



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
PUBLIC MINUTES

TUESDAY 19 FEBRUARY 2019

GLENLYON SHIRE HALL

DAYLESFORD-MALMSBURY ROAD

GLENLYON

6:00PM

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MINUTES

TUESDAY 19 FEBRUARY 2019

Glenlyon Shire Hall

Daylesford-Malmsbury Road, Glenlyon

Commencing 6:00PM

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EVAN KING
CHIEF EXECUTIVE OFFICER
19 FEBRUARY 2019

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

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

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

2. SAFETY ORIENTATION

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

3. OPENING OF MEETING

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

IN ATTENDANCE: Mr Evan King Chief Executive Officer, Mr Bradley Thomas Director Community and Corporate Services, Mr Bruce Lucas Director Infrastructure and Development Services, Ms 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

PEOPLE OF HEPBURN SHIRE"

4. **APOLOGIES**

Nil.

5. **DECLARATIONS OF CONFLICTS OF INTEREST**

Cr Sebastian Klein declared an indirect interest – conflicting duty on item 12.6, Proposed Special Charge Scheme for the Solar Savers Program, as an organisation he works for provides contract advice to the Solar Savers Program.

6. **CONFIRMATION OF MINUTES**

RECOMMENDATION

6.1.1. That the Minutes of the Ordinary Meeting of Council held on 15 January 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 15 January 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

7. NOTICES OF MOTION

7.1. LEAVE OF ABSENCE

MOTION

7.1.1. *That Council approve my request for a leave of absence from the June 2019 Ordinary Council Meeting and the June 2019 Special Council Meeting (Budget Submissions) if held.*

Moved: Cr Fiona Robson

Seconded: Cr Sebastian Klein

Carried

BACKGROUND

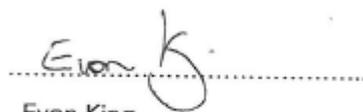
I, Cr John Cottrell, will be on annual leave and unable to attend the abovementioned Ordinary Council Meeting and Special Meeting

Councillor name: John Cottrell

Councillor Signature:



Chief Executive Officer Signature:



.....
Evan King

8. ITEMS OF URGENT BUSINESS

Nil.

9. PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor Don Henderson, Creswick Ward

The last month has been dominated by both fires and recovery for some. It is time to reflect not upon what has happened at Hepburn Springs, but what may have happened.

It is important to record in the minutes of Council an outline of the Shire response to the fire event. Once it became clear that there was a danger our response team went into action to assist emergency services and later to provide a relief centre. We often speak of our facilities and the value to community but places such as Victoria Park play an important alternative role when needed.

Staff from across our workforce contributed, some as employees, and others as volunteers. It has been reported in neighbouring council forums and I was informed that Member For Macedon Mary-Anne Thomas, after speaking with the Premier, raised the magnificent effort of all our workers as well as those involved in fire fighting activities in the Parliament. I wish to record on behalf of council that it was indeed a really fabulous effort by all.

Now the learning's which are that we not only need to be ready and vigilant but we need to make sure that fire prone areas are protected and fuel loads are reduced.

Our Australia Day events were also appreciated across the shire and I attended the New Years Eve event at Daylesford as well as events at Creswick and Glenlyon.

In my time on Council I have not seen such a humble and appreciative recipient of the citizen of the year award. Laurie Porter only had praise for others who had assisted him.

Perhaps one of the best things we do is to share a cake with some of our older folk who always enjoy a sing song and some time with their councillor.

Along with Evan King we attended the Loddon Campaspe group of councils in Castlemaine. There was a chance for the group to explain to the Minister for Local Government the challenges faced by small rural councils as well as some visions for the region. There is a great deal of friendliness and cooperation within this group.

Mr King and myself met with the Minister and Mary-Anne Thomas to discuss our shires challenges with a focus on planning and governance.

Last week Biggin and Scott opened a new office in Creswick. This event is important only in the context that a very big real estate group have determined that Creswick and Clunes are very important growth areas.

Another important event for our Shire will be the National Cyclocross championships which will be coming to Creswick in May.

COUNCILLOR REPORTS

Councillor Neil Newitt, Cameron Ward

Recently, I met with a group of young people in Clunes - part of developing a Civic Kids program facilitated by the Clunes Neighbourhood House. The program seeks to engage with our young in the community, and help them develop their own skills in talking with "adult" groups within their communities, including Council.

The discussion refreshingly, was not about delivering a wish list of projects but of wanting to develop ways for a voice for youth to be a part of community engagement. On a range of initiatives, not just on youth projects.

This group were very articulate and enthusiastic and I believe they are keen to speak to us as a group of councillors in the near future.

I'd also like to report on Australia Day.

I joined a small crowd at Mt Beckworth for the official flag raising ceremony held just after dawn - one of the first flags to be raised across the nation.

This event started many years ago as a quiet way to start Australia Day whilst connecting and appreciating the local landscape.

The day ended with the community BBQ and speeches attended by a mix of locals and visitors enjoying the long weekend. A group of around twenty volunteers rally each year to host the event on behalf of the council, and I pass on my thanks for their contribution.

It's now three weeks on from Australia Day, and as we get busy with other matters, it is easy to forget the discussion that occurs each year in the lead up - that is - on which date Australia Day should be marked. It's not clear what will be the best date, but what is clear, is the community wants it resolved.

Much talk is had by many, but collectively, we are no closer to resolving the debate.

My concern is we will pack away the discussion along with the flags and the stickers, until it comes out again next Australia Day. There is far too much emotion just prior to Australia Day to try to resolve this at that time - meaningful discussion needs to take place at another time of the year.

Small communities like ours are seeing how indecision on this is causing angst amongst their communities, and want it resolved.

Local Councils have come under criticism from the Federal Government for getting involved in the discussion. Yet the Federal Government - the only ones who can

make any national change, doesn't appear to have the will to hold any discussion any time soon.

Well - we are closer to a Federal Election than to the next Australia Day.

What we need to do, along with our fellow councils through our associations such as the Municipal Association of Victoria, is to keep asking for the Federal Government to open meaningful discussion with the community around a preferred date - and not just react each year in the lead up to Australia Day.

The real risk is that without this, individual municipalities will each come to different position with its community and the notion of one national day will be eroded and the whole concept diminished.

We need to keep this out on the table - not packed away until next January.

Councillor Kate Redwood AM, Birch Ward

It has been an eventful month!

In chronological order:-

Australia Day 25, 26 January

Council's Australia Day Eve celebration and citizenship ceremony struck the right note with acknowledgement of the concerns of the traditional owners, the Dja Dja Wurung, by the Mayor in his address and by the Federal Member for Ballarat, Catherine King, and by the State Member for Macedon, Mary-Anne Thomas. As the Deputy Mayor is by custom the MC of this event, I was pleased to perform that role and commend the organisation of the event by the officers.

It is worth noting that the words and music of We Are Australian, which we all sang, were written by Kate Woodley and her father (known for his membership of the Seekers). Kate lives and works in Daylesford.

I also put in an appearance at the Terra Nulius breakfast, and presented cakes on behalf of Council at the two Daylesford nursing homes – Lumeah Lodge and Hepburn House, and spoke individually with many residents.

Biodiversity Forum – the Atlas of Living Australia 4 February, organised by Council's Brian Bainbridge and attended by 30 or so environmentally savvy people, was a really interesting presentation and workshop about this online tool for recording and mapping all sorts of information, primarily about the distribution and numbers of living things, but also for recording information that is relevant to strategic planning. As such it is used by citizens and groups for scientific purposes, and also by other groups such as Councils, for planning purposes. I believe that this is a tool that we should consider in our review of the Hepburn Planning Scheme.

The Manning Road Fire, resulting from a lightening strike and spreading through the nearby forest was a very significant fire emergency for Hepburn Springs, Daylesford and surrounding settlements. The excellent work undertaken by the emergency services and in particular their volunteers is commended, as was the excellent work of Council staff in setting up and running the emergency relief centre at Vic Park. As it turned out we all dodged a bullet due to the wind not getting up causing dispersal of embers and spread of the fire front. We were very lucky.

The community meetings held on the Sunday and Monday evenings were well attended and on the Sunday the very large numbers of residents packed the town hall to hear the Mayor, our CEO, the CFA fire controllers and the representatives from the Police and Central Highlands Water give the community up to date information and respond to questions. I felt proud to be part of a Council that performed so well.

Daylesford Motorfest, 17 Feb

Those of us who attended the inaugural Daylesford Motorfest saw the manifestation of a new annual regional event for Daylesford. There were an estimated 3000 vehicles! The numbers of persons attending – families, kids, old folk, bikies, teenagers – you name it, they were all there, and an estimated 6000 people in total. They came from Hepburn, they came from Ballarat, they came from Melbourne, they came from Shepparton, they came from far and wide.

Peter Olver and his large number of volunteers did a fantastic job organising an extraordinarily successful event – given that it was the first time it has been run. I was there for the beginning, to open the event, and observed the support being provided by the RACV as sponsors, by CFA brigades, the Police, Daylesford, Hepburn and Newlyn Football Netball Clubs, the Daylesford RSL, Hepburn Health, and lots of local businesses, including Howe Automotive and a dozen others.

It was really extraordinary – with something for everyone – even a tattooist and a barber in the table tennis hall, and slot machines, and participation by the Men's Shed.

I went back first thing on Monday morning to see how the Oval had fared, to see that everything was packed up and gone and Vic Park looked immaculate, the no 1 oval was being watered and from what I could see it appeared that the reticulation system was intact.

Well done to Peter Olver and his helpers and well done to Council staff who worked hard behind the scene and contributed to the success.

The only major issue that I am aware of is a need for better traffic management. At mid morning onwards the traffic was banked 3 k along the Ballan Road both ways.

International Women's Day, coming up on 8 March

Over the last month there has been a deal of work done in preparation for International Women's Day. The nominations panel have completed their task – thank you Judy Henderson, Cathy Watt and Jenny Beacham. The citations have been written, correspondence to successful and unsuccessful nominees sent, invitations to politicians and to Heather Mutimer distributed. This year the Hepburn Shire event will be held in the Creswick Town Hall, and publicity has commenced. Councillor Don has been busy organising the photographs of Creswick women who are prominent in the community, and the Advisory Committee has forged ahead with the program for the event which includes both singing performances by Aimee Brulee and also an impersonation of Vida Goldstein, Australia's most prominent suffragette, by Maureen Andrews.

Councillor Sebastian Klein, Coliban Ward

No written report has been provided.

Councillor Greg May, Creswick Ward

I have just a few things to report on for the last month starting with annual Australia Day Eve Civic reception held in the Daylesford Town Hall. The awards presented at this event are a great way to recognise the hard work and achievements of both individuals and community groups within the shire. I'm sure the people involved never look for accolades for their efforts but are obviously proud that they are recognised. The people from the Friends of the Kingston Avenue of Honour we delighted that they won the Community Event of the Year for Centenary Celebration event they organised last November.

On Australia day I attended the Creswick community breakfast held once at Park Lake.

Again a number of people are recognised from in and around Creswick for their achievements in a variety of fields. The Shire sponsored breakfast is prepared by volunteers from a number Creswick community and sporting clubs and is enjoyed by a good crowd each year.

It's also pleasing to see the Pump Track component of the Creswick Trails project pretty well completed and the planning well under way for the actual trails part of the project.

Another project in Creswick now completed is the bouldering wall at the splash park which will add another dimension to the already popular area of town.

The shire White Ribbon committee also met recently to discuss future plans for White Ribbon events. As I've reported previously the committee would welcome new active members and we would be happy to talk to men who might be interested in becoming a White Ribbon ambassador. Last year the committee organised White Ribbon matches in conjunction with local football clubs which was an effective way to get the message out about domestic violence. This year we plan to continue this approach but hope to increase participation by providing some funding for clubs to run their own events and initiatives. It is hoped that this will give clubs ownership of their event and increase the general awareness of the White Ribbon movement and its aims.

Councillor Fiona Robson, Birch Ward

I applaud and thank our emergency services for the amazing work they did to keep our community safe during the Hepburn Fires. People in our community were wonderful too - with offers of accommodation, help with animals, donations and more. Our Council played a significant role, not only during the emergency but in preparation for the fire season and in the recovery after the fires. I was pleased to visit the relief centre at Vic Park. The centre was well used and appreciated. The people I spoke with felt safe and cared for. The air conditioning and space for pets and children were key benefits of the facility being at Vic Park.

I was also pleased with the role our council played for the community meetings on the Sunday and Monday of the fires. The live feed of the Sunday evening meeting was a welcome initiative that allowed many of us that were not able to attend in person to keep informed and connected with what was happening. This has initiated another review of what we could do to make our council meetings more available to more people, particularly those with mobility challenges and people that find it difficult to go out at night.

There have been some very positive initiatives for young people and teenagers. I enjoyed watching the fun & enthusiasm at the skate clinics in Daylesford. I look forward to more people being involved in the FReeZA activity over the coming years now that we have full funding. Applications for the Bulldog's Youth Leadership Project are now open, closing 28 Jan. I look forward to hearing more inspiring stories of our teenagers learning and growing and experiencing new leadership opportunities.

I attended the workshop that the Central Highlands Regional Partnership held on Wednesday to report progress regarding their health initiative. There were many organisations represented - DHHS, Regional health services & local medical

practitioners as well as council officers. I am very keen for our council to benefit from the findings of the last 12 months and for Hepburn Shire to be the healthiest local government area in Australia. I believe we have a great start in our food producers, beautiful natural environment and vibrant communities. I am interested in what is needed for people and organisations to work better together towards shared visions.

Councillor John Cottrell, Holcombe Ward

No written report has been 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 Neil Newitt

Seconded: Cr Kate Redwood AM

Carried

10. PUBLIC PARTICIPATION TIME

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

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

Community members are invited to be involved in public participation time in accordance with Local Law 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

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

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.

Supplementary Question Taken on Notice at Ordinary Meeting 15 January 2019: Ms Dallas Kinnear

Can Council assure that they will not grant a retrospective permit (for the Jubilee Lake Restaurant building)?

Answer: Mayor Don Henderson

Council cannot provide any assurance that a retrospective planning permit will not be granted. Council must consider each planning permit submitted on its merits and cannot prejudge any outcome prior to the application documents being submitted and considered in accordance with the relevant provisions of the Hepburn Planning Scheme and as assessed in accordance with the *Planning and Environment Act 1987*.

The outcome of any planning application would determine if the structure must be removed or retained subject to meeting Building Code requirements. Officers are continuing to pursue enforcement on this matter.

Question 1: Ms Barbara Curzon-Siggers

In January the Shire experienced a consistent number of days above 30 degrees and also four or five days (in Clunes particularly) above 40 degrees to 44 degrees, in temperature.

We know an undefined (?) but perhaps not insignificant number of people in the Shire live in uninstalled shedding and there are renters who may live in accommodation without cooling. Let alone the number of homeless people in worse situations.

Research is clear about the deleterious impact of increasing temperatures on human (and non-human) health.

Would it be possible to open air-conditioned Shire buildings - including on weekends - in all towns, to all those without suitable shelter and to all those who need cool places to gain respite from the heat?

Answer 1: Mayor Don Henderson

Under State legislation, Council is responsible for co-ordinating and compiling a "Heat Event" Plan. This plan, amongst other things, sets out responsibilities for extreme Heat or Heatwaves. An extreme heat event is when Victoria's Chief Health Officer issues a heat warning for one-off events which may adversely affect vulnerable groups in our community.

A heatwave for the Hepburn Shire, is 3 or more consecutive days with an average temperature of 30 degrees across the 24 hours in the Central Weather Forecast District. This too, is declared by the Chief Health Officer and appropriate messages sent out by the Department of Health and Human Services.

Under the Heat Event Plan, it is unlikely that Council will open buildings for one off heat events. However, since a Heatwave is a declared emergency then it is highly likely that Council will open Relief Centres in strategic locations across the shire.

Typically, a number of council facilities may be routinely open such as our libraries etc which may provide for some respite however they are not designated relief centres.

On designated 'Code Red' fire risk days, Council's policy is for all Council facilities to close however emergency management arrangements are activated and resourced accordingly.

All shire residents should remember to stay well hydrated in hot weather and seek cool places. This is not necessarily only air-conditioned buildings but can include swimming pools, shady trees or shopping centres.

Question 2: Ms Barbara Curzon-Siggers

In preparing for this meeting I searched for the Shire's integrated climate adaptation policy re managing impacts across the board, and - while information about managing in a heat wave sourced from the Victorian Department of Health and Human Services displayed on the Emergency Management Hepburn Shire webpage is highly commendable - I was unable to locate an integrated policy approach.

Is such a policy under consideration?

Answer 2: Mayor Don Henderson

At the present time, an integrated policy is not under consideration.

However, in the Emergency Management area, Council is currently undertaking preliminary work to develop and implement a project that looks at climate change and the vulnerable people in our community. This project will look at educating and providing for the vulnerable people in our community in a manner that allows them to better cope with the heat associated with climate change. As this project is still being scoped, more information on the detail will be available later in this year.

Question 3: Mr Bryan Johns

If it takes 15 working days to get an answer to a complaint, why am I still waiting nearly 11 months for an answer to my complaint?

Answer 3: Mayor Don Henderson

Council records indicate that you lodged a formal complaint on 6 June 2018. Under Council's Complaints Handling Policy, Council officers acknowledged receipt of your complaint by letter dated 6 June 2018.

Written responses dated 2 July 2018 and 31 July 2018 arising from your questions raised at Council meetings on 19 June 2018 and 17 July 2018 respectively addressed the subject matter outlined in your complaint. A further letter from Council's Chief Executive Officer dated 12 October 2018 has also been provided to you in response to the complaint.

Question 4: Mr Bryan Johns

Why is 'Public Participation' restricted by Council? Shouldn't any member of the Shire be allowed voice their concern?

Answer 4: Mayor Don Henderson

Any member of the public may submit questions and /or request to address Council in accordance with Local Law no. 1 (Meeting Procedures)

Question 5: Mr Graeme Rattray

The Mayor says in the Advocate (13 February 2019) "We need to find a way to reduce the fuel load in the area". Well how about having a follow up policy.

Because in the last few years the Council have done gorse control with a groomer in Sugarloaf Road and Bodys Lane but it is now at the stage of needing follow up treatment and there are many other sites in the same condition.

In the Advocate 16 January, there was an event advertised by Hepburn Shire, the Gorse Task Force and the Atlas of Living Australia, to be held on the 4 February

regarding biodiversity. It also mentioned the Spider Mite to help in the control of gorse. So we went along thinking it would be about how to deal with gorse but it turned out to be tuition of a computer program called Atlas of Living Australia. This was the same weekend as the fire at Hepburn.

The Hepburn Council, Gorse Task Force, North Catchment Management and DEPI all have no follow up policy and if you ask them why not they say they have no money.

Can you tell me, what is the Hepburn Shire's policy on follow up of the treatment of gorse and other weeds?

Answer 5: Mayor Don Henderson

Your comments regarding having a 'follow up' policy are acknowledged and supported.

Council operations area does have a documented working guideline for the treatment of weeds and follow treatment requirements. This guideline is about to undergo a review following the adoption of Council's Biodiversity Strategy.

In addition, we do have an annual weed management program and Council have continued to increase investment in this program each year from \$28,000 in 2017 to \$108,000 in 2019.

The program is prepared in consultation with The Gorse Taskforce and Landcare Groups and it does provide for follow up treatment of the previous year efforts along with the treatment of new areas.

We acknowledge that there have been instances in years past where follow up efforts may have been missed however we have been working to improve this.

Our documented program helps to ensure locations are monitored for this purpose.

Question 6: Mr Rod Kirby

Following the lucky escape Hepburn & Daylesford had from the recent Hepburn fire, what does Council (as Municipal governors) intend to do in the future about reducing fire fuel loads across the Shire in order to avoid being grossly negligent in the area of exercising a duty of care to the people of Hepburn Shire?

Answer 6: Mayor Don Henderson

Council undertakes a number of actions and initiatives each year to minimise the fire risk across the shire.

This includes but not limited to:

- Regular discussions with emergency services about risks and mitigation treatments;
- Coordination of the 'Municipal Emergency Management Planning Committee' to discuss and prioritise risk areas and our respective level of preparedness for all emergencies;
- Annual fire hazard inspections;
- Partnership with community groups and agencies to address identified risks;
 - This includes a very positive and supportive relationship with the Hepburn Community Based Bushfire Management group, led and coordinated by the CFA.

Advice from authorities such as the CFA to identify risk areas is also taken.

Hepburn is one of the significant fire risk areas across the state and all agencies and the community need to work together to minimise any risk particularly given the varied land tenure arrangements across Hepburn.

Question 7: Mr Rod Kirby

Will Hepburn Shire Council work with DWELP, Parks Vic. and other forest management agencies to encourage fire fuel reduction in Hepburn Regional Park, Wombat Forest etc. and to control the build up of gorse, capebroom, blackberries etc. we have seen in recent years since the Melbourne greenie 'lock-up-the-forest' mentality has come to the fore?

Answer 7: Mayor Don Henderson

Council already works with these agencies to consider fire risks and strategies to minimise fuel loads and ultimately the risk to the community.

Council absolutely commits to continuing these partnerships for the benefit of our communities. We will continue to advocate to land management authorities to reduce fuel loads.

Question 8: Ms Helen Hayes, Ms Eleonore Pierson and Mr Michael Lynn

Please consider an instance where a property owner wishes to conduct large events involving hundreds of people on their residential property that involves a change of use/new use as a 'Place of Assembly', a waiver of required on site car parking that leads to clogging up of adjacent narrow and unmade Council roads, with parked cars and also loud music until 11:00 pm and retail sales from outside vendors – all without a Planning Permit.

What are the responsibilities of Council to protect the rights and amenity of neighbours when property owners do things without proper planning approval?

Answer 8: Mayor Don Henderson

Council is responsible for the administration and enforcement of the Hepburn Planning Scheme.

Council or any person has the power under Section 114 of the *Planning and Environment Act 1987* to take enforcement at VCAT against any owner or occupier if the use and or development undertaken on land contravenes "the Act", planning scheme or any condition of a permit or Section 173 Agreement.

An authorised officer of Council also has the power under Section 130 of the *Planning and Environment Act 1987* to issue a planning infringement for a breach of "the Act", planning scheme or a condition of a permit or Section 173 Agreement.

These powers may be used to ensure that the amenity of the area is not affected by breaches of the planning scheme or an unauthorised use/development of land.

Supplementary Question: Ms Helen Hayes

As an example, consider garage sales: How many of these type of things have to be created to become an unauthorised retail shop on a residential property? How many large events can a residential property owner run as an unauthorised place of assembly without having to have a planning permit?

Supplementary Answer

This question was taken on notice. Council will provide a response in writing to the questioner and the response will be read to the public at the next Ordinary Meeting of Council.

Question 9: Mr Bill McClenaghan

According to documentation viewed. Council issued a Request for Tender late last year and Tenders closed on 20 Dec 18. To date there have been no announcements on progress made with delivering this project or information provided on the project other than what appears on site signage.

Can Council provide an information update on how this project has progressed in terms of receiving tenders, assessing tenders and awarding a tender together with a revised estimate of starting and finishing dates?

Answer 9: Mayor Don Henderson

The Request for Tender for East Street Bridge Clearance Improvement Works closed on the 25th of January 2019. As the tender evaluation is commercial in confidence,

details are not able to be provided, however it is expected that this contract will be presented to the March meeting of Council for consideration.

If awarded in March, we hope that works will be delivered between April and July 2019 depending on contractor availability.

Question 10: Mr Bill McClenaghan

In all probability, the community would expect an improved outcome for all road users in terms of access under the East Street railway bridge that would have a similar layout to what is there today except with a greater vertical road clearance. Tender documentation and plans would indicate that this will not be the case and when the concrete sets and the project is done, a very different outcome will be then evident despite current expectations.

Plan diagrams show that East Street will be considerably narrower under the bridge because of the addition of guard rails on both sides and a raised pedestrian walkway on the town side. The raised walkway is to be 1.2 metres wide on a 1.35 metres wide formation with handrails. Formed drains on both sides will take up another 0.45 metres each. This means that when road works are completed, East Street will be 2.25 metres narrower under the bridge than it is now with two traffic lanes of only 3.15 metres wide each. A speed reduction to possibly 40 kph might be expected here to address a more dangerous bottleneck situation beside the blind intersection of Rail\way Crescent. Consider two B-Doubles passing under the bridge in terms of how much clearance there would be between them and the safety of anyone on the walkway.

Therefore, considering the current lack of any footpath in this section of East Street and the minimal amount of pedestrian traffic here, is Council prepared to proceed as proposed in the Tender documentation and create a permanent narrowing of East Street by 2.25 metres under the bridge and if so why?

Answer 10: Mayor Don Henderson

The current traffic lanes are approximately 3.4m wide.

The current proposal provides for 3.15m wide traffic lanes in addition to the trafficable kerb profile.

This results in an overall reduction in traffic lane of 0.250m however the proposal still exceeds the minimum design standards for the heavy vehicle use.

The lane widths were determined by the structural requirements of lowering the pavement, the existing footing profile of the bridge and consideration for stormwater drainage.

With regards to the footpath, Council's observations suggest that there is reasonable pedestrian movement through this area and pedestrians typically walk along the traffic lane suggesting that catering for pedestrians was needed.

This has been achieved by making use of much of the otherwise non-trafficable and redundant area where the existing bridge footings would otherwise be exposed and protrude into the clear width.

The current design meets all the objectives of the project with the inclusion of a pedestrian footpath.

Consideration for a speed zone review will be made in future if the need is identified.

Supplementary Question: Mr Bill McClenaghan

Concerning the underpinning of the bridge, my understanding from the owner of the bridge is that this bridge cannot be underpinned. Has the owner of the bridge given permission for the underpinning of the bridge and the additional concreting works at the base of the bridge to go ahead?

Answer

This question was taken on notice. Council will provide a response in writing to the questioner and the response will be read to the public at the next Ordinary Meeting of Council.

10.3. REQUESTS TO ADDRESS COUNCIL

Members of our community who have submitted a request in accordance with Local Law 1 will be heard.

Mr Rod Kirby addressed Council regarding fuel load management in the Hepburn Shire.

MOTION

10.3.0. *That an additional 3 minutes be allocated to allow Mr Kirby to complete his address.*

Moved: Cr Kate Redwood AM

Seconded: Cr John Cottrell

Carried

11. STATUTORY PLANNING REPORTS

Nil.

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 February 2019

MOTION

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

Moved: Cr John Cottrell

Seconded: Cr Fiona Robson

Carried

ATTACHMENT 1 - CHIEF EXECUTIVE OFFICERS REPORT FOR FEBRUARY
2019

CHIEF EXECUTIVE OFFICER REPORT

Presented at the Ordinary Meeting
of Council on 19 February 2019

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

CEO Update

WEEK ENDING 27th JANUARY 2019

This week I had several of my regular one on one catch up meetings with Councillors.

On Monday I inspected potential election offices in Trentham for the Victorian Electoral Commission to base themselves in during the Coliban Ward By-Election.

I met with Hepburn Health on Tuesday to discuss the Commonwealth Home Support Programme, the Royal Commission into Aged Care and potential joint venture projects.

On Thursday I had a teleconference with the Victorian Electoral Commission regarding the Coliban Ward By-election.



On Friday night we had the annual Australia Day eve civic event. At this event we had a citizenship ceremony where three residents became Australian citizens.

The Mayor made an Australia Day address and three very important awards were presented:



Community Event of the Year winner – Centenary of the Shire of Creswick Avenue of Honour at Kingston



Young Citizen of the Year winner – Ethan Brown



Citizen of the Year winner – Lawrence Porter

This is a big event for the shire and I would like to thank all those involved in making it happen. There has been a lot of debate around Australia Day and Citizenship ceremonies. Council will continue to work with our community, the Federal Government, Dja Dja Wurrung Aboriginal Clans Corporation and our Reconciliation Action Plan Community Reference Group to determine how this event is conducted in the future.

WEEK ENDING 3rd FEBRUARY 2019

On Wednesday I attended the bimonthly Women's Health Grampians – Communities of Respect and Equality Governance Group Meeting.

Hepburn Fires

On Sunday 3rd February, the weather and fire situation presented serious dangers for the Hepburn Community which resulted in parts of Hepburn being evacuated. Twenty staff from our Emergency Management Team willingly responded in assisting the fire services and in setting up the Relief Centre.

A special thanks to Louisa Watts and Paulette Pleasance, who both responded over night at short notice to set up a Relief Centre to accommodate these residents. In all the Relief Centre accommodated over 70 residents and visitors who openly and universally praised our staff for their efforts.

This effort continued over the following days with Impact Assessments which has seen 79 residences inspected for damage. Thanks to Melissa Phillips and the Post Impact Assessment Team for reacting so quickly and efficiently. Many other staff have also provided indirect support to fellow work colleagues and the community and I would like to thank them for their efforts.

It was a huge weekend for many of our staff, the community and the emergency management services. In this instance we were incredibly lucky, the outcome could have been very different if it were not for our emergency services and the weather conditions.

Organisational Realignment

The Leadership Team recently undertook a review of our staff organisational structure. The key outcome that the new structure had to deliver was having the appropriate resources in the appropriate areas. I am committed to ensuring we have the required resources in areas such as Governance, Compliance and Risk to ensure everything we do is done in accordance with our legislative responsibilities, policy requirements and that we can demonstrate best value in everything we do.

The changes from this Organisational Realignment came into effect on Monday 4th February, and from this date you may notice some officer titles changed, and organisation charts on the internet have been updated to reflect these changes. Our People & Culture team are working on developing position descriptions and advertising for vacant roles.

WEEK ENDING 10th FEBRUARY 2019

The start of the week involved Fire Relief, Recovery, fire related media and an Emergency Management Team debrief.

On Tuesday we had a Council briefing. On Wednesday I attended the Works Monthly Toolbox meeting at the Daylesford Depot and that afternoon I met with the Kingston Friends of the Avenue.

I attended a MAV Strategic Planning meeting in Geelong on Thursday, followed by a Loddon Campaspe Mayor's & CEO's meeting in Castlemaine on Friday, and a meeting with The Local, regarding a Daylesford Business Association.

WEEK ENDING 17th FEBRUARY 2019

I started the week in a meeting with the Directors to review reports for the February Council meeting.

On Tuesday I had a Mayor/CEO meeting followed by a Councillor Strategic Briefing Session.



On Wednesday the Mayor and I met with the Minister for Local Government and Small Business, the Hon Adem Somyurek. This was a great opportunity to discuss a range of topics, including the review of the Local Government Act, the upcoming rating review, the relationship between Local Government and State Government and the many great current and future projects we are working on. We discussed the financial challenges of being a small Council and the competitive employment market that is created by being close to the City of Ballarat and the City Greater of Bendigo.

The Mayor and I took the opportunity to discuss our upcoming review of the planning scheme, our unsuccessful application with the Victorian Planning Authority and the need for State Government support with Strategic Planning.

Throughout the week I conducted several performance review discussions with my direct reports.

On Friday I participated in a Regional Partnership Strategic Planning Session.

**12.2. DEVELOPMENT AND COMMUNITY SAFETY REPORT
 DIRECTOR INFRASTRUCTURE AND 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 and planning units of council.

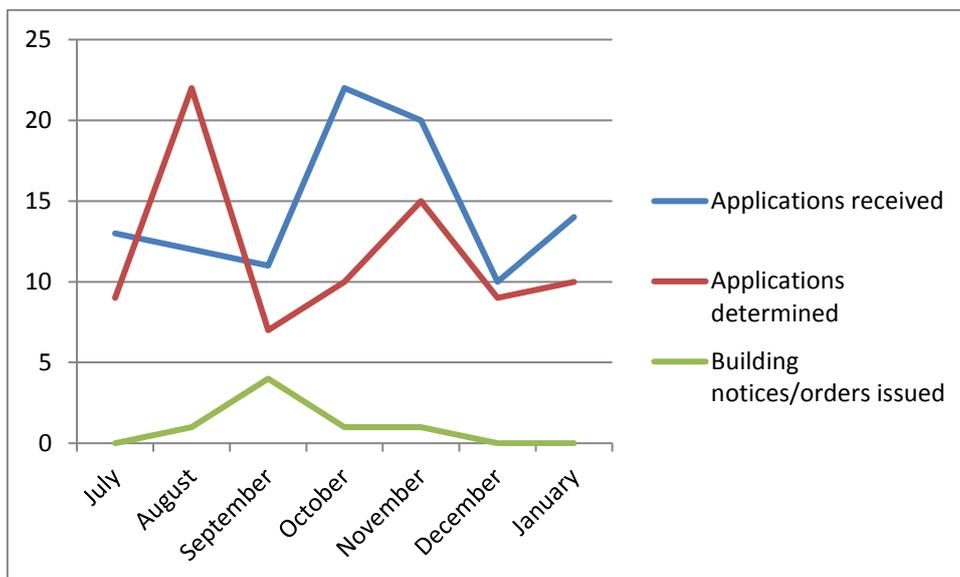
ISSUE/DISCUSSION

Building

The building activity report for January 2019 is summarized below:

Building Activity	Total
Building applications received	14
Building applications determined	10
Building notices/orders issued	0
Total development cost	\$ 562,300.00

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

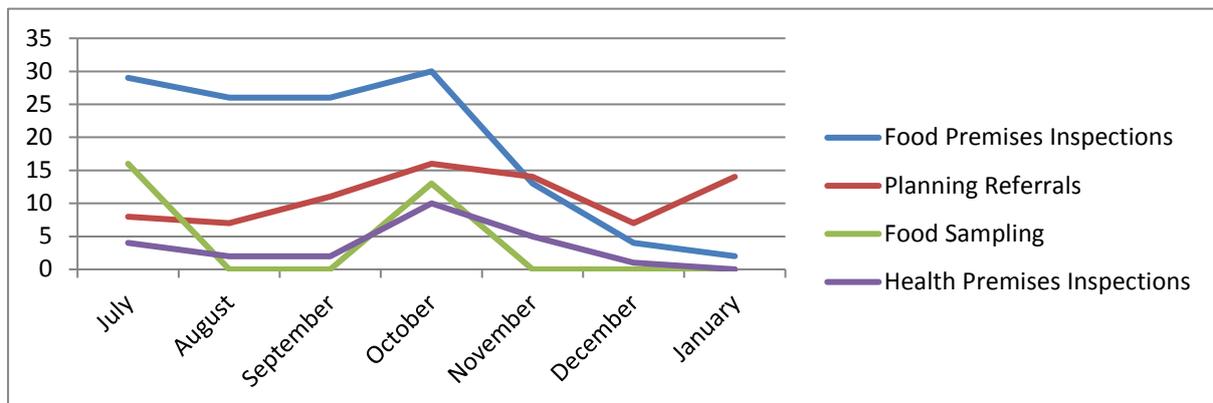


Environmental Health

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

Environmental Health Activity	Programmed	Total
Food Premises Inspections	0	2
Planning Referrals	Not programmed	14
Food Sampling	0	0
Health Premises Inspections	0	0

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

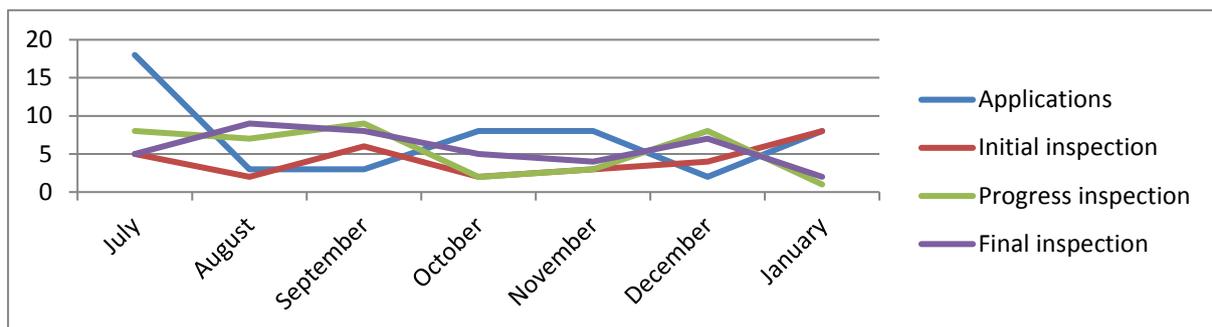


The Food Premises Inspections and Food Sampling program will commence in March 2019 following the completion of annual food renewal registrations. Planning referral inspections are dependent on the requirement for input from Environmental Health into the planning assessment process (i.e. is the development unsewered?)

Septic tank application/inspection activity for January 2019 is summarized below:

Septic Tank applications/inspections	Total
Applications	8
Initial inspection	8
Progress inspection	1
Final inspection	2

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



Septic tank applications remain steady in the warmer months and numbers are dependent on septic applications lodged with Council.

Community Safety

The local laws activity report for January 2019 is summarized below:

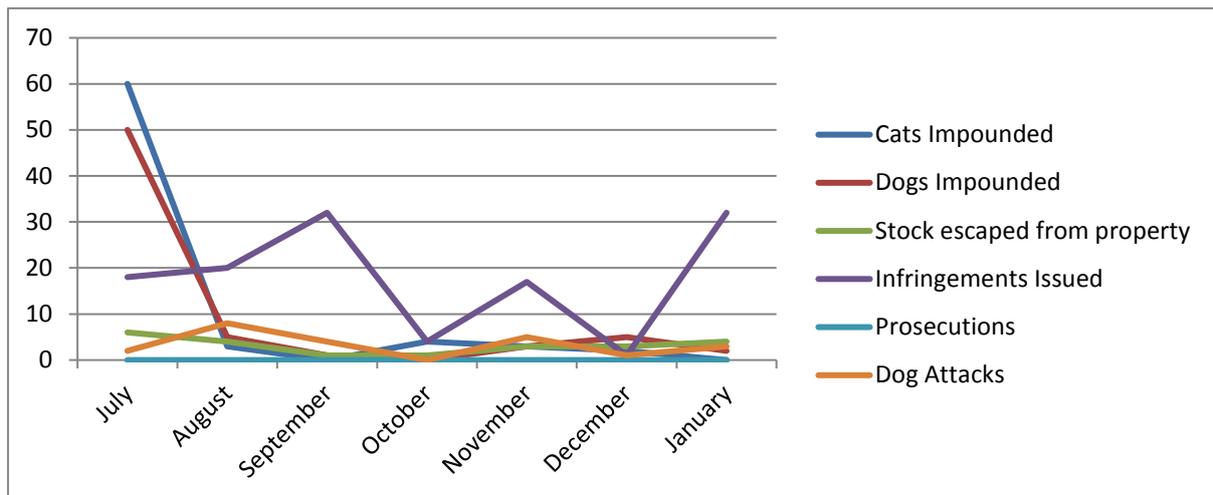
Local Laws Activity	Total
Cats Impounded	0
Dogs Impounded	2
Stock escaped from property	4
Infringements Issued	32
Prosecutions	0
Dog attacks	3

The three dog attack investigations resulted in the issuing of three infringements.

Breakdown of infringements issued:

Animal	10
Local Law	3
Parking	6
Fire	13

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

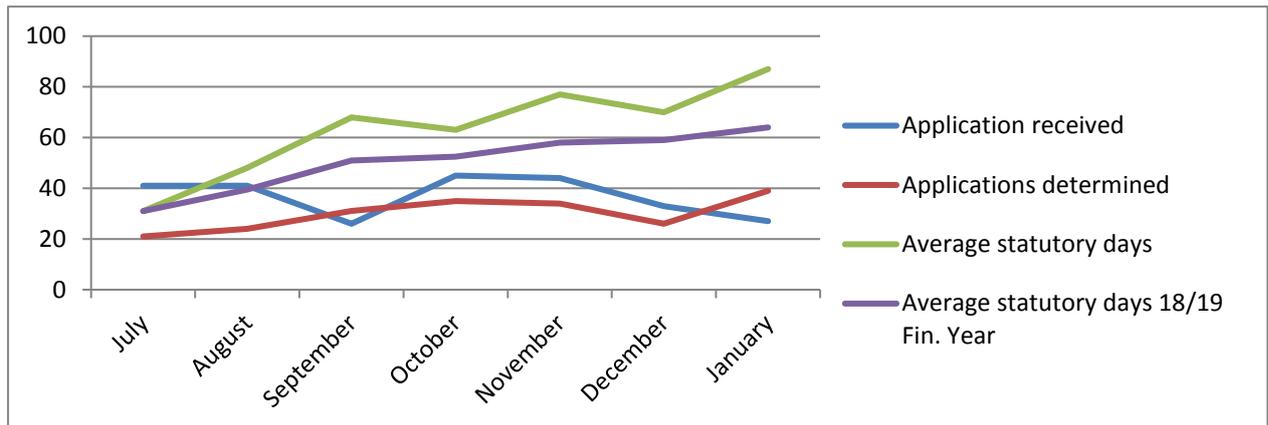


Planning

The planning activity report for January 2019 is summarized below:

Planning Activity	Total
Applications received	27
Applications determined	39
Average statutory days	87
Average statutory days 18/19 financial yr	64
Average statutory days 17/18 financial yr	45

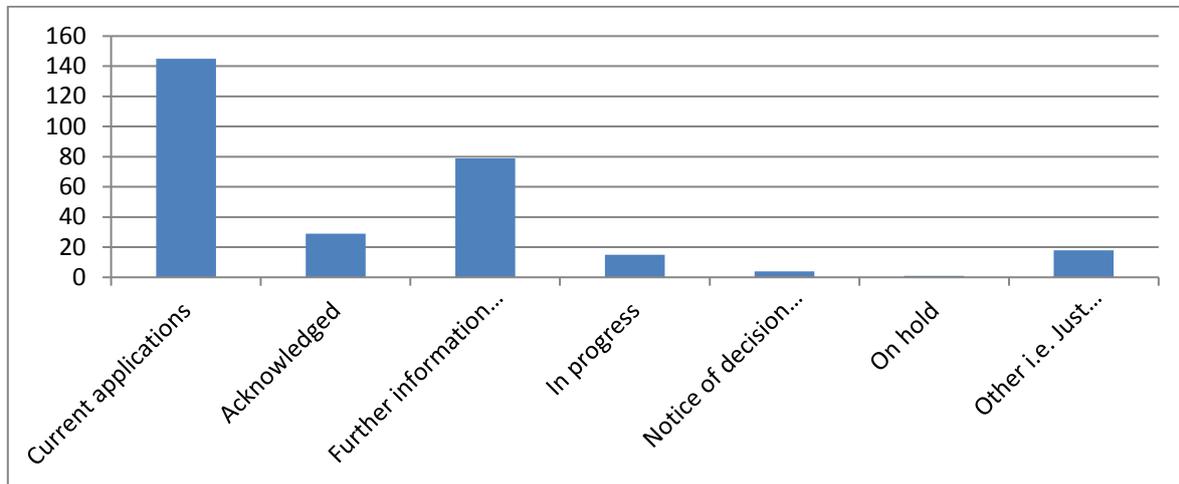
The following graph represents planning activity for the 18/19 financial year.



The average statutory days has increased as applications with higher assessment times are processed therefore increasing the average. A focus until the end of the year will be to start reducing statutory processing days to lower the overall average to below 60 days.

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

Status of applications	Total
Current applications	145
Acknowledged	29
Further information request	79
In progress	15
Notice of decision pending	4
On hold	1
Other i.e. just submitted, referred	18



Applications determined in January 2019 under delegation.

A list of applications issued under delegation is included as an attachment. Thirty Nine permits were issued in January which is an increase of 13 from December. The breakdown of permits issued under delegation by category is listed in the table below.

Notice of Decision issued - objector involved	2
Not required	1
Permit issued by delegated officer	34
Withdrawn	2

OFFICER'S RECOMMENDATION

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

MOTION

12.2.1. *That Council receives and notes the report for information.*

Moved: Cr Neil Newitt

Seconded: Cr John Cottrell

Carried

ATTACHMENT 2 - PLANNING PERMITS ISSUED UNDER DELEGATION IN
JANUARY 2019

Planning Permits issued under delegation - January 2019

Application ID	Full Details	Primary Property	Stage/Decision
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	NOD, Notice of Decision, Y
PlnPA002089	8 Lot Subdivision (re-subdivision)	150 Daylesford-Malmsbury Road, COOMOORA VIC 3461	NOD, Notice of Decision, Y
PlnPA001977	Use and development of the land for group accommodation, function centre, health retreat and spa and associated works,	254 Daylesford-Trentham Road, DAYLESFORD VIC 3460	NotReq, Not Required, Y
PlnPA001191.01	Development of a dwelling in accordance with the endorsed plans and site cut greater than 1m in depth.	27 Sixth Street, HEPBURN SPRINGS VIC 3461	PrmIssued, Permit Issued, Y
PlnPA001996	Ten (10) lot subdivision, construction of ten (10) dwellings, variation to easement and alteration of access to a Road Zone	59 Main Road, HEPBURN SPRINGS VIC 3461	PrmIssued, Permit Issued, Y
PlnPA002047	Construction of a dwelling, outbuilding, and associated works, generally in accordance with the endorsed plans	12 Connells Gully Road, DAYLESFORD VIC 3460	PrmIssued, Permit Issued, Y
PlnPA002048	Construction of a dwelling, outbuilding, and associated works, generally in accordance with the endorsed plans	10 Connells Gully Road, DAYLESFORD VIC 3460	PrmIssued, Permit Issued, Y
PlnPA002062	Construction of a dwelling and vegetation removal	30A Leggatt Street, DAYLESFORD VIC 3460	PrmIssued, Permit Issued, Y
PlnPA002094	Alter restriction of Sec 173 agreement regarding building envelope	19 Mulcahys Road, TRENTHAM VIC 3458	PrmIssued, Permit Issued, Y
PlnPA002096	Construction of a second dwelling on a lot and associated works	2 Stanbridge Street, DAYLESFORD VIC 3460	PrmIssued, Permit Issued, Y
PlnPA002098	Partial demolition (southern wall and stained glass windows), construct and carry out works to a place of assembly (to include	90 Bailey Street, CLUNES VIC 3370	PrmIssued, Permit Issued, Y
PlnPA002111	Use and construction of a dwelling and associated works, generally in accordance with the endorsed plan	3 Hepburn Court, CRESWICK VIC 3363	PrmIssued, Permit Issued, Y
PlnPA002118	Construction of a sign	45A Vincent Street, DAYLESFORD VIC 3460	PrmIssued, Permit Issued, Y
PlnPA002139	Variation of a registered restrictive covenant to increase size of building envelope (PS 435059P)	14 South Ajax Road, DAYLESFORD VIC 3460	PrmIssued, Permit Issued, Y
PlnPA002142	Alterations and additions to dwelling and associated works, generally in accordance with the endorsed plans.	80 Lake Road, DAYLESFORD VIC 3460	PrmIssued, Permit Issued, Y
PlnPA002168	Two lot subdivision	160 Fairview Drive, CLUNES VIC 3370	PrmIssued, Permit Issued, Y
PlnPA002169	Two lot subdivision, generally in accordance with the endorsed plans	32 Victoria Street, TRENTHAM VIC 3458	PrmIssued, Permit Issued, Y
PlnPA002174	Increase to red line area for liquor licence, previously approved under Planning Permit 2004/8203 (which allows Use of the	1073 Telegraph Road, SAILORS FALLS VIC 3461	PrmIssued, Permit Issued, Y
PlnPA002177	Construction of a dwelling and shed and alteration to access to a Road Zone Category 1	110 Daylesford-Trentham Road, DAYLESFORD VIC 3460	PrmIssued, Permit Issued, Y
PlnPA002179	Use and construction of a dwelling and associated works	10 Augusta Drive, CRESWICK VIC 3363	PrmIssued, Permit Issued, Y
PlnPA002195	Use and construction of a dwelling and outbuilding (barn) and associated works, generally in accordance with the endorsed plans	42 Frith Mill Road, LYONVILLE VIC 3461	PrmIssued, Permit Issued, Y
PlnPA002209	Two lot subdivision	8 Downes Street, CLUNES VIC 3370	PrmIssued, Permit Issued, Y
PlnPA002210	Three lot subdivision	5 Criterion Court, CLUNES VIC 3370	PrmIssued, Permit Issued, Y
PlnPA002211	Construction of a dwelling	934 Porcupine Ridge Road, PORCUPINE RIDGE VIC 3461	PrmIssued, Permit Issued, Y
PlnPA002218	Buildings and works to construct a dwelling	520 Leslies Road, PORCUPINE RIDGE VIC 3461	PrmIssued, Permit Issued, Y
PlnPA002220	Buildings and works to construct a dwelling	230 White Hills Road, SMEATON VIC 3364	PrmIssued, Permit Issued, Y
PlnPA002221	Two lot subdivision	82 Fraser Street, CLUNES VIC 3370	PrmIssued, Permit Issued, Y
PlnPA002232	Construction and associated works of an extension to existing dwelling	2861 Ballan-Daylesford Road, DAYLESFORD VIC 3460	PrmIssued, Permit Issued, Y
PlnPA002253	Construction of an outbuilding (farm shed) and associated works	95 Slaughteryard Road, CLUNES VIC 3370	PrmIssued, Permit Issued, Y
PlnPA002264	Develop and carry out works associated with construction of a dwelling generally in accordance with the endorsed plans	32 Park Street, TRENTHAM VIC 3458	PrmIssued, Permit Issued, Y
PlnPA002272	Construct and carry out works associated with a solar energy facility attached to roof of building	70 Bailey Street, CLUNES VIC 3370	PrmIssued, Permit Issued, Y
PlnPA002294	Construction and associated works of a verandah roof connected to a dwelling	16 Camp Street, DAYLESFORD VIC 3460	PrmIssued, Permit Issued, Y
PlnPA002299	Construction of an outbuilding (shed) and associated works	5465 Midland Highway, MOUNT FRANKLIN VIC 3461	PrmIssued, Permit Issued, Y
PlnPA002303	External painting of portion of dwelling	22 East Street, DAYLESFORD VIC 3460	PrmIssued, Permit Issued, Y
PlnPA002305	Construction of an in-ground swimming pool and safety barrier	2 Whybrow Street, FRANKLINFORD VIC 3461	PrmIssued, Permit Issued, Y
PlnPA002306	Construction of a carport	2513 Ballan-Daylesford Road, MUSK VALE VIC 3461	PrmIssued, Permit Issued, Y
PlnPA002314	Construction of a shed	299 Lake Road, DAYLESFORD VIC 3460	PrmIssued, Permit Issued, Y
PlnPA002157	Restaurant/Café Liquor licence (increase of red line area, increase of patron numbers and increase to operating hours) and car parking waiver	37-37A High Street, TRENTHAM VIC 3458	Withdrawn, Withdrawn, Y
PlnPA002217	Construction of a garage connected to the existing dwelling, development of a second dwelling, vegetation removal and associated works, generally according with the endorsed plans	23 Raglan Street, DAYLESFORD VIC 3460	Withdrawn, Withdrawn, Y

12.3. CUSTOMER REQUESTS UPDATE
DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is to provide Council an update on customer requests received and responded to through the Closing the Loop system.

BACKGROUND

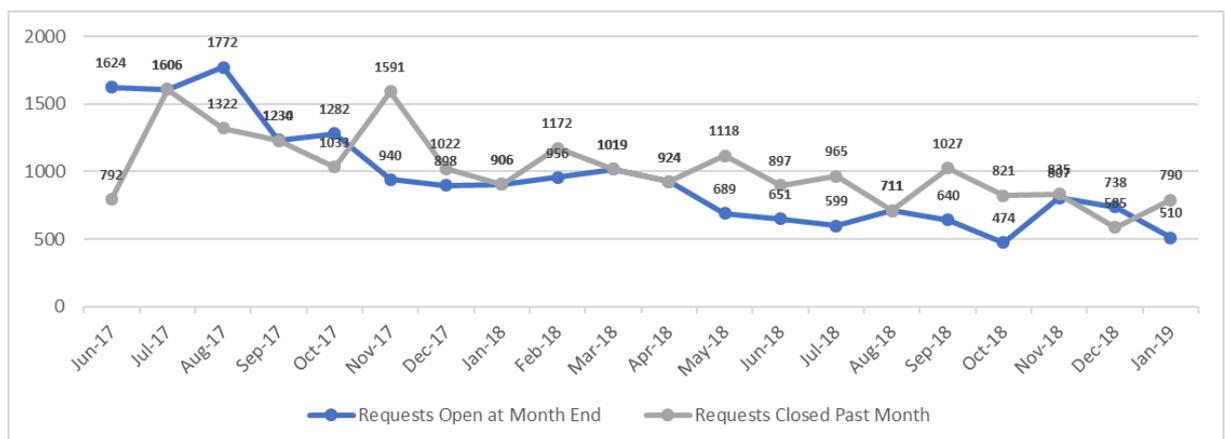
Council uses a Customer Request System *Closing the Loop* to receive and respond to a wide range of requests. The system is web-based and enables community members to directly enter requests, as well as staff to add and manage requests both in council offices as well as remotely.

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

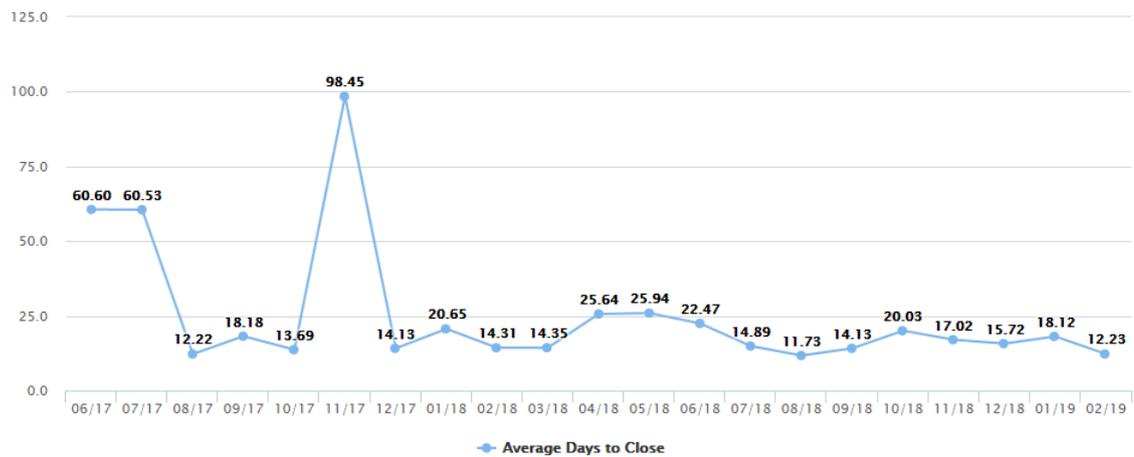


Each request is allocated a category as the type of request, with the following detailing the top 10 categories:

Call back	288
Waste	98

Community Care	89
Roads and Footpaths	51
Information Technology	49
Parks and Open Space	35
Animals	29
Community Safety	28
Council Buildings	28
Other	95

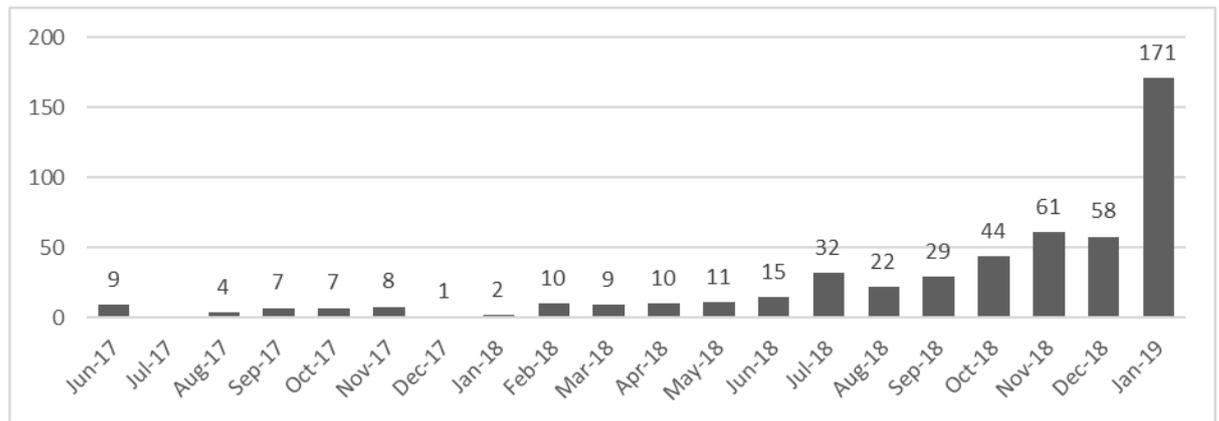
Average Days to Close Requests



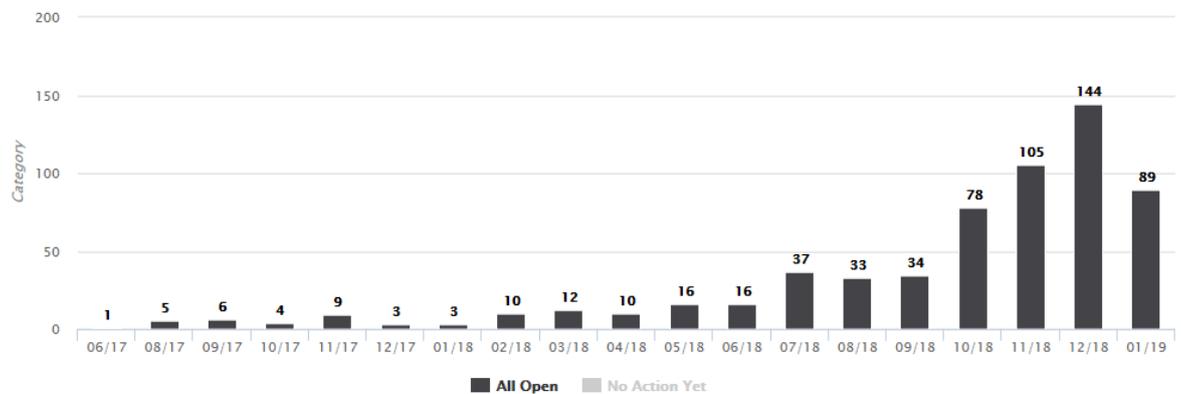
The average days to close requests in the months of June, July and November 2017 were particularly high due to closing out old requests that were migrated from our old customer request system. This included a large number of waste requests that had previously been actioned, but not closed in the request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

Open Requests by Month Received

Current - February 2019



Last Month – January 2019



Note: extracted on 8 January 2019

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 February 2019.

MOTION

12.3.1. *That Council notes the update on customer requests for February 2019.*

Moved: Cr Kate Redwood AM

Seconded: Cr Greg May

Carried

12.4. MID-YEAR BUDGET REVIEW 2018/19
DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to conduct a mid-year budget review and adopt the forecast budget for 2018/19, which includes carry forward projects.

BACKGROUND

Council adopted the 2018/19 Budget at the Ordinary Council Meeting held on 19 June 2018. Each year, the adopted budget is reviewed mid-year in order to quantify changes to income and expenditure forecasts as the result of events or information received subsequent to the budget being adopted. These changes may be as a result of additional grants, formal advice of budgeted grant allocations, project activities from the current or previous years and new or changed priorities that Council has been required to address.

ISSUE/DISCUSSION

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

- (a) Review incomplete projects from 2017/18 and identify proposed additional carry forwards or reallocation of funds to complete projects;
- (b) (b)Adjustment of budgeted grant amounts where advice has been received indicating that Council will receive an amount different to the budget;
- (c) Processed balance sheet adjustments into the budget to reflect the actual financial position as at the end of 2017/18;
- (d) Review of the December financial reports in conjunction with Leadership and Executive Team members to identify items which require adjustment; and
- (e) Councillor Briefing session to discuss mid-year budget and proposed changes.

A revised set of financial reports incorporating the income statement, balance sheet, statement of cash flows, statement of capital works and statement of operational projects are included as Attachments.

Carry-forward

Carry-forward projects (both capital works and non-recurrent) were discussed at the Councillor Briefing on 11 September 2018. These projects will be presented at the February Council meeting for formal adoption.

Proposed Carry forward expenditure

Proposed carry forward expenditure			
	Capital Works	\$6,577,087	per attachment 2
	Non-recurrent projects	\$1,850,546	per attachment 3
Proposed carry forward income			
	Capital Works	\$910,233	per attachment 2
	Non-recurrent projects	\$172,000	per attachment 3
	Operations	\$128,994	per attachment 3

Mid Year Review

Mid Year Review - additional expenditure			
	Capital Works	\$1,277,004	per attachment 2
	Non-Recurrent Projects	\$236,250	per attachment 3
Mid Year Review - additional income			
	Capital Works	\$1,098,488	per attachment 2
	Non-Recurrent Projects	\$1,416,250	per attachment 3

For additional details of the specific projects, refer to Attachment 4.

The reports attached have been compiled using the actual timing of entries into the budget ledger. Subsequent to the original budget being adopted, the following has occurred in this order:

- (a) Carry forward project budgets have been finalised for 2017/18 and added to the 2018/19 budget.
- (b) The final position for 2017/18 has been reported and the applicable balance sheet adjustments have been processed to record this in the budget ledger.
- (c) A review of the first 6 months of 2018/19 has been undertaken and changes in the expected financial performance have been included in the revised budget.

Impact of changes:

1. Surplus for the year is anticipated to reduce by \$341,000.
2. Anticipated cash and cash equivalents as at 30 June 2019 was originally budgeted at \$10.10 million, this reduces to \$9.85 million as a result of all changes.
3. Grant income is \$1.698 million higher than original budget due to a number of grant adjustments and successful grant bids.
4. Additional expenditure of \$2.355 million predominantly relates to carry forward projects, which has contributed \$1.886 million of this figure.
5. Overspend of recurrent and project budgets has been relatively minor. Some additional salary and related cost has been incurred due to short-term staffing requirements.
6. The revised budget assumes all projects to be delivered by 30 June 2019, if not, carry forward to 2019/20.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – High Performing Organisation

Key Strategic Activity:

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

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

FINANCIAL IMPLICATIONS

The mid-year budget review incorporates changes to Council's 2018/19 Budget to identify the consolidated financial implications of all known and reported variations.

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

There are no significant implications as a result of this budget forecast.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The mid-year budget review has been completed with input from officers and Councillors. The forecast budget will be available to the public via the minutes published on Council's website.

CONCLUSION

The mid-year budget review has been completed which provides Council with improved clarity and confidence in the 2018/19 operational and project budgets

OFFICER'S RECOMMENDATION

12.4.1. That Council approves and adopts the mid-year budget for the financial year 2018/19.

MOTION

12.4.1. That Council approves and adopts the mid-year budget for the financial year 2018/19.

Moved: Cr Kate Redwood AM

Seconded: Cr John Cottrell

Carried

ATTACHMENT 3 - FINANCIAL STATEMENTS – 2018/19 REVISED BUDGET

Hepburn Shire Council
Comprehensive Income Statement
For Period ended 30 June 2019

	Note	Original Budget 2018/19 \$'000	CFWD Budget \$'000	Revised Budget 2018/19 \$'000	Overall Variance \$'000	Notes
Income						
Rates and charges	3	20,462	20,462	20,459	(3)	
Statutory fees and fines	4	799	799	839	40	
User fees	5	1,037	1,037	1,029	(8)	
Grants - operating	6	6,621	6,902	7,097	476	1
Grants - capital	6	3,064	3,790	4,287	1,223	1
Contributions - monetary	7	200	405	405	205	1
Contributions - non monetary	7	-	-	-		
Net gain/(loss) on disposal of assets	8	178	178	81	(97)	
Other income	9	1,494	1,494	1,674	180	
Total income		<u>33,855</u>	<u>35,067</u>	<u>35,870</u>	<u>2,015</u>	
Expenses						
Employee costs	10	12,062	12,116	12,352	290	2
Materials and services	11	10,140	11,972	12,205	2,065	2
Bad and doubtful debts	12	18	18	18	-	
Depreciation and amortisation	13	7,028	7,028	7,028	-	
Borrowing costs	14	225	225	225	-	
Other expenses	15	781	792	782	-	
Total expenses		<u>30,254</u>	<u>32,151</u>	<u>32,610</u>	<u>2,355</u>	
Surplus/(deficit) for the year		<u>3,601</u>	<u>2,916</u>	<u>3,260</u>	<u>(340)</u>	

Notes:

1. Particularly due to the timing of grants associated with capital works (\$1.21 million). Refer attachments 2 and 3 for detailed breakdown per project.

2. Due predominately to carry forward projects (\$1.85 million). Refer to attachment 3 for detailed breakdown per project.

**Hepburn Shire Council
Balance Sheet
As at 30 June 2019**

	Note	Original Budget 2018/19 \$'000	CFWD Budget \$'000	Revised Budget 2018/19 \$'000	Overall Variance \$'000	Notes
Assets						
Current assets						
Cash and cash equivalents	17	7,167	(94)	3,920	(3,247)	
Trade and other receivables	18	2,341	2,341	3,011	670	
Other financial assets	19	2,933	2,933	5,933	3,000	
Inventories	20	19	19	12	(7)	
Non-current assets classified as held for sale	21	-	0	-	-	
Other assets	22	137	137	228	91	
Total current assets		<u>12,598</u>	<u>5,336</u>	<u>13,104</u>	<u>506</u>	
Non-current assets						
Property, infrastructure, plant and equipment	23	243,850	250,427	256,628	12,778	3
Intangible assets	25	380	380	379	(1)	
Total non-current assets		<u>244,230</u>	<u>250,807</u>	<u>257,007</u>	<u>12,777</u>	
Total assets		<u>256,827</u>	<u>256,143</u>	<u>270,111</u>	<u>13,283</u>	
Liabilities						
Current liabilities						
Trade and other payables	26	1,693	1,693	2,167	474	
Trust funds and deposits	27	1,044	1,044	1,073	29	
Provisions	28	2,044	2,044	2,019	(25)	
Interest-bearing loans and borrowings	29	639	639	428	(211)	
Other Liabilities	29	69	69	231	162	
Total current liabilities		<u>5,488</u>	<u>5,489</u>	<u>5,918</u>	<u>430</u>	
Non-current liabilities						
Provisions	28	485	485	424	(61)	
Interest-bearing loans and borrowings	29	4,917	4,916	3,807	(1,110)	4
Other Liabilities	29	63	63	63	-	
Total non-current liabilities		<u>5,464</u>	<u>5,464</u>	<u>4,293</u>	<u>(1,170)</u>	
Total liabilities		<u>10,951</u>	<u>10,953</u>	<u>10,211</u>	<u>(741)</u>	
Net assets		<u>245,876</u>	<u>245,190</u>	<u>259,900</u>	<u>14,024</u>	
Equity						
Accumulated surplus		152,624	152,800	153,352	728	
Reserves	30	93,252	92,390	106,548	13,296	3
Total Equity		<u>245,876</u>	<u>245,190</u>	<u>259,900</u>	<u>14,024</u>	

Notes:

3. Includes the 2017/18 Net asset revaluation increment of \$13.682 million.

4. Impacted by the decision not to proceed with the purchase of Garbage Trucks \$1.22 million, which were to be funded by loan borrowings.

Hepburn Shire Council
Statement of Cash Flows
For Period ended 30 June 2019

	Original Budget 2018/19 Inflows/ (Outflows) \$'000	CFWD Budget Inflows/ (Outflows) \$'000	Revised Budget 2018/19 Inflows/ (Outflows) \$'000	Overall Variance \$'000
Cash flows from operating activities				
Rates and charges	20,322	20,322	20,319	(3)
Statutory fees and fines	782	782	822	40
User fees	1,037	1,037	1,029	(8)
Grants - operating	6,621	6,902	7,097	476
Grants - capital	3,064	3,790	4,287	1,223
Contributions - monetary	200	405	405	205
Reimbursements	-	-	-	-
Interest received	348	348	348	-
Rent received	1,090	1,090	1,090	-
Trust funds and deposits taken	12	12	12	-
Rents (inclusive of GST)	-	-	-	-
Other receipts	186	186	365	179
Net GST refund/payment	-	-	-	-
Employee costs	(11,966)	(12,020)	(12,256)	(290)
Materials and services	(10,140)	(11,972)	(12,204)	(2,064)
Trust funds and deposits repaid	-	-	-	-
Other payments	(781)	(792)	(782)	(0)
Net cash provided by/(used in) operating activities	<u>10,775</u>	<u>10,090</u>	<u>10,531</u>	<u>(243)</u>
Cash flows from investing activities				
Payments for property, infrastructure, plant and equipment	(10,396)	(18,358)	(17,693)	(7,297)
Proceeds from sale of property, infrastructure, plant and equipment	209	1,594	1,594	1,385
Payments for investments	-	-	-	-
Proceeds from sale of investments	-	-	-	-
Loans and advances made	-	-	-	-
Payments of loans and advances	-	-	-	-
Net cash provided by/(used in) investing activities	<u>(10,187)</u>	<u>(16,764)</u>	<u>(16,099)</u>	<u>(5,912)</u>
Cash flows from financing activities				
Finance costs	(225)	(225)	(225)	-
Proceeds from disposal of financial assets	-	-	-	-
Proceeds from borrowings	1,220	1,220	-	(1,220)
Repayment of borrowings	(652)	(652)	(652)	-
Net cash provided by/(used in) financing activities	<u>343</u>	<u>343</u>	<u>(877)</u>	<u>(1,220)</u>
Net increase (decrease) in cash and cash equivalents	930	(6,331)	(6,445)	(7,375)
Cash and cash equivalents at the beginning of the financial year	6,237	6,237	10,365	4,128
Cash and cash equivalents at the end of the period	<u>7,167</u>	<u>(94)</u>	<u>3,920</u>	<u>(3,247)</u>

ATTACHMENT 4 - STATEMENT OF CAPITAL WORKS – 2018/19 REVISED
BUDGET

Hepburn Shire Council Statement of Capital Works - Revised Budget

<i>Project Number</i>	<i>Project Name</i>	<i>New / Renew / Upgrade</i>	<i>Original Budget</i>	<i>Carry Forward Budget 2018/19</i>	<i>Mid-Year Budget Variations Expenditure</i>	<i>Revised Budget</i>	<i>Original Budget</i>	<i>Carry Forward Budget</i>	<i>Mid-Year Budget Variations 2018/19</i>	<i>Forecast Budget Variations Income</i>	<i>Revised Budget</i>
PROPERTY											
Land improvements											
	Town and Shire Road Signage		-	18,530	-	18,530	-	-	-	-	-
	Interpretive Signage at Calembreen Park		-	8,000	-	8,000	-	-	-	-	-
	Gateway signage - permanent market sign in each town		-	9,400	-	9,400	-	-	-	-	-
	Creswick Bowling Greens		-	-	35,000	35,000	-	-	-	-	-
	Total land		-	35,930	35,000	70,930	-	-	-	-	-
Buildings											
	Multi Purpose Facility - Victoria Park Daylesford		-	-	-	-	-	174,750	-	-	174,750
	Trentham Community Hub		30,000	24,084	-	54,084	-	-	-	-	-
	Hepburn Shire Council Services & Community Hub Construction		65,000	304,465	1,680,633	2,050,098	-	-	-	-	-
	Waste Management Facility Construction		-	384,329	(354,329)	30,000	-	-	-	-	-
	Daylesford Pool Upgrades		20,000	526,691	-	546,691	20,000	60,000	-	-	80,000
	Trentham Child Care Construction for In-Venue Family DayCare		-	239,455	305,000	544,455	-	-	305,000	-	305,000
	Reserve Facility Renewal and Upgrade Program		15,000	-	-	15,000	-	-	-	-	-
	Hepburn Netball Changerooms		390,350	(2,287)	-	388,063	130,000	(90,000)	-	-	40,000
	E-waste Infrastructure - Creswick Transfer Station		-	-	102,750	102,750	-	-	88,750	-	88,750
	E-waste Infrastructure - Daylesford Transfer Station		-	-	97,950	97,950	-	-	88,750	-	88,750
	Holiday Park Daylesford Structures		-	-	120,000	120,000	-	-	40,000	-	40,000
Building improvements											
	Capital Building and Structures Renewal Program		953,000	1,002,348	-	1,955,348	-	-	-	-	-
	Sustainability Strategy - Towards Zero - Council Assets		258,000	45,982	-	303,982	-	-	-	-	-
	Trentham Mechanics Institute upgrades		-	25,000	-	25,000	-	-	-	-	-
	DaylesfordTown Hall Community Hub assoc works		250,000	461,115	-	711,115	250,000	-	-	-	250,000
	Total buildings		1,981,350	3,011,182	1,952,004	6,944,536	400,000	144,750	522,500	-	1,067,250
	TOTAL PROPERTY		1,981,350	3,047,112	1,987,004	7,015,466	400,000	144,750	522,500	-	1,067,250
PLANT AND EQUIPMENT											
Plant, machinery and equipment											
	Vehicle and Plant Replacement		2,121,100	54,138	(1,220,000)	955,238	209,000	-	-	-	209,000
	National Flagship Bioenergy Facility		975,000	128,095	-	1,103,095	450,000	170,000	-	-	620,000
	Trentham Pool Blanket Replacement		14,000	-	-	14,000	-	-	-	-	-
	Transfer Stations CCTV		20,000	-	-	20,000	-	-	-	-	-
Computers and telecommunications											
	IT Hardware / Technology Renewal Program		96,500	214,410	-	310,910	-	-	-	-	-
Library books											
	Library Collection Renewal		57,389	16,727	-	74,116	-	-	-	-	-
	TOTAL PLANT AND EQUIPMENT		3,283,989	413,370	(1,220,000)	2,477,359	659,000	170,000	-	-	829,000
INFRASTRUCTURE											
Roads											
	Road Reseals Program		869,000	-	-	869,000	-	-	-	-	-
	Gravel Resheet Program		496,000	-	-	496,000	-	-	-	-	-
	Pavement Rehabilitation, Formation & Drainage		1,453,985	383,522	301,060	2,138,567	621,526	-	377,048	-	998,574
	Road Safety Improvements Program		50,000	50,000	198,940	298,940	-	-	198,940	-	198,940
	East St Railway Bridge Underpass		200,000	538,421	-	738,421	-	240,000	-	-	240,000
	Upgrade of Dairy Flat Road Musk		-	350,000	-	350,000	-	200,000	-	-	200,000
	Redesign and construct Jamieson-Raglan St Intersection		-	6,000	-	6,000	-	-	-	-	-
	Road Upgrade Policy & Road Sealing Implementation Fund		200,000	-	-	200,000	-	-	-	-	-
Bridges											
	Bridge Renewal Program		278,250	206,559	-	484,809	-	-	-	-	-

Hepburn Shire Council Statement of Capital Works - Revised Budget

<i>Project Number</i>	<i>Project Name</i>	<i>New / Renew / Upgrade</i>	<i>Original Budget</i>	<i>Carry Forward Budget 2018/19</i>	<i>Mid-Year Budget Variations Expenditure</i>	<i>Revised Budget</i>	<i>Original Budget</i>	<i>Carry Forward Budget</i>	<i>Mid-Year Budget Variations 2018/19</i>	<i>Forecast Budget Variations Income</i>	<i>Revised Budget</i>
Footpaths and cycleways											
	Footpath Improvement and Renewal Program		146,500	201,120	-	347,620	-	-	-	-	-
	Walking and Cycling Footpath and Trail Implementation		414,700	155,098	-	569,798	-	-	-	-	-
	Creswick crossing/outstands - Path Vic Park Soccer facility to pavillion		-	30,509	-	30,509	-	-	-	-	-
			10,000	-	(10,000)	-	-	-	-	-	-
Drainage											
	Kerb & Channel Rehabilitation		249,000	122,010	-	371,010	-	-	-	-	-
	Drainage condition assessment and renewal/upgrade program		38,000	9,657	-	47,657	-	-	-	-	-
	Hepburn Springs Rd Drainage between Ingrow and Lardi Lanes		-	77,172	-	77,172	-	66,413	-	-	66,413
Recreational, leisure and community facilities											
	Hard-court Annual Renewal Program		-	4,280	-	4,280	-	-	-	-	-
	Creswick Soccer Club lighting		-	-	-	-	-	10,000	-	-	10,000
	Daylesford Soccer Clubrooms Refurbishment		60,000	157,911	-	217,911	-	20,000	-	-	20,000
	Swimming Pool Consultation and Scoping Creswick		-	13,290	-	13,290	-	-	-	-	-
	Climate Resilient Recreation Facilities		6,000	53,914	-	59,914	-	57,670	-	-	57,670
	Reserves Entrance Enhancement Program		3,000	-	-	3,000	-	-	-	-	-
	Newlyn Netball Court Upgrades		150,000	-	-	150,000	105,000	-	-	-	105,000
	Reserve Benches and Tables Renewal and Expansion Program		35,400	-	-	35,400	-	-	-	-	-
	Outdoor Exercise Equipment		40,000	-	-	40,000	25,000	-	-	-	25,000
	Clunes Turf Wicket Replacement		81,000	-	-	81,000	54,000	(48,600)	-	-	5,400
Parks, open space and streetscapes											
	Trentham Streetscape Implementation		-	226,786	-	226,786	-	-	-	-	-
	Glenlyon Streetscape Construction		-	3,816	-	3,816	-	-	-	-	-
	Hepburn Streetscape Construction		-	272,768	-	272,768	-	-	-	-	-
	Lake Daylesford Improvements		-	-	-	-	-	50,000	-	-	50,000
	Mineral Springs Reserve Improvement Works		-	169,590	-	169,590	-	-	-	-	-
	Wombat Hill Botanic Garden Works		-	57,070	-	57,070	-	-	-	-	-
	Additional street trees and Parklet prototype		-	9,359	-	9,359	-	-	-	-	-
	Bouldering wall (rock climbing) in Creswick community park		-	12,024	-	12,024	-	-	-	-	-
	Jubilee Lake Remedial Works		190,000	-	-	190,000	-	-	-	-	-
	Sutton Springs Landscape		-	-	20,000	20,000	-	-	-	-	-
Other infrastructure											
	Public Art Appropriation & Replacement		40,000	5,729	-	45,729	-	-	-	-	-
	Doug Lindsay Carpark and Traffic Management		120,000	-	-	120,000	-	-	-	-	-
TOTAL INFRASTRUCTURE			5,130,835	3,116,605	510,000	8,757,440	805,526	595,483	575,988	-	1,976,997
TOTAL CAPITAL WORKS			10,396,174	6,577,087	1,277,004	18,250,265	1,864,526	910,233	1,098,488	-	3,873,247
Represented by:											
	New asset expenditure	New	2,810,700	1,324,593	531,304	4,666,597	475,000	237,670	345,000	-	1,057,670
	Asset renewal expenditure	Renew	6,905,474	3,696,202	500,000	11,101,676	1,284,526	(58,600)	575,988	-	1,801,914
	Asset upgrade/expansion expenditure	Upgrade	680,000	1,556,292	245,700	2,481,992	105,000	731,163	177,500	-	1,013,663
Total capital works expenditure			10,396,174	6,577,087	1,277,004	18,250,265	1,864,526	910,233	1,098,488	-	3,873,247

ATTACHMENT 5 - OPERATIONAL PROJECTS REPORT – 2018/19 REVISED
BUDGET

Hepburn Shire Council Operational Projects Report - Revised Budget

<i>Project Number</i>	<i>Project Name</i>	<i>Original Budget</i>	<i>Carry Forward Budget</i>	<i>Mid-Year Budget Variations</i>	<i>Revised Budget</i>	<i>Original Budget</i>	<i>Carry Forward Budget</i>	<i>Mid-Year Budget Variations</i>	<i>Forecast Budget Variations</i>	<i>Revised Budget</i>
			<i>2018/19 Expenditure</i>				<i>2018/19 Income</i>			
Non-Recurrent Projects										
000141	Cameron Court Units Clunes	-	382,850	-	382,850	-	-	-	-	-
000150	Calembeen Park - Dive Tower	-	22,042	-	22,042	-	-	-	-	-
000263	Sale of Land	-	-	-	-	-	-	1,385,000	-	1,385,000
000273	Swimming Pool Building Maintenance (1046)	15,000	-	-	15,000	-	-	-	-	-
000305	Street Cleaning (Internal Staff) (3244)	86,350	-	-	86,350	-	-	-	-	-
000370	Tree Risk Mitigation	105,000	-	-	105,000	-	-	-	-	-
000374	Municipal Fire & Emergency Management	120,000	126,667	-	246,667	120,000	-	-	-	120,000
000388	HACC Growth and Minor Capital	-	47,056	-	47,056	-	-	-	-	-
000453	Walk To School	-	10,000	-	10,000	-	-	-	-	-
000472	Creswick Landfill PANs Response	-	99,819	-	99,819	-	-	-	-	-
000482	Community Planning Implementation Fund	50,000	2,791	-	52,791	-	-	-	-	-
000508	Develop detailed Bio-energy from waste business case	-	-	-	-	-	-	-	-	-
000512	Community Events	-	-	-	-	-	-	-	-	-
000515	Kingston Avenue Of Honour	-	20,000	-	20,000	-	30,000	-	-	30,000
000569	Creswick Mountain Bike Event Development	-	5,000	-	5,000	-	-	-	-	-
000570	Dja Dja Wurrung Recognition	14,500	9,090	-	23,590	-	-	-	-	-
000574	Implement Eco Dev Strategy and Destination Management Plan	37,600	-	-	37,600	-	-	-	-	-
000575	Implementation of Youth Strategy	55,500	73,867	-	129,367	24,500	-	-	-	24,500
000577	Street Decorations Banner Brackets	20,000	-	-	20,000	-	-	-	-	-
000578	Sustainability Strategy - Towards Zero - Community Buildings	40,000	(2,454)	-	37,546	-	-	-	-	-
000611	Xmas Cheer Funding Support	1,000	-	-	1,000	-	-	-	-	-
000613	Climate Resilient Recreation Facilities	-	-	-	-	-	5,000	-	-	5,000
000614	Art Collection Policy and Plan	10,000	-	-	10,000	-	-	-	-	-
000615	Councillor Elections	-	-	40,000	40,000	-	-	-	-	-
000616	Creswick Trails Mecca	1,710,000	439,286	-	2,149,286	1,710,000	-	-	-	1,710,000
000622	Wills Square Fountain and Landscape	-	49,890	-	49,890	-	-	-	-	-
000623	Major Facilities Master Plans	-	20,027	-	20,027	-	-	-	-	-
000624	Museums Development Program	10,000	-	-	10,000	-	-	-	-	-
000633	Street Tree Planting Program	22,000	-	-	22,000	-	-	-	-	-
000635	Turf Playing Surface Renewal Program	17,000	-	-	17,000	-	-	-	-	-
000636	White Ribbon Committee	6,000	1,378	-	7,378	-	-	-	-	-
000641	Carbon Free Communities	-	-	-	-	-	8,000	-	-	8,000
000666	New Trentham netball facility	60,000	302,668	-	362,668	-	120,000	-	-	120,000
000667	Landscape Clunes & Jubilee Lake Caravan Parks to revegatae	-	18,086	-	18,086	-	-	-	-	-
000670	Proactive cat desexing subsidy program	-	8,000	-	8,000	-	-	-	-	-
000671	Trentham community plan	-	5,000	-	5,000	-	-	-	-	-
000672	Daylesford - Macedon rail trail	100,000	45,950	-	145,950	50,000	-	-	-	50,000
000674	Agriculture development plan	-	22,480	-	22,480	-	-	-	-	-
000675	Spray minimisation plan (herbicide for weed management)	-	20,000	-	20,000	-	-	-	-	-
000676	Implement biodiversity strategy actions	60,000	20,777	3,150	83,927	-	-	3,150	-	3,150
000677	Program of 'Welcome To' Sessions in major towns shire wide	6,000	-	-	6,000	-	-	-	-	-
000680	Glenlyon Recreation Reserve - master plan	-	10,000	-	10,000	-	-	-	-	-
000681	Prioritising waterways management (obstruction removal only)	-	23,276	-	23,276	-	-	-	-	-
000683	OHS focus - transform culture, performance & self-insurance	-	-	-	-	-	-	-	-	-
000685	Clunes Town Hall activation	-	5,000	-	5,000	-	-	-	-	-
000686	Active women and girls strategy	-	30,000	-	30,000	-	2,000	-	-	2,000
000688	Kingston Avenue of Honour 100th anniversary in 2018	-	2,000	-	2,000	-	-	-	-	-
000690	Development & implementation of Vegetation Management Plans	-	30,000	-	30,000	-	7,000	-	-	7,000
000757	Old Hepburn Depot site cleanup for property sale	-	-	145,000	145,000	-	-	-	-	-
000771	Tree Works at Newlyn Recreation Reserve	50,000	-	-	50,000	-	-	-	-	-
000773	Programs for 8-12 year-old children	18,000	-	-	18,000	-	-	-	-	-
000776	Waste Transfer Stations - Develop Traffic Management Plans	10,000	-	-	10,000	-	-	-	-	-
000778	Communities of Respect and Equality CORE training	4,000	-	28,100	32,100	-	-	28,100	-	28,100
000779	Online system of forms and payments	30,000	-	-	30,000	-	-	-	-	-
000780	Play space strategy development	35,000	-	-	35,000	-	-	-	-	-
000781	Tree management strategy development	27,500	-	-	27,500	-	-	-	-	-

Hepburn Shire Council Operational Projects Report - Revised Budget

<i>Project Number</i>	<i>Project Name</i>	<i>Original Budget</i>	<i>Carry Forward Budget</i>	<i>Mid-Year Budget Variations</i>	<i>Revised Budget</i>	<i>Original Budget</i>	<i>Carry Forward Budget</i>	<i>Mid-Year Budget Variations</i>	<i>Forecast Budget Variations</i>	<i>Revised Budget</i>
					<i>2018/19 Expenditure</i>					
					<i>2018/19 Income</i>					
000782	Design Trentham Football changerooms function & toilets	10,000	-	-	10,000	-	-	-	-	-
000869	Waste Services Planning	-	-	20,000	20,000	-	-	-	-	-
TOTAL NON-RECURRENT PROJECTS		2,730,450	1,850,546	236,250	4,817,246	1,904,500	172,000	1,416,250	-	3,492,750
Recurrent Maintenance Programs										
Works Maintenance										
000591	Weed Eradication	108,005	-	-	108,005	28,005	-	-	-	28,005
000691	Sealed Road Management	570,217	-	-	570,217	-	-	-	-	-
000692	Unsealed Road Management	806,445	-	-	806,445	-	-	-	-	-
000693	Footpath Management	81,777	-	-	81,777	-	-	-	-	-
000694	Drainage Management (Urban & Rural)	718,184	-	-	718,184	-	-	-	-	-
000695	Road Furniture Management	193,345	-	-	193,345	-	-	-	-	-
000696	Roadside Management	338,956	-	-	338,956	-	-	-	-	-
000697	Emergency Management (Response)	70,200	-	-	70,200	-	-	-	-	-
000698	Works Coordination	185,320	-	-	185,320	-	-	-	-	-
000699	Works Maintenance Supervision	208,852	-	-	208,852	-	-	-	-	-
000700	Non Chargeable Time - Works Maintenance	2,152	-	-	2,152	-	-	-	-	-
Total Works Maintenance		3,283,453	-	-	3,283,453	28,005	-	-	-	28,005
Parks and Open Space Maintenance										
000521	P&G - Mowing	525,703	-	-	525,703	-	-	-	-	-
000522	P&G - Garden Beds	182,187	-	-	182,187	-	-	-	-	-
000523	P&G - Tree Maintenance	151,187	-	-	151,187	-	-	-	-	-
000524	P&G - Spraying	104,443	-	-	104,443	-	-	-	-	-
000525	P&G - Paths	66,894	-	-	66,894	-	-	-	-	-
000526	P&G - Turf	73,396	-	-	73,396	-	-	-	-	-
000527	P&G - Litter/Rubbish	25,206	-	-	25,206	-	-	-	-	-
000528	P&G - Tree Inspections	38,387	-	-	38,387	-	-	-	-	-
000529	P&G - BBQ's/Furniture	91,792	-	-	91,792	-	-	-	-	-
000531	P&G - Utilities	160,000	-	-	160,000	-	-	-	-	-
000532	Non Chargeable Time - Parks and Open Space	111,059	-	-	111,059	-	-	-	-	-
Total Parks and Open Space Maintenance		1,530,255	-	-	1,530,254	-	-	-	-	-
Plant and Fleet Maintenance										
000259	Large Plant Maintenance (3259)	5,710	-	-	5,710	-	-	-	-	-
000369	Small Plant Maintenance (3259)	8,000	-	-	8,000	-	-	-	-	-
Total Plant and Fleet Maintenance		13,710	-	-	13,710	-	-	-	-	-
Building Maintenance										
000258	Building Maintenance (3258)	279,374	-	-	279,374	-	-	-	-	-
000342	Public Convenience Building Maintenance (3258)	38,000	-	-	38,000	-	-	-	-	-
000343	Housing Building Maintenance (3258)	-	-	-	-	-	-	-	-	-
Total Building Maintenance		317,374	-	-	317,374	-	-	-	-	-
TOTAL RECURRENT MAINTENANCE PROGRAMS		5,144,792	-	-	5,144,792	28,005	-	-	-	28,005
Emergency Response NDRRA Funded										
000639	Emergency M'ment NDRRA Sept 16 Floods	-	-	-	-	-	128,994	-	-	128,994
TOTAL Emergency Response NDRRA Funded		-	-	-	-	-	128,994	-	-	128,994
TOTAL OPERATIONAL PROJECTS		7,875,242	1,850,546	236,250	9,962,038	1,932,505	300,994	1,416,250	-	3,649,749

ATTACHMENT 6 - MID-YEAR ADJUSTMENTS SUMMARY – 2018/19 REVISED
BUDGET

Mid-Year Adjustments Summary as at 30.1.2019

CAPITAL PROJECTS

Project	Project Name - Finance		Income	Expenditure
000870	Creswick Bowling Greens	New Project due to current state of greens.		\$35,000
000551	Hepburn Shire Council Services & Community Hub Construction	Additional funding to complete the project		\$1,680,633
000608	Waste Management Facility Construction	Remove the cost relating to this project which will not go ahead		-\$354,329
000656	Trentham Child Care Construction for In-Venue Family DayCare	Successful grant bid and expenditure relating to the construction	\$305,000	\$305,000
000848	E-waste Infrastructure - Creswick Transfer Station	Successful bid and related expenditure.	\$88,750	\$102,750
000849	E-waste Infrastructure - Daylesford Transfer Station	Successful bid and related expenditure.	\$88,750	\$97,950
000873	Holiday Park Daylesford Structures	New project for current year - Acquisition and Sale	\$40,000	\$120,000
000774	Garbage and Recycling Truck Acquisitions	Not going ahead with this acquisition		-\$1,220,000
000867	Pavement Rehabilitation, Formation & Drainage	Change to the current rehabilitation program across 4 different projects.	\$377,048	\$301,060
000865	Pedestrian Crossing - Victoria Street, Trentham	New project for current year	\$77,990	\$77,990
000866	Intersection Realignment Springhill Rds	New project for current year	\$120,950	\$120,950
000770	Path Vic Park Soccer Facility to Pavillion	Not proceeding with project		-\$10,000
000785	Sutton Springs Landscape	New project for current year		\$20,000
			\$1,098,488	\$1,277,004

Operating Projects

Project	Project Name		Income	Expenditure
000263	Sale of Land	Sale of Old Hepburn Depot Site	\$1,385,000	
000757	Old Hepburn Depot site cleanup for property sale	Cleanup costs for sale		\$145,000
000615	Councillor Elections	Cost of Councillor Election		\$40,000
000676	Implement biodiversity strategy actions	New funding and costs	\$3,150	\$3,150
000778	Communities of Respect and Equality CORE training	New funding and costs	\$28,100	\$28,100
000869	Waste Services Planning	New project		\$20,000
			\$1,416,250	\$236,250

Recurrent Budget

Cost Centre	Name		Income	Expenditure
1102	Planning	Additional Income - Town Planning Permits	\$40,000	
1104	Planning	Additional Income - Environment Health fees	\$15,000	
1004	Finance	Additional grant income	\$163,609	
1022	Rates	Valuation Reimb. - additional \$83,750. Farm rates income - minor downward adjustment.	\$80,905	
1048	Engineering	Additional Grant funding received - Roads	\$14,585	
1106	Tourism	Reduction in expected income - VIC memberships	-\$23,000	
1044	Community Visitors Scheme & Rural Access	Rural Access Program - Funding and Expenditure	\$63,442	\$65,074
1036	Community Development	Additional salary costs		\$17,320
1015 / 1020	Corporate Services / Governance	Additional costs in relation to redundancy payments and realignment of staff.		\$65,692
1017	People and Performance	Additional salary costs, temp staff, recruitment etc.		\$81,000
1046	Swimming Pools	Additional Contractor costs - Swimming Pools		\$20,000
1026	Aged & Disabilities Management and Administration	Salary cost reduction - no coordinator in place		-\$45,700
1115	Community Planning and Arts	Salary cost reduction		-\$14,184
1117	Events	Salary cost reduction and festival budgets reduction (not proceeding)		-\$21,100
1102	Planning	Planning Scheme Review. No carry forward from 2017/18 which was required to complete review.		\$55,000
			\$354,541	\$223,102

**12.5. FINANCIAL REPORT AS AT 31 DECEMBER 2018
DIRECTOR COMMUNITY AND CORPORATE SERVICES**

In providing this advice to Council as the Financial Accountant, I Kathie Attwood have no interests to disclose in this report.

PURPOSE

The purpose of this report is to present a summary of Council's financial performance for the 2018/19 financial year up to 31 December 2018.

BACKGROUND

This report provides information on Council's operating performance for the period 1 July 2018 to 31 December 2018 and compares the Income Statement to the budget adopted by Council 19 June 2018, and the Balance Sheet and Statement of Cash Flows to the corresponding period last year.

ISSUE/DISCUSSION

Income Statement - Income

Total income year to date is \$25.79 million, which is \$1.086 million less than budget.

The greatest variance appears against Grants – Operating which is \$1.103 million behind year to date budget due mainly to Grants Commission funding down \$716K because of Grants Commission pre-payment in June 2018, offset by income received in advance of budget for school crossing grant \$30K and emergency management \$60K. A prior year climate resilience grant of \$63K has also been received.

Contributions – monetary are \$29K behind budget as the community contribution for Outdoor Exercise Equipment (\$25K) has not been invoiced. Statutory fees and fines up \$141K.

Income Statement - Expenses

Total expenses year to date is \$14.40 million, which is \$1.1 million less than budget.

The main contributors are:

- Materials and services where we have spent \$984K less than budget;
- Other expenses which are \$258K less than budget.

Under expenditure in materials and services is predominantly a timing variance of operational payments including Creswick Trails (\$418K) and waste contract payments \$144K. Other expenses reflect timing variances for community grants \$50K and audit expenses \$20K.

Income Statement - Overall

The year to date operating result provides a \$11.39 million surplus, which is \$22K greater than budget.

Please refer to the Income Statement attached for further details.

Balance Sheet

Total Cash as at 31 December 2018 is \$17.02 million including \$10.9 million classified as other financial assets (December 2017 by comparison was \$15.94 million and \$10.73 million). Other financial assets are term deposits with an initial term greater than 90 days.

Total debtors are \$13.4 million (December 2017: \$12.4 million), comprising rate debtors of \$11.25 million (December 2017; \$10.69 million) and \$2.1 million in non-rate debtors (December 2017; \$1.7 million).

Council's loan balances are at a total of \$4.59 million (December 2017; \$5.27 million).

Current provisions are \$1.9 million compared to December 2017 which was \$2.6 million. This decrease is because of works carried out at the Creswick Landfill which has decreased the liability.

Please refer to the Balance Sheet attached for further details.

Statement of Cash Flows

Net decrease in cash and cash equivalents as at 31 December 2018 is \$4.28 million (December 2017; \$0.65 million decrease). This is comprised of \$3.40 million provided by operations (December 2017; \$8.39 million), \$7.27 million being spent on investing activities (December 2017; \$8.56 million) and \$0.40 million used in financing activities (December 2017; \$0.49 million provided by financing activities). The greatest operating variance is reflected in Grants – operating due to receipt of flood restoration financial assistance funding in the prior year.

Statement of Capital Works

To date, \$2.3 million of the \$10.4 million capital works budget for 2018/19 has been spent. In addition, \$2.0 million has been committed to be spent through purchase orders. Please note Carry Forwards of \$6.6 million are included in the Statement of Capital Works and will form part of the Mid Year Review to be presented later in this Council Meeting.

Refer to the Statement of Capital Works attached for project details.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

These financial reports assist in decision making and oversight to confirm that departments and the organisation follows its budget.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

None noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

The report on the financial performance of Council for the six months from 1 July 2018 to 31 December 2018 is presented for Council's review and noting.

OFFICER'S RECOMMENDATION

12.5.1. That Council receives and notes the Financial Report for the six months from 1 July 2018 to 31 December 2018.

MOTION

12.5.1. *That Council receives and notes the Financial Report for the six months from 1 July 2018 to 31 December 2018.*

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 7 - YEAR TO DATE FINANCIAL REPORT AS AT 31 DECEMBER
2018

Hepburn Shire Council

Comprehensive Income Statement

For the Period Ended 31 December 2018

	YTD Budget 2018/19 \$'000	YTD Actual 2018/19 \$'000	YTD Variance		
			\$'000	%	
Income					
Rates and charges	20,391	20,373	(18)	0%	
Statutory fees and fines	344	485	141	41%	1
User fees	494	456	(39)	-8%	
Grants - operating	3,485	2,382	(1,103)	-32%	2
Grants - capital	1,157	970	(187)	-16%	3
Contributions - monetary	125	117	(8)	-6%	
Contributions - non monetary	-	-	-	100%	
Net gain/(loss) on disposal of assets	67	44	(23)	-34%	4
Other income	810	961	151	19%	5
Total income	<u>26,873</u>	<u>25,787</u>	<u>(1,086)</u>	<u>-4%</u>	
Expenses					
Employee costs	6,181	6,328	(146)	-2%	
Materials and services	5,167	4,183	984	19%	6
Bad and doubtful debts	9	1	8	87%	
Depreciation and amortisation	3,514	3,514	1	0%	
Borrowing costs	111	108	3	3%	
Other expenses	523	265	258	49%	7
Total expenses	<u>15,505</u>	<u>14,398</u>	<u>1,107</u>	<u>7%</u>	
Surplus/(deficit) for the year	<u>11,367</u>	<u>11,389</u>	<u>22</u>	<u>0%</u>	

1. Town planning fees up by \$51K due to extra planning activity.Registration fees up \$67K due to health registration being invoiced, and this year income is brought to account at time of invoice rather than when payment received ,timing issue only.

2. \$716K Grants Commission funds pre-paid in June 2018

3. \$365K Grants Commission funds pre-paid in June 2018. Grant payments received for 3 prior years projects not yet included in this years budget \$110K, income received earlier than expected for school crossing supervision \$30K and emergency management \$60K.

4. Only one vehicle sold to date.

5. Interest income up by \$79K due to higher cash balances due to carry forwards,sale of materials up \$40K and other reimbursements up by

6. Timing variance of operational payments including Creswick Trails \$418K and waste contract payments \$144K

7. Community grants and donation payments behind schedule \$143K and membership for DMRTB not yet paid \$80K.

Hepburn Shire Council

Balance Sheet

As at 31 December 2018

	<i>Current Year Actual</i>	<i>Prior Year Actual</i>	<i>Variance Year on Year</i>	
	\$'000	\$'000	\$'000	%
Assets				
Current assets				
Cash and cash equivalents	6,089	5,209	880	14%
Trade and other receivables	13,376	12,407	969	7%
Other financial assets	10,933	10,733	200	2%
Inventories	7	1	6	82%
Non-current assets classified as held for sale	545	545	0	0%
Other assets	144	144	0	0%
Total current assets	<u>31,094</u>	<u>29,040</u>	<u>2,055</u>	<u>7%</u>
Non-current assets				
Property, infrastructure, plant and equipment	245,691	231,056	14,634	6%
Intangible assets	426	521	(94)	-22%
Total non-current assets	<u>246,117</u>	<u>231,577</u>	<u>14,540</u>	<u>6%</u>
Total assets	<u>277,211</u>	<u>260,617</u>	<u>16,595</u>	<u>6%</u>
Liabilities				
Current liabilities				
Trade and other payables	224	255	30	14%
Trust funds and deposits	1,946	2,151	205	11%
Provisions	1,872	2,585	713	38%
Interest-bearing loans and borrowings	596	729	132	22%
Other Liabilities	18	18	0	0%
Total current liabilities	<u>4,657</u>	<u>5,738</u>	<u>1,080</u>	<u>23%</u>
Non-current liabilities				
Provisions	447	452	4	1%
Interest-bearing loans and borrowings	3,997	4,545	547	14%
Other Liabilities	80	98	18	22%
Total non-current liabilities	<u>4,525</u>	<u>5,095</u>	<u>569</u>	<u>13%</u>
Total liabilities	<u>9,183</u>	<u>10,832</u>	<u>1,650</u>	<u>18%</u>
Net assets	<u>268,029</u>	<u>249,784</u>	<u>18,244</u>	<u>7%</u>
Equity				
Accumulated surplus	161,148	156,177	4,971	3%
Reserves	106,881	93,608	13,273	12%
Total Equity	<u>268,029</u>	<u>249,784</u>	<u>18,244</u>	<u>7%</u>

8. Current provisions down compared to last year because of works carried out at the Creswik Tip.

Hepburn Shire Council

Statement of Cash Flows

For the Period Ended 31 December 2018

	<i>Current Year Actual</i>	<i>Prior Year Actual</i>	Variance Year on Year	%
	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000	\$'000	
Cash flows from operating activities				
Rates and charges	10,936	9,974	(963)	-9%
Statutory fees and fines	485	420	(66)	-14%
User fees	175	481	306	175%
Grants - operating	2,428	8,042	5,614	231%
Grants - capital	970	590	(380)	-39%
Contributions - monetary	117	106	(11)	-9%
Reimbursements			-	100%
Interest received	272	156	(115)	-42%
Rent received	429	438	9	2%
Trust funds and deposits taken	1	120	119	12453%
Rents (inclusive of GST)			-	100%
Other receipts	146	48	(98)	-67%
Net GST refund/payment	96	342	246	256%
Employee costs	(6,375)	(5,929)	446	-7%
Materials and services	(6,016)	(6,023)	(8)	0%
Trust funds and deposits repaid			-	100%
Other payments	(265)	(370)	(105)	40%
Net cash provided by/(used in) operating activities	<u>3,400</u>	<u>8,394</u>	<u>4,994</u>	147%
Cash flows from investing activities				
Payments for property, infrastructure, plant and equipment	(2,319)	(2,019)	-	0%
Proceeds from sale of property, infrastructure, plant and equipment	44	37	(7)	-16%
Payments for investments	(5,000)	(6,579)	(1,579)	32%
Net cash provided by/(used in) investing activities	<u>(7,275)</u>	<u>(8,561)</u>	<u>3,888</u>	-53%
Cash flows from financing activities				
Finance costs	(108)	(131)	(23)	21%
Proceeds from disposal of financial assets			-	100%
Proceeds from borrowings	-	-	-	100%
Repayment of borrowings	(293)	(356)	(63)	22%
Net cash provided by/(used in) financing activities	<u>(401)</u>	<u>(487)</u>	<u>(86)</u>	21%
Net increase (decrease) in cash and cash equivalents	(4,276)	(654)	3,622	-85%
Cash and cash equivalents at the beginning of the financial year	10,365	5,864	(4,502)	-43%
Cash and cash equivalents at the end of the period	<u>6,089</u>	<u>5,209</u>	<u>(880)</u>	-14%

ATTACHMENT 8 - STATEMENT OF CAPITAL WORKS – DECEMBER 2018

**Hepburn Shire Council
Statement of Capital Works as at 31 December 2018**

Project Number	Project Name	New / Renew / Upgrade	Original Budget	Carry Forward Budget	Mid-Year Budget Variations	Forecast Budget Variations	Forecast Budget	YTD Actual	% Spent YTD	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	2018/19 Expenditure				2018/19 Income		Project Manager	Progress Comments	
													Original Budget	Carry Forward Budget	Mid-Year Budget Variations	Forecast Budget Variations	Forecast Budget	YTD Actual			
PROPERTY																					
Land improvements																					
	Town and Shire Road Signage	-	-	18,530	-	-	18,530	2,477	13%	35	2,512	14%	-	-	-	-	-	-	-	-	-
	Interpretive Signage at Calembreen Park	-	-	8,000	-	-	8,000	2,921	37%	2,350	5,272	66%	-	-	-	-	-	-	-	-	-
	Gateway signage - permanent market sign in each town	-	-	9,400	-	-	9,400	-	0%	-	-	0%	-	-	-	-	-	-	-	-	-
	Creswick Bowling Greens	-	-	-	35,000	-	35,000	-	0%	-	-	0%	-	-	-	-	-	-	-	-	-
	Total land			35,930	35,000		70,930	5,398	100%	2,385	7,784	100%									
Buildings																					
	Multi Purpose Facility - Victoria Park Daylesford	-	-	-	-	-	-	-	100%	-	-	100%	-	174,750	-	-	-	174,750	50,000	-	-
	Trentham Community Hub	30,000	24,084	-	-	-	54,084	20,318	38%	49,597	69,915	129%	-	-	-	-	-	-	-	-	-
	Hepburn Shire Council Services & Community Hub Construction	65,000	304,465	1,680,633	-	-	2,050,098	178,644	9%	496,842	675,486	33%	-	-	-	-	-	-	-	-	-
	Kitchen - Creswick Town Hall	-	-	-	-	-	-	767	100%	-	767	100%	-	-	-	-	-	-	-	-	(384)
	Waste Management Facility Construction	-	384,329	(354,329)	-	-	30,000	(6,649)	-22%	6,323	(327)	-1%	-	-	-	-	-	-	-	-	-
	Daylesford Pool Upgrades	20,000	526,691	-	-	-	546,691	4,684	1%	-	4,684	1%	20,000	60,000	-	-	-	80,000	-	-	-
	Trentham Child Care Construction for In-Venue Family DayCare	-	239,455	305,000	-	-	544,455	33	0%	-	33	0%	-	-	305,000	-	-	305,000	-	-	-
	Reserve Facility Renewal and Upgrade Program	15,000	-	-	-	-	15,000	-	0%	230	230	2%	-	-	-	-	-	-	-	-	-
	Hepburn Netball Changerooms	390,350	(2,287)	-	-	-	388,063	28,509	7%	255,096	283,605	73%	130,000	(90,000)	-	-	-	40,000	30,000	-	-
	E-waste Infrastructure - Creswick Transfer Station	-	-	102,750	-	-	102,750	-	0%	-	-	0%	-	-	88,750	-	-	88,750	-	-	-
	E-waste Infrastructure - Daylesford Transfer Station	-	-	97,950	-	-	97,950	-	0%	-	-	0%	-	-	88,750	-	-	88,750	-	-	-
Building improvements																					
	Capital Building and Structures Renewal Program	953,000	1,002,348	-	-	-	1,955,348	99,021	5%	148,580	247,601	13%	-	-	-	-	-	-	-	-	-
	Bullarto Community Facilities	-	-	-	-	-	-	495	100%	145	640	100%	-	-	-	-	-	-	-	-	-
	Sustainability Strategy - Towards Zero - Council Assets	258,000	45,982	-	-	-	303,982	15,445	5%	41,489	56,934	19%	-	-	-	-	-	-	-	-	-
	Trentham Mechanics Institute upgrades	-	25,000	-	-	-	25,000	150	1%	-	150	1%	-	-	-	-	-	-	-	-	-
	Daylesford/Town Hall Community Hub assoc works	250,000	461,115	-	-	-	711,115	10,296	1%	274	10,570	1%	250,000	-	-	-	-	250,000	-	-	-
	Total buildings	1,981,350	3,011,182	1,832,004	-	-	6,824,536	351,714	5%	998,575	1,350,289	20%	400,000	144,750	482,500	-	-	1,027,250	79,616	-	-
	TOTAL PROPERTY	1,981,350	3,047,112	1,867,004	-	-	6,895,466	357,113	5%	1,000,960	1,358,073	20%	400,000	144,750	482,500	-	-	1,027,250	79,616	-	-
PLANT AND EQUIPMENT																					
Plant, machinery and equipment																					
	Vehicle and Plant Replacement	2,121,100	54,138	(1,220,000)	-	-	955,238	184,926	19%	-	184,926	19%	209,000	-	-	-	-	209,000	43,982	-	-
	National Flagship Bioenergy Facility	975,000	128,095	-	-	-	1,103,095	172,856	16%	143,371	316,227	29%	450,000	170,000	-	-	-	620,000	75,000	-	-
	Replace salt chlorination with Auto Dose Unit	-	-	-	-	-	-	400	100%	-	400	100%	-	-	-	-	-	-	-	-	-
	Trentham Pool Blanket Replacement	14,000	-	-	-	-	14,000	-	0%	9,775	9,775	70%	-	-	-	-	-	-	-	-	-
	Transfer Stations CCTV	20,000	-	-	-	-	20,000	9,000	45%	-	9,000	45%	-	-	-	-	-	-	-	-	-
Computers and telecommunications																					
	IT Hardware / Technology Renewal Program	96,500	214,410	-	-	-	310,910	21,728	7%	58,865	80,592	26%	-	-	-	-	-	-	-	-	-
	Library Equipment	-	-	-	-	-	-	-	100%	43,097	43,097	100%	-	-	-	-	-	-	-	-	-
Library books																					
	Library Collection Renewal	57,389	16,727	-	-	-	74,116	7,251	10%	-	7,251	10%	-	-	-	-	-	-	-	-	-
	TOTAL PLANT AND EQUIPMENT	3,283,989	413,370	(1,220,000)	-	-	2,477,359	396,161	16%	255,108	651,268	26%	659,000	170,000	-	-	-	829,000	118,982	-	-
INFRASTRUCTURE																					
Roads																					
	Road Reseals Program	869,000	-	-	-	-	869,000	10,327	1%	6,909	17,236	2%	-	-	-	-	-	-	-	-	-
	Gravel Resheet Program	496,000	-	-	-	-	496,000	420,205	85%	7,361	427,565	86%	-	-	-	-	-	-	-	-	-
	Pavement Rehabilitation, Formation & Drainage	1,453,985	383,522	301,060	-	-	2,138,567	204,143	10%	180,186	384,329	18%	621,526	-	377,048	-	-	998,574	11,663	-	-
	Road Safety Improvements Program	50,000	50,000	198,940	-	-	298,940	-	0%	-	-	0%	-	-	198,940	-	-	198,940	-	-	-
	East St Railway Bridge Underpass	200,000	538,421	-	-	-	738,421	25,438	3%	1	25,438	3%	-	240,000	-	-	-	240,000	-	-	-
	Upgrade of Dairy Flat Road Musk	-	350,000	-	-	-	350,000	-	0%	-	-	0%	-	200,000	-	-	-	200,000	-	-	-
	Redesign and construct Jamieson-Raglan St Intersection	-	6,000	-	-	-	6,000	-	0%	-	-	0%	-	-	-	-	-	-	-	-	-
	Road Upgrade Policy & Road Sealing Implementation Fund	200,000	-	-	-	-	200,000	53,957	27%	17,184	71,141	36%	-	-	-	-	-	-	-	-	-
Bridges																					
	Bridge Renewal Program	278,250	206,559	-	-	-	484,809	135,936	28%	8,515	144,451	30%	-	-	-	-	-	-	-	-	-
Footpaths and cycleways																					
	Footpath Improvement and Renewal Program	146,500	201,120	-	-	-	347,620	194,852	56%	-	194,852	56%	-	-	-	-	-	-	-	-	-
	Walking and Cycling Footpath and Trail Implementation	414,700	155,098	-	-	-	569,798	1,330	0%	4,468	5,798	1%	-	-	-	-	-	-	-	-	-
	Creswick crossing/outstands -	-	30,509	(12,129)	-	-	18,380	18,380	100%	-	18,380	100%	-	-	-	-	-	-	-	-	-
	Path Vic Park Soccer facility to pavillion	10,000	-	(10,000)	-	-	-	-	100%	-	-	100%	-	-	-	-	-	-	-	-	-
Drainage																					
	Kerb & Channel Rehabilitation	249,000	122,010	-	-	-	371,010	30,355	8%	90,118	120,473	32%	-	-	-	-	-	-	-	-	-
	Drainage condition assessment and renewal/upgrade program	38,000	9,657	-	-	-	47,657	(120)	0%	1,200	1,080	2%	-	-	-	-	-	-	-	-	-
	Hepburn Springs Rd Drainage between Ingrow and Lardi Lanes	-	77,172	-	-	-	77,172	67,276	87%	9,895	77,172	100%	-	66,413	-	-	-	66,413	66,413	-	-
Recreational, leisure and community facilities																					
	Playground Equipment Replacement Program	-	-	-	-	-	-	1,990	100%	-	1,990	100%	-	-	-	-	-	-	-	-	-
	Hard-court Annual Renewal Program	-	4,280	-	-	-	4,280	1,780	42%	-	1,780	42%	-	-	-	-	-	-	-	-	-
	Creswick Soccer Club lighting	-	-	-	-	-	-	250	100%	-	250	100%	-	10,000	-	-	-	10,000	10,000	-	-
	Pump Track Creswick	-	-	-	-	-	-	32	100%	-	32	100%	-	-	-	-	-	-	-	-	-
	Daylesford Soccer Clubrooms Refurbishment	60,000	157,911	-	-	-	217,911	131,044	60%	93,702	224,746	103%	-	20,000	-	-	-	20,000	15,000	-	-
	Swimming Pool Consultation and Scoping Creswick	-	13,290	-	-	-	13,290	-	0%	524	524	4%	-	-	-	-	-	-	-	-	-
	Climate Resilient Recreation Facilities	6,000	53,914	-	-	-	59,914	-	0%	-	-	0%	-	57,670	-	-	-	57,670	57,670	-	-
	Reserves Entrance Enhancement Program	3,000	-	-	-	-	3,000	-	0%	-	-	0%	-	-	-	-	-	-	-	-	-
	Newlyn Netball Court Upgrades	150,000	-	-	-	-	150,000	2,475	2%	9,309	11,784	8%	105,000	-	-	-	-	105,000	79,875	-	-
	Reserve Benches and Tables Renewal and Expansion Program	35,400	-	-	-	-	35,400	-	0%	-	-	0%	-	-	-	-	-	-	-	-	-
	Outdoor Exercise Equipment	40,000	-	-	-	-	40,000	-	0%	-	-	0%	25,000	-	-	-	-	25,000	-	-	-
	Clunes Turf Wicket Replacement	81,000	-	-	-	-	81,000	62,082	77%	15,500	77,582	96%	54,000	(48,600)	-	-	-	5,400	-	-	-
Parks, open space and streetscapes																					
	Trentham Streetscape Implementation	-	226,786	-	-	-	226,786	1,975	1%	-	1,975	1%	-	-	-	-	-	-	-	-	-
	Glenlyon Streetscape Construction	-	3,816	-	-	-	3,816	500	13%	3,816	4,316	113%	-	-	-	-	-	-	-	-	-
	Hepburn Streetscape Construction	-	272,768																		

Hepburn Shire Council
Statement of Capital Works as at 31 December 2018

Project Number	Project Name	New / Renew / Upgrade	Original Budget	Carry Forward Budget	Mid-Year Budget Variations	Forecast Budget Variations	Forecast Budget	YTD Actual	% Spent YTD	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Original Budget	Carry Forward Budget	Mid-Year Budget Variations	Forecast Budget Variations	Forecast Budget	YTD Actual	Project Manager	Progress Comments
2018/19 Expenditure													2018/19 Income							
	Additional street trees and Parklet prototype		-	9,359	-	-	9,359	358	4%	-	358	4%	-	-	-	-	-	-		
	Bouldering wall (rock climbing) in Creswick community park		-	12,024	12,000	-	24,024	8,330	35%	16,247	24,577	102%	-	-	-	-	-	-		
	Fraser St (Service St-Creswick Rd) Clunes Streetscape Works		-	-	-	-	-	190	100%	720	910	100%	-	-	-	-	-	-		
	Jubilee Lake Remedial Works		190,000	-	-	-	190,000	2,820	1%	187,000	189,820	100%	-	-	-	-	-	-		
	Sutton Springs Landscape		-	-	20,000	-	20,000	300	2%	-	300	2%	-	-	-	-	-	-		
Other infrastructure																				
	Public Art Appropriation & Replacement		40,000	5,729	-	-	45,729	-	0%	185	185	0%	-	-	-	-	-	-		
	Doug Lindsay Carpark and Traffic Management		120,000	-	-	-	120,000	-	0%	-	-	0%	-	-	-	-	-	-		
TOTAL INFRASTRUCTURE			5,130,835	3,116,605	509,871	-	8,757,311	1,540,482	18%	796,879	2,337,361	27%	805,526	595,483	575,988	-	1,976,997	290,621		
TOTAL CAPITAL WORKS			10,396,174	6,577,087	1,156,875	-	18,130,136	2,293,755	13%	2,052,947	4,346,702	24%	1,864,526	910,233	1,058,488	-	3,833,247	489,219		
Represented by:																				
	New asset expenditure	New	2,810,700	1,324,593	423,304	-	4,558,597	387,567	9%	719,383	1,106,950	24%	475,000	237,670	305,000	-	1,017,670	142,670		
	Asset renewal expenditure	Renew	6,905,474	3,696,202	500,000	-	11,101,676	1,701,324	15%	1,155,277	2,856,601	26%	1,284,526	(58,600)	575,988	-	1,801,914	100,261		
	Asset upgrade/expansion expenditure	Upgrade	680,000	1,556,292	213,571	-	2,449,863	204,564	8%	178,287	382,851	16%	105,000	731,163	177,500	-	1,013,663	246,288		
Total capital works expenditure			10,396,174	6,577,087	1,136,875	-	18,110,136	2,293,455	13%	2,052,947	4,346,402	24%	1,864,526	910,233	1,058,488	-	3,833,247	489,219		

Cr Sebastian Klein declared an indirect interest – conflicting duty on the next agenda item as an organisation he works for provides contract advice to the Solar Savers Program. Cr Klein left the meeting at 7:28 pm.

**12.6. PROPOSED SPECIAL CHARGE SCHEME FOR SOLAR SAVERS PROGRAM
DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES**

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

PURPOSE

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

BACKGROUND

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

At the September 2018 Council Meeting, Council resolved to participate in the Solar Savers program, committing up to \$225,000 for solar PV installations. Throughout October and November 2018, this was subsequently advertised, systems were scoped and quoted, and the program was fully subscribed. A total of 39 agreements were initially signed and returned to Council and Solar Savers.

At the December 2018 Council Meeting, Council gave notice of its intention to declare a special charge for the scheme. In compliance with the Local Government Act, this requires public notification and an opportunity for the community to object. A number of enquiries were received, but no formal objections were received within the specified 28 day period.

The special charge can now be legally declared and solar PV installations can commence.

ISSUE/DISCUSSION

The budget made available for the program was fully allocated, with a small amount of funds remaining (although insufficient to install an additional system).

While seeking grid connection approval for the participating properties from the network provider (Powercor), it was determined that a total of nine (9) properties would have full or partial export limiting imposed. While re-assessment showed that all nine installations were still viable, one (1) property owner has subsequently

decided not to proceed with installation. The remaining eight (8) will continue with installation. All figures have been updated to reflect this change and a total of 38 households will be proceeding with installation.

This program is well proven in other municipalities and is just one action which Council can offer to assist vulnerable community members with achieving energy security and emission reductions.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Sustainable Environment

Key Strategic Action 8.2:

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

Legislative compliance:

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

FINANCIAL IMPLICATIONS

Council committed up to \$225,000 from savings towards funding the project. The total cost of the installations is \$214,079. This is to be repaid by the property owners over a period of ten (10) years at 0% interest.

A recently released State Government rebate will allow Council to immediately reclaim a significant portion (\$84,550) of this cost; this has been secured through a Funding Agreement. Council will then apply this rebate to property debts to reduce the repayment terms accordingly.

RISK IMPLICATIONS

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

Component installation agreements are between the homeowners and the supplier/installer. Solar components and installation are covered by the warranties of others

and Council has no legal requirement under Australian Consumer Law to rectify any deficiencies or faults.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

All eligible households have been sent the project details and given opportunity to apply. Participants have had a detailed proposal provided to them and subsequently signed an agreement to proceed. Participants have also been contacted directly following the December Council Meeting and given the opportunity to comment or object to the special rate charge proposal.

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

CONCLUSION

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

OFFICER'S RECOMMENDATION

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

MOTION

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

Moved: Cr John Cottrell

Seconded: Cr Greg May

Carried

Cr Klein returned to the meeting at 7:31 pm.

ATTACHMENT 9 - PROPOSED SPECIAL CHARGE SCHEME FOR SOLAR
SAVERS PROGRAM

DECLARATION OF SPECIAL CHARGE SCHEME FOR SOLAR SAVERS HOUSEHOLDS

SUMMARY:

This attachment outlines the process and recommends that Council declare a Special Charge Scheme under Section 163 of the Local Government Act 1989 (**Act**) for the purposes of defraying expenses relating to the provision of solar energy systems on residential properties participating in the Solar Saver scheme.

The residential properties included in the proposed scheme have nominated to participate in the proposed scheme and have signed an agreement based on the quoted cost of the provision of a solar energy system at their property.

Council included \$225,000 ex. GST funding for the project, to be taken from Council savings. No separate budget line item exists in the 2018/2019 budget for this commitment. The total cost of the works is calculated at \$214,079 of which property owners will contribute the entirety over a 10-year period (payback period).

Formal submissions on the proposal were sought and no submissions or objections were received. Since public advertising of the scheme, one (1) household has requested to withdraw from the scheme due to changed circumstances. This household has been removed from the scheme and this change does not require further public notice and does not affect Council's declaration of the Special Charge Scheme.)

RECOMMENDATION

THAT:

- (1) Hepburn Shire Council ("Council"), having considered all submissions received and taken account of all objections lodged and complied with the requirements of sections 163A, 163B and 223 of the Local

Government Act 1989 (“Act”), and otherwise according to law, hereby declares a Special Charge (“Special Charge”) under section 163 of the Act as follows:

- a. A special charge is declared for the period commencing on the day on which Council issues a notice levying payment of the special rate and concluding on the tenth anniversary of that day.
- b. The special charge be declared for the purpose of defraying any expense incurred by Council in relation to the provision of solar energy systems on residential properties participating in the Solar Saver scheme, which project:
 - i. Council considers is or will be a special benefit to those persons required to pay the special charge (and who are described in succeeding parts of this resolution); and
 - ii. arises out of Council's functions of advocating and promoting proposals which are in the best interests of the community and ensuring the peace, order and good government of Council's municipal district.
- c. The total:
 - i. cost of performing the function described in paragraph 1(b) of this resolution be recorded as \$214,079; and
 - ii. amount for the special charge to be levied be recorded as \$214,079, or such other amount as is lawfully levied as a consequence of this resolution.
- d. The special charge be declared in relation to all rateable land described in the table included as **Appendix A** to this report, in the amount specified in the table as applying to each piece of rateable land.
- e. The following be specified as the criteria which form the basis of the special charge so declared:

Ownership of any land described in paragraph 1(d) of this resolution.
- f. The following be specified as the manner in which the special charge so declared will be assessed and levied:
 - i. a special charge calculated by reference to the size of the solar energy system being installed and the particular costs of installation at each property participating in the Solar Saver scheme, in respect of which a Householder Agreement has been executed, totalling \$214,079, being the total cost of the scheme to Council;
 - ii. to be levied each year for a period of 10 years.
- g. Having regard to the preceding paragraphs of this resolution and subject to section 163(1) of the Act, it be recorded that the owners of the land described in paragraph 1(d) of this resolution will pay the

- special charge in the amount set out in paragraph 1(f) of this resolution in the following manner:
- i. payment annually by a lump sum on or before one month following the issue by Council of a notice levying payment under section 163(4) of the Act; or
 - ii. payment annually by four instalments to be paid by the dates which are fixed by Council in a notice levying payment under section 163(4) of the Act.
- (2) Council considers that there will be a special benefit to the persons required to pay the special charge because there will be a benefit to those persons that is over and above, or greater than, the benefit that is available to persons who are not subject to the proposed special charge, as a result of the expenditure proposed by the special charge, in that the properties will have the benefit of a solar energy system being installed.
- (3) Council, for the purposes of having determined the total amount of the special charge to be levied:
- a. considers and formally records that only those rateable properties included in the Solar Saver scheme as proposed will derive a special benefit from the imposition of the special charge, and there are no community benefits to be paid by Council; and
 - b. formally determines for the purposes of section 163(2)(a), (2A) and (2B) of the Act that the estimated proportion of the total benefits of the special charge to which the performance of the function or the exercise of the power relates (including all special benefits and community benefits) that will accrue as special benefits to the persons who are liable to pay the special charge is 100%.
- (4) Council directs that notice be given to all owners and occupiers of properties included in the Scheme and all persons who have lodged a submission and/or an objection in writing of the decision of Council to declare and levy the Special Charge, and the reasons for the decision. For the purposes of this paragraph, the reasons for the decision of Council to declare the Special Rate are that –
- a. there is no objection to the Scheme and it is otherwise considered that there is a broad level of support for the Special Charge from all property owners and occupiers;
 - b. Council considers that it is acting in accordance with the functions and powers conferred on it under the Local Government Act 1989, having regard to its role, purposes and objectives under the Act, particularly in relation to its functions of advocating and promoting proposals which are in the best interests of the community and ensuring the peace, order and good government of Council's municipal district.

- c. all persons who are liable or required to pay the Special Charge and the properties respectively owned or occupied by them will receive a special benefit of a solar energy system being installed at the property.
- (5) Where a Householder wishes to withdraw from the Scheme, Council agrees to such withdrawal where the Householder has given written notice of their desire to withdraw from the Scheme before Council has incurred any expenditure in relation to the Householder's solar PV system.
- (6) Council receive a further report on the Solar Saver project in 2019 following installation of solar systems at households.

REPORT

INTRODUCTION AND BACKGROUND

Council included a maximum of \$225,000 (ex. GST) funding for the project, to be taken from Council savings. No project budget line item exists in the 2018/2019 budget for this commitment.. On September 18 2018, Council resolved to implement the Solar Saver project to install solar energy systems on homes receiving pensioner rate rebates through the establishment of a special charge scheme. Through an open tender process led by Maroondah City Council, iEnergytech was appointed to provide quotes and supply and install the solar energy systems.

The program was promoted to households in receipt of the rebate on their rate payments.

To ensure that participating homes were aware of and agreed to the quoted system, price and the proposed special charge scheme, an agreement between Council and participants was developed (see Appendix B) (**Householder Agreement**). This agreement has been signed by the owner(s) of each of the 38 households included in the proposed special charge scheme.

3kw to 5kW solar energy systems were available through the program and have been sized to maximise the financial benefits to participating households. It is estimated that during the loan period, each participating household will save at least \$100 in additional electricity bill savings over and above their rate repayments based on current electricity pricing. After 10 years, households are expected to save in the order of \$400 - \$600 per year on electricity bills (although this will vary from household to household).

Council is making solar power more accessible to low income households through the Solar Savers program. It is among the first programs in Australia enabling households to install solar PV systems and pay them off through a special charge scheme over 10 years. Council has committed through a number of actions in its Council Plan (2017-2021) not only to reduce emissions, but to support those most vulnerable to climate change impacts and increasing energy costs.

On 18 December 2018, Council resolved to give notice of its intention to declare a special charge for the purpose of defraying any expense incurred by Council in relation to the provision of solar energy systems on residential properties participating in the Solar Saver scheme.

Council resolved to advise of its intention to declare a Special Charge, to publish a public notice and to request and to hear submissions under section 223 of the Act. Section 223 requires that Council publish a public notice specifying the date by which submissions are to be made, being a date which is not less than 28 days after the date on which the public notice is published. Section 223 also entitles any person making a submission to request a hearing by Council of their submission.

Public notice was posted in the 16 January 2019 edition of the Advocate Newspaper. The public notice advised of the proposed declaration and invited submissions under section 223 of the Act by 5:00PM on 12 February 2019.

- No submissions or objections were received.
- Eight (8) calls were received to clarify details of the scheme
- One (1) household has made a request to withdraw from the scheme due to changed circumstances.

ISSUES AND DISCUSSION

Under Section 163 of the Local Government Act 1989 (**Act**), Council is empowered to declare a special charge for the purposes of defraying any expenses in relation to the performance of a function or the exercise of a power of Council, if Council considers that the performance of the function or the exercise of the power is, or will be, of special benefit to the persons required to pay the special rate or special charge.

In this case, the installation of solar energy systems on properties as part of the Solar Saver scheme arises out of Council's functions of advocating and promoting proposals which are in the best interests of the community and ensuring the peace, order and good government of Council's municipal district and promotes the social, economic and environmental viability and sustainability of the municipal district . Each participating property has signed a Householder Agreement with Council to participate in the scheme, which includes the overall cost and rate repayments which would be paid by the property should the scheme be approved (see Appendix A).

In September 2004, the Minister for Local Government issued a guideline for the preparation of special charge schemes. The guideline specifically deals with the calculation of the maximum total amount that a council may levy as a special charge.

The guideline requires that Council identify the following:

- A. Purpose of the works
- B. Ensure coherence
- C. Calculate total cost
- D. Identify special beneficiaries
- E. Determine the properties to include
- F. Estimate total special benefits
- G. Estimate community benefits
- H. Calculate the benefit ratio
- I. Calculate the maximum total levy

A. Purpose of the Works

The purpose of the works is to supply and install solar energy systems on properties to reduce energy costs and encourage and increase the use of renewable energy in Hepburn Shire Council

B. Ensure Coherence

The proposed works have a natural coherence with the proposed beneficiaries, as the properties proposed to be included in the scheme are receiving solar energy systems to the value of their participation.

C. Calculate the Total Cost

The proposed solar system installation includes the following items:

- Assessment and administration costs
- Supply and installation of solar energy systems

For the purposes of Section 163(1) of the Act, the total cost of the works is calculated at \$214,079 based on signed quotations.

The expenses in the estimate of works are consistent with the allowable expenses listed in section 163(6) of the Act.

D. Identify the Special Beneficiaries

Council is required to identify those properties that would receive a special benefit from the proposed works. A special benefit is considered to be received by a property if the proposed works or services will provide a benefit that is additional to or greater than the benefit to other properties.

The Ministerial Guideline notes that a special benefit is considered to exist if it could reasonably be expected to benefit the owners or occupiers of the property. It is not necessary for the benefit to be actually used by the particular owners or occupiers of a specified property at a particular time in order for a special benefit to be attributed to the property.

Property owners participating in the Solar Saver scheme are considered to receive special benefit from the proposed supply and installation of solar PV systems by means of:

- Reduced energy costs over the life of the solar PV system
- Ownership of the solar PV system after the special rate repayments are paid in full
- Increased property value

The proposed properties taking part in the scheme, the owners of which have signed a Householder Agreement with Council to participate in the scheme, are listed in Appendix B.

E. Determine Properties to Include

Once the properties that receive special benefit are identified, Council must decide which properties to include in the scheme. If a property will receive a special benefit but is not included in the scheme, the calculation of the benefit ratio will result in Council paying the share of costs related to the special benefits for that property.

It is accepted that only those properties at which the solar energy systems are installed will receive a special benefit from the scheme. Accordingly, it is proposed to include only those residential properties whose owners have signed Householder Agreements in the scheme. Council will not, then, be required to pay a share of costs related to special benefits for any property that is not included in the scheme.

F. Estimate Total Special Benefits

As per the Ministerial Guideline for Special Rates and Charges, total special benefits are defined according to the formula below:

$$\mathbf{TSB} = \mathbf{TSB}_{(in)} + \mathbf{TSB}_{(out)}$$

- **TSB** is the estimated total special benefit for all properties that have been identified to receive a special benefit
- **TSB_(in)** is the estimated total special benefit for those properties that are included in the scheme
- **TSB_(out)** is the estimated total special benefit for those properties with an identified special benefit that are not included in the scheme

For the purposes of the proposed scheme, total special benefits have been calculated as follows:

- **TSB_(in)** – The estimated total special benefit is based on the quoted cost of the solar PV system to be installed (which has been included in the Householder Agreement signed by the property owner). It is expected that the benefit in reduced energy costs will exceed this special benefit.
- **TSB_(out)** – This is not applicable as all participating properties are included.

G. Estimate Community Benefits

Whilst the reduction of energy use, greenhouse emissions and increase of renewable energy is considered a community benefit there are no direct quantifiable costs.

- **TCB** – Total Community Benefit is assessed to be 0 benefit units

H. Calculate the Benefit Ratio

The benefit ratio is calculated as:

$$\mathbf{R} = \frac{\mathbf{TSB}_{(in)}}{\mathbf{TSB}_{(in)} + \mathbf{TSB}_{(out)} + \mathbf{TCB}}$$

Where:

$$\text{TSB}_{(\text{in})} = \$214,079$$

$$\text{TSB}_{(\text{out})} = 0$$

$$\text{TCB} = 0$$

$$R = 1$$

I. Calculate the Maximum Total Levy

In order to calculate the maximum total levy **S**, the following formula is used:

$$S = R \times C$$

Where **R** is the benefit ratio and **C** is the cost of all works

$$\text{Therefore, } S = 1 * \$214,079 = \mathbf{\$214,079}$$

Note there is no community benefit amount payable by Council.

Apportionment of Costs

Once the maximum levy amount has been calculated, it is necessary to establish an appropriate way to distribute these costs to all affected landowners.

As the properties have all received individual quotations based on the solar system and work required, it is proposed to apportion the costs based on these quotes. It is noted that the householders have been notified and signed agreements on the basis of these costs for the purpose of declaring this scheme.

POLICY IMPLICATIONS

Environmental Sustainability

- This project is consistent with Key Strategic Activity 8.2 of the Council Plan (2017-2021), which is to ‘*Support the community to develop and implement a 100% Community Renewable Stationary Energy Plan*’. The adopted project aims include to:
- Assist low income households to save money, reduce emissions and stay cool in heatwaves
- Build capability and capacity within Victorian councils to use special rates charges to provide a stable underpinning finance model
- Catalyse private sector investment within a community sector traditionally viewed as high risk to investors
- Capture economies of scale and implementation efficiencies through a shared service delivery model
- Address market failures restricting low income and vulnerable households from installing solar systems

Human Rights, Equity and Inclusion

Council has committed through its Council Plan not only to reduce emissions, but to support those most vulnerable to climate change impacts and increasing energy costs. This project was specifically aimed at pensioner households, who are more vulnerable to increasing energy costs.

Economic Development

It is estimated that the average participating household will save \$100 above their rate repayments in electricity bills over the first year based on current electricity pricing. After 10 years households can save \$400 - \$500 per year. This represents potential funds that can be spent within the Hepburn Shire Council community rather than on utility bills.

The program has been undertaken with the Solar Savers project, which includes the Eastern Alliance for Greenhouse Action, the Northern Alliance for Greenhouse Action, the South East Councils Climate Change Alliance and the Central Victorian Greenhouse Alliance. On a longer term basis this program has the potential to be rolled out Australia-wide creating many more solar installation opportunities for the solar industry, resulting in greater demand/jobs for that industry.

Other

This is consistent with the Key Strategic Action 8.2 in the Council Plan (2017-2021) and provision is made in the 2018-2019 Council Budget for this cost to be taken from Council's savings

FINANCIAL AND RESOURCE IMPLICATIONS

Council will pay \$214,079 for the supply and installation of the solar PV systems on the properties listed in **Appendix A**. In accordance with their respective Householder Agreements, property owners will pay for the cost of the solar energy system by equal installments apportioned over a 10-year period, commencing from 1 July 2019.

Council is expected to receive \$21,407.90 in special charge repayments annually for the scheme over the 10 year period. It should be noted that the special charge scheme is effectively an interest free loan to the households.

Payments to Council by property owners for works via special charge schemes are GST exempt.

Should the property be sold during the 10 year period in which the special charge scheme applies, the amount outstanding on the special charge scheme at the time of sale will be fully paid.

CONCLUSION

Based on the written agreement of all Solar Saver households and the lack of receipt of a single submission or objection to the proposed declaration, it is recommended that Council declare a special charge scheme for the purposes of defraying expenses from the provision of solar energy systems on residential properties participating in the Solar Saver scheme. The one household which has requested to withdraw from the scheme has been removed and no further action is required by Section 163 of the Act.

It is also recommended that Council receive a further report on this program following installation of the solar systems in March 2019.

FUTURE ACTIONS

- Provision of a notice to property owners
- Installation of solar systems
- Report to Council following installation

DISCLOSURE OF INTERESTS

The *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The Author of the report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

RELATED DOCUMENTS

- Council Meeting Minutes 18-12-2018
- *Local Government Act* 1989
- Council Plan (2017-2021)
- The Macquarie Special Rates and Charges Manual 2012
- Table of properties intended to be subject to the Solar Saver special charge scheme, (**Appendix A**)

APPENDIX A

Apportionment of costs

Each listed property has been assessed as to the size of solar panel and installation costs and has been provided and agreed to the following quotation to have a solar energy system installed at their property for the following costs:

Property Address	Cost
140 Pollards Lane CRESWICK VIC 3363	\$4,891.00
34 Grenville Street DAYLESFORD VIC 3460	\$4,863.00
339 Wrigleys Road BROOMFIELD VIC 3364	\$7,733.00
51 Fairview Drive CLUNES VIC 3370	\$5,861.00
14A Old Main Road EGANSTOWN VIC 3461	\$5,161.00
8 Semmens Avenue CRESWICK VIC 3363	\$5,339.00
10A Victoria Street TRENTHAM VIC 3458	\$7,597.00
69 Wild Orchid Road CRESWICK VIC 3363	\$7,245.00
26 Bullock Creek Drive SULKY VIC 3352	\$4,971.00
31 Mains Road DENVER VIC 3461	\$5,651.00
164 Fairview Road CLUNES VIC 3370	\$5,358.00
3 Jamieson Street DAYLESFORD VIC 3460	\$5,014.00
54 Grenville Street DAYLESFORD VIC 3460	\$5,364.00
41 Tuckers Point Track DAYLESFORD VIC 3460	\$5,274.00
140 Albert Street CRESWICK VIC 3363	\$7,359.00
23 Mulcahys Road TRENTHAM VIC 3458	\$4,801.00
1 Charles Street CRESWICK VIC 3363	\$5,173.00

80 Pollards Lane DRUMMOND VIC 3461	\$4,925.00
9 Orr Street CRESWICK VIC 3363	\$5,082.00
3060 Ballarat-Maryborough Road CLUNES VIC 3370	\$5,158.00
13 Elizabeth Road CRESWICK VIC 3363	\$5,111.00
75 Locarno Road YANDOIT VIC 3461	\$4,978.00
11B Falls Road TRENTHAM VIC 3458	\$4,961.00
30 Lewers Street CRESWICK VIC 3363	\$5,076.00
14 Deep Lead Lane CRESWICK VIC 3363	\$5,351.00
2A Cobblers Lane DAYLESFORD VIC 3460	\$4,939.00
20 Courtney Road COOMOORA VIC 3461	\$7,688.00
259 Pudding Bag Road DRUMMOND VIC 3461	\$7,946.00
87 Frazer Street DAYLESFORD VIC 3460	\$4,937.00
81 Currys Road MUSK VIC 3461	\$6,536.00
6 Island Street CLUNES VIC 3370	\$4,988.00
3 Carpenter Street CRESWICK VIC 3363	\$5,106.00
2661 Midland Highway NEWLYN VIC 3364	\$4,871.00
6 Caddy Drive CRESWICK VIC 3363	\$6,922.00
54 Fourteenth St HEPBURN VIC 3461	\$6,933.00
32 Camp Street TRENTHAM VIC 3458	\$5,054.00
25B Second Street HEPBURN SPRINGS VIC 3461	\$4,951.00
16 Barkly Street GLENLYON VIC 3461	\$4,911.00
TOTAL COST	\$214,079.00

APPENDIX B

Householder Agreement (COUNCIL RATES)

COUNCIL

and

THE HOUSEHOLDER NAMED IN THE AGREEMENT

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Householder Agreement

14 February, 2019

BETWEEN

Hepburn Shire Council ABN 76 845 763 535

of 76 Vincent St, Daylesford VIC 3460

(Council)

and

«Rateable_Mailing_Address»

of «Rates_Property_Address»

(Householder)

BACKGROUND

Council has developed the Solar Savers program (**Program**), whereby certain residents of the Hepburn Shire may elect to have a solar energy system installed at their residential property by a contractor engaged by Council.

- A. Council intends to pay for the solar energy system to be installed and recover this cost through a special rate scheme yet to be declared by Council. The delivery of the Program is conditional upon the special rate scheme going ahead and will not proceed if the special rate scheme is not declared, or is rendered by a court or tribunal to be legally invalid.

- B. A separate agreement will be entered into between Council and the contractor engaged to supply and install the solar energy systems under the Program.
- C. This agreement records the agreed terms between Council and the Householder regarding the supply and installation of a solar energy system under the Program.

IT IS AGREED AS FOLLOWS

1. Term of Agreement

This Agreement shall commence on the Commencement Date and, unless terminated in accordance with this Agreement, shall continue until 30 June 2029.

2. Pre-Conditions

2.1 The provision of a Solar Energy System to the Householder under this Agreement is conditional upon and subject to:

2.1.1 Council entering into a contract with a person or body to supply and install the Solar Energy System to the Householder as part of the Program; and

2.1.2 Council declaring the Scheme to recover the costs of the Program.

2.2 No Solar Energy System will be provided under this Agreement until the pre-conditions in clause 2.1.1 - 2.1.2 have been satisfied.

2.3 If the conditions in clause 2.1.1 - 2.1.2 have not been satisfied within 90 days of council declaring the Scheme, in the absence of agreement to the contrary between the parties, this Agreement immediately ends and each Party is released from their obligations under this Agreement and no party will have any further liability, responsibility or obligation to the other.

3. Declaration of Invalidity of Scheme

In the event that, during the term of this Agreement, a court or tribunal of Victoria declares the Scheme to be invalid, or determines that the Householder is not bound by the Scheme, the following will apply:

- 3.1 if the Solar Energy System has not yet been supplied and installed at the Householder's property, this Agreement will terminate immediately, each Party is released from their obligations under this Agreement and no party will have any further liability, responsibility or obligation to the other; or
- 3.2 if the Solar Energy System has already been supplied and installed at the Householder's property, the Householder may elect to:
 - 3.2.1 allow the Solar Energy System to be removed from the Householder's premises and returned to Council; or
 - 3.2.2 keep the Solar Energy System provided and pay to Council, in a lump sum or otherwise as agreed between the Parties, the outstanding amount for the Cost of the Solar Energy System, within 60 days of receiving written notice from Council that the Scheme will no longer apply to the Householder.

4. Payment for Solar Energy System

- 4.1 The Cost of the Solar Energy System is the total amount set out in Item 3 of Schedule 1 and itemised in Schedule 2. This amount purchases the supply and installation of the Solar Energy System and any required repair or replacement covered by the warranty during the warranty period, as set out in Schedule 3, but does not cover general maintenance, service calls or repair or replacement outside the warranty.
- 4.2 The Cost of the Solar Energy System under clause 4.1 may be adjusted by Council during the term of this Agreement if, for a reason beyond the control of Council or the Contractor, further costs are required to be incurred in supplying or installing the Solar Energy System.
- 4.3 Council envisages that any adjustment to the Cost of the Solar Energy System under clause 4.2 will only arise where:
 - 4.3.1 there is a change to legislation applicable to, or regulation of, the installation of the Solar Energy System (e.g. changes to Small-scale Technology Certificates); or
 - 4.3.2 the installation of the Solar Energy System originally quoted for changes as a result of building works undertaken at the Householder's property or a request to change the location of the Solar Energy System.
- 4.4 Any adjustment under clause 4.2 will be made by way of a variation to the Scheme, in accordance with section 166 of the *Local Government Act 1989*. Where a variation would result in a change to the Householder's liability under the Scheme of 10% or more, the Householder will have an opportunity to make submissions to Council in respect of it and withdraw from the Scheme.

- 4.5 Payment for the Cost of the Solar Energy System is to be by equal instalments apportioned over a 10-year period, commencing from 1 July 2019. The amount payable by the Householder for each payment is set out at Item 4 of Schedule 1.
- 4.6 Commencing 1 July 2019, the Householder will receive a rates notice each quarter setting out their liability under the Scheme for the property at which the Solar Energy System is installed, until their liability under the Scheme is discharged in full.
- 4.7 Unless otherwise agreed between the Parties, all payments are due at the date set out in each rates notice. In the event that payment has not been made by the due date, Penalty Interest is payable upon any outstanding amounts, in accordance with the *Local Government Act 1989* and this Agreement.
- 4.8 Any delay or adjustment to the delivery date for the Solar Energy System or adjustment to the Cost of the Solar Energy System under clause 4.2 does not entitle the Householder to delay or withhold payment under this Agreement.
- 4.9 The Cost of the Solar Energy System will not be adjusted after installation has occurred.
- 4.10 Council will provide Solar Victoria the evidence required to claim the Victorian Government Solar Homes Rebate on behalf of the Householder. If the Householder is eligible, Council will apply the rebate amount to their liability under the Scheme.

5. Council's Obligations

Council's obligations under this Agreement include the obligation to make all reasonable efforts to:

- 5.1 enter into contractual arrangements with a licensed electrical contractor, who has experience and expertise in the Solar Energy industry and who is of good repute, to supply and install the Solar Energy System and fully insured;
- 5.2 declare the Scheme and collect payments from the Householder in accordance with clause 4;
- 5.3 ensure that any Contractor engaged under clause 5.1 provides the supply and installation of a Solar Energy System to the Householder within a reasonable time of this Agreement being entered into; and
- 5.4 assign all warranties attaching to the Solar Energy System to the Householder in accordance with clause 7.

6. The Householder's Obligations

- 6.1 The Householder must pay to Council the Cost of the Solar Energy System in accordance with clause 4.
- 6.2 The Householder must allow the Contractor and its agents access to their property for the purposes of conducting site inspections, installing the Solar Energy System and to carry out any required repairs or replacements.

- 6.3 The Householder must ensure that those parts of their property in which works are being undertaken by the Contractor are safe to access prior to the Contractor or its agents accessing the Householder's property.
- 6.4 The Householder authorises the Contractor to submit an application to their electricity provider to connect a renewable energy system to the electricity provider's electrical distribution network and the Householder must take all reasonable action required by the Contractor, including signing any relevant documents, in order for that connection to take place.
- 6.5 The Householder is responsible for any metering or other fees charged by their electricity provider and such charges do not form part of this Agreement.
- 6.6 The Householder must not intentionally damage, sell, trade or otherwise dispose of any part of the Solar Energy System during the term of this Agreement.
- 6.7 The Householder must comply with any warranties, manufacturer's instructions and user manuals relating to the Solar Energy System and acknowledges that any failure to do so may void those warranties.
- 6.8 The Householder does not have any entitlement to claim, create or assign any Small-scale Technology Certificates in relation to the Solar Energy System provided under this Agreement.

7. Assignment of Warranties

- 7.1 The Contractor has agreed that all warranties relevant to the Solar Energy Systems will be issued in respect of, and remain with, the relevant properties at which the Solar Energy Systems are installed, meaning that it should not be necessary to assign the warranties.
- 7.2 If the Householder has any concerns, queries or requests for a service call, repair or replacement of the Solar Energy System, the Householder must contact the Contractor who supplied and installed the Solar Energy System. Contact details for the Contractor will be supplied to the Householder prior to the installation of the Solar Energy System.

8. No Guarantee of Savings

- 8.1 While it is reasonably expected that the operation of the Solar Energy System will result in reduced electricity costs for the Householder, no guarantee is made by Council that the Householder will save money on their electricity bills as a result of the provision of the Solar Energy System under this Agreement.
- 8.2 Neither Council, nor the Contractor, is responsible for any inaccuracies or losses caused to the Householder by changes to feed in tariffs, electricity prices or government schemes.

9. No Liability

- 9.1 To the fullest extent permitted by law, while Council will take all commercially reasonable care in arranging for the provision of the Solar Energy System under the Agreement, Council shall not be liable in respect of any loss or damage

(including consequential loss or damage), however caused, which may be suffered or incurred or which may arise directly or indirectly in respect of the installation or operation of the Solar Energy System.

- 9.2 To the fullest extent permitted by law, Council is not liable for the ongoing maintenance, repair or replacement of the Solar Energy System, including but not limited to:
- 9.2.1 the replacement of the goods or the supply of equivalent goods;
 - 9.2.2 the repair of such goods;
 - 9.2.3 the payment of the cost of replacing the goods or of acquiring equivalent goods; or
 - 9.2.4 the payment of the cost of having the goods repaired.

10. Ownership of Solar Energy System

- 10.1 Ownership of the Solar Energy System remains fully vested in Council during the term of the Agreement, unless the Solar Energy System is otherwise paid for in full at which time the ownership of the Solar Energy System vests in the Householder.
- 10.2 Once all payments payable under this Agreement have been made by the Householder in accordance with clause 4, the full ownership of the Solar Energy System will pass from Council to the Householder.

11. Release and Indemnity

- 11.1 The Householder agrees to the installation and use of the Solar Energy System under this Agreement at their own risk and releases Council from all claims resulting from any damage, loss, death or injury in connection with the installation and use of the Solar Energy System except to the extent that Council is negligent.
- 11.2 The Householder must indemnify and hold harmless Council against all claims resulting from any damage, loss, death or injury in connection with the installation and use of the Solar Energy System except to the extent that Council is negligent.

12. Termination

- 12.1 Without limiting the generality of any other clause, Council may terminate this Agreement by notice in writing if the Householder breaches any essential terms of this Agreement and such breach is not remedied within 60 days of written notice by Council.
- 12.2 If notice of termination is given to the Householder pursuant to clause 12.1, Council may, in addition to terminating this Agreement:
- 12.2.1 repossess the Solar Energy System;
 - 12.2.2 retain any moneys already paid;

- 12.2.3 charge a reasonable sum for any work performed in disconnecting and removing the Solar Energy System;
- 12.2.4 be regarded as discharged from any further obligations under this Agreement; and
- 12.2.5 pursue any additional or alternative remedies provided by law.

13. No Fettering of Council's Powers

It is acknowledged and agreed that this Agreement does not fetter or restrict Council's powers or discretions in relation to any powers or obligations it has under any Act, regulation or local law that may apply to the Scheme or any other aspect of this Agreement.

14. Entire Agreement

This Agreement constitutes the entire agreement between the parties. Any prior arrangements, agreements, representations or undertakings are superseded.

15. Joint and Several Liability

If the Householder consists of more than one person, this Agreement binds them jointly and each of them severally.

16. Survival of Indemnities

Each indemnity in this Agreement is a continuing obligation, separate and independent from the other obligations of the parties and survives termination of this Agreement.

17. Severability

If any provision of this Agreement is held invalid, unenforceable or illegal for any reason, this Agreement shall remain otherwise in full force apart from such provision which shall be deemed deleted.

18. Governing Law

This Agreement will be governed by and construed according to the law of Victoria.

19. Disputes

19.1 Householder to contact Contractor regarding Solar Energy System

Any grievances or concerns relating to the Solar Energy System must be conveyed to the Contractor, in accordance with clause 7.2.

19.2 Other disputes arising under this Agreement

If any dispute arises between the Householder and Council regarding this Agreement, the Parties must at first instance endeavour to resolve it by discussion and agreement.

20. Definitions

In this Agreement, unless the contrary intention appears:

Agreement means this agreement and includes the Schedules and any Annexures.

Commencement Date means the date on which this Agreement commences as specified in Schedule 1.

Contractor means the licensed electrical contractor, whether being a person or entity, engaged by Council to supply and install Solar Energy Systems under the Program.

Cost means the amounts payable under this Agreement as outlined in Schedule 1, which may be amended from time to time in the manner described in this Agreement.

Council means the Hepburn Shire Council.

Householder means the person or persons named in the Agreement as being the resident or residents of the property at which a Solar Energy System will be installed.

Party means either Council or the Householder as the context dictates.

Payment Schedule means the arrangements for payment by the Householder to Council, as set out in clause 4.

Penalty Interest means interest at the rate of 10 per cent per annum, or such other rate as may be fixed by section 2 of the *Penalty Interest Rates Act* 1983 from time to time.

Program means the "Solar Saver Program" of Council.

Scheme means the Special Rate Scheme to be declared by Council, under the *Local Government Act* 1989, to recoup the costs of the Solar Energy Systems provided as part of the Program.

Solar Energy System means the system described at Schedule 2 and includes the solar panels and any associated infrastructure and materials provided by the Contractor for the proper functioning of the solar panels to produce electricity from solar power, but does not include any infrastructure or services provided by third parties (such as electricity distributors or electricity retailers).

Small-scale Technology Certificate, has the same meaning as in the *Renewable Energy (Electricity) Act* 2000 (Cth) and includes any other certificate, right or entitlement of a similar nature which arises under Victorian or Commonwealth legislation;

Term means the term of this Agreement as set out in clause 1.

Victorian Government Solar Homes Rebate means a fifty per cent rebate applied on the Cost of the Solar Energy System, up to a maximum of \$2,225 as part of the Solar Homes package. Householders may receive the rebate if they meet the Solar Homes eligibility criteria and the Solar Energy System is installed before June 30 2019.

SIGNED as an agreement

SIGNED for and on behalf of Hepburn Shire Council)

ABN 76 845 763 535 in the presence of:)

).....

Signature

.....

Full name

.....
Witness name

.....

Officer title

.....
Witness signature

SIGNED by the Householder/s named in this
agreement in the presence of:)

).....

Signature

.....

Full name

.....
Witness name

)

)

.....
Witness signature

).....

Signature

.....

Full name

Schedule 1- Summary Schedule

1.	Commencement Date	1 July 2019
2.	Expiry date	30 June 2029
3.	Cost of the Solar Energy System	«Quote_Amount» See breakdown provided at Schedule 2
4.	Amount payable by the Householder in each quarterly rates notice from July 2019	An amount equal to 1/40 th of the total cost, being: «Quarterly_Payment_rates»

Schedule 2 - Solar Energy System Details and Cost

See Attached Quotation for system details and cost.

Reference	«Referral_Number»
Name	Install_Name»
Phone	«Contact_Name.Phone» / «Mobile»
Email	Conntact_Name.Email»

Sys Item Specification

Sys System Size	«System_Size_Agreement»
PaP Panels	Q Peak G 310Wp
Inve Inverter	Fronius Primo
S	
Sc Small scale technology certificates (STC) estimate	«Number_of_STCs» certificates - this discount has been incorporated into the pricing as specified in quotation.

The Household is provided a 10 day cooling off period from signing the agreement.

The Contractor reserves the right to contact the Householder to re-issue this Schedule, within 7 business days of receipt of your signed Household Agreement to adjust pricing or details where quality assurance matters have been identified.

Schedule 3 - Warranty and Supplier Terms and Conditions

See attached

Terms and Conditions

System Component Warranties

12.7. COMMUNITY GRANTS – FEBRUARY 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 February 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 February. The grant is eligible to receive funding through the Children's Program's 2018-18 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 for full funding.

Application to be considered at the February Council meeting for the Community Grants Program:

Project Name	Community Organisation	Description	Category	Total Project Amount	Amount Requested
Youth Warner Education Anti-Graffiti	Creswick Primary School	Engagement of 'Warner Youth Education' to present a program in regards to the prevention of graffiti in the local community to Year 5 and 6 students. The program addresses students' attitudes, thinking and behaviours, and explores life skills such as respect, peer pressure and responsibility.	F.	\$1,250	\$1,000
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 2018-2019 budget. Following the December Community Grants allocation there is a funding balance of \$15,744.31 in the 2018-2019 Program. No submissions during this funding round draw upon this funding stream.

The submission received is classified as Category F and draws upon the Children's Program's 2018-19 budget allowance of \$10,000. To date no applications have been funded through this stream.

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	\$15,744.31
A) Active and Engaged Communities	\$20,003.50		
B) Quality Community Infrastructure	\$3,905.19		

(including small equipment)			
C) Sustainable Environment	\$0.00		
D) Reconciliation Support	\$0.00		
E) White Ribbon and Family Violence Action Initiatives	\$0.00		
F) Children's Program	\$0.00	\$10,000	\$10,000
G) Charitable Purposes	\$8,000	\$10,000	N/A – awarded annually in December

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The 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 project supports the objectives of the 2018-19 Community Grants Program.

OFFICER'S RECOMMENDATION

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

Project Name	Community Organisation	Amount
Youth Warner Education Anti-Graffiti	Creswick Primary School	\$1,000
Total		\$1,000

MOTION

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

Project Name	Community Organisation	Amount
Youth Warner Education Anti-Graffiti	Creswick Primary School	\$1,000
Total		\$1,000

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

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

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

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

PURPOSE

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

NEW AND RENEWAL APPLICATIONS

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

Ref	Permit Type	Organisation	Vehicles	Roads	Load Type	Time Frame as per Application	No of Trips (approx)
a) 196244	New	Hillview Transport	B Double	<p>1) Start: 119 Richards Rd, Blampied VIC 3364 End: Approved HML B-Double Network, Midland Hwy, Blampied VIC 3364</p> <p>2) Start: Intersection of Daylesford-Clunes Rd & Blampied-Kooroocheang Rd, Blampied VIC 3364 End: Intersection of Blampied-Kooroocheang Rd & Werona-Kingston Rd, Kooroocheang VIC 3364</p> <p>3) Start: Approved HML B-Double Network, Midland Hwy, Blampied VIC 3364 End: Intersection of Werona-Kingston Rd & Daylesford-Clunes Rd, Kingston VIC 3364</p> <p>4) Start: Intersection of Daylesford-Clunes Rd & Werona-Kingston Rd, Kingston VIC 3364 End: Intersection of White Hills Rd & Daylesford-Clunes Rd, Smeaton VIC 3364</p> <p>5) Start: Intersection of Daylesford-Clunes Rd & White Hills Rd, Smeaton VIC 3364</p>	Livestock	02/01/2019-01/01/2022	5 to 6 times per year

				<p>End: Council Boundary, Werona-Kingston Rd, Werona VIC 3364</p> <p>6) Start: Approved HML B-Double Network, Ballarat-Daylesford Rd, Newlyn VIC 3364 - Ryries Lane, Newlyn End: Approved HML B-Double Network, Midland Hwy, Newlyn VIC 3364</p> <p>7) Start: Approved HML B-Double Network, Midland Hwy, Newlyn VIC 3364 End: Sutton Park Rd, Rocklyn VIC 3364 (Entire Length)</p> <p>8) Start: Intersection of Sutton Park Rd & Dean-Newlyn Rd, Newlyn VIC 3364 End: Approved HML B-Double Network, Ballarat-Daylesford Rd, Dean VIC 3363</p> <p>9) Start: Intersection of Myers Rd & Dean-Newlyn Rd, Dean VIC 3363 End: Intersection of Myers Rd & Blampied-Mollongghip Rd, Dean VIC 3363</p> <p>10) Start: Intersection of Dean-Mollongghip Rd and Blampied-Mollongghip Rd, Mollongghip VIC 3352 Blampied-Mollongghip Rd, [Dean - Rocklyn] End: Intersection of Blampied-Mollongghip Rd and Long Swamp Rd, Dean VIC 3363</p> <p>11) Start: Intersection of Dean-Mollongghip Rd, Blampied-Mollongghip Rd, Mollongghip VIC 3352 End: Intersection of Dean-Mollongghip Rd & Mcphans Rd, Mollongghip VIC 3352</p> <p>12) Start: Approved HML B-Double Network, Midland Hwy, Newlyn North VIC 3364 End: 390 Telegraph Rd, Mount Prospect VIC 3364</p> <p>13) Start: Intersection of Blampied-Mollongghip Rd &</p>			
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				<p>Newlyn Reservoir Rd, Mount Prospect VIC 3364 End: 275 Newlyn Reservoir Road, Newlyn North VIC</p> <p>14) Start: Approved HML B-Double Network, East St, Daylesford VIC 3460 Settlement Rd, Daylesford End: 109 Lyman St, Daylesford VIC 3460</p> <p>15) Start: Approved HML B-Double Network, Midland Hwy, Blampied VIC 3364 Blampied-Mollongghip Rd, Mount Prospect End: Intersection of Blampied Mollongghip Rd and Newlyn Reservoir Rd, Mount Prospect VIC 3364</p>			
b) 219609	New	J K Fasham Pty Ltd	Ridged Truck towing load	Lauriston-Drummond Rd, Drummond 540 Porcupine Ridge Road, Porcupine Ridge VIC	Aluminium Sculpture	31/01/2019-30/01/2020	1 Trip
c) 101712	New	Warrnambool Limestone Pty Ltd	3 Axle Truck and 4 Axle dog trailer	Daylesford-Clunes Rd, Clunes Lord Clyde Rd, [Clunes - Glengower] End: 150 McHughs Rd, Ullina VIC 3370	Delivering Lime to Customer	7/02/2019 – 06/02/2022	10 to 12 Trips per year
d) 115828	New	Warrnambool Limestone Pty Ltd	3 Axle Truck and 3 Axle dog trailer	Daylesford-Clunes Rd, Clunes Lord Clyde Rd, [Clunes - Glengower] End: 150 McHughs Rd, Ullina VIC 3370	Delivering Lime to Customer	7/02/2019 – 06/02/2022	10 to 12 Trips per year

ISSUE/DISCUSSION

Council officers have assessed the applications considering the following:

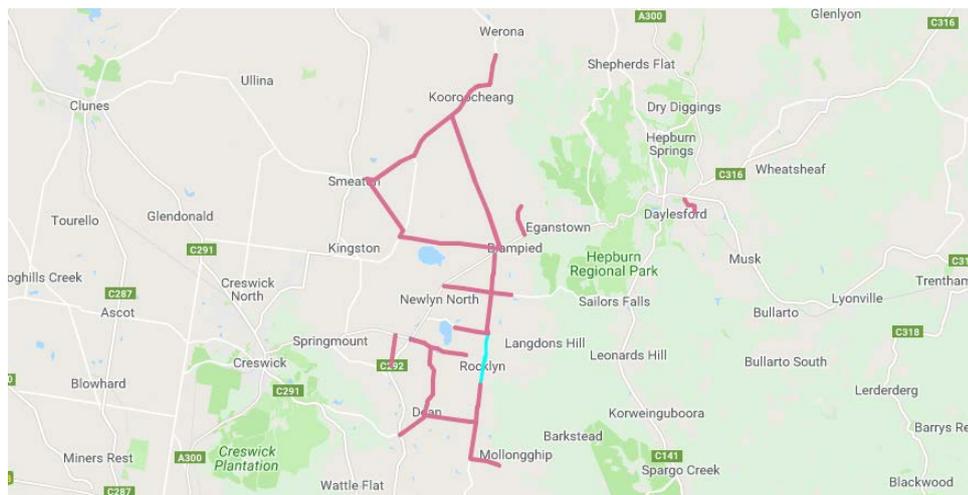
- Community safety
- Local amenity
- Physical limitations of the network
- Economic benefits
- Alternative access
- Cost implications to Council.

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) Hillview Transport - (Road Manager Request Number 196244):

Hillview transport requests that Council grant a renewal of consent for the route shown as follows:

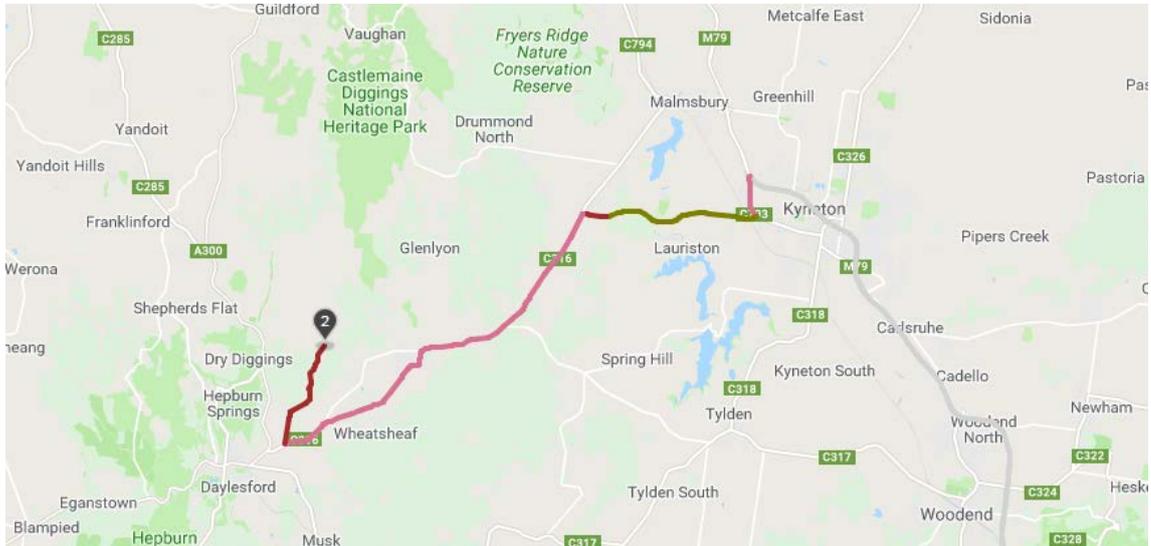


Map a - 1

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) J K Fasham Pty Ltd (Road Manager Request Number 219609):

J K Fasham Pty Ltd has requested that Council grant consent for the following route which is shown in the following map:

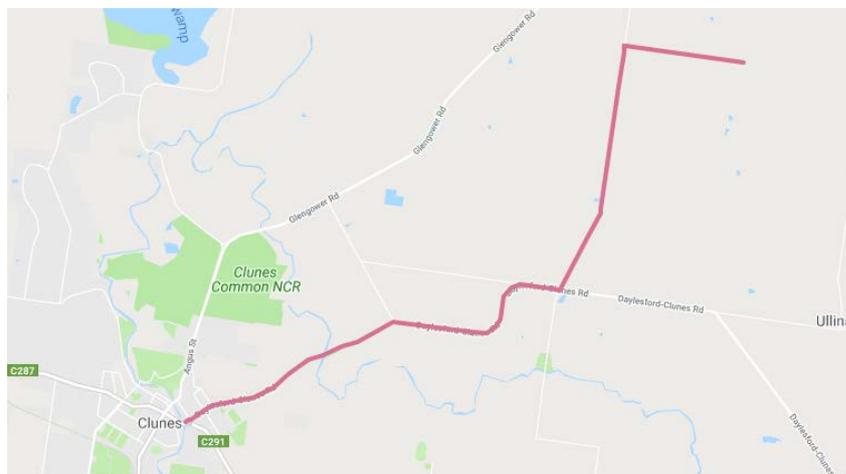


Map b - 1

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

c) Warrnambool Limestone Pty Ltd - (Road Manager Request Number 101712):

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

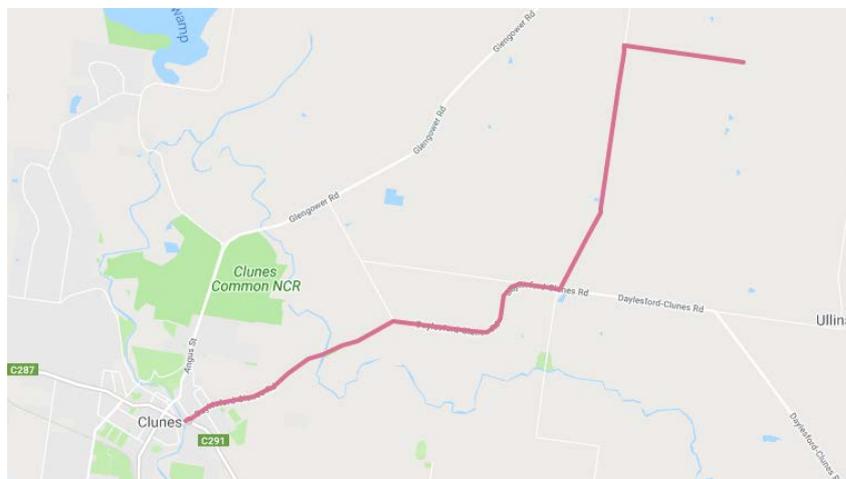


Map c - 1

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) Warrnambool Limestone Pty Ltd - (Road Manager Request Number 115828):

Warrnambool Limestone Pty Ltd 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.

NEW STANDARD CONDITIONS

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

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

SUPPLEMENTARY CONDITIONS

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

- A. Hours of Operation shall be 7:00am to 6:00pm
- B. Unloaded vehicles only
- C. Hours of Operation shall not interfere with School Start and End times (8:00am to 9:30am and 2:30pm to 4:00pm).

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:

12.8.1. Approves Hillview Transport to use a B Double towing load commencing 19 February 2019 and expiring 1 January 2022 For the Following routes:

1) Start: 119 Richards Rd, Blampied VIC 3364

End: Approved HML B-Double Network, Midland Hwy, Blampied VIC 3364

2) Start: Intersection of Daylesford-Clunes Rd & Blampied-Kooroocheang Rd, Blampied VIC 3364

End: Intersection of Blampied-Kooroocheang Rd & Werona-Kingston Rd, Kooroocheang VIC 3364

3) Start: Approved HML B-Double Network, Midland Hwy, Blampied VIC 3364

End: Intersection of Werona-Kingston Rd & Daylesford-Clunes Rd, Kingston VIC 3364

4) Start: Intersection of Daylesford-Clunes Rd & Werona-Kingston Rd, Kingston VIC 3364

End: Intersection of White Hills Rd & Daylesford-Clunes Rd, Smeaton VIC 3364

5) Start: Intersection of Daylesford-Clunes Rd & White Hills Rd, Smeaton VIC 3364

End: Council Boundary, Werona-Kingston Rd, Werona VIC 3364

6) Start: Approved HML B-Double Network, Ballarat-Daylesford Rd, Newlyn VIC 3364 - Ryries Lane, Newlyn

End: Approved HML B-Double Network, Midland Hwy, Newlyn VIC 3364

7) Start: Approved HML B-Double Network, Midland Hwy, Newlyn VIC 3364

End: Sutton Park Rd, Rocklyn VIC 3364 (Entire Length)

8) Start: Intersection of Sutton Park Rd & Dean-Newlyn Rd, Newlyn VIC 3364

End: Approved HML B-Double Network, Ballarat-Daylesford Rd, Dean VIC 3363

9) Start: Intersection of Myers Rd & Dean-Newlyn Rd, Dean VIC 3363

End: Intersection of Myers Rd & Blampied-Mollongghip Rd, Dean VIC 3363

10) Start: Intersection of Dean-Mollongghip Rd and Blampied-Mollongghip Rd, Mollongghip VIC 3352

Blampied-Mollongghip Rd, [Dean - Rocklyn]

End: Intersection of Blampied-Mollongghip Rd and Long Swamp Rd, Dean VIC 3363

11) Start: Intersection of Dean-Mollongghip Rd, Blampied-Mollongghip Rd, Mollongghip VIC 3352

End: Intersection of Dean-Mollongghip Rd & Mcphans Rd, Mollongghip VIC 3352

12) Start: Approved HML B-Double Network, Midland Hwy, Newlyn North VIC 3364
End: 390 Telegraph Rd, Mount Prospect VIC 3364

13) Start: Intersection of Blampied-Mollonghip Rd & Newlyn Reservoir Rd, Mount Prospect VIC 3364

End: 275 Newlyn Reservoir Road, Newlyn North VIC

14) Start: Approved HML B-Double Network, East St, Daylesford VIC 3460
Settlement Rd, Daylesford

End: 109 Lyman St, Daylesford VIC 3460

15) Start: Approved HML B-Double Network, Midland Hwy, Blampied VIC 3364
Blampied-Mollonghip Rd, Mount Prospect

End: Intersection of Blampied Mollonghip Rd and Newlyn Reservoir Rd, Mount Prospect VIC 3364

subject to new standard conditions 12.8.5 and supplementary conditions 12.8.6A.

12.8.2. Approves J K Fasham Pty Ltd to use a Rigid truck towing load commencing 19 February 2019 and expiring 30 January 2020 on the following roads Lauriston-Drummond Rd, Drummond

540 Porcupine Ridge Road, Porcupine Ridge VIC subject to new standard conditions 12.8.5 and supplementary conditions 12.8.6A.

12.8.3. Approves Warrnambool Limestone Pty Ltd to use a 3 Axle Truck and 4 Axial Dog towing load commencing 19 February 2019 and expiring 6 February 2022 on the following roads Daylesford Clunes Road, (Clunes) Lord Clyde Road, (Clunes – Glengower) 150 McHughs Road, (Ullina). subject to new standard conditions 12.8.5 and supplementary conditions 12.8.6A.

12.8.4. Approves Warrnambool Limestone Pty Ltd to use a 3 Axle Truck and 3 Axial Dog towing load commencing 19 February 2019 and expiring 6 February 2022 on the following roads Daylesford Clunes Road, (Clunes) Lord Clyde Road, (Clunes – Glengower) 150 McHughs Road, (Ullina). subject to new standard conditions 1.1.5 and supplementary conditions 12.8.6A.

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

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

- Overhead cables.
- Overhanging trees.
- Steep inclines/declines, tight corners and narrow roads.

- Must not trim or remove any trees without all approvals being obtained.
- The use of compression brakes is to be avoided in residential areas.
- Obey the Load Limit Sign for bridges at all times
- Obey Height Restriction Signs when appropriate.

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

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

- a) Hours of Operation shall be 7:00am to 6:00pm
- b) Unloaded vehicles only.
- c) Hours of Operation shall not interfere with School Start and End times (8:00am to 9:30am and 2:30pm to 4:00pm).

MOTION

That Council:

12.8.1. *Approves Hillview Transport to use a B Double towing load commencing 19 February 2019 and expiring 1 January 2022 For the Following routes:*

1) Start: 119 Richards Rd, Blampied VIC 3364

End: Approved HML B-Double Network, Midland Hwy, Blampied VIC 3364

2) Start: Intersection of Daylesford-Clunes Rd & Blampied-Kooroocheang Rd, Blampied VIC 3364

End: Intersection of Blampied-Kooroocheang Rd & Werona-Kingston Rd, Kooroocheang VIC 3364

3) Start: Approved HML B-Double Network, Midland Hwy, Blampied VIC 3364

End: Intersection of Werona-Kingston Rd & Daylesford-Clunes Rd, Kingston VIC 3364

4) Start: Intersection of Daylesford-Clunes Rd & Werona-Kingston Rd, Kingston VIC 3364

End: Intersection of White Hills Rd & Daylesford-Clunes Rd, Smeaton VIC 3364

5) Start: Intersection of Daylesford-Clunes Rd & White Hills Rd, Smeaton VIC 3364

End: Council Boundary, Werona-Kingston Rd, Werona VIC 3364

6) Start: Approved HML B-Double Network, Ballarat-Daylesford Rd, Newlyn VIC 3364 - Ryries Lane, Newlyn

End: Approved HML B-Double Network, Midland Hwy, Newlyn VIC 3364

7) Start: Approved HML B-Double Network, Midland Hwy, Newlyn VIC 3364

End: Sutton Park Rd, Rocklyn VIC 3364 (Entire Length)

8) Start: Intersection of Sutton Park Rd & Dean-Newlyn Rd, Newlyn VIC 3364

End: Approved HML B-Double Network, Ballarat-Daylesford Rd, Dean VIC 3363

*9) Start: Intersection of Myers Rd & Dean-Newlyn Rd, Dean VIC 3363
End: Intersection of Myers Rd & Blampied-Mollongghip Rd, Dean VIC 3363*

*10) Start: Intersection of Dean-Mollongghip Rd and Blampied-Mollongghip Rd, Mollongghip VIC 3352
Blampied-Mollongghip Rd, [Dean - Rocklyn]
End: Intersection of Blampied-Mollongghip Rd and Long Swamp Rd, Dean VIC 3363*

*11) Start: Intersection of Dean-Mollongghip Rd, Blampied-Mollongghip Rd, Mollongghip VIC 3352
End: Intersection of Dean-Mollongghip Rd & Mcphans Rd, Mollongghip VIC 3352*

*12) Start: Approved HML B-Double Network, Midland Hwy, Newlyn North VIC 3364
End: 390 Telegraph Rd, Mount Prospect VIC 3364*

*13) Start: Intersection of Blampied-Mollongghip Rd & Newlyn Reservoir Rd, Mount Prospect VIC 3364
End: 275 Newlyn Reservoir Road, Newlyn North VIC*

*14) Start: Approved HML B-Double Network, East St, Daylesford VIC 3460 Settlement Rd, Daylesford
End: 109 Lyman St, Daylesford VIC 3460*

*15) Start: Approved HML B-Double Network, Midland Hwy, Blampied VIC 3364 Blampied-Mollongghip Rd, Mount Prospect
End: Intersection of Blampied Mollongghip Rd and Newlyn Reservoir Rd, Mount Prospect VIC 3364*

subject to new standard conditions 12.8.5 and supplementary conditions 12.8.6A.

12.8.2. Approves J K Fasham Pty Ltd to use a Rigid truck towing load commencing 19 February 2019 and expiring 30 January 2020 on the

*following roads Lauriston-Drummond Rd, Drummond
540 Porcupine Ridge Road, Porcupine Ridge VIC subject to new standard
conditions 12.8.5 and supplementary conditions 12.8.6A.*

*12.8.3. Approves Warrnambool Limestone Pty Ltd to use a 3 Axle Truck and 4
Axial Dog towing load commencing 19 February 2019 and expiring 6
February 2022 on the following roads Daylesford Clunes Road, (Clunes)
Lord Clyde Road, (Clunes – Glengower) 150 McHughs Road, (Ullina).
subject to new standard conditions 12.8.5 and supplementary conditions
12.8.6A.*

*12.8.4. Approves Warrnambool Limestone Pty Ltd to use a 3 Axle Truck and 3
Axial Dog towing load commencing 19 February 2019 and expiring 6
February 2022 on the following roads Daylesford Clunes Road, (Clunes)
Lord Clyde Road, (Clunes – Glengower) 150 McHughs Road, (Ullina).
subject to new standard conditions 1.1.5 and supplementary conditions
12.8.6A.*

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

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

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

- *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 and 2:30pm to 4:00pm).*

Moved: Cr Greg May

Seconded: Cr Sebastian Klein

Carried

12.9. RECORD OF ASSEMBLIES OF COUNCILLORS DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Governance and Information Officer I Rebecca Smith have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to receive and note Assemblies of Councillors.

BACKGROUND

The Local Government Act 1989 defines Assembly of Councillors as ...a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be:

- *the subject of a decision of the Council; or*
- *subject to the exercise of a function, duty of power of the Council that has been delegated to a person or committee –*

but does not include a meeting of the Council, a special committee of the Council, as audit committee established under Section 139, a club, association, peak body, political party of other organisation.

ISSUE / DISCUSSION

The *Local Government Act 1989* (as amended) requires the record of an Assembly of Councillors to be:

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

For this purpose, the following record of Assembly of Councillors are reported:

Date	Committee Name	Location
15 January 2019	Councillor / CEO Meeting	Doug Lindsay Recreation Reserve, Creswick

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

12.9.1. That Council receives and notes the Record of Assembly of Councillors

MOTION

12.9.1. *That Council receives and notes the Record of Assembly of Councillors*

Moved: Cr John Cottrell

Seconded: Cr Fiona Robson

Carried

ATTACHMENT 10 - RECORDS OF ASSEMBLIES OF COUNCILLORS

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor/CEO Meeting

Date: 15 January 2019

Time: 2:00 – 3:30pm

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

Councillors present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Cr John Cottrell | <input checked="" type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Don Henderson | <input type="checkbox"/> Cr Neil Newitt |
| <input checked="" 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 type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Acting GM Infrastructure Carl Telfar | |
| <input type="checkbox"/> Acting GM Community & Corporate Services Steve Millard | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|---|---|
| <input checked="" type="checkbox"/> CEO Evan King | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> GM Infrastructure Bruce Lucas | |
| <input type="checkbox"/> Acting GM Community & Corporate Services Steve Millard | |

Signature: 

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

COUNCILLOR & CEO MEETING

Tuesday 15-01-2019

Doug Lindsay Recreation Reserve

2:00 - 3:30PM

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

CHAIR: Mayor Don Henderson

APOLOGIES: Cr Sebastian Klein

No.	Time	Agenda Item	Presenter
1.	2:00pm	Relevant items for discussion following Councillor only time	Mayor Don Henderson
2.		Update on the Rex project	Cr Kate Redwood AM
3.		White Ribbon Avenue of Honour	Cr Greg May
4.			
5.			

13. COUNCIL SPECIAL COMMITTEES (SECTION 86)

13.1. MINUTES OF SPECIAL COMMITTEES (SECTION 86) DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Governance and Information Officer I Rebecca Smith have no interests to disclose in this report.

PURPOSE

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

BACKGROUND

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

ISSUE/DISCUSSION

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

- Glenlyon Recreation Reserve Special Committee – 20 June 2018
- Glenlyon Recreation Reserve Special Committee – 29 September 2018
- Lyonville Hall Special Committee – 22 January 2019
- Creswick Museum Special Committee – 4 February 2019

These minutes have been previously provided to Councillors under separate cover.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes and reports have been provided for noting.

OFFICER'S RECOMMENDATION

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

- *Glenlyon Recreation Reserve Special Committee – 20 June 2018*
- *Glenlyon Recreation Reserve Special Committee – 29 September 2018*
- *Lyonville Hall Special Committee – 22 January 2019*
- *Creswick Museum Special Committee – 4 February 2019*

MOTION

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

- *Glenlyon Recreation Reserve Special Committee – 20 June 2018*
- *Glenlyon Recreation Reserve Special Committee – 29 September 2018*
- *Lyonville Hall Special Committee – 22 January 2019*
- *Creswick Museum Special Committee – 4 February 2019*

Moved: Cr Kate Redwood AM

Seconded: Cr John Cottrell

Carried

14. COUNCIL ADVISORY COMMITTEES

14.1. MINUTES OF ADVISORY COMMITTEES DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Governance and Information Officer I Rebecca Smith have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to note the minutes received from Council's Advisory Committees.

BACKGROUND

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

ISSUE/DISCUSSION

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

- Public Art Panel Advisory Committee – 27 November 2018 – revised minutes
- Mineral Springs Reserve Advisory Committee – 10 December 2018

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

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

- *Public Art Panel Advisory Committee – 27 November 2018 – revised minutes*
- *Mineral Springs Reserve Advisory Committee – 10 December 2018*

MOTION

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

- *Public Art Panel Advisory Committee – 27 November 2018 – revised minutes*
- *Mineral Springs Reserve Advisory Committee – 10 December 2018*

Moved: Cr Kate Redwood AM

Seconded: Cr Greg May

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

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;
 - Daylesford Holiday Park – Surrender of existing lease and proposed new lease – DVHP Pty Ltd
 - Kerbside waste and recycling collection services – confirmation of existing service model and extension of contract H337-2012

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;*
 - *Daylesford Holiday Park – Surrender of existing lease and proposed new lease – DVHP Pty Ltd*
 - *Kerbside waste and recycling collection services – confirmation of existing service model and extension of contract H337-2012*

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

The meeting was closed to the public at 7:40 pm.

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 Fiona Robson

Seconded: Cr Kate Redwood AM

Carried

The meeting was reopened to the public at 8:19 pm.

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

That Council:

15.2.1 Approves the terms and conditions of the draft new Crown land lease between Council and DVHP Pty Ltd for the Daylesford Holiday Park; and

15.2.2 Authorises Council officers to give public notice of its intent to enter into the new Crown land lease under section 190 of the Local Government Act, 1989, and invite public submissions under section 223 of the Act.

That Council:

15.4.1. That Council hears an item of urgent business.

15.5.1. Rescinds Motion 12.9.1

15.5.2. Corrects the Assembly of Councillor record for the Councillor / CEO Meeting on 15 January 2019 to reflect that Cr Newitt was absent.

15.5.3. Receives and notes the amended Record of Assembly of Councillors

15.5.4. Makes public the amendment to the Record of Assembly

17. CLOSE OF MEETING

Meeting closed 8:19 pm.
