe and dining' venues. Encourage proprietors to register with 'visithepburnshire' tourism website to increase registrations.	RA VSTL	June 2019 Ongoing	Officers have been working with visitor services and assessing all venues and advocating registration.
4.3.4	Brochure stands - Ensure every visitor centre, library or similar customer service area has brochure stands at a wheelchair accessible height containing mobility maps, trail rider flyer and eating guides	VSTL, Coord CE	June 2020 Ongoing	Planned for 2020.
4.3.5	Promote the availability of hiring the ' trail rider ' and portable access ramps for people with a physical impairment at all tourist information Centres.	VSTL	Ongoing	Underway - Local accommodation operators have hired previously, in discussions with RACV to promote trailrider at resort. Trailrider will be promoted and moved to Creswick Tourism Information site.

4.4 Strategic Planning

	Action	Responsibility	Timelines	Comments on progress
4.4.1	Upload DAIP onto the Australian Human Rights website	RA	July 2018	Completed.
4.4.2	All policies – ensure all policies, plans and Council documents consider access and inclusion when reviewed or edited	D C&CS	Ongoing	As policies are reviewed access and inclusion wording is being considered.

4.5 Leadership and Advocacy

	Action	Responsibility	Timelines	Comments on progress
4.5.1	Elect an internal 'lead' facilitator and an internal review committee to annually monitor the implementation of the DAIP	D C&CS Mgr CC	December 2019	Manager Community Care is responsible.
4.5.2	Encourage local businesses to improve access and inclusion and abide by Policy 19	Mgr C&ED Coord CS	Ongoing	On hold until new local laws are adopted.
4.5.3	Implement and promote an annual ' Disability Access Award ' for local businesses and present annually on 'International day of people with a disability' (December 3 rd)	Mgr CC	June 2021	Planned for 2021.
4.5.4	Provide contact details of the local Advocacy Services on Council website	Coms Officer	June 2018	Completed; details on website - community services / accessible communities.
4.5.5	Investigate the renewal process for membership with and promote ' Scooter Recharge Scheme ' sites on website	Coord CE RA Coms Officer	March 2019	In the process of renewing membership and will be promoting all Councils customer services sites as part of the scheme.
4.5.6	Investigate the feasibility of a Social Enterprise opportunity for people with a disability or other disadvantaged groups at the Rex	Mgr C&ED, RA	December 2018	Funding has been secured, and project will be developed.
4.5.7	Advocate for accessible transport services within and beyond Shire boundaries	CEO, D C&CS	December 2018 Ongoing	Local transport study is underway and draft report to be presented to Council in late 2019.

12.8. COMMUNITY PLANNING PROGRAM REVIEW

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

- i) consider the findings of the Community Planning Program Review;
- ii) formally adopt the process recommended to progress the Hepburn Shire Community Planning Program; and
- iii) endorse the proposed dispersal of the Community Implementation Funding to 11 previously recognised Community Planning Groups.

BACKGROUND

A Community Planning Policy was adopted in 2014 and a Community Planning Strategy was revised in 2016. These documents outline Community Planning as; “a forum for public participation where community members identify who they are, what is important in their region and what they would like to see happen in their region in the future.”

The benefits of Community Planning are outlined as follows:

- Connecting Communities
- Developing Resilience
- Connecting with Council

Council has a commitment to Community Planning through the Council Plan 2017-2021 under the Strategic Objective – *Active & Engaged Communities*. Strategic Action 3.3 – *Review Community Planning Strategy and Policy and implement actions to support communities to deliver their priorities*. This Community Planning Program Review forms the first step of this action.

Current Community Plans do not conform to one template, but they do include some consistent information to ensure their efficacy: including:

- A community snapshot
- A community map
- A short description of the Community Planning process and engagement strategy undertaken to develop the Community Plan
- A summary of identified Priority Projects
- A list of existing community groups and/or services including contact details
- A list of action or project groups established through the Community Planning process (if applicable) including contact details.

A strong Community Plan consists of the community identifying their vision and priorities. This Plan then empowers communities to make decisions and act on what is important for them now and in the future.

Historically, Council has provided support to the community to develop Community Plans by way of facilitation and community consultation to support the community to come together and identify their priorities. Support provided by Council included:

- Facilitate and coordinate Community Planning meetings and workshops
- Communicate and provide administrative support with the community groups to complete the planning process
- Facilitate and resource community engagement strategies in line with Council's Community Engagement Framework, within a defined budget
- Assist communities in gaining approval for, developing and implementing the priority projects identified in their Community Plans
- Support communities through provision of advice from relevant Council Officers
- Support communities to connect to organisations external to Hepburn Shire Council
- Liaise and support community to apply for funding
- Administer the acquittal and evaluation process for any funds received from the Council Community Planning Implementation Fund relevant to their Community Plan.

ISSUE/DISCUSSION

2019 Review of Community Plans

The Community Development Officer has undertaken a review of the existing Community Plans. Some Community Plans have not been reviewed for a considerable amount of time due to various factors including staff turnover and vacancies, changes in key community contacts and minimal promotion of the program to engage community.

Community Plans are currently recommended to be reviewed every 5 years.

Existing Community Plans

- 11 in total
- 8 of which are due or overdue for review
- 2 of which will require review within the next 3 years
- 2 new communities have previously been identified as being interested in developing a Community Plan.

Review Key Findings – Summary

Strengths	Opportunities
Communities are interested in engaging in the Community Planning process	Current Community Planning process could be improved to further empower and engage community members
Dedicated funds available to support process through Community Planning Implementation Fund	Lack of clear guidelines for Community Plans, including how to access the Community Planning Implementation Fund. Need to develop expectations and pathways to other funding opportunities with the community.
Dedicated Community Development Officer (CDO)	CDO to work on internal processes to connect Community Planning processes and other Council planning processes (including annual budget development)
Place-based approach	Potential to improve communication and connection between community and Council. Fully utilise the Community Planning process as a way for the community to engage with and communicate to Council.
	Improve the process to support the implementation and evaluation of Community Plans to leverage best outcomes for communities
	Clear the backlog of Community Plans due or overdue for review

Proposed Process for Community Planning

Attachment (Timeline of Community Plans provides a snapshot of the proposed annual timelines of Community Plans), the process include:

- A charter group will be created for each Community Planning group. This group will then be trained and educated by Community Development Officer and supported to create a 4-year Community Plan with their community.
- A total of 3 community plans per year will be reviewed or created.
- An internal group of Council officers will consult with Community Planning groups to ensure that plans link with the Council and plans within Council.

- Draft plans will be presented to Council by the Community for endorsement.
- Communities will then be eligible to apply for the Community Implementation Fund.
- Plans will be reviewed on an annual basis.

Officers recommended that the review/development cycle is to commence in January 2020 with the review of the Glenlyon & District (including Coomoorra, Wheatsheaf and Drummond) along with the Lyonville plans as well as the development of a new plan for the Hepburn/Hepburn Springs Communities.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

Community Implementation Fund

The 2018/2019 Community Implementation Fund of \$50,000 was rolled over to 2019/2020 as it was not made available to communities in 2018/2019 due to staff vacancies and a need to review the process. On completion of this Community Planning Program Review and recommendation process the combined funds from 2018/2019 and 2019/2020 totalling \$100,000 will be made available to the community.

There are Guidelines for distribution of the Community Planning Implementation Fund however applications and dispersal of funds in the past have been sporadic. Officers recommend Council disperse funds equally to support the reinvigoration and progress of the existing 11 Community Plans. Each community be allocated \$9,000 to be accessed via an application process that will require groups to:

- Attend an information session regarding the future of Community Planning
- Complete an application form detailing:
 - Which Priority Project from their Community Plan they will be addressing
 - How funds will be spent

- Demonstration of formations of a current Community Planning group or relevant community group
- Evidence of current funds (if \$9,000 will be used as a co-contribution to a project requiring a larger budget)
- Communities are able to apply for up to 3 projects which are part of their current plan. Projects must be completed before the end of the 2019/2020 financial year and should not require further support from Council Officers and resources beyond the Community Development Officer.

Additional Funding Considerations

Currently no funding exists to assist communities to complete/review their plans in addition to the Community Planning Fund, which is focused on supporting the implementation of Priority Projects.

To enable Community Plans to be reviewed or developed it is proposed that \$2,000 of funding per process be allocated to each Community Planning Reference Group per year, as they conduct the community engagement process to review or develop their plan. These funds will aid groups to engage with their communities and will be supported in-kind through the Community Development Officer time. Total cost per annum would be \$6,000 (3 Community Plans per year) increasing the cost of the Community Planning Program to \$56,000 per annum (to be considered at mid-year budget review).

RISK IMPLICATIONS

The Strategy clearly sets out the roles and responsibilities of Council and communities and provides a mechanism for communication between parties. In doing so, it reduces the risk of unmet expectations in the community.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Community planning provides a forum for public participation where community members identify who they are, what is important to them in their region and what they would like to see happen in the future. The program is designed to deliver inclusive engagement methods that result in diverse participation.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Over the last three months the Community Development Officer has undertaken a review of the existing Community Plans, the Community Planning Policy and Strategy and the current process utilised for the Community Planning Program. This review was conducted by;

- Contacting community groups and individuals
- Internal discussions with Officers to understand community needs
- Conducting a Guidelines and Strategy review

- Conferring with other Councils about best practice
- Reviewing the current approach across Council
- Reviewing best practice for application, evaluation and acquittal of funds

CONCLUSION

The existing Community Planning Policy (2014) and Community Planning Strategy (2016) are overdue for review and will be updated as part of the next step of this process.

Council are committed to developing a process to deliver a best practice Community Planning Program in Hepburn Shire.

The process outlined will ensure consistent community participation in the planning, consultation, development and implementation of their community plan, engaging a broad range of community members. The proposal also allows for equitable distribution of the combined 2018/2019 and 2019/2020 funding throughout the Shire in order to initiate the implementation of actions that support communities to deliver their priority projects, thereby providing community with ownership over their Community Plan.

OFFICER'S RECOMMENDATION

That Council:

- 12.8.1. Notes the review of the Community Planning Program undertaken;
- 12.8.2. Endorses the equal disbursement of the 2018/2019 and 2019/2020 Community Implementation Funding totalling \$100,000 amongst the 11 previously recognised Community Planning groups
- 12.8.3. Refers to the mid-year budget review a \$6,000 increase in funding to the Community Implementation Fund, in order to assist fund the creation / review of a new or existing community plan (\$2,000 x 3 plans per annum)
- 12.8.4. Endorses amendments being made to the Community Planning Policy, and Strategy for Council consideration to include:
 - a) the creation of a charter group per community, to assist in the development of Community Plans;
 - b) a 4-year cycle for the review / creation of all plans
- 12.8.5. Notes that the cycle of reviewing community plans commences in January 2020 with the review of the Glenlyon & District (including Coomoora, Wheatsheaf and Drummond) along with the Lyonville plans as well as the development of a new plan for the Hepburn / Hepburn Springs Communities.

MOTION

That Council:

- 12.8.1. Notes the review of the Community Planning Program undertaken;*
- 12.8.2. Endorses the equal disbursement of the 2018/2019 and 2019/2020 Community Implementation Funding totalling \$100,000 amongst the 11 previously recognised Community Planning groups*
- 12.8.3. Refers to the mid-year budget review a \$6,000 increase in funding to the Community Implementation Fund, in order to assist fund the creation/review of a new or existing community plan (\$2,000 x 3 plans per annum)*
- 12.8.4. Endorses amendments being made to the Community Planning Policy, and Strategy for Council consideration to include:*
 - the creation of a charter group per community, to assist in the development of Community Plans;*
 - a 4-year cycle for the review/creation of all plans*
- 12.8.5. Notes that the cycle of reviewing community plans commences in January 2020 with the review of the Glenlyon & District (including Coomoora, Wheatsheaf and Drummond) along with the Lyonville plans as well as the development of a new plan for the Hepburn / Hepburn Springs Communities.*

Moved: Cr Fiona Robson

Seconded: Cr Greg May

Carried

ATTACHMENT 11 -TIMELINES OF COMMUNITY PLANNING

Timeline of Community Plans

Time	Actions
January	<ul style="list-style-type: none"> • Establish the need for a community planning process to a maximum of 3 plans per year <ol style="list-style-type: none"> 1. Community groups ready to start their planning process 2. Plans due for review 3. New community interest demonstrating need for a plan. • Establishment of internal working group within Council <ul style="list-style-type: none"> ○ Future and current plans at council can be addressed with the community within this group ○ An opportunity for officers to understand the needs and wants of the community and report this back to Council.
February	<ul style="list-style-type: none"> • Community Development Officer (CDO) advises community of positions available with Charter Group for Community Plans. Groups should be incorporated to aid with Charter composition and funding. • Commencement of EOI process. <ul style="list-style-type: none"> ○ 3 weeks notice given to community to apply
March	<ul style="list-style-type: none"> • CDO and working group to review applications and make determinations
April	<ul style="list-style-type: none"> • Community members sign the Charter for Community Groups • Community Groups and Council Officers develop an Engagement Strategy for Community Planning using the Community Engagement Framework • Update with internal working group
May - July	<ul style="list-style-type: none"> • Training session from Council to Charter Group on Community Planning process <ul style="list-style-type: none"> ○ Review of previous plan: ○ Brief overview ○ Achievements and future priorities • Charter group implement the Engagement Strategy for Community Planning through community survey, community engagement sessions and workshops • Community Survey (all abilities access for survey including the use of online resources from Council) • Information sessions shared through media (Hepburn Shire Comms) • Survey information used to inform community engagement sessions and key priorities • Community engagement sessions and workshops facilitated by community or facilitator who is engaged by the Charter Group. • All face to face engagement should include CDO and could include officer(s) from the internal working groups
July	<ul style="list-style-type: none"> • Charter Group annual report on Community Plan including financial acquittal (for larger projects spanning more than one financial year there will be a negotiation with Council prior to the approval of the project)

	<ul style="list-style-type: none"> Yearly overview of existing Community plans, regardless of financial support by Council to be completed annually but CDO at this time.
August	<ul style="list-style-type: none"> Charter Group to draft plan with officer support to include: <ul style="list-style-type: none"> Current community plan information listed in the planning strategy Community can also include other projects to be completed or addressed in the plan. These projects are not a priority and could be completed by the Charter Group without Council input. A cap of \$10,000 set per project per year in order to distribute funds with equity. There should be 3 priority projects (minimum) and 5 (maximum) for each community over the course of the 4-year plan. Summarised priority projects, including: <ul style="list-style-type: none"> a description of the project and its order in the priority list; indication if project can be delivered by Council and/or the community; any Council and/or community resource commitments that have been made to the project; the next steps needed to implement the priority.
August	<ul style="list-style-type: none"> Results of overview and report presented to ET
September	<ul style="list-style-type: none"> Charter Group present plan to internal working group for feedback and context around priority projects and links with Council plans and budgets (Meeting two). Internal working group provide feedback to Community Charter Group Draft plan to ET and Council for approval
September	<ul style="list-style-type: none"> Results of overview and report presented to Council
October	<ul style="list-style-type: none"> Charter Group seeks Community feedback on draft plan using Engagement Strategy for Community Planning. Final plan presented to ET
November	<ul style="list-style-type: none"> Final plan presented to Council for endorsement Council officers consider the information to possibly inform works within Council for the community including budget bids and work schedules for coming years.
December	<ul style="list-style-type: none"> Charter group implements community plan by applying to the Community Planning fund with support from CDO – all applications and correspondence will be recorded through Smarty Grants.

12.9. AQUATIC FEES AND CHARGES FOR THE 2019/2020 SEASON DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Coordinator Community Partnerships, I Rachel Palmer have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider amendments to the Aquatics Fees and Charges for the 2019/2020 season, as a trial.

BACKGROUND

Council own, maintain and operate several aquatic facilities across the Hepburn Shire. The season commences during the first weekend of December and finishes after Labour Day weekend in March. Fees for the season 2019/2020 were adopted as part of the adoption of the Annual Budget in June.

Patronage of swimming pools was significantly reduced in season 2018/2019 compared to previous seasons, and officers received a number of complaints about the level of service provided to the community.

As a result, Council has made a number of changes to improve the level of service, including:

- Increased investment (\$97,000) on aquatic facilities maintenance;
- Employment of lifeguard staff, directly as Hepburn Shire Council staff rather than through an employment agency;
- Increased marketing, events and activation; and
- Junior lifeguard program.

ISSUE/DISCUSSION

It is proposed that Council consider waiving the fees and charges for the 2019/2020 season for use of the aquatic facilities across the Shire to increase patronage of the swimming pools and provide an improved community service. This initiative would be as a trial for 2019/2020, with Council officers to undertake a review following the season.

In order to increase attendance and accessibility, it is proposed that there is free general recreational swimming during operational hours. Lane hire, swimming lessons, exclusive use bookings and other bookings outside operational hours will still be charged

This model has been trialled by other Councils, with great success on increasing the number of entries. Positive outcomes of free entry may include:

- improved service to our community
- removal of a financial barrier to participation for some members of our community

- potential to boost patronage and increase engagement with these community facilities
- increased health and wellbeing outcomes
- encourage tourists to visit the pool
- give staff slightly more time to carry out maintenance and cleaning around the pool – not having to take entry fees and register season pass visits

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

Free entry to Council swimming pools would result in budget income including in the 2019/2020 budget of \$50,439 not being received. This will be referred to Councils mid-year budget review.

RISK IMPLICATIONS

Free swimming could benefit the community by encouraging them to be more physically active and engaged, as well as potentially reducing unsupervised swimming at other water bodies.

Several risks of the trial exist, these will be monitored by Officers and included in the end of season review.

SOCIAL IMPLICATIONS

Waiving fees and charges at aquatic facilities for the 2019/2020 season may enable Council to deliver on aspects of multiple adopted Strategies and Plans, including the Council Plan 2017-2021 (outlined above) and the Municipal Public Health and Wellbeing Plan (2017-2021), particularly:

Healthy Eating and Active Living

1.6 Contribute to the design, installation and maintenance of local facilities that promote physical activity and participation in sport and active recreation

Social Inclusion & Community Resilience

3.6 Provide, support or promote initiative that contribute to improving access, inclusion and equity for all

COMMUNITY AND STAKEHOLDER ENGAGEMENT

An overall trend toward declining patronage at aquatic facilities, including purchase of Seasons Passes, has been observed across aquatic facilities in the Shire. This trend can be attributed to varying factors, with barriers due to cost being one of the contributing factors.

CONCLUSION

Trialling free entry to aquatic facilities would enable Council to further support positive health and wellbeing outcomes for the community. Benefits of swimming and aquatic activities have been well documented and are varied. They may include;

- Physical benefits (strength and cardiovascular)
 - Social connection and intergenerational relationships
 - Improvements to sleep and reductions in stress
 - Positive impacts for people with injuries, arthritis and other conditions
- Positive impacts for mental health

OFFICER'S RECOMMENDATION

That Council:

12.9.1. Trial a waiver of fees and charges for the 2019/2020 season for casual use of all aquatic facilities across the Shire;

12.9.2. Request that Council Officers undertake a review of the trial following the 2019/2020 season.

MOTION

That Council:

12.9.1. Trial a waiver of fees and charges for the 2019/2020 season for casual use of all aquatic facilities across the Shire;

12.9.2. Request that Council Officers undertake a review of the trial following the 2019/2020 season.

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

12.10. HEPBURN SHIRE LOCAL TRANSPORT BENCHMARKING STUDY DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to recommend the Draft Hepburn Shire Local Transport Benchmarking Study for public consultation.

BACKGROUND

In early 2018 a pilot local transport forum was held in Trentham. The pilot included a community meeting and online survey, the result of which identified key issues including:

- Lack of community awareness of transport services available;
- Gaps in transport services; and
- Transport problems and possible solutions.

In November 2018, following on from this pilot, Council received funding of \$20,000 from Regional Development Victoria for the purposes of undertaking municipal wide research and stakeholder engagement to establish a baseline of what local and public transport services currently exist in Hepburn Shire.

Key Definitions referred to in the report

Local Transport:

- is provided by the community, business or government at low or no cost
- may be on-demand and may not have set routes
- meets the needs of the community where traditional public transport cannot be provided
- is not public transport (e.g.: V/Line coaches or trains or PTV local buses)

Public Transport:

- is provided by the government and formal public transport operators
- runs to a published schedule along set routes
- meets the needs of the wider region, often running hundreds of kilometres
- is not local transport

ISSUE/DISCUSSION

The Hepburn Shire Local Transport Benchmarking Study reports on local transport services and the issues, gaps and opportunities that currently exist.

The purpose of the study is to; *“Develop a local transport benchmarking strategy for the Hepburn municipality.....to undertake stakeholder engagement and research to establish a baseline of what local and public transport services currently exist in Hepburn Shire.... prepare a report that*

documents the findings of the study for consideration by Department of Transport in line with the Regional Network Development Plan.”

Local transport is the focus of the study, but public transport and walking/cycling issues have also become evident.

The study identified 11 Key Findings, although there are many other insights and valuable pieces of information throughout the study that will be able to be drawn upon in the future.

The 11 key findings have been classified as either i) Local Transport, ii) Transport Advocacy or iii) General Mobility

LOCAL TRANSPORT – KEY FINDINGS

1. There is a need in the nighttime economy for people to have transport options to help them get home safely from entertainment, events, restaurants etc. beyond the existing courtesy bus services. This is particularly prevalent between Daylesford, Hepburn and Hepburn Springs.
2. Existing community buses currently have significant “down-time” and a user-base limited to eligibility for a certain service or program. These transport assets have significant potential that could be unlocked to service a larger proportion of the community. A model to share existing local transport assets across Hepburn Shire could open services to more people, resources and destinations.
3. Clunes and Glenlyon do not have a community bus. There is a need to connect people in these communities with public transport services and other transport services.
4. Young people in Hepburn Shire may experience isolation without transport options to increase social connection and participation; including attending after-school activities, social events and getting home after working late. A community bus exists to support social outings for older people but not one focused on the needs of young people.
5. Communication and education about what local transport is, what is available and how the local community can develop, support and use these services is an opportunity. Social media is listed in the report as “extremely important” for informing casual transport users. In addition to social media, supporting promotional materials that can be agile and updated over time to accommodate service changes could be developed.

TRANSPORT ADVOCACY – KEY FINDINGS

6. Communication about school zoning and the DET School Bus Program Policy that guide the service provision of school bus services from Ballan and Creswick to Daylesford College is required. Development of

a local transport solution could support students to attend Daylesford College from these locations in addition to the School Bus Program.

7. Support for the following Department of Transport (DoT) service improvements;

- 7a. MYKI machines on board buses

- 7b. Implementation of accessible vehicles for all abilities

Further support to fast-track improvements for the following services;

- 7c. Daylesford <-> Trentham <-> Woodend

- 7d. Daylesford <-> Ballan

8. Support for Department of Transport (DoT) improvements to the scheduling of bus services along the following routes:

- 8a. Ballarat <-> Daylesford: more daytime and evening services

- 8b. Ballan <-> Daylesford: more services that meet trains

- 8c. Creswick <-> Daylesford: more peak and daytime services

GENERAL MOBILITY – KEY FINDINGS

9. There is an opportunity to develop and trial easy to understand maps of the comprehensive transport networks in Creswick and Daylesford to promote awareness of transport options, including active transport, local transport, and public transport. As per Key Finding 5, this could include developing supporting promotional materials that can be agile and updated over time to accommodate service changes.

10. Opportunities for safe cycling infrastructure improvements, filling gaps in the network, and investigating promotional programs for E-bikes as a legitimate transport option exist throughout Hepburn Shire.

11. Programs and capital improvements that deliver walking for transport in towns, promote the use of pedestrian networks and encourage walking are an opportunity, in particular;

- 11a. Walking connections to Clunes and Creswick railway stations from township areas

- 11b. Walking connections between township areas and major bus stops in all locations

- 11c. Improved pedestrian amenity between Hepburn and Daylesford.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

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

Fertile Ground Economic Development Strategy 2016–2021 Transport and Movement

Undertake a complete public transport analysis throughout the Shire. Identify gaps and opportunities for improvement that will improve liveability, tourism and trade. Develop a prioritised business case that can be used to lobby various State Government bodies for better transport connections annually.

FINANCIAL IMPLICATIONS

In November 2018 Council received funding of \$20,000 from Regional Development Victoria for the purposes of undertaking municipal wide research and stakeholder engagement to establish a baseline of what local and public transport services currently exist in Hepburn Shire. Council provided in-kind project management and logistical support to the project.

Consideration of the cost, and responsibility of the actions will be considered prior to the adoption of the study.

RISK IMPLICATIONS

In order to minimise any risks associated with developing this study, a Project Control Group (PCG) incorporating delegates from Regional Development Victoria, Department of Transport and Hepburn Shire Council developed and agreed a project scope and developed a project plan.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The Hepburn Shire Local Transport Benchmarking Study reports on local transport services and the issues, gaps and opportunities that currently exist.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The study was conducted through over 150 engagements and analysis of thousands of pieces data using the following research methods:

- Stakeholder interviews (face to face and over the phone) 53 interviews conducted April-June 2019
- Online survey 76 responses received
- Community workshops 32 attendees across Creswick, Clunes, Daylesford, Trentham and Glenlyon.

- Statistical data review Australian Bureau of Statistics (ABS) Census Data 2016 and Victorian Integrated Survey of Travel and Activity (VISTA) Data
- Literature review of relevant documents

It is recommended that broad public consultation of the draft study is undertaken, and community feedback incorporated for Council consideration of a final report.

CONCLUSION

The Study has enhanced understanding of known themes relating to local and public transport in the Shire and has served to underline recurring themes from work over the last two years such as the Trentham Local Transport Forum (2018), Department of Transport's (DoT) Regional Network Development Plan (2018) and the Hepburn Shire Economic Development Strategy (2016-2021) *Fertile Ground*.

OFFICER'S RECOMMENDATION

12.10.1. That Council recommends the draft Hepburn Shire Local Transport Study to progress to the public consultation phase, giving the community the opportunity to provide feedback, prior to Council considering adoption at a future Ordinary Meeting of Council.

MOTION

12.10.1. That Council recommends the draft Hepburn Shire Local Transport Study to progress to the public consultation phase, giving the community the opportunity to provide feedback, prior to Council considering adoption at a future Ordinary Meeting of Council.

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

**ATTACHMENT 12 - HEPBURN SHIRE LOCAL TRANSPORT
BENCHMARKING STUDY (ISSUED UNDER SEPARATE COVER)**

Cr Don Henderson declared a direct interest in Item 12.11 Community Grants Program as he is the President of the Creswick Railway Workshop Association and left the meeting at 8:26pm.

Cr Redwood took the Chair.

12.11. COMMUNITY GRANTS PROGRAM – ROUND 1 2019/2020

DIRECTOR CORPORATE AND COMMUNITY SERVICES

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

PURPOSE

The purpose of this report is for Council to consider the recommended allocation of Round 1 funding of the 2019/2020 Community Grants Program.

BACKGROUND

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

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

Categories A – D will be assessed and awarded on a quarterly basis. Category E will be assessed and awarded on an annual basis during Round 2 (December 2019).

ISSUE/DISCUSSION

Eight applications are recommended for Round 1. Seven are recommended to receive funding through the Community Grants Program 2019/2020 budget, and one through the Children's Program Fund.

The recommendations for Round 1 included the following:

Category	Project Name	Community Group	Description	Grant Amount Requested	Total Project Amount	Recommendation
A	Creswick Imperials Under 15s Team	Creswick Imperials Cricket Club	Purchase of uniforms to enter an Under 15's team in competition and keep teenagers playing	\$2,500	\$2,500	Recommend in full - \$2,500

			cricket locally.			
A	Christmas Bush Dance	Clunes Neighbourhood House	To support the new Bush-Dance event which will be held in conjunction with the Christmas in Clunes event.	\$2,500	\$19,300	Recommend in full - \$2,500
B	Daylesford Community Op Shop Laptop Replacement	Daylesford Community Op Shop	Replace the current laptop as it has reached the end of its lifespan.	\$649	\$649	Recommend in full - \$649
B	Equipping Cool Country Men's Shed, Trentham	Cool Runnings Men's Shed	Contribute towards equipping the newly built Trentham Men's Shed.	\$2,500	\$168,000	Recommend in full - \$2,500
B	Welding Workshop	Creswick Railway Association Inc.	Provide a welding program at an affordable cost to the local community.	\$2,500	\$10,741	Recommend in full - \$2,500
C	Good Grub Club - Creating Food From Waste	Good Grub Club, Daylesford	Create a composting and vegetable growing system that will provide a range of fresh, healthy vegetables, fruits and herbs and	\$2,500	\$2,500	Recommend partial funding - \$1,000

			utilise the waste generated by the operation of the meal-provision service.			
C	Hepburn Education Program Development	CERES Community Environment Park	Education program for Hepburn Shire schools addressing climate change, and community and renewable energy.	\$2,500	\$28,875	Recommend partial funding - \$1,500
D	Mural: The Six Seasons of Dja Dja Wurrung	Daylesford PS	Contract a Dja Dja Wurrung artist to design and create a large exterior mural for our school.	\$2,500	\$5,110	Recommend in full - \$2,500
Total amount recommended: Category A-C				\$13,149		
Total amount recommended: Category D				\$2,500		
Total amount recommended: Category E				NA – Category will be open in Round 2		

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

Category	Total Funds Recommended		Annual Budget	Available Funds
A) Active and Engaged Communities	\$5,000	\$13,149	\$42,000	\$42,000
B) Quality Community Infrastructure (including small equipment)	\$5,649			
C) Sustainable Environment	\$2,500			
D) Children's Program	\$2,500		\$10,000	\$10,000
E) Charitable Purposes	\$0.00		\$10,000	N/A – The category will be open in Round 2

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

During this Round, Council Officers trialled the 'Community Grants Drop-In Session'. The first session was held at the Creswick Hub. Within the two-hour session, two community groups came in to speak to the Council Officer about their potential application. This service was appreciated by the community groups who utilised this, who then went on to submit their application. Council Officers will look to offer the same session in Trentham in Round 2.

CONCLUSION

The recommended project supports the objectives of the current Community Grants Program.

OFFICER'S RECOMMENDATION

12.11.1. That Council awards funding through the 2019/2020 Community Grants Program to the following applicants:

Project Name	Community Organisation	Amount
Creswick Imperials Under 15s Team	Creswick Imperials Cricket Club	\$2,500
Christmas Bush Dance	Clunes Neighbourhood House	\$2,500
Daylesford Community Op Shop Laptop Replacement	Daylesford Community Op Shop	\$649
Equipping Cool Country Men's Shed, Trentham	Cool Runnings Men's Shed	\$2,500
Welding Workshop	Creswick Railway Association Inc.	\$2,500
Good Grub Club - Creating Food From Waste	Good Grub Club, Daylesford	\$1,000
Hepburn Education Program Development	CERES Community Environment Park	\$1,500
Mural: The Six Seasons of Dja Dja Wurrung	Daylesford PS	\$2,500
TOTAL		\$15,649

MOTION

12.11.1. That Council awards funding through the 2019/2020 Community Grants Program to the following applicants:

<i>Project Name</i>	<i>Community Organisation</i>	<i>Amount</i>
<i>Creswick Imperials Under 15s Team</i>	<i>Creswick Imperials Cricket Club</i>	<i>\$2,500</i>
<i>Christmas Bush Dance</i>	<i>Clunes Neighbourhood House</i>	<i>\$2,500</i>
<i>Daylesford Community Op Shop Laptop Replacement</i>	<i>Daylesford Community Op Shop</i>	<i>\$649</i>
<i>Equipping Cool Country Men's Shed, Trentham</i>	<i>Cool Runnings Men's Shed</i>	<i>\$2,500</i>
<i>Welding Workshop</i>	<i>Creswick Railway Association Inc.</i>	<i>\$2,500</i>
<i>Good Grub Club - Creating Food From Waste</i>	<i>Good Grub Club, Daylesford</i>	<i>\$1,000</i>
<i>Hepburn Education Program Development</i>	<i>CERES Community Environment Park</i>	<i>\$1,500</i>
<i>Mural: The Six Seasons of Dja Dja Wurrung</i>	<i>Daylesford PS</i>	<i>\$2,500</i>
<i>TOTAL</i>		<i>\$15,649</i>

Moved: Cr Licia Kokocinski

Seconded: Cr Neil Newitt

Carried

Cr Henderson returned to the meeting at 8:31pm and resumed the Chair.

12.12. AWARDING HEPBURN SHIRE CONTRACT HEPBU.RFT2019.133 AQUATICS MAINTENANCE CONTRACT TENDER EVALUATION DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Project Officer, I Kathie Schnur have no interests to disclose in this report.

PURPOSE

The purpose of this report is to seek Council to award contract HEPBU.RFT2019.133 Hepburn Shire Aquatics Maintenance Contract for three (3) year term inclusive of the 2019/2020, 2020/2021 and 2021/2022 Financial Years.

BACKGROUND

Officers have undertaken a public tender process in accordance with Councils Procurement Policy to engage a three (3) year Aquatics Maintenance Contract to formalise the management of the planned and reactive maintenance of the municipality's four (4) outdoor swimming pools and one (1) splash park.

ISSUE/DISCUSSION

Tenders for the Hepburn Shire Aquatics Maintenance Contract were invited through a public tender process via public advertisement on Council's website and through tenders.net in September 2019.

Ten potential suppliers viewed the tender documents, one (1) tender submission was received. As further detailed on the Confidential Report – Tender Evaluation, the tender submission was evaluated by an internal staff panel, utilising the process consistent with Council's Procurement Policy.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

The funding for this contract will be drawn from the budget allocation for Aquatics Maintenance, and expenditure will be incurred in relation to the submitted schedule of rates.

RISK IMPLICATIONS

Several performance measures will be incorporated to the terms and conditions of the Hepburn Shire Aquatics Maintenance Contract to manage and mitigate any risks associated within undertaking the required scope or works:

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The preferred contractor has provided the relevant evidence within their tender submission to meet the environmental, social and economic capacity requirements of the contract.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Formal engagement with the preferred tenderer, seeking clarifications on their tender submission responses was undertaken as part of the tender evaluation process.

CONCLUSION

Public tenders for seeking suitably qualified suppliers to enter an Aquatics Maintenance Contract for a term of three (3) years were invited and eventuated in one (1) tender being received.

Through undertaking a thorough tender evaluation process consistent with Council's 2019 Procurement Policy, the preferred contractor has provided sufficient evidence to meet all the mandatory tender evaluation criteria and is recommended to be awarded the contract.

OFFICER'S RECOMMENDATION

That Council:

12.12.1. Award Contract Number HEPBU.RFT2019.133 for their tendered schedule of rates for a three (3) year period (inclusive of the 2019/2020, 2020/2021 and 2021/2022 Financial Years) to

12.12.2. That Chief Executive Officer be delegated to sign the contract documents on behalf of Council

MOTION

That Council:

12.12.1. Award Contract Number HEPBU.RFT2019.133 for their tendered schedule of rates for a three (3) year period (inclusive of the 2019/2020, 2020/2021 and 2021/2022 Financial Years) to Commercial Aquatics Australia.

12.12.2. That Chief Executive Officer be delegated to sign the contract documents on behalf of Council

Moved: Cr Kate Redwood AM

Seconded: Cr John Cottrell

Carried

**ATTACHMENT 13 - CONFIDENTIAL HEPBURN SHIRE AQUATICS
MAINTENANCE CONTRACT TENDER EVALUATION (ISSUED TO
COUNCILLORS UNDER SEPARATE COVER)**

12.13. COUNCIL MEETING SCHEDULE FOR 2020

DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to set the dates and locations for Council Meetings in the 2020 calendar year.

BACKGROUND

In accordance with section 89(4) of the *Local Government Act 1989*, at least seven days' notice must be given before Ordinary Meetings of Council. It is appropriate, and consistent with prior year practice that the full year of meetings for 2020 be adopted by Council.

ISSUE/DISCUSSION

It is proposed that Councillor Briefings continue to be held on the first and second Tuesday of the month, excluding January. It is also proposed that a briefing date be moved to a prior or subsequent Tuesday where a scheduled meeting date falls on a Public Holiday.

It is recommended that Council centralise the location of Council meetings in 2020 to ensure consistency of venue resources, reduce costs to Council and, to enable investigation of technical improvements such as the live streaming of Council Meetings.

It is proposed that Council adopts the following dates as the schedule for Ordinary Meetings of Council in 2020, with a commencing time of 6:00pm at the Daylesford Senior Citizens Rooms (rear of 76 Vincent Street Daylesford):

- Tuesday 18 February 2020
- Tuesday 17 March 2020
- Tuesday 21 April 2020
- Tuesday 19 May 2020
- Tuesday 16 June 2020
- Tuesday 21 July 2020
- Tuesday 18 August 2020
- Tuesday 15 September 2020
- No meeting in October due to Council Elections
- Tuesday 17 November 2020*
- Tuesday 15 December 2020

It is proposed that Council adopts the following dates for Special and Statutory Meetings of Council in 2020, with a commencing time of 6:00pm at the Daylesford Senior Citizens Rooms (rear of 76 Vincent Street Daylesford):

- Meeting to hear budget submissions - Tuesday 2 June 2020
- Meeting for election of the Mayor - Tuesday 10 November 2020*

*subject to timing of election results from general Council elections.

Community Listening posts are being scheduled to make it easier for residents and ratepayers to discuss local issues or provide meaningful feedback. It is envisaged that listening posts, and other community engagement opportunities will provide improved engagement in lieu of moving Council Meetings around the Shire.

Listening posts would be proposed at one per ward, per calendar year.

Holcombe	Tuesday 26 November 2019
Coliban	Tuesday 24 March 2020
Creswick	Tuesday 26 May 2020
Birch	Tuesday 28 July 2020
Cameron	Tuesday 26 August 2020

The proposed schedule omits an Ordinary Meeting in January 2020, as business operations are traditionally slower following the Christmas and New Year period. There are no supporting briefings scheduled prior to the January meeting date as is the preference of Councillors. This position is consistent with other neighbouring rural Councils of similar size.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

In accordance with section 89(4) of the Local Government Act 1989, at least seven days' notice must be given before Ordinary Meetings of Council.

FINANCIAL IMPLICATIONS

Centralising meetings will reduce the staff and facility hire costs to Council.

RISK IMPLICATIONS

Occupational Health and Safety related risks are increased with the transport of materials and equipment required for the facilitation of Council meetings at alternate sites as well as the setup and pack-down of the venue.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Nil.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Council meeting timetable will be advertised in local newspapers. Upcoming Council meetings will also be listed in Council's Advocate page fortnightly. The timetable will also be placed on Council's website.

The implementation of Community Listening posts will provide opportunities for residents and ratepayers to discuss local issues or provide meaningful feedback within their own communities. It is envisaged that listening posts, and other community engagement opportunities will provide improved engagement in lieu of moving Council Meetings around the Shire.

CONCLUSION

An annual schedule of Council meeting dates provides the community with advance notice of meetings and an opportunity to attend, observe and participate, where appropriate, in Council meetings.

OFFICER'S RECOMMENDATION

That Council:

12.13.1. Adopts the following dates as the schedule for Ordinary Meetings of Council in 2020, with a commencing time of 6:00pm at the Daylesford Senior Citizens Rooms (rear of 76 Vincent Street Daylesford):

- Tuesday 18 February 2020
- Tuesday 17 March 2020
- Tuesday 21 April 2020
- Tuesday 19 May 2020
- Tuesday 16 June 2020
- Tuesday 21 July 2020
- Tuesday 18 August 2020
- Tuesday 15 September 2020
- Tuesday 17 November 2020
- Tuesday 15 December 2020

12.13.2. Adopts the following dates for Special and Statutory Meetings of Council in 2020, with a commencing time of 6:00pm at the Daylesford Senior Citizens Rooms (rear of 76 Vincent Street Daylesford):

- Meeting to hear budget submissions - Tuesday 2 June 2020
- Meeting for election of the Mayor - Tuesday 10 November 2020 (subject to timing to election results from Council elections)

12.13.3. Places a public notice in local newspapers to advertise the dates and locations for meetings of Council for the 2020 calendar year in accordance with section 89(4) of the Local Government Act 1989.

12.13.4. Makes the Council meeting dates and locations for the 2020 calendar year available on Council's website.

12.13.5. Makes the Listening Post dates available on Council's website

MOTION

That Council:

12.13.1. Adopts the following dates as the schedule for Ordinary Meetings of Council in 2020, with a commencing time of 6:00pm at the Daylesford Senior Citizens Rooms (rear of 76 Vincent Street Daylesford):

- *Tuesday 18 February 2020*
- *Tuesday 17 March 2020*
- *Tuesday 21 April 2020*
- *Tuesday 19 May 2020*
- *Tuesday 16 June 2020*
- *Tuesday 21 July 2020*
- *Tuesday 18 August 2020*
- *Tuesday 15 September 2020*
- *Tuesday 17 November 2020*
- *Tuesday 15 December 2020*

12.13.2. Adopts the following dates for Special and Statutory Meetings of Council in 2020, with a commencing time of 6:00pm at the Daylesford Senior Citizens Rooms (rear of 76 Vincent Street Daylesford):

- *Meeting to hear budget submissions - Tuesday 2 June 2020*
- *Meeting for election of the Mayor - Tuesday 10 November 2020 (subject to timing to election results from Council elections)*

12.13.3. Places a public notice in local newspapers to advertise the dates and locations for meetings of Council for the 2020 calendar year in accordance with section 89(4) of the Local Government Act 1989.

12.13.4. Makes the Council meeting dates and locations for the 2020 calendar year available on Council's website.

12.13.5. Makes the Listening Post dates available on Council's website.

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

12.14. REQUEST FOR APPROVAL TO OPERATE HIGHER MASS LIMIT AND B-DOUBLE VEHICLES ON LOCAL COUNCIL ROADS

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Engineering Development Officer, I Ashley Goad have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider new and renewal requests to use Higher Mass Limit (HML) and B-Double vehicles on local roads.

NEW AND RENEWAL APPLICATIONS

The following requests for new and renewal of existing permits have been received from the National Heavy Vehicle Regulator.

Ref	Permit Type	Organisation	Vehicles	Roads	Load Type	Time Frame as per Application	No of Trips (approx)
a)185775	Renew	Primal Surfacing Pty Ltd	Spreader box rigid truck 1-2 axle	All Local Authority controlled roads	Crushed Rock	23/10/2019 – 23/10/2022	250 Per Year – Dependent on contracted works
b)275109	New	Claridge House Removalist Pty Ltd	Prime Mover towing load	Dolphins Road from intersection of Daylesford Trentham Road to 20 Dolphins Road	House Relocation	31/10/2019 – 29/10/2022	6 Trucks One trip
c) 275802	New	BRB Modular Pty Ltd	Prime Mover towing load	Smith Street From intersection of Midland Hwy to Daylesford Secondary college	Prefab Building	17/09/2022 – 16/09/2022	30 Trucks One Trip
d) 239915	New	Downer EDI Limited	Special Purpose Vehicle	All Local Authority controlled roads	Elevated Work platform	24/09/2019 – 23/09/2022	Emergency works and maintenance
e)218101	New	Highland Plant Pty Ltd	Performance Based Vehicle 3 Axle Truck and 3 Axle dog	Smith Street From intersection of Midland Hwy to 40 Smith Street	Fill	26/09/2019 – 25/09/2022	No exact number permit is for construction of subdivision
f)218103	New	Highland Plant Pty Ltd	Performance Based Vehicle 3 Axle Truck and 4 Axle dog	Smith Street From intersection of Midland Hwy to Daylesford Secondary college	Fill	23/09/2019 – 22/09/2022	No exact number permit is for construction of subdivision
g)233463	New	Highland Plant Pty Ltd	Prime Mover towing load	Smith Street From intersection of Midland Hwy to Daylesford Secondary college	Earthmoving equipment	01/10/2019 – 30/09/2022	No exact number permit is for construction of subdivision

ISSUE/DISCUSSION

Council officers have assessed the applications considering the following:

- Community safety
- Local amenity
- Physical limitations of the network
- Economic benefits
- Alternative access
- Cost implications to Council.

The results of the assessments are provided below along with any recommended conditions to be applied to any consent granted by Council.

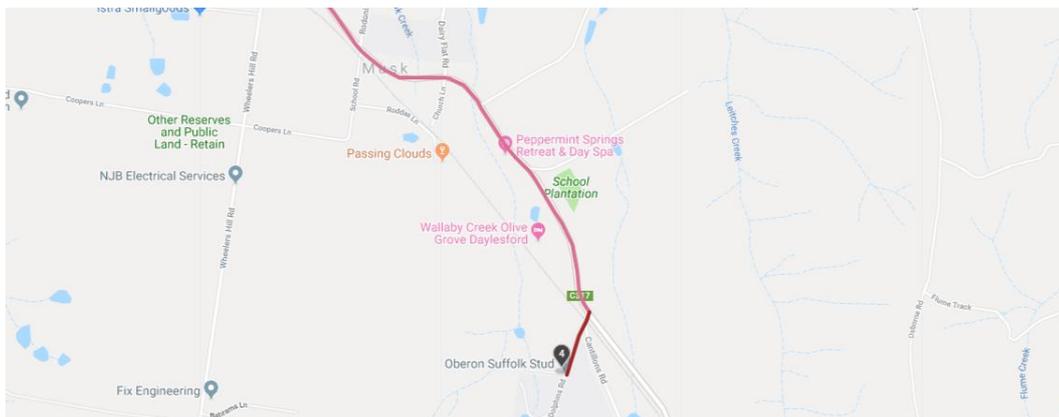
CONSENT REQUESTS

a) Primal Surfacing Pty Ltd (Road Manager Request Number 185775):

Primal Surfacing Pty Ltd requests that Council grants a renewal of consent for all Council controlled roads. This is a renewal of the permit previously approved 20 October 2018. Primal Surfacing is contracted to Council for delivery of the bituminous reseal program. It is recommended the permit be renewed in accordance with the application subject to the Standard Conditions and supplementary Condition A.

b) Claridge House Removalist Pty Ltd - (Road Manager Request Number 275109):

Claridge House removalist requests that Council grant a renewal of consent for the route shown as follows:

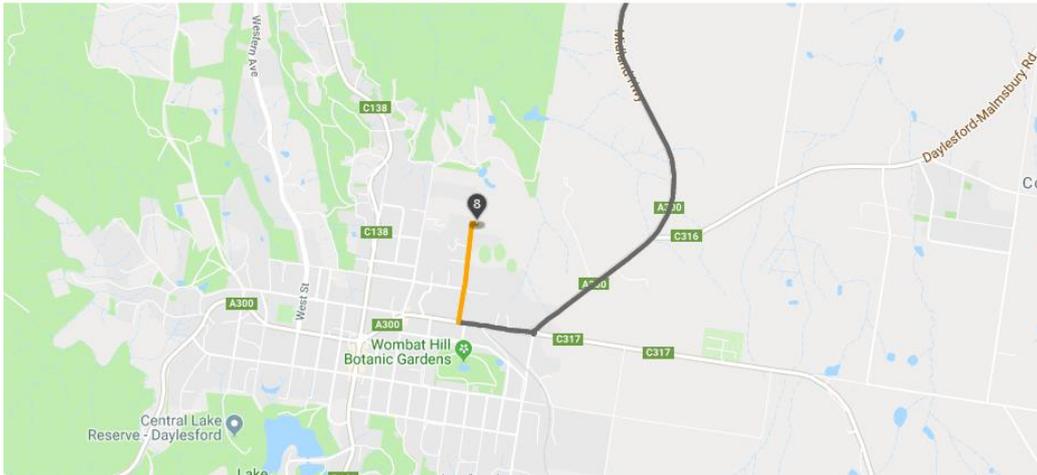


Map b - 1

The requested routes are assessed as being suitable for using Heavy Vehicles in accordance with the application subject to the Standard Conditions and supplementary Conditions A.

c) BRB Modular Pty Ltd - (Road Manager Request Number 275802):

BRB Modular requests that Council grant a renewal of consent for the route shown as follows:



Map c - 1

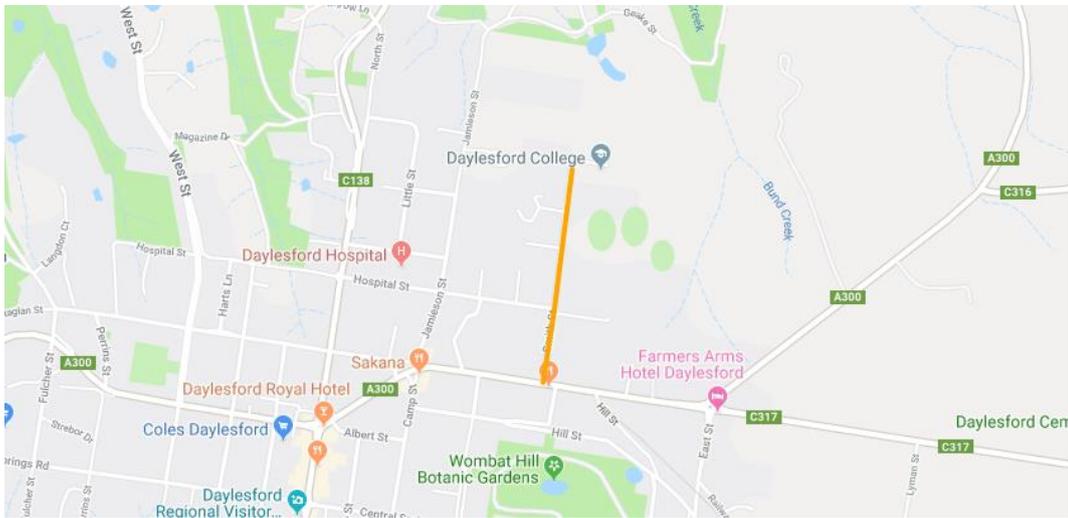
The requested routes are assessed as being suitable for using Heavy Vehicles in accordance with the application subject to the new Standard Conditions and supplementary Conditions A.

d) Downer EDI Pty Ltd (Road Manager Request Number 239915):

Downer EDI Pty Ltd requests that Council grants a renewal of consent for all Council controlled roads. Downer EDI Pty Ltd has recently completed the build of 10 new replacement mobile elevated work platform vehicles, registered as Truck Based Special Purpose Vehicles (TSV's), all are four-wheel drive model, MAN (Manufacturer) two axle rigid trucks. The vehicles are used for electrical transmission wire maintenance and installation throughout Victoria, with the four-wheel drive units used extensively off road, in the Victorian Alpine and Forested National Parks areas. The vehicles are an important infrastructure service and maintenance tool in Victoria's fire preparedness works, emergency works following storm activity and accessing remote and mountainous areas for general maintenance and new works. In discussion with VicRoads we have obtained approval to utilise these vehicles via the Victorian 2 Axle Special Purpose Vehicle (SPV) Network. Whilst the Victorian SPV Network is quite extensive, not all local roads are approved for use, we are therefore seeking your local "Road Manager" approval to operate on all roads within your municipality. Once approvals are obtained, we will arrange for the NHVR to issue an annual permit. It is recommended the permit be renewed in accordance with the application subject to the Standard Conditions.

e) Highland Plant Pty Ltd (Road Manager Request Number 218101):

Highland Plant requests that Council grant a renewal of consent for the route shown as follows:

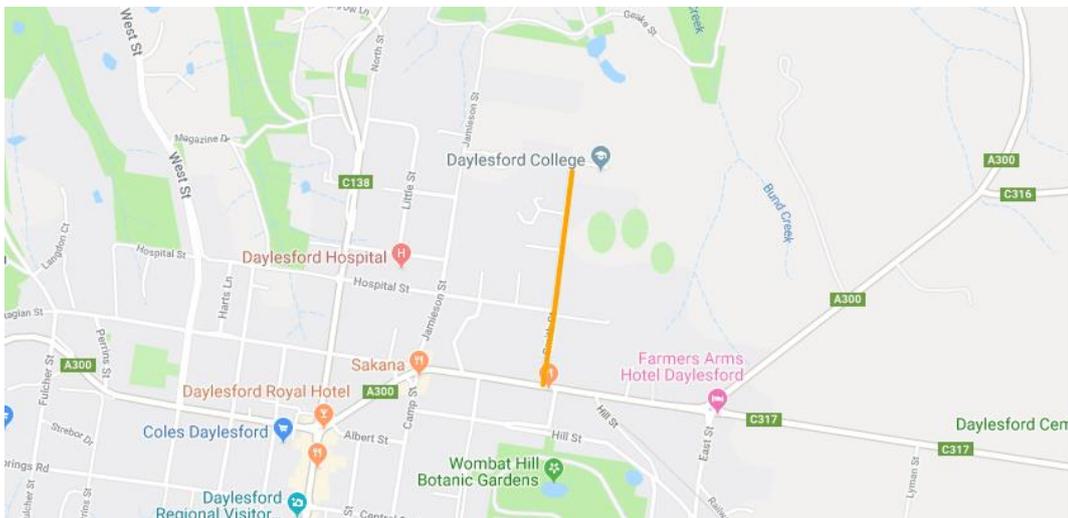


Map e - 1

The requested routes are assessed as being suitable for using Heavy Vehicles in accordance with the application subject to the new Standard Conditions and supplementary Conditions A.

f) Highland Plant Pty Ltd (Road Manager Request Number 218103):

Highland Plant requests that Council grant a renewal of consent for the route shown as follows:

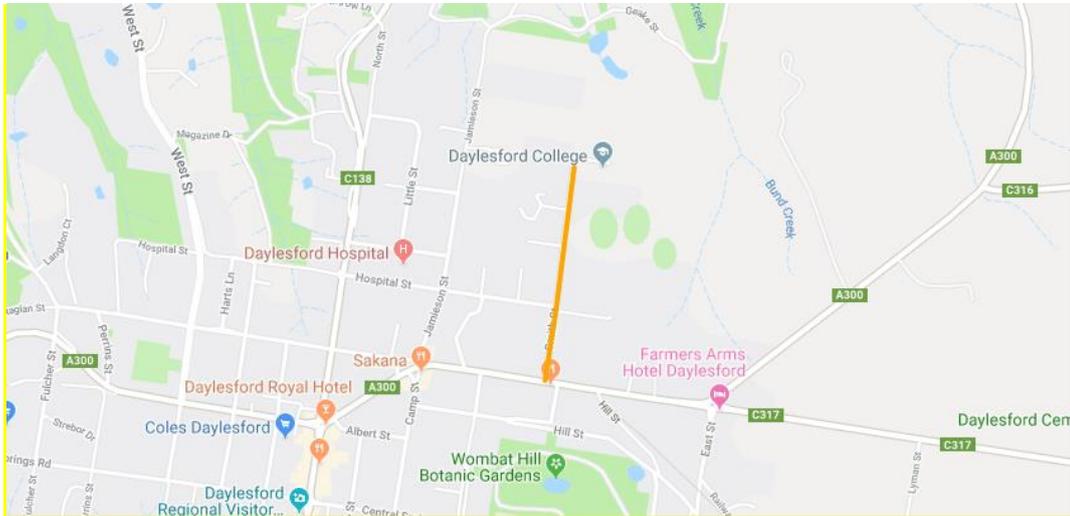


Map f - 1

The requested routes are assessed as being suitable for using Heavy Vehicles in accordance with the application subject to the new Standard Conditions and supplementary Conditions A.

g) Highland Plant Pty Ltd (Road Manager Request Number 233463):

Highland Plant requests that Council grant a renewal of consent for the route shown as follows:



Map g - 1

The requested routes are assessed as being suitable for using Heavy Vehicles in accordance with the application subject to the new Standard Conditions and supplementary Conditions A.

STANDARD CONDITIONS

It is the responsibility of the above permit holders to pay attention to:

- Overhead cables
- Overhanging trees
- Steep inclines/declines, tight corners and narrow roads
- Must not trim or remove any trees without all approvals being obtained
- The use of compression brakes is to be avoided in residential areas
- Obey the Load Limit Signs for bridges at all times
- Obey the Height Restriction Signs when appropriate

SUPPLEMENTARY CONDITIONS

It is the responsibility of the above permit holder to operate with the following supplementary conditions:

- A. Hours of Operation shall be 7:00am to 6:00pm
- B. Unloaded vehicles only
- C. Hours of Operation shall not interfere with School Start and End times (8:00am to 9:30am and 2:30pm to 4:00pm).
- D. To notify neighbouring properties prior to undertaking any movements

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

The Heavy Vehicle National Law (HVNL) came into effect on 10 February 2014 which requires Council to consider and provide consent for heavy vehicles to travel along roads under its control. Where consent is not provided, grounds for refusing to grant consent need to be provided.

FINANCIAL IMPLICATIONS

There are no expected financial implications of granting approval to the above operator to use heavy vehicles on subject Council maintained roads.

RISK IMPLICATIONS

There are no expected specific risk implications of granting approval to the above operator to use heavy vehicles on subject Council maintained roads.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

There are expected to be economic benefits for local business and economic development through granting of consents for access.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

No external engagement was undertaken in relation to these requests.

CONCLUSION

Council has received requests from the National Heavy Vehicle Regulator for consent to issue of permits to operate HML vehicles on local roads. Following a review of the referrals, conditional consent is recommended for the operators as detailed within this report.

OFFICER'S RECOMMENDATION

That Council:

12.14.1. Approves Primal Surfacing Pty Ltd to use a Spreader Box Ridged Truck towing load commencing 23 October 2019 and expiring 23 October 2022 On All Local Authority controlled roads; Subject to standard conditions 12.14.8 and supplementary conditions 12.14.9A.

12.14.2. Approves Claridge House Removalist Pty Ltd to use a Prime Mover towing Load commencing 29 October 2019 and expiring 29 October 2022 on Dolphins Road Musk from intersection of Daylesford Trentham road to 20 Dolphins Road Musk; Subject to standard conditions 12.14.8 and supplementary conditions 12.14.9A.

12.14.3. Approves BRB Modular Pty Ltd to use an Prime mover towing load commencing 17 October 2019 and expiring 16 September 2022 on Smith Street Daylesford from intersection of Midland Highway to Daylesford

Secondary College; Subject to standard conditions 12.14.8 and supplementary conditions 12.14.9A.

12.14.4. Approves Downer EDI Pty Ltd to use a Special Purpose Vehicle commencing 16th October 2019 and expiring 23 September 2022 On All Local Authority controlled roads; Subject to standard conditions 12.14.8 and supplementary conditions 12.14.9A.

12.14.5. Approves Highland Plant Pty Ltd to use a Performance Based Vehicle 3 Axle Truck and 3 Axle dog commencing 16 October 2019 and expiring 25 September 2022 On Smith Street Daylesford from intersection of Midland Highway to 40 Smith Street Daylesford; Subject to standard conditions 12.14.8 and supplementary conditions 12.14.9A.

12.14.6. Approves Highland Plant Pty Ltd to use a Performance Based Vehicle 3 Axle Truck and 4 Axle dog commencing 16 October 2019 and expiring 22 September 2022 On Smith Street Daylesford from intersection of Midland Highway to 40 Smith Street Daylesford; Subject to standard conditions 12.14.8 and supplementary conditions 12.14.9A.

12.14.7. Approves Highland Plant Pty Ltd to use an Prime mover towing load commencing 16 October 2019 and expiring 30 September 2022 on Smith Street Daylesford from intersection of Midland Highway to 40 Smith Street Daylesford; Subject to standard conditions 12.14.8 and supplementary conditions 12.14.9A.

12.14.8. Provides the above approvals subject to the following new standard conditions:

It is the responsibility of all the above permit holders to pay attention to:

- Overhead cables.
- Overhanging trees.
- Steep inclines/declines, tight corners and narrow roads.
- Must not trim or remove any trees without all approvals being obtained.
- The use of compression brakes is to be avoided in residential areas.
- Obey the Load Limit Sign for bridges at all times
- Obey Height Restriction Signs when appropriate.

12.14.9. Provides the above approvals where specified subject to the following conditions:

It is the responsibility of the above permit holder to operate with the following supplementary conditions:

- a) Hours of Operation shall be 7:00am to 6:00pm
- b) Unloaded vehicles only.

- c) Hours of Operation shall not interfere with School Start and End times (8:00am to 9:30am and 2:30pm to 4:00pm).
- d) To notify neighbouring properties prior to undertaking any movements

MOTION

That Council:

- 12.14.1. Approves Primal Surfacing Pty Ltd to use a Spreader Box Ridged Truck towing load commencing 23 October 2019 and expiring 23 October 2022 On All Local Authority controlled roads; Subject to standard conditions 12.14.8 and supplementary conditions 12.14.9A.*
- 12.14.2. Approves Claridge House Removalist Pty Ltd to use a Prime Mover towing Load commencing 29 October 2019 and expiring 29 October 2022 on Dolphins Road Musk from intersection of Daylesford Trentham road to 20 Dolphins Road Musk; Subject to standard conditions 12.14.8 and supplementary conditions 12.14.9A.*
- 12.14.3. Approves BRB Modular Pty Ltd to use an Prime mover towing load commencing 17 October 2019 and expiring 16 September 2022 on Smith Street Daylesford from intersection of Midland Highway to Daylesford Secondary College; Subject to standard conditions 12.14.8 and supplementary conditions 12.14.9A.*
- 12.14.4. Approves Downer EDI Pty Ltd to use a Special Purpose Vehicle commencing 16th October 2019 and expiring 23 September 2022 On All Local Authority controlled roads; Subject to standard conditions 12.14.8 and supplementary conditions 12.14.9A.*
- 12.14.5. Approves Highland Plant Pty Ltd to use a Performance Based Vehicle 3 Axle Truck and 3 Axle dog commencing 16 October 2019 and expiring 25 September 2022 On Smith Street Daylesford from intersection of Midland Highway to 40 Smith Street Daylesford; Subject to standard conditions 12.14.8 and supplementary conditions 12.14.9A.*
- 12.14.6. Approves Highland Plant Pty Ltd to use a Performance Based Vehicle 3 Axle Truck and 4 Axle dog commencing 16 October 2019 and expiring 22 September 2022 On Smith Street Daylesford from intersection of Midland Highway to 40 Smith Street*

Daylesford; Subject to standard conditions 12.14.8 and supplementary conditions 12.14.9A.

12.14.7. Approves Highland Plant Pty Ltd to use an Prime mover towing load commencing 16 October 2019 and expiring 30 September 2022 on Smith Street Daylesford from intersection of Midland Highway to 40 Smith Street Daylesford; Subject to standard conditions 12.14.8 and supplementary conditions 12.14.9A.

12.14.8. Provides the above approvals subject to the following new standard conditions:

It is the responsibility of all the above permit holders to pay attention to:

- Overhead cables.*
- Overhanging trees.*
- Steep inclines/declines, tight corners and narrow roads.*
- Must not trim or remove any trees without all approvals being obtained.*
- The use of compression brakes is to be avoided in residential areas.*
- Obey the Load Limit Sign for bridges at all times*
- Obey Height Restriction Signs when appropriate.*

12.14.9. Provides the above approvals where specified subject to the following conditions:

It is the responsibility of the above permit holder to operate with the following supplementary conditions:

- a) Hours of Operation shall be 7:00am to 6:00pm*
- b) Unloaded vehicles only.*
- c) Hours of Operation shall not interfere with School Start and End times (8:00am to 9:30am and 2:30pm to 4:00pm).*
- d) to notify neighbouring properties prior to undertaking any movements*

Moved: Cr Licia Kokocinski

Seconded: Cr Greg May

Carried

Cr Kate Redwood AM requested it be noted that she abstained from the vote.

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
17 September 2019	Pre-Council meeting Briefing	Daylesford Town Hall
17 September 2019	Mineral Springs Reserve Advisory Committee	Daylesford Town Hall
18 September 2019	Reconciliation Action Plan Advisory Committee	Daylesford Town Hall
19 September 2019	Municipal Emergency Management Planning Committee	Daylesford Fire Station
1 October 2019	Councillor Briefing	Daylesford Town Hall

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Local Government Act 1989, Section 80A

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

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

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

Information provided for noting.

OFFICER'S RECOMMENDATION

12.15.1. 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 John Cottrell

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 14 -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: Mineral Springs Reserve Advisory Committee - Project Meeting

Date: 16 September 2019

Time: 1.30pm – 3.00pm

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

Councillors present:

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

Members of Council Staff present:

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

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 type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | |
| <input checked="" type="checkbox"/> Director Infrastructure & 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: Pre-Council Meeting Briefing
Date: Tuesday, 17 September 2019
Time: 3:30pm – 5:30pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) 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: Manager |
| <input checked="" type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | Development and Community Safety (Alison Blacket), Manager Environment and Waste |
| <input checked="" type="checkbox"/> Director Infrastructure & Development
Services Bruce Lucas | (David Watson), Coordinator Community Safety (David George) |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered: Tuesday, 17 September 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: Reconciliation Action Plan Advisory Committee

Date: 18 September 2019

Time: 9am

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) Mayor's Room

Councillors present:

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

Members of Council Staff present:

- | | |
|--|---|
| <input type="checkbox"/> CEO Evan King | <input checked="" type="checkbox"/> Other, please specify: Arts, Culture and Reconciliation Officer Donna Spiller |
| <input type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | Coordinator Community Partnerships Rachel Palmer |
| <input type="checkbox"/> Director Infrastructure and Development
Services Bruce Lucas | |

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 checked="" type="checkbox"/> Other, please specify: Donna Spiller; Arts, Culture and Reconciliation Officer |
| <input type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | |
| <input type="checkbox"/> Director Infrastructure and Development
Services Bruce Lucas | |

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.

Reconciliation Action Plan (RAP)

Advisory Committee (AC)

Wednesday 18 September 2019

Mayors Room, Daylesford Town Hall

Invitees: Mayor Don Henderson (Chair), Rod Poxon, Peter O'Mara, Gary Lawrence, Warren Maloney, Erica Higgins, Barry Golding, Rachel Palmer (Coordinator Community Partnerships), Donna Spiller (Arts, Culture and Reconciliation; Minutes)

Item	Time	Agenda Item	Presenter
1 Rachel Update	9:00am	<ul style="list-style-type: none"> Acknowledgement of Country Welcome, apologies and introductions Acceptance of minutes from previous meeting. 	Chair
	9:05am	- Introduction of a Committee member at each meeting: Peter O'Mara	Peter
	9:10	<ul style="list-style-type: none"> Frequency of Meetings Role of RAPAC 	Rachel
2 Actions and Outcomes from Previous Minutes	9:15	<ul style="list-style-type: none"> Tracking Progress: Draft Table completed Feedback from Committee Recommendations for timelines 	Donna and Rod Action 1 Committee

▶ MEETING AGENDA

<p>3 Project status update</p>	<p>9:45am</p>	<p>Jim Crow Creek Dja Dja Wurrung response Document on historic background on the early settlers use/naming of sites as Jim Crow.</p>	<p>Donna Action 7 Barry</p>
<p>4 Internal Working Group CARRIED FORWARD August Meeting For Discussion and Recommendations</p>	<p>9:50am</p>	<p>The Rap Internal working group meeting postponed until 19 Sep Identify the list for Co-naming sites with DDWCAC and Language/naming (Council properties, street and place names) Planning and events for NAIDOC and NRW for 2020</p>	<p>Committee Action 10 Committee Action 7</p>
<p>5 Items for Discussion Other Business</p>	<p>10.20</p>	<p>Tree Avenue of Honour January 26 – Feedback on Darebin Council’s Ngulu Nganjin Event Sep 1 2019</p>	<p>Committee Action 15 Donna/Erica</p>
<p>6 Review of Recommendations From Meeting Next meeting</p>	<p>10.30</p>	<p>September 18</p>	

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Municipal Emergency Management Planning Committee

Date: 19 September 2019

Time: 11.00am – 12.30pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) – Daylesford Fire Brigade – Bridport Street Daylesford

Councillors present:

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

Members of Council Staff present:

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

Conflict of Interest Disclosures:

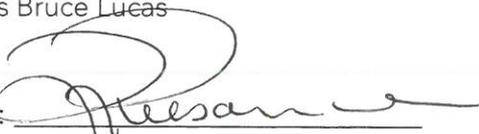
Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature: 

DOC/18/28797

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

AGENDA

► MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

Thursday 19 September 2019 – 11.00am – 12.30pm

Daylesford CFA Station – 26 Bridport Street Daylesford

Attendee	Organisation	Attendee	Organisation
Barry Nicholls	AV	Bruce Lucas	HSC
Grant Shea	AV	Carl Telfar	HSC
Luke Kneebone	CFA	David George	HSC
Brett Boatman	CFA	Paulette Pleasance	HSC
Alan Hives	CFA Birch Group of Fire Brigades	Melissa Phillips	HSC
Paul Healy	CFA Glenlyon Group of Fire Brigades	Councillor Greg May	HSC
Margaret Holt	CHW	Kyra Winduss	Parks Victoria
Angus Bowles	Coliban Water	Representative	Red Cross
Kate Robertson	DEDJTR	Tony Grimme	SES
Mick Keating	DELWP	Stephen Warren	SES
Chris Arnold	DELWP	Gavin Kelly	SES
		Jim Blain	VCC
Lisa Reid	DHHS	Matthew Flood	VicPol
Ted Lis	EMV	Sgt Dean Towk	VicPol
Dale Farnsworth	GMW - Apology	Lisa Di Carli	VicRoads
Peter Gerolemou	GMW	Steve Collins	VicRoads
Steve Latter	HHS	Andrew Trickey	VicRoads
Daryl Clifton	HSC	Gordon Cornell	WICEN

No	Time	Agenda Item	Presenter
1	11.00am	Welcome & Apologies	Daryl Clifton
2	11.02am	Adoption of Minutes – 20 June 2019	Daryl Clifton
3	11.05am	Actions arising from minutes 1. Creswick Creek Maintenance	Daryl Clifton
4	11.10am	Incoming Correspondence <ul style="list-style-type: none"> • VCC Report September • EMV Planning Reform Program • HHS Sector EM Policy Outgoing Correspondence	Paulette
5	11.15am	Standing Agenda Item MEMPC Review Action Plan Quarter 1 July – September <ul style="list-style-type: none"> • MEMPC meeting – Sep 2019 • Review 3 year Action Plan 	Daryl Clifton

AGENDA

▶ MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

		<ul style="list-style-type: none"> • Review the Response section of the MEMP • Review Relief Centre Operations Plan • Conduct a training exercise • Relief & Recovery Planning Committee meeting • Review Municipal Fire Management Plan • Fire Management Planning Committee meeting 	
6	11.25am	MFMP Committee Update	David George
7	11.30am	Emergency Management Health Check Report	Daryl Clifton
8	11.40am	Update on HSC Flood Emergency Plan	Tony Grimme
9	11.50pm	Health and Human Services Emergency Management Policy	Daryl Clifton
10	12.00pm	Emergency Management Planning Reform	Daryl Clifton
11	12.10pm	General Business	Daryl Clifton
12	12.20pm	<p>December 2019 Meeting Agenda Items:</p> <ol style="list-style-type: none"> 1. MEMP Review Action Plan Quarter 2 Oct - December <ul style="list-style-type: none"> • MEMPC meeting – Dec 2019 • Review Emergency Animal Welfare Plan • Conduct a Recovery Centre training exercise • Relief & Recovery Planning Committee meeting • Endorse Relief Centre Operations plan • Review Recovery Centre Operations Plan • Municipal Fire Management Planning Committee meeting 	
	12.30pm	Meeting Close	
<p>Next Meeting – Thursday 5 December 2019 – Doug Lindsay Recreation Facility, Creswick</p>			

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, 1 October 2019
Time: 9:00am – 3.15pm

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 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	Coordinator Governance and Information– Katherine Toom, Governance and Information Officer – Rebecca Smith, Coordinator Planning – Nathan Aikman, Manager Development Services – Alison Blacket, Statutory Planner – Jeff White, Manager Development and Community Safety, Manager Community and Economic Development – Andrew Burgess, Project Officer – Nigel Smith, Arts, Culture and Reconciliation Officer – Donna Spiller, Community Development Officer – Inga Hamilton, Manager Community Care – Fran Fogarty, Project Manager – Ben Grounds
<input checked="" type="checkbox"/> Director Community & Corporate Services Bradley Thomas	

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Cr Henderson	Part of item 8. 1.45pm left, returned 1.50pm

Matters Considered: Tuesday, 1 October 2019 Agenda Attached

Matters Councillors not present

Councillor Name	Item
Cr Robson	Apology for the briefing
Cr Redwood	Items 2 and 3

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*

Name and title of Officer responsible for this written record:

- CEO Evan King Other, please specify:
 Director Community & Corporate Services
Bradley Thomas
 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.

Tuesday 1 October 2019
Council Chamber, Daylesford Town Hall
9:00 am – 4:30 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 Don Henderson Councillor Fiona Robson Councillor Greg May Councillor John Cottrell Councillor Kate Redwood AM Councillor Neil Newitt Councillor Licia Kokocinski
	Officers	Evan King – Chief Executive Officer Bradley Thomas – Director Community and Corporate Services Bruce Lucas – Director Infrastructure and Development Services
CHAIR:		Mayor Don Henderson Evan King – Chief Executive Officer

APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.	9:00am	Report	Council Meeting and Briefing Schedule for 2020	Coordinator Governance and Information	4
2.	9:30am	Report	Planning Application 2219 for use of the land for dog breeding at 3565	Coordinator Planning	7

No	Time	Type	Agenda Item	Presenter	Page No
			Ballarat-Maryborough Road Clunes		
3.	9:45am	External presentation	Vintage Rolling Stock Strategy	Barry Fell, Director Daylesford Spa Country Railway	16
4.	10:15am	Report	Visit Victoria Event Funding Options	Manager Community and Economic Development	21
	10:30am		Break		
5.	10:45am	Report	Hepburn Local Transport Benchmarking Study	Project Officer	34
6.	11:30am	Report	Community Planning Program Review	Community Development Officer	40
	12.30pm		Lunch		
7.	1:00pm	Report	Public Art Advisory Committee (PAAC) – Nominated Members	Arts, Culture and Reconciliation Officer	64
8.	1:30pm	Report	Community Grants Program 2019/2020	Community Programs Officer	67
9.	2:15pm	Report	Update on the Progress of the Trentham Integrated Childcare Facility	Manager Community Care & Project Manager	72
	3:00pm		Break		
10.	3:15pm	Report	Disability Access and Inclusion Plan 2018-2022 - Review	Manager Community Care	76

No	Time	Type	Agenda Item	Presenter	Page No
11.	3:45pm	Discussion	Executive Issues Update	CEO	90
12.	4:00pm	Discussion	External Committees Update	CEO	91
13.	4:15pm	Discussion	Councillor 'Burning Issues' Discussion	CEO	92
	4:30pm		CLOSE OF MEETING		

Tuesday 8 Tuesday 2019
 Council Chamber, Daylesford Town Hall
 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 Don Henderson Councillor Fiona Robson Councillor Greg May Councillor John Cottrell Councillor Kate Redwood AM Councillor Neil Newitt Councillor Licia Kokocinski
Officers	Evan King – Chief Executive Officer Bradley Thomas – Director Community and Corporate Services Bruce Lucas – Director Infrastructure and Development Services

CHAIR:

Mayor Don Henderson Evan King – Chief Executive Officer
--

APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.	9:00am	Presentation	Aged and Disability Transition Project	Mr Craig Kenny - Mach 2 Consulting	3
	10:00am		Break		
2.	10:15am	Training	Fraud Management and Prevention Training	Mr Andrew Zavitsanos –	56

No	Time	Type	Agenda Item	Presenter	Page No
				Crowe Australasia	
3.	11:30am	Report	Review of Councillor Representation on Committees and External Bodies	Coordinator Governance and Information	57
4.	12:00am	Report	VEC Electoral Representation Review 2019	Manager Governance Compliance and Risk	59
	12.30pm		Lunch		
5.	1:00pm	Report	Economic Development Strategy Progress Report	Manager Community and Economic Development	63
6.	2:00pm	Report	Regional Tourism and Daylesford Macedon Tourism update	Manager Community and Economic Development	66
	2:30pm		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.

ISSUE/DISCUSSION

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

- Lee Medlyn Home of Bottles – 26 August 2019
- Lee Medlyn Home of Bottles – 16 September 2019

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

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes and reports have been provided for noting.

OFFICER'S RECOMMENDATION

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

- Lee Medlyn Home of Bottles – 26 August 2019
- Lee Medlyn Home of Bottles – 16 September 2019

MOTION

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

- *Lee Medlyn Home of Bottles – 26 August 2019*
- *Lee Medlyn Home of Bottles – 16 September 2019*

Moved: Cr Neil Newitt

Seconded: Cr Licia Kokocinski

Carried

14. COUNCIL ADVISORY COMMITTEES

14.1. REVIEW OF AUDIT AND RISK ADVISORY COMMITTEE CHARTER DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is to recommend the adoption of the revised Audit and Risk Advisory Committee Charter.

BACKGROUND

As an advisory committee to Council, the Audit and Risk Advisory Committee ('the Committee') is required to function pursuant to a charter that includes a 'purpose' and 'terms of reference'.

Council has an existing Audit and Risk Advisory Committee Charter which is due for review in accordance with the Committee's Standing Rotational Agenda.

ISSUE/DISCUSSION

A copy of the revised Audit and Risk Advisory Committee Charter is attached and incorporates feedback from Committee members. The Charter was reviewed by the Committee at its May 2019 and September 2019 meetings and feedback incorporated into the final draft. No significant updates have been made to the previous charter adopted by Council in June 2017.

On 9 September 2019, the Audit and Risk Advisory Committee passed the following resolutions:

7.1.1. Moves to accept the Audit and Risk Advisory Committee Charter in its current form

7.1.2. Will undertake a review of the self-assessment questionnaire by the next meeting

The self-assessment questionnaire has been separated from the Charter document itself as the committee are still in discussion regarding the content.

The adoption of this Charter is now time-sensitive as two independent members of the committee have terms expiring in December 2019. A nomination process for external independent members will follow adoption of an updated charter.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

The Audit and Risk Advisory Committee is established in accordance with section 139 of the *Local Government Act 1989* and is a key component of the Council's governance framework.

FINANCIAL IMPLICATIONS

The costs associated with the Audit and Risk Advisory Committee, including independent member remuneration, have previously been set by Council and are covered in the recurrent budget.

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are four independent external community members on the committee.

CONCLUSION

The revised Audit and Risk Advisory Committee Charter further clarifies the role of the committee and will allow it to continue to support Council with oversight in key audit and risk areas.

OFFICER'S RECOMMENDATION

14.1.1. That Council adopts the revised Audit and Risk Advisory Committee Charter as presented.

MOTION

14.1.1. That Council adopts the revised Audit and Risk Advisory Committee Charter as presented.

Moved: Cr John Cottrell

Seconded: Cr Kate Redwood AM

Carried

**ATTACHMENT 15 - DRAFT AUDIT AND RISK ADVISORY
COMMITTEE CHARTER 2019**

DATE ADOPTED: TBC

DATE OF NEXT REVIEW: May 2021

RESPONSIBLE OFFICER: Manager Governance, Compliance & Risk

REFERENCES:

- Local Government Act 1989
- Local Government (Planning and Reporting) Regulations 2014

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PURPOSE

The purpose of this charter is to set out the terms of reference, composition and operating arrangements of the Audit and Risk Advisory Committee ('the Committee') of Hepburn Shire Council ('Council').

GOVERNING BODY

This Committee is an advisory committee of Council established pursuant to section 139 of the *Local Government Act 1989*.

AUTHORITY

The Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial or other responsibilities or powers. The Committee does not have any management functions and is therefore independent of management.

The Committee, in relation to council, has the authority to:

1. Review the internal and external auditor's annual audit plans and the outcomes/results of all audits undertaken.
2. Seek any information or advice it requires from Council members, and management via the Chief Executive Officer and external parties.
3. Formally meet with management, internal and external auditors as necessary, both during meetings and in-private.

The Committee has the authority to advise Council on any or all of the above as deemed necessary.

ROLES

The role of the **Committee** is to assist Council in the effective discharge of its responsibilities by providing independent advice and recommendations to Council regarding the Council's risk, control and compliance framework and its reporting responsibilities. The Committee's oversight of financial and other reporting and risk management practices does not remove the Council's responsibility to ensure the integrity of its reporting and risk processes.

The role of **Council** is to maintain overall strategic direction, control, oversight and decision making for the organisation. This role is performed in line with the defined purpose and responsibilities in the *Local Government Act 1989*. In performing its role, Council delegates many, but not all, powers to the Chief Executive Officer, other members of staff and special committees. Council is responsible for establishing an Audit and Risk Advisory Committee, including the appointment and termination of members. In terms of risk management, Council is responsible for setting the risk appetite of Council and monitoring that effective risk processes and control measures are in place, including audit programs.

The role of **management**, comprising the Chief Executive Officer and other members of staff with management responsibilities, is to maintain an effective system of processes and controls to deliver outcomes in-line with Council's purpose, responsibilities and strategy. Management is responsible for making and implementing decisions to achieve the

organisation's objectives and to present recommendations to Council in areas where it is not delegated to make decisions. In terms of risk, management is responsible for identifying, assessing and managing risks through an effective internal control framework.

RESPONSIBILITIES

The Committee's responsibilities are to:

Risk management

- a) review whether Council has in place an effective and appropriate risk management framework, under which all significant or material risks are identified, analysed, managed and reported to Council;
- b) review whether appropriate fraud control arrangements processes and systems are in place to detect, capture and effectively respond to fraud-related information;
- c) review whether appropriate business continuity and disaster planning, response and recovery arrangements are in place.

Financial statements

- d) review significant financial and reporting issues, including related party transactions, complex or unusual transactions and significant accounting and financial reporting issues;
- e) consider the appropriateness of the accounting principles and policies adopted and the methods of applying those principles and policies;
- f) review with management and the external auditors the results of the external audit, including any difficulties encountered and any matters required to be communicated to the Committee under Australian auditing standards;
- g) review and recommend to Council whether the financial and non-financial statements should be approved and signed.

Internal controls and compliance

- h) monitor and review the effectiveness of Council's systems for internal control, as well as its systems for compliance with laws, standards, legislation and policy;
- i) review attestations being made by management regarding compliance with the relevant risk, legislative, financial and compliance reporting standards and requirements.

External audit

- j) review the scope of the external audit plan with the external auditor and management and monitor its implementation;
- k) review all external audit reports and provide advice to the Council on significant issues identified in audit reports and action to be taken on issues raised, including identification and dissemination of good practice.

- l) monitor and review management's implementation of external auditor's findings and recommendations and have regard to any significant disagreements with management (irrespective if they have been solved);
- m) monitor processes and practices to ensure that the independence of the external audit function is maintained.

Internal audit

- n) review the Internal Audit Charter and where appropriate recommend amendments to Council;
- o) review and recommend the internal audit plan for Council endorsement and monitor its implementation;
- p) review internal and external audit reports and assess whether matters are being managed and rectified in an appropriate and timely manner;
- q) monitor and review management's implementation of internal audit findings and recommendations and have regard to any significant disagreements with management (irrespective if they have been solved);
- r) monitor processes and practices to ensure that the independence of the internal audit function is maintained;
- s) assess the performance of the Internal Auditor in conjunction with management on an annual basis.

Access to Advice

- t) have complete and open right of access to external and internal auditors without management present, and the right to seek explanations and additional information following consultation with the Chief Executive Officer
- u) has the right to request independent, expert advice to assist it in undertaking its oversight responsibilities. Such requests are to be made to the Chief Executive Officer or the Manager Governance, Compliance & Risk

Access to Information

- v) shall have reasonable right of access to the Chief Executive Officer or other management personnel
- w) shall have the right to request for information from management or other Council personnel
- x) requests for information or access to management personnel must be via the Chief Executive Officer or the Manager Governance, Compliance & Risk

COMPOSITION

Membership

- a) The Committee shall comprise of six members – two Councillors and four external independent persons.
- b) Appointments of external persons shall be made by Council after public advertisement and be for a term of up to four years.
- c) The Chief Executive Officer or Manager Governance, Compliance & Risk and the Councillor representatives on the Committee will undertake the evaluation of potential external members taking into account the experience of candidates and their likely ability to apply appropriate analytical and strategic management skills and will make a recommendation to Council for appointment to the Committee.
- d) A sitting member is able to reapply and be appointed for subsequent terms, subject to the evaluation process set out in sub-clause (c) above and subject to maintaining the ratio of Councillors to external members.
- e) Committee member appointments shall be staggered to maintain continuity of members despite changes in membership.
- f) If the Council proposes to remove a member of the Committee, it must give written notice to the member of its intention to do so, provide the reason(s) for such removal and provide that member with the opportunity to be heard at a Committee meeting if that member so requests.
- g) All members must be financially literate and there must be at least one member who has appropriate expertise in financial accounting or auditing.
- h) External independent persons shall ideally have senior business or financial management/reporting knowledge and experience, demonstrated commitment to local communities and/or be conversant with financial and other reporting requirements.
- i) The Council shall assist the Committee in maintaining appropriate financial literacy. The Council is responsible for providing new members with an induction program. In addition, the full Committee will be provided with educational resources relating to accounting principles and procedures, current accounting topics, pertinent to the Council, and other resources, as reasonably requested by the Committee.

Allowances

- An annual allowance, as set by Council, shall be paid to each independent member of the Committee to cover meeting attendance costs and time spent on additional activities, such as, but not limited to, preparing for meetings. The allowance shall be paid in four instalments, following attendance at each of the four regular meetings per year.
- Up to two members, who attend an annual briefing with Councillors to report on the Committee's activities, will be paid an additional allowance, as set by Council, to cover meeting preparation and attendance costs.

- The level of remuneration is set by Council at the commencement of each term of appointment.

Standing Invitees

- Chief Executive Officer
- External Auditor
- Internal Auditor
- Director Community & Corporate Services
- Director Infrastructure & Development Services
- Manager Governance, Compliance & Risk
- Coordinator Governance and Information

Chairperson

- The Chairperson shall be appointed annually by the Committee from the external members of the Committee.
- In the absence of the Chairperson the Committee shall elect a Chairperson from among the independent members present.

OPERATING PROCEDURES

Quorum and Voting

- A quorum shall be four members of the Committee.
- Each member shall have one vote and decisions shall be made on a majority basis.
- Invitees and guests shall not have a vote.

Meetings

- a) The Manager Governance, Compliance & Risk is responsible for the development of the agenda for Committee meetings in consultation with the Chair.
- b) The agenda together with reports and documents that relate to the Committee shall be forwarded to members at least five business days prior to the meeting.
- c) Accurate minutes shall be kept of each meeting of the Committee in accordance with Local Law Number 1 – Meeting Procedures, or as varied by agreement with Council.
- d) The minutes of a meeting shall be submitted to committee members for confirmation at the next subsequent meeting of the Committee.
- e) The Committee shall meet as required throughout the year with a minimum of four meetings to be held.

- f) Additional meetings, where deemed required, shall be convened at the discretion of the Chairperson or at the written request of any member of the Committee, internal or external auditor
- g) A schedule of meetings shall be developed and agreed to by the members to coincide with relevant Council reporting deadlines.
- h) Meetings may be attended in person or, in exceptional circumstances, via virtual attendance (e.g. phone or video conference).
- i) Meetings will be conducted broadly in accordance with Council's Local Law Number 1 – Meeting Procedures at the direction of the Chairperson.
- j) When resolutions are circulated electronically for endorsement, members may respond electronically either in the affirmative or negative or request a meeting or teleconference to discuss them.
- k) The Chairperson shall call a meeting of the Committee if so requested by any member of the Committee or by the Mayor, Chief Executive Officer, or internal or external auditor.
- l) Guests may be invited from time to time as appropriate. An invited guest will not have decision voting powers.
- m) At each Committee meeting and in the absence of non-members, time shall be set aside with internal and external auditors for the purpose of open discussion.
- n) Non-members of the Committee may be asked to withdraw from all or any part of any meeting and may not vote on any matter at a meeting.
- o) All members of Council not on the Committee may attend meetings of the Committee as an observer and shall be entitled to receive the agenda, minutes and the meeting papers subject to the Council's policy on conflicts of interest.

Reporting

- Draft minutes of meeting shall be distributed to all members within 14 days of each meeting.
- The Chairperson shall sign the minutes of meeting at the following meeting.
- The minutes of each meeting shall be provided to the next Ordinary Meeting of Council.
- The Chairperson shall, as deemed required, report to Council on Committee matters included in the Council agenda for discussion.
- The Committee, through the Chairperson, shall report annually to the Council summarising the activities of the Committee during the previous financial year.
- Management shall report any incidents of actual or suspected fraud and any material error in any financial statements to the Committee immediately it becomes known.
- Management shall report any risk or incident that may lead to substantial loss for Council to the Committee immediately when it becomes known.

Meeting Records

- Council's Coordinator Governance and Information, or other officer allocated by the Manager Governance, Compliance & Risk, shall prepare the agenda, collate the papers and record the minutes of the meetings.
- Agendas, attachments, reports and minutes will be distributed to all members primarily in electronic form, in order to speed up delivery and minimise waste. On request, black and white hard copies will be made available for pick up from one of our offices in Daylesford, Creswick or Clunes.

Induction of new members

As soon as practical following their appointment, the Coordinator Governance and Information shall arrange for new members to meet with key management personnel and the other independent members.

The Coordinator Governance and Information shall arrange for an adequate induction package to be provided to each new member. The package shall contain the following:

- Audit and Risk Advisory Committee Charter
- List of fellow committee members and contact details
- Council's Organisational Chart
- Most recent Annual Report and Quarterly Report
- Most recent adopted Budget
- Council's Current Council Plan
- Details of Council's Insurances
- List of Council's Policies
- List of Council's Local Laws
- Council's Local Law No 1 (Meeting Procedures)

The new members will meet with the internal and external auditors at the first meeting of the committee.

Dispute Resolution

- In performing its duties disputes may arise between Committee members, the Committee and Executive, and the Committee and Council.
- In situations where a dispute arises it shall be dealt with in accordance with an appropriate dispute resolution process determined by the Dispute Settlement Centre of Victoria (Department of Justice).

Evaluation and Review

- The Committee shall annually evaluate its performance through a self-assessment against its charter duties and responsibilities.
- The evaluation shall use an evaluation criteria as agreed and approved by the committee.
- The evaluation shall be responded to by each Committee member.

Adopted by Hepburn Shire Council on 15 October 2019.

Signed for and on behalf of Hepburn Shire Council:

Cr Don Henderson
Mayor

Evan King
Chief Executive Officer

14.2. RECOMMENDATIONS FROM AUDIT AND RISK ADVISORY COMMITTEE TO COUNCIL

DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to consider advice from the last meeting of the Audit and Risk Advisory Committee held on 9 September 2019.

BACKGROUND

At the quarterly meeting of the Audit and Risk Advisory Committee held on 9 September 2019, the Committee passed a number of resolutions for consideration by the Council.

ISSUE/DISCUSSION

On 9 September 2019, 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 27 May 2019 (as previously circulated to committee members under separate cover) be confirmed

7.1.1. Moves to accept the Audit and Risk Advisory Committee Charter in its current form

7.1.2. Will undertake a review of the self-assessment questionnaire by the next meeting

7.1.3. Will review the outcome of feedback at the commencement of the November meeting

8.1.1. Notes the receipt of the HLB Mann Judd update on Industry Reports

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

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

8.2.3. Recommends that the Executive Team inform the Council of the progress of outstanding internal audit items and ensures they understand the associated risks

8.2.4. Requests that the Executive Team prioritises and confirms the timeframes specified within the register and provides an update to a future Council meeting

8.2.5. Recommends that the HLB Mann Judd Review of Outstanding Actions - Internal Audit Report be adopted as the ongoing register of internal audit actions

9.1.1. Note the presentation provided by officers of the Victorian Auditor-Generals Office

9.1.2. Tables the Draft Closing Report for the year ended 30 June 2019

10.6.1. That the Audit and Risk Advisory Committee notes the risk update for September 2019

10.7.1. Notes the update provided on the progress of the Hepburn Hub at the Rex

10.7.2. Notes that an update was provided on the progress of the Local Government Inspectorate investigation

10.8.1. Notes the update provided by the CEO on the progress of the Trentham Hub project

10.9.1. That the Audit and Risk Advisory Committee notes the report on the progress of the Creswick Trails Major Project

11.1.1. That that Audit Risk and Advisory Committee recommends that Council authorises two Councillors to approve the 2018/2019 Financial Statements and Performance Statements in their final form after any changes recommended, or agreed to, by the auditor have been made

11.3.1. That the Audit and Risk Advisory Committee note the report on project and performance reporting for information

12.1.1. Notes the update on the status of Council Policies as at 2 September 2019.

12.1.2. Support the management initiative to provide a matrix of organisational risk on overdue policies

13.1.1. Accepts the proposed meeting dates and times for 2020.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

The Audit and Risk Advisory Committee is established under section 139 of the *Local Government Act 1989* and is a key component of the Council's governance framework.

FINANCIAL IMPLICATIONS

None noted

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

None noted

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are four independent external community members on the committee. The draft public minutes of the last committee meeting are provided to promote transparency and confidence in the management of Council operations. The full confidential minutes of the meeting are provided to Councillors out of session.

CONCLUSION

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

OFFICER'S RECOMMENDATION

That Council:

- 14.2.1. Receives the draft minutes of the Audit and Risk Advisory Committee Meeting of 9 September 2019.
- 14.2.2. Notes the recommendations and resolutions of the Audit and Risk Advisory Committee that were moved at the meeting on 9 September 2019.

MOTION

That Council:

- 14.2.1. Receives the draft minutes of the Audit and Risk Advisory Committee Meeting of 9 September 2019.*
- 14.2.2. Notes the resolutions of the Audit and Risk Advisory Committee that were moved at the meeting on 9 September 2019.*
- 14.2.3. Accepts for review, recommendations of the Audit and Risk Advisory Committee that were moved at the meeting on 9 September 2019, and responds back to the Committee.*

Moved: Cr John Cottrell

Seconded: Cr Kate Redwood AM

Carried

**ATTACHMENT 16 -COVER NOTE FROM AUDIT AND RISK ADVISORY
COMMITTEE CHAIR – 9 MAY 2019**

SUMMARY NOTES – Audit and Risk Advisory Committee meeting held on Monday 9 September 2019

At the 9 September 2019 Audit & Risk Advisor Committee meeting, the major items that were discussed are noted below.

1. Internal Audit – HLB Judd Report

At the previous ARAC meeting some concerns were expressed about the Internal Audit Register of Actions noting;

- the large number of items overall on the register
- the number of “high” or critical items on the register
- the ageing nature of items – some that were now 2 or 3 years old
- that seemingly little progress was being made on addressing outstanding items

HLB Mann Judd reviewed the register and reduced the number of outstanding action items from 52 to 35. This was achieved by merging action items where duplications existed or where multiple findings have proposed recommendations that were closely linked.

Of the 35 items on the register;

- 26 are classified as “relevant”
- 6 are classified as “partially relevant” and
- 3 are classified as “not relevant”

So, while the exercise has been worthwhile, there remains 9 outstanding items in the “relevant” group that are categorized as high risk.

ARAC wants to highlight this to Council to be sure that Council is aware of the risk that this represents to the organization.

We also noted that both Council officers and HLB Mann Judd are maintaining an internal audit risk register and we agreed that the HLB Mann Judd register should be adopted as the one that we track in future.

The Committee also noted and recommended the HLB Mann Judd summary report on local government reports and publications.

2. External Audit - VAGO

The Committee noted the VAGO closing report as tabled.

The Committee reviewed the 2019 financial statements and recommended that they be approved by Council.

3. Risk Update

The most significant items to be discussed under Section 9 Risk Update were as follows;

- **The Hepburn Hub Project**
Expected timing for resumption of work was July 2019 but this has now slipped by a further few months while construction plans and specifications from architects are being finalised.
- **Local Government Inspectorate Investigation**
The CEO provided a verbal update on progress with the investigation.
- **Trentham Hub Project**
Project moving forward. Project design expected to be awarded in February 2020. A project advisory group to be formed with members of the local community.
- **Creswick Trails Project**
Project tracking favorably against schedule both in terms of timing and budget.

4. Statements of Operational and Capital Works

Difficult documents to read – hopefully at some point the information can be presented in a more

useful manner.

5. Compliance Obligations

- Review of overdue policies
35 policies in total of which 19 are overdue for review. ARAC supported management initiative to take a risk based approach to prioritise policies for review.

6. 2020 Audit Committee Meeting Schedule

Recommended dates and times were accepted.

Trevor Shard

Chair – Audit and Risk committee

4 October 2019

**ATTACHMENT 17 -DRAFT PUBLIC MINUTES – AUDIT AND RISK
ADVISORY COMMITTEE MEETING – 9 SEPTMEBER 2019 (ISSUED
UNDER SEPARATE COVER)**

14.3. PUBLIC ART ADVISORY COMMITTEE (PAAC) – APPOINTMENT OF MEMBERS

DIRECTOR CORPORATE AND COMMUNITY SERVICES

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

PURPOSE

The purpose of this report is to seek Councils consideration of the appointment of members to the Public Art Advisory Committee (PAAC).

BACKGROUND

Council adopted the Public Art Policy 40 (c) in December 2017, which provides a framework to assist the Hepburn Shire Council to make considered decisions on Public Art, its funding, commissioning, installation, maintenance and deaccessioning.

As part of the Policy Framework a Public Art Panel was appointed to inform Council decisions on public art projects. Following adopted amendments to the Public Art Panel Terms of Reference (August 2019) the Public Art Panel name was changed to the Public Art Advisory Committee and a term for members was adopted.

Consequently, a public advertising process was undertaken to form a new PAAC with a 3 year and a 4-year term of members.

The function of the Committee, as outlined in the Terms of Reference, is as follows: *“The Public Art Advisory Committee (PAAC) will provide advice to assist Hepburn Shire Council make decisions about public art projects and acquisitions”.*

ISSUE/DISCUSSION

The Terms of Reference of the Public Art Advisory Committee specify that members will be appointed by Council based on one or more of the following attributes:

- Professional and/or community art expertise;
- Knowledge of contemporary public art applications and issues;
- Experience in art, art curatorship, art policy, architecture and/or design
- Proven ability to work cooperatively in advisory groups or selection panels.

The terms of reference state that the Committee will consist of a minimum of 4 members and a maximum of 10.

Seven nominations were received from the community and reviewed by Council Officers. The following seven applicants are recommended.

Name	Returning Member	Recommended/ Term
Ms Tess Brady Clunes	No	Yes 4 years
Ms Kim Percy Hepburn	Yes	Yes 4 years
Mr Ian Head Glenlyon	Yes	Yes 4 years
Mr Craig Barrett Creswick	Yes	Yes 4 years
Mr Brad Hooper Woodend	Yes	Yes 3 years
Ms Sue Walker Hepburn Springs	Yes	Yes 3 years
Ms Rebecca Russell Clunes	Yes	Yes 3 years

The Arts Culture and Reconciliation Officer will administer the Public Art Advisory Committee and oversee the implementation of the Public Art projects.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

Individual members may choose not to accept their appointment weakening the diversity and skills of the Committee.

CONCLUSION

The nominated community members will form the Public Art Advisory Committee and where requested, are to provide advice that assists Council to make decisions about public art projects and acquisitions.

OFFICER'S RECOMMENDATION

14.3.1. That Council appoints the following community members to the Public Art Advisory Committee:

- Ms Tess Brady for a period commencing 15 October 2019 until 31 October 2023
- Ms Kim Percy for a period commencing 15 October 2019 until 31 October 2023
- Mr Ian Head for a period commencing 15 October 2019 until 31 October 2023
- Mr Craig Barrett for a period commencing 15 October 2019 until 31 October 2023
- Mr Brad Hooper for a period commencing 15 October 2019 until 31 October 2022
- Ms Sue Walker for a period commencing 15 October 2019 until 31 October 2022
- Ms Rebecca Russell for a period commencing 15 October 2019 until 31 October 2022

MOTION

14.3.1. *That Council appoints the following community members to the Public Art Advisory Committee:*

- *Ms Tess Brady for a period commencing 15 October 2019 until 31 October 2023*
- *Ms Kim Percy for a period commencing 15 October 2019 until 31 October 2023*
- *Mr Ian Head for a period commencing 15 October 2019 until 31 October 2023*
- *Mr Craig Barrett for a period commencing 15 October 2019 until 31 October 2023*

- *Mr Brad Hooper for a period commencing 15 October 2019 until 31 October 2022*
- *Ms Sue Walker for a period commencing 15 October 2019 until 31 October 2022*
- *Ms Rebecca Russell for a period commencing 15 October 2019 until 31 October 2022*

Moved: Cr Fiona Robson

Seconded: Cr Neil Newitt

Carried

**ATTACHMENT 18 -SUMMARY OF APPLICATIONS FOR THE PUBLIC ART
ADVISORY COMMITTEE (ISSUED TO COUNCILLORS UNDER
SEPARATE COVER)**

14.4. 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 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:

- Mineral Springs Reserve Advisory Committee – 17 June 2019
- Reconciliation Action Plan Advisory Committee – 18 September 2019

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

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

- Mineral Springs Reserve Advisory Committee – 17 June 2019
- Reconciliation Action Plan Advisory Committee – 18 September 2019

MOTION

That Council

14.4.1. Receives and notes the minutes of the following Advisory Committees which have been distributed under separate cover:

- *Mineral Springs Reserve Advisory Committee – 17 June 2019*
- *Reconciliation Action Plan Advisory Committee – 18 September 2019*

14.4.2. Receives a report at a future Ordinary Meeting of Council to consider the recommendation from the Reconciliation Action Plan Advisory Committee to “prepare a site and create an appropriate Memorial (Avenue of Honours) for Aboriginal healing, utilising an existing avenue of native trees”.

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

15. CLOSE OF MEETING

Meeting closed at 9:05pm
