



HEPBURN SHIRE COUNCIL  
ORDINARY MEETING OF COUNCIL  
PUBLIC MINUTES

**TUESDAY 16 APRIL 2019**

TRENTHAM NEIGHBOURHOOD CENTRE

HIGH STREET

TRENTHAM

**6:00PM**

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# MINUTES

TUESDAY 16 APRIL 2019

Trentham Neighbourhood Centre

High Street, Trentham

**Commencing 6:00PM**

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**EVAN KING**  
CHIEF EXECUTIVE OFFICER

16 APRIL 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.

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## 2. SAFETY ORIENTATION

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

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## 3. OPENING OF MEETING

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

**IN ATTENDANCE:** Mr Evan King Chief Executive Officer, Mr Bradley Thomas Director Community and Corporate Services, Mr Bruce Lucas Director Infrastructure and Development Services, Mr Justin Fiddes Manager Development and Community Safety, Ms Rebecca Smith Governance and Information Officer

### STATEMENT OF COMMITMENT

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

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#### 4. APOLOGIES

Cr Neil Newitt

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#### 5. DECLARATIONS OF CONFLICTS OF INTEREST

Nil.

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#### 6. CONFIRMATION OF MINUTES

##### RECOMMENDATION

6.1.1. That the Minutes of the Ordinary Meeting of Council held on 19 March 2019 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.

6.1.2. That the Minutes of the Special Meeting of Council held on 9 April 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 19 March 2019 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

*6.1.2. That the Minutes of the Special Meeting of Council held on 9 April 2019 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

**Moved:** Cr John Cottrell

**Seconded:** Cr Kate Redwood AM

**Carried**

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#### 7. NOTICES OF MOTION

Nil

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## 8. ITEMS OF URGENT BUSINESS

Nil.

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## 9. PRESENTATION OF COUNCILLOR REPORTS

### MAYOR'S REPORT

#### **Councillor Don Henderson, Creswick Ward**

During the last month I attended the Reconciliation Action Plan meeting and also the Dja Dja Wurrung Regional Conference. Elders were there to explain their vision and inform land managers and stake holders what they had achieved and also their plans for the future. There is a great deal of good will on the part of all participants to see a good working relationship. One aspect of the conference was the fact that a social enterprise has been set up to cater for functions. The enterprise catered on the day and we were treated to food using a number of regional ingredients. All government agencies involved were in attendance.

Another successful New Residents Welcome Event was held in Creswick and 13 new residents were given a welcome by emergency service agencies as well as local groups. I thank CEO Evan King for outlining the shire functions. This event is run by the Creswick Railway Workshops Ass, Residents Ass and U3A according to the guidelines set down by Council.

I also attended the official Z Net Launch which was done by the member for Melton Steve McGhie. This event was attended by Crs May, Redwood and Cottrell so a good show of support by Councillors. There was a great deal of common purpose expressed by all including those from government and private industry. Great work by all especially Dominic Murphy who has been given the huge task of keeping the wheels turning.

We saw the several openings of recreation facilities for females in our shire by Minister Pakula.

Starting at Vic Park Daylesford at the soccer facility then to Hepburn to a netball facilities opening and lastly here in Trentham for a long awaited netball rooms. All long overdue and this showed both a commitment by Council and the Andrews Labor Government. At this point we need also to thank the community for their contributions in cash and kind and the work of local member for Macedon Mary- Anne Thomas who was also in attendance at the first two events.

CEO and I met with the Regional Roads team and a ministerial adviser to explain our needs into the future. One important issue discussed was the possibility of lowering speed limits in our main streets as this has been difficult in the past. We also raised the issue of non-compliance by trucks.

Mr King and I also met with the chair and CEO of Hepburn Health and discussions were held regarding the future of the service throughout the Shire.

Council also held a special meeting to swear in our new Coliban Ward Councillor Licia Kokocinski. and we all look forward to working together.

Last Friday Mr King and myself met with the Campaspe Councils group and I will leave it to Mr King to report on this issue.

Cr Cottrell and I attended the Glenlyon Art Show which was a huge success with a great deal of talent on show. This is now an annual event and enjoyed by folk from outside the area as well as locals.

The most important event for me was an all staff meeting and get together at Bullarto. Staff travelled to Bullarto by bus and train for a few speeches and a picnic afternoon tea. The atmosphere was one of joy and I cannot remember in my time on Council staff being so open and content.

## **COUNCILLOR REPORTS**

### **Councillor Fiona Robson, Birch Ward**

I was honoured to be part of the mentor breakfast for female students from Daylesford College. There was a great range of career interests. This was the 14th annual mentor breakfast and was appreciated by those that attended.

It was heartening to hear our council acknowledged at the opening of the new site for the Daylesford Dharma School. The school was also inducted into the World Fellowship of Buddhists - the 8th Australian organisation to be inducted.

There was an interesting range of topics that young people spoke about at the youth forum for people in Macedon and Hume as well as Hepburn, including being diagnosed on the autism spectrum and the importance of mental health for young people. I was delighted to join the panel for health with our Member of Parliament, Mary-Anne Thomas, and the manager of Sunbury Community Health. I spoke with the organisers of the event about the possibility of running a similar event in Hepburn Shire and they are very interested.

I was very sorry to miss the launch of the launch of the Hepburn Shire Z-Net Transition Plan. This is an excellent piece of work that demonstrates our council's ability to work in partnership and I commend everyone involved. This plan provides a clear road map for us to work together with our community and other organisations to significantly reduce our carbon emissions over the coming years.

I welcome Licia Kokocinski to our team as the new councillor for Coliban Ward and look forward to working with her.

### **Councillor Greg May, Creswick Ward**

My last Councillor report was in February so I have a few events and meetings to report on beginning with the opening of the new pump track in Creswick which happened in February. This is a great facility for Creswick and the shire generally and is drawing a steady stream of riders. I have seen a YouTube video on the shires Facebook page of the pump track in use and it looks like great fun for our younger generation.

I also attended a meeting of local people and council officers at the Newlyn Recreation Reserve to discuss the removal of large pine trees at the reserve. The trees have passed their use by date and need to be taken out and replaced with more suitable species.

On the 28<sup>th</sup> of March I attended the Municipal Emergency Management Planning Committee meeting in Daylesford. A number of emergency management plans are currently being reviewed and updated including the shires flood plan, recovery operations plan and heat event plan. Discussions were held around the shires capacity to provide 'cooler places' for vulnerable residents during days of extreme heat. 25% of Hepburn Shire residents are over the age of 65 and many live in housing without air conditioning. With predictions of increased temperatures in future years this will be an ongoing problem and will need closer attention in order to find some solutions.

A traffic management plan for emergency situations is also currently being prepared and is awaiting approval from VicRoads.

On the 4<sup>th</sup> of April I attended the official launch of the shires Z-Net community transition plan in Daylesford. The plan provides a way of tracking and reducing emissions in the shire over the next ten years and sees Hepburn Shire as a leader in this area. Thanks must go to Dominic Murphy for his work on this project.

Recently the Shire's White Ribbon Committee introduced the idea of providing some funding to local sporting clubs and recreation providers for them to conduct White Ribbon events. It was thought that this process would be a more inclusive one and make the clubs more involved in the process. I am pleased to report that we have had 6 such applications as well as an expression of interest from the Daylesford Secondary College to hold a special White Ribbon event later in the year. My thanks go to Rachel Murphy for her work on this project.

I have always had a particular interest in the shire's provision of recreational facilities, and I believe that in recent years we have made some significant improvements in this area. So it was very pleasing for me to see State Government minister Martin Pakula and Mary-Ann Thomas visit the shire recently to officially open the new netball facilities at Trentham and Hepburn as well as the refurbished soccer rooms in Daylesford.

Football season is now underway with the Central Highlands competition having completed 3 rounds already. Particularly dry conditions have no doubt meant challenges around having our ovals in a playable condition. I'm unsure about Clunes and Daylesford but I have looked at Newlyn, Creswick, Hepburn and Trentham recently and all appeared in good shape considering the lack of help from above.

### **Councillor John Cottrell, Holcombe Ward**

No written report was provided.

### **Councillor Kate Redwood AM, Birch Ward**

Firstly a warm welcome to Cr Kokocinski. I look forward to working with you.

Last week saw a whistlestop visit from Minister Pakula to make announcements on a number of sporting related State and Council funded projects in the region. I attended the two in Birch ward – the opening of the Daylesford Soccer Change Rooms, which also included the announcement of the imminent commencement of building of the Daylesford Skate Park, and the opening of the women's change rooms for Hepburn Football Netball Club. Each event was MC'd by our CEO, Evan King, and with speeches given by Minister Pakula, our local member, Mary Anne Thomas, the Mayor Don Henderson and the presidents of the two sporting clubs. Great to see these upgrades, and the positive relationship between state government and Council. I then went on with Mary Anne Thomas to Hepburn Health to accompany Minister Mikakos around the Daylesford Hospital, and then discuss the options to upgrade these old buildings and facilities.

It is 125 years since the first Mayor of Daylesford, William Stanbridge, died. The community organised a series of events to acknowledge Stanbridge's life and contribution. I attended the dinner organised by the Friends of Wombat Hill Botanic Gardens in Stanbridge Hall, and the lecture on Stanbridge and Aboriginal Astronomy organised by the Daylesford and District Historical Society, which was standing room only at the Museum. It seems that Stanbridge's work on astronomy has an important place in world research of astronomy and first peoples.

I attended the launch of the Open Studios, with a presentation by Stuart Purves, owner of the Australian Galleries, and locally owner of an impressive sculpture garden at Porcupine Ridge. The launch was held at the Convent Gallery and once again, it was standing room only. This is the 7<sup>th</sup> year for the Open Studios event and it grows each year.

I met with the Principal of Daylesford Secondary College, Steve McPhail to discuss access arrangements and storage at the ARC. It was noted that some

work needs to be undertaken between the DSC and Council on the original Agreement that was signed off by the parties and the Minister for Education. There is a need for greater specificity regarding maintenance, shared costs of utilities and a range of other matters. The school rebuild is due to be finished by the end of April.

The month has seen a lot of behind the scenes work in relation to planning and review of various events – and the emergence of two significant issues – problems of amenity with regard to Air B & Bs, and the continuous dumping out of business hours of goods outside op shops.

And of course, there is the continuing issue of waste management and recycling – the community is looking to us to develop ways of diverting materials from the waste stream. With both Thailand and Malaysia joining China in rejecting recyclable waste from other countries, local government's situation is becoming ever more precarious.

**Councillor Licia Kokocinski, Coliban Ward**

No written report was provided.

**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 Kate Redwood AM

**Seconded:** Cr Greg May

**Carried**

## 10. PUBLIC PARTICIPATION TIME

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

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

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

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

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

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

### **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 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

A petition was tabled by Cr Henderson in accordance with Local Law 1 – 5.10.3, requesting that Council consider sealing White Hills Road and Gardiner Street, Creswick.

### MOTION

*10.1.1. That the petition be accepted and a report be presented to the May Ordinary Council Meeting.*

**Moved:** Cr Fiona Robson

**Seconded:** Cr Licia Kokocinski

**Carried**

## 10.2. QUESTIONS

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

### **Question 1 – Mr John McLaren**

What progress has been made toward the installation of a pedestrian crossing in Trentham's main street, seeing it is well more than a year since the proposal went forward as part of the formal community consultation process?

### **Answer 1 – Mayor Don Henderson**

The Trentham Streetscape Plan identifies a large package of works intended to improve the Trentham Streetscape and were endorsed by Council following a significant community engagement process.

The implementation of stage one works commenced with a significant street tree planting program and a contract for intersection works and on road parking improvements is currently being negotiated.

The Streetscape Plans endorsed by Council do not identify any pedestrian crossing in Main Street and there are no formal designs or progress towards such a proposal.

Council has secured funding through the Fixing Country Roads Program for the implementation of a pedestrian crossing in Victoria Street, Trentham. This resulted from ongoing concerns about pedestrian safety and the speed of motorists near the Hospital and Primary School.

A contract for these works is expected to be awarded in the next two weeks with works anticipated late May.

**Question 2 – Mr John McLaren**

On behalf of the Friends of The Trentham Mechanics Institute Incorporated group, since the community ballot regarding the site of the new Hub/Community Centre has now settled the question of its location, has Council approached the relevant State and Federal funding bodies to obtain funds toward its construction?

Is Council aware of any impediment to such approaches?

**Answer 2 – Mayor Don Henderson**

Council has not approached any funding bodies at this stage. The next steps will be to revisit the plans and designs proposed for the current Mechanics Institute site to inform updated costings and future funding applications.

**Supplementary Question - Mr John McLaren**

There is a perception that because the vote for the site was so close, that a narrative has developed that the community is divided and that it is unlikely that any major funding will be obtained because of the divided community.

Is there a way of addressing that misapprehension, perhaps a petition in the future, that would indicate the unity of the community in getting the building completed but that the location has been settled?

**Answer - Mayor Don Henderson**

While Council has not formally approached funding bodies, there has been informal discussions with State and Federal representatives to see what funding might be available.

Council believes that in order to stop the perception that the community is divided, there is a need for the community to demonstrate that they are united regarding the location of the building.

Council will need to revisit the plans for the site and ensure that the community is on board before funding can be sought for the project.

**10.3. REQUESTS TO ADDRESS COUNCIL**

No requests to address Council were received.

## 11. STATUTORY PLANNING REPORTS

### 11.1. AMENDMENT TO EXISTING PERMIT (2005/8464) FOR AN EXTENSION TO A RETIREMENT VILLAGE AND ASSOCIATED CARPARKING DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

*In providing this advice to Council as the Coordinator Planning, I Nathan Aikman have no interests to disclose in this report.*

#### **PURPOSE**

The purpose of this report is for Council to determine the application for an amendment to Planning Permit (2005/8464) that seeks an extension to an existing retirement village (Hepburn House).

#### **BACKGROUND**

##### *Site and Surrounds*

The subject land is located at 1 Hepburn Road, Daylesford and is formally known as PC368006X (title). The subject site generally rectangular in shape with a frontage to Hepburn Road of 130 metres and a total site area of 1.414 hectares.

The land currently accommodates an existing aged care facility ('Hepburn House') in the south-east portion of the site comprising 60 beds all within private rooms which cater for all levels of care.

The site includes 44 car parking spaces across two car parks located to the north and south of the building with vehicular access provided from Hepburn Road.

The key features of the development are summarised below:

##### *Existing Building:*

- Existing kitchen to be extended into Laundry area to the west
- Laundry to be relocated to the proposed building

##### *New Building:*

- Linkway and sitting room to connect with existing building
- 46 new beds across two levels
- Theatre, Multi-purpose room and Men's Shed / Workshop on ground floor
- Visiting practitioner room and adjoining physio/gym on ground floor
- Dining room on ground and first floors
- Lounge and sitting areas on ground and first floors

*Relevant Hepburn Planning Scheme Controls*

Zoning:	General Residential Zone	
Overlays:	Environmental Significance Overlay Schedule 1 and 2 Neighbourhood Character Overlay Schedule 2 Design and Development Overlay Schedule 4 Bushfire Management Overlay	
Particular Provisions	Clause 52.06 – Car parking	
	Clause 52.29 – Land Adjacent to a Road Zone, Category 1	
	Clause 52.34 – Bicycle Facilities	
	Clause 53.02 – Bushfire Planning	
	Clause 53.17 – Residential aged care facilities	
	Clause 63.05 – Existing Uses	
Relevant Provisions of the PPF	<ul style="list-style-type: none"> <li>• Clause 11.01-1S – Settlement</li> <li>• Clause 11.02-1S – Supply of urban land</li> <li>• Clause 11.03-1S – Activity centres</li> <li>• Clause 11.03-6S – Regional and local places</li> <li>• Clause 13.02-1 – Bushfire Planning</li> <li>• Clause 14.02-1S – Catchment planning and management</li> <li>• Clause 15.01-1S – Urban design</li> <li>• Clause 15.01-2S – Building design</li> <li>• Clause 15.01-5S – Neighbourhood character</li> <li>• Clause 16.01-1S – Integrated housing</li> <li>• Clause 16.01-7S – Residential aged care facilities</li> <li>• Clause 21.05 – Settlement and housing</li> <li>• Clause 21.09 – Environment and heritage</li> <li>• Clause 22.01 – Catchment and land protection</li> <li>• Clause 22.02 – Mineral springs protection</li> <li>• Clause 22.08 – Daylesford neighbourhood character</li> </ul>	
Under what clause(s) is a permit required?	Clause 32.08-1 (GRZ)	Use of the land for accommodation (aged care facility)
	Clause 32.08-8 (GRZ)	Buildings and works associated with a residential aged care facility.
	Clause 42.01-2 (ESO1 & 2)	Buildings and works
	Clause 43.02-2 (DDO4)	Buildings and works
	Clause 43.05-2 (NCO1)	Buildings and works

	Clause 44.06-2 (BMO)	Buildings and works
	Clause 52.29 (Alteration of access to a Road Zone Category 1)	Alteration of access to a Road Zone, Category 1
Objections?	Nil	

## ISSUE/DISCUSSION

### Officer Assessment

#### *Planning Policy Frameworks Response*

The proposed development due to the nature of the use, overall size and the local context of where the site is located draws a wide range of planning policy that seeks to provide guidance on the appropriateness of the proposed development. The policies are:

- Settlement Planning (Clause 11)
- Environmental Risk and Amenity (Clause 13)
- Natural Resource Management (Clause 14)
- Built Environment and Heritage (Clause 15)
- Housing (Clause 16)
- Economic Development (Clause 17)
- Infrastructure (Clause 19)

The policy directions are repeated throughout the Local Policy Framework.

The provisions for which aged care services are provided in Victoria has changed significantly. Aged care services now offer a range of care and service options catering for the changes in care needs. This is recognised in both the State and Local Planning Policy Framework whereby aged care and community facilities are encouraged in areas where the demographic trends highlight future demand. Specifically Clause 16.01-7S (Residential aged care facilities) has recently been included within Victorian Planning Schemes and provides the following specific strategies in relation to the development of such facilities:

- *Recognise that residential aged care facilities contribute to housing diversity and choice, and are an appropriate use in a residential area.*
- *Recognise that residential aged care facilities are different to dwellings in their purpose and function, and will have a different built form (including height, scale and mass).*
- *Ensure that residential aged care facilities are located in residential areas, activity centres and urban renewal precincts, close to services and public transport.*

- *Ensure that residential aged care facilities are designed to respond to the site and its context.*
- *Promote a high standard of urban design and architecture in residential aged care facilities.*

The proposed extension to the existing aged care facility on the site is considered to respond positively to the above mentioned policies due the facility providing additional spaces within an demographic that is aging, is located within an existing residential area along a public transport route, is designed to follow the contour of the land without resulting in a development that is excessive in its building mass.

#### *Bushfire Considerations*

The application has been submitted with all of the information required by the Scheme in relation to bushfire considerations that have been referred to the CFA for comment.

Specifically, a bushfire emergency management plan has been submitted that provides a methodology for all staff and residents to follow in the event of a bushfire emergency. This emergency management plan will be endorsed as part of the permit and will be required to be followed in such an event.

Subject also to the building being built to meet relevant bushfire construction standards the proposed development is considered to respond appropriately to the bushfire risk the site possesses.

#### *Built Form Considerations*

With regard to providing an appropriate response to the built form and landscape character, the development proposes the following:

- The development incorporates a pitched iron roof form and the use of weatherboard panels, reflecting the design of the existing Hepburn House and the lightness of building material style characterised in the surrounding area.
- The development has been designed to step down the slope of the site to the rear, providing for a built form outcome that reflects that of surrounding properties, while also ensuring that views to the east are appropriately maintained.
- The development proposes the planting of large native trees to the rear of the site, with additional tree planting throughout the site, contributing to the existing tree canopy and enveloping the built form to integrate with the existing landscape character.
- Save for the proposed linkway, the development is appropriately setback from the existing aged care facility to ensure the development does not present as a continuous built form and reflects the existing spacious building setbacks along Hepburn Road.

- The development reflects the existing pattern of development along Hepburn Road, with appropriate setbacks to each site boundary. The development is setback further from Hepburn Road than the existing building to ensure the development responds to the existing nature of staggered street setbacks.
- The proposed development has a maximum height of 11.8 metres. This is considered an appropriate design response given the significant slope of the site to the east.

#### *Internal Amenity and Design*

Clause 53.17 (Residential Aged Care Facilities) has recently been introduced into the Scheme to provide specific internal and built for considerations for aged care facilities given the unique needs of the design of such facilities, the needs of the residents and the relationship they have with residential areas. The clause is designed with 16 separate performance measurements that should be met.

<b>Performance Measure</b>	<b>Comment</b>
Building Height	Building is less than 16m high
Street Setback	Building setback more than 9m from the street
Side and Rear Setbacks	Adjoining land to the south is a road reserve therefore not relevant
Walls on Boundaries	No walls on boundary are proposed
Daylight to Existing Windows	There are no adjoining buildings with windows in proximity to the proposed development
North Facing Windows	There are no adjoining buildings with windows in proximity to the proposed development
Overshadowing of Open Space	The development does not overshadow any existing dwellings open space
Solar Panel Overshadowing	The development does not overshadow any existing solar panels

Overlooking	There are no adjoining dwellings within 9m of the proposed development
Noise Impacts	The service area of the proposed development is predominantly located to the rear of the site where there are no adjoining dwellings.
Daylight to New Windows	Each proposed new window is provided with at least a 3m <sup>2</sup> light court.
Site Coverage	Site coverage does not exceed 80%
Access	All vehicles can enter and exit the site in a forward direction. The application was referred to VicRoads who provided their unconditional consent to the application.
Building Entry	Access to the building is clear and convenient.
Communal Open Space	This is easily accessible and useable
Front Fence	In line with existing treatments

#### *Vehicular Access*

The application seeks to utilise the existing access to the site with the provision of additional parking to meet the future demand based on the number of spaces provided within the whole of the development. The development proposes 37 on site car parking spaces in excess of the 32 required by the Scheme. The access arrangement and parking provision has been assessed by an independent Traffic Engineer who submitted a traffic impact assessment with the application. The report identified that the development met the requirements of the scheme, would not result in any adverse traffic impact and these findings were reviewed and supported by VicRoads.

#### **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Not Relevant

## **FINANCIAL IMPLICATIONS**

The applicant for permit could review any decision at VCAT

## **RISK IMPLICATIONS**

The applicant for permit could review any decision at VCAT

## **ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS**

The application provides for a residential care facility meeting a social need within the municipality.

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

The application was notified pursuant to Section 52 of the *Planning and Environment Act 1987*, no objections were received.

## **CONCLUSION**

The proposal represents a considered design response that reflects adequate consideration of the site in its context, and is considered appropriate and worthy of support noting:

- The provision of a residential aged care facility that is appropriate in built form scale in the context of the area, and which contributes to an increase in housing diversity and employment options and caters to the needs of the municipality's ageing population, is supported by relevant policy.
- The proposal represents an appropriate built form outcome, which is respectful of the existing and preferred development character of the surrounding area.
- The development provides a high level of articulation through use of various quality construction materials and finishes, including variation between floor levels to provide further breaks in building mass.
- The built form design incorporates appropriate setbacks to all boundaries in direct response to adjoining interfaces, and to facilitate landscaping opportunities which will assist with screening of built form and the integration of the site with the streetscape and the landscape character of the area.
- The development provides for a high level of internal amenity for future residents, including the provision of daylight access and a generous provision of areas of private open space.

In light of the assessment this application has undertaken, it is submitted that this planning permit application reflects a well resolved proposal, and warrants favourable determination to facilitate this high quality development.

## OFFICER'S RECOMMENDATION

11.1.1. That Council Having caused notice of the planning application under Section 52 of The Planning and Environment Act 1987, and having considered all the matters required under Section 60 of decides amend panning permit PA1892 (2005/8464) for an extension to a retirement village and associated car parking in respect of the land known as 1 Hepburn Road, Daylesford, subject to the following conditions:

1. The layout of the use and the development as shown on the endorsed plans must not be altered or modified unless otherwise agreed in writing by the Responsible Authority
2. The location and details of the sign(s) including their structure(s) as shown on the endorsed plans must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.
3. Construction activities 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) inappropriate storage of any works or construction materials;
  - c) hours of construction activity;
  - d) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil; and
  - e) presence of vermin.

to the satisfaction of the Responsible Authority.

### *Landscaping*

4. Before development starts, a detailed landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved the plan will be endorsed and will then form part of the permit. The landscape plan must be prepared by a person suitably qualified or experienced in landscape design and must be drawn to scale with dimensions and three copies must be provided. The landscape plan must show:
  - a) the locations of all landscaping works to be provided on the land
  - b) the locations of any trees to be retained or removed from the land (including details of species and size)
  - c) a detailed schedule of all proposed trees, shrubs and groundcovers, including botanical names, common names, pot sizes, sizes at maturity and quantities of each plant
  - d) details of the proposed surface finishes of pathways and driveways

- e) details of the irrigation system to be used on land following completion of the landscaping works
- 5. Before the building is occupied, all landscaping works as shown on the endorsed plan must be carried out and completed to the satisfaction of the Responsible Authority. When the landscaping works have been completed, written confirmation must be provided to the satisfaction of the Responsible Authority that landscaping of the land has been undertaken in accordance with the endorsed landscaping plans.
- 6. All landscaping works as shown on the endorsed plans must be maintained, including that any dead, diseased or damaged plants are to be replaced, to the satisfaction of the Responsible Authority

#### *Noise Conditions*

- 7. 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.
- 8. All security alarms must be of a silent type and be directly connected to a security service to the satisfaction of the Responsible Authority.
- 9. All external plant and equipment must be acoustically treated or placed in sound proof housing to reduce noise to a level satisfactory to the Responsible Authority

#### *Waste Management*

- 10. Waste from the site must be managed in accordance with the waste handling techniques and methodology outlined within the Waste Management Plan for the development to Hepburn House Aged Care Facility (Green Change Solutions) December 2017 unless otherwise agreed by the responsible authority.
- 11. Provision must be made on the land for the storage and collection of waste and recyclables. This area must be graded and drained and screened from public view to the satisfaction of the Responsible Authority.
- 12. All waste material not required for further onsite processing 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.
- 13. Any materials or goods must be stored internal to the building or screened from public view to the satisfaction of the Responsible Authority

*Lighting to be baffled*

14. External lighting must be designed, baffled and located so as to prevent any adverse effect from light spill on adjoining land to the satisfaction of the Responsible Authority.

*No equipment or services above roof*

15. No plant, equipment, services or architectural features other than those shown on the endorsed plans are permitted above the roof level of the building unless otherwise agreed in writing by the Responsible Authority.

*Soil stabilisation*

16. All areas of disturbed ground must be stabilised and revegetated at the completion of the development to the satisfaction of the Responsible Authority.

*Council Environmental Health Department*

17. The premises must be fitted out in accordance with the Food Act 1984 and the Food Standards Code.
18. The premises must be registered with Council under the Food Act 1984.
19. A proposed floor plan of the layout of the food preparation area must be submitted to the Council's Environmental Health Department for approval prior to works commencing.
20. A food safety program must be submitted to Council for the premises along with the application for registration under the Food Act 1984 prior to the commencement of business operations.

*Stormwater Drainage*

21. Before development starts, all underground and surface drainage works that are considered necessary by the Responsible Authority shall be constructed in accordance with professionally prepared plans and computations to be provided by the developer and approved by the Responsible Authority prior to the commencement of construction. The drainage works shall include the provision of an onsite stormwater detention system designed to ensure that the post development runoff does not exceed pre development runoff from the development. The drainage works shall be installed to transport stormwater runoff from the subject land and surrounding land and/or adjoining road(s) to an approved

point of discharge. No concentrated stormwater shall drain or discharge from the land to adjoining properties. The drainage system must be constructed and completed before the building is occupied.

22. Return period for a Detention system is to be 1 in 10 years where there is overland escape path and 1 in 100 years if the failure of the detention system will cause property damage or inundation of freehold titles.
23. Stormwater shall be connected to the legal point of discharge to the satisfaction of the Responsible Authority.
24. It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surround road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established.
25. All works must be undertaken in accordance with the ESD Report "Aged Care Facility Extension, Hepburn Springs Rd, Daylesford, December 2017 (S3238 ESD. V2) dated December 2017 prepared by Sustainable Development Consultants to the satisfaction of the Responsible Authority. No alterations to the SMP may occur without the prior written consent of the Responsible Authority

#### *Access and Mobility*

26. A Traffic Impact study shall be conducted on all entry and exits to the satisfaction of the Responsible Authority unless otherwise agreed by the responsible authority.
27. Install footpath connections to the bus stop along the frontage of the property and a connection to the existing footpath network on the west side of Hepburn Road to the satisfaction of the Responsible Authority.
28. All footpaths shall be designed and constructed in accordance with the relevant Australian Standards, Infrastructure Design Manual [IDM] and to the satisfaction of the Responsible Authority.
29. Minimum width of the footpaths shall be 1.5m and are to be constructed in accordance with IDM Standard Drawings SD 205 – Typical Footpath Detail.

#### *Car Parking*

30. Before construction works start associated with the provision of carparking, detailed layout plans demonstrating compliance with AustRoads Publication 'Guide to Traffic Engineering Practice: Part 11 Parking', Australian Standard "AS2890: Parking Facilities" and to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The plans must be drawn to scale with dimensions.
31. Before the use or occupation of the development starts, the area(s) set aside for parking of vehicles and access lanes as shown on the endorsed plans must be:
  - a. surfaced with an all-weather surface and treated to prevent dust;
  - b. drained in accordance with an approved drainage plan;
  - c. provision for vehicles to pass on driveways and
  - d. constructed and completed to the satisfaction of the Responsible Authority.
32. A Parking capacity Study shall be conducted to the satisfaction of the Responsible Authority unless otherwise agreed by the responsible authority.

#### *Site Cut*

33. Slope Batters associated within any site cut shall be structurally sound and shall be of a flat enough grade to enable revegetation to establish within twelve months from the time the cut takes place.
34. Appropriate dust suppression measures shall be implemented to ensure that a nuisance is not caused to adjoining landowners or the general public to the satisfaction of the Responsible Authority.
35. No material shall be stored or dumped on any area not approved for filling or stockpiling.
36. All works must be undertaken in accordance with AS3798-2007 'Guidelines on Earthworks for Commercial and Residential Developments'.
37. All works must construct and complete prior to commencement of use.
38. All costs incurred in complying with the above conditions shall be borne by the permit holder.

*Goulburn Murray Water Corporation*

39. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).
40. All wastewater from the extension to the aged care facility must be disposed of via connection to the reticulated sewerage system in accordance with the requirements of the relevant urban water authority.

*Country Fire Authority  
Bushfire Management Plan*

41. Before the development starts, a bushfire management plan which is generally in accordance with that prepared by Terramatrix Pty Ltd (*Bushfire Management Statement for proposed extension of an aged care facility at 1 Hepburn Road, Daylesford VIC 3460 Version 1.4, Map 3, dated 30 August 2018*) must be submitted to and endorsed by the Responsible Authority. The plan must show the following bushfire mitigation measures, unless otherwise agreed in writing by the CFA and the Responsible Authority:

*Defendable Space*

- a. Show an area of defendable space to the property boundary where vegetation (and other flammable materials) will be modified and managed in accordance with the following requirements:
  - Grass must be short cropped and maintained during the declared fire danger period.
  - All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.
  - Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the building.
  - Plants greater than 10 centimetres in height must not be placed within 3 metres of a window or glass feature of the building.
  - Shrubs must not be located under the canopy of trees.
  - Individual and clumps of shrubs must not exceed 5 square metres in area and must be separated by at least 5 metres.
  - Trees must not overhang or touch any elements of the building.
  - The canopy of trees must be separated by at least 5 metres,
  - There must be a clearance of at least 2 metres between the lowest tree branches and ground level.

*Construction Standard*

- b. Nominate a minimum Bushfire Attack Level of BAL 40 that the building will be designed and constructed.

### *Water Supply*

- c. Show 50,000 litres of effective water supply for firefighting purposes which meets the following requirements:
- Be stored in an above ground water tank constructed of concrete or metal.
  - Have all fixed above ground water pipes and fittings required for firefighting purposes must be made of corrosive resistant metal.
  - Include a separate outlet for occupant use.
  - Be readily identifiable from the building or appropriate identification signage to the satisfaction of the relevant fire authority.
  - Be located within 60 metres of the outer edge of the approved building.
  - The outlet/s of the water tank must be within 4 metres of the accessway and unobstructed.
  - Incorporate a separate ball or gate valve (British Standard Pipe (BSP 65 millimetre) and coupling (64 millimetre CFA 3 thread per inch male fitting).
  - Any pipework and fittings must be a minimum of 65 millimetres (excluding the CFA coupling).

### *Access*

- d. Show an emergency access road (within the disused Richmond Street road reserve) to the south of the lot. This access must be available to the CFA at all times and meet the following requirements:
- All-weather construction.
  - A load limit of at least 15 tonnes.
  - Provide a minimum trafficable width of 3.5 metres.
  - Be clear of encroachments for at least 0.5 metres on each side and at least 4 metres vertically.
  - Curves must have a minimum inner radius of 10 metres.
  - The average grade must be no more than 1 in 7 (14.4%) (8.1° with a maximum grade of no more than 1 in 5 (20%) (11.3° for no more than 50 metres.
  - Dips must have no more than a 1 in 8 (12.5%) (7.1° entry and exit angle.
  - Incorporate a turning area for firefighting vehicles close to the building.

### *Bushfire Emergency Management Plan*

- e. The plan must nominate that a Bushfire Emergency Management Plan has been developed by Terramatrix Pty Ltd for this site on behalf of

Hepburn House Pty Ltd and should be used in the event of a bushfire emergency.

#### *Bushfire Emergency Management Plan*

42. Before the building (approved by this permit) is occupied, a bushfire emergency management plan which is generally in accordance with Draft Version 1.3 prepared by Terramatrix Pty Ltd (dated 8 January 2019) must be submitted and agreed to by the CFA.
  - a. As prescribed in this Bushfire Emergency Management Plan, it must be reviewed and updated annually prior to the 30th September of that year to ensure information within the plan is current and correct. Any changes to the triggers' within the plan or actions' prescribed in response to those triggers must be agreed to by CFA. A version Control Table must be included in any future versions of the plan.
  - b. A copy of the updated Bushfire Emergency Management Plan must be provided annually to the Responsible Authority. The site must at all times be operated and managed in accordance with the requirements set out under the Bushfire Management Plan and Bushfire Emergency Management Plan endorsed under this permit, unless otherwise agreed in writing by CFA and the Responsible Authority.

#### *Access Road*

43. Before the building (approved by this permit) is occupied, the emergency access road (within the disused Richmond Street road reserve) to the south of the site must be constructed and maintained in perpetuity to the satisfaction of the Responsible Authority.

#### *Fire Engineering*

44. Any performance solutions or fire engineering which varies from the deemed to satisfy solution for the building is to be to the satisfaction of the CFA.
45. The bushfire mitigation measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defensible space, water supply and access, must be maintained to the satisfaction of the Responsible Authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.

#### *Time Condition*

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

- a. The development is not started within two years of the date of this permit.
- b. The development is not completed within four years of the date of this permit.
- c. The use is not started within four years of the date of this permit.
- d. 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 Having caused notice of the planning application under Section 52 of The Planning and Environment Act 1987, and having considered all the matters required under Section 60 of decides amend panning permit PA1892 (2005/8464) for an extension to a retirement village and associated car parking in respect of the land known as 1 Hepburn Road, Daylesford, subject to the following conditions:*

47. The layout of the use and the development as shown on the endorsed plans must not be altered or modified unless otherwise agreed in writing by the Responsible Authority
48. The location and details of the sign(s) including their structure(s) as shown on the endorsed plans must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.
49. Construction activities 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. inappropriate storage of any works or construction materials;
  - c. hours of construction activity;
  - d. emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil; and
  - e. presence of vermin.

to the satisfaction of the Responsible Authority.

#### *Landscaping*

50. Before development starts, a detailed landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved the plan will be endorsed and will then form part of the permit. The landscape plan must be prepared by a person suitably qualified or experienced in landscape design and must be drawn to scale with dimensions and three copies must be provided. The landscape plan must show:
  - a. the locations of all landscaping works to be provided on the land
  - b. the locations of any trees to be retained or removed from the land (including details of species and size)
  - c. a detailed schedule of all proposed trees, shrubs and groundcovers, including botanical names, common names, pot sizes, sizes at maturity and quantities of each plant
  - d. details of the proposed surface finishes of pathways and driveways

e. details of the irrigation system to be used on land following completion of the landscaping works

51. Before the building is occupied, all landscaping works as shown on the endorsed plan must be carried out and completed to the satisfaction of the Responsible Authority. When the landscaping works have been completed, written confirmation must be provided to the satisfaction of the Responsible Authority that landscaping of the land has been undertaken in accordance with the endorsed landscaping plans.
52. All landscaping works as shown on the endorsed plans must be maintained, including that any dead, diseased or damaged plants are to be replaced, to the satisfaction of the Responsible Authority

*Noise Conditions*

53. 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.
54. All security alarms must be of a silent type and be directly connected to a security service to the satisfaction of the Responsible Authority.
55. All external plant and equipment must be acoustically treated or placed in sound proof housing to reduce noise to a level satisfactory to the Responsible Authority

*Waste Management*

56. Waste from the site must be managed in accordance with the waste handling techniques and methodology outlined within the Waste Management Plan for the development to Hepburn House Aged Care Facility (Green Change Solutions) December 2017 unless otherwise agreed by the responsible authority.
57. Provision must be made on the land for the storage and collection of waste and recyclables. This area must be graded and drained and screened from public view to the satisfaction of the Responsible Authority.
58. All waste material not required for further onsite processing 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.

59. Any materials or goods must be stored internal to the building or screened from public view to the satisfaction of the Responsible Authority

*Lighting to be baffled*

60. External lighting must be designed, baffled and located so as to prevent any adverse effect from light spill on adjoining land to the satisfaction of the Responsible Authority.

*No equipment or services above roof*

61. No plant, equipment, services or architectural features other than those shown on the endorsed plans are permitted above the roof level of the building unless otherwise agreed in writing by the Responsible Authority.

*Soil stabilisation*

62. All areas of disturbed ground must be stabilised and revegetated at the completion of the development to the satisfaction of the Responsible Authority.

*Council Environmental Health Department*

63. The premises must be fitted out in accordance with the Food Act 1984 and the Food Standards Code.

64. The premises must be registered with Council under the Food Act 1984.

65. A proposed floor plan of the layout of the food preparation area must be submitted to the Council's Environmental Health Department for approval prior to works commencing.

66. A food safety program must be submitted to Council for the premises along with the application for registration under the Food Act 1984 prior to the commencement of business operations.

*Stormwater Drainage*

67. Before development starts, all underground and surface drainage works that are considered necessary by the Responsible Authority shall be constructed in accordance with professionally prepared plans and computations to be provided by the developer and approved by

the Responsible Authority prior to the commencement of construction. The drainage works shall include the provision of an onsite stormwater detention system designed to ensure that the post development runoff does not exceed pre development runoff from the development. The drainage works shall be installed to transport stormwater runoff from the subject land and surrounding land and/or adjoining road(s) to an approved point of discharge. No concentrated stormwater shall drain or discharge from the land to adjoining properties. The drainage system must be constructed and completed before the building is occupied.

68. Return period for a Detention system is to be 1 in 10 years where there is overland escape path and 1 in 100 years if the failure of the detention system will cause property damage or inundation of freehold titles.
69. Stormwater shall be connected to the legal point of discharge to the satisfaction of the Responsible Authority.
70. It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surround road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established.
71. All works must be undertaken in accordance with the ESD Report "Aged Care Facility Extension, Hepburn Springs Rd, Daylesford, December 2017 (S3238 ESD. V2) dated December 2017 prepared by Sustainable Development Consultants to the satisfaction of the Responsible Authority. No alterations to the SMP may occur without the prior written consent of the Responsible Authority

#### *Access and Mobility*

72. A Traffic Impact study shall be conducted on all entry and exits to the satisfaction of the Responsible Authority unless otherwise agreed by the responsible authority.
73. Install footpath connections to the bus stop along the frontage of the property and a connection to the existing footpath network on the west side of Hepburn Road to the satisfaction of the Responsible Authority.

74. All footpaths shall be designed and constructed in accordance with the relevant Australian Standards, Infrastructure Design Manual [IDM] and to the satisfaction of the Responsible Authority.
75. Minimum width of the footpaths shall be 1.5m and are to be constructed in accordance with IDM Standard Drawings SD 205 – Typical Footpath Detail.

#### *Car Parking*

76. Before construction works start associated with the provision of carparking, detailed layout plans demonstrating compliance with AustRoads Publication 'Guide to Traffic Engineering Practice: Part 11 Parking', Australian Standard "AS2890: Parking Facilities" and to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The plans must be drawn to scale with dimensions.
77. Before the use or occupation of the development starts, the area(s) set aside for parking of vehicles and access lanes as shown on the endorsed plans must be:
  - a. surfaced with an all-weather surface and treated to prevent dust;
  - b. drained in accordance with an approved drainage plan;
  - c. provision for vehicles to pass on driveways and
  - d. constructed and completed to the satisfaction of the Responsible Authority.
78. A Parking capacity Study shall be conducted to the satisfaction of the Responsible Authority unless otherwise agreed by the responsible authority.

#### *Site Cut*

79. Slope Batters associated within any site cut shall be structurally sound and shall be of a flat enough grade to enable revegetation to establish within twelve months from the time the cut takes place.
80. Appropriate dust suppression measures shall be implemented to ensure that a nuisance is not caused to adjoining landowners or the general public to the satisfaction of the Responsible Authority.
81. No material shall be stored or dumped on any area not approved for filling or stockpiling.
82. All works must be undertaken in accordance with AS3798-2007 'Guidelines on Earthworks for Commercial and Residential Developments'.

83. All works must construct and complete prior to commencement of use.
84. All costs incurred in complying with the above conditions shall be borne by the permit holder.

*Goulburn Murray Water Corporation*

85. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).
86. All wastewater from the extension to the aged care facility must be disposed of via connection to the reticulated sewerage system in accordance with the requirements of the relevant urban water authority.

*Country Fire Authority  
Bushfire Management Plan*

87. Before the development starts, a bushfire management plan which is generally in accordance with that prepared by Terramatrix Pty Ltd (*Bushfire Management Statement for proposed extension of an aged care facility at 1 Hepburn Road, Daylesford VIC 3460* Version 1.4, Map 3, dated 30 August 2018) must be submitted to and endorsed by the Responsible Authority. The plan must show the following bushfire mitigation measures, unless otherwise agreed in writing by the CFA and the Responsible Authority:

*Defendable Space*

- a. Show an area of defendable space to the property boundary where vegetation (and other flammable materials) will be modified and managed in accordance with the following requirements:
  - Grass must be short cropped and maintained during the declared fire danger period.
  - All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.
  - Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the building.
  - Plants greater than 10 centimetres in height must not be placed within 3 metres of a window or glass feature of the building.
  - Shrubs must not be located under the canopy of trees.

- Individual and clumps of shrubs must not exceed 5 square metres in area and must be separated by at least 5 metres.
- Trees must not overhang or touch any elements of the building.
- The canopy of trees must be separated by at least 5 metres,
- There must be a clearance of at least 2 metres between the lowest tree branches and ground level.

#### *Construction Standard*

- b. Nominate a minimum Bushfire Attack Level of BAL 40 that the building will be designed and constructed.

#### *Water Supply*

- c. Show 50,000 litres of effective water supply for firefighting purposes which meets the following requirements:
- Be stored in an above ground water tank constructed of concrete or metal.
  - Have all fixed above ground water pipes and fittings required for firefighting purposes must be made of corrosive resistant metal.
  - Include a separate outlet for occupant use.
  - Be readily identifiable from the building or appropriate identification signage to the satisfaction of the relevant fire authority.
  - Be located within 60 metres of the outer edge of the approved building.
  - The outlet/s of the water tank must be within 4 metres of the accessway and unobstructed.
  - Incorporate a separate ball or gate valve (British Standard Pipe (BSP 65 millimetre) and coupling (64 millimetre CFA 3 thread per inch male fitting).
  - Any pipework and fittings must be a minimum of 65 millimetres (excluding the CFA coupling).

#### *Access*

- d. Show an emergency access road (within the disused Richmond Street road reserve) to the south of the lot. This access must be available to the CFA at all times and meet the following requirements:
- All-weather construction.
  - A load limit of at least 15 tonnes.
  - Provide a minimum trafficable width of 3.5 metres.

- Be clear of encroachments for at least 0.5 metres on each side and at least 4 metres vertically.
- Curves must have a minimum inner radius of 10 metres.
- The average grade must be no more than 1 in 7 (14.4%) (8.1° with a maximum grade of no more than 1 in 5 (20%) (11.3° for no more than 50 metres.
- Dips must have no more than a 1 in 8 (12.5%) (7.1° entry and exit angle.
- Incorporate a turning area for firefighting vehicles close to the building.

*Bushfire Emergency Management Plan*

- e. The plan must nominate that a Bushfire Emergency Management Plan has been developed by Terramatrix Pty Ltd for this site on behalf of Hepburn House Pty Ltd and should be used in the event of a bushfire emergency.

*Bushfire Emergency Management Plan*

88. Before the building (approved by this permit) is occupied, a bushfire emergency management plan which is generally in accordance with Draft Version 1.3 prepared by Terramatrix Pty Ltd (dated 8 January 2019) must be submitted and agreed to by the CFA.
  - a. As prescribed in this Bushfire Emergency Management Plan, it must be reviewed and updated annually prior to the 30th September of that year to ensure information within the plan is current and correct. Any changes to the triggers' within the plan or actions' prescribed in response to those triggers must be agreed to by CFA. A version Control Table must be included in any future versions of the plan.
  - b. A copy of the updated Bushfire Emergency Management Plan must be provided annually to the Responsible Authority. The site must at all times be operated and managed in accordance with the requirements set out under the Bushfire Management Plan and Bushfire Emergency Management Plan endorsed under this permit, unless otherwise agreed in writing by CFA and the Responsible Authority.

*Access Road*

89. Before the building (approved by this permit) is occupied, the emergency access road (within the disused Richmond Street road reserve) to the south of the site must be constructed and maintained in perpetuity to the satisfaction of the Responsible Authority.

*Fire Engineering*

90. Any performance solutions or fire engineering which varies from the deemed to satisfy solution for the building is to be to the satisfaction of the CFA.
91. The bushfire mitigation measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defensible space, water supply and access, must be maintained to the satisfaction of the Responsible Authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.

*Time Condition*

92. This permit will expire if one of the following circumstances applies:
  - a. The development is not started within two years of the date of this permit.
  - b. The development is not completed within four years of the date of this permit.
  - c. The use is not started within four years of the date of this permit.
  - d. 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 Fiona Robson

**Carried**

**ATTACHMENT 1 - PA1892 - 1-5 HEPBURN ROAD, DAYLESFORD -  
ARCHITECTURAL PLANS (ISSUED 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 April 2019.

#### MOTION

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

**Moved:** Cr John Cottrell

**Seconded:** Cr Greg May

**Carried**

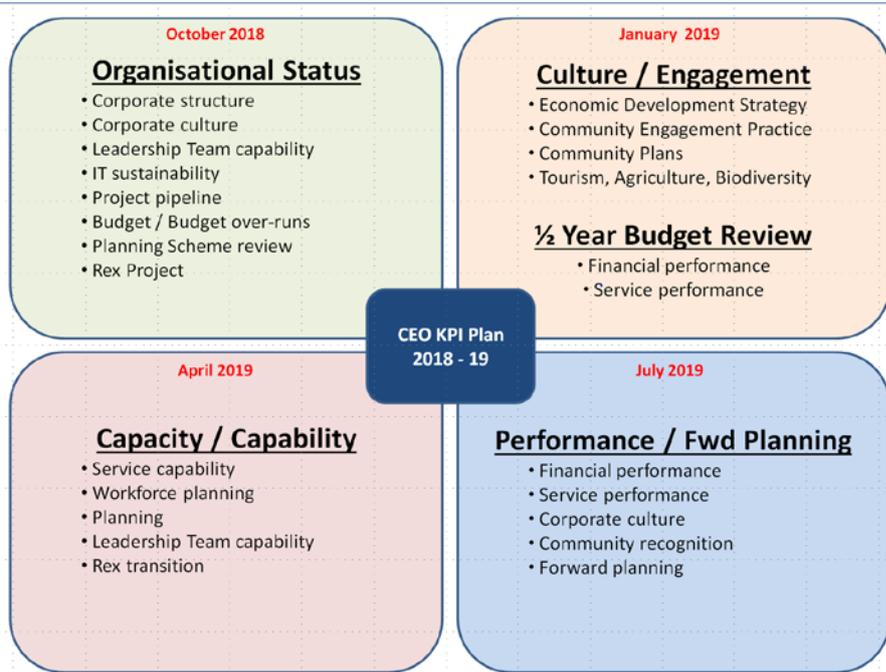
**ATTACHMENT 2 - CHIEF EXECUTIVE OFFICERS REPORT FOR APRIL  
2019**

### CEO Key Performance Plan 2018 – 2019

The CEO Performance Plan is divided into two components:

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

### Quarterly Performance Indicators



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

#### 2018 – 2019 Indicators

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

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

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

## **Culture & Engagement – Q2**

### Economic Development Strategy (EDS)

Continuing to work through priority actions within EDS including:

- Business Mentoring - 10 local businesses from right across the Shire have signed up for 12 months of mentoring through Small Business Victoria's Mentoring Program, we are already 4 months into this program and receiving great feedback from participants.
- Goldfields World Heritage Bid - continuing to work with CoB and GB on this. \$2k committed in 19/20 budget.

No further development to report on the following EDS actions as they have been on-hold due to resourcing

- Business Awards
- Business Association Effectiveness
- Economic Leaders forum
- Business growth planning

### Other Eco Dev achievements outside of EDS

- Film - True History of Kelly Gang and Bloom filmed in Clunes, as well as a couple of fashion advertisements in Trentham
- Events, continuing to grow events calendar and attract new events
- Creswick Trails project - pump track business opportunity
- New business networking events in Daylesford (while there is no BA)
- Ongoing business support provided to local businesses and existing business assoc

Successfully recruited Manager Community and Economic Development -with strong Eco dev background

### Pipeline

▶ CEO Performance Appraisal

- Daylesford Macedon Rail Trail
- Institute of Gastronomy
- Creswick Trails - get Creswick MTB ready
- Bullarto Station
- Investigate trail town concept?

Community Engagement Practice

We have been using a variety of methods to engage with community, including;

- Surveys
- Community information sessions
- Community reference groups
- Focus groups
- Social media,
- Traditional media (newspapers, radio)
- Community newsletters
- Workshops
- Taking a partnership approach with groups like HHS, Neighbourhood centres, SRV, clubs.

Re-engaging in regional networks for broader community and sector specific engagement

Examples of successful community engagement include;

Active Women and Girl's Strategy

Hub for Premium Produce Business Case

2nd go at Biodiversity Strategy

Sporting Group consultation:

Trentham Tennis Courts

Clunes Turf Wicket

Community Plans - On hold due to resourcing issue

Reviews - as per 4-5-year review cycle identified in Community Planning Strategy  
- we currently have 8 existing plans that are due or overdue for review

(Bullarto & Musk, Yandoit/Franklinford/Clydesdale, Glenlyon, Creswick, Trentham, Lyonville, Newlyn/Rocklyn, Daylesford).

The Trentham community plan review is progressing under the facilitation of the Trentham Forum.

New plans - 2 new townships a year are to have Community Plans created. The Community Planning Strategy identifies 4 townships that have shown interest to have plans created by 2020 - Hepburn/Hepburn Springs, Coomoora/Wheatsheaf, Drummond, Sailors Falls/Leonards Hill.

No new Community Plans have been created since 2015 so there is a significant delay on producing new Community Plans.

It will take 2-3-years to clear overdue community planning requirements.

Focus on supporting the implementation of Community Plans needs to become a priority.

Disbursement of the Community Planning Implementation Fund for 2018-19 will be a priority for the Community Development Officer.

Tourism, Agriculture & Biodiversity

Tourism -

- Visit website [visitheburnshire.com.au](http://visitheburnshire.com.au) is live and now being supported by Empire Creative (who look after our corporate site). Visitor Experience officer currently working on engaging with more businesses from right across the Shire to increase business content/ membership

- Increase in visitation to Trentham VIC by 135% (2017/18 v's 2018/19) due to increasing resource from no resource to equivalent of 2 days per month
- Visitor Experience Officer now sits on VTIC state-wide reference group
- working directly with local events, as ticketing agent
- Daylesford V.I.C experienced a 10% increase (from past 2 years) in visitation on weekend of Motorfest
- DMT - re-establish working relationship between Council/DMT. Coordinator Eco Dev currently reviews collateral like "Life Magazine" before it goes to print, Coordinator sits on DMT's destination management forum (which includes reps from DMT board, MRSC, industry, RDV).
- Region performance - Oct 2018-Sept 2018 vs Oct 2016-Sept 2017

Total travel (domestic & international)

Visitor numbers up 12%

Bed nights up 25.9%

Expenditure up 7%

### Agriculture

- Ag Sector Development Plan - we have already had an agriculture profile completed using Remplan. Data generated from Hub for Premium Produce (HPP) Business Case can also be used. It is hoped that the Ag Sector Development Plan will be completed by HPP Facilitator later this year.
- Hub for Premium Produce (HPP) - while funding has not been officially announced, we have received a draft funding contract for review. Aim to recruit and have a HPP facilitator onboard by July 1 2019. Total 3-year project budget \$820k (including HSC \$30k cash and \$20k in-kind annual contribution for 3 years).

### Biodiversity

- Biodiversity Strategy adopted
- Currently working through Year 1 deliverables;  
Biodiversity officer has already held a training workshop with our works team on weed identification and held community workshops on gorse management and blackberry management
- Currently working on biodiversity grants and soon undertaking vegetation assessments of Council reserves.

### Half Year Budget Review

#### Financial Performance

- Mid-Year Budget Review
  - Significant Carryforwards
    - Capital - \$6.557 million
    - Operating - \$1.850 million
  - Rex Financial implications \$1.6 million
  - Surplus was reduced by \$341k
  - Additional Grant Income \$1.698 million
  - Detailed review and subsequent adjustments required
- Mid-Year Financial Performance
  - YTD surplus is within \$22k of budget
    - Income down \$1 million (Grants Commission Timing)
    - Expenditure down \$1 million (Materials – Projects)
    - Cash up \$880k on budget
  - Savings from vacant positions not being realized due to budget errors. To be rectified in 2019/20 budget
- Draft Budget Preparation – 2019/20
  - Minor changes to process:

- Detailed meetings with all budget owners
- Simplified budget bid process
- Simplified reporting to all stakeholders
- ET work shops
- First Councillor workshop conducted
- Draft budget developed with a \$198k cash surplus
- Officer and Councillor budget bids analysed and presented
- Further work required on MomentumOne
- Inclusion of additional funds for Creswick Trails
  - 3.4% increase in rates (2.5% Rate Cap and 0.9% growth)
  - Statutory Fees and Fines 11.45 increase – Planning charge increase
  - User fees and fines 1% increase
  - Grants 1.7% increase
  - Salary and wages 7.3% increase
  - Materials 8.5% increase

### Service Performance

- Detailed reporting now provided on Regulatory Services and Customer requests
- Planning Department review undertaken, and new structure determined and implemented
- Currently working on a new Parks & Gardens Structure
- Organisational Realignment
  - New structure developed and being implemented
    - Created a Manager Governance, Compliance & Risk - Redeployment

- Moved IT from Finance and changed position from Coordinator to Manager – Position recruited and yet to commence
- Advertised for a permanent Manager Community Care – Position recruited and yet to commence
- Moved Customer Experience Team from People & Performance to Community & Economic Development
- Changed name of People & Performance to People & Culture to focus on Culture
- Moved OH&S from CEO to People & Culture
- Created a Manager Environment & Waste to provide a focus on waste, sustainability and biodiversity
- Created a Manager of Major Projects to focus on project delivery
- Recruited a new Manager Financial Services
- Recruited a new Manager Community and Economic Development
- The purpose and outcome of these changes is to realign resource with service delivery and Council/Community priorities

## **12.2. CEO PERFORMANCE APPRAISAL QUARTER 2 2019**

### **CHIEF EXECUTIVE OFFICER**

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

### **PURPOSE**

The purpose of this report is for Council to receive the Quarter 2 performance appraisal of the Chief Executive Officer

### **BACKGROUND**

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

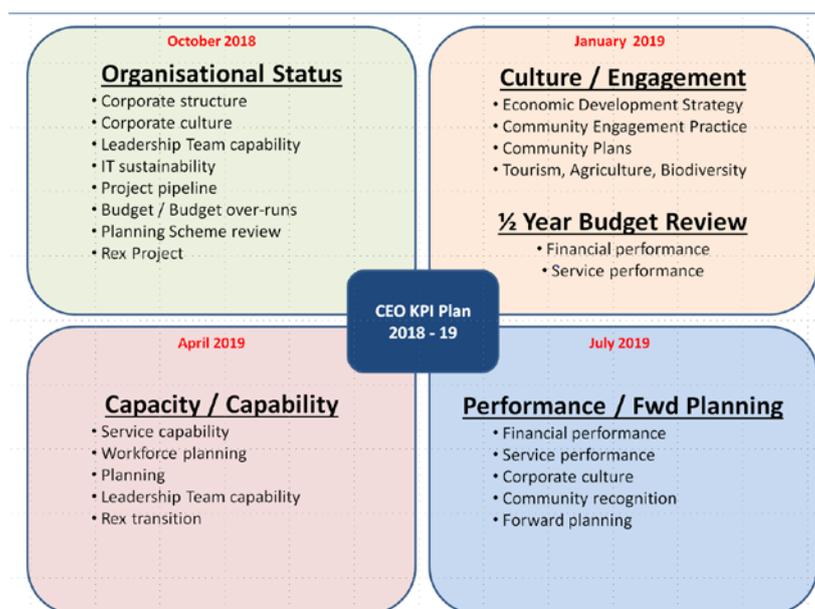
The objective of the process is to provide a forum for authentic dialogue with the Chief Executive Officer on overall performance and to establish as early as possible annual Key Result Areas.

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

## ISSUE/DISCUSSION

The CEO Performance Plan is divided into two components:

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



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

### 2018 – 2019 Indicators

With transition to a new CEO in 2018 it is expected that much of the review period will involve broad organisational review and development programs.

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

The quarter 2 performance appraisal of the Chief Executive Officer was conducted on the 26<sup>th</sup> March 2019.

The quarter 2 performance appraisal focused on the Culture of the organisation and Engagement practices. This included:

- Implementation of the Economic Development Strategy
- Community Engagement Practices
- Development of Community Plans
- Activity and support in the Tourism, Agriculture and Biodiversity sectors

- Half Year Budget review including:
- Financial Performance
- Service Performance
  
- **Economic Development Strategy (EDS)**
  - Continuing to work through priority actions within EDS including:
  - Business Mentoring - 10 local businesses from right across the Shire have signed up for 12 months of mentoring through Small Business Victoria's Mentoring Program, we are already 4 months into this program and receiving great feedback from participants.
  - Goldfields World Heritage Bid - continuing to work with City of Ballarat and City of Greater Bendigo to progress this key project.
  - Film Activity - True History of Kelly Gang and Bloom filmed in Clunes, as well as a couple of fashion advertisements in Trentham
  - Continuing to grow events calendar and attract new events
  - Creswick Trails project - pump track completed with significant potential to work with businesses to leverage opportunities
  - New business networking events in Daylesford conducted
  - Ongoing business support provided to local businesses and existing business associations
  
- **Community Engagement Practices**  
Council have been using a variety of methods to engage with community, including;
  - Surveys
  - Community information sessions
  - Community reference groups
  - Focus groups
  - Social media,
  - Traditional media (newspapers, radio)
  - Community newsletters
  - Workshops
  - Taking a partnership approach with groups like Hepburn Health Services, Neighborhood Houses, Sport Recreation Victoria and Sporting Clubs
  
- Re-engaging in regional networks for broader community and sector specific engagement
- Examples of successful community engagement include;
  - Active Women and Girl's Strategy
  - Hub for Premium Produce Business Case
  - Biodiversity Strategy
  - Sporting Group consultation:
    - Trentham Tennis Courts

- Clunes Turf Wicket

- **Community Planning**

Community Planning is currently on hold as Council recruits for a new Community Development Officer.

- Reviews of existing Community Plans are to be undertaken every 4-5-years. Council currently has 8 existing plans that are due or overdue for review
  - Bullarto & Musk, Yandoit/Franklinford/Clydesdale, Glenlyon & District, Creswick, Trentham, Lyonville, Newlyn/Rocklyn, Daylesford.
- The Trentham community plan review is progressing under the facilitation of the Trentham Forum.
- New plans - 2 new townships a year are to have Community Plans created. The Community Planning Strategy identifies 4 townships that have shown interest to have plans created by 2020.
- No new Community Plans have been created since 2015 so there is a significant delay on producing new Community Plans.

- **Tourism, Agriculture & Biodiversity**

- **Tourism**

- Visit website [visithepburnshire.com.au](http://visithepburnshire.com.au) is live and now being supported by Empire Creative (who look after our corporate site). Visitor Experience officer currently working on engaging with more businesses from right across the Shire to increase business content/ membership
- Increase in visitation to Trentham VIC by 135% (2017/18 v's 2018/19) due to increasing resource from no resource to equivalent of 2 days per month
- Visitor Experience Officer now sits on VTIC state-wide reference group
- working directly with local events, as ticketing agent
- Daylesford V.I.C experienced a 10% increase (from past 2 years) in visitation on weekend of Motorfest

- **Agriculture**

- Ag Sector Development Plan - we have already had an agriculture profile completed using Remplan. Data generated from Hub for Premium Produce (HPP) Business Case can also be used. It is hoped that the Ag Sector Development Plan will be completed later this year.

- Hub for Premium Produce (HPP) - while funding has not been announced, we are hopeful that this project will get funded.
  
- Biodiversity
  - Biodiversity Strategy adopted
  - Currently working through Year 1 deliverables
  - Biodiversity officer has already held a training workshop with our works team on weed identification and held community workshops on gorse management and blackberry management
  - Currently working on biodiversity grants and will be undertaking vegetation assessments of Council reserves.
  
- **Half Year Budget Review**
  - Financial Performance
    - Mid-Year Budget review conducted and adopted by Council
    - Detailed review by cost centre and subsequent adjustments identified
  - Mid-Year Financial Performance
    - YTD surplus is within \$22k of budget
    - Cash up \$880k on budget
  - Draft Budget Preparation – 2019/20
    - Minor changes to process:
    - Detailed meetings with all budget owners
    - Simplified budget bid process
    - Simplified reporting to all stakeholders
    - Executive Team work shops conducted
    - First Councillor workshop conducted
    - Draft budget developed with a \$198k cash surplus
    - Officer and Councillor budget bids analysed and presented
  - Budget details
    - 3.4% increase in rates (2.5% Rate Cap and 0.9% growth)
    - Statutory Fees and Fines 11.45 increase – Planning charge increase
    - User fees and fines 1% increase
    - Grants 1.7% increase
    - Salary and wages 7.3% increase
    - Materials 8.5% increase

- **Service Performance**

- Detailed reporting now provided on Regulatory Services and Customer requests
- Planning Department review undertaken, and new structure determined and implemented
- Currently working on a new Parks & Gardens Structure
- Organisational Realignment
  - New structure developed and being implemented
  - Created a Manager Governance, Compliance & Risk
  - Moved IT from Finance and changed position from Coordinator to Manager – Position recruited and yet to commence
  - Advertised for a permanent Manager Community Care – Position recruited and yet to commence
  - Moved Customer Experience Team from People & Performance to Community & Economic Development
  - Changed name of People & Performance to People & Culture to focus on Culture
  - Moved OH&S from CEO to People & Culture
  - Created a Manager Environment & Waste to provide a focus on waste, sustainability and biodiversity
  - Created a Manager of Major Projects to focus on project delivery
  - Recruited a new Manager Financial Services
  - Recruited a new Manager Community and Economic Development
- The purpose and outcome of these changes is to realign resource with service delivery and Council/Community priorities

## **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

Strategic Objective – High Performing Organisation

Key Strategic Activity:

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

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report

## **RISK IMPLICATIONS**

There are no risk implications associated with this report

## **ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS**

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

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

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

## **CONCLUSION**

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

## **OFFICER'S RECOMMENDATION**

12.2.1. That Council receives the quarter 2 performance appraisal of the Chief Executive Officer.

## **MOTION**

*12.2.1. That Council receives the quarter 2 performance appraisal of the Chief Executive Officer.*

**Moved:** Cr John Cottrell

**Seconded:** Cr Kate Redwood AM

**Carried**

**ATTACHMENT 4 - CONFIDENTIAL Q2 JANUARY 2019 – CEO  
PERFORMANCE APPRAISAL (ISSUED TO COUNCILLORS UNDER  
SEPARATE COVER)**

## 12.3. CUSTOMER REQUESTS UPDATE

### DIRECTOR COMMUNITY & CORPORATE SERVICES

*In providing this advice to Council as the Director Community & 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.

#### BACKGROUND

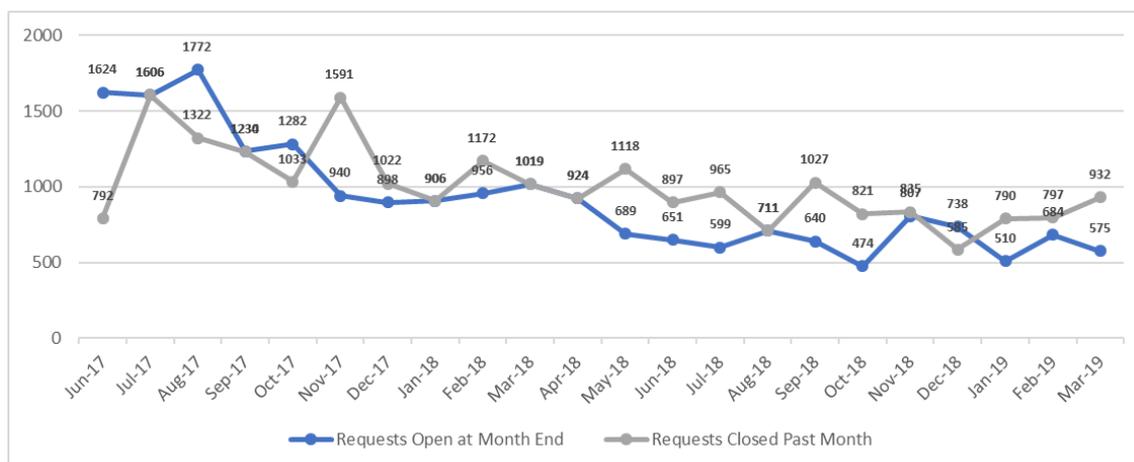
Council uses a Customer Request System *Closing the Loop* to receive and respond to a wide range of requests. The system is web-based and enables community members to directly enter requests, as well as staff to add and manage requests both in council offices as well as remotely.

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*.

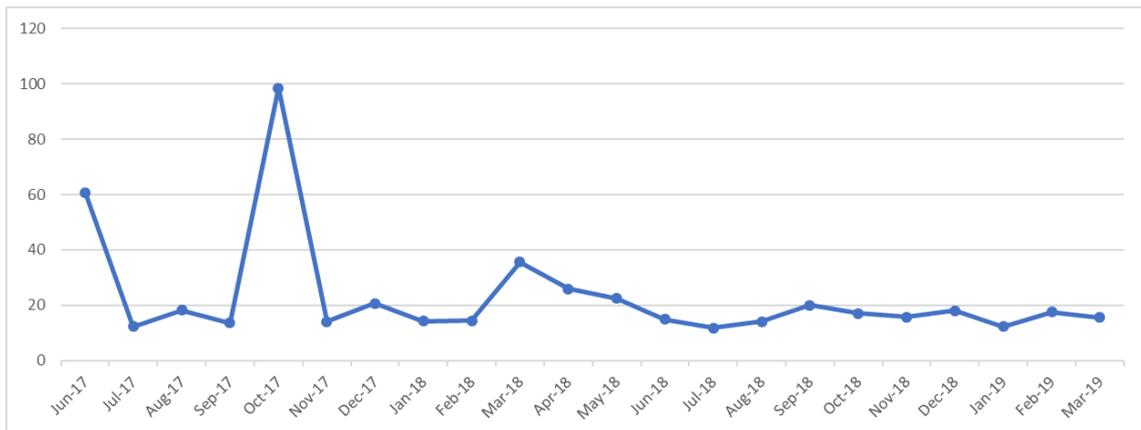
#### Total Requests Open and Closed Each Month



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

Category	Jan	Feb	March
Call back	196	218	171
Roads and Footpaths	94	95	65
Parks and Open Space	55	62	57
Information Technology (internal)	56	56	57
Development - Planning, Building and Septics	36	43	45
Waste	30	30	7
Other	43	180	173
<b>Total</b>	<b>510</b>	<b>684</b>	<b>575</b>

### Average Days to Close Requests

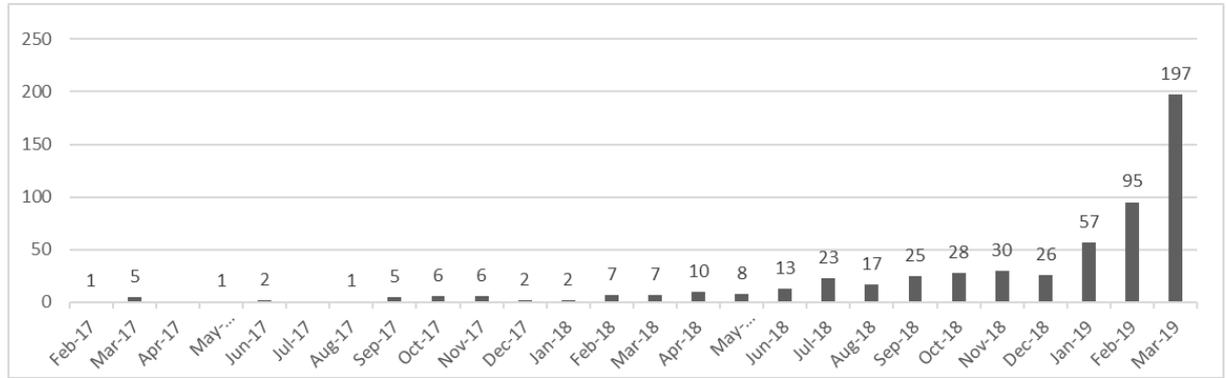


The average days to close requests in the months of June, July and November 2017 were particularly high due to closing out old requests that were migrated from our old customer request system. This included a large number of waste requests that had previously been actioned, but not closed in the request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

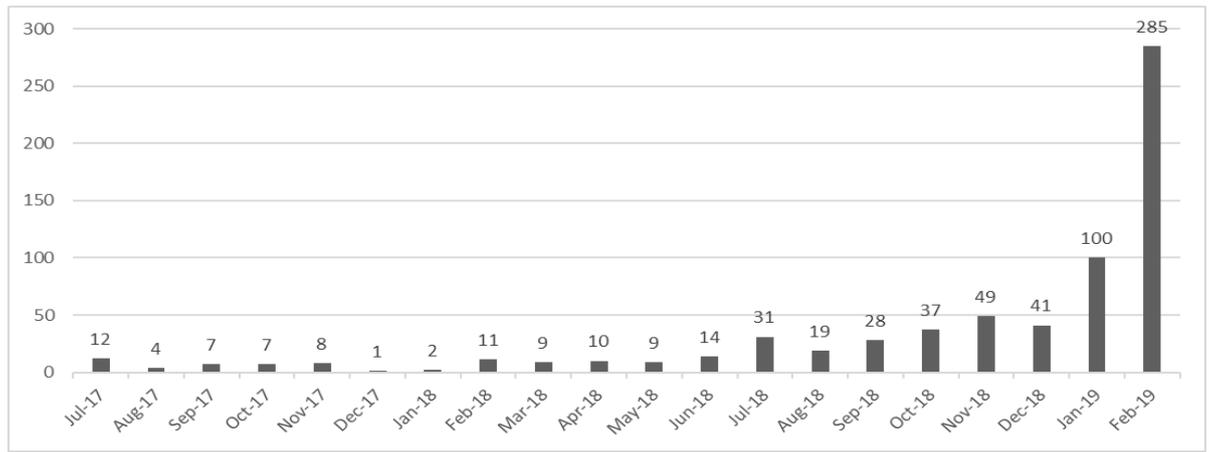
Actual average for March 2019 was 26.98 days – this was due to an effort by staff to close a number of very old requests. Excluded from the calculated average of 15.64, was 28 requests that were closed that were between 180 and 960 days.

## 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 recurrent operational budget.

## **RISK IMPLICATIONS**

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

## **ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS**

No specific matters noted.

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

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

## **CONCLUSION**

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

## **OFFICER'S RECOMMENDATION**

12.3.1. That Council notes the update on customer requests for the end of March 2019.

## **MOTION**

*12.3.1. That Council notes the update on customer requests for the end of March 2019.*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr Greg May

**Carried**

## 12.4. DEVELOPMENT AND COMMUNITY SAFETY REPORT

### DIRECTOR INFRASTRUCTURE & DEVELOPMENT SERVICES

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

#### PURPOSE

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

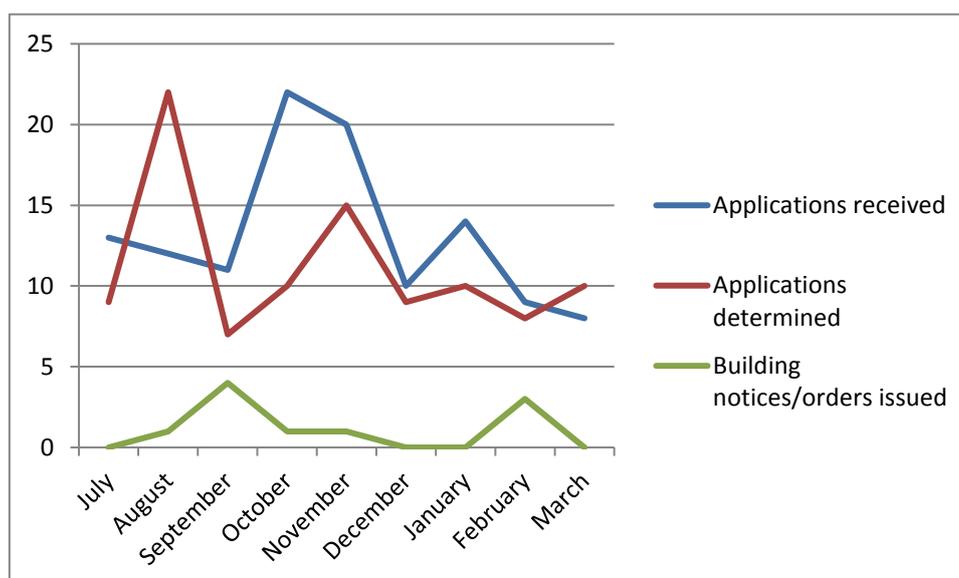
#### ISSUE/DISCUSSION

##### Building

The building activity report for March 2019 is summarized below:

Building Activity	Total
Building applications received	8
Building applications determined	10
Building notices/orders issued	0
Total development cost	\$ 320,688.46

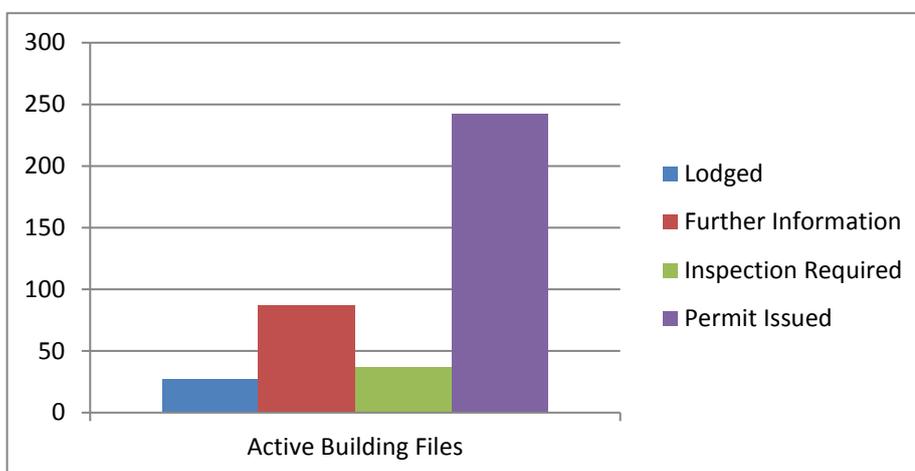
The following graph indicates building statistics and activity for the 18/19 financial year.



## Active Building Files

The building department has had 393 active building files over the month of March as summarized below:

Active Building Files	Total
Lodged	27
Further Information	87
Inspection Required	37
Permit Issued	242

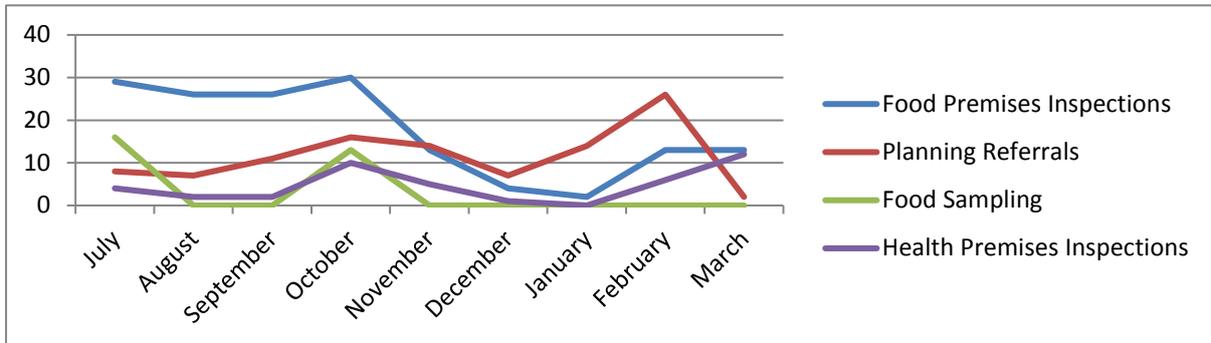


## Environmental Health

The environmental health activity report for March 2019 is summarized below:

Environmental Health Activity	Total
Food Premises Inspections	13
Planning Referrals	2
Food Sampling	0
Health Premises Inspections	12

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

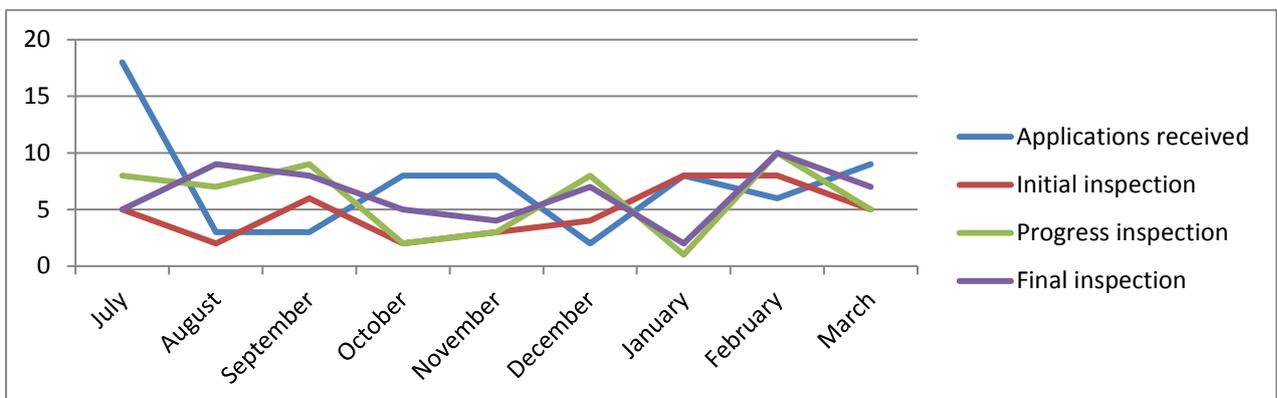


Food inspections are beginning to increase from January lows as officer's priorities change from planning referrals to the inspections program.

The environmental health septic tank application/inspection activity report for March 2019 is summarized below:

Septic Tank applications/inspections	Total
Applications	9
Initial inspection	5
Progress inspection	5
Final inspection	7

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



### **Nuisance Complaints increase in March**

Seven complaints, alleged as being a 'nuisance' were received in March which is a significant rise from the average for this year of one per month. The type of complaint registered includes asbestos concerns, noise, dust and smell.

The asbestos complaint is being jointly investigated with WorkSafe Victoria.

### **Community Safety**

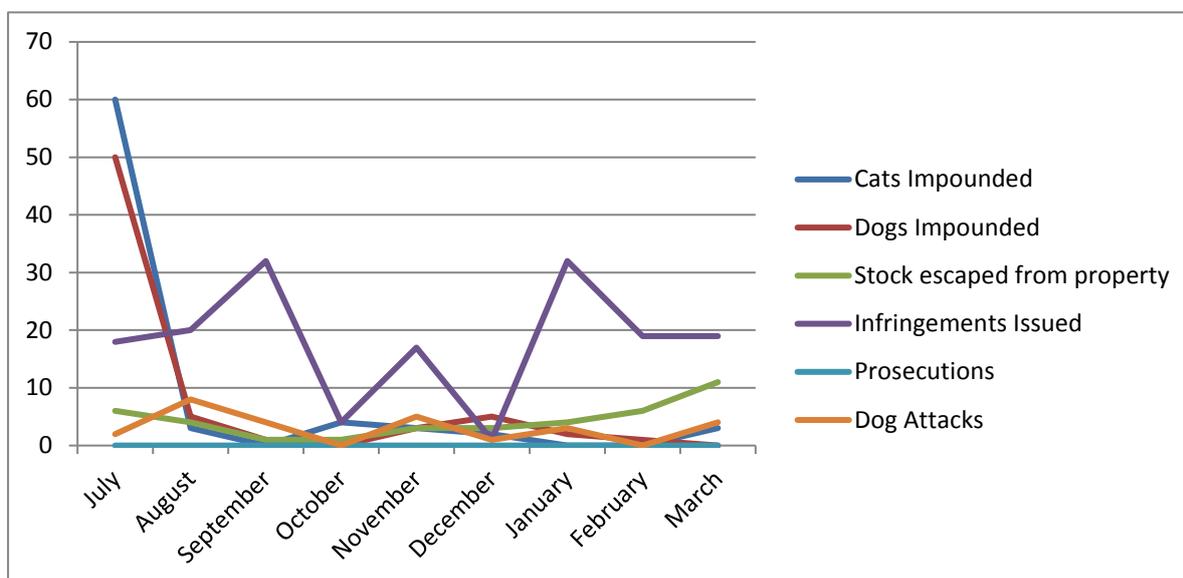
The Community Safety team activity report for March 2019 is summarized below:

Local Laws Activity	Total
Cats Impounded	3
Dogs Impounded	0
Stock escaped from property	11
Infringements Issued	19
Prosecutions	0
Dog attacks	4

#### Breakdown of Infringements issued in March 2019

Infringements	Total
Parking	9
Local Law	2
Food	3
Animal	5

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



Increased patrols are resulting in more stable infringements being issued. This may increase as regular parking patrols are undertaken.

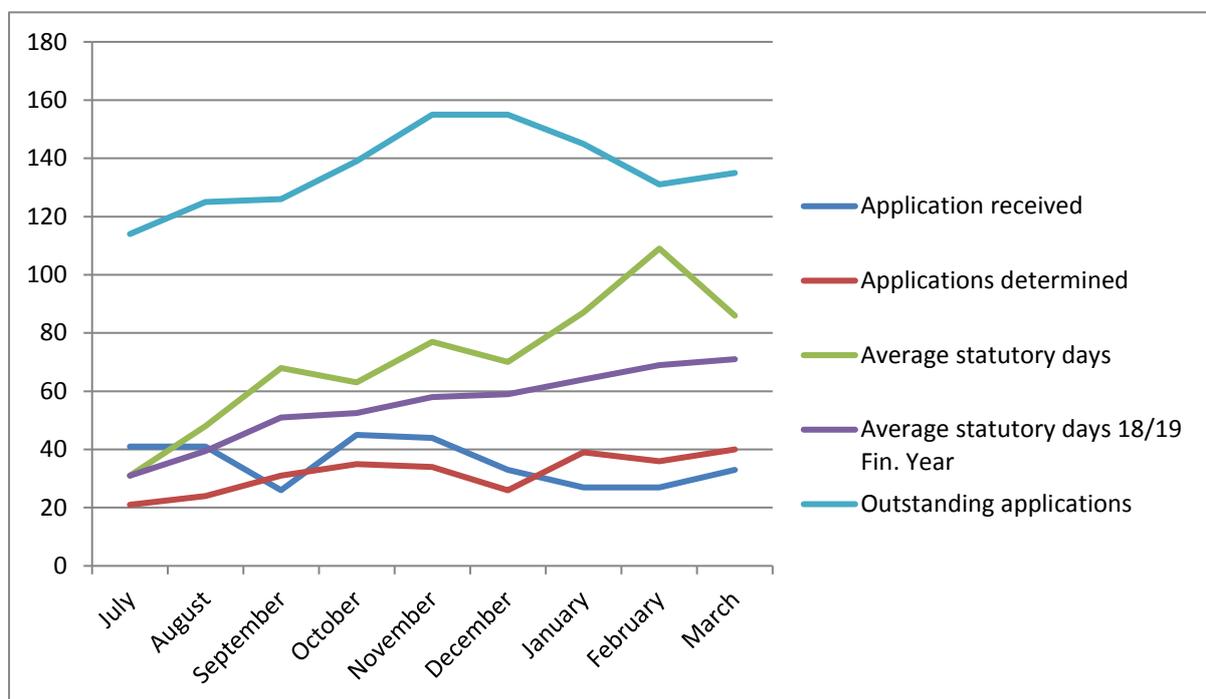
Staff will be patrolling the Saturday and Sunday markets in Daylesford and Creswick in April following ongoing concerns raised about unsafe parking and the impacts on roads safety.

### **Planning**

The planning activity report for March 2019 is summarized below:

Planning Activity	Total
Applications received	33
Applications determined in March	40
Average statutory days	86
Average statutory days 18/19 financial yr	71
Average statutory days 17/18 financial yr	45
Outstanding applications	135

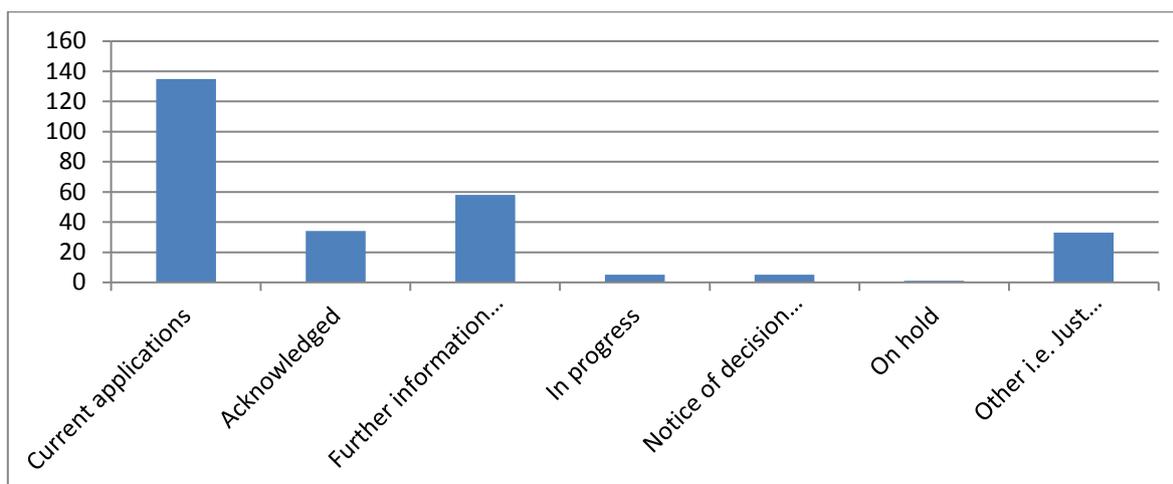
The following graph represents planning activity for the 18/19 financial year.



Officers will continue to focus on reducing statutory processing days. This statistic had increased in recent months as legacy applications that have been in assessment for longer than normal are completed. There was a big drop in the statutory assessment days from 109 in February, down to 86 in March and we will continue to focus on this.

The status of all active applications as at March 2019 is summarized below:

Status of applications	Total
Current applications	135
Acknowledged	34
Further information request	58
In progress	5
Notice of decision pending	5
On hold	1
Other i.e. just submitted, referred	33



### Applications determined in March 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.

Permit issued by delegated officer	32
Withdrawn by applicant	3
Notice of Decision by officer	3
Permit not required as determined by officer	2

### OFFICER'S RECOMMENDATION

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

### MOTION

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

**Moved:** Cr John Cottrell

**Seconded:** Cr Licia Kokocinski

**Carried**

**ATTACHMENT 5 - PLANNING PERMITS ISSUED UNDER DELEGATION  
IN MARCH 2019**

Planning Permits issued under delegation - March 2019

Application ID	Full Details	Primary Property	Stage/Decision
PlnPA001633.01	Amendment to the planning permit to allow an extension in the trading hours and a reduction in car parking associated with	37-37A High Street, TRENTHAM VIC 3458	Notice of Decision
PlnPA002216	Extension of the existing liquor licence area (restaurant and cafe licence No.32316546) and an increase in patrons (increase	57 Vincent Street, DAYLESFORD VIC 3460	Notice of Decision
PlnPA002226	Two lot subdivision	36 Bute Close, CLUNES VIC 3370	Notice of Decision
PlnPA002189	Alterations and additions to a dwelling (construction of a vernadah) and associated works	185 Ridge Road, SAILORS HILL VIC 3461	Permit not required
PlnPA002331	Construction of an agricultural shed (horse riding arena) and associated works	70 Clarkes Lane, NEWBURY VIC 3458	Permit not required
PlnPA002242	Construction of a dwelling	44C Main Road, HEPBURN SPRINGS VIC 3461	Permit Issued
PlnPA001478.02	Amendment to existing permit to amend the location and design of proposed second dwelling (Original Permit - Construction	62 Raglan Street, DAYLESFORD VIC 3460	Permit Issued
PlnPA001901.01	Construction of a car port	5756 Midland Highway, MOUNT FRANKLIN VIC 3461	Permit Issued
PlnPA002063	Construction of a dwelling, site cut greater than 1m in depth, and associated works, generally in accordance with the	19 Twentieth Street, HEPBURN VIC 3461	Permit Issued
PlnPA002069	Construction of a Dwelling	18 Courtney Road, COOMOORA VIC 3461	Permit Issued
PlnPA002086	Construction of a dwelling, site cut greater than 1m in depth and vegetation removal, generally in accordance with the	1 Burrall Street, DAYLESFORD VIC 3460	Permit Issued
PlnPA002099.01	Alter location of dwelling; Original permit - Construction of a dwelling generally in accordance with the endorsed plans	11 Feeleys Lane, TRENTHAM VIC 3458	Permit Issued
PlnPA002106	Construction of a dwelling and alteration of access to a Road Zone Category 1	402 Kingston Road, KINGSTON VIC 3364	Permit Issued
PlnPA002133	Construction of a habitable outbuilding and associated works, generally in accordance with the endorsed plans	564 Basalt Road, BASALT VIC 3460	Permit Issued
PlnPA002154	Use and construction of a dwelling and associated works, generally in accordance with the endorsed plans	154 Cranneys Lane, TRENTHAM VIC 3458	Permit Issued
PlnPA002260	Construction of a second dwelling	3029 Ballan-Daylesford Road, DAYLESFORD VIC 3460	Permit Issued
PlnPA002270	The sale and consumption of liquor associated with an existing Shop (Cellar Door)	46 Fraser Street, CLUNES VIC 3370	Permit Issued
PlnPA002271	Construction of a dwelling	25 Coliban Drive, LYONVILLE VIC 3461	Permit Issued
PlnPA002276	Construction and associated works of a alteration to a dwelling	145 Kangaroo Drive, COOMOORA VIC 3461	Permit Issued
PlnPA002281	Construction and associated works of an extension to a dwelling	60 Wallaby Road, WHEATSHEAF VIC 3461	Permit Issued
PlnPA002284	Construction and associated works of an extension to a dwelling	96 Main Road, HEPBURN SPRINGS VIC 3461	Permit Issued
PlnPA002289	Construction and associated works of the development of a dwelling and outbuilding	140 Gays Road, WHEATSHEAF VIC 3461	Permit Issued
PlnPA002296	Construction and associated works of development of a dwelling	100 Old Werona Road, KOOROCHEANG VIC 3364	Permit Issued
PlnPA002300	Development and associated works associated with the construction of a second dwelling on a lot	31 Grenville Street, DAYLESFORD VIC 3460	Permit Issued
PlnPA002307	The sale and consumption of liquor and a waiver of the required on-site car parking associate with an existing restaurant	115 Main Road, HEPBURN SPRINGS VIC 3461	Permit Issued
PlnPA002329	Construction of two storey dwelling and attached garage	109 Pasco Street, CRESWICK VIC 3363	Permit Issued
PlnPA002332	Use and development of the land for a dwelling	116 Frith Mill Road, LYONVILLE VIC 3461	Permit Issued
PlnPA002337	Construction of workshop/carport	45 Victoria Street, CRESWICK VIC 3363	Permit Issued
PlnPA002338	Construction of a machinery shed	97 Cranneys Lane, TRENTHAM VIC 3458	Permit Issued
PlnPA002348	Construction of an outbuilding (agricultural shed) and associated works, generally in accordance with the endorsed plans	21 Railway Road, NEWLYN VIC 3364	Permit Issued
PlnPA002349	Alterations and additions to existing building	32 Barkly Street, GLENLYON VIC 3461	Permit Issued
PlnPA002350	Construction of a farm shed within 100m of a waterway	130 Scotts Lane, PORCUPINE RIDGE VIC 3461	Permit Issued
PlnPA002352	Demolition of building (toilet block on public reserve) and associated works, generally in accordance with the endorsed plans	256 Main Road, HEPBURN VIC 3461	Permit Issued
PlnPA002355	Extension to an existing dwelling	161 Dean-Barkstead Road, ROCKLYN VIC 3364	Permit Issued
PlnPA002358	Extension to an existing dwelling	537 Dean-Mollongghip Road, MOLLONGGHIP VIC 3352	Permit Issued
PlnPA002359	Construction of a farm shed	260 Green Gully Road, GLENLYON VIC 3461	Permit Issued
PlnPA002371	Construction of a garage	15 Gooch Court, WHEATSHEAF VIC 3461	Permit Issued
PlnPA000462.01	Amend plans for the second dwelling for planning permit PA 462.01, which allows for the development of two dwellings.	1A Ingrow Lane, DAYLESFORD VIC 3460	Withdrawn
PlnPA001784	Use and development for the Installation of telecommunications facility (NBN) comprising a 60m lattice tower, associated equipment, equipment shelter, associated earthworks, removal and lopping of native trees in accordance with endorsed plans	22 Loddon Drive, GLENLYON VIC 3461	Withdrawn
PlnPA002251	Two lot subdivision, construction of two double storey dwellings and associated works	3 Augusta Drive, CRESWICK VIC 3363	Withdrawn

## 12.5. PROPOSED BUDGET 2019-20

### DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

#### PURPOSE

The purpose of this report is for Council to consider the Proposed Budget 2019-20

#### BACKGROUND

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

#### Budget Process

The following process is being followed to develop Council's 2019/20 budget.

Budget process	Timing
1. Officers update Council's current year forecast	Dec
2. Minister of Local Government announces maximum rate increase	Dec
3. Officers prepare operating and capital budgets	Jan/Mar
4. Councillors consider draft budgets at informal briefings	Mar/Apr
5. Proposed budget submitted to Council for approval	16-Apr
6. Proposed budget available for public inspection and submissions	17-Apr
7. Public submission process commences	17-Apr
8. Submissions period closes	23-May
9. Submissions considered by Council	5-Jun
10. Budget presented to Council for adoption	19-Jun
11. Copy of adopted budget submitted to the Minister	30-Jun

#### ISSUE/DISCUSSION

The budget seeks to find a balance between the services provided by Council to the Community and funding required to provide these. The budget seeks to meet the demand of this service provision in addition to the maintenance, improving and creating new infrastructure projects within the community in a financially responsible manner.

The Proposed Budget 2019-20 will be tabled at the Council Meeting.

#### Budget Financial Summary

The 2019-20 Proposed Budget has rates income increasing by the State Government approved maximum rate increase of 2.50% on average rates. With the rate cap and growth in properties this results in total revenue from rates of \$18.22 million. A further \$3.08 million will be raised from the waste management charge and kerbside collection charges.

The budgeted operating result for the 2019-20 year is a surplus of \$3.02 million, compared to a budgeted surplus of \$3.60 million in 2018-19.

The adjusted underlying result for the 2019-20 year is a surplus of \$1.09 million. The adjusted underlying result is a measure of financial sustainability and Council's ability to achieve its service delivery objectives as it is not impacted by once off capital income items which can often mask the operating result. The decrease in the adjusted underlying surplus from the 2018-19 year is as a result of the increase in the grant funding for 2019-20 year coupled with increased reinvestment into council infrastructure projects and operations required to deliver services.

Total cash, cash equivalents and other financial assets are budgeted to increase by \$130,000 to \$10.2 million as at 30 June 2020. There will be no new borrowings in the 2019-20 financial year. Budgeted movements affecting Council's cash and cash equivalents are included in more detail within the Statement of Cash Flows.

## Differential Rates

Rate differentials have been set in the Proposed Budget in accordance with the Rating Strategy, with no changes proposed from the previous financial year. The proposed rate differentials are:

Type or class of land	2018-19		2019-20		Change
	c/\$ CIV	Differential	c/\$ CIV	Differential	
General Rate	0.36660	100%	0.32850	100%	-10.4%
Farm Rate	0.23830	65%	0.21350	65%	-10.4%
Commercial Rate	0.42530	116%	0.38110	116%	-10.4%
Industrial Rate	0.42530	116%	0.38110	116%	-10.4%
Mixed Use Rate	0.42530	116%	0.38110	116%	-10.4%
Vacant Land Rate - Township	0.45830	125%	0.41060	125%	-10.4%
Vacant Land Rate - Other	0.36660	100%	0.32850	100%	-10.4%
Trust for Nature Rate	0.18330	50%	0.16430	50%	-10.4%
Recreational Rate	0.18330	50%	0.16430	50%	-10.4%

Each class of land has increased in line with the cap imposed by the Minister for Local Government. The decrease change shown in the table above is reflective of a higher capital improve value of properties following the 2019 general revaluation.

## Charges

The proposed annual service charges are:

Type of Charge	Per Rateable Property 2018/19	Per Rateable Property 2019/20	Change	%
	\$	\$	\$	
Kerbside collection - garbage (weekly)	130	134	4	3.1%

Kerbside collection - garbage (Fortnightly)	110	<b>114</b>	4	3.6%
Kerbside collection - recycling (Fortnightly)	79	<b>82</b>	3	3.8%
Commercial garbage charge	300	<b>310</b>	10	3.3%
Waste management improved charge	130	<b>134</b>	4	3.1%
Waste management unimproved charge	130	<b>134</b>	4	3.1%

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

Council also has a waste management charge which covers the costs of transfer stations and other costs associated with keeping the Shire clean and tidy. This includes street cleaning and street litter bin collection. Council considers it equitable that this charge applies to all properties.

The increases in the kerbside recycling collection and waste management charge is due to additional expenses being incurred by Council to dispose of materials.

### Capital Works Program

Council's proposed capital works program for 2019-20 is \$9.84 million, some of these projects are subject to receiving funding from other Government sources. Highlights of the capital works program are listed below

- Asset Renewal Programs comprising road resealing and resheeting, road reconstruction, road safety improvements, bridges, footpaths, and kerb and channel renewals of over \$5.6 million
- Community Building renewals of over \$1.23 million
- Fleet, plant and equipment acquisitions \$1.14 million
- Skate Park at Daylesford Community Park \$383,000
- Cricket practice nets at Hepburn Recreation Reserve \$120,000
- Works at Glenlyon Recreation Reserve of \$50,000
- Waste to Energy implementation works of \$475,000
- Clunes Off Lead Dog Park \$30,000

### Operational Initiatives

Operational initiatives include the following projects, some of these projects are subject to receiving funding from other Government sources.

- Creswick Trails continuation of construction works of \$981,000
- Stage 3 of the Hepburn Planning Scheme Review (\$120,000)
- Increased maintenance of aquatic facilities \$97,000
- Increase preventive building maintenance \$85,000

- Funding for a local laws compliance officer \$91,000
- Implementation of actions from the Active Women and Girls Strategy \$10,000

## **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

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

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

The proposed budget will be placed on public display until 5pm Thursday 23 May 2019.

## **FINANCIAL IMPLICATIONS**

A financial summary of the Proposed Budget is detailed above.

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

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

## **RISK IMPLICATIONS**

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

## **ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS**

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

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

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

The Proposed Budget 2019-20 has been prepared by considering all the strategies and plans that Council has previously developed in consultation with the community. In addition, the budget has been prepared in conjunction with the Council Plan 2017-2021.

The Proposed Budget will be publicly advertised in the local newspapers seeking submissions from interested parties in accordance with Section 223 of the Local Government Act 1989.

The Proposed Budget and prescribed information will be available for inspection at Council offices in Daylesford, Creswick and Clunes, at all Hepburn libraries and from Council's website at [www.hepburn.vic.gov.au](http://www.hepburn.vic.gov.au).

Any person may make a submission to Council on any proposal contained in the budget. Submissions received by the Council before 5pm Thursday 23 May 2019 will be considered when Council considers for adoption the budget on 18 June 2019.

## CONCLUSION

The Proposed Budget 2019-20 has been developed through a rigorous process that is aligned with the Council Plan 2017-21 and the initiatives in Council's other adopted strategies and plans. The Proposed Budget 2019-20 as tabled outlines how Council intends to deliver its strategic objectives over the next year.

## OFFICER'S RECOMMENDATION

That Council, having complied with the requirements in the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 regarding the preparation and content of the Budget for the 2019-20 financial year:

12.5.1. Determines that the Budget for 2019-20, as presented to the meeting, be proposed for the purpose of Section 127 of the Local Government Act 1989.

12.5.2. Makes the following declarations in relation to the Proposed Budget 2019-20, which commences 1 July 2019:

- No new borrowings for financial year 2019-20
- It be recorded that Council considers that differential rates will contribute to the equitable and efficient carrying out of Council functions.
- Council proposes the following rate in the dollar for each type of rate to be levied for the period 1 July 2019 to 30 June 2020:

Type or class of land	2019/20 cents/\$CIV*
General rate for residential properties	0.32850
Rate concession for farm properties	0.21350

General rate for commercial properties	<b>0.38110</b>
General rate for mixed use properties	<b>0.38110</b>
General rate for industrial properties	<b>0.38110</b>
General rate for vacant land township properties	<b>0.41060</b>
General rate for vacant land other properties	<b>0.32850</b>
Rate concession for trust for nature properties	<b>0.16430</b>
Rate concession for recreational properties	<b>0.16430</b>

- Council proposes to levy a Waste Management Charge of \$134 for the period 1 July 2019 to 30 June 2020 on all properties. Owners of farm rated properties will only pay one charge per 'single farm enterprise'.
- Council proposes to levy a Kerbside Collection (Garbage) Weekly Service charge of \$134 on those residential, farm, mixed use and trust for nature properties included in the service areas for the period 1 July 2019 to 30 June 2020.
- Council proposes to levy a Kerbside Collection (Garbage) Fortnightly Service charge of \$114 on those properties receiving the service for the period 1 July 2019 to 30 June 2020.
- Council proposes to levy a Commercial Garbage Collection Service charge of \$310 on those properties receiving the service for the period 1 July 2019 to 30 June 2020.
- Council proposes to levy a Kerbside Collection (Recycling) Fortnightly Service charge of \$82 on those residential, farm, mixed use and trust for nature properties included in the service areas and those other properties receiving a service for the period 1 July 2019 to 30 June 2020.

12.5.3. Gives Public Notice of the preparation of a Proposed Budget 2019-20.

12.5.4. Makes the Proposed Budget 2019-20 available for public inspection for a minimum 28 days at Council offices in Daylesford, Creswick and Clunes; at Libraries in Daylesford and Trentham and on Council's website.

12.5.5. Invites any person to make a written submission up until 5pm on Thursday 23 May 2019, addressed to the Chief Executive Officer.

12.5.6. Intends to meet on Tuesday 4 June 2019 at 6pm in the Daylesford Senior Citizens Room to hear and consider submissions received.

12.5.7. Intends to meet on Tuesday 18 June 2019 at 6pm at the Daylesford Senior Citizens Room to consider and determine the adoption of the Budget 2019-20.

## MOTION

*That Council, having complied with the requirements in the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 regarding the preparation and content of the Budget for the 2019-20 financial year:*

*12.5.1. Determines that the Budget for 2019-20, as presented to the meeting, be proposed for the purpose of Section 127 of the Local Government Act 1989.*

*12.5.2. Makes the following declarations in relation to the Proposed Budget 2019-20, which commences 1 July 2019:*

- No new borrowings for financial year 2019-20*
- It be recorded that Council considers that differential rates will contribute to the equitable and efficient carrying out of Council functions.*
- Council proposes the following rate in the dollar for each type of rate to be levied for the period 1 July 2019 to 30 June 2020:*

Type or class of land	2019/20 cents/\$CIV*
General rate for residential properties	<b>0.32850</b>
Rate concession for farm properties	<b>0.21350</b>
General rate for commercial properties	<b>0.38110</b>
General rate for mixed use properties	<b>0.38110</b>
General rate for industrial properties	<b>0.38110</b>
General rate for vacant land township properties	<b>0.41060</b>
General rate for vacant land other properties	<b>0.32850</b>
Rate concession for trust for nature properties	<b>0.16430</b>
Rate concession for recreational properties	<b>0.16430</b>

- Council proposes to levy a Waste Management Charge of \$134 for the period 1 July 2019 to 30 June 2020 on all properties. Owners of farm rated properties will only pay one charge per 'single farm enterprise'.*
- Council proposes to levy a Kerbside Collection (Garbage) Weekly Service charge of \$134 on those residential, farm, mixed use and trust for nature properties included in the service areas for the period 1 July 2019 to 30 June 2020.*

- *Council proposes to levy a Kerbside Collection (Garbage) Fortnightly Service charge of \$114 on those properties receiving the service for the period 1 July 2019 to 30 June 2020.*
- *Council proposes to levy a Commercial Garbage Collection Service charge of \$310 on those properties receiving the service for the period 1 July 2019 to 30 June 2020.*
- *Council proposes to levy a Kerbside Collection (Recycling) Fortnightly Service charge of \$82 on those residential, farm, mixed use and trust for nature properties included in the service areas and those other properties receiving a service for the period 1 July 2019 to 30 June 2020.*

*12.5.3. Gives Public Notice of the preparation of a Proposed Budget 2019-20.*

*12.5.4. Makes the Proposed Budget 2019-20 available for public inspection for a minimum 28 days at Council offices in Daylesford, Creswick and Clunes; at Libraries in Daylesford and Trentham and on Council's website.*

*12.5.5. Invites any person to make a written submission up until 5pm on Thursday 23 May 2019, addressed to the Chief Executive Officer.*

*12.5.6. Intends to meet on Tuesday 4 June 2019 at 6pm in the Daylesford Senior Citizens Room to hear and consider submissions received.*

*12.5.7. Intends to meet on Tuesday 18 June 2019 at 6pm at the Daylesford Senior Citizens Room to consider and determine the adoption of the Budget 2019-20.*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr John Cottrell

**Carried**

## **12.6. RURAL COUNCILS TRANSFORMATION PROGRAM**

### **CHIEF EXECUTIVE OFFICER**

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

#### **PURPOSE**

The purpose of this report is for Council to note the progress of the business case development for the Central Highlands Councils Victoria Regional Shared Services project and provide its support for the application for Victorian government funding for the project through the Rural Councils Transformation Program.

#### **BACKGROUND**

The Victorian Government through its Rural Councils Transformation Program has committed \$20 million of funding in the 2018-19 financial year for the implementation of large-scale transformation projects at a regional level. The program aims to improve the sustainability of rural and regional councils which would otherwise not be able to invest in large-scale transformative projects.

The City of Ballarat is leading the submission of a transformative project with seven of the eight Central Highlands Councils Victoria members (Ballarat City Council, Ararat Rural City, Central Goldfields Shire, Golden Plains Shire, Hepburn Shire, Moorabool Shire and Pyrenees Shire).

#### **ISSUE/DISCUSSION**

The project will assist in the delivery of shared service models throughout the Central Highlands region underpinned by a new digital platform. The program will benefit our regional communities through improving the financial sustainability of its councils by reducing duplication of service functions across the region and embedding savings into improving service delivery. Through collaboration and innovation, councils will work together to redesign services to meet community needs and expectations, and provide a new digital platform, focusing on the needs of our customers by being able to transact with councils online at any time.

Delivering this project will deliver on Hepburn Shire Council's Council Plan Action to develop online services that are citizen centric and integrated from the customer's perspective, harnessing technology to enhance and support innovation within council business units, and achieve best value for ratepayers by focusing on cost efficiency and cost transparency.

A full business case is being developed in partnership with the participating councils and consultants that the Victorian Government has contracted (EY, previously known as Ernst and Young). The funding requested through the

program is \$5.5 million and if successful the project will provide significant savings and service improvements.

Rural and regional councils are facing the challenge of growing asset renewal costs, service funding gaps, increasing community expectations and increasing difficulties in attracting specialised workforces. Central Highlands Councils Victoria has been working to formulate a program of transformation to improve the underlying sustainability of its councils and communities, and to look beyond municipal boundaries to take a regional approach to delivering local services to combined communities of over 230,000 people.

Central Highlands Councils Victoria members have been investigating a range of opportunities for transformative collaborations for the previous four years, alongside a history of regional collaboration and procurement for over a decade.

An expression of interest was submitted to participate in the Rural Councils Transformation Program. With the successful expression of interest, Central Highlands Councils Victoria, along with partner EY, is developing a full business case for regulatory and specialised services to be shared across the region.

The costs associated with contracting EY have been borne by the Victorian Government.

If the business case is successful, the funding will provide numerous benefits to our communities, including but not limited to:

- Improving the financial sustainability of the Central Highlands Councils Victoria's members;
- Improving service delivery and better meeting the needs and expectations of our communities through new digital transaction channels, giving customers visibility of their interactions with Council, and streamlined service delivery through consistent processes and service models across the region;
- Reducing risk to the Central Highlands Councils Victoria's members by utilising specialist skills and market leading digital solutions;
- Enhancing the attractiveness of working within the Central Highlands region, attracting specialised workforces, and increasing the reach of specialised resources using cloud technologies available anywhere, anytime; and
- Enhancing career and skill development opportunities for our regional workforces

The delivery of shared services has been identified as a strategy through previous service reviews in facing the challenges identified by Central Highlands councils. Shared services models will vary depending on the service to be shared throughout the region. Models of delivery include sharing

of resources, seeking joint tenders and contracts for works and services, combining resources to provide joint provision of services, and managing services via a separate authority.

It is proposed that services identified to be shared by the Central Highlands councils will be delivered on market leading shared cloud technology solutions. Utilising these solutions allows our workforce to work from anywhere within the region, enhancing the potential for the workforce of any one council to live and work within another in the region. Integration of workforces across the region is a key enabler of collaboration and innovation, as well as career development for our staff. The cloud solution will also allow councils to access numerous delivery partners, which can lead to reduced support and delivery costs.

Through the adoption of this shared cloud technology, Central Highlands councils will be able to reduce the duplication of processes in service delivery, and reduce the ever-increasing risks associated with cyber security and compliance. Cloud enterprise solutions will also support collaboration and innovation throughout the Central Highlands region, resulting in a better and more efficient experience for our communities.

The participating members of Central Highlands Council Victoria are committed to delivering better experiences for its communities through a shared services program, and the Rural Councils Transformation Program allows the opportunity to formally progress initiatives resulting in these benefits to its communities.

Should Central Highlands Councils Victoria be successful in receiving funding through this program Council may need to participate in the formation and operation of a separate legal entity or entities. If this is required, Council will need to consider the risks involved, the investment involved, and total risk exposure of Council at that time in accordance with section 193 of the Local Government Act 1989.

## **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:

12.2 Develop and roll-out online systems of forms and payment that is underpinned by a customer-centric process.

### **FINANCIAL IMPLICATIONS**

At this stage of the project no investment by Council is required nor is there a requirement to form an entity.

The costs associated with contracting EY have been borne by the Victorian Government.

Funding has been requested through the Rural Councils Transformation Program. This funding will deliver a program over five years. Ongoing costs after the delivery of this program are to be provided in subsequent Council budgets. Full financial details are provided in the business case. There is no requirement for Council to co-contribute to this project or funding application.

### **RISK IMPLICATIONS**

It is considered that this project, should funding be successful, may have impacts on human rights identified in the Charter of Human Rights and Responsibilities Act 2006, namely that of privacy. Data collection processes will be conducted during this project. Council will take all reasonable steps to ensure that privacy is protected in accordance with the Privacy and Data Protection Act 2014.

A detailed risk and mitigation strategy has been developed as part of the Central Highlands Councils Victoria business case.

### **ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS**

Social – This project will enhance service delivery outcomes for communities throughout the region and ensure that communities are sustainable into the future.

Economic – This project delivers to a wider innovation and collaboration program strengthening the region. It will help attract and retain talent, investment and economic activity throughout the Central Highlands region.

Environmental – no implications noted.

### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

Extensive consultation has occurred between the participating councils, Local Government Victoria and EY. Consultation with communities will occur during development stage should funding be provided.

The six other participating Central Highlands Councils Victoria members are also considering the business case and project at this time.

## **CONCLUSION**

Participation in the Victorian Government's Rural Transformation Program will improve the long-term sustainability of participating councils that may otherwise be unable to invest in large-scale transformative projects and will reduce duplication of service functions with savings to be reinvested into improved services to the community.

## **OFFICER'S RECOMMENDATION**

That Council resolves to:

12.6.1. Note that Hepburn Shire Council is a participant in a grouping of councils that have made an application for funding under the Victorian Government Rural Councils Transformation Program (RCTP) for the following initiative, namely the 'Central Highlands Delivery of Regional Shared Services Project', in conjunction with City of Ballarat, Ararat Rural City, Central Goldfields Shire, Golden Plains Shire, Moorabool Shire, Pyrenees Shire with the City of Ballarat as the lead council;

12.6.2. Notes that for an RCTP application to be eligible for consideration, the following criteria must be met:

1.1.2.1 Submission of a joint business case by 31 March 2019.

1.1.2.2 Each council must pass an accompanying resolution committing to implement the business case, if approved for funding. The resolution must be lodged with Local Government Victoria by 30 April 2019;

1.1.2.3 Approve the submission of the business case as the lead council; and

1.1.2.4 Approve implementation of the projects and initiatives within the submitted business case by the City of Ballarat subject to the application being approved for RCTP funding.

## MOTION

*That Council resolves to:*

*12.6.1. Note that Hepburn Shire Council is a participant in a grouping of councils that have made an application for funding under the Victorian Government Rural Councils Transformation Program (RCTP) for the following initiative, namely the 'Central Highlands Delivery of Regional Shared Services Project', in conjunction with City of Ballarat, Ararat Rural City, Central Goldfields Shire, Golden Plains Shire, Moorabool Shire, Pyrenees Shire with the City of Ballarat as the lead council;*

*12.6.2. Notes that for an RCTP application to be eligible for consideration, the following criteria must be met:*

*1.1.2.1 Submission of a joint business case by 31 March 2019.*

*1.1.2.2 Each council must pass an accompanying resolution committing to implement the business case, if approved for funding. The resolution must be lodged with Local Government Victoria by 30 April 2019;*

*1.1.2.3 Approve the submission of the business case as the lead council; and*

*1.1.2.4 Approve implementation of the projects and initiatives within the submitted business case by the City of Ballarat subject to the application being approved for RCTP funding.*

**Moved:** Cr Fiona Robson

**Seconded:** Cr Licia Kokocinski

**Carried**

**ATTACHMENT 6 - CONFIDENTIAL - BUSINESS CASE – REGIONAL  
COUNCILS TRANSFORMATION PROJECT (ISSUED UNDER TO  
COUNCILLORS SEPARATE COVER)**

**ATTACHMENT 7 - CONFIDENTIAL - SPREADSHEET ATTACHMENT TO  
REGIONAL COUNCILS TRANSFORMATION PROJECT (ISSUED TO  
COUNCILLORS UNDER SEPARATE COVER)**

## **12.7. REQUEST FOR GRAMPIANS CENTRAL WEST WASTE AND RESOURCE RECOVERY GROUP TO CONSIDER A REGIONAL GLASS RECYCLING TRIAL**

### **DIRECTOR INFRASTRUCTURE & DEVELOPMENT SERVICES**

*In providing this advice to Council as the Manager Governance Compliance & Risk, I Steve Millard have no interests to disclose in this report.*

### **PURPOSE**

The purpose of this report is for Council to request the Grampians Central West Waste and Recycling Group to consider a regional glass separation and recycling trial as part of initiatives for the beneficial re-use of glass and to reduce contamination by glass of other materials within comingled recycling streams.

### **BACKGROUND**

Comingled recycling consists predominantly of plastics, cardboard/paper, metals (steel/aluminium cans) and glass. Although market prices for separated recycling streams vary on an almost daily basis, paper/cardboard generally maintains a high market price due to its relative ease of recycling and the high demand for recycled paper/cardboard end-products.

However, paper/cardboard is very easily contaminated by glass fragments whilst within the comingled recycling stream, resulting in severe write-downs in terms of its market value, or at worst, the contaminated product being disposed in landfill.

### **ISSUE/DISCUSSION**

The results of a recycling audit conducted in August 2018 at Daylesford Transfer Station yielded the following results for comingled recycling streams:

Plastics	26%	(2.0 tonnes)
Cardboard/paper	30%	(2.4 tonnes)
Metals	18%	(1.4 tonnes)
Glass	26%	(2.0 tonnes)

The benefits of removing glass from comingled recycling at transfer stations are as follows:

- 26% reduction of tonnages of glass sent to recycling processors from transfer stations with potential cost savings of disposal of \$136 per tonne;

- Improvement in the quality of the resultant comingled recycling product (predominantly cardboard/paper) sent to recycling processors due to reduced contamination;
- Separated glass can be sent to specific glass recyclers resulting in a potential income stream; and
- Potential for the beneficial re-use of separated glass following crushing and/or grinding.

It is acknowledged that the costs associated with a trial of glass separation and beneficial re-use of glass (involving the purchase of infrastructure for the crushing and/or grinding of glass) at an individual council level will be prohibitive. However, it is considered that there is an opportunity to investigate the separation and beneficial re-use of glass at a regional level utilising the resources and expertise of the Grampians Central West Waste and Resource Recovery Group.

#### **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

Not applicable.

#### **FINANCIAL IMPLICATIONS**

None identified at this stage. In the event that the Grampians Central West Waste and Resource Recovery Group agrees to conduct a trial in relation to the beneficial re-use of glass, the group may request a financial contribution to the costs by member councils.

#### **RISK IMPLICATIONS**

None identified.

#### **ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS**

None identified.

#### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

None required.

#### **CONCLUSION**

There may be significant future benefits for Council in the event that glass can be economically separated from the comingled recycling stream. An investigation of the feasibility of glass separation and beneficial re-use at a regional level conducted by the Grampians Central West Waste and Recycling Resource Group will provide valuable data to inform future decision-making.

## **OFFICER'S RECOMMENDATION**

12.7.1. That Council authorises the Chief Executive Officer to write to the Grampians Central West Waste and Resource Recovery Group to request the group conducts a regional trial to separate glass from comingled recycling streams and to further investigate the beneficial re-use of glass as a discrete recycling material.

## **MOTION**

*12.7.1. That Council authorises the Chief Executive Officer to write to the Grampians Central West Waste and Resource Recovery Group to request the group conducts a regional trial to separate glass from comingled recycling streams and to further investigate the beneficial re-use of glass as a discrete recycling material.*

**Moved:** Cr Greg May

**Seconded:** Cr Fiona Robson

**Carried**

## **12.8. BIODIVERSITY GRANT GUIDELINES**

### **DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES**

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

#### **PURPOSE**

The purpose of this report is for Council to be presented the Guidelines for the Hepburn Shire Council Biodiversity Grants.

#### **BACKGROUND**

A community grant program totalling \$24,000 was included in the 2018-19 budget in line with the Hepburn Shire Council Biodiversity Strategy 2018-21 adopted by Council in November 2018. The Biodiversity Grants are envisaged as an ongoing program.

The proposed guidelines specify a 12 month project completion period and maximum grant per group of \$5,000 for works that further the objectives of the Hepburn Shire Council Biodiversity Strategy.

Following the application period between 18 April and 17 May 2019, assessment will be made via a panel and recommendations are scheduled to be made to the June Council meeting.

Note that the Biodiversity grant is separate to Council's Landcare 'as-of-right' grant program that provides \$1,000 annually for groups conducting environmental works in the Shire and is intended to primarily support a particular groups operation. Having an un-acquitted Landcare Grant will not preclude a group applying for a Biodiversity grant.

#### **ISSUE/DISCUSSION**

A draft of the Grant guidelines was presented at the April Briefing. No substantive changes were proposed.

Councillors raised the issue of ensuring all eligible groups are adequately informed.

#### **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

Council Plan 2017:2021:

Strategic Objective – Sustainable Environment

Key Strategic Activity:

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

Action: Implement the Hepburn Shire Biodiversity Strategy Action Plan

### **FINANCIAL IMPLICATIONS**

Council committed \$24,000 to a new Biodiversity Grant in the 2018-19 Biodiversity budget.

Council will be required to support groups complete their applications, assess, approve and oversee acquittals.

### **RISK IMPLICATIONS**

Groups may receive a grant but be unable to finalise the acquittal before 30<sup>th</sup> June. Council officer will provide timely notifications of acquittal dates and support groups to ensure the chance of this happening is unlikely.

### **ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS**

It is expected the grants will have social and environmental benefits through the works achieved via the grants, and the partnerships developed with Council via the application process.

### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

Through April, notification of the upcoming grant opening will have been conducted in the Hepburn Advocate, Council social media and through networks, including environmental newsletters and direct notifications to groups including Dja Dja Wurrung.

On approval, links to the grant guidelines and application will be opened and further promoted for the four week application period.

### **CONCLUSION**

The Biodiversity Grant Guidelines attached supports the implementation of the Hepburn Shire Council Biodiversity Strategy Action Plan.

### **OFFICER'S RECOMMENDATION**

12.8.1. That Council approves the terms of the Hepburn Shire Council Biodiversity Grant Guidelines.

### **MOTION**

*12.8.1. That Council approves the terms of the Hepburn Shire Council Biodiversity Grant Guidelines.*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr Fiona Robson

**Carried**

**ATTACHMENT 8 - BIODIVERSITY GRANTS GUIDELINES**

# Hepburn

SHIRE COUNCIL

## BIODIVERSITY GRANTS PROGRAM GUIDELINES 2018-2019



Applications are now being sought for the Hepburn Shire's Biodiversity Grants Program. Community groups are encouraged to apply for funding (up to \$5,000 per group) for projects that will protect and enhance biodiversity in the Shire of Hepburn. Council has committed \$24,000 to this program.

Successful applicants will need to demonstrate how their project links to aims and strategic focus areas of Hepburn's Biodiversity Strategy 2018-2021. (Refer Page 6 or download Biodiversity Strategy 2018-2021 [here](#).) Funding is available for projects that can demonstrate benefits to biodiversity via on-ground works or increasing the public's interest and capacity to protect and enhance Hepburn's biodiversity.

### Funding Objectives:

To support projects that allow community groups to protect and enhance biodiversity by conducting on-ground works and/or increasing community interest and capacity to protect and enhance biodiversity. Projects may include:

- On-ground works such as planting or 'assisted natural regeneration', weed control, pest control on public or private land.
- Publications, electronic media or events aimed at raising awareness of biodiversity issues and promoting action.
- Activities such as training and networking activities that increase capacity and sustainability of volunteer groups.

Council will invite community groups to submit applications for their project. Submissions will be assessed for their impact by Council officers and a recommendation made to Council for their final decision. Technical support will be provided to guide and refine scope of potential projects, prior to recommendations being made.

All applicants are advised to contact Council's Biodiversity Officer – Brian Bainbridge on [bbainbridge@hepburn.vic.gov.au](mailto:bbainbridge@hepburn.vic.gov.au) or 5321 6488 (Tues-Thurs) to ensure that the project meets the funding aims.

### Who Should Apply?

Local not-for-profit and community groups in the Hepburn Shire, which are incorporated with an ABN, or have an auspicing agent, are encouraged to apply.

### Key Dates:

Grant application opening date	Thursday 18 April 2018
Grant application closing date	Friday 13 May 2019 at 5.00pm
Recommendations to Council	18 June 2019
Notification to all applicants	19 June 2019
Acquittal forms supplied	1 May 2020
All projects completed and acquitted	30 June 2020

### Eligible Projects

To be eligible for assessment applications must:

- Request funding of up to \$5,000 for a project that is either discrete, or forms a well-defined stage within a longer-term project (i.e. not maintenance).
- Demonstrate links to the objectives of the Biodiversity Strategy 2018-2021.
- Be strategically/ecologically sound and identify sustainable improvements (i.e. have an identified source of follow-up resources if required).
- Complete their activity or project before June 30 2020, including acquittal.
- Be within the Hepburn Shire to the benefit of its residents.
- Have an organisation that is a legal entity with an Australian Business Number (ABN). For example; an incorporated body, co-op, trust, or, be auspiced by a suitable group.<sup>1</sup>
- Schools and health services applicants are encouraged to partner with other community organisations to achieve projects (excluding school ground 'maintenance').
- Have all permits, permissions and approvals for the project.<sup>2</sup>
- Be a not-for-profit<sup>3</sup> or a community group.
- Be willing to participate in public relations for the project, including a potential media release and photo with members of the applicants' organisation and funding representatives.
- Involve community in its planning and implementation.

<sup>1</sup> An Auspicing Agent is another organisation that is a legal entity with an ABN. A letter signed by two committee members from the auspice agent confirming they will auspice the application must be provided when the grant application is submitted. Auspicing agents retaining a fee for this service will not be considered.

<sup>2</sup> If the project is to undertake works on land owned/managed by Council, Department of Environment, Land, Water and Planning or Parks Victoria, applicants must provide written approval from the relevant land manager.

<sup>3</sup> Your organisation meets the requirements of being a not-for-profit by having specific statements in its governing rules; the not-for-profit and/or dissolution clause <https://www.ato.gov.au/non-profit/getting-started/is-your-organisation-not-for-profit/>.

## Ineligible Projects

- Individual applicants, profit-making organisations and political parties.
- An activity that is the funding responsibility of the State or Federal Government or can be funded by fees, sponsorship or service agreements.
- Applicants that have an outstanding community grant acquittal (excluding Hepburn Shire 'Landcare Grants') or unpaid invoice from Council.
- Projects that have already commenced or already been completed.
- Applications made outside the closing dates.
- Organisations based outside the Shire, unless the project is of benefit to Hepburn Shire Council residents.

If you are unsure of your eligibility, please contact Council's Biodiversity Officer.

## Assessment of Submissions

- As previously outlined, technical support will be provided to assist with refining applications.
- Council Officers will assess applications. A report recommending successful and unsuccessful Community Grants applications will be taken to the Ordinary Meeting of Council held in May 2019.
- All applicants will be notified in writing regarding the outcome of their application.

## Assessment Criteria

Applications will be assessed based on their merit, including Return on Investment of the project, expected biodiversity and community impact.

## Funding Conditions and Requirements

- Public Liability Insurance is the responsibility of the applicant.
- An offer of a grant does not mean ongoing funding commitment or obligation by Council.
- Hepburn Shire Council must be acknowledged on any promotional material related to the project/event. You are required to extend a written invitation, a minimum of 2 weeks before any public relations event, to Council. Before and after photos are to be provided to show project outcomes, for use in Council social media and other publications.
- Councillors will attend applicable openings and events when available.
- Successful applicants, or their Auspicing Agent, are required to complete a Terms and Conditions agreement with Council. If the project/event does not adhere to the conditions of the agreement, Council may require grant funds to be returned.
- All funded projects must complete an evaluation and acquittal including evidence of expenditure, including receipts; and before and after photos.
- In the event of a project/event only being part funded, Council will provide an explanation on request.
- Multiple applications from applicants are accepted; however there is no guarantee of funding any or all applications. Priority to one application should be indicated on the application form.

For applicants who are seeking funding from external grant sources – it is a requirement to advise Hepburn Shire Council as soon as possible on the status of this external grant funding.

If your application includes community grant funds from Hepburn Shire Council and another source of funding that is greater than the community grant amount, and if the external funding source becomes unavailable, you will be required to return the funds within 30 days of the funding decision.

All applications are to be submitted online. [\(INSERT LINK TO WEBPAGE HERE\)](#)

Please contact Brian Bainbridge on 5321 6488 or [bbainbridge@hepburn.vic.vgov.au](mailto:bbainbridge@hepburn.vic.vgov.au) for any additional information.

## Biodiversity Strategy alignment

The applicant will need to identify how their project aligns with the goal of the Hepburn Shire's Biodiversity Strategy 2018-2021, '... to improve biodiversity of the Hepburn Shire for current and future generations, support others in achieving the same aim and support well-informed decision making by Council'. The following is a summary of aims from the Biodiversity Strategy that may be used to identify project alignment.

### AIM 1. PROTECT AND ENHANCE BIODIVERSITY

Increase the effectiveness or area of;

- weed management,
- strategic restoration,
- pest animal management,
- protection of large old trees.

### AIM 2. INCREASE HEPBURN SHIRE COUNCIL'S CAPACITY TO PROTECT AND ENHANCE BIODIVERSITY

Improve Council's performance in;

- strategic planning and compliance or enforcement for biodiversity protection,
- building a staff trained and skilled in biodiversity matters,
- attracting external government funding,
- achieving flood and fire management objectives in a manner that maximises retention of biodiversity,
- data collection and mapping of biodiversity in the shire.

### AIM 3. SUPPORT COMMUNITY ACTION AND AWARENESS

Develop;

- community knowledge & awareness of biodiversity related issues,
- effectiveness of Biodiversity and community group grants supplied by Council,
- activities, events and partnerships for protection and valuing of biodiversity.

## **12.9. CONTRACT HEPBU.RFT2018.130 - SUPPLY AND DELIVERY OF ONE, SIX (6) METRE TIPPER TRUCK**

### **DIRECTOR INFRASTRUCTURE & DEVELOPMENT SERVICES**

*In providing this advice to Council as the Acting Technical and Fleet Services Officer, I Jackie Mitchell have no interests to disclose in this report.*

#### **PURPOSE**

The purpose of this report is for Council to consider the awarding of Contract HEPBU.RFT2018.130 for the supply and delivery of a six-metre tipper truck for Council's works operations.

#### **BACKGROUND**

Council invited submissions, through a public tender process HEPBU.RFT2018.130 - For The Supply And Delivery of a 6 Metre Tipper Truck for use on road maintenance and construction works.

This purchase is to replace Council's 2005 Isuzu 950 Tipper which is programmed for replacement.

#### **ISSUE/DISCUSSION**

This major plant purchase is in accordance with Council's plant replacement program and the replacement has been endorsed through the Plant Committee.

The Plant Committee considered the ongoing need and utilisation of this item and the continuing maintenance requirements of the existing 6 metre tipper truck. The replacement purchase is required to assist with the timely delivery of the annual works program. Without the implementation of a plant replacement program, Council risks increased downtime impacts, loss of operational capability and increased maintenance costs.

#### **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

Strategic Objective – Quality Community Infrastructure

Section 186 of the *Local Government Act 1989* and Council's Procurement Policy requires Council to publicly advertise any purchases over \$150,000.

A public tender was lodged on Council's E-Tender Portal and a tender advertisement was placed in the Age. Accordingly, this procurement process is compliant with the *Local Government Act 1989* and Council's Procurement Policy.

#### **FINANCIAL IMPLICATIONS**

The budget for this plant purchase has been allocated from the Capital (Plant Replacement) Program. The net budget allocation is \$120,000.00, being

estimated purchase price of \$150,000.00 less estimated sale price of the existing tipper truck of \$30,000.00. This purchase can be accommodated within the Fleet and Plant Replacement Program.

This recommended purchase cost is \$151,445.81 (ex GST).

### **RISK IMPLICATIONS**

The plant operators have been involved in the development of the tender and the evaluation of the tenders received.

With the proposed purchase, Council will have 2 six metre trucks in service which Council's workshop staff have not identified any concerns and it is expected that the truck will continue to meet operational needs and expectations.

### **ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS**

The recommended vehicle meets the Australian Standards for heavy vehicles and meets the Euro 5 Standard for engine emissions.

### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

The Plant Evaluation Panel has reviewed the current and proposed vehicle use and the appropriate replacement vehicle needs. This panel included representatives from Council's maintenance operations, workshop staff and designated operators.

### **CONCLUSION**

Following the detailed evaluation of tender submissions for Contract HEPBU.RFT2018.130 – Supply and Delivery of a 6 Metre Tipper Truck, CMI Hino have been selected as the preferred tenderer for the supply and delivery of this item of plant.

## **OFFICER'S RECOMMENDATION**

That Council:

12.9.1. Awards Contract HEPBU.RFT2018.130 – for the Supply and Delivery of a 6 Metre Tipper Truck for the sum of \$151,445.81 (ex GST) to CMI Hino.

12.9.2. Authorises the Chief Executive Officer and the Mayor to sign and seal the Contract documents.

## **MOTION**

*That Council:*

*12.9.1. Awards Contract HEPBU.RFT2018.130 – for the Supply and Delivery of a 6 Metre Tipper Truck for the sum of \$151,445.81 (ex GST) to CMI Hino.*

*12.9.2. Authorises the Chief Executive Officer and the Mayor to sign and seal the Contract documents.*

**Moved:** Cr Fiona Robson

**Seconded:** Cr Greg May

**Carried**

**ATTACHMENT 10 -CONFIDENTIAL - TENDER EVALUATION REPORT -  
CONTRACT HEPBU.RFT2018.130 FOR SUPPLY AND DELIVERY OF 6  
METRE TIPPER TRUCK (ISSUED TO COUNCILLORS UNDER  
SEPARATE COVER)**

## **12.10. COMMUNITY GRANTS – APRIL 2019**

### **DIRECTOR COMMUNITY AND CORPORATE 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 recommend the allocation of the 2018-2019 Community Grants Program for April 2019.

#### **BACKGROUND**

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

- A. Active and Engaged Communities (up to \$2,000)
- B. Quality Community Infrastructure (including small equipment) (up to \$1,000)
- C. Sustainable Environment (up to \$2,000)
- D. Reconciliation Support (up to \$1,000)
- E. White Ribbon and Family Violence Action Initiatives (up to \$1,000)
- F. Children's Program (up to \$1,000)
- G. Charitable Purposes (up to \$2,000 per Council ward)

#### **ISSUE/DISCUSSION**

There was one application received for April. The grant is eligible to receive funding through the Community Grants 2018-19 budget allowance.

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

The grant application was assessed against the following criteria, contained in the Guidelines:

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

To be successfully recommended to Council, the application must meet all Guidelines to the satisfaction of all three Assessment Team members. The

Community Grant Project Support Officer and relevant Council Officers continue to work with unsuccessful applicants to meet the Guidelines.

One application was recommended.

Project Name	Community Organisation	Description	Category	Total Project Amount	Amount Requested	Recommendation
Purchase of a Brush Cutter and attachments to clear feral growth at Creswick Park Lake	Friends of Creswick's Park Lake Botanical Reserve Association Inc.	To deal with the severe infestation of native cassinia and other noxious weeds which are impeding the ability to continue the development of the Indigenous Walkabout. The brush cutter will also assist with ongoing maintenance.	B.	\$1,450	\$1,000	Recommended
Total Requested					\$1,000	

## COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective:

Active & Engaged Communities

Key Strategic Activity:

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

Action:

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

## FINANCIAL IMPLICATIONS

Council has allocated \$42,000 for Community Grants in the 2018-19 budget. There is a funding balance of \$13,744.31 remaining in the 2018-19 Program. The submission received is classified as Category B and draws upon this funding stream.

The Children's Program's 2018-19 budget allowance is \$10,000. There is \$9,000 remaining in this fund.

Category G – Charitable Purposes are assessed on an annual basis (December). A maximum of \$2,000 per Council ward is available through the Major and CEO Ball Fund. This funding category is currently not open.

The below table provides a summary of each of the grant categories, annual budget, expenditure and available funds within the 2018-19 programs.

Category	Allocated to Date	Annual Budget	Available Funds
Grants awarded from 2017-18 Community Grants Program	\$2,347.00	\$42,000	\$13,744.31
A) Active and Engaged Communities	\$21,003.50		
B) Quality Community Infrastructure (including small equipment)	\$4,905.19		
C) Sustainable Environment	\$0.00		
D) Reconciliation Support	\$0.00		
E) White Ribbon and Family Violence Action Initiatives	\$0.00		
F) Children's Program	\$1,000	\$10,000	\$9,000

G) Charitable Purposes	\$8,000	\$10,000	N/A – awarded annually in December
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### **RISK IMPLICATIONS**

Friends of Creswick’s Park Lake Botanical Reserve Association Inc. identified within their application that using the proposed brush cutter is a potential injury risk for volunteers. Therefore to ensure the safety of their volunteers, a professional horticulturalist who has experience using a brush cutter will teach volunteers how to use the equipment appropriately. The group is also updating the volunteer register with Council.

All applicants are required to identify how project risk and safety issues will be managed and this formed part of the assessment process. Insurance and not-for-profit status is checked for all applications. Friends of Creswick Park Lake Botanic Reserve Association Inc are considered to be a Council volunteer, and are therefore covered under these policies and insurances. Council Officers are in the process of updating the volunteer register for this group.

All successful applicants are required to sign grant terms and conditions prior to receiving the grant allocation. There is a system in place for Council officers to monitor receipt of acquittals and follow up of any outstanding acquittals.

### **ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS**

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

### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

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

### **CONCLUSION**

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

### **OFFICER’S RECOMMENDATION**

12.10.2 That Council awards the following application from the 2018-19 Community Grants Program to:

Project Name	Community Organisation	Amount
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Purchase of a Brush Cutter to Clear Feral Growth at Park Lake	Friends of Creswick's Park Lake Botanical Reserve Association Inc.	\$1,000
Total		\$1,000

**MOTION**

12.10.1. *That Council awards the following application from the 2018-19 Community Grants Program to:*

<b>Project Name</b>	<b>Community Organisation</b>	<b>Amount</b>
Purchase of a Brush Cutter to Clear Feral Growth at Park Lake	Friends of Creswick's Park Lake Botanical Reserve Association Inc.	\$1,000
Total		\$1,000

**Moved:** Cr Greg May

**Seconded:** Cr John Cottrell

**Carried**

## **12.11. NAMING OF A GOVERNMENT ROAD OFF BALLARAT-MARYBOROUGH ROAD, CLUNES**

### **DIRECTOR COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to Council as the Co-ordinator Financial Services, I Kathie Attwood have no interests to disclose in this report.*

### **PURPOSE**

The purpose of this report is for Council to consider naming an unnamed road in Clunes off Ballarat- Maryborough Road following public submissions and consultation.

### **BACKGROUND**

Council received an email from a resident in the shire advising that she has subdivided her property on Ballarat-Maryborough Road and access to the property will be via the unnamed road. The road needs to be named in order for her to have a valid address in the Shire. The proposed road now needs to be named by Council.

### **ISSUE/DISCUSSION**

Following consultation and submissions received from interested parties the support was for the name 'Kites Place'.

Whistling Kites nest in the gums in the general vicinity and are often seen hovering and wheeling in the skies overhead.

This proposed name was assessed by Council officers and was found to be consistent with the Principals for Naming within the Guidelines for Geographic Names 2010 Version 2, as required by the *Geographic Place Names Act 1998*.

### **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

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

### **FINANCIAL IMPLICATIONS**

Council will be required to produce and install a street sign and notify local organisations and stakeholders of the new road name.

### **RISK IMPLICATIONS**

None Noted

## ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Nil

## COMMUNITY AND STAKEHOLDER ENGAGEMENT

Public participation was invited by an advertisement in the Hepburn Advocate. Notices were placed on either end of the unnamed road off Ballarat-Maryborough Road in Clunes and surrounding properties were notified by letter. Two submissions were received.

## CONCLUSION

In accordance with the *Geographic Place Names Act 1998*, it is recommended to name this unnamed road off Ballarat-Maryborough Road in Clunes, 'Kites Place'.

## OFFICER'S RECOMMENDATION

That Council:

12.11.1. Adopts the name 'Kites Place' for the unnamed road off Ballarat-Maryborough Road in Clunes.

12.11.2. Lodges the naming proposal with the Office of Geographic Names seeking endorsement and registration of the name.

12.11.3. Following registration, notifies relevant local organisations and stakeholders of the new road name.

## MOTION

*That Council:*

*12.11.1. Adopts the name 'Kites Place' for the unnamed road off Ballarat-Maryborough Road in Clunes.*

*12.11.2. Lodges the naming proposal with the Office of Geographic Names seeking endorsement and registration of the name.*

*12.11.3. Following registration, notifies relevant local organisations and stakeholders of the new road name.*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr Greg May

**Carried**

**ATTACHMENT 11 -MAP OF ROAD REQUIRING NAMING**



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

### DIRECTOR INFRASTRUCTURE & 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 Council managed 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)232169	New	Richards Harvesting & Haulage	B Double	Water Street Creswick Midland Hwy to Tourist road	Timber	14/03/2019 – 13/03/2022	4 trips per Day for 6 weeks
b)229969	New	Golden Age Homes	Prime Mover towing load	Hall street Creswick Intersection of Midland Hwy to 92 Napier Street	House Relocation	11/03/2019 - 10/03/2020	5 Trucks 1 Trip
c)144511	Renew	Rimpas Transport Pty Ltd	Prime mover Higher Mass Limit	East Street Daylesford Midland Hwy to 6 East Street	Sand and Screening	03/05/2019 – 02/05/2022	5 Trips per month
d)226108	New	Toose D, L & T	Tractor towing seeder and air cart	1) Start: Approved Agricultural Vehicle Network, Intersection of Creswick-Newstead Road and Ullina-Kooroocheang Road, Smeaton VIC Ullina-Kooroocheang Rd, Ullina End: 510 <b>Lawrence-Glengower Road</b> Ullina VIC  2) Start: Intersection of Lawrence-Glengower Road and <b>Ullina-Kooroocheang Road</b> , Ullina VIC	Tractor	07/03/2019 - 07/03/2021	10 - 20 Trips per year

				<p>End: Intersection of Ullina-Kooroocheang Road and Mulquinneys Road, Ullina VIC</p> <p><b>3) Start:</b> Intersection of Ullina-Kooroocheang Road and Mulquinneys Road, Ullina VIC  <b>End:</b> 300 <b>Mulquinneys Road</b> Ullina, VIC</p> <p><b>4) Start:</b> Intersection of Ullina-Kooroocheang Road and Mulquinneys Road, Ullina VIC  <b>End:</b> Intersection of <b>Daylesford-Clunes Road</b> and Central Leads Road, Lawrence VIC</p> <p><b>5) Start:</b> Intersection of Daylesford-Clunes Road and Central Leads Road, Lawrence VIC  <b>End:</b> 1986-1880 <b>Daylesford-Clunes Rd,</b> Ullina VIC 3370</p> <p><b>6) Start:</b> Intersection of Daylesford-Clunes Road and Central Leads Road, Lawrence VIC  <b>End:</b> Approved Agricultural Vehicle Network, Intersection of <b>Daylesford-Clunes Road</b> and Creswick-Newstead Road, Smeaton VIC</p> <p><b>7) Start:</b> Intersection of Daylesford-Clunes Road and <b>Mullers Lane,</b> Smeaton VIC  <b>End:</b> 40 Beaconsfield Road, Smeaton VIC</p> <p><b>8) Start:</b> Intersection of Beaconsfield Road and Mullers Lane, Smeaton VIC  <b>End:</b> 230 <b>Beaconsfield Rd,</b> Smeaton VIC 3364</p> <p><b>9) Start:</b> Approved Agricultural Vehicle Network, Intersection of Creswick-Newstead Road</p>			
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				<p>and Clunes-Daylesford Road, Smeaton VIC End: 809 <b>Daylesford-Clunes Rd</b>, Smeaton VIC 3364</p> <p><b>10)</b> Start: Approved Agricultural Vehicle Network, Intersection of Creswick-Newstead Road and <b>Cemetery Road</b>, Smeaton VIC End: Intersection of Central Leads Road and Cemetery Road, Ullina VIC</p> <p><b>11)</b> Start: Intersection of Cemetery Road and Cowies Road, Smeaton VIC 3364 <b>Cowies Rd</b>, Smeaton End: Intersection of Daylesford-Clunes Road and Cowies Road, Smeaton VIC 3364</p> <p><b>12)</b> Start: Intersection of Ullina-Kooroocheang Road and Lawrence-Glengower Road, Smeaton VIC <b>Lawrence-Glengower Rd</b>, Lawrence End: Intersection of Daylesford-Clunes Road and Creswick-Lawrence Road, Lawrence VIC</p>			
e)134275	Renew	GDP Transport Pty Ltd	B double	Bald Hills Road Creswick Midland Hwy to Gillies Road	Freight	01/05/2019 – 30/04/2022	5 Trips per Day
f)234806	Renew	Ahrens Group Pty Ltd	Prime Mover towing load	Kingston Road Kingston & Church Parade Kingston Creswick Newstead Road to 73 Church parade	Grain Silo	08/05/2019 – 07/05/2022	12 Trips

## ISSUE/DISCUSSION

Council officers have assessed the applications considering the following:

- Community safety
- Local amenity
- Physical limitations of the network
- Economic benefits
- Alternative access

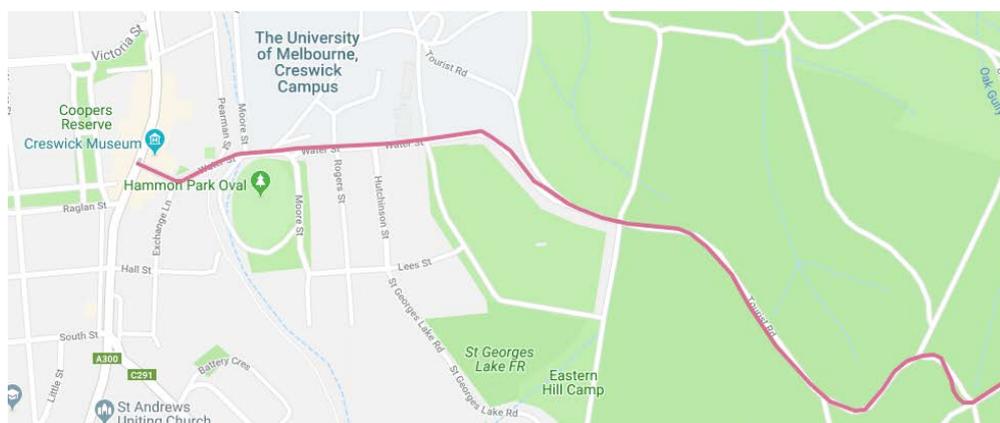
- Cost implications to Council.

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) Richards Harvesting & Haulage - (Road Manager Request Number 232169):

Richards Harvesting & Haulage requests that Council grant a renewal of consent for the route shown as follows:

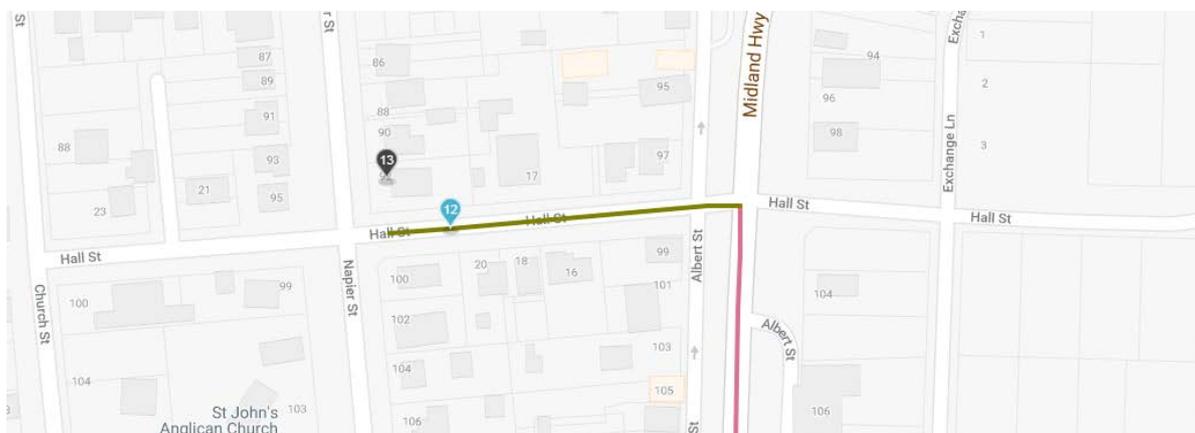


**Map a - 1**

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.

### b) Golden Age Homes Pty Ltd - (Road Manager Request Number 229969):

Golden Age Homes requests that Council grant a renewal of consent for the route shown as follows:

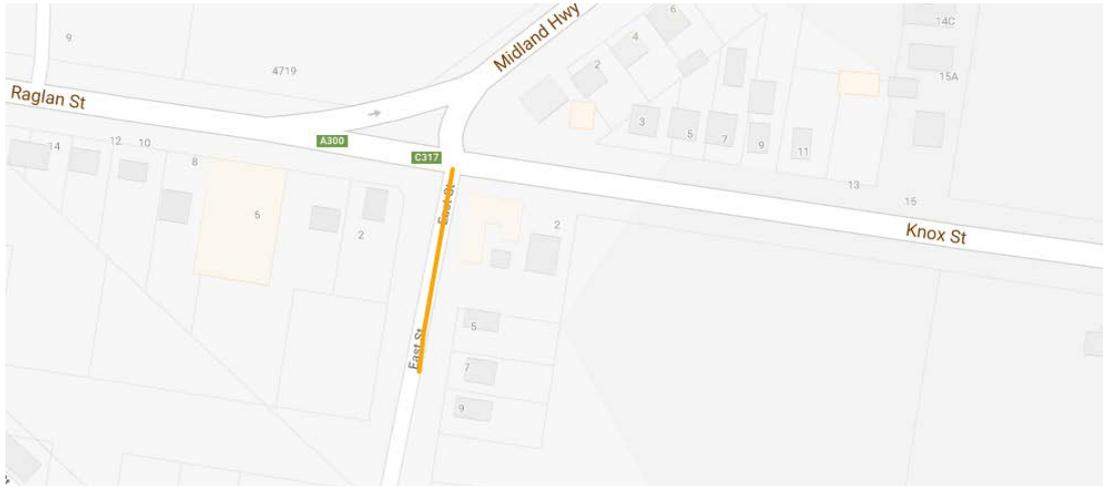


### Map b - 1

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

#### **c) Rimpas Transport Pty Ltd - (Road Manager Request Number 144511):**

Rimpas Transport Pty Ltd requests that Council grant a renewal of consent for the route shown as follows:

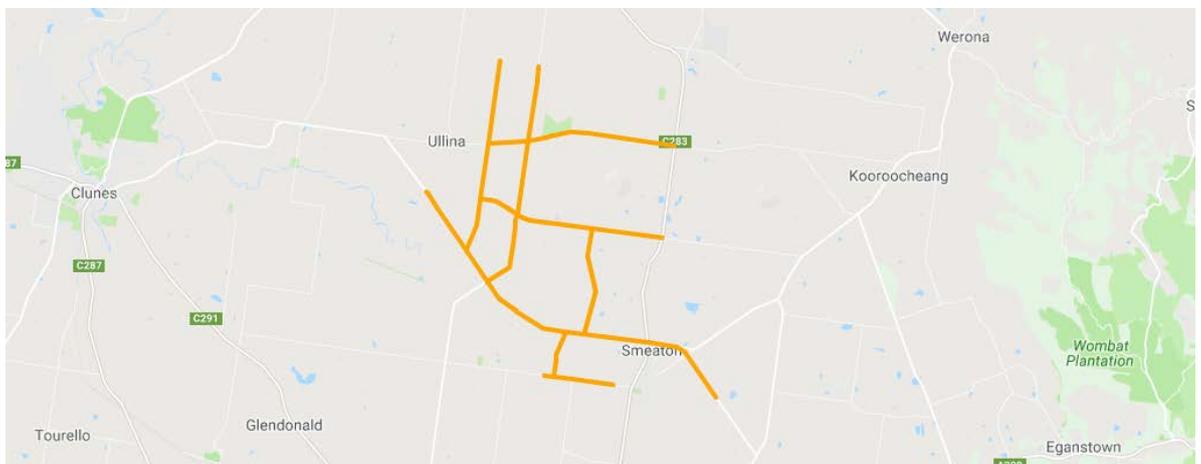


### Map c - 1

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) Toose D, L & T Pty Ltd - (Road Manager Request Number 226108):**

Toose D, L & T requests that Council grant a renewal of consent for the route shown as follows:

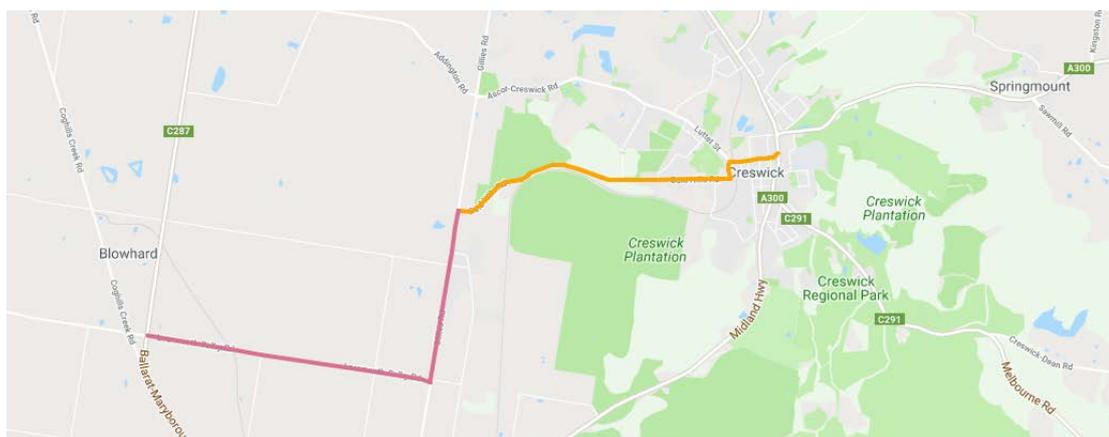


### Map d - 1

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.

**e) GDP Transport Pty Ltd - (Road Manager Request Number 134275):**

GDP Transport requests that Council grant a renewal of consent for the route shown as follows:

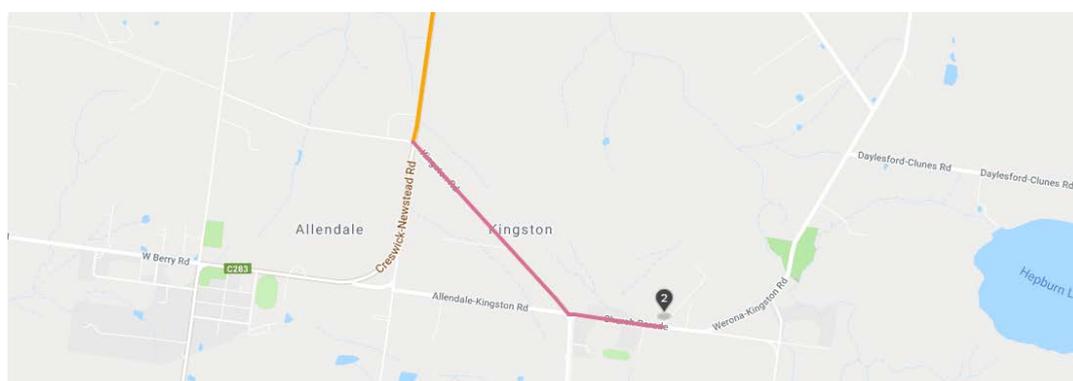


**Map e - 1**

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) Ahrens Group Pty Ltd - (Road Manager Request Number 234806):**

Ahrens Group 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.

## **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 & 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:

12.12.1. Approves Richards Harvesting & Haulage to use a b Double towing load commencing 17 April 2019 and expiring 13 March 2022 on Water Street Creswick Between Midland Hwy and Tourist Road; Subject to new standard conditions 12.12.7 and supplementary conditions 12.12.8A.

12.12.2. Approves Golden Age Homes Pty Ltd to use a Prime Mover towing load commencing 20 March 2019 and expiring 10 March 2022 On Hall Street Creswick from Midland Hwy to 92 Napier Road subject to new standard conditions 12.12.7 and supplementary conditions 12.12.8A and 12.12.8D.

12.12.3. Approves Rimpas Transport Pty Ltd to use a Prime mover Higher Mass Limit towing load on East Street Daylesford, Midland Hwy to 6 East Street, commencing 3 May 2019 and expiring on 2 May 2022, subject to new standard conditions 12.12.7 and supplementary conditions 12.12.8A

12.12.4. Approves Toose D, L & T to use a Tractor towing seeder and air cart on,

**1) Start:** Approved Agricultural Vehicle Network, Intersection of Creswick-Newstead Road and Ullina-Kooroocheang Road, Smeaton VIC Ullina-Kooroocheang Rd, Ullina

**End:** 510 **Lawrence-Glengower Road** Ullina VIC

**2) Start:** Intersection of Lawrence-Glengower Road and **Ullina-Kooroocheang Road**, Ullina VIC **End:** Intersection of Ullina-Kooroocheang Road and Mulquinneys Road, Ullina VIC

**3) Start:** Intersection of Ullina-Kooroocheang Road and Mulquinneys Road, Ullina VIC **End:** 300 **Mulquinneys Road** Ullina, VIC

**4) Start:** Intersection of Ullina-Kooroocheang Road and Mulquinneys Road, Ullina VIC **End:** Intersection of **Daylesford-Clunes Road** and Central Leads Road, Lawrence VIC

**5) Start:** Intersection of Daylesford-Clunes Road and Central Leads Road, Lawrence VIC **End:** 1986-1880 **Daylesford-Clunes Rd**, Ullina VIC 3370

**6) Start:** Intersection of Daylesford-Clunes Road and Central Leads Road, Lawrence VIC **End:** Approved Agricultural Vehicle Network, Intersection of

**Daylesford-Clunes Road** and Creswick-Newstead Road, Smeaton VIC

**7)** Start: Intersection of Daylesford-Clunes Road and **Mullers Lane**, Smeaton VIC  
End: 40 Beaconsfield Road, Smeaton VIC

**8)** Start: Intersection of Beaconsfield Road and Mullers Lane, Smeaton VIC  
End: 230 **Beaconsfield Rd**, Smeaton VIC 3364

**9)** Start: Approved Agricultural Vehicle Network, Intersection of Creswick-Newstead Road and Clunes-Daylesford Road, Smeaton VIC  
End: 809 **Daylesford-Clunes Rd**, Smeaton VIC 3364

**10)** Start: Approved Agricultural Vehicle Network, Intersection of Creswick-Newstead Road and **Cemetery Road**, Smeaton VIC  
End: Intersection of Central Leads Road and Cemetery Road, Ullina VIC

**11)** Start: Intersection of Cemetery Road and Cowies Road, Smeaton VIC 3364 **Cowies Rd**, Smeaton End: Intersection of Daylesford-Clunes Road and Cowies Road, Smeaton VIC 3364

**12)** Start: Intersection of Ullina-Kooroocheang Road and Lawrence-Glengower Road, Smeaton VIC **Lawrence-Glengower Rd**, Lawrence VIC  
End: Intersection of Daylesford-Clunes Road and Creswick-Lawrence Road, Lawrence VIC, commencing 20 March 2019 and expiring on 7 March 2021, subject to new standard conditions 12.12.7 and supplementary conditions 12.12.8A

12.12.5. Approves GDP Transport Pty Ltd to use a B Double towing load on Bald Hills Road Creswick, Midland Hwy to Gillies Road, commencing 1 May 2019 and expiring on 30 April 2022, subject to new standard conditions 12.12.7 and supplementary conditions 12.12.8A

12.12.6. Approves Ahrens Group Pty Ltd to use a Prime mover towing load on Kingston Road Kingston & Church Parade Kingston, Creswick Newstead Road to 73 Church Parade, commencing 8 May 2019 and expiring on 7 May 2022, subject to new standard conditions 12.12.7 and supplementary conditions 12.12.8A

12.12.7. Provides the above approvals subject to the following 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.

12.12.8. 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:

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

## MOTION

*That Council:*

- 12.12.1. Approves Richards Harvesting & Haulage to use a b Double towing load commencing 17 April 2019 and expiring 13 March 2022 on Water Street Creswick Between Midland Hwy and Tourist Road; Subject to new standard conditions 12.12.7 and supplementary conditions 12.12.8A.
- 12.12.2. Approves Golden Age Homes Pty Ltd to use a Prime Mover towing load commencing 20 March 2019 and expiring 10 March 2022 On Hall Street Creswick from Midland Hwy to 92 Napier Road subject to new standard conditions 12.12.7 and supplementary conditions 12.12.8A and 12.12.8D.
- 12.12.3. Approves Rimpas Transport Pty Ltd to use a Prime mover Higher Mass Limit towing load on East Street Daylesford, Midland Hwy to 6 East Street, commencing 3 May 2019 and expiring on 2 May 2022, subject to new standard conditions 12.12.7 and supplementary conditions 12.12.8A
- 12.12.4. Approves Toose D, L & T to use a Tractor towing seeder and air cart on,
- 1) Start: Approved Agricultural Vehicle Network, Intersection of Creswick-Newstead Road and Ullina-Kooroocheang Road, Smeaton VIC Ullina-Kooroocheang Rd, Ullina  
End: 510 **Lawrence-Glengower Road** Ullina VIC
  - 2) Start: Intersection of Lawrence-Glengower Road and **Ullina-Kooroocheang Road**, Ullina VIC End: Intersection of Ullina-Kooroocheang Road and Mulquinneys Road, Ullina VIC
  - 3) Start: Intersection of Ullina-Kooroocheang Road and Mulquinneys Road, Ullina VIC End: 300 **Mulquinneys Road** Ullina, VIC
  - 4) Start: Intersection of Ullina-Kooroocheang Road and Mulquinneys Road, Ullina VIC End: Intersection of **Daylesford-Clunes Road** and Central Leads Road, Lawrence VIC
  - 5) Start: Intersection of Daylesford-Clunes Road and Central Leads Road, Lawrence VIC End: 1986-1880 **Daylesford-Clunes Rd**, Ullina VIC 3370
  - 6) Start: Intersection of Daylesford-Clunes Road and Central Leads Road, Lawrence VIC End: Approved Agricultural Vehicle Network, Intersection of **Daylesford-Clunes Road** and Creswick-Newstead Road, Smeaton VIC

**7) Start: Intersection of Daylesford-Clunes Road and Mullers Lane, Smeaton VIC End: 40 Beaconsfield Road, Smeaton VIC**

**8) Start: Intersection of Beaconsfield Road and Mullers Lane, Smeaton VIC**

**End: 230 Beaconsfield Rd, Smeaton VIC 3364**

**9) Start: Approved Agricultural Vehicle Network, Intersection of Creswick-Newstead Road and Clunes-Daylesford Road, Smeaton VIC**

**End: 809 Daylesford-Clunes Rd, Smeaton VIC 3364**

**10) Start: Approved Agricultural Vehicle Network, Intersection of Creswick-Newstead Road and Cemetery Road, Smeaton VIC**

**End: Intersection of Central Leads Road and Cemetery Road, Ullina VIC**

**11) Start: Intersection of Cemetery Road and Cowies Road, Smeaton VIC 3364 Cowies Rd, Smeaton End: Intersection of Daylesford-Clunes Road and Cowies Road, Smeaton VIC 3364**

**12) Start: Intersection of Ullina-Kooroocheang Road and Lawrence-Glengower Road, Smeaton VIC Lawrence-Glengower Rd, Lawrence**

**End: Intersection of Daylesford-Clunes Road and Creswick-Lawrence Road, Lawrence VIC, commencing 20 March 2019 and expiring on 7 March 2021, subject to new standard conditions 12.12.7 and supplementary conditions 12.12.8A**

12.12.5. Approves GDP Transport Pty Ltd to use a B Double towing load on Bald Hills Road Creswick, Midland Hwy to Gillies Road, commencing 1 May 2019 and expiring on 30 April 2022, subject to new standard conditions 12.12.7 and supplementary conditions 12.12.8A

12.12.6. Approves Ahrens Group Pty Ltd to use a Prime mover towing load on Kingston Road Kingston & Church Parade Kingston, Creswick Newstead Road to 73 Church Parade, commencing 8 May 2019 and expiring on 7 May 2022, subject to new standard conditions 12.12.7 and supplementary conditions 12.12.8A

12.12.7. Provides the above approvals subject to the following 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.*

*12.12.8. 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 & 2:30pm to 4:00pm).*
- D. To notify neighbouring properties prior to undertaking any movements*

**Moved:** Cr Greg May

**Seconded:** Cr Licia Kokocinski

**Carried**

## **12.13. COUNCILLOR REPRESENTATION ON COMMITTEES AND EXTERNAL BODIES**

### **CHIEF EXECUTIVE OFFICER**

*In providing this advice to Council as the Manager Governance Compliance and Risk, I Steve Millard have no interests to disclose in this report.*

### **PURPOSE**

The purpose of this report is for Council to appoint a representative to the board of Daylesford Macedon Tourism (DMT).

### **BACKGROUND**

On an annual basis following the appointment of the Mayor and Deputy Mayor, Council reviews the representation on committees, boards and external bodies and makes amendments where required. The last review was performed in December 2018 and Councillors and Officers were allocated to committees, boards and external bodies by a resolution at the Ordinary Council Meeting held on 18 December 2018.

### **ISSUE/DISCUSSION**

At the time of the last review, the board structure of DMT did not provide for board membership by a Hepburn Shire representative.

Following a recent review of the DMT board structure, there is now an opportunity for Council representation on the DMT board.

It is proposed that the Manager Community and Economic Development be appointed as Council's representative on the Board of DMT.

### **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

Committees, boards and external bodies provide advice to Council, or provide Council with an opportunity to provide input into the development of policy and strategy.

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

### **RISK IMPLICATIONS**

Councillor and Officer representation is required on committees, boards and external bodies to ensure that public views are incorporated into Council decision-making processes.

## **ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS**

Effective community engagement provides the opportunity for Hepburn Shire community members to influence Council decisions and where appropriate play a partnership role in the planning and implementation of those decisions.

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

The purpose of these committees, boards and external bodies is to achieve effective community and stakeholder engagement both internally and externally.

## **CONCLUSION**

Following the review of the Daylesford Macedon Tourism board structure, Council representation on this board will provide an opportunity to provide input into the development of tourism policy and strategy.

## **OFFICER'S RECOMMENDATION**

12.13.1. That Council appoints the Manager Community & Economic Development as the Hepburn Shire Council representative on the Daylesford Macedon Tourism board. The appointment will be reviewed as part of the overall review of Councillor and Officer representations on committees, boards and external bodies following the appointment of the Mayor and Deputy Mayor in November 2019.

## **MOTION**

*12.13.1. That Council appoints the Manager Community & Economic Development as the Hepburn Shire Council representative on the Daylesford Macedon Tourism board. The appointment will be reviewed as part of the overall review of Councillor and Officer representations on committees, boards and external bodies following the appointment of the Mayor and Deputy Mayor in November 2019.*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr John Cottrell

**Carried**

## 12.14. RECORD OF ASSEMBLIES OF COUNCILLORS

### CHIEF EXECUTIVE OFFICER

*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:

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

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

<b>Date</b>	<b>Committee Name</b>	<b>Location</b>
18 February 2019	Mineral Springs Reserve Advisory Committee	Council Chamber, Daylesford
12 March 2019	Councillor Briefing	Council Chamber, Daylesford
19 March 2019	Pre-Council Meeting Briefing	Doug Lindsay Recreation Reserve
20 March 2019	Reconciliation Action Plan Community Reference Group	Council Offices, Duke Street

2 April 2019	Councillor Briefing	Council Chamber, Daylesford
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## **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Local Government Act 1989, Section 80A

## **FINANCIAL IMPLICATIONS**

Nil

## **RISK IMPLICATIONS**

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

## **ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS**

The inclusion of the attached record of Councillor Assemblies in the Council 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**

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

## **MOTION**

*12.14.1. That Council receives and notes the Records of Assemblies of Councillors.*

**Moved:** Cr John Cottrell

**Seconded:** Cr Kate Redwood AM

**Carried**

## ATTACHMENT 12 -RECORDS OF ASSEMBLIES OF COUNCILLORS

**RECORD OF ASSEMBLY OF COUNCILLORS**

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

**Title of Meeting:** Mineral Springs Reserve Advisory Committee Meeting  
**Date:** 18 February 2019  
**Time:** 3.00pm – 5.00pm

**Venue:**  Council Chamber Daylesford  
 Senior Citizens Centre Daylesford  
 Other (

**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 Sebastian Klein |   |

**Members of Council Staff present:**

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

Signature: 

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

## MINERAL SPRINGS RESERVE ADVISORY COMMITTEE

Monday 18 February 2019 – 3.00pm – 4.30pm

**Attendees:** Cr Fiona Robson, Bill Guest, Lisa Rodier, Nathan Lundmark, Bruce Lucas, Sean Ludeke

Item No	Time	Agenda Item	Presenter
1	3.00pm	Welcome and Apologies	Cr Fiona Robson
2	3.02pm	Adoption of Minutes – 10 December 2018	Cr Fiona Robson
3	3.04pm	Review of Action Register Items	Cr Fiona Robson
4	3.10pm	Committee goals and objectives/aspirations for the coming 3 years	Bruce Lucas
5	3.30pm	Update/progress on draft capital works and prioritisation document	Bruce Lucas
6	3.40pm	Update on Reserves fund financial position	Bruce Lucas
7	3.50pm	Budget Development	Bruce Lucas
8	4.00pm	Caretakers Cottage Update	Lisa Rodier
9	4.05pm	Outcomes of Central Springs Rotunda December Meeting	Bruce Lucas
10	4.15pm	Natural Resource Management – Dja Dja Warrung	Cr Fiona Robson
11	4.20pm	Maintenance Update	Sean Ludeke
12	4.25pm	Proposed Meeting Dates & Times	Cr Fiona Robson
13	4.27pm	Agenda Items for Next Meeting • •	
	4.30pm	Meeting close	
Next meeting – Monday 8 April 3.30pm–5.00pm TBC - Council Chambers			

## 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, 12 March 2019  
**Time:** 9:00am – 5:00pm

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

**Councillors present:**

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

**Members of Council Staff present:**

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

**Conflict of Interest Disclosures:**

Councillor Name	Time Left and Returned
Nil	

**Matters Considered**

- Communication Action Plan Workshop
- Budget Workshop

**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.*

Tuesday 12 March 2019  
 Council Chamber, Daylesford Town Hall  
 9:00 am – 5:00pm

*The reports, and referenced attachments, are designated as confidential by the Chief Executive Officer under Section 89(2)(h) of the Local Government Act 1989.*

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

No	Time	Type	Agenda Item	Presenter	Page No
1.	9:00am	Workshop	Communications Action Plan	Communications Officer and Consultant Elizabeth Crothers	3
	11:00am	Break			
2.	11:15pm	Presentation	Budget 2019/2020	Director Community and	9

No	Time	Type	Agenda Item	Presenter	Page No
				Corporate Services	
	12:30pm		Lunch		
3.	1:00pm	Presentation Cont.	Budget 2019/2020	Director Community and Corporate Services	9
	3:00pm		Break		
4.	3:15pm	Presentation Cont.	Budget 2019/2020	Director Community and Corporate Services	9
	5:00pm		CLOSE OF MEETING		

**RECORD OF ASSEMBLY OF COUNCILLORS**

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

**Title of Meeting:** Pre-Council Meeting Briefing

**Date:** Tuesday, 19 March 2019

**Time:** 3:30pm – 5:00pm

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

**Councillors present:**

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

**Members of Council Staff present:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> CEO Evan King   | <input checked="" type="checkbox"/> Other, please specify: Manager |
| <input checked="" type="checkbox"/> Director Community & Corporate Services<br>Bradley Thomas     | Development and Community Safety (Justin Fiddes)                   |
| <input checked="" type="checkbox"/> Director Infrastructure & Development<br>Services Bruce Lucas |  |

**Conflict of Interest Disclosures:**

Councillor Name	Time Left and Returned
Cr Redwood – Item 15.2	

**Matters Considered:** Monday, 19 March 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<br>Bradley Thomas |   |
| <input type="checkbox"/> Director Infrastructure & Development<br>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 Community Reference Group  
 Date: 20 March 2019  
 Time: 9:00 am – 10:30 am

Venue:  Council Chamber Daylesford  
 Senior Citizens Centre Daylesford  
 Customer Service Centre – Duke Street Daylesford

**Councillors present:**

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

**Members of Council Staff present:**

CEO Evan King  
 GM Community & Corporate Services  
 Bradley Thomas  
 GM Infrastructure Bruce Lucas  
 Coordinator Community Partnerships Rachel Palmer  
 Business Support Officer Ashani Dendara

**Conflict of Interest Disclosures:**

Councillor Name	Time Left and Returned

**Matters Considered:**

Agenda Attached X

**Name and title of Officer responsible for this written record:**

CEO Evan King  
 GM Community & Corporate Services  
 Bradley Thomas  
 GM Infrastructure Bruce Lucas  
 Business Support Officer Ashani Dendara

Signature: 

## Reconciliation Action Plan (RAP)

### Community Reference Group (CRG)

Wednesday 20<sup>th</sup> March 2019

Meeting Room, Duke Street Customer Service Centre Daylesford

**Attendees:** Barry Golding (Chair), Anne E Stewart, Gary Lawrence, Mayor Henderson, Rachel Palmer (Coordinator Community Partnerships), Ashani Dendara (Minutes).

**Apologies:** Rod Poxon

Item	Time	Agenda Item	Presenter
1	9:00am	<ul style="list-style-type: none"> <li>• Acknowledgement of Country</li> <li>• Welcome, Apologies and Introductions</li> <li>• Acceptance of Minutes from Previous Meeting</li> </ul> <p>Actions from Previous Minutes (note – some of these have been carried over as agenda items) including:</p> <ul style="list-style-type: none"> <li>• Internal Working Group – See Item 3</li> <li>• DDWCAC re Co-naming Mount Franklin</li> <li>• Aboriginal Tourism Training Opportunity</li> </ul>	Chair
2	9:30am	National Reconciliation Week – Ideas and Activities	Chair
3	9:50am	<p>Update from Council</p> <ul style="list-style-type: none"> <li>• CRG Expressions of Interest</li> <li>• Internal Working Group</li> <li>• Conversation Circle – Catchment Partners</li> <li>• Signage Acknowledgements – Jubilee Lake, Calemben Park</li> <li>• Naming Opportunities – The Hepburn Hub Site Visit</li> <li>• NAIDOC Week – School Initiative (Koori Kids)</li> </ul>	Rachel
4	10:10am	Other business	Chair
5	10.30am	Meeting Close	Chair

## 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, 2 April 2019  
**Time:** 9:00am – 5:00pm

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

### Councillors present:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Cr John Cottrell   | <input 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 type="checkbox"/> Cr Sebastian Klein            |  |

### Members of Council Staff present:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> CEO Evan King   | <input checked="" type="checkbox"/> Other, please specify:   |
| <input checked="" type="checkbox"/> Director Community & Corporate Services<br>Bradley Thomas     | Senior Project Engineer – Tim Powell,<br>Coordinator Planning – Nathan Aikman,<br>Sustainability Officer – Dominic Murphy,<br>Biodiversity Officer – Brian Bainbridge,<br>Acting Manager Environment and Waste –<br>Stuart Ritchie, , Emergency Management<br>Officer – Daryl Clifton, Coordinator<br>Community Safety – David George,<br>Manager Development and Community<br>Safety – Justin Fiddes, Manager Governance<br>Compliance and Risk – Steve Millard,<br>Coordinator Community Development –<br>Rachel Palmer, Community Programs Officer<br>– Rachel Murphy.. |
| <input checked="" type="checkbox"/> Director Infrastructure & Development<br>Services Bruce Lucas |  |

### Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Nil	

**Matters Considered:** Tuesday, 2 April 2019

**Agenda Attached**

### Name and title of Officer responsible for this written record:

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

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

RECORD OF ASSEMBLY OF COUNCILLORS

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

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Signature:  \_\_\_\_\_

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

Tuesday 2 April 2019

Council Chamber, Daylesford Town Hall

9:00 am – 5:00 pm

*The reports, and referenced attachments, are designated as confidential by the Chief Executive Officer under Section 89(2)(h) of the Local Government Act 1989.*

INVITED:                      Councillors                      Councillor Don Henderson  
    Councillor Fiona Robson  
    Councillor Greg May  
    Councillor John Cottrell  
    Councillor Kate Redwood AM  
    Councillor Neil Newitt  
    Councillor Sebastian Klein

   Officers                      Evan King – Chief Executive Officer  
    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	History of the Mayoral Chain	Graeme Orr	4
2.	9:30am	Presentation	Daylesford-Coomoora Trail Stage 1	Senior Project Engineer	37

No	Time	Type	Agenda Item	Presenter	Page No
3.	10:00am	Presentation	Audit and Risk Advisory Committee – Annual presentation to Councilors	Chief Executive Officer	38
4.	10:30am	In Camera discussion	Audit and Risk Advisory Committee	Chief Executive Officer	40
5.	11:00am	Presentation	Presentation of Municipal Emergency Management Plan Audit Certificate	Steve Warren, Regional Manager, SES	41
	11:05am		Break		
6.	11:20am	External Presentation	Powerline Bushfire Safety Program	Georgina Waters, Senior Communications and Engagement Advisor, DELWP	42
7.	12:20pm	Report	PA1892 – Amendment to existing permit for an Extension to a retirement village and associated carparking	Coordinator Planning	43
8.	12:40pm	Report	Daylesford Holiday Park-proposed new lease and surrender of existing lease – DVHP PTY LTD	Manager Governance, Compliance and Risk	47
	1.00pm		Lunch		
9.	1:30pm	Presentation	Sustainability Projects	Sustainability Officer	48
10.	2:15pm	Report	Biodiversity Grant Guidelines	Biodiversity Officer	75
11.	2:30pm	Report	Domestic Geese on Daylesford Lake	Biodiversity Officer	85

No	Time	Type	Agenda Item	Presenter	Page No
12.	3:00pm	Report	Community Grants – April Recommendations	Community Programs Officer	87
	3:15pm		Break		
13.	3:30pm	Report	94 Vincent Street Daylesford – Proposed Termination of Lease – Tomac Group Pty Ltd	Acting Manager Environment and Waste	90
14.	4:00pm	Report	Naming of an Unnamed Road in Clunes	Director Community and Corporate Services	141
15.	4:15pm	Discussion	Executive Issues Update	Director Community and Corporate Services	143
16.	4:30pm	Discussion	External Committees Update	Director Community and Corporate Services	144
17.	4:45pm	Discussion	Councillor 'Burning Issues' Discussion	Director Community and Corporate Services	145
	5:00pm		CLOSE OF MEETING		

## **13. COUNCIL SPECIAL COMMITTEES (SECTION 86)**

### **13.1. APPOINTMENT OF MEMBER TO SPECIAL COMMITTEE CHIEF EXECUTIVE OFFICER**

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

#### **PURPOSE**

The purpose of this report is for Council to consider the appointment of member to a Special Committee (Section 86) of Council.

#### **BACKGROUND**

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

#### **ISSUE/DISCUSSION**

The following application for membership of the Lyonville Hall was received by Council on 29 March 2019:

- Paul Spiel (new member)

The application form has been circulated to Councillors out of session.

#### **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

Local Government Act 1989 – Section 86 - Council has the power to appoint members to Special Committees of Council.

#### **FINANCIAL IMPLICATIONS**

None identified

#### **RISK IMPLICATIONS**

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

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

#### **ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS**

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

## COMMUNITY AND STAKEHOLDER ENGAGEMENT

Community members can be appointed to Special Committees of Council at any point throughout the year.

## CONCLUSION

Appointment of this new committee member will enable the Lyonville Hall Special Committee to continue to operate in accordance with its Instrument of Delegation.

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

## OFFICER'S RECOMMENDATION

That Council:

13.1.1. Resolves to appoint Mr Paul Spiel as a member of the Lyonville Hall Special Committee for a period commencing 1 May 2019 until 30 April 2021, and

13.1.2. That Mr Paul Spiel, pursuant to section 81(2A) of the Act, is exempted from being required to submit a primary and ordinary return.

## MOTION

*That Council:*

*13.1.1. Resolves to appoint Mr Paul Spiel as a member of the Lyonville Hall Special Committee for a period commencing 1 May 2019 until 30 April 2021, and*

*13.1.2. That Mr Paul Spiel, pursuant to section 81(2A) of the Act, is exempted from being required to submit a primary and ordinary return.*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr Greg May

**Carried**

## **13.2. MINUTES OF SPECIAL COMMITTEES (SECTION 86)**

### **CHIEF EXECUTIVE OFFICER**

*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 Special Committee – 19 March 2019
- Lyonville Hall Special Committee – 19 March 2019
- Creswick Museum Special Committee – 1 April 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

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

- Lee Medlyn Home of Bottles Special Committee – 19 March 2019
- Lyonville Hall Special Committee – 19 March 2019
- Creswick Museum Special Committee – 1 April 2019

## MOTION

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

- *Lee Medlyn Home of Bottles Special Committee – 19 March 2019*
- *Lyonville Hall Special Committee – 19 March 2019*
- *Creswick Museum Special Committee – 1 April 2019*

**Moved:** Cr John Cottrell

**Seconded:** Cr Kate Redwood AM

**Carried**

## **14. COUNCIL ADVISORY COMMITTEES**

### **14.1. EXTENSION OF APPOINTMENT OF AUDIT AND RISK ADVISORY COMMITTEE MEMBERS**

#### **CHIEF EXECUTIVE OFFICER**

*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 that Council extend the appointments of two of the Audit and Risk Advisory Committee until 31 December 2019.

#### **BACKGROUND**

In April 2015 Council appointed two independent members to the Audit and Risk Advisory Committee for a term of four years, with the terms due to expire on 22 April 2019.

#### **ISSUE/DISCUSSION**

The two serving committee members with terms soon to expire, Ms Carol Pagnon and Mr Robert Taylor, have requested that Council extend the terms to 31 December 2019. This would enable them to see through the delivery of a number of major Council projects which are underway and to be involved in the review of 2018/19 financial statements in September 2019, before the need to apply and commit to a further term on the committee of two years.

The terms of two other independent committee members remain current and were deliberately staggered to ensure continuity.

This extension ensures Ms Pagnon and Mr Taylor are available for the next meetings of the Audit and Risk Advisory Committee in May and September 2019.

#### **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

Local Government Act 1989 – Section 139 states:

- (1) A Council must establish an audit committee
- (2) An audit committee is an advisory committee.

Hepburn Shire Council's Audit and Risk Advisory Committee Charter

#### **FINANCIAL IMPLICATIONS**

Nil

## **RISK IMPLICATIONS**

The extension of member terms ensures the continuation of knowledge and experience on Council projects within the committee at this time.

## **ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS**

Nil

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

Nil

## **CONCLUSION**

The extension of member terms for Ms Pagnon and Mr Taylor on the Audit and Risk Advisory Committee until 31 December 2019 offers continuity of expertise and oversight to the committee.

## **OFFICER'S RECOMMENDATION**

That Council resolves to:

14.1.1. Extend the term of Ms Carol Pagnon on the Audit and Risk Advisory Committee from 23 April 2019 to 31 December 2019

14.1.2. Extend the term of Mr Robert Taylor on the Audit and Risk Advisory Committee from 23 April 2019 to 31 December 2019

14.1.3. Authorise Council officers to write to Ms Pagnon and Mr Taylor to inform them of the extension of their terms

## **MOTION**

*That Council resolves to:*

*14.1.1. Extend the term of Ms Carol Pagnon on the Audit and Risk Advisory Committee from 23 April 2019 to 31 December 2019*

*14.1.2. Extend the term of Mr Robert Taylor on the Audit and Risk Advisory Committee from 23 April 2019 to 31 December 2019*

*14.1.3. Authorise Council officers to write to Ms Pagnon and Mr Taylor to inform them of the extension of their terms*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr Licia Kokocinski

**Carried**

## **14.2. MINUTES OF ADVISORY COMMITTEES**

### **CHIEF EXECUTIVE OFFICER**

*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:

- Reconciliation Action Plan Community Reference Group – 20 March 2019
- Mineral Springs Reserve Advisory Committee – 18 February 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

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

- Reconciliation Action Plan Community Reference Group – 20 March 2019
- Mineral Springs Reserve Advisory Committee – 18 February 2019

## MOTION

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

- *Reconciliation Action Plan Community Reference Group – 20 March 2019*
- *Mineral Springs Reserve Advisory Committee – 18 February 2019*

**Moved:** Cr John Cottrell

**Seconded:** Cr Kate Redwood AM

**Carried**

## 15. CONFIDENTIAL ITEMS

### 15.1. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

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

- (d) Contractual matters.

#### RECOMMENDATION

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

- 89(2)(d) Contractual matters;
  - 94 Vincent Street, Daylesford – Consideration of Amendment to Lease

#### MOTION

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

- *89(2)(d) Contractual matters;*
  - *94 Vincent Street, Daylesford – Consideration of Amendment to Lease*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr John Cottrell

**Carried**

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## 16. REOPENING OF MEETING TO PUBLIC

### RECOMMENDATION

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

### MOTION

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

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr Licia Kokocinski

**Carried**

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## 17. CLOSE OF MEETING

Meeting closed 7:57 pm.

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