



HEPBURN SHIRE COUNCIL  
ORDINARY MEETING OF COUNCIL  
PUBLIC MINUTES

**TUESDAY 19 NOVEMBER 2019**

VICTORIA PARK

BALLAN-DAYLESFORD ROAD

DAYLESFORD

**6:00PM**

# MINUTES

TUESDAY 19 NOVEMBER 2019

Victoria Park

Ballan-Daylesford Road, Daylesford

**Commencing 6:00PM**

## CONTENTS PAGE

1.	ACKNOWLEDGEMENT OF TRADITIONAL OWNERS .....	6
2.	SAFETY ORIENTATION .....	6
3.	OPENING OF MEETING.....	6
4.	APOLOGIES.....	7
5.	DECLARATIONS OF CONFLICTS OF INTEREST .....	7
6.	CONFIRMATION OF MINUTES .....	7
7.	NOTICES OF MOTION.....	7
8.	ITEMS OF URGENT BUSINESS .....	7
9.	PRESENTATION OF COUNCILLOR REPORTS.....	8
10.	PUBLIC PARTICIPATION TIME.....	16
10.1.	PETITIONS .....	17
10.2.	PETITION FOR A PEDESTRIAN CROSSING BETWEEN THE SKATE AND SPLASH PARK AND THE VISITOR INFORMATION CENTRE IN CRESWICK .....	17
10.3.	PETITION – A COMMUNITY FLOCK FOR LAKE DAYLESFORD.....	18
10.4.	QUESTIONS.....	19
10.5.	REQUESTS TO ADDRESS COUNCIL.....	20
11.	OFFICERS' REPORTS .....	21
11.1.	CHIEF EXECUTIVE OFFICER'S REPORT .....	21

	<b>ATTACHMENT 1 - CHIEF EXECUTIVE OFFICER REPORT FOR NOVEMBER 2019 .....</b>	<b>22</b>
11.2.	CHIEF EXECUTIVE PERFORMANCE APPRAISAL – QUARTER 1 2019/2020 .....	30
	<b>ATTACHMENT 2 - CONFIDENTIAL – QUARTER 1 - OCTOBER 2019 – CEO PERFORMANCE REVIEW (ISSUED TO COUNCILLORS UNDER SEPARATE COVER).....</b>	<b>34</b>
11.3.	REQUEST FOR CHIEF EXECUTIVE OFFICER ANNUAL LEAVE AND APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER.....	35
11.4.	CUSTOMER REQUESTS UPDATE.....	37
11.5.	DEVELOPMENT AND COMMUNITY SAFETY REPORT.....	41
	<b>ATTACHMENT 3 - PLANNING PERMITS ISSUED UNDER DELEGATION IN OCTOBER 2019 .....</b>	<b>48</b>
11.6.	FINANCIAL REPORT AS AT 30 SEPTEMBER 2019 .....	50
11.7.	ANNUAL PLAN 2019/2020 – QUARTER 1 PROGRESS REPORT .....	58
	<b>ATTACHMENT 4 - ANNUAL PLAN 2019/2020 PROJECT UPDATES – QUARTER 1 .....</b>	<b>60</b>
11.8.	TRENTHAM COMMUNITY HUB PROJECT ADVISORY GROUP MEMBERSHIP.....	74
	<b>ATTACHMENT 5 - CONFIDENTIAL – TRENTHAM COMMUNITY HUB PROJECT ADVISORY GROUP EXPRESSIONS OF INTEREST EVALUATION (ISSUED TO COUNCILLORS UNDER SEPARATE COVER) .....</b>	<b>78</b>
11.9.	RESPONSE TO DAC RECOMMENDATION FOR PEDESTRIAN CROSSING AT FRASER STREET CLUNES.....	79
	<b>ATTACHMENT 6 - DRAWING: 190015 – FRASER STREET PEDESTRIAN CROSSING CLUNES.....</b>	<b>83</b>
11.10.	SPRAY MINIMISATION PROJECT .....	91
	<b>ATTACHMENT 7 - SPRAY MINIMISATION PROJECT REPORT (ISSUED UNDER SEPARATE COVER) .....</b>	<b>95</b>
11.11.	COUNCIL INSTRUMENT OF DELEGATION REVIEW.....	96

	ATTACHMENT 8 - DRAFT - S5 INSTRUMENT OF DELEGATION TO CHIEF EXECUTIVE OFFICER.....	101
	ATTACHMENT 9 - DRAFT – S6 INSTRUMENT OF DELEGATION – MEMBERS OF STAFF (ISSUED UNDER SEPARATE COVER) .....	106
	ATTACHMENT 10 - DRAFT – S7 INSTRUMENT OF SUB-DELEGATION BY CEO (ISSUED UNDER SEPARATE COVER) .....	107
11.12.	GOVERNANCE SCHEDULE OF STATUTORY OBLIGATIONS .....	108
	ATTACHMENT 11 - GOVERNANCE SCHEDULE OF STATUTORY OBLIGATIONS .....	111
11.13.	ENGAGEMENT OF COMENSURA PTY LTD .....	118
11.14.	CONTRACT HEPBU.RFT2019.146 SCHOOL ROAD CLUNES COMMUNITY LIVIBILITY PROJECT .....	121
	ATTACHMENT 12 - CONFIDENTIAL – HEPBU.RFT2019.146 – SCHOOL ROAD - TENDER EVALUATION REPORT (ISSUED TO COUNCILLORS UNDER SEPARATE COVER) .....	125
11.15.	CONTRACT HEPBU.RFT2019.138 TRENTHAM URBAN ROAD UPGRADES.....	126
	ATTACHMENT 13 - CONFIDENTIAL – HEPBU.RTF2019.138 – TRENTHAM URBAN ROAD UPGRADES - TENDER EVALUATION REPORT (ISSUED TO COUNCILLORS UNDER SEPARATE COVER)...	130
11.16.	RECORD OF ASSEMBLIES OF COUNCILLORS .....	131
	ATTACHMENT 14 - RECORDS OF ASSEMBLIES OF COUNCILLORS .....	133
12.	COUNCIL SPECIAL COMMITTEES (SECTION 86) .....	153
12.1.	MINUTES OF SPECIAL COMMITTEES (SECTION 86) .....	153
13.	COUNCIL ADVISORY COMMITTEES.....	155
13.1.	MINUTES OF ADVISORY COMMITTEES .....	155
14.	CLOSE OF MEETING .....	157

**EVAN KING**  
CHIEF EXECUTIVE OFFICER  
19 NOVEMBER 2019

## 1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

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

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

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## 2. SAFETY ORIENTATION

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

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## 3. OPENING OF MEETING

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

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

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#### 4. APOLOGIES

Cr Greg May

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#### 5. DECLARATIONS OF CONFLICTS OF INTEREST

Nil.

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#### 6. CONFIRMATION OF MINUTES

##### RECOMMENDATION

6.1.1. That the Minutes of the Ordinary Meeting of Council held on 15 October 2019 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the *Local Government Act 1989*.

##### MOTION

<p>6.1.1. <i>That the Minutes of the Ordinary Meeting of Council held on 15 October 2019 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.</i></p>
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**Moved:** Cr Don Henderson

**Seconded:** Cr Kate Redwood AM

**Carried**

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#### 7. NOTICES OF MOTION

Nil.

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#### 8. ITEMS OF URGENT BUSINESS

Nil.

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## 9. PRESENTATION OF COUNCILLOR REPORTS

### MAYOR'S REPORT

#### **Councillor Licia Kokocinski, Coliban Ward**

The time since the October ordinary meeting of Council has been quite hectic, for a number of reasons.

Rural Councils of Victoria held its AGM in Melbourne the day after the October Council meeting. I attended, along with Cr Cottrell and Mr Evan King, our CEO. It was quite dispiriting to hear that many councils face similar challenges as we do here in Hepburn – disconnect and disillusionment with our political systems, the lack of funds to maintain roads and other essential infrastructure, the ability of smaller shires to retain and/or recruit staff, the pressure of rate capping on our ability to manage resources and services, and the revised Local Government Bill that was tabled this week by the Victorian Minister for Local Government, amongst some of the things discussed.

As all residents would be aware, the Consultants responsible for developing a new Planning Scheme conducted a second round of public consultations around the Shire, including in Trentham. This was to test the feedback from the first round. As could be expected, there were suggestions about certain things that should be attended to, normally followed by reasons from others declaring that these same matters should not be attended to.

I also attended a conference at Mt Macedon organised by the Australian Local Government Women's Association. I only attended for one day. There were excellent presentations from Ms Marg Allan, RD, Loddon Mallee Forest fire and Regions, Dept. Environment, Land, Water and Planning (or DELWP), amongst other presentations. It was an excellent networking opportunity and a great way of showcasing the central Victorian Region.

I was pleased to share the judging responsibilities at the Lyonville Bake-off on 20 October at the Lyonville Hall. It was a lovely day, and despite great apprehension and trepidation on my part, the judging went off quite well, and the winners in all categories well-deserved. The hall was full of people, not just from Lyonville, but people who were interested in this type of activity. I congratulate the organisers for a really successful event.

I was invited by Catherine King to sit on a selection panel to assist her in ranking and commenting on submissions for once-off grants totalling \$200,000 that the Morrison federal government had made available as part of their re-election promise. It is always difficult to undertake this duty, because most submitters would have been disappointed. The monies were made available to all Australian electorates.

I also attended a public information session conducted by the Victorian Electorate Commission which is reviewing the internal boundaries of this Shire. This followed one in Creswick. Unfortunately, the sessions were poorly

attended – two people attended the Creswick one and another two, including me, attended the Daylesford session. The date for submissions has now closed.

I was quite pleased to be given a history lesson and accompanying tour by Mr Graeme Orr, a former Council and Mayor. Mr Orr is very knowledgeable about the history of not just Bullarto, but this whole central Victorian Region, and I certainly learned much from him. He also gave me a history of what happened to the Mayor Chain after the amalgamations. I want to thank him for his generosity of time in meeting with me.

I was pleased to represent the Shire at the Remembrance Day service at the Trentham Cenotaph, at which the young people at Trentham Primary School providing several readings to the people who had assembled. Congratulations to Mr and Mrs Gretton, and their team of people who organised this event.

I was pleased attend the AGM of Cool Country Banking or Bendigo Bank at which a new CoM was elected.

Then on 12 November this year, at the Statutory Meeting of Hepburn Council, I was elected Mayor of the Shire until October 2020. I want to publicly and again, thank my Councillor colleagues for the confidence they have shown in me to lead the Shire for the next year. Cr John Cottrell was elected as Deputy Mayor and I know that we will work together very well. I want to take this opportunity of again thanking Cr Don Henderson for his leadership and stewardship over the past twelve months. I know this was a challenging year for him and all councillors, and he was exemplary in his leadership. So again, thank you.

I have held two meeting with parents and carers in Trentham to discuss the status of the proposed Child Care centre in this part of the Shire. At both meetings, carers and parents expressed disappointment about several aspects of this project. Firstly, that their original expectations would not be met and secondly, that from their point of view, that the project was very slow coming into fruition. I was accompanied on both occasions by senior Council staff who explained the history of the project and where the project was today. Requests for tenders to construct the childcare room next to the current kindergarten would be advertised this week and it is anticipated, depending on assessment of tenders, that construction would commence in the middle half of 2020. The child care centre would not be able to provide long day care, but it is intended to accommodate the equivalent of 22 full time places, depending on the ages of the children and staffing availability. We all appreciate that many parents will feel disappointment that long day care will not be provided, but viability, recruitment of enough qualified staff, commonwealth regulatory requirements, and monies available, all complicate what is already a complicated project. I am continuing to meet with residents who wish to comment on this initiative.

## **COUNCILLOR REPORTS**

### **Councillor Neil Newitt, Cameron Ward**

Licia, best wishes for your term as Mayor and good luck tonight for your first council meeting in the chair.

I've a number of items for this month's report.

Firstly, as a Councillor and also as a retailer I welcomed the roll out of the program that sees a member of our Economic Development Team based in our towns each month. On 7th I met with Lianne Stanton as she made the rounds visiting the local businesses in Clunes. Liane outlined the purpose which is to give local traders the chance to discuss issues with council face to face in their own towns, without having to travel through to Daylesford. I understand that there will also be a range of training programs available for businesses across the shire. The same week saw the launch of council's bi monthly business newsletter - so there is definitely a renewed focus from council to assist our local businesses. The challenge will be to get businesses to take advantage of these new services - not easy, but I do hope businesses take up this latest project.

Tradition is a high priority for the community of Clunes. Last week I represented council at the Remembrance Day service in Clunes. I am aware many of you also represented council at your local services. In Clunes, there was a strong attendance of around 100 gathered at the memorial in Fraser Street. This year marked the centenary of the first Armistice Day, that would later become Remembrance Day. I was reminded on the day that the community has gathered at the war memorial each year for the past 98 years, with the RSL planning to mark the 100th anniversary of the memorial in 2021.

On Saturday, I attended the 159th Clunes Agricultural Show. The Agricultural Society is in a healthy place and this showed in the improvements made in the previous year. Despite the cold day, numbers were consistent with last year with many families using the event for reunions. Next year sees the 160th event, and the committee tell me planning is already underway.

Last week I received notification the Backroads edition filmed in Clunes will screen on ABC TV on 13 January 2019. The film crew spent around two weeks in the community and the episode will feature interviews with a number of our local residents. News of the screening date has prompted the Clunes Tourist and Development Association to investigate holding a gathering - a picnic in Collins Place for those in the community that may wish to view the episode on the big screen on the outside of the Warehouse.

Filming for series two of Bloom is due to commence next week, In Fraser Street. Additionally, I was approached by a location scout on Sunday in Clunes looking at possible settings for another miniseries. Filming in Clunes seems to be an activity that continues to grow and attract interest.

Lastly - I dropped into the Clunes Newsagent yesterday. You may recall the newsagent (and neighbouring shops) were extensively damaged last March in an attempted robbery of the ATM. Craig and Cynthia who own the Newsagency were delighted to finally return to the shop in Fraser Street. Craig told me it was 270 days and \$500 000 since the attempted robbery. The community has been very supportive and patient as the works progressed. I hope Craig and Cynthia can now focus on rebuilding and growing their business.

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

It has been an honour to serve the Council as Deputy Mayor for the last 12 months and I thank Councillors and Council staff for their support and wish every success to the incoming Mayor and Deputy elected last week at Council's annual Statutory Meeting.

The last month has been as diverse as ever including the following:

Three meetings to consult with the community and devise a plan for a media outlet to be known as Daylesford District Community News. An association has been formed to establish the governance and implementation of a plan for the new community-based outlet. The next meeting will be held on 10 December at Daylesford Neighbourhood Centre to formally incorporate. I have been delighted with the level of interest in setting up a community owned and run news for Daylesford and the immediate surrounding district, and amazed by the numbers of people coming forward with relevant skills in editing, web design, marketing and the like who want to be involved. It is hoped to have the first publication in March 2020 with regularly updated e-news and a monthly hard copy.

Planning with U3A of a series of talks on local indigenous culture to be held in 2020 has commenced. It is hoped to have Federation University involved. Preliminary discussions have been held with Mr Fred Cahir who is a senior lecturer and coordinator of Aboriginal Studies Department of Federation University well known for his publications on Aboriginal history including this year's major book, "*My Country All Gone*". It is proposed to link with the Reconciliation Action Plan Advisory Committee as the initiative fits well with the education stage of their Plan.

The International Women's Day committee has been overseeing the process of nominations for the Heather Mutimer Honour Roll to be approved by Council and announced at the Hepburn Shire International Women's Day event on 8 March 2020. The nomination panel will be reporting back to the committee later this week. I can advise that there have been six nominations. Given that there is no Council meeting in January every effort is being made to get the report finalised in time for Council's December meeting.

I would like to draw Council's attention to the success of the Repair Cafe – which meets monthly in Victoria Park Pavilion. A steady stream of people arrived through the afternoon with items needing mending. I took the flashing light from the farm that goes on top of the ute to alert motorists that sheep are crossing. It had lost its flash. In half an hour the wiring was fixed and soldered and the flash was back. Cr Robson was there too getting a zip fastener zipping again. Congratulations to Nikki Marshall and Dallas Kinnear who coordinates the Repair Cafe on 12 months of successfully running the Repair Cafe. It is a community gem.

The Swiss Italian Festa Committee held a fundraiser dinner at Belinzona. The much-loved festival is back with a new energetic committee and plans for rolling out an exciting program for 2020 including the school-based children's program. Cr Cottrell and I attended the dinner.

We were back at Belinzona a couple of days later, Cr Cottrell and I, along with the Mayor and CEO and Executive to attend the Austrade Seminar.

It has been a season of funding announcements and this month was no exception with the announcement of funding by State Government for the upgrade of the Hepburn Reserve Pavilion. Congratulations to the Hepburn Football Netball Club for their success in community fundraising. It is great to see the success of combined efforts of State government, Council and community organisations. I attended the announcement along with the Mayor, Cr Henderson, Cr Robson and Cr Kokocinski.

Remembrance Day at Daylesford is always something of a roll call of community organisations presenting wreaths. Councillor Cottrell and I laid a wreath on behalf of Council. The RSL is always very appreciative of the support from Council staff in running its events - the tidy presentation of the area around the memorial, traffic management, and lowering of the Council flags. The assistance in road closures for ANZAC day has been a great improvement. Perhaps it might be possible to do the same for Remembrance Day as the passing trucks detract from the event.

At the request of community representatives, I held a meeting to discuss the draft *Local Law No. 2*. Cr Robson and Cr Cottrell attended. Coordinator Community Safety David George was there for some of the meeting, which was much appreciated. While the meeting was specifically for the purpose of hearing general and specific responses to the draft local law, it came right at the day when the change in timetable for the adoption of the local law was announced and so there was a strong sense that those present wished to continue to lobby Council regarding their concerns.

Later in the week Cr Robson and I held a ward meeting in the Daylesford Town Hall. We were hopeful that the venue plus the interest in *Local Law No. 2* might attract a crowd. Not so, there were 4 attendees. This has been my experience in Daylesford for the last 7 years. There is good attendance when

meetings are held in the small settlements – Yandoit, or Leonards Hill, but not in Daylesford.

I attended the Creswick Open Gardens and marvelled at the huge amount of work that the committee and owners undertake in order to put on this event. The gardens were beautiful and it was interesting to see gardens at different stages of development.

Finally, Cr May and I, along with family and a large crowd, attended the Mollonghip Poetry Slam and read poems. Writing a poem including the words 'all in' was not too much of a challenge and there were over 30 poems read by their authors. It was a wonderful example of the value of community halls in small communities.

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

I had the pleasure of joining the Friends of Cornish Hill and students from three primary schools, Bullarto, St Michael's and Dharma, at the 'Rainbows in the Sky' event. There was lots of learning about the various birds found in the area and more work was done to continue the revegetation for the area. Hepburn Shire Council contributed to this project through our Council's Biodiversity Strategy and funding.

I learnt a lot at the workshop regarding biological control for broom and gorse that was organised by our Council's Biodiversity Officer. There were people from around the shire learning gaining skills to be citizen scientists. There was even an opportunity to collect broom gall mite to spread around the shire and beyond.

I was sorry to miss the launch of the outdoor exercise equipment in Creswick. There have been calls for this from around the shire and it is pleasing to see the community be involved in the selection of the equipment and I trust it'll be a valued asset. There are already plans to implement similar equipment around the shire.

The 'getting dirty' students from Daylesford College were a very welcome addition to the team preparing the Daylesford Pool for summer. It was great to hear the students talk about their plans to take advantage of free entry to our pools, dome planning to encourage their families to travel from outside the shire to their closest Hepburn Shire pool.

Again, Rotary put together a wonderful art show in the Daylesford Town Hall. We're a very creative community and it is a great contribution to have an avenue for our artists to show and sell their work. There was work from approximately 100 artists and the quality of the work was extremely high. This is Rotary's major fundraiser and allows them to support a range of projects locally and further afield.

I attended the end of the community dance hosted by Daylesford Primary School straight after the statutory meeting. It is great to see the fun being made available up to the wider community. Although the weather was challenging with rain and hail, the spirits were high. One student very excitedly told me about the double rainbow in the sky at the time her class danced. I appreciated her ability to look past the rain & clouds and notice the rainbow.

The repair cafe continues to provide great value to our community. The generosity of the organisers and repairers have diverted more than a tonne from landfill. It also offers a welcoming space for a cuppa and a chat. There have been some fabulous conversations celebrating what is happening in our community and exploring what else is possible.

I have been contacted by a range of people regarding the review of our planning scheme and the draft changed to *Local Law No. 2*. I have endeavoured to listen and understand the range of perspectives. Cr Kate Redwood AM and myself hosted a ward meeting to assist further the conversations. Four people joined us and brought a range of questions and suggestions. Now that the closing date for submissions regarding local law no. 2 have been extended until 13 Dec, I am encouraging people to make formal submissions so that they can be included in the formal process.

There have been some great funding announcements from the state government. \$180,000 is being provided for the Hepburn Kindergarten and \$100,000 for the pavilion at Hepburn Recreation Reserve. This demonstrates our strong relationship with the Victorian Government and their commitment to our shire.

The next phase of the Central Highlands Regional Partnership initiative regarding Health is progressing and there will be a co-design workshop on Monday. People across the shire with an interest in promoting health and wellbeing are encouraged to be involved.

There are many community groups working to support people in our community that benefit from some extra assistance, particularly at this time of year. Hepburn District Community Cheer have done an enormous amount of fundraising and attracted support from businesses and individuals. Donations can still be made through their Go Fund Me campaign. Registrations are now open and can be made via Community Health. The 5000 Club will have a special Christmas celebration again this year and invite people to join them. I visited the Good Grub Club this morning and they are offering a lunch on 24 December. People are invited to register now.

**Councillor John Cottrell, Holcombe Ward**

No written report provided.

**Councillor Don Henderson, Creswick Ward**

No written report 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 John Cottrell

**Seconded:** Cr Kate Redwood AM

**Carried**

## 10. PUBLIC PARTICIPATION TIME

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

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

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

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

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

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

### BEHAVIOUR AT COUNCIL MEETINGS

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

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

Respectful behaviour includes:

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

Inappropriate behaviour includes:

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

## 10.1. PETITIONS

### 10.2. PETITION FOR A PEDESTRIAN CROSSING BETWEEN THE SKATE AND SPLASH PARK AND THE VISITOR INFORMATION CENTRE IN CRESWICK

The petition contains approximately 220 signatures.

The petition states:

*“The petitioners whose names, address and signature appear hereunder petition the Hepburn Shire Council as follows:*

*To provide the immediate installation of a Zebra Pedestrian Crossing or a Pelican Crossing (Pedestrian Light Control) on Albert Street Creswick, between the Creswick Skate and Splash Park, and the Creswick public toilets and the Visitor Information Centre.*

*We are concerned about the increasing risk to safety of people who cross the road to and from these locations. We understand that Hepburn Shire Council is responsible for providing adequate pedestrian measures for its ratepayers. This is especially important where children and youth are frequenting the Skate and Splash Park, and senior citizens are crossing to and from the supermarket and Senior Citizens Club which are also on the same side of the highway. It also raises concerns for motorists and other forms of transport using these roads. Traffic Volume Data predicts a steady increase of motorists using these roads each year.”*

#### **RECOMMENDATION**

That Council

- 10.2.1. Receives and tables the petition.
- 10.2.2. Refers the petition to the Director Infrastructure and Development Services to arrange the preparation of a report for the December 2019 Ordinary Meeting of Council
- 10.2.3. Advise the head petitioner of the above process.

#### **MOTION**

*That Council:*

- 10.2.1. Receives and tables the petition.*
- 10.2.2. Refers the petition to the Director Infrastructure and Development Services to arrange the preparation of a report for the December 2019 Ordinary Meeting of Council*
- 10.2.3. Advises the head petitioner of the above process.*

**Moved:** Cr Don Henderson

**Seconded:** Cr Fiona Robson

**Carried**

### 10.3. PETITION – A COMMUNITY FLOCK FOR LAKE DAYLESFORD

The petition contains approximately 370 signatures.

The petition states:

*“The petitioners whose names, addresses and signatures appear hereunder, petition the Hepburn Shire Council as follows:*

*Since the removal of the geese, Lake Daylesford has been lifeless. That was to be expected because the geese were a vital part of the ecosystem of the Lake, they were the protectors of other waterbirds particularly from foxes, and the removal of the geese has resulted in the departure of other birds.*

*We have a community garden, a community cinema why not a community flock?*

*We ask that Hepburn Shire Council agree to a small community flock (10/11 geese) to bring back the diversity of waterbirds to the Lake, and to restore the creatures who gave such delight to locals and visitors alike.”*

#### **RECOMMENDATION**

That Council

- 10.3.1. Receives and tables the petition.
- 10.3.2. Refers the petition to the Director Infrastructure and Development Services to arrange the preparation of a report for the December 2019 Ordinary Meeting of Council
- 10.3.3. Advise the head petitioner of the above process.

#### **MOTION**

*That Council*

*10.3.1. Receives and tables the petition*

*10.3.2. Refers the petition to the Director Infrastructure and Development Services to arrange the preparation of a report for the December 2019 Ordinary Meeting of Council*

*10.3.3. Advises the head petitioner of the above process*

**Moved:** Cr Fiona Robson

**Seconded:** Cr Kate Redwood AM

**Carried**

## 10.4. QUESTIONS

The following questions were put to Council in accordance with Local Law No 1 Meeting Procedures.

### **Question 1 - Mr David Mandara**

Can the Council please intervene to stop or limit the level of noise (thumping bass guitar and drums) that emits from the Palais until the early hours of the morning on most weekends and on long weekends such as the four days of 'Cabarisque' from 1 November 2019 to 4 November 2019? The level of noise prevents my family from sleeping and affects our health and wellbeing.

### **Response: Mayor Licia Kokocinski**

Council is aware of the concerns you have and is aware of your previous discussions with Council officers.

As detailed in our written response, the guidelines determining noise levels are established in EPA guidelines and referenced in the Liquor License for this premises.

The enforcement of the Liquor License conditions is part of the Victoria Police jurisdiction and Council has discussed your concerns with Victoria Police on your behalf.

Council urges you to also liaise with Daylesford Police who will be able to assist you with enforcement of the Liquor License conditions.

### **Question 2 - Ms Di Le Long**

Council appears to have failed to adhere to the [Impoundment of Livestock Act 1994](#), under Section (5)(a) as well as Section (7)(a). As Council deemed these geese to have been abandoned, they were obligated under the Act to impound these geese for a period of 14 days. As their monetary value is estimated between \$50 and \$100 per bird, they should have been offered for sale by public auction or by tender at the end of the 14 day impoundment period in line with s17 and 18. Can Council explain its reason for failing to follow an Act it is bound by?

### **Response: Mayor Licia Kokocinski**

The Impoundment of Livestock Act 1994 is for the management of Livestock.

Under the definition of Livestock, Council does not believe that this Act is applicable in this situation because the birds were not kept as livestock as required by the Act.

## **10.5. REQUESTS TO ADDRESS COUNCIL**

Members of our community who submitted a request in accordance with *Local Law No. 1* were heard.

Ms Dianne Sharp addressed Council regarding Council's decision to remove the geese from Lake Daylesford.

Mr Brian Maher, representing the Dean Recreation Reserve, addressed Council to thank Council for its support of the facility and the committee.

## 11. OFFICERS' REPORTS

### 11.1. CHIEF EXECUTIVE OFFICER'S REPORT

#### OFFICER'S RECOMMENDATION

11.1.1. That Council receives the Chief Executive Officer's Report for November 2019.

#### MOTION

*11.1.1. That Council receives the Chief Executive Officer's Report for November 2019.*

**Moved:** Cr Kate Redwood

**Seconded:** Cr Don Henderson

**Carried**

**ATTACHMENT 1 - CHIEF EXECUTIVE OFFICER REPORT FOR  
NOVEMBER 2019**

# CHIEF EXECUTIVE OFFICER REPORT

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Presented at the Ordinary Meeting  
of Council on 19 November 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 20 OCTOBER 2019

At the Council meeting on Tuesday 15 October there were a number of important decisions made. Council resolved to grant free entry to our pools this season to encourage greater use of these facilities. This decision fits very well with several of our key strategies around health and well-being.

Council also resolved to adopt a new process for developing community plans. The new process provides a clear direction to community on how we are going to develop new community plans and review existing ones.

Finally, Council resolved to centralise Council meetings next year to Daylesford. This will reduce the cost of setting up for Council meetings, provide the opportunity to look at live streaming Council meetings and ensure we have the best accessibility to the meeting as we can provide. The centralisation of Council meetings does not reduce access to staff and Councillors as we are rolling out a program of Listening Posts in each Ward that will provide the opportunity for real conversation and dialog.

On Wednesday I attended the Rural Councils Annual General Meeting, Rural Councils Mayor, Councillor & CEO meeting, and a Rural Council Victoria Committee meeting – all of which were held in Melbourne.

On Thursday I attended the MAV State Conference and Annual dinner in Melbourne, and on Friday I attended meetings in Ballarat with the Central Highlands Councils CEO's, I also had a meeting regarding Digital Hub funding, and I went on a tour of the Platypus Co-working place in Ballarat.

On Saturday I attended the Avoca races as a guest of Pyrenees Shire Council.

## WEEK ENDING 27 OCTOBER 2019

I started the week with my regular CEO Unit catch-up followed by a meeting with Department Environment, Water and Planning (DELWP) and Grampians Central West Waste & Resource Recovery Group to discuss procurement regarding recycling and waste. The Director of Infrastructure & Development Services and I finished the day in an on-site meeting with Black Mount Water where we also had a tour of their facility. The Local Government Inspectorate also spent time at our office on Monday, Tuesday and part of Wednesday, continuing their investigation.

I spent Tuesday in meetings in Ballarat. My first meeting was regarding the Digital Hub followed by a strategic meeting with the Central Highlands Regional Partnership.

On Wednesday morning I had a Central Highlands Regional Partnership Agriculture working group meeting in Ballarat followed up by a Projects update meeting and an Executive team meeting.

On Thursday morning I attended a funding announcement at Hepburn Kindergarten where Mary-Anne Thomas, Member for Macedon, announced \$180,000 funding for the extension of the Hepburn Kindergarten to accommodate 3 year old kinder in 2021. Council will be contributing \$60,000 to the project. This project will increase enrolment capacity into the future and provide children and staff with new facilities. A very special part of the morning was the two songs the children performed for the crowd.





Following this I had my fortnightly catch up with the Director of Infrastructure & Development Services and later that afternoon I attended the LGPro CEO Forum. These forums are usually held in Melbourne, however, on this occasion it was held in Ballarat. The guest speakers included the CEO of the Victorian Planning Authority, Mr Stuart Mosely, and the CEO OF DELWP, Mr Graeme Emonson.

On Friday I had a relatively quiet day appointment wise and had a much-needed day to attend to administrative tasks. I finished the week attending the Central Highlands Councils Mayor's and CEO's meeting.

### **WEEK ENDING 03 NOVEMBER 2019**

My first appointment on Monday was a catch-up meeting with Cr Robson,, and following this, I attended a meeting at our offices with representatives from Mt Alexander Shire to discuss the Goldfields track.

I met with our internal auditors and then the Director of Infrastructure & Development Services and I attended a meeting with the head of Wesley College campus in Clunes.

That afternoon I attended a Victorian Electoral Commission boundary review session in Creswick.

On Tuesday I attended an Austrade Seminar about benefits and opportunities created by Australia's newly signed Free Trade Agreements and the remainder of the day was spent in a Council briefing.

On Wednesday I had my fortnightly catch up with the Director of Community & Corporate Services and the afternoon was spent in the Executive Team meeting.

On Thursday morning I participated in the Leadership Team meeting, and in the afternoon I had my catch up with Vivienne Green, Manager People & Culture.

That evening I attended the Daylesford 36<sup>th</sup> Rotary Art Show.

On Friday I was in Bendigo for most of the day at a forum to discuss the Victorian Aboriginal Local Government Action Plan Review, and I finished the day at a Regional Council Transformation Programme meeting in Ballarat.

### **WEEK ENDING 10 NOVEMBER 2019**

On Monday I spent the day in the office on administrative tasks and preparing for my quarterly performance review.

Tuesday was Melbourne Cup day and as the Daylesford was closed, I worked from the Creswick Hub for the day.

On Wednesday morning I participated in a phone interview as part of a Governance Programme I am attending on 20 and 21 November. That afternoon I attended an Act@Work Update meeting, and the Executive Team meeting following that.

On Thursday morning we received great news from Mary-Anne Thomas MP that the State Government is contributing \$100,000 to upgrade football and netball facilities in Hepburn. Council is contributing \$374,000 to the project, while the Hepburn Football & Netball Club are contributing \$100,000. Well done to Jason Dooley (President), the committee and their dedicated volunteers on their amazing fundraising effort. We look forward to building the unisex football change-rooms, including new shower and toilet facilities. This project will support increased growth and participation in sport, particularly from women and girls.



On Friday I enjoyed the Ballarat Show public holiday.

### **WEEK ENDING 17 NOVEMBER 2019**

On Monday I was in Melbourne for the day attending a Rural Councils Transformation Vendors Forum.

As Tuesday was the second Tuesday in the month we had a Strategic Council briefing which ran all day.



At the Statutory Meeting on Tuesday evening, Cr Licia Kokocinski (Coliban Ward) was elected Mayor and Cr John Cottrell (Holcombe Ward) was elected Deputy Mayor. Congratulations to both Councillors.

I started Wednesday in Ballarat at a meeting with the Western Bulldogs to discuss Hepburn Shire's involvement in the Youth Engagement programme for 2020.

That afternoon I had my regular catch up with the Director of Infrastructure and Development Services, followed by our weekly Executive Team meeting.

On Thursday I attended the Central Victorian Greenhouse Alliance (CVGA) 16<sup>th</sup> Annual General Meeting, followed by the CVGA Board meeting.

I travelled to Melbourne again on Friday for a Regional Councils Victoria Committee meeting which went for most of the day, and on my way home I participated in a Central Highlands Council CEO's meeting via phone from the car whilst stuck in traffic on the Westgate bridge.

### **WEEK ENDING 18 NOVEMBER 2019**

On Monday I had my weekly catch up with the CEO Unit and following that, I had a meeting regarding the Rural Council Transformation Project.

The remainder of this week's activities will be covered in the December report.

## **11.2. CHIEF EXECUTIVE PERFORMANCE APPRAISAL – QUARTER 1 2019/2020**

### **CHIEF EXECUTIVE OFFICER**

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

### **PURPOSE**

The purpose of this report is for Council to receive the Quarter 1 2019/2020 performance appraisal of the Chief Executive Officer.

### **BACKGROUND**

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

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

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

### **ISSUE/DISCUSSION**

The CEO Performance Plan is divided into two components:

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



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

### **2019/2020 Indicators**

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

A framework of quarterly performance indicators has been developed covering key aspects driving performance of the organisation – refer schematic.

The Quarter 1 2019/2020 performance appraisal of the Chief Executive Officer was conducted on the 12 November 2019.

The quarter 1 performance appraisal focused on the 2018/2019 Review and core initiatives for 2019/2020. This included:

- 2018/2019 Review
  - Full review of the 2018/2019 financial year is provided in the Annual Report which was submitted to the Minister for Local Government within statutory timeframe.
- Project Update
  - Detailed project reporting is being provided to Councillors on a quarterly basis.
  - Major projects team has been set up
  - Project management methodology has been developed
  - Project plans being developed for all projects

- Community Planning
  - Review of community planning completed
  - Council adopted a revised community planning process and timing
- Organisational Realignment & Culture
  - Stage 1 realignment completed
  - Stage 2 realignment commenced
  - Pulse survey completed
- Planning Scheme Review
  - Planning Scheme review has commenced with community consultation and data gathering
- Economic Development
  - Review of Economic Development Strategy has commenced to determine progress and future priorities
- Annual Plan
  - Annual Plan developed
  - Quarter 1 progress update completed

## **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

Strategic Objective – High Performing Organisation

Key Strategic Activity:

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

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report

## **RISK IMPLICATIONS**

There are no risk implications associated with this report

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

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

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

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

## **CONCLUSION**

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

conjunction with the Chief Executive Officer, formulates the Chief Executive Officer's annual key result areas.

#### **OFFICER'S RECOMMENDATION**

11.2.1. That Council receives the 2019/2020 Quarter 1 performance appraisal of the Chief Executive Officer.

#### **MOTION**

*11.2.1. That Council receives the 2019/2020 Quarter 1 performance appraisal of the Chief Executive Officer.*

**Moved:** Cr Don Henderson

**Seconded:** Cr John Cottrell

**Carried**

**ATTACHMENT 2 - CONFIDENTIAL – QUARTER 1 - OCTOBER 2019 –  
CEO PERFORMANCE REVIEW (ISSUED TO COUNCILLORS UNDER  
SEPARATE COVER)**

### **11.3. REQUEST FOR CHIEF EXECUTIVE OFFICER ANNUAL LEAVE AND APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER DIRECTOR COMMUNITY AND CORPORATE SERVICES**

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

#### **PURPOSE**

The purpose of this report is for Council to consider the request by the Chief Executive Officer to take annual leave, and if approved, appoint an Acting Chief Executive Officer for the period of leave.

#### **BACKGROUND**

The Chief Executive Officer has requested to take annual leave for the period 2 January 2020 to 13 January 2020 inclusive (7 working days). During this period of leave, Council is required to appoint an Acting Chief Executive Officer.

#### **ISSUE/DISCUSSION**

Under section 94 of the *Local Government Act, 1989* (Act), Council appoints the Chief Executive Officer and must therefore consider and approve any requests for annual leave.

The term 'Chief Executive Officer' is defined in the Act to include an Acting Chief Executive Officer. Therefore, Council is required to also consider and approve any acting arrangements. It is appropriate that either Director Infrastructure and Development Services or Director Community and Corporate Services be appointed as Acting Chief Executive Officer during this period.

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

Section 94 of the *Local Government Act, 1989*.

#### **FINANCIAL IMPLICATIONS**

Minor/immaterial impact in terms of increased salary for the Acting Chief Executive Officer during the period.

#### **RISK IMPLICATIONS**

None noted.

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

None Noted.

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

None required.

## CONCLUSION

The Chief Executive Officer has requested to take annual leave for the period 2 January 2020 to 13 January 2020 inclusive. If approved by Council, Council must also approve the appointment of the Acting Chief Executive Officer for the same period.

## OFFICER'S RECOMMENDATION

That Council:

11.3.1. Approves the request by the Chief Executive Officer for annual leave for the period 2 January 2020 to 13 January 2020 inclusive; and

11.3.2. Appoints Director..... to be the Acting Chief Executive Officer for the period 2 January 2020 to 13 January 2020 inclusive.

## MOTION

*That Council:*

*11.3.1. Approves the request by the Chief Executive Officer for annual leave for the period 2 January 2020 to 13 January 2020 inclusive; and*

*11.3.2. Appoints Director Community and Corporate Services Bradley Thomas to be the Acting Chief Executive Officer for the period 2 January 2020 to 13 January 2020 inclusive.*

**Moved:** Cr Fiona Robson

**Seconded:** Cr Don Henderson

**Carried**

## 11.4. CUSTOMER REQUESTS UPDATE

### DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

#### PURPOSE

The purpose of this report is to provide Council an update on customer requests received and responded to through the Closing the Loop system, for the period ended 31 October 2019.

#### BACKGROUND

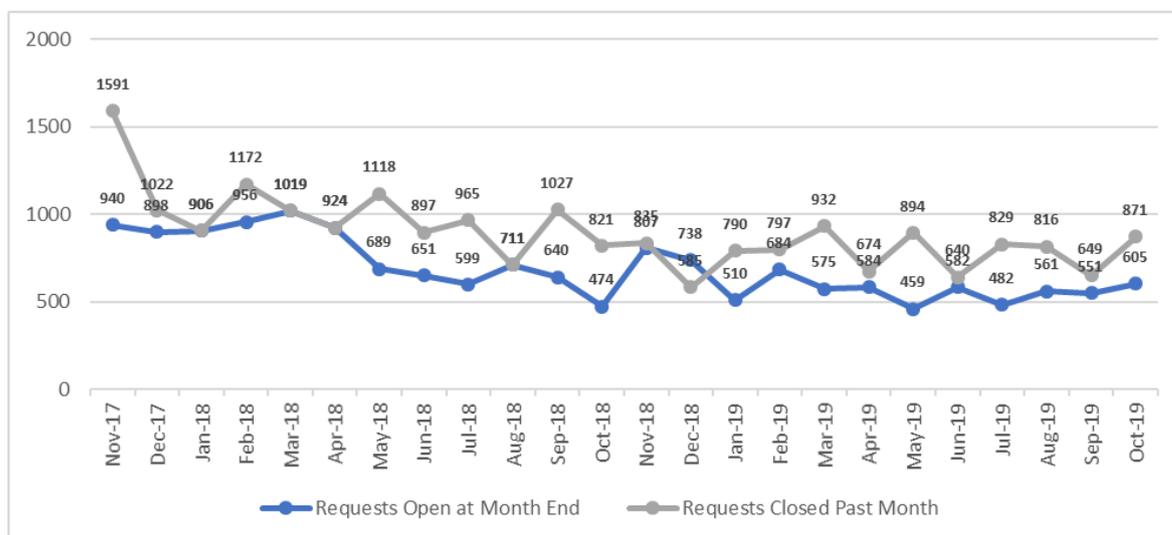
Council uses a Customer Request System *Closing the Loop* to receive and respond to a wide range of requests. The system is web-based and enables community members to directly enter requests, as well as staff to add and manage requests both in council offices as well as remotely.

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

#### ISSUE/DISCUSSION

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

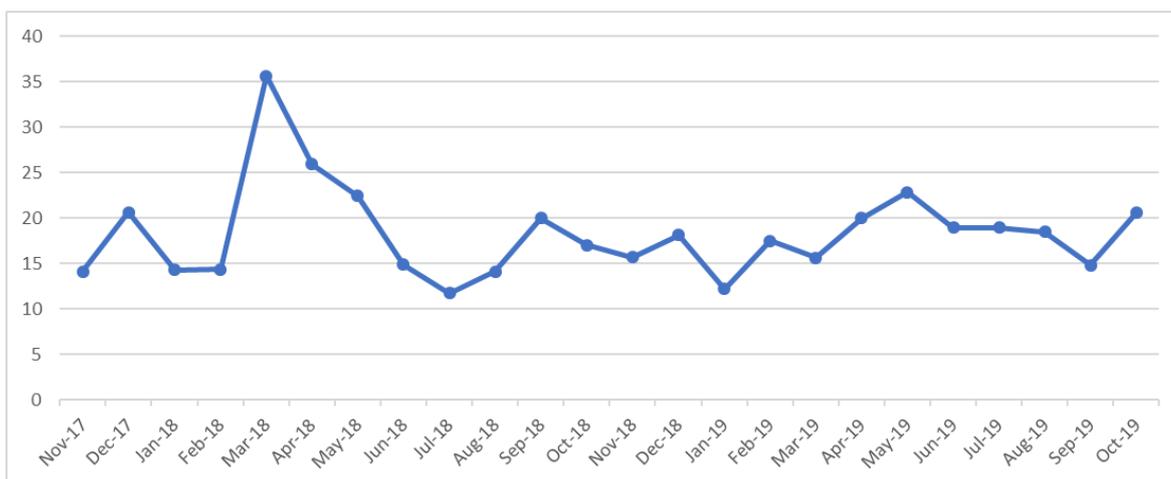
#### Total Requests Open and Closed Each Month



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

Category	May	June	July	August	Sept	Oct
Call back	155	166	174	220	216	242
Roads and Footpaths	50	68	50	60	60	64
Parks and Open Space	17	25	23	29	30	41
Information Technology (internal)	48	50	41	57	55	76
Development - Planning, Building and Septics	36	42	46	48	45	45
Other	153	231	128	147	145	137
<b>Total</b>	<b>459</b>	<b>582</b>	<b>482</b>	<b>561</b>	<b>551</b>	<b>605</b>

### Average Days to Close Requests



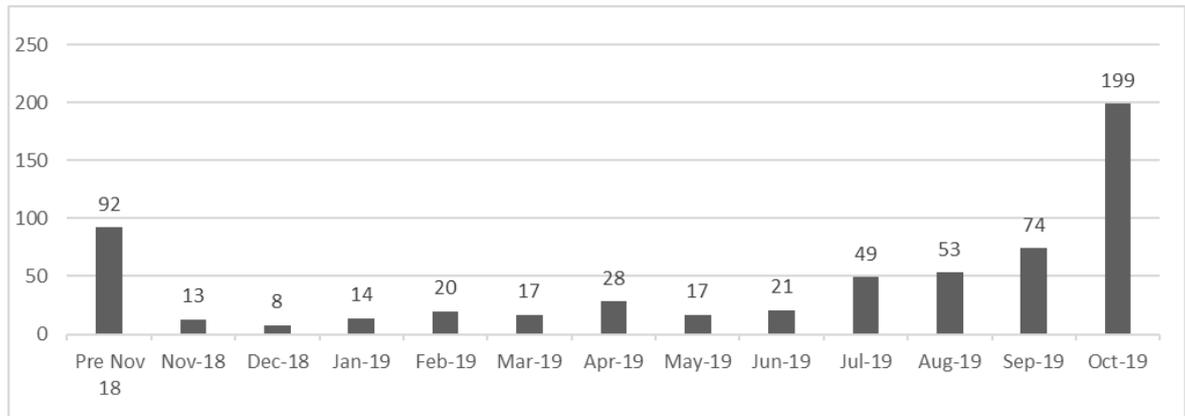
The average days to close requests in the month October 2017 was particularly high due to closing out old requests that were migrated from our old customer request system. This included a large number of waste requests that had previously been actioned, but not closed in the request system.

There was a spike in October 2019, however the number of requests closed during that month also spiked slightly with a number of long term requests completed.

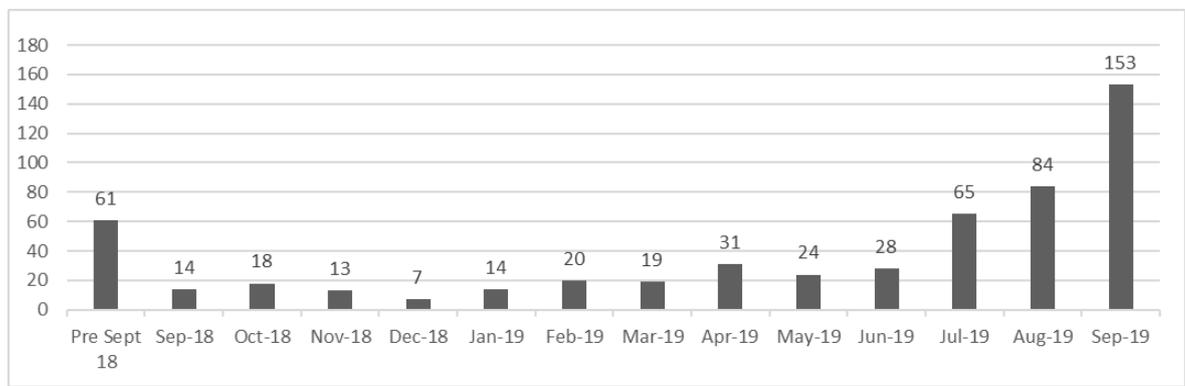
Over the last 12 months the average days to closed has ranged between 12.23 and 22.83 – with an average of 17.82.

## Open Requests by Month Received

### Current



### Last Month



## **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

Council Plan 2017-2021:

Strategic Objective: High Performing Organisation

Key Strategic Activity:

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

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

Key Strategic Indicator: Average Days to Close External Customer Requests

## **FINANCIAL IMPLICATIONS**

Responding to customer requests is managed within the annual budget.

## **RISK IMPLICATIONS**

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

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

No specific matters noted.

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

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

## **CONCLUSION**

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

## **OFFICER'S RECOMMENDATION**

11.4.1. That Council notes the update on customer requests for October 2019.

## **MOTION**

*11.4.1. That Council notes the update on customer requests for October 2019.*

**Moved:** Cr John Cottrell

**Seconded:** Cr Kate Redwood AM

**Carried**

## 11.5. DEVELOPMENT AND COMMUNITY SAFETY REPORT

### DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

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

#### PURPOSE

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

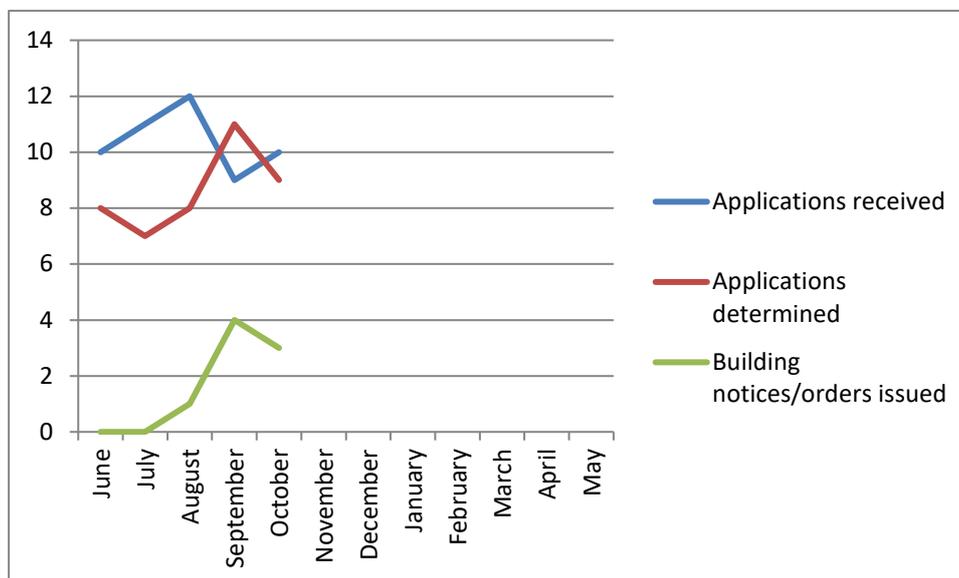
#### ISSUE/DISCUSSION

##### Building

The building activity report for October 2019 is summarised below:

Building Activity	Total
Building applications received	10
Building applications determined	9
Building notices/orders issued	3
Total development cost	\$897,832

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

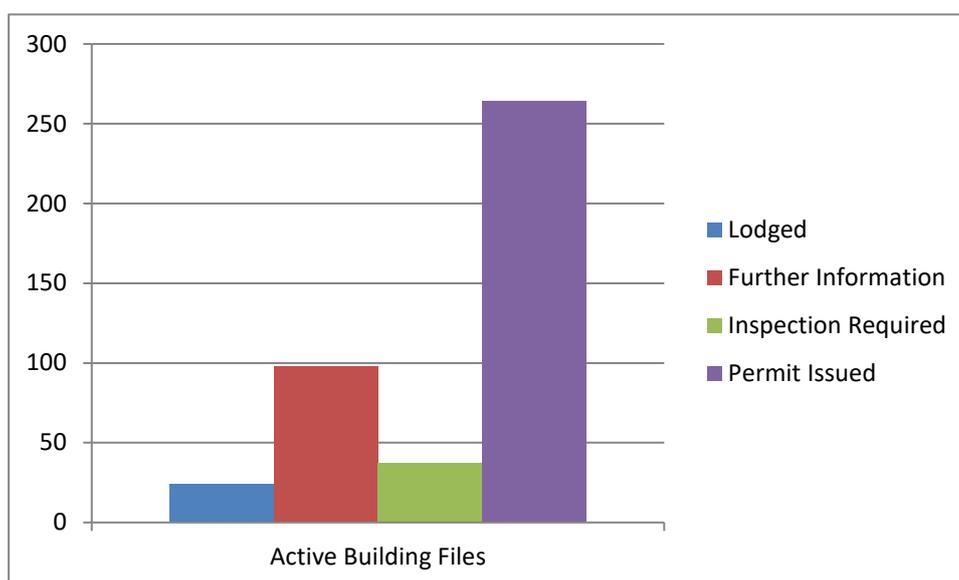


The total value of development for all Council approved building permits for the 2019/2020 financial year is \$2,088,205.00

## Active Building Files

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

Active Building Files	Total
Lodged	24
Further Information	98
Inspection Required	37
Permit Issued	264

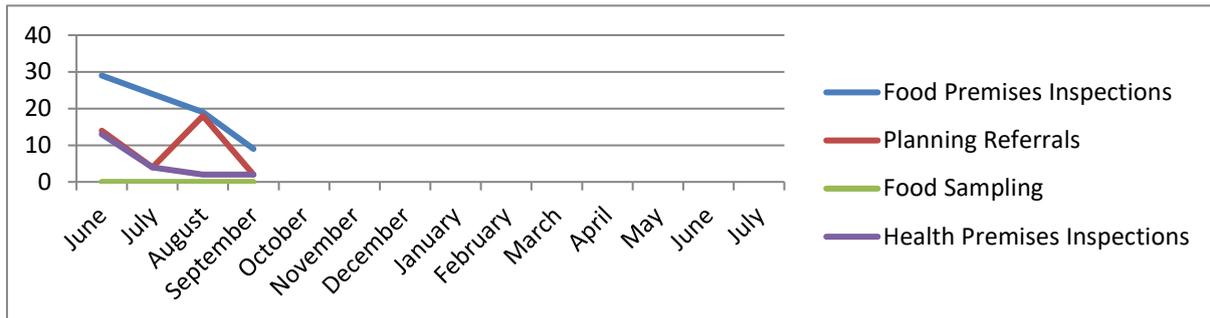


## Environmental Health

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

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

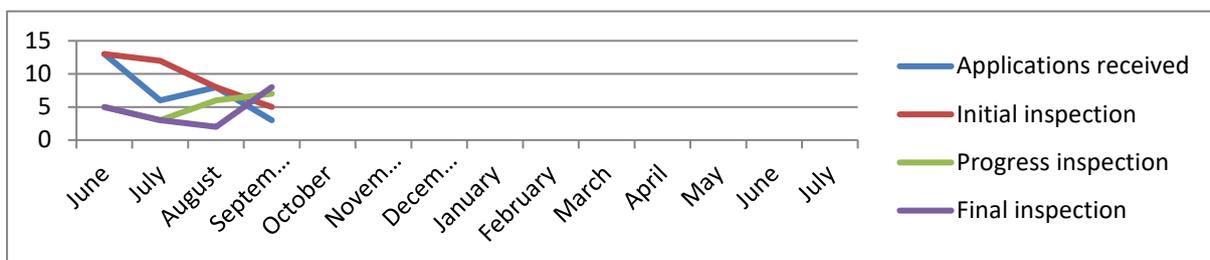
The following graph indicates environmental health statistics and activity for the 2019/2020 financial year (June 2019 included):



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

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

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



## **Community Safety**

The Community Safety team activity report for October 2019 is summarised below:

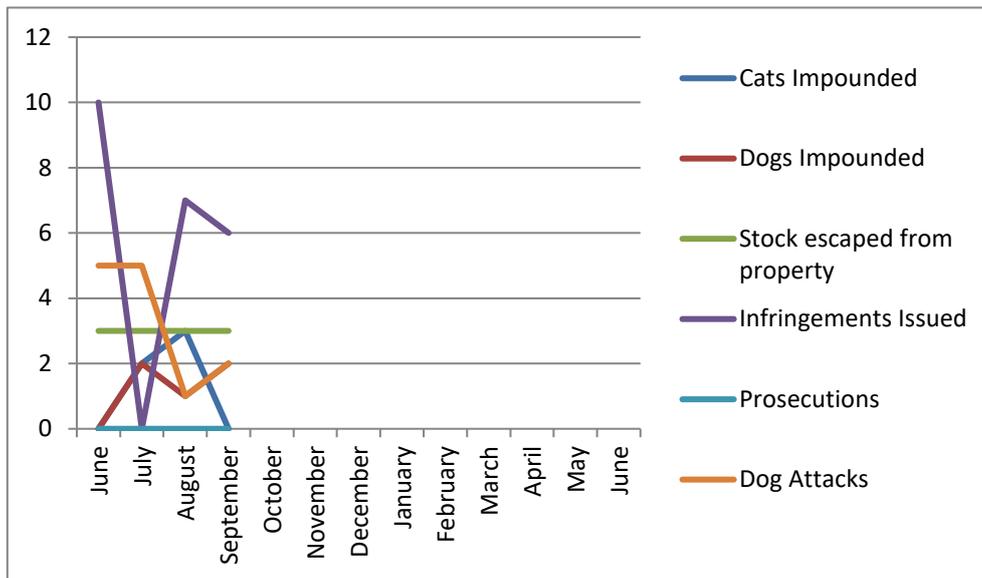
Local Laws Activity	Total
Cats Impounded	0
Dogs Impounded	2
Stock escaped from property	3
Infringements Issued	6
Prosecutions	0
Dog Attacks	1
Declarations of Menacing Dogs	1
Declarations of Dangerous Dogs	0

The reported dog attack in October did not warrant further actions as insufficient evidence could be obtained to prove an offence. Investigations for the reported serious dog attack that occurred in Creswick in August are being finalised. A brief of evidence will then be prepared for prosecution.

Breakdown of Infringements issued in October 2019:

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

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

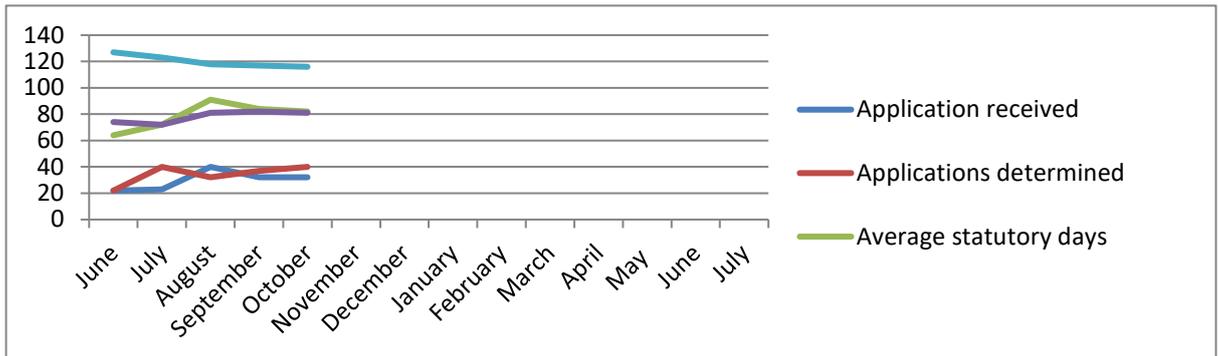


## **Planning**

The Planning activity report for October 2019 is summarised below:

Planning Activity	Total
Applications received	32
Applications determined	40
Average statutory days for month	82
Average statutory days 19/20 financial year	81
Average statutory days 18/19 financial year	74
Outstanding applications	116

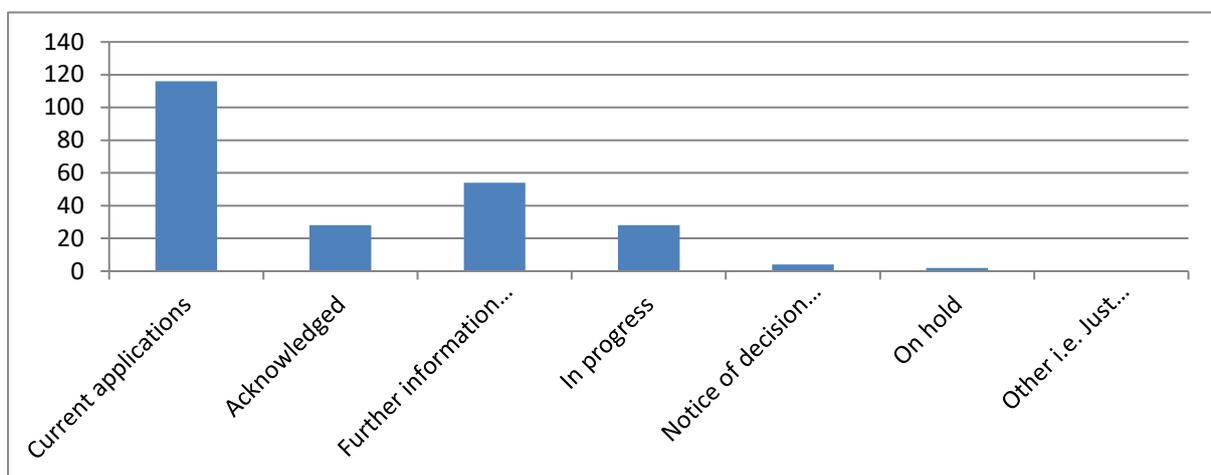
The following graph represents planning activity for the 2019/2020 financial year (June 2019 included):



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

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

Status of all active applications as at October 2019	
Current applications	116
Acknowledged	28
Further information request	54
In progress	28
Notice of decision pending	4
On hold	2
Other i.e. Just submitted, referred	0



### **Applications determined in October 2019 under delegation**

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

Permits Issued by Delegated Officers	28
Notice of Decision by officer	3
Withdrawn etc.	9
Refused by Council	0

### **OFFICER'S RECOMMENDATION**

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

### **MOTION**

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

**Moved:** Cr Neil Newitt

**Seconded:** Cr Kate Redwood AM

**Carried**

**ATTACHMENT 3 - PLANNING PERMITS ISSUED UNDER DELEGATION  
IN OCTOBER 2019**

Permits Issued October

Application ID	Primary Property	Full Details	Stage/Decision
PlnPA001906	10 Stony Creek Road, DAYLESFORD VIC 3460	Construction of two storage sheds and associated works	Withdrawn
PlnPA001237.01	45 Beaches Lane, NEWBURY VIC 3458	Amend dwelling design; Use and development for construction of a dwelling	Withdrawn
PlnPA002178	74 Patterson Street, DAYLESFORD VIC 3460	Construction of a second dwelling on a lot, outbuilding and associated works	Withdrawn
PlnPA002319	6 Cranneys Lane, TRENTHAM VIC 3458	Construction of a dwelling and two accommodation units	Permit Issued
PlnPA002373	2 Railway Crescent, DAYLESFORD VIC 3460	Full liquor licence for up to 50 patrons, open hours 10am to 12 midnight 7 days per week	Permit Issued
PlnPA002414	16 Lothair Street, CLUNES VIC 3370	Two lot subdivision	Permit Issued
PlnPA002396	114 Raglan Street, DAYLESFORD VIC 3460	Two lot subdivision	Permit Issued
PlnPA002286	11 School Road, MUSK VIC 3461	Use and Development of the land for a Place of Assembly and a reduction in the required on-site car parking	Notice of Decision
PlnPA002259	33 East Street, DAYLESFORD VIC 3460	Construction of two warehouses, waiver of carparking requirements	Permit Issued
PlnPA002451	52 Talbot Road, CLUNES VIC 3370	Demolition of rear of existing dwelling and proposed addition including repainting and re-roofing	Permit Issued
PlnPA002466	5 Australasia Drive, CRESWICK VIC 3363	Construction of double storey dwelling, shed, inground swimming pool, two crossovers	Permit Issued
PlnPA002462	10 Garsed Road, CLYDESDALE VIC 3461	Construction of an extension to an existing dwelling	Permit Issued
PlnPA002479	60 Pollards Lane, DRUMMOND VIC 3461	Demolition of existing dwelling, construction of new dwelling, swimming pool and deck and associated landscaping	Permit Issued
PlnPA002468	54 Vincent Street North, DAYLESFORD VIC 3460	Site cut greater than 1m, replacement of retaining wall, construction of carport	Permit Issued
PlnPA002472	2 Fulcher Street, DAYLESFORD VIC 3460	Construction of a dwelling	Permit Issued
PlnPA002453	59 Vincent Street, DAYLESFORD VIC 3460	The sale and consumption of liquor, increase of patronage to 75 (from 45) and waiver of car parking requirements in association with a restaurant	Notice of Decision
PlnPA002490	95 Jacksons Lane, TRENTHAM VIC 3458	Alterations and additions to existing dwelling; relocate existing wastewater treatment plant	Permit Issued
PlnPA002480	17 West Street, CLUNES VIC 3370	Three lot subdivision	Notice of Decision
PlnPA002486	52 Gardiner Street, CRESWICK VIC 3363	Amend Sec 173 agreement AN103136R to allow alteration to location and size of building envelope for a dwelling	Permit Issued
PlnPA001046.01	70 Coliban Road, TRENTHAM VIC 3458	Use and development of a dwelling	Permit Issued
PlnPA002496	37 King Street, CRESWICK VIC 3363	Amend restriction on title to allow construction of an outbuilding (shed)	Withdrawn
PlnPA002458	3514 Creswick-Newstead Road, SMEATON VIC 3364	Increase in the area that liquor is allowed to be consumed on the land	Permit Issued
PlnPA002435	14 Twentieth Street, HEPBURN VIC 3461	Two lot subdivision and the removal of native vegetation	Permit Issued
PlnPA002505	225 Learmonth Road, CLUNES VIC 3370	Construction of a dwelling and two ancillary outbuildings	Permit Issued
PlnPA002501	45 Scheggias Track, DAYLESFORD VIC 3460	Construction of a dwelling	Permit Issued
PlnPA002471	1460 Daylesford-Clunes Road, SMEATON VIC 3364	Use & development of animal boarding and associated works	Withdrawn
PlnPA002506	11 Speargrass Crescent, CRESWICK VIC 3363	Use and development of a dwelling, Site cut greater than 1m in depth and associated works.	Permit Issued
PlnPA002509	10 Tierneys Lane, DAYLESFORD VIC 3460	Two lot subdivision	Permit Issued
PlnPA002523	22 Albert Street, TRENTHAM VIC 3458	Construction of a garage	Permit Issued
PlnPA002386	21 Table Hill Road, DAYLESFORD VIC 3460	Construction of six (6) dwellings and a six (6) lot subdivision	Withdrawn
PlnPA002170.01	44 Bridgeport Street, DAYLESFORD VIC 3460	Subdivide an existing dwelling into two units with common property, extend dwellings, construction of new carport and associated works; amendment to application to include the creation of a carriageway easement.	Permit Issued
PlnPA002548	151 Lake Road, DAYLESFORD VIC 3460	Replace existing maintenance shed	Withdrawn
PlnPA002545	22 Orford Street, DAYLESFORD VIC 3460	Construction of a swim spa and access decking, boundary fencing	Permit Issued
PlnPA002559	37 Leslies Road, MOUNT FRANKLIN VIC 3461	Development of land for the construction of a dwelling	Withdrawn
PlnPA002129.01	59 Basalt Road, EGANSTOWN VIC 3461	Development of a replacement dwelling and new outbuilding generally in accordance with the endorsed plan (Amended Dwelling Design)	Permit Issued
PlnPA002547	13 Limestone Road, YANDOIT VIC 3461	Construction of a dwelling	Withdrawn
PlnPA002570	8 Roddas Lane, MUSK VIC 3461	Construction of a shed (VicSmart)	Permit Issued
PlnPA002553	100 Carter Street, CLUNES VIC 3370	Construction of an outbuilding and ancillary works (VicSmart)	Not Required
PlnPA002406	364 Limestone Road, YANDOIT VIC 3461	Development of land for alterations and additions to existing dwelling	Permit Issued
PlnPA002381	276 Scobles Road, DRUMMOND VIC 3461	Use and construction of a dwelling and shed, and associated works	Permit Issued

## 11.6. FINANCIAL REPORT AS AT 30 SEPTEMBER 2019 DIRECTOR COMMUNITY AND CORPORATE SERVICES

*In providing this advice to Council as the Coordinator of Financial Services, 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 2019/2020 financial year up to 30 September 2019.

### BACKGROUND

This report provides information on Council's operating performance for the period 1 July 2019 to 30 September 2019 and compares the Income Statement to the current budget, which includes operating projects carried forward from 2018/2019, and the Balance Sheet and Statement of Cash Flows to last year.

### ISSUE/DISCUSSION

Income Statement

## Hepburn Shire Council Comprehensive Income Statement For the Period Ended 30 September 2019

	<i>YTD Budget</i> 2019/20	<i>YTD Actual</i> 2019/20	<i>YTD Variance</i>		
	\$'000	\$'000	\$'000	%	
<b>Income</b>					
Rates and charges	21,072	21,072	0	0%	
Statutory fees and fines	187	159	(28)	-15%	1
User fees	224	173	(50)	-23%	2
Grants - operating	1,269	1,259	(10)	-1%	
Grants - capital	60	56	(4)	-6%	
Contributions - monetary	90	184	94	104%	3
Contributions - non monetary	-	-	-	100%	
Net gain/(loss) on disposal of assets	35	89	55	157%	4
Other income	489	424	(65)	-13%	5
<b>Total income</b>	<u>23,426</u>	<u>23,416</u>	<u>(9)</u>	<u>0%</u>	
<b>Expenses</b>					
Employee costs	3,177	3,403	(226)	-7%	6
Materials and services	3,486	1,900	1,586	45%	7
Bad and doubtful debts	4	0	4	92%	
Depreciation and amortisation	1,798	1,798	-	0%	
Borrowing costs	27	28	(1)	-3%	
Other expenses	296	143	153	52%	8
<b>Total expenses</b>	<u>8,788</u>	<u>7,271</u>	<u>1,517</u>	<u>17%</u>	
<b>Surplus/(deficit) for the year</b>	<u>14,638</u>	<u>16,145</u>	<u>1,507</u>		

## **Income Statement – Income**

**Note 1** - Statutory fees and charges income is lower than budget by \$28K, town planning fees down by \$21K and infringements down by \$9K, due to a number of short-term vacancies and timing of the planning permits being issued.

**Note 2** – User fees income is down on the budget by \$50K with waste service fees down by \$43K and Aged Care fees down by \$7k. Income for both services was receipted to October rather than September – which will be reviewed by the Financial Services Unit.

**Note 3** – Contributions Monetary income is ahead of budget by \$94K due to increased subdivision activity, where Council receives 5% developers public open space contribution on valuation. These funds are transferred to the Open Space Reserve for future capital works.

**Note 4** – Net gain on disposal of assets is non-cash accounting, and above budget by \$55K, this can be attributed, in the main, to the sale of land.

**Note 5** – Other income is lower than budget by \$65K. Explained by a decrease of interest received by \$17K due to low interest rates, rent down by \$66K in relation to commercial rents not invoiced for August and September (will occur in October), sale of materials from visitor information centres up by \$18K.

## **Income Statement – Expenses**

**Note 6** – Employee costs \$226K over budget, this includes \$147K of salaries yet to be capitalised (transferred to capital works), and timing of leave taken.

**Note 7** – Materials and services are below budget by \$1.6M. This is related to the proposed timing of projects, in particular the Creswick Trails. An exercise to rephase operating project budgets (including carry forwards) will be undertaken in October.

**Note 8** - Other expenses are less than budget by \$153K. This variance to budget is due to a timing difference in the community grants dispersed compared to budget of \$124K. Most of these grants will be paid out between October and December.

## BALANCE SHEET

### Hepburn Shire Council Balance Sheet As at 30 September 2019

	<i>Current Year</i>	<i>Prior Year</i>	<i>Variance Year on Year</i>		
	<i>Actual</i>	<i>Actual</i>	<i>\$'000</i>	<i>%</i>	
	<i>\$'000</i>	<i>\$'000</i>	<i>\$'000</i>	<i>%</i>	
<b>Assets</b>					
<b>Current assets</b>					
Cash and cash equivalents	15,106	9,638	5,468	36%	1
Trade and other receivables	20,524	19,641	883	4%	2
Other financial assets	5,133	6,933	(1,800)	-35%	3
Inventories	9	(16)	25	288%	4
Non-current assets classified as held for sale	-	545			
Other assets	86	120	(34)	-40%	5
<b>Total current assets</b>	<b>40,857</b>	<b>36,861</b>	<b>3,997</b>	<b>10%</b>	
<b>Non-current assets</b>					
Property, infrastructure, plant and equipment	260,064	245,666	14,398	6%	6
Intangible assets	405	450	(45)	-11%	
<b>Total non-current assets</b>	<b>260,469</b>	<b>246,116</b>	<b>14,353</b>	<b>6%</b>	
<b>Total assets</b>	<b>301,326</b>	<b>282,977</b>	<b>18,350</b>	<b>6%</b>	
<b>Liabilities</b>					
<b>Current liabilities</b>					
Trade and other payables	628	262	(366)	-58%	7
Trust funds and deposits	3,013	2,888	(124)	-4%	
Provisions	2,089	1,885	(204)	-10%	8
Interest-bearing loans and borrowings	427	596	169	40%	9
Other Liabilities	254	18	(236)	-93%	10
<b>Total current liabilities</b>	<b>6,411</b>	<b>5,649</b>	<b>(762)</b>	<b>-12%</b>	
<b>Non-current liabilities</b>					
Provisions	477	447	(30)	-6%	
Interest-bearing loans and borrowings	3,912	4,127	215	5%	9
Other Liabilities	63	80	18	29%	
<b>Total non-current liabilities</b>	<b>4,452</b>	<b>4,654</b>	<b>203</b>	<b>5%</b>	
<b>Total liabilities</b>	<b>10,863</b>	<b>10,303</b>	<b>(559)</b>	<b>-5%</b>	
<b>Net assets</b>	<b>290,464</b>	<b>272,673</b>	<b>17,791</b>	<b>6%</b>	
<b>Equity</b>					
Accumulated surplus	169,913	165,793	4,120	2%	
Reserves	120,551	106,881	13,670	11%	11
<b>Total Equity</b>	<b>290,464</b>	<b>272,673</b>	<b>17,791</b>	<b>6%</b>	

## **BALANCE SHEET**

**Note 1** - Cash and Cash Equivalents are higher than last year due to more cash being held in short term deposits rather than long term investments because of low interest rates. We are also holding unspent capital grant funding, and payment of a number of grants earlier than expected.

**Note 2** – The increase in trade and other receivables relates to a higher level of rate arrears \$480K, which reflects the annual increase to rates and charges. In addition to this is the Solar Savers scheme totalling debtors of \$122K.

**Note 3** – Other financial assets are less than last year, refer to note 1, as increased funds being held in short term investments because of low interest rates.

**Note 4** – Inventory for last year (2018) invoices for July, August and September weren't processed until October.

**Note 5** – Other Assets are less due to the reduction of prepayments.

**Note 6** – Property, Infrastructure, P&E majority of increase due to revaluation of roads as at 30 June 2019 \$13 million.

**Note 7** - Trade and Other Payables higher as processed payments are not paid until payment terms are due \$240K. Superannuation for September paid early October \$83K, was paid in September in prior year.

**Note 8** – Provisions have increased this year, and that is mainly due to an increase in long service leave provisions, several new staff have joined with prior government service.

**Note 9** – No new borrowings in the past two financial years, and therefore there has been a principal debt reduction.

**Note 10** - Other Liabilities is unspent grant income received from Department of Health Services for HACC services.

**Note 11** – An increase in the asset revaluation reserve of \$13M as the result of an inhouse revaluation of Roads (30 June 2019).

## CASH FLOW STATEMENT

### Hepburn Shire Council Statement of Cash Flows For the Period Ended 30 September 2019

	<i>Current Year Actual</i>	<i>Prior Year Actual</i>		
	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000		
<b>Cash flows from operating activities</b>				
			-	100%
Rates and charges	5,410	4,844	(566)	-10%
Statutory fees and fines	167	193	26	15%
User fees	724	135	(589)	-81%
Grants - operating	1,259	1,212	(47)	-4%
Grants - capital	56	461	405	721%
Contributions - monetary	184	31	(153)	-83%
Reimbursements			-	100%
Interest received	83	126	43	51%
Rent received	53	150	97	184%
Trust funds and deposits taken	571	498	(73)	-13%
Rents (inclusive of GST)			-	100%
Other receipts	46	21	(25)	-54%
Net GST refund/payment	80	170	91	114%
Employee costs	(3,406)	(3,201)	206	-6%
Materials and services	(3,450)	(3,485)	(35)	1%
Trust funds and deposits repaid			-	100%
Other payments	(143)	(124)	19	-13%
<b>Net cash provided by/(used in) operating activities</b>	<u>1,633</u>	<u>1,031</u>	<u>(602)</u>	-37%
<b>Cash flows from investing activities</b>				
Payments for property, infrastructure, plant and equipment	(226)	(562)	-	0%
Proceeds from sale of property, infrastructure, plant and equipment	43	-	(43)	-100%
Payments for investments	1,000	(1,000)	(2,000)	-200%
Proceeds from sale of investments	-	-	-	100%
Loans and advances made			-	100%
Payments of loans and advances			-	100%
<b>Net cash provided by/(used in) investing activities</b>	<u>817</u>	<u>(1,562)</u>	<u>(2,390)</u>	-293%
<b>Cash flows from financing activities</b>				
Finance costs	(28)	(34)	(6)	21%
Proceeds from disposal of financial assets			-	100%
Proceeds from borrowings	-	-	-	100%
Repayment of borrowings	(75)	(163)	(88)	117%
<b>Net cash provided by/(used in) financing activities</b>	<u>(103)</u>	<u>(197)</u>	<u>(94)</u>	91%
Net increase (decrease) in cash and cash equivalents	2,347	(727)	(3,074)	-131%
Cash and cash equivalents at the beginning of the period	12,759	10,365	(2,394)	-19%
<b>Cash and cash equivalents at the end of the period</b>	<u>15,106</u>	<u>9,638</u>	<u>(5,468)</u>	-36%

## STATEMENT OF CASHFLOWS

**Note 1** - Increase in inflows, a number of significant debtor accounts have been settled in the first quarter.

**Note 2** – Decrease in inflows of Capital grants received, grants are expected in the remaining of the financial year.

**Note 3** – Increase in inflows from Contributions monetary is due to increased subdivision activity.

**Note 4** – Decrease in Inflows from interest received due to the decrease in interest rates.

**Note 5** – Decrease in inflows from the turnover component of rent changed, which will be corrected in October.

**Note 6** – Decrease in outflows for investments as the majority of investments are at call.

## STATEMENT OF CAPITAL WORKS

Hepburn Shire Council Statement of Capital Works For the period Ended 30 September 2019			
	2019 Budget \$'000	2019 Actual \$'000	% Spent YTD
Total property	6,826	168	2%
Total plant and equipment	2,557	325	13%
<u>Infrastructure</u>			
Roads	5,838	105	2%
Bridges	465	13	3%
Footpaths and cycleways	750	1	0%
Drainage	239	3	1%
Recreational, liesure and community facilities	825	9	1%
Parks, open space and streetscapes	1,047	191	18%
Other infrastructure	830	2	0%
<b>Total infrastructure</b>	9,994	324	3%
<b>Total capital works expenditure</b>	19,377	817	4%

Expenditure is traditionally low in the early part of a financial year as projects are in design and procurement phase. The YTD spend of \$817,000 compares favourably with the amount spent in the same period in prior financial years (\$536k in 2018/2019 and \$612k in 2017/2018).

**Total Property** - Several building projects are behind schedule - Project plans are under development and will be handed over to the Major Projects Unit for works to be scheduled and delivered.

**Plant and Equipment** – \$192k of fleet replacements carry forward from 2018/2019 have been delivered. The Bioenergy facility is in testing phase with \$115k of stage two works delivered, and a further \$80K has been committed. Purchases of fleet and heavy plant will be undertaken throughout 2019/2020.

**Roads** – Works have commenced on several of the road's projects, while year-to-date expenditure is currently low there are \$1 million in committed expenditure against these projects. The remainder of the projects are in the design phase, with tenders scheduled for release between October and January.

**Bridges** – A number of carry forward projects have now been completed and awaiting invoices from suppliers. Two of the major projects are in design and specification stages, with tender release scheduled early in 2020.

**Footpaths and Cycleways** – Several of this years' projects are intended to be added to the footpath renewal and expansion contract, to be tendered shortly. Other projects are on schedule and expected to commence before December 2019.

**Drainage** – A contractor has been appointed for the delivery of the program, with works to shortly begin.

**Recreational, leisure & community** – There are a significant number of projects in this years' program, any are currently in preliminary phases, with the majority of works to be completed in the first half of 2020.

**Parks, open spaces and streetscapes** – There are a significant number of projects in this years' program, any are currently in preliminary phases, with the majority of works to be completed in the first half of 2020.

## **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

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

## **FINANCIAL IMPLICATIONS**

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

## **RISK IMPLICATIONS**

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

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

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 three months from 1 July 2019 to 30 September 2019 is presented for Council's review and noting.

## **OFFICER'S RECOMMENDATION**

11.6.1. That Council receives and notes the Financial Report for the three months from 1 July 2019 to 30 September 2019.

## **MOTION**

*11.6.1. That Council receives and notes the Financial Report for the three months from 1 July 2019 to 30 September 2019.*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr Don Henderson

**Carried**

## **11.7. ANNUAL PLAN 2019/2020 – QUARTER 1 PROGRESS REPORT DIRECTOR COMMUNITY AND CORPORATE SERVICES**

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

### **PURPOSE**

The purpose of this report is for Council to note the Annual Plan 2019/2020 (Quarter 1) Progress Report.

### **BACKGROUND**

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

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

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

### **ISSUE/DISCUSSION**

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

It should be noted that the Annual Plan does not include all projects to be undertaken during the year, and as it was adopted in July 2019 does not include a number of new actions and opportunities have been undertaken by Council, which were not included in the Plan. These include but is not limited to: being successful in receiving of \$180,000 of funding from the State Government towards a \$240,000 major upgrade at the Hepburn Kindergarten; and the construction of fencing and entrance to the Wombat Botanical Gardens, including a significant financial contribution from the Friends of Daylesford's Wombat Hill Botanic Gardens.

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

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

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

## **FINANCIAL IMPLICATIONS**

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

## **RISK IMPLICATIONS**

Nil.

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

Nil.

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

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

## **CONCLUSION**

The Annual Plan 2019/2020 Quarter 1 Progress Report provides Council and the community with an update on the progress of projects included in the Annual Plan for the period ended 30 September 2019.

## **OFFICER'S RECOMMENDATION**

11.7.1. That Council note the Annual Plan 2019/2020 (Quarter 1) Progress Report; and make it available on Council's website.

## **MOTION**

*11.7.1. That Council note the Annual Plan 2019/2020 (Quarter 1) Progress Report; and make it available on Council's website.*

**Moved:** Cr Fiona Robson

**Seconded:** Cr Kate Redwood AM

**Carried**

**ATTACHMENT 4 - ANNUAL PLAN 2019/2020 PROJECT UPDATES –  
QUARTER 1**

## ANNUAL PLAN 2019/2020 - SEPTEMBER QUARTER UPDATE

	Project Name	Description	Budget	Target Completion Date	Business Unit	Progress Comment
1.	Hepburn Hub at The Rex	Complete construction at The Rex to deliver improved Community Spaces	C/F	March 2020	Major Projects	<p>The iterative process of updating plans, the extent of changes to internal design and project costs has triggered an amendment to the Building Permit which is currently being assessed.</p> <p>A dedicated project management resource has also commenced to expedite delivery of the project.</p>
2.	Fixing Country Roads	Partner with VicRoads to undertake round 2 of the fixing country roads program	\$2.46 Million	June 2020	Infrastructure	<p>Telegraph Road – The contract has been awarded and works have commenced with completion expected in December.</p> <p>Trentham Urban road package – The project is fully scoped and currently out to tender. We anticipate that the contract will be awarded in November with works will commence in Q3 of 2019/2020.</p> <p>Back Glenlyon Road, School Road and Diary Flat Road – Design and tender documentation is being prepared and we anticipate works commencing in late Q3 of 2019/2020.</p>

	Project Name	Description	Budget	Target Completion Date	Business Unit	Progress Comment
3.	Gravel Resheeting Program	Undertake 14KMS of gravel resheeting across the Shire	\$571,000	February 2020	Infrastructure	Works scheduled to commence in November and will continue until completed, which is expected by the end of December. The program will be detailed on Council's website and promoted on social media.
4.	Daylesford Skate Park	Redevelopment of Daylesford Skate Park	\$383,000	November 2019	Economic and Community Development	The project is nearing completion. The skate park, basketball area and carpark works have been completed. Minor landscaping works remain. The project is ahead of schedule and on budget. The park will open to the public on 11 October 2019.
5.	Aquatic Facilities Maintenance	Repair current facilities	\$97,000	December 2019	Economic and Community Development	This project has commenced. A public tender was advertised, and a suitably qualified tenderer identified. A report has been prepared for Council Ordinary Meeting October 2019 recommending tender be awarded and successful contractor commence maintenance work immediately - the project is on-schedule.
6.	East Street Bridge	Clearance improvement works	C/F	November 2019	Infrastructure	The contract has been awarded and formal sod turning event held. Works commenced 14 October 2019. Communications on alternate traffic arrangements have been undertaken.

	Project Name	Description	Budget	Target Completion Date	Business Unit	Progress Comment
7.	Future Water Security	Central Highlands Water partnership for Integrated Water Management (IWM)	\$40,000	May 2020	Parks and open space	<p>Council is partnering with Central Highlands Water to deliver two projects following a presentation to Councillors by Central Highlands Water.</p> <p>Daylesford IWM Plan - \$25,000 - Initial meeting with CHW is scheduled for late October 2019.</p> <p>Newlyn Recreation Reserve irrigation - \$15,0000 - An MOU has been developed and is currently being finalised and works on site are expected to commence in November.</p>
8.	Vincent Street Parklet	Construction of 'parklet'	\$45,000	January 2020	Parks and open space	Preliminary concepts have been developed. The project will be delivered in parallel with the Hepburn Hub at The Rex and is expected to be completed mid-2020.
9.	Community Planning Policy	Review and update the Community Planning policy	Operational	February 2020	Economic and Community Development	We have commenced a full review of the Community Planning Process. A report will be presented to Council at the October 2019 meeting. The outcome of the Community Planning Process review will inform the update of the Community Planning Policy. The project is on schedule.
10.	Early Years Plan	Adopt a Municipal Early Years Plan	Operational	May 2020	Community Care	Preliminary work has commenced to establish an Early Years Network within the community. This network will consist of community members and service agency

	Project Name	Description	Budget	Target Completion Date	Business Unit	Progress Comment
						representatives and will be the key drivers of the creation and implementation of the new Early Years Plan.
11.	Reconciliation Action Plan	Review and update the current Reconciliation Action Plan in consultation with the local indigenous community.	\$15,000	December 2019	Economic and Community Development	The Reflect Reconciliation Action Plan (RAP) is in the second year of implementation. First quarter progress is being made in tracking deliverables, establishing and meeting with the Internal Working Group, increased naming and acknowledgement, expanding suppliers, preparing for Reconciliation week 2020. Liaison continuing with Dja Dja Wurrung on actions and deliverables identified in the RAP.
12.	On-street accessible parking facilities	Upgrade and make on-street accessible parking (12 spaces across shire)	\$52,000	June 2020	Infrastructure	Project design and procurement documents scheduled to be developed in January 2020 with works expected March/April 2020.
13.	Review of Local Law No.2	In consultation with the community finalise the review and adopt a new Local Law No.2	Operational	November 2019	Development and Community Safety	<p>The Local Law has been released for public comment following its recent review. Submissions close Monday 21 October 2019.</p> <p>Earlier in the year, Council sought feedback from the key stakeholders, including the community, businesses, Councillors and staff, to identify the issues of concern. Key issues raised through this process highlighted the</p>

	Project Name	Description	Budget	Target Completion Date	Business Unit	Progress Comment
						need for a local law that provided clear rules for Hepburn Shire residents, businesses and visitors.
14.	Health and Wellbeing Plan	Adopt an action plan for 2019/2020 to achieve strategies included in the Municipal Public Health and Wellbeing plan	\$4,000	October 2019	Economic and Community Development	This project has commenced. An internal working group has identified draft priorities for 2019/2020. The next steps are to engage external stakeholders who have a role to play in regard to the implementation of the plan, and to adopt the draft action plan.
15.	Recreation Facilities – Management Models	Complete a study to review the current management models of Community Recreation Facilities	\$30,000	June 2020	Economic and Community Development	This project has commenced and a PCG established. A Recreation Management Model tender has been advertised. Consultants have been shortlisted and interviews are scheduled for mid-October 2019. This project is on schedule.
16.	Recreation Facilities – Masterplans	Work with community groups to undertake and adopt masterplans for Glenlyon, Trentham, Doug Lindsay and Clunes Recreation Facilities	\$70,000	March 2020	Economic and Community Development	The draft Glenlyon Recreation Reserve Masterplan was presented to Council at the September Council meeting and approval secured to progress to second phase community consultation. This includes Council hosting community forums and engagement with a view to update the Masterplan and present to Council for adoption at the December 2019 Ordinary Council meeting.

	Project Name	Description	Budget	Target Completion Date	Business Unit	Progress Comment
						<p>Clunes Recreation Facilities (Clunes Recreation Reserve and Community Park) Masterplans development will be undertaken together and to commence in January 2020.</p> <p>On-going discussion occurring with the Committee of Management to review and adopt the Trentham Masterplan.</p> <p>Doug Lindsay Reserve – A meeting was held with Committee of Management and clubs in September 2019. A draft masterplan will be presented to Council at the November meeting for confirmation before progressing to wider community consultation.</p>
17.	Active Women and Girls Alliance	Create an Active Women and Girls Alliance, inclusive of community groups, that will assist with implementation of the strategy.	\$10,000	March 2020	Economic and Community Development	An alliance has been created and an inaugural meeting held 4 September 2019. The alliance includes numerous State Sporting Associations, Health and Community representatives from across the Shire. Commitment has been secured for the group to progress actions aimed at progressing the strategy. A progress review meeting is scheduled for 2 December 2019.
18.	Aged Care Reforms	Undertake a project to review and establish a position on Council provided aged, disability	Operational	March 2020	Community Care	This project has commenced. Progress to date is two Executive Team and two Council briefings have been completed.

	Project Name	Description	Budget	Target Completion Date	Business Unit	Progress Comment
		and community care services in response to Government aged care reform changes				
19.	Waste Management Service Contract	Undertake a review of waste services and conduct a public tender for kerbside collection of waste.	Operational	March 2020	Waste and Environment	A specification for services and tender documentation has been finalised as part of a collaborative procurement process with 7 other regional councils. The State Government recently suspended this process ahead of upcoming kerbside collection reforms. Clarity on a Ministerial Exemption will inform next steps to ensure delivery of these service from April 2020.
20.	Waste to Energy	Construct a plant and expand the waste to energy project to full scale (pending the outcome of the current pilot project)	\$300,000	June 2020	Waste and Environment	Pilot project is ongoing at Creswick Transfer Station and will continue until early 2020, as per requirements of the Funding Agreement with Department of Environment, Land, Water and Planning (DELWP). At this time, Council will determine if, how and when the project will continue and expand.
21.	Waste Reduction Program	Undertake resource recovery education programs and initiatives across the Shire.	\$20,000	June 2020	Waste and Environment	Some community education programs have already been delivered, such as composting workshops. Subsidised compost bins, worm farms and bokashi bins have also been offered to Hepburn Shire residents. Programs will continue throughout 2019/2020.

	Project Name	Description	Budget	Target Completion Date	Business Unit	Progress Comment
22.	Towards Zero Emissions Roadmap - Streetlights	Continue implementation of the towards Zero Emissions Roadmap by upgrading 133 Street lights as part of the 'Major Road Lighting' Project.	\$90,000	June 2020	Waste and Environment	An upgrade assessment has been carried out and the development of project scope to deliver project in collaboration with neighbouring municipalities is underway. Currently, we are planning to upgrade lights in the first half of 2020.
23.	Weed Minimisation	Present to Council findings of the Weed Minimisation Project to review the effectiveness of various weeding techniques and products	Operational	September 2019	Infrastructure	A draft report has been completed and was presented at Councillor briefing in August.  Final report to be presented to the November 2019 Council meeting.
24.	Biodiversity Strategy	Implement the 2019/2020 actions (16) of the Biodiversity Strategy 2018-2021	\$85,766	June 2020	Waste and Environment	Two training sessions on vegetation protection legislation were arranged for planning, infrastructure and engineering staff. Input was provided for revegetation proposals for Daylesford Skate Park surrounds and Lake Daylesford and for vegetation management plans for four Council properties to improve fire preparedness. Two workshops on weed control have been organised for the last quarter of the year. Work to support community group recipients of

	Project Name	Description	Budget	Target Completion Date	Business Unit	Progress Comment
						Biodiversity Grants and community-led local Gardens for Wildlife program is ongoing.
25.	Roadside Weeds	Undertake annual Roadside Weed and Pest Management Program	\$80,000	June 2020	Works	An amended plan for 2019/2020 has been developed incorporating biodiversity objectives.
26.	Hub for Premium Produce	Implementation of a localised program to focus on connecting and actively working with Premium Produce enterprises, including the employment of an Agribusiness Officer.	\$236,666	December 2019	Economic and Community Development	Implementation of the program was delayed pending a funding announcement by Minister Symes Department of Jobs, Precincts and Regions. State Government funding of \$570, 000 was announced 11 October 2019. The recruitment of an Agribusiness Officer will commence shortly. This project is scheduled to commence mid – late November 2019.
27.	Creswick Trails Project	Undertake a tender process and begin construction on the Creswick Trails.	\$753,815	June 2021	Major Projects	Council is currently working in collaboration with Land Managers (DELWP, Parks Victoria, Central Highland Water and Hancock Victoria Plantations) to formalise the 100KM trail network. The final agreed trail network will be informed by flora and fauna assessment, cultural heritage management plan and associated assessment, ground truthing, stakeholder engagement and feedback from land managers. This documentation, along with other operational plans, will form part of the suite of documents required for the planning permit process.

	Project Name	Description	Budget	Target Completion Date	Business Unit	Progress Comment
						It is anticipated the project will reach planning permit application in early 2020. Tendering for construction can begin pending planning approval.
28.	Events Strategy Review	Undertake a review of the Event Strategy to ensure the Hepburn Shire continues to be a premier regional Victoria events destination.	\$5,000	December 2019	Economic and Community Development	The review has commenced. A Councillor briefing and workshop was completed in September 2019. Electronic Community and Stakeholder surveys were made available. Feedback is being collated and the strategy is on track to be presented to Council for consideration at December 2019 meeting.
29.	Planning Scheme Review	Undertake a review of the Hepburn Planning Scheme, including data review and community consultation.	\$120,000	June 2020	Development and Community Safety	A consultant has been engaged to assist in the review of the scheme. The second round of community consultation is currently underway.
30.	Daylesford Library Service	Complete the construction and transition of the Daylesford Library to the Hepburn Hub at the Rex.	Operational	March 2020	Economic and Community Development	Review of operational model for Daylesford Library and Customer Experience transition to Hepburn Hub has commenced. A report is scheduled to be presented to ET in December 2019. Ongoing advice on Library construction and layout is being provided to the Hub working group as required.

	Project Name	Description	Budget	Target Completion Date	Business Unit	Progress Comment
31.	ICT Strategy	Purchase of Hardware, Software and accessories as part of the annual ICT Capital Budget to improve functionality of software provided to staff.	\$278,000	May 2020	ICT	A number of purchases have been made and are being deployed to the organisation, including a rollout of new Virtual Desktop Infrastructure.
32.	Our way of Working	An internal group of staff to meet on a regular basis to assist the move of all Staff to the Hepburn Hub. The group will focus on new ways of working with a continued focus on delivering great customer service.	Operational	On-Going	Executive Team	An internal group of officers has been meeting monthly and is implementing a number of initiatives and software changes to improve how the organisation operates. These include new Virtual Desktop Infrastructure, review of core software, rollout of Office 365 and a review of bottlenecks within the organisation.
33.	Long Term Financial Plan	Develop a long term financial plan (10 Year) for adoption by Council as part of the 2020/2021 budget process	Operational	June 2020	Financial Services	In September 2019, we entered into a subscription agreement for Long Term Financial Plan software. Data and analysis is currently being implemented to produce a draft 10 Year Financial Plan, to be considered as part of the Budget 2010/2021.
34.	Grant Funding	Employment of Grants Officer to work across the	Operational	July 2019	Corporate and Community	A Grants and Project Officer has been employed by the organisation and is working on the development of

	Project Name	Description	Budget	Target Completion Date	Business Unit	Progress Comment
		organisation to pursue recurrent funding and strategic capital funding aligned with Council Plan objectives.				several procedures. Several grant applications have been made that would not have been possible without this resource.
35.	Leadership Success Coaching Program	Each co-ordinator to participate in an evaluation of management skills and knowledge and undertake one-on-one coaching program.	Operational	December 2019	People and Culture	This development program is well underway with most Coordinators completing their first or second coaching session. Areas of development selected by Coordinators include self-management, time management, managing teams/teamwork, performance management, communication, leadership, managing change and conflict management.
36.	Pulse (Engagement) Survey	Undertake a 'quick snapshot' survey to understand staff level of satisfaction.	Operational	February 2020	People and Culture	The first Pulse Survey was conducted with 112 responses. Each department manager conducted feedback sessions with their work groups. The full result details are available on the intranet for all staff to review. The next survey will be conducted in November 2019 when response trends will be more meaningful.
37.	Contractor Management	Continue the training and development of staff skills in relation to Contractor Management, including the	Operational	March 2020	People and Culture	This project has not commenced as the newly appointed Safety Systems Facilitator is reviewing organisation wide progress against our stated OHS objectives and

	Project Name	Description	Budget	Target Completion Date	Business Unit	Progress Comment
		rollout of an online induction system for contractors				contractor management will be the focus in the latter part of the financial year.
38.	Local Government Act	Implement changes (as required) due to the adoption of an updated Local Government Act.	Operational	June 2020	Governance, Risk and Compliance	The proposed Local Government Act has not been tabled in Parliament. If the Act is passed by Parliament, Council officers will develop an implementation plan to deliver on the provisions commencing in 2019/20 where relevant.
39.	Governance Software	Purchase, install and implement software to manager and enhance Council's risk and incident management reporting including management of Council delegations	\$10,000	October 2019	Governance, Risk and Compliance	Current software options are being considered and we expect to procure a solution in late 2019.

## **11.8. TRENTHAM COMMUNITY HUB PROJECT ADVISORY GROUP MEMBERSHIP**

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

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

#### **PURPOSE**

The purpose of this report is for Councillors to consider the Expressions of Interest for, and appoint the membership of, the Project Advisory Group (PAG) for the Trentham Community Hub project.

#### **BACKGROUND**

In August 2018, subsequent to a community survey about the location of the Community Hub, Council resolved on a single solution for the Trentham Community Hub, outlining the location, budget and funding strategy, and services to be delivered from the facility.

At the Council Meeting on 17th September 2019, Council adopted documents related to the delivery of the design stage of the Trentham Community Hub project. These documents included the Project Plan, Terms of Reference (ToR) for the PAG, and the EoI form for the PAG.

The Coliban Ward Councillor will be the chair of the PAG.

After the adoption of these documents, the EoI was advertised and promoted to the community.

#### **ISSUE/DISCUSSION**

The EoI was open from 18th September to the 6th October. The EoI was promoted widely, including the following channels:

- Trentham Trumpet,
- media release (resulting in an article in the Hepburn Advocate),
- paid advertisement in The Local, the Midland Express, and the Advocate,
- Facebook post on Council's Facebook page, including
  - multiple posts during the 19-day period
  - sharing these posts with the relevant community Facebook pages
- news item on Council's website front page
- hard copies of the ToR and EoI available at the Trentham Library and the Daylesford Customer Service counter.

The EoI questions were developed to help evaluate the quality of EoIs in relation to the ToR, with the aim of attracting and appointing a Project Advisory Group that represents a broad diversity of both Trentham and the Coliban Ward's interests in the project outcomes. Gaining community input

and disseminating project information to the community are also important responsibilities of the PAG.

All Eols were evaluated in reference to the ToR. The evaluation table is a confidential attachment to this report. The range of Eols were generally of a good quality.

Fifteen Eols were submitted, and seven are recommended for appointment to the PAG. The adopted ToRs specifies a membership of between four and seven members.

The membership will demonstrate connections to and/or representation of:

- community groups
- sporting groups
- seniors, including the Trentham Life Activities Club (TLAC) a current user of the Trentham Mechanics Institute Hall
- broader community
- the LGBTQI community
- historical interests
- food and sustainability interests
- young families
- children
- gender balance.

The diversity of the community will be well represented by the PAG membership.

The evaluation and scoring of the Eols determined the shortlist of applicants. The shortlist was then refined in order to ensure a broad range of interests and representation on the group.

Communication with all community members who submitted an Eol will occur after the Council meeting.

## **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

Council Plan 2013:2017:

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

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

Action: 1.9 - Design and build the Trentham Community Hub incorporating enhanced library, meetings rooms, seniors and visitor information services.

## **FINANCIAL IMPLICATIONS**

No additional financial implications arise from the recommendations in this report.

## **RISK IMPLICATIONS**

Council appointment of the Trentham Community Hub PAG membership helps manage project risks associated with communication, transparency, project governance, and community expectations.

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

The recommendations of this report do not change the environmental, social or economic implications of the project, in either delivery or operational stages.

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

A range of engagement activities are proposed in relation to a range of stakeholder groups. The PAG has a crucial role in community and stakeholder engagement for the project.

## **CONCLUSION**

The appointment of the PAG for the Trentham Community Hub is an important step in progressing the delivery of the Trentham Community Hub project. The PAG will have an important role in representing broad community needs during the design of the hub, as well as guiding community involvement.

## **OFFICER'S RECOMMENDATION**

11.8.1. That Council appoints the following seven community members to the Trentham Community Hub Project Advisory Group:

- Ms Wendy White
- Ms Diane Clausen
- Ms Ceri Spain
- Mr Justin Walsh
- Ms Kate Mooney
- Mr John Stone
- Ms Natalie Poole

## MOTION

11.8.1. *That Council appoints the following seven community members to the Trentham Community Hub Project Advisory Group:*

- *Ms Wendy White*
- *Ms Diane Clausen*
- *Ms Ceri Spain*
- *Mr Justin Walsh*
- *Ms Kate Mooney*
- *Mr John Stone*
- *Ms Natalie Poole*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr Don Henderson

**Carried**

**ATTACHMENT 5 - CONFIDENTIAL – TRENTAM COMMUNITY HUB  
PROJECT ADVISORY GROUP EXPRESSIONS OF INTEREST  
EVALUATION (ISSUED TO COUNCILLORS UNDER SEPARATE  
COVER)**

## **11.9. RESPONSE TO DAC RECOMMENDATION FOR PEDESTRIAN CROSSING AT FRASER STREET CLUNES**

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

*In providing this advice to Council as the Coordinator Engineering, I Tim Powell have no interests to disclose in this report.*

#### **PURPOSE**

The purpose of this report is to respond to the Disability Advisory Committees (DAC) recommendation to have a centrally located, pedestrian friendly crossing point in Fraser Street Clunes.

#### **BACKGROUND**

The Disability Advisory Committee acts as Council's disability representatives in the community to provide advice to Council on access and develop solutions to effectively address access issues across the shire.

Two of the key objectives of DAC are to provide advice to Council on:

- Suggesting ways to advocate for better access and disability rights in the community.
- Suggesting ways to advocate for better access to business community.

At the March 2019 Ordinary meeting of Council, in response to advice from the DAC, Council determined:

*That a report be provided to a future Ordinary Meeting of Council on the need for (and design parameters of) a centrally located disability access crossover in Fraser Street, Clunes*

The area in the centre of Fraser Street Clunes, directly opposite Collin's Place, has no formal crossing point. Bluestone channel either side of the road are bridged by concrete crossovers at irregular intervals. These crossovers do not align on each side of the road and only directly in front of Collin's Place has parking restrictions to limit cars blocking access over the bluestone channel.

Fraser Street has a default urban speed limit of 50 km/hr, the observed traffic is often well below the posted limit.

#### **ISSUE/DISCUSSION**

The centre of Clunes has historical value and is highly regarded for its historic streetscape and has in the past been used for filming of period movies and TV series. The implementation of modern and standard pedestrian treatments would have a detrimental effect on those values.

Crossovers along Fraser Street are not protected from vehicle parking with the placement of parking restriction signage. Pedestrians must navigate around parked cars to traverse the road.

There is a streetscape master plan for Clunes which includes standards for street furniture and pedestrian crossing points over the stone gutters that were endorsed by Council in 2015.

Although a fully marked pedestrian crossing was highlighted in meetings as the preference of the Disability Access Committee, implementation of a fully compliant pedestrian crossing would require; Regional Roads Victoria approval, lighting upgrades, line marking and potentially a raised pavement. In discussions with the DAC they have acknowledged the practicality of having clearways to allow more accessible crossing (current proposal) however also highlighted the difficulties of crossing a road without defined pedestrian priority, in particular, for visually impaired pedestrians.

A treatment that respects and values the heritage significance of Fraser Street and endeavours to respond to the advice provided to council by the DAC has resulted in a proposed concept solution that has been prepared and detailed in the Attachment. This concept has been developed in consultation with key stakeholders.

## **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

Council Plan 2017:2020

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

4.3 Implement Hepburn Shire Disability Access and Inclusion Plan actions.

## **FINANCIAL IMPLICATIONS**

The estimated direct cost to install the proposed pedestrian crossing scheme is \$25,000-30,000.

## **RISK IMPLICATIONS**

The proposal will have a slight reduction in the number of car parks along Fraser Street, however it should be noted that as parking spaces are not delineated the parking capacity can vary widely based on public determination of spacing.

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

The proposal will have removable components and have minimal effect on aesthetics of the area and ensure ongoing ability for use in filming and other events when required.

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

Feedback and input has been sort from the Disability Access Committee and Council's Heritage Advisor.

Should Council endorse the officer recommendation, further consultation would be undertaken with affected businesses in Fraser Street and as part of the budget development process.

## **CONCLUSION**

At the March 2019 Ordinary meeting of Council, in response to advice from the DAC, Council determined:

*That a report be provided to a future Ordinary Meeting of Council on the need for (and design parameters of) a centrally located disability access crossover in Fraser Street, Clunes*

Following a review of the concerns raised and in consultation with stakeholders, officers have developed a concept for a low impact treatment that responds to the accessibility issues raised without compromising the heritage fabric of the streetscape as per the Attachment.

## **OFFICER'S RECOMMENDATION**

That Council:

11.9.1. Endorses the proposed concept to respond to accessibility concerns raised by the Disability Advisory Committee in Fraser Street, Clunes.

11.9.2. Agrees to refer the allocation of \$30,000 to implement the proposed treatment to the 2020/2021 budget process as part of the Road and Pedestrian Safety Improvement Program.

## **MOTION**

*That Council:*

*11.9.1. Receives the proposed concept to respond to accessibility concerns raised by the Disability Advisory Committee in Fraser Street, Clunes.*

*11.9.2. Agrees to refer the allocation of \$30,000 to implement the proposed treatment to the 2020/2021 budget process as part of the Road and Pedestrian Safety Improvement Program.*

*11.9.3. Seeks feedback from the community and businesses on the proposed concept and brings the concept back to Council at a future date for determination.*

**Moved:** Cr Neil Newitt

**Seconded:** Cr Fiona Robson

**Lost**

## **MOTION**

*11.9.4. That Council refers the proposed concept plan to the Disability Advisory Committee for further consideration.*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr John Cottrell

**Carried**

Cr Newitt called for a division.

**Councillors voting in favour:** Cr Don Henderson, Cr Fiona Robson, Cr Kate Redwood AM, Cr John Cottrell, Cr Licia Kokocinski.

**Councillors voting against:** Cr Neil Newitt

**Carried**

**ATTACHMENT 6 - DRAWING: 190015 – FRASER STREET PEDESTRIAN  
CROSSING CLUNES**



**FRASER STREET  
PEDESTRIAN CROSSING  
CLUNES**

**NOTES:**

**A. GENERAL**

1. CONCRETE IS TO BE 25MPa IN ACCORDANCE WITH AS 1379-2007 AND AS 3600-2018.
2. ALL SURFACE TO BE BROOM FINISHED AT 90° TO DIRECTION OF TRAVEL.
3. ADJOINING NATURE STRIPS ARE TO BE CUT OR FILLED WITH TOP SOIL AS REQUIRED TO GRADE EVENLY TO THE FOOTPATH. ALL DISTURBED AREAS TOP BE DRESSED WITH 75mm OF APPROVED TOPSOIL AND SEEDED AS SOON AS PRACTICABLE TO ENCOURAGE REVEGETATION OR REINSTATED AS DIRECTED BY THE PRINCIPAL.
4. EXCAVATED MATERIAL SHALL BE STOCKPILED ON SITE FOR REUSE AND EXCESS TO BE REMOVED FROM SITE AT CONTRACTORS EXPENSE. ONLY CLEAN MATERIAL SHALL BE USED FOR BACKFILLING.
5. ALL SERVICES WITHIN THE VICINITY OF THE WORKS SITES ARE TO BE LOCATED PRIOR TO COMMENCEMENT OF WORKS.
6. THE CONTRACTOR IS TO VERIFY ALL LOCATIONS AND DEPTH OF SERVICES WITH THE RELEVANT AUTHORITIES. ALL AFFECTED SERVICES SHALL BE REINSTATED TO THE SATISFACTION OF THE RELEVANT AUTHORITY.
7. DRIVEWAYS, ROADWAYS, KERBS, RIGHT OF WAYS, OR EXISTING FEATURES (INCLUDING NATURE STRIPS) DISTURBED, BROKEN, OR AFFECTED BY THE WORKS ARE TO BE REINSTATED TO THE SATISFACTION OF HEPBURN SHIRE COUNCIL.

**B. SITE MANAGEMENT**

1. PRIOR TO COMMENCEMENT OF WORKS ON SITE, THE CONTRACTOR MUST ENSURE THAT ALL MATTERS RELATING TO THE OCCUPATIONAL HEALTH AND SAFETY ACT 2004, INCLUDING ALL REQUIREMENTS OF THE PRINCIPAL, HAVE BEEN ADDRESSED.
2. SHALL NOT REMOVE ANY NATIVE VEGETATION, UNLESS PRIOR APPROVAL HAS BEEN OBTAINED.
3. TRAFFIC MANAGEMENT SHALL BE PROVIDED IN ACCORDANCE WITH AS 1742.3-2009 AND TO THE SATISFACTION OF PRINCIPAL.



**LOCALITY PLAN**

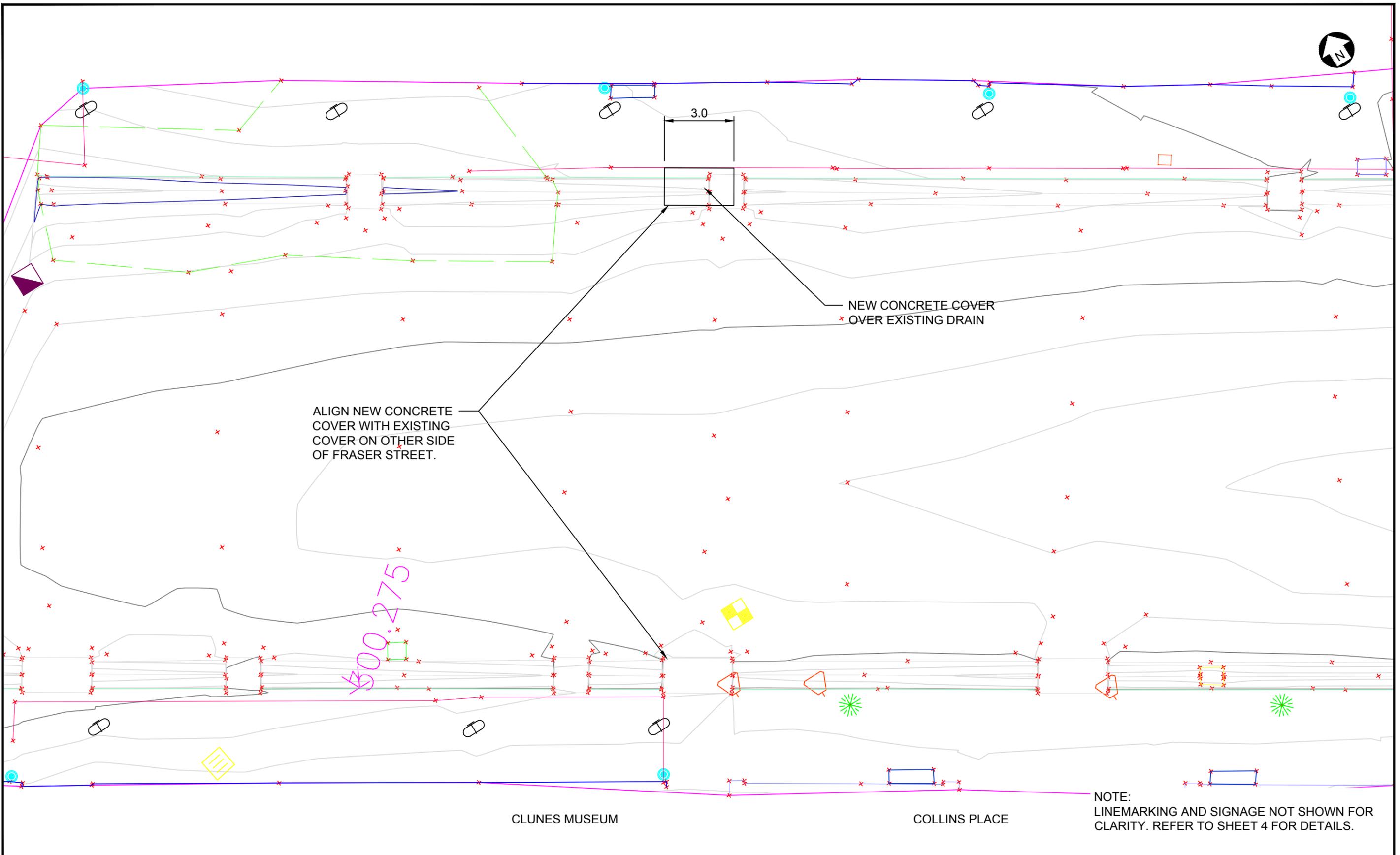
NOT TO SCALE

NOTE: WORK ACCESS SHOWN IN RED

**DRAWING INDEX**

SHEET NUMBER	TITLE
1	GENERAL NOTES, DRAWING INDEX, AND LOCALITY PLAN
2	CROSSOVER DETAIL PLAN - FRASER STREET
3	CROSSOVER PHOTO VIEWS
4	LINEMARKING AND SIGNAGE PLAN - FRASER STREET
5	HANDRAIL DETAILS
6	DETAILS

				 <p><b>SHIRE COUNCIL</b></p>	DESIGNED BY G. BARRETT	DESIGNED DATE 10/01/2019	<p><b>FRASER STREET PEDESTRIAN CROSSING CLUNES</b></p> <p>GENERAL NOTES, DRAWING INDEX, AND LOCALITY PLAN</p>	DRAWING NO. 190015
					CHECKED BY T. POWELL	CHECKED DATE 10/01/2019		SHEET NO. 1 of 6
B	ISSUED FOR COUNCIL APPROVAL	T.P.	11/19		APPROVED BY	APPROVED DATE		REVISION B
A	ISSUED FOR INTERNAL DISCUSSION		04/19		A3	SCALES USED N.T.S.		
REVISION	AMENDMENT	APPROVED	DATE					



REVISION	AMENDMENT	APPROVED	DATE
B	ISSUED FOR COUNCIL APPROVAL	T.P.	11/19
A	ISSUED FOR INTERNAL DISCUSSION		04/19

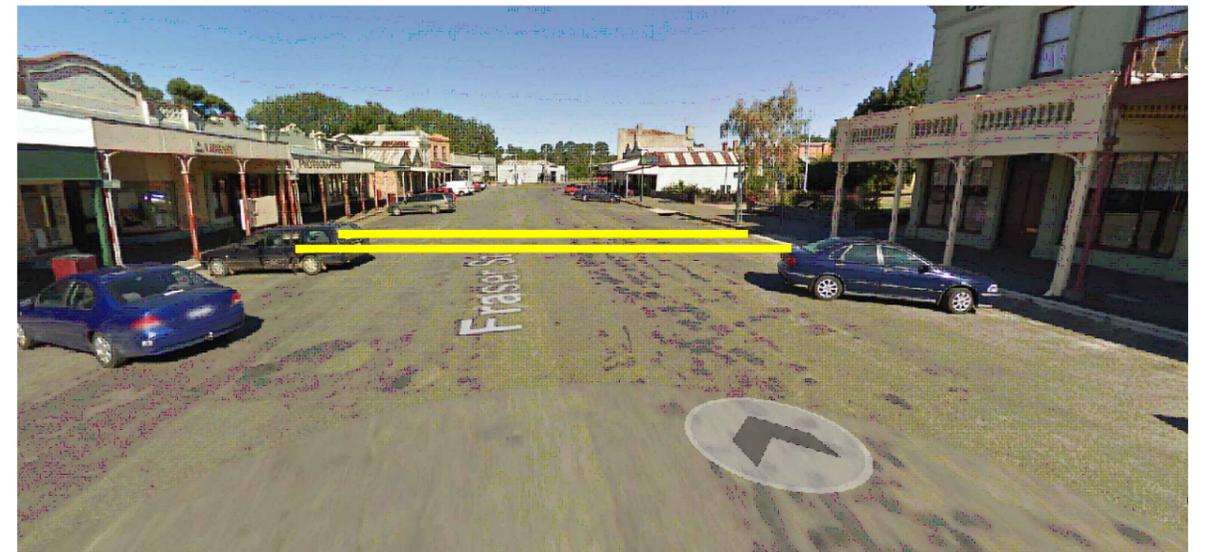


DESIGNED BY	G, BARRETT	DESIGNED DATE	10/01/2019
CHECKED BY	T. POWELL	CHECKED DATE	10/01/2019
APPROVED BY		APPROVED DATE	
A3	SCALES USED 1:150 (M)	CAD FILENAME	

TITLE	FRASER STREET PEDESTRIAN CROSSING CLUNES
	CROSSOVER DETAIL PLAN FRASER STREET

DRAWING NO.	190015
SHEET NO.	2 of 6
REVISION	B

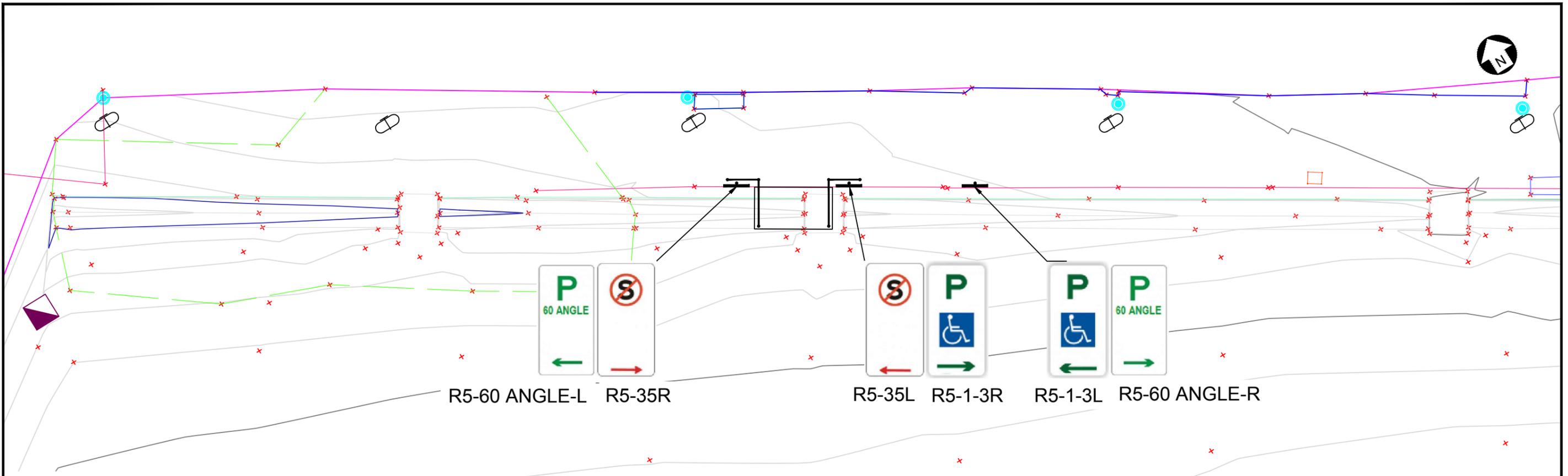
NOTE:  
LINEMARKING AND SIGNAGE NOT SHOWN FOR  
CLARITY. REFER TO SHEET 4 FOR DETAILS.



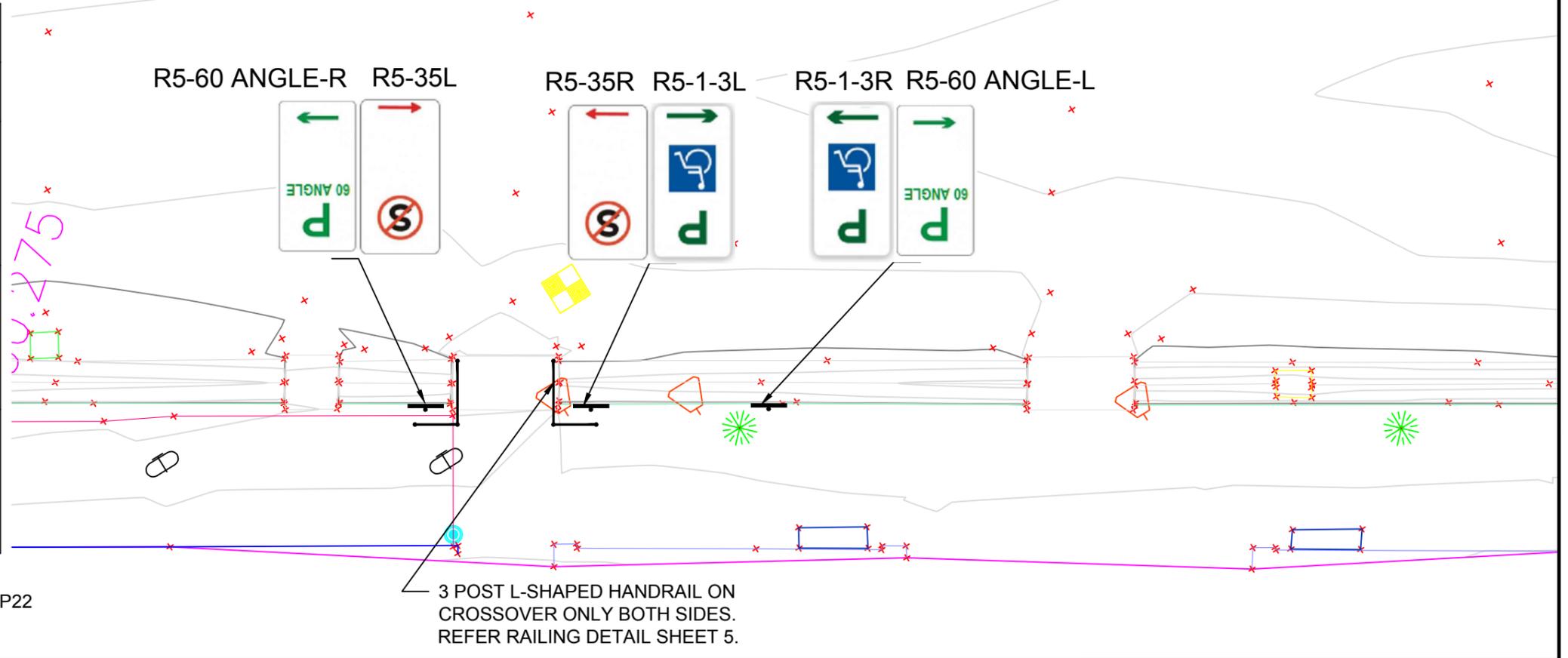
REVISION	AMENDMENT	APPROVED	DATE
B	ISSUED FOR COUNCIL APPROVAL	T.P.	11/19
A	ISSUED FOR INTERNAL DISCUSSION		04/19

*Hepburn*  
SHIRE COUNCIL

DESIGNED BY G, BARRETT	DESIGNED DATE 10/01/2019	TITLE <b>FRASER STREET PEDESTRIAN CROSSING CLUNES</b>  CROSSOVER PHOTO VIEWS	DRAWING NO. 190015
CHECKED BY T. POWELL	CHECKED DATE 10/01/2019		SHEET NO. 3 of 6
APPROVED BY	APPROVED DATE		REVISION B
A3	SCALES USED 1:100	CAD FILENAME	



ROAD SIGN LEGEND			
SIGN	CODE	SIZE	QTY.
	R5-1-3 (L and R)	225 x 450	2 each
	R5-60 ANGLE (L and R)	225 x 450	2 each
	R5-35 (L and R)	225 x 450	2 each



NOTE:  
ALL DOUBLE SIGNS ARE TO USE THE PANEL ARRANGEMENT P22

				DESIGNED BY G. BARRETT	DESIGNED DATE 10/01/2019	TITLE <b>FRASER STREET PEDESTRIAN CROSSING CLUNES</b>  LINEMARKING AND SIGNAGE PLAN FRASER STREET	DRAWING NO. 190015
				CHECKED BY T. POWELL	CHECKED DATE 10/01/2019		SHEET NO. 4 of 6
				APPROVED BY	APPROVED DATE		REVISION B
				A3 SCALES USED 1:150 (M)	CAD FILENAME		
B	ISSUED FOR COUNCIL APPROVAL	T.P.	11/19				
A	ISSUED FOR INTERNAL DISCUSSION		04/19				
REVISION	AMENDMENT	APPROVED	DATE				



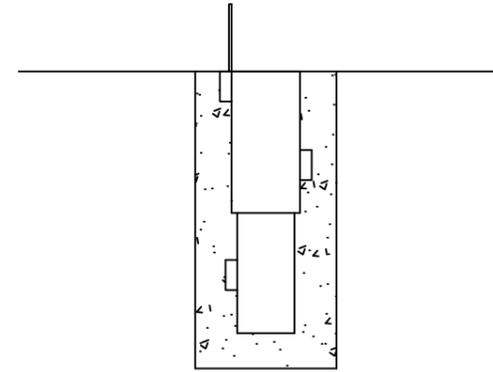
### RAILING DETAIL

TAKEN FROM CLUNES STREETScape DOCUMENTATION



### BOLLARD AND RAILING DETAIL

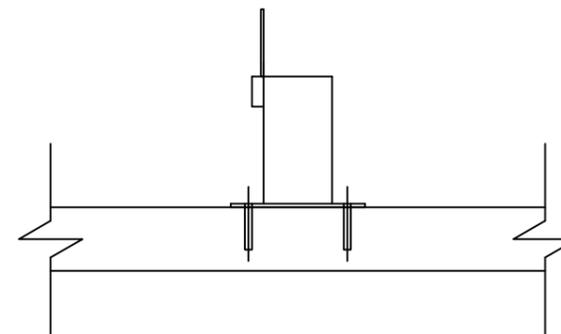
TAKEN FROM CLUNES STREETScape DOCUMENTATION



200mm DIA. (MIN.) DRILLED HOLE IN EXISTING ROAD SURFACE WITH SLEEVE-LOK REMOVABLE BOLLARD 90MM NEW CONCRETE SLEEVE (BSL90S-NC) OR EQUIVALENT SET IN CONCRETE. CONCRETE TO BE HAND MIXED ON-SITE WITH BLACK IRON OXIDE PIGMENT.

### POST IN PAVEMENT DETAIL

1:10



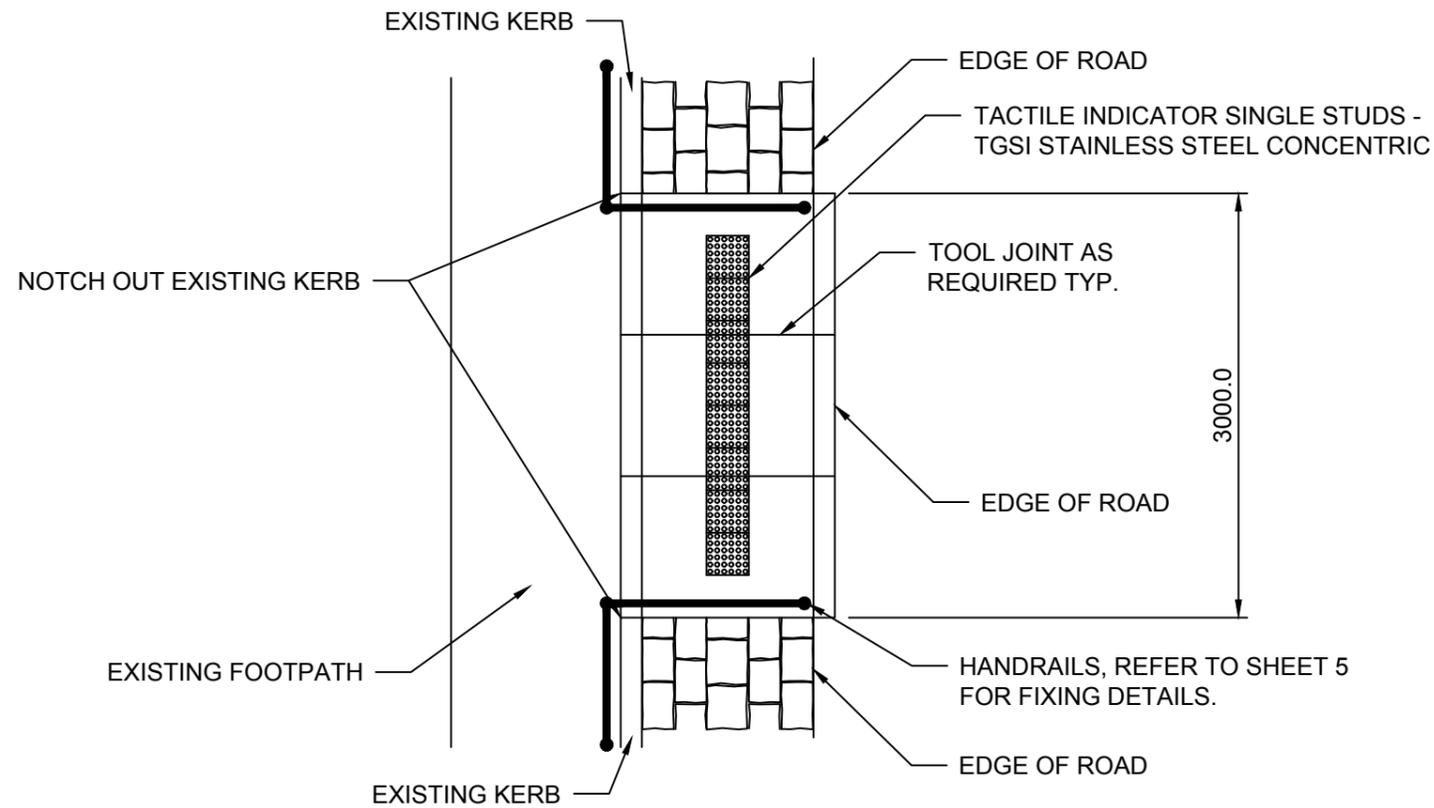
SLEEVE-LOK REMOVABLE BOLLARD 90MM HOLDER - SURFACE MOUNTED (BSL90H) OR EQUIVALENT FIXED TO CONCRETE SLAB USING APPROPRIATE SIZED FLUSH ANCHORS AND BOLTS

### POST ON CONCRETE DETAIL

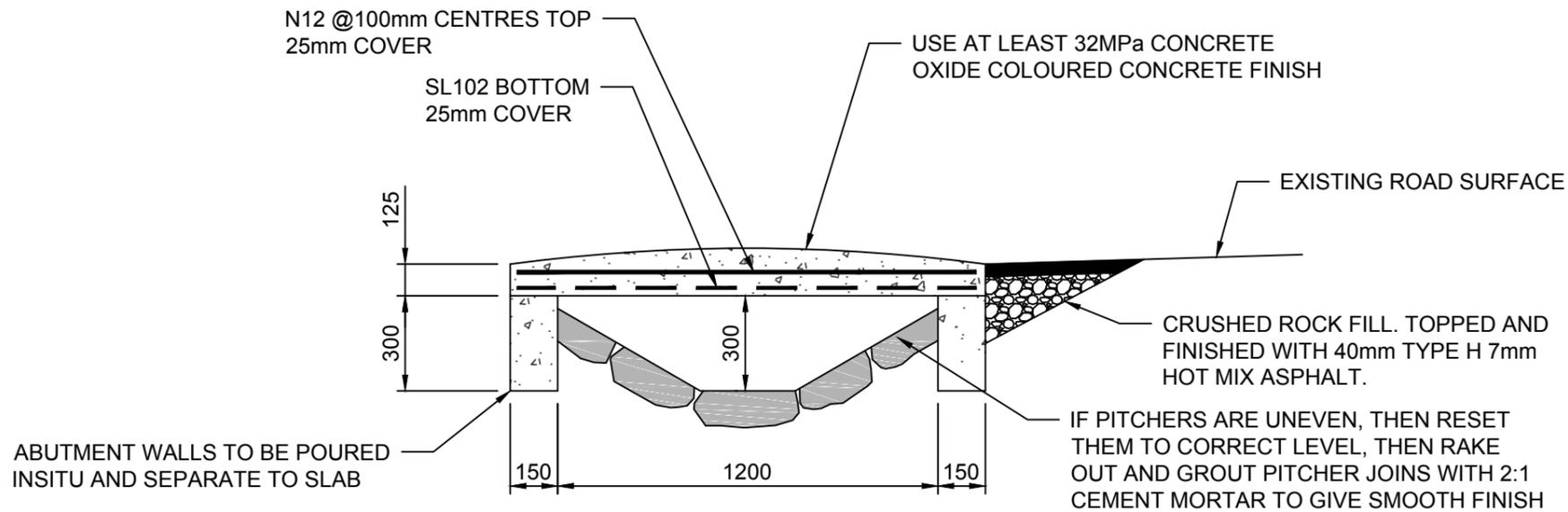
1:10



					DESIGNED BY G. BARRETT	DESIGNED DATE 10/01/2019	TITLE FRASER STREET PEDESTRIAN CROSSING CLUNES  HANDRAIL DETAILS	DRAWING NO. 190015
					CHECKED BY T. POWELL	CHECKED DATE 10/01/2019		SHEET NO. 5 of 6
					APPROVED BY	APPROVED DATE		REVISION B
REVISION	AMENDMENT	APPROVED	DATE		A3	SCALES USED 1:100 (M)		CAD FILENAME
B	ISSUED FOR COUNCIL APPROVAL	T.P.	11/19					
A	ISSUED FOR INTERNAL REVIEW		04/19					



**REINFORCED CONCRETE CROSSOVER - PLAN**  
SCALE 1:50



**REINFORCED CONCRETE CROSSOVER - SECTION**  
SCALE 1:20

				<p><b>Hepburn</b> SHIRE COUNCIL</p>	DESIGNED BY	G, BARRETT	DESIGNED DATE	10/01/2019	<p>FRASER STREET PEDESTRIAN CROSSING CLUNES</p> <p>DETAILS</p>	DRAWING NO.	190015
					CHECKED BY	T. POWELL	CHECKED DATE	10/01/2019		SHEET NO.	6 of 6
					APPROVED BY		APPROVED DATE			REVISION	B
B	ISSUED FOR COUNCIL APPROVAL	T.P.	11/19		A3	SCALES USED	AS SHOWN	CAD FILENAME			
A	ISSUED FOR INTERNAL DISCUSSION		04/19								
REVISION	AMENDMENT	APPROVED	DATE								

## **11.10. SPRAY MINIMISATION PROJECT**

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

*In providing this advice to Council as the student Environmental Scientist, I Michelle Matthews have no interests to disclose in this report.*

#### **PURPOSE**

The purpose of this report is for Council to consider the draft report from the Spray Minimisation Project developed in partnership with Federation University.

#### **BACKGROUND**

Council allocated funds in the 2018/2019 budget to undertake a review of Councils use of glyphosate-based sprays as part of service delivery across the shire.

The project was to investigate how Council could potentially minimise its reliance on glyphosate by considering alternative methods and costs for weed management within the Hepburn Shire.

Council partnered with Federation University and a final year Environmental Scientist student to undertake this project.

#### **ISSUE/DISCUSSION**

As part of the project a number of field trials were undertaken to investigate the cost and effectiveness of alternative options including organic herbicides, large scale hand weeding and goat grazing.

Throughout the project, observations were made that have been used to inform recommendations on better application methods, safety precautions and Personal Protective Equipment (PPE), staff education and alternative landscaping options to prevent or minimise the continued use of synthetic chemical herbicides.

The project report details:

- Alternative herbicides commercially available.
- Use of goats as a weed management strategy.
- An assessment of large-scale hand weeding.
- Recommendations for effective weed management and strategies for reducing synthetic chemical sprays in public spaces.

The report concludes there is currently no practical or cost-effective alternative to replace glyphosate-based-herbicides as a weed management tool.

### **Use of Herbicides**

Some organic organically certified, natural herbicide are recommended as an alternative to glyphosate in some public spaces and this would require and increased resourcing and budget allocation.

### **Goat Grazing**

Goat grazing may be suitable for weed control and fuel load reduction on steep slopes and in gullies. They are also recommended as a chemical free method for blackberry and cape broom eradication.

Using goats as part of an integrated weed management strategy is an effective and environmentally friendly alternative to synthetic chemical herbicides particularly in locations that are inaccessible by machinery.

### **Manual Hand Weeding**

Hand weeding is chemical free and weeds can be removed before seeds form, helping to reduce the number of weed seeds in the seed bank and eventually reducing the recurrence of weeds in the site. Hand weeding can be employed in landscaped sites to prevent the deterioration of intentionally planted gardens through chemical spray drift. After hand weeding, the application of thick mulch will prevent the germination of some weeds, help retain moisture in the soil, improve soil health and increase the site's aesthetic quality.

LandMate prison crew successfully hand weeded and mulched designated areas within the Hepburn Mineral Springs Reserve. This is another chemical free method of managing weeds and landscapes within the district.

### **General Observations**

The project has also identified opportunities for better spraying techniques to minimise the volume of product used.

There are recommendations on improving staff safety through better use of Personal Protective Equipment when using glyphosate.

The report emphasises the importance of maintaining agricultural chemical spray records in accordance with Victorian Government legislation.

## **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

Council Plan 2017:2021:

Strategic Objective – Sustainable Environment

Key Strategic Activity:

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

## **FINANCIAL IMPLICATIONS**

The report provides a detailed cost comparison for the various treatment options trialled as part of the project.

Section 3 of the report (Cost Analysis) provides details of the expected cost differential between the use of glyphosate and other organic products or alternate treatments. Depending on the alternate treatment or product to be used the cost increase is substantial and any significant change to the current practice will need to be referred to council budget process of 2020/21.

## **RISK IMPLICATIONS**

Whilst current operations are undertaken in accordance with Material Safety Data Sheets (MSDS) the report has provided recommendations on how staff safety may be enhanced. These recommendations will be considered for implementation in Councils general operations.

In addition, the report recommends site specific weed management strategies for high priority sites.

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

There are increasing global concerns about the potential health risks linked to the use of glyphosate. The report considers how its use can be minimised, particularly in public spaces.

High priority sites are those with high levels of recreational use (especially children's playgrounds) and environmental considerations (such as proximity to waterways). A list of high priority sites that should be considered for natural herbicide use instead of glyphosate are identified in the report for council consideration.

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

The spray minimisation project and the trials undertaken were promoted on social media and discussed with a number of stakeholders and interested parties.

There was no broad community engagement undertaken in the delivery of this project.

## **CONCLUSION**

Council allocated funds in the 2018/2019 budget to undertake a review of Councils use of glyphosate-based sprays as part of service delivery across the shire and partnered with Federation University to undertake this project.

The project included a number of field trials to investigate the costs and effectiveness of alternative options to glyphosate. A detailed report has been compiled and is presented to Council for consideration.

## OFFICER'S RECOMMENDATION

That Council:

11.10.1. Receives the Spray Minimisation Project report and agrees to make the report available on Council's website.

11.10.2. Acknowledges the key recommendations in the Spray Minimisation Project report and agrees to consider how these recommendations might be implemented as part of Council operations in order to minimise the total volume of glyphosate used annually within the Hepburn Shire.

11.10.3. Acknowledges the key recommendations for improving Personal Protective Equipment and maintaining chemical spray records and agrees to consider how these recommendations can be introduced to Council's operations.

## MOTION

*That Council:*

*11.10.1. Receives the Spray Minimisation Project report and agrees to make the report available on Council's website.*

*11.10.2. Acknowledges the key recommendations in the Spray Minimisation Project report and agrees to consider how these recommendations might be implemented as part of Council operations in order to minimise the total volume of glyphosate used annually within the Hepburn Shire.*

*11.10.3. Acknowledges the key recommendations for improving Personal Protective Equipment and maintaining chemical spray records and agrees to consider how these recommendations can be introduced to Council's operations.*

*11.10.4. Ask Officers, as part of budget preparation for 2020/2021, to prepare a plan for Shire-wide weed management.*

*11.10.5. Acknowledges and commends the work of report author Ms Michelle Matthews.*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr Fiona Robson

**Carried**

**ATTACHMENT 7 - SPRAY MINIMISATION PROJECT REPORT (ISSUED  
UNDER SEPARATE COVER)**

## **11.11. COUNCIL INSTRUMENT OF DELEGATION REVIEW**

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

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

#### **PURPOSE**

The purpose of this report is for Council to adopt the delegations of Council to the Chief Executive Officer (CEO) and staff.

#### **BACKGROUND**

A Council may, by instrument of delegation, delegate to a member of its staff or special committee any power, duty or function of a Council under the *Local Government Act (1989)* or any other Act other than:

- The power of delegation
- The power to declare a rate or charge
- The power to borrow money
- The power to approve any expenditure not contained in a budget approved by the Council
- Any power, duty or function of the Council under section 223 (Right to make submission)

The CEO may, by instrument of delegation, delegate to a member of the Council staff any power, duty or function of his or her office other than the power of delegation. A person exercising a delegation is effectively 'standing in the shoes of the Council'. A decision made under delegation is a decision of the Council. A delegation in force does not prevent Council from making the decision.

S5 Instrument of Delegation to the Chief Executive Officer, details the issues and actions not delegated to the CEO, therefore remaining the responsibility of Council. These items are included in the attachment

#### **ISSUE/DISCUSSION**

Delegations are reviewed at varying intervals depending on the nature of the delegation. Whilst delegations must be reviewed within twelve months of a Council general election it is recommended that Council conducts regular review of its delegations. This review has been conducted taking into consideration recent organisational realignments and changes to positions.

To facilitate the ongoing review of delegations, Council subscribes to a delegation and authorisations update service from Maddocks Lawyers. The service provides updates to the delegations that incorporate legislative changes.

The review and update of delegations is an eight step process:

1. Obtain the Instrument of Delegations from Maddocks Delegations & Authorisations service which includes all legislation changes since last review (conducted each December and June)
2. Review Council's existing delegations for accuracy and purpose
3. Allocate delegations for new and amended legislation
4. Delegates conduct a review of delegations
5. Executive Management Team review the proposed delegations
6. Councillor briefing on proposed delegations
7. CEO/Council approval of delegations
8. Dissemination of delegations to officers

Delegations for adoption at this meeting include:

S5 - Instrument of Delegation to the Chief Executive Officer

S6 – Instrument of Delegation from Council to other members of Council staff

S7 – Instrument of Sub Delegation from Council's CEO to Council staff

A brief description of each of these three instruments is provided below:

#### **S5 Instrument of Delegation to the Chief Executive Officer**

This Instrument of Delegation from Council to the Chief Executive Officer provides that the CEO has the power to:

1. Determine any issue
2. Take any action, or
3. Do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act, subject to the conditions and limitations as outlined in the Instrument.

#### **S6 Instrument of Delegation - Members of staff**

This delegation covers a range of powers, duties and functions under specific Acts and Regulations where the delegation must be from the Council direct to the position, rather than through a sub-delegation from the Chief Executive Officer. These delegations must be direct from Council as the legislation or provisions contained in this instrument do not allow for sub-delegation.

#### **S7 Instrument of Sub-Delegation from CEO to Council staff**

This delegation covers powers, duties and functions under a wide range of Acts and Regulations and a range of miscellaneous (i.e. non statutory) items. It is a sub-delegation from the CEO to Council staff. The CEO's ability to sub-

delegate to staff is provided to him by the Council in the execution of the 'S5 Instrument of Delegation to the Chief Executive Officer'.

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

A Council may, by instrument of delegation, delegate to a member of its staff or special committee any power, duty or function of a Council under the *Local Government Act (1989)* or any other Act other than:

- The power of delegation
- The power to declare a rate or charge
- The power to borrow money
- The power to approve any expenditure not contained in a budget approved by the Council
- Any power, duty or function of the Council under section 223 (Right to make submission)

### **FINANCIAL IMPLICATIONS**

There are no financial implications with the preparation of this report.

### **RISK IMPLICATIONS**

The review and setting of officer delegations provides clear direction to officers on their level of authority and is in line with the Council Plan and Councils commitment to good governance.

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

There are no environmental, social or economic implications with the preparation of this report.

### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

There is no requirement for public consultation in this process.

### **CONCLUSION**

As required by the Local Government Act 1989, a review of officer delegations has been undertaken and is presented to Council for adoption.

### **OFFICER'S RECOMMENDATION**

That Council exercises the powers conferred by s 98(1) of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached instrument of delegation:

11.11.1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in that Instrument.

11.11.2. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.

11.11.3. All instruments come into force immediately when the common seal of Council is affixed to the instruments.

11.11.4. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.

11.11.5. On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.

11.11.6. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

11.11.7. It is noted that the instrument includes a power of delegation to members of Council staff, in accordance with s 98(3) of the Act.

## **MOTION**

*That Council exercises the powers conferred by s 98(1) of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached instrument of delegation:*

*11.11.1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in that Instrument.*

*11.11.2. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.*

*11.11.3. All instruments come into force immediately when the common seal of Council is affixed to the instruments.*

*11.11.4. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.*

11.11.5. *On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.*

11.11.6. *The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.*

11.11.7. *It is noted that the instrument includes a power of delegation to members of Council staff, in accordance with s 98(3) of the Act.*

**Moved:** Cr John Cottrell

**Seconded:** Cr Don Henderson

**Carried**

**ATTACHMENT 8 - DRAFT - S5 INSTRUMENT OF DELEGATION TO  
CHIEF EXECUTIVE OFFICER**

***S5 Instrument of Delegation to Chief Executive Officer***

**Hepburn Shire Council**

**Instrument of Delegation**

**to**

**The Chief Executive Officer**

## Instrument of Delegation

In exercise of the power conferred by s 98(1) of the *Local Government Act 1989* (**the Act**) and all other powers enabling it, the Hepburn Shire Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on **##date**;
2. the delegation
  - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.2 is subject to any conditions and limitations set out in the Schedule;
  - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.4 remains in force until Council resolves to vary or revoke it.
3. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by s 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

**##Council seal**

## SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

### Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

4. if the issue, action, act or thing is an issue, action, act or thing which involves
  - 4.1 awarding a contract exceeding the value of \$150,000 for goods and services or \$200,000 for works under contract;
  - 4.2 making a local law under Part 5 of the Act;
  - 4.3 approval of the Council Plan under s 125 of the Act;
  - 4.4 adoption of the Strategic Resource Plan under s 126 of the Act;
  - 4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
  - 4.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
  - 4.7 determining pursuant to s 37 of the Act that an extraordinary vacancy on Council not be filled;
  - 4.8 exempting a member of a special committee who is not a Councillor from submitting a return under s 81 of the Act;
  - 4.9 appointment of councillor or community delegates or representatives to external organisations; or
  - 4.10 the return of the general valuation and any supplementary valuations;
5. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
6. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
7. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
  - 7.1 policy; or

- 7.2 strategy adopted by Council; or
8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
9. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

**ATTACHMENT 9 - DRAFT – S6 INSTRUMENT OF DELEGATION –  
MEMBERS OF STAFF (ISSUED UNDER SEPARATE COVER)**

**ATTACHMENT 10 -DRAFT – S7 INSTRUMENT OF SUB-DELEGATION BY  
CEO (ISSUED UNDER SEPARATE COVER)**

## **11.12. GOVERNANCE SCHEDULE OF STATUTORY OBLIGATIONS**

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

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

### **PURPOSE**

The purpose of this report is to present to Council a Governance Schedule of Statutory Obligations in accordance with the *Local Government Act 1989*

### **BACKGROUND**

There are numerous statutory obligations imposed upon Councils, Councillors and staff under the *Local Government Act 1989* (the 'Act') with varying frequency of actions and reporting requirements.

To ensure that Council fulfils its obligations under the Act, a 'Governance Schedule' has been developed as an internal monitoring and reporting tool.

The schedule acts as a reminder of key dates throughout the year of actions to be completed. The schedule will also assist in a 'whole of organisation' approach to achieving and maintaining good governance and in supporting the Council and delegated officers in completing their obligations under the Act.

This is the first time the Schedule has been completed and reported to Council.

### **ISSUE/DISCUSSION**

In 2018 the Local Government Inspectorate conducted a governance examination of several regional councils. Whilst many councils maintained governance schedules as reminders of key dates throughout the year such as interest return deadlines, mayoral election periods and other relevant legislative requirements, it was identified that a considerable number of other key governance requirements were not documented.

As a result of the examination, the inspectorate recommended that Councils develop and implement a whole of organisation governance schedule that clearly outlines its legislative requirements in accordance with the Act including designated roles and responsibilities within the organisation.

In 2016 the Minister for Local Government embarked upon a program to reform the *Local Government Act 1989* and presented a proposed Local Government Bill in 2018. After further consultation with the Local Government sector a new bill was developed building on the 2018 reforms. The new Local Government Bill 2019 is currently awaiting tabling and passage through the Victorian Parliament and is expected to be passed before the final sitting date of parliament for 2019. Once the Act is assented, it's expected that a new

schedule of statutory obligations will be developed to guide Council in compliance with the new and varied obligations outlined in the new Act.

## **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

Council Plan 2017:2021:

Strategic Objective – High Performing Organisation

Key Strategic Activity:

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

## **FINANCIAL IMPLICATIONS**

There are no financial implications relevant to this matter.

## **RISK IMPLICATIONS**

In the absence of a governance schedule which provides an overview of all statutory obligations, the Council and its officers risk possible breaches of the Act if key timings are missed. The introduction of a 'whole of organisation' schedule that clearly outlines statutory obligations and key dates in accordance with the Act ensures the Council has oversight of the organisations governance processes and its compliance with the Act.

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

There are no environmental, social and economic implications associated with the preparation of this report.

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

There is no requirement for community or stakeholder engagement in this process.

## **CONCLUSION**

The Local Government Inspectorate considers the development and implementation of a Governance Schedule best practice. The schedule outlines the statutory obligations imposed upon Councils and provides a whole of organisation approach to managing key timelines of governance requirements under the Act.

## **OFFICER'S RECOMMENDATION**

11.12.1. That Council receive and note the Governance Schedule of Statutory Obligations attached to this report.

## **MOTION**

11.12.1. *That Council receive and note the Governance Schedule of Statutory Obligations attached to this report.*

**Moved:** Cr Fiona Robson

**Seconded:** Cr Kate Redwood AM

**Carried**

**ATTACHMENT 11 - GOVERNANCE SCHEDULE OF STATUTORY  
OBLIGATIONS**

**Hepburn Shire Council**  
**Governance Schedule of Statutory Obligations**

NO.	SUPPORTING DEPARTMENT	INFORMING OFFICER	OBLIGATION	LGA	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
1	Governance	Coordinator Governance	Mayoral Election	71	The Council must elect a Councillor to be a Mayor.  <i>Refer to Council's Local Law No. 1 Meeting Procedure 2014</i>	After the fourth Saturday in October but not later than 30 November in each year	12-Nov-19	17-Nov-20
2	Governance	Coordinator Governance	Councillor & Mayoral Allowances	74 (1)	Council must review and determine the level of Councillor and Mayoral allowances.	6 months after a general election or by the next 30 June, whichever is later	21-Jun-18 Special Meeting of Council	30-Jun-21
3	Governance	Coordinator Governance	Reimbursement of Councillor expenses	75	A Council must reimburse a Councillor for expenses if the Councillor applies in writing and the expenses are bona fide.	Ongoing	Ongoing	Ongoing
4	Governance	Governance Coordinator	Reimbursement Policy	75B(1)	A Council must adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of Council committees.	Ongoing	28-Feb-18 Ordinary Meeting of Council	21-Nov-21
5	CEO Office	Manager Organisational Development	Insurance	76	Council must take out and maintain insurances against public liability (\$30M) and professional liability (\$5M)	Ongoing	Annually from 1 July	01-Jul-20
6	Governance	Coordinator Governance	Councillor Code of Conduct	76C	Maintain a Councillor Code of Conduct. The Code must not be inconsistent with any Act or Regulations.	Review within 12 months of a general election	07-Feb-17 Special Meeting of Council	Within 12 months of 24-Oct-20
7	Governance	Coordinator Governance	Assembly of Councillors	80A	The CEO must keep a written record of all Councillors and members of Council staff attending, matters considered, any conflict of interest disclosures made and whether a Councillor, having disclosed a conflict of interest, leaves the assembly. The CEO must present the record to the next practicable ordinary meeting of Council.	Ongoing	Ongoing  Reported and presented at each Ordinary Meeting	Ongoing
8	Governance	Governance Coordinator	Register of Interests	81	<b>Primary Returns:</b> A person who becomes a Councillor or Member of a Special Committee must submit a Primary Return to the CEO.	<b>Councillor:</b> 30 days after election or 7 days after oath of office. <b>Committee Member:</b> 30 days after membership.	As required	As required
					<b>Nominated Officer:</b> must submit a primary return to the CEO.	<b>Nominated Officer:</b> Within 30 days of becoming an Officer.	As required	As required
					<b>Ordinary Returns:</b> Councillor, Member of Special Committee or Nominated Officer must submit an Ordinary Return to the CEO.	<b>Ordinary Returns:</b> By 9 February & 9 August of each year	09-Aug-19	09-Feb-20

**Hepburn Shire Council**  
**Governance Schedule of Statutory Obligations**

NO.	SUPPORTING DEPARTMENT	INFORMING OFFICER	OBLIGATION	LGA	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
9	Governance	Coordinator Governance	Inspection of Register of Interests	81 (13A)	The CEO must maintain a record of all persons who inspect the register of interests.	Ongoing	As requested	Ongoing
10	Governance	Coordinator Governance	Removal of returns from Register	81(16)	After a person ceases to be a Councillor, Member of a Special Committee or Nominated Officer, the CEO must remove all returns from the register.	As soon as practicable	As required	
11	Governance	Coordinator Governance	Keeping Register of Interests	81(9)	The CEO must keep a register of interests containing the last 3 returns required to be submitted by Councillors, Members of Special Committees and Officers.	Ongoing	09-Aug-19	09-Feb-20
12	Governance	Coordinator Governance	Special Committees	86(6)	Council must review any delegations to a special committee.	Within 12 months after a general election	18-Jul-17 *CMSC & DRRTCSC  15-Aug-17 *GRRSC & LHSC  19-Sep-17 *DHSC & LMHBSC	Within 12 months of 24-Oct-20
13	Governance	Coordinator Governance	Special Committees	87(1)	Council must keep a register of delegations to special committees.	Ongoing	Ongoing	Ongoing
14	Governance	Coordinator Governance	Special Committees	87(5)	A meeting of a special committee must be held at a time and place determined by the special committee.	Ongoing	Ongoing	Ongoing
15	Governance	Coordinator Governance	Conduct of Meetings	91(1)	Council must maintain local laws governing the conduct of meetings of the Council and Special Committees	Ongoing	28-Nov-14	27-Nov-24
16	Governance	Governance Coordinator	Minutes	93(1)	Council must keep minutes of each meeting of the Council.	Ongoing	Ongoing	Ongoing
17	Governance	Coordinator Governance	Minutes	93(2)	The minutes must be submitted to the next appropriate Council meeting for confirmation.	Ongoing	Ongoing	Ongoing
18	Governance	Coordinator Governance	Minutes	93(3)	The Chairperson of a special committee must arrange for minutes to be kept.	Ongoing	Ongoing - Minutes are received and table at the next Ordinary Meeting	Ongoing
19	Governance	Coordinator Governance	Election Period Policy	93B	The Council must maintain an election period policy	Review not later than 12 months before each subsequent general election period	15/03/2016  Awaiting introduction of proposed Local Government Bill in Victorian Parliament.	30/09/2019
20	Organisational Development	Manager Organisational Development	Employment Principles	94C	Council must establish employment processes.	Review every 5 years Recruitment & Selections Policy & Procedures	01-Mar-16	31-Mar-20

**Hepburn Shire Council**  
**Governance Schedule of Statutory Obligations**

NO.	SUPPORTING DEPARTMENT	INFORMING OFFICER	OBLIGATION	LGA	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
21	Organisational Development	Manager Organisational Development	Code of Conduct	95AA	The CEO must maintain a Code of Conduct for Council Staff.	Executive review every three years	01-Apr-19	01-Apr-22
22	Director Corporate Services	Council	Performance Assessment	97A(1)	Council must review the performance of its CEO.	Quarterly	17-Sep-19	Jan/Feb-20
23	CEO Office	Manager Organisational Development	Performance Assessment	97A(2)	The CEO must review the performance of every other senior officer.	Annually	Ongoing	Ongoing
24	Governance	Coordinator Governance	Delegations Register	98(4), (6)	The Council must keep a register of its delegations	Review within 12 months after a general election	19/09/2017  Updated S6 & S7 to be presented to Council Meeting 19-Nov-19	Within 12 months of 24-Oct-20
25	Governance	Coordinator Governance	Local Laws	111	A local law must not be inconsistent with any Act or Regulation.	Ongoing	Ongoing	Ongoing
26	Governance	Coordinator Governance	Local Laws	119	Before making a local law Council must give notice in the government gazette and provide public notice.	Prior to making	Gazettal Notice LL1 27-Nov-14 LL2  Public Notice LL1 26-Nov-14 22-Nov-14 LL2	As required
27	Governance	Coordinator Governance	Local Laws	119(4)	After a local law has been made a copy must be sent to the Minister.	After making	LL1 28-Jan-15 LL2	As required
28	Governance	Coordinator Governance	Local Laws	120	Council must print copies and have available for inspection and purchase, copies of Council's Local Laws. Every incorporated document must also be available for inspection.	Ongoing	LL1 28-Nov-14 LL2 17-Nov-09 (Amended 16-Aug-11)  Making of new LL2 currently in progress	As required
29	Governance	Coordinator Governance	Right to Inspect Documents	222	Council must ensure that a prescribed document is available for inspection.	Must be available at all reasonable times	Ongoing	Ongoing
30	Governance	Coordinator Governance	Right to make Submission	223	Where a person is given a right to make a submission Council must publish a public notice specifying the matter, prescribed details, submission date and the right to be heard in person.	Council should provide not less than 28 days for submissions to be received	As required	As required
31	Governance	Coordinator Governance	Council Plan	125(1)	Council must prepare and approve a Council Plan.	Within 6 months after a general election or by 30 June	20-Jun-17 (Council Plan 2017-2021) 16-Jul-19 (Annual Plan 2019/2020)	30-Jun-21
32	Governance	Coordinator Governance	Council Plan	125(10)	If Council makes an adjustment to the Plan the Council must advise the Minister.	Within 30 days of making the adjustment	As required	As required

**Hepburn Shire Council**  
**Governance Schedule of Statutory Obligations**

NO.	SUPPORTING DEPARTMENT	INFORMING OFFICER	OBLIGATION	LGA	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
33	Governance	Coordinator Governance	Council Plan	125(11)	A copy of the Plan must be available for public inspection. A copy of the current Council Plan is published on Council's website	Following Adoption	Ongoing	Ongoing
34	Governance	Coordinator Governance	Council Plan	125(4)	The Council Plan must be available for public inspection	Ongoing	Ongoing	
35	Governance	Coordinator Governance	Council Plan	125(5)	Council must submit a copy of the Plan to the Minister	30-Jun	26-Jun-17	30-Jun-21
36	Governance	Coordinator Governance	Council Plan	125(7)	Council must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan.	At least once every financial year	Ongoing 16-Jul-19 (Annual Plan adopted)	01-Jul-20
37	Finance	Manager Finance	Strategic Resource Plan (SRP)	126(3)	Council must review the SRP during the preparation of the Council Plan.	Must be adopted not later than 30 June each year	18-Jun-19	30-Jun-20
38	Finance	Manager Finance	SRP	126(4)	A copy of the SRP must be available for inspection at Council's office. Note: Council must ensure that the current Strategic Resource Plan is published on Council's Internet Website.	Ongoing	Ongoing Strategic Resource Plan 2016-2020 10 Year Financial Plan 2014-2024	Ongoing
39	Finance	Manager Finance	Budget	127	Council must prepare a budget.	Each financial year	18-Jun-19	30-Jun-20
40	Finance	Manager Finance	Revised Budget	128	Council must prepare a revised budget if circumstances arise which cause a material change in the budget which affect financial operations of Council.	As soon as practicable	As required	As required
41	Finance	Manager Finance	Public Notice	129(1)	Council must give public notice after preparing or revising a budget.	Annually As soon as practicable (revised budget)	17-Apr-19	30-Jun-20
42	Finance	Manager Finance	Adoption of Budget	130(2)	Council must give public notice of its decision to adopt a budget.	As soon as practicable	19-Jun-19	30-Jun-20
43	Finance	Manager Finance	Adoption of Budget	130(3)	Council must adopt the budget.	By 30 June each year	18-Jun-19	30-Jun-20
44	Finance	Manager Finance	Adoption of Budget	130(4)	Council must submit a copy of the budget to the Minister	Within 28 days after adopting the budget or revised budget.	24-Jun-19	30-Jun-20
45	Governance	Governance Coordinator	Annual Report	131(1)	Council must prepare an Annual Report	Once every financial year	30-Sep-19	30-Sep-20
46	Finance	Manager Finance	Performance Statement	132(1)	Council must submit the performance statement and financial statements to the auditor.	As soon as is reasonably practicable after each financial year	As soon as is reasonably practicable after each financial year	30-Sep-20
47	Finance	Manager Finance	Performance Statement	132(2)	Council must submit the statement to its auditor for reporting on the audit.	After passing a resolution giving approval to the performance statement and financial statements	23-Aug-19	30-Sep-20
48	Finance	Manager Finance	Performance Statement	132(3)	The auditor must prepare a report on the performance statement.		25-Sep-19	30-Sep-20

**Hepburn Shire Council**  
**Governance Schedule of Statutory Obligations**

NO.	SUPPORTING DEPARTMENT	INFORMING OFFICER	OBLIGATION	LGA	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
49	Finance	Manager Finance	Performance Statement	132(5)	Council must ensure that the performance statement and financial statements, in their final form, after any changes have been made, are certified by 2 Councillors authorised by the Council.	After any changes recommended or agreed by the auditor have been made	17-Sep-19	30-Sep-20
50	Finance	Manager Finance	Performance Statement	132(6)	The auditor must provide the Council and the Minister with a copy of the report on the performance statement.	As soon as is reasonable practicable (the auditor is required to report on the financial statements to the Council within 4 weeks and give a copy of the report to the Minister)	25-Sep-19	30-Sep-20
51	Governance	Coordinator Governance	Annual Report	133(1)	Must be submitted to the Minister.	By 30 September	30-Sep-19	30-Sep-20
52	Governance	Coordinator Governance	Annual Report	133(2)	After submitting to Minister, must give public notice that the Annual Report can be inspected.	After submitting to Minister	9-Oct-19 The Advocate	31-Oct-20
53	Governance	Coordinator Governance	Annual Report	134	Council must consider the Annual Report at a meeting of the Council.	As soon as practicable after sending the report to the Minister	15-Oct-19	31-Oct-20
54	Finance	Manager Finance	Sound Financial Management	136(1)	Council must implement the principles of sound financial management	Ongoing	Ongoing	Ongoing
55	Finance	Manager Finance	Budgeting & Reporting Framework	137	Council must establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management.	Ongoing	Ongoing	Ongoing
56	Finance	Manager Finance	Quarterly Statements	138	CEO must ensure that a statement comparing budgeted and actual revenue and expenditure is presented at an open Council meeting.	At least every 3 months	Ongoing	Following completion of quarterly results
57	Corporate Services	Director Corporate Services	Audit Committee	139	Council must maintain an audit committee	Ongoing	Ongoing	Ongoing
58	Finance	Manager Finance	Land Valuation	157(2)	Council must publish public notice of a decision to change its system of valuation.	Promptly	As required	As required
59	Finance	Manager Finance	Rates & Charges	158(1)	Council must declare the amount it intends to raise by general rates, municipal charges, service rates and charges.	At least once every financial year declare by 30 June	18-Jun-19	30-Jun-20
60	Corporate Services	Coordinator Contracts	Procurement	186(2)	Council must register any expressions of interest.	Ongoing	As required	As required
61	Finance	Manager Finance	Procurement Policy	186A(1)	Council must maintain a procurement policy.	Ongoing	21-May-19	01-Feb-20
62	Finance	Manager Finance	Procurement Policy	186A(7)	Council must review the policy.	Annually	21-May-19	01-Feb-20

**Hepburn Shire Council**  
**Governance Schedule of Statutory Obligations**

NO.	SUPPORTING DEPARTMENT	INFORMING OFFICER	OBLIGATION	LGA	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
63	Finance	Manager Finance	Procurement Policy	186A(8)	A copy of the policy must be available for inspection by the public at Council's office and on Council's internet website.	Ongoing	23-May-19	Following next Policy review
64	Finance	Manager Finance	Procurement Policy	186A(9)	Council must comply with its Procurement Policy	Ongoing	Ongoing	Ongoing
65	Finance	Property and Valuations Team Leader	Restriction on power to sell land	189	Before selling or exchanging land Council must ensure that public notice of intention to do so is given. Council must also obtain a valuation of the land.	At least 4 weeks prior to sale/exchange of the land, valuation must be made not more than 6 months prior to the sale/ exchange.	As required	As required
66	Finance	Property and Valuations Team Leader	Restriction on power to lease land	190	Council may lease land for a maximum period of 50 years.	Public notice required 4 weeks before a lease is made.	As required	As required
67	Finance	Property and Valuations Team Leader	Restriction on power to lease land	190(3) (4)	Council must publish notice and receive submission under s.223 in certain circumstances.	Ongoing	As required	As required
68	Finance	Property and Valuations Team Leader	Quality & Cost Standards	208F	Council must ensure that any quality or cost standards it adopts are available for public inspection.	Ongoing	As required	As required
69	Corporate Services	Coordinator Contracts	Best Value Principles	208G	Council must report to its community on what has been done to ensure that it has given effect to Best Value Principles.	At least once a year	30-Sep-19	30-Sep-20
70	Governance	Coordinator Governance	Register of Authorised Officers	224(1A)	Maintain a register that shows all people appointed as authorised officers.	Ongoing	Ongoing	Ongoing
71	Governance Organisational Development	Coordinator Governance	Authorised Officers	224(2)	Council must issue an identity card to each authorised officer.	Ongoing	As required	As required

**\*Special Committees (Section 86 of the Local Government Act 1989)**

Creswick Museum Special Committee  
 Dean Recreation Reserve and Tennis Courts Special Committee  
 Drummond Hall Special Committee  
 Glenlyon Recreation Reserve Special Committee  
 Lee Medlyn Home of Bottles Special Committee  
 Lyonville Hall Special Committee

CMSC  
 DRRTCSC  
 DHSC  
 GRRSC  
 LMHBSC  
 LHSC

## **11.13. ENGAGEMENT OF COMENSURA PTY LTD**

### **CHIEF EXECUTIVE OFFICER**

*In providing this advice to Council as the Manager People and Culture, I Vivienne Green have no interests to disclose in this report.*

### **PURPOSE**

The purpose of this report to Council is to seek approval to enter into a three year contract with Comensura Pty Ltd. to provide managed services for temporary/contract labour.

### **BACKGROUND**

Council regularly engages temporary staff for short term assignments from several different employment agencies/service providers. By entering into an agreement with Comensura, they will engage third party suppliers on behalf of Council for the period of this contract from November 2019 until November 2022.

### **ISSUE/DISCUSSION**

Currently the People and Culture Department enter into separate agreements with individual employment agencies who, in most cases, have agreements through Procurement Australia Contracts. These temporary vacancies may arise for a number of reasons, for example, employees being absent from work for long periods, filling a vacancy while permanent recruitment is undertaken, excess seasonal work or specified project work.

By engaging Comensura, they will enter into separate agreements with third party suppliers who are approved through the Municipal Association of Victoria (MAV) supplier panels. This will mean improved efficiency and time saving for the People and Culture Department as Comensura will be a 'one point of contact' supplier. The appointment of Comensura by the MAV was completed by a Public Tender process. Comensura will;

- Negotiate services and favourable fees and charges with suppliers
- Establish supplier agreements
- Manage orders for temporary staff and provide timesheet management, billing and reporting
- Provide one, monthly invoice to Hepburn Shire Council for all suppliers

Provide customised reports to Council regarding the monthly spend and other employment trends.

Comensura can also source apprentices and trainees.

## **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

Key Strategic Activity:

1. Enhance our processes and systems to deliver excellent internal 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 support services between Council Departments who ultimately provide services to the community.
2. Deliver good governance and integrity in all our actions and take steps to improve organisational efficiency including regular process improvements.

## **FINANCIAL IMPLICATIONS**

Council will not be paying any direct fee to Comensura for this service as their payment is derived through the contractual arrangements (terms and conditions) agreed with each supplier.

## **RISK IMPLICATIONS**

The decision to engage Comensura has limited risk as the individual suppliers of temporary staff are engaged through the MAV supplier panels. Also, this arrangement will be in place for a defined period until November 2022 and will be reviewed at that time.

## **CONCLUSION**

By engaging Comensura as a one point of contact supplier of temporary staff, Council will secure a more efficient, reliable and cost effective method of engaging temporary staff. Comensura's administration will also support improved efficiency in the People and Culture department who engage temporary staff for the whole of Council.

## **OFFICER'S RECOMMENDATION**

That Council:

- 11.13.1. Approves the engagement of Comensura to be a one point of contact supplier of temporary staff to Council.
- 11.13.2. Delegate authority to the CEO to sign the contract to engage Comensura.

## MOTION

*That Council:*

*11.13.1. Approves the engagement of Comensura to be a one point of contact supplier of temporary staff to Council.*

*11.13.2. Delegate authority to the CEO to sign the contract to engage Comensura.*

**Moved:** Cr Don Henderson

**Seconded:** Cr Fiona Robson

**Carried**

## 11.14. CONTRACT HEPBU.RFT2019.146 SCHOOL ROAD CLUNES COMMUNITY LIVABILITY PROJECT

### DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

*In providing this advice to Council as Project Engineer - Infrastructure, I Paul O'Leary have no interests to disclose in this report.*

### PURPOSE

The purpose of this report is for Council to consider awarding Contract HEPBU.RFT2019.146 School Road Clunes Community Liveability Project.

### BACKGROUND

This contract forms part of Council's 2019/2020 Infrastructure program. The project is co-funded by Council and the State Government's Fixing Country Roads Program on a 1:2 ratio

Works under this contract involve the upgrade of School Road to facilitate the construction of a footpath from Angus street to the Primary School. This will require road widening, kerbing and drainage upgrades to achieve a safe footpath within the road reserve.

A provisional item in this contract will be an asphalt overlay of school road and will be delivered under this contract if sufficient budget remains.



### ISSUE/DISCUSSION

Tenders were invited via public advertisement on Council's e-tender portal and The Courier (Ballarat) on 20 October 2019 in accordance with Council's Procurement Policy.

The closing date for acceptance of submissions was Thursday 7 November 2019 and Four (04) tender submissions were received.

The tender submissions were evaluated by an evaluation panel consisting of:

<b>Name</b>	<b>Title</b>
Paul O’Leary – Chair	Project Engineer Infrastructure
Tristan May	Manager Operation
Danielle How	Finance Officer

The Evaluation Panel evaluated the tenders received against the following criteria:

<b>Criteria</b>	<b>Weighting</b>
Price	50%
OHS Management and Quality Systems	15%
Confidence in ability to Deliver the Project, Previous Experience and Subcontracted Works	20%
Key Staff and Resources Available	10%
Local Content	5%
<b>Total</b>	<b>100%</b>

The outcome of the tender evaluation is detailed in the attached Confidential Tender Evaluation Report.

## **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

Council Plan 2017:2020

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

- 1.1 Continue to invest in our assets at a level greater than depreciation by delivering the annual asset renewal capital works programs.

## **FINANCIAL IMPLICATIONS**

The funding for this project will be drawn from the 2019/2020 Infrastructure program. This project is co-funded by Council and the State Government’s Fixing Country Road Program Stage 2 on a 1:2 ratio.

All anticipated expenditure is within the approved 2019/2020 Council Infrastructure Budget of \$416,375 assigned to this project.

The financial review of this tender is detailed in the attached Confidential Tender Evaluation Report.

### **RISK IMPLICATIONS**

There are no expected risk implications. The expected construction related risks shall be addressed in pre-commencement site meetings and mitigated by managing the work site and providing traffic management in accordance with AS 1742.3.

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

There are no anticipated negative environmental, social or economic implications in awarding the contract.

### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

School Road has been identified for upgrade works through both the footpath renewal program and the condition data from the sealed road asset inspections.

There have also been service requests from Clunes Primary School and local community to connect the Clunes Primary School to the footpath network at Angus Street and a number of site meetings with school representatives on improving pedestrian safety.

### **CONCLUSION**

Following a formal tender process and detailed evaluation of received tenders, the preferred tender has been identified as per the Confidential Tender Evaluation Report.

In addition, it is recommended that Council authorise Council Officers to approve financial variations and additions to the Contract within Officer Financial Delegation and approved budgets.

### **OFFICER'S RECOMMENDATION**

That Council:

- 11.14.1. Award contract HEPBU.FT2019.146 School Road Community Liveability Project to ..... for the value of ..... including GST.
- 11.14.2. Delegate Council Officers to authorise variations and additions to the Contract within Officer financial delegation and approved budgets.
- 11.14.3. Authorise the Chief Executive Officer to sign the and seal the contract documents.

## MOTION

*That Council:*

- 11.14.1. Award contract HEPBU.FT2019.146 School Road Clunes Liveability Project to Ballarat Excavation & Transport for the value of \$294,515.20 including GST.*
- 11.14.2. Delegate Council Officers to authorise variations and additions to the Contract within Officer financial delegation and approved budgets.*
- 11.14.3. Authorise the Chief Executive Officer to sign the and seal the contract documents.*

**Moved:** Cr John Cottrell

**Seconded:** Cr Neil Newitt

**Carried**

**ATTACHMENT 12 - CONFIDENTIAL – HEPBU.RFT2019.146 – SCHOOL  
ROAD - TENDER EVALUATION REPORT (ISSED TO COUNCILLORS  
UNDER SEPARATE COVER)**

## 11.15. CONTRACT HEPBU.RFT2019.138 TRENTHAM URBAN ROAD UPGRADES

### DIRECTOR INFRASTRUCTURE & DEVELOPMENT SERVICES

*In providing this advice to Council as Coordinator Engineering, I Tim Powell have no interests to disclose in this report.*

### PURPOSE

The purpose of this report is for Council to consider awarding Contract HEPBU.RFT2019.138 Trentham Urban Road Upgrades.

### BACKGROUND

This contract forms part of Council's 2019/2020 Infrastructure program. The project is co-funded by Council and the State Government's Fixing Country Roads Program on a 1:2 ratio.

The scope of works involves the upgrade and bituminous sealing of five (05) sections of road within the Trentham Township as identified below.



**SITE LOCATION PLAN**

NOT TO SCALE

### ISSUE/DISCUSSION

Tenders were invited via public advertisement on Council's e-tender portal and The Courier (Ballarat) on 6 October 2019 in accordance with Council's Procurement Policy.

The closing date for acceptance of submissions was Friday 25 October 2019 and ten (10) tender submissions were received.

The tender submissions were evaluated by an evaluation panel consisting of:

<b>Name</b>	<b>Title</b>
Tim Powell - Chair	Coordinator Engineering
Paul O'Leary	Project Engineer Infrastructure
Tristan May	Manager Operations
Rob Ellis	Finance Officer

The Evaluation Panel evaluated the tenders received against the following criteria:

<b>Criteria</b>	<b>Weighting</b>
Price	50%
OHS Management and Quality Systems	15%
Confidence in ability to deliver the project, Previous Experience and Subcontracted Works	20%
Key Staff and Resources Available	10%
Local Content	5%
<b>Total</b>	<b>100%</b>

The outcome of the tender evaluation is detailed in the attached Confidential Tender Evaluation Report.

## **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

Council Plan 2017:2020

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

Implement a program of road safety and amenity improvements, including sealing and widening roads, on priority Council managed roads and advocate to VicRoads for improvement on arterial roads.

## **FINANCIAL IMPLICATIONS**

The funding for this project will be drawn from the 2019/2020 Infrastructure program. This project is co-funded by Council and the State Government's Fixing Country Road Program Stage 2 on a 1:2 ratio.

All anticipated expenditure is within the approved 2019/2020 Council Infrastructure Budget of \$435,515 assigned to this project.

The financial review of this tender is detailed in the attached Confidential Tender Evaluation Report.

### **RISK IMPLICATIONS**

There are no expected risk implications. The expected construction related risks shall be addressed in pre-commencement site meetings and mitigated by managing the work site and providing traffic management in accordance with AS 1742.3.

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

There are no anticipated negative environmental, social or economic implications in awarding the contract.

### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

Original project was identified in Council's multi-year "sealed road upgrade program".

The local member has heavily promoted the State Government's contribution to the project including media photo opportunities with some local residents. Council has spoken about the project in the locally circulated newsletter (Trentham Trumpet).

Affected property owners will be further informed prior to construction.

### **CONCLUSION**

Following a formal tender process and detailed evaluation of received tenders, the preferred tender has been identified as per the Confidential Tender Evaluation Report.

In addition, it is recommended that Council authorise Council Officers to approve financial variations and additions to the Contract within Officer Financial Delegation and approved budgets.

### **OFFICER'S RECOMMENDATION**

That Council:

- 11.15.1. Award Contract HEPBURFT2019.138 Trentham Road Upgrades to ..... for the value of ..... including GST
- 11.15.2. Delegate Council Officers to authorise variations and additions to the Contract within Officer financial delegation and approved budgets.
- 11.15.3. Authorise the Chief Executive Officer to sign the and seal the contract documents.

## MOTION

*That Council:*

11.15.1. *Award Contract HEPBURFT2019.138 Trentham Urban Road Upgrades to Newearth Constructions Pty Ltd for the value of \$339,897.62 including GST*

11.15.2. *Delegate Council Officers to authorise variations and additions to the Contract within Officer financial delegation and approved budgets.*

11.15.3. *Authorise the Chief Executive Officer to sign the and seal the contract documents.*

**Moved:** Cr John Cottrell

**Seconded:** Cr Kate Redwood AM

**Carried**

**ATTACHMENT 13 -CONFIDENTIAL – HEPBU.RTF2019.138 – TRENTHAM  
URBAN ROAD UPGRADES - TENDER EVALUATION REPORT  
(ISSUED TO COUNCILLORS UNDER SEPARATE COVER)**

## 11.16. RECORD OF ASSEMBLIES OF COUNCILLORS

### DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

#### PURPOSE

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

#### BACKGROUND

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

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

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

#### ISSUE/DISCUSSION

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

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

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

Date	Committee Name	Location
17 September 2019	Councillor/CEO Meeting	Trentham Neighborhood Centre
8 October 2019	Councillor Briefing	Daylesford Town Hall
23 October 2019	Reconciliation Action Plan Advisory Committee	Daylesford Town Hall
29 October 2019	Councillor Briefing	Daylesford Town Hall
12 November 2019	Councillor Briefing	Daylesford Town Hall

#### COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Local Government Act 1989, Section 80A

## **FINANCIAL IMPLICATIONS**

Nil

## **RISK IMPLICATIONS**

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

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

The inclusion of the attached record of Councillor Assemblies in the Council Agenda and their availability to the public will increase awareness of the activities of Council and could increase community involvement in decision making at Council level.

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

Using Council's adopted Community Engagement Framework, International Public Participation Consultation, this report presents information via the Council Agenda.

## **CONCLUSION**

Information provided for noting.

## **OFFICER'S RECOMMENDATION**

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

## **MOTION**

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

**Moved:** Cr Don Henderson

**Seconded:** Cr Kate Redwood AM

**Carried**

## ATTACHMENT 14 - RECORDS OF ASSEMBLIES OF COUNCILLORS

**RECORD OF ASSEMBLY OF COUNCILLORS**

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

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

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

**Councillors present:**

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

**Members of Council Staff present:**

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

**Conflict of Interest Disclosures:**

Councillor Name	Time Left and Returned

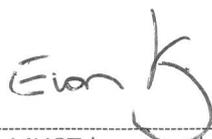
**Matters Considered:**

Agenda Attached

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

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

Signature:



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

## COUNCILLOR & CEO MEETING

Tuesday 17-09-2019

Trentham Neighbourhood Centre

2:00 - 3:30PM

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

CHAIR: Mayor Don Henderson

APOLOGIES:

No.	Time	Agenda Item	Presenter
1.	2:00pm	Relevant items for discussion following Councillor only time	Mayor Don Henderson
2.		Local Government Community Infrastructure Loan Scheme	Cr Neil Newitt
3.		Building Better Regions & RDV Funding	Evan King
4.			
5.			
6.			
7.			
8.			

## RECORD OF ASSEMBLY OF COUNCILLORS

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

**Title of Meeting:** Councillor Briefing  
**Date:** Tuesday, 8 October 2019  
**Time:** 9:00am – 2.30pm

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

**Councillors present:**

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

**Members of Council Staff present:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> CEO Evan King  | <input checked="" type="checkbox"/> Other, please specify:   |
| <input checked="" type="checkbox"/> Director Infrastructure and Development Services Bruce Lucas | Manager Community Care – Fran Fogarty, Manager, Governance Compliance and Risk – Tracy Spiteri, Coordinator Governance and Information – Katherine Toom, Governance and Information Officer – Rebecca Smith, Manager Community and Economic Development – Andrew Burgess |
| <input checked="" type="checkbox"/> Director Community & Corporate Services Bradley Thomas       |  |

**Conflict of Interest Disclosures:**

Councillor Name	Time Left and Returned

**Matters Considered:** Tuesday, 8 October 2019    **Agenda Attached**

**Matters Councillors not present**

Councillor Name	Item

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

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

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

RECORD OF ASSEMBLY OF COUNCILLORS

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

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

Tuesday 8 October 2019  
 Council Chamber, Daylesford Town Hall  
 9:00 am – 2:30 pm

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

INVITED:

Councillors	Councillor Don Henderson Councillor Fiona Robson Councillor Greg May Councillor John Cottrell Councillor Kate Redwood AM Councillor Neil Newitt Councillor Licia Kokocinski
Officers	Evan King – Chief Executive Officer Bradley Thomas – Director Community and Corporate Services Bruce Lucas – Director Infrastructure and Development Services

CHAIR:

Mayor Don Henderson Evan King – Chief Executive Officer
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APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.	9:00am	Presentation	Aged and Disability Transition Project	Mr Craig Kenny - Mach 2 Consulting	3
	10:00am		Break		
2.	10:15am	Training	Fraud Management and Prevention Training	Mr Andrew Zavitsanos –	56

No	Time	Type	Agenda Item	Presenter	Page No
				Crowe Australasia	
3.	11:30am	Report	Review of Councillor Representation on Committees and External Bodies	Coordinator Governance and Information	57
4.	12:00am	Report	VEC Electoral Representation Review 2019	Manager Governance Compliance and Risk	59
	12.30pm		Lunch		
5.	1:00pm	Report	Economic Development Strategy Progress Report	Manager Community and Economic Development	63
6.	2:00pm	Report	Regional Tourism and Daylesford Macedon Tourism update	Manager Community and Economic Development	66
	2:30pm		CLOSE OF MEETING		

**RECORD OF ASSEMBLY OF COUNCILLORS**

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

**Title of Meeting:** Reconciliation Action Plan Advisory Committee

**Date:** 23 October 2019

**Time:** 9am

**Venue:**  Council Chamber Daylesford  
 Senior Citizens Centre Daylesford  
 Other (specify) Mayor's Room

**Councillors present:**

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

**Members of Council Staff present:**

- |  |   |
|--|---|
| <input type="checkbox"/> CEO Evan King   | <input checked="" type="checkbox"/> Other, please specify: Arts, Culture and Reconciliation Officer Donna Spiller |
| <input type="checkbox"/> Director Community & Corporate Services<br>Bradley Thomas       | Coordinator Community Partnerships Rachel Palmer  |
| <input type="checkbox"/> Director Infrastructure and Development<br>Services Bruce Lucas |   |

**Conflict of Interest Disclosures:**

Councillor Name	Time Left and Returned

**Matters Considered:**

Agenda Attached

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

- |  |  |
|--|--|
| <input type="checkbox"/> CEO Evan King   | <input checked="" type="checkbox"/> Other, please specify: Donna Spiller; Arts, Culture and Reconciliation Officer |
| <input type="checkbox"/> Director Community & Corporate Services<br>Bradley Thomas       |  |
| <input type="checkbox"/> Director Infrastructure and Development<br>Services Bruce Lucas |  |

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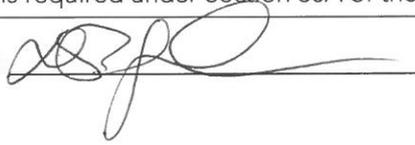
Note: This form **MUST** be completed by the attending Council Officer and returned immediately to the Coordinator Governance and Information for filing.

RECORD OF ASSEMBLY OF COUNCILLORS

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

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

A handwritten signature in black ink, appearing to be 'ASFC', written over a horizontal line.

## Reconciliation Action Plan (RAP)

### Advisory Committee (AC)

Wednesday 23 October 2019

Mayors Room, Daylesford Town Hall

Invitees: Mayor Don Henderson (Chair), Rod Poxon, Peter O'Mara, Gary Lawrence, Warren Maloney, Erica Higgins, Barry Golding, Rachel Palmer (Coordinator Community Partnerships), Donna Spiller (Arts, Culture and Reconciliation; Minutes)

Item	Time	Agenda Item	Presenter
1	9:00am	<ul style="list-style-type: none"> <li>Acknowledgement of Country</li> <li>Welcome, apologies and introductions</li> <li>Acceptance of minutes from previous meeting.</li> </ul>	Chair
2 Actions and Outcomes from Previous Minutes	9:05am	<ul style="list-style-type: none"> <li>- Frequency of Meetings</li> <li>- Role of RAPAC</li> <li>- Attached documents</li> </ul>	Rachel
3 Project status update	9:30am	Jim Crow Creek  Notes from Reconciliation Network Meeting – Aboriginal Place Naming, Geographic Place Names Advisory Panel (Lani Smith)	Donna Action 7
4 Internal Working Group	9:40am	The Rap Internal working group meeting 14 October  Current Priorities for discussion:	

▶ MEETING AGENDA

<p>CARRIED FORWARD</p> <p>For Discussion and Recommendations</p>		<p>Identify the list for Co-naming sites with DDWCAC and Language/naming (Council properties, street and place names)</p> <p>Signage Policy and Typography</p> <ul style="list-style-type: none"> <li>- Kinya Lerrk Graphics</li> </ul> <p>Planning and events for NAIDOC and NRW for 2020</p> <ul style="list-style-type: none"> <li>- Tour/information on Merin Merin</li> <li>- Form Focus Group</li> <li>- Avenue of Honour: Location</li> <li>- Potential collaboration with Southern Highlands Water</li> <li>- Council request for officer's report on RAP AC recommendation</li> </ul> <p>Cultural Competency</p> <ul style="list-style-type: none"> <li>- Mulana Kaalinya</li> <li>- Uncle Rick Nelson</li> </ul>	<p>Committee Action 7</p> <p>Action 13</p> <p>Committee Action 3 &amp; 9</p> <p>Action 8 Donna</p>
<p>5 Items for Discussion</p> <p>Other Business</p>	<p>10.10</p>		
<p>6 Review of Recommendations From Meeting</p> <p>Next meeting</p>	<p>10.30</p>		
<p>7</p>	<p>10:35am</p>	<p>Meeting Closed</p>	

## RECORD OF ASSEMBLY OF COUNCILLORS

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

**Title of Meeting:** Councillor Briefing  
**Date:** Tuesday, 29 October 2019  
**Time:** 9:00am – 4.30pm

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

### Councillors present:

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

### Members of Council Staff present:

<input checked="" type="checkbox"/> CEO Evan King	<input checked="" type="checkbox"/> Other, please specify:
<input checked="" type="checkbox"/> Director Infrastructure and Development Services Bruce Lucas	Financial Services Coordinator – Kathie Attwood, Sustainability Officer – Dominic Murphy, Manager Governance Compliance and Risk – Tracy Spiteri, Coordinator Governance and Information – Katherine Toom, Emergency Manager Officer - Daryl Clifton, Manager Development and Community Safety - Alison Blakett, Ben Grounds – Project Manager
<input checked="" type="checkbox"/> Director Community & Corporate Services Bradley Thomas	

### Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Nil	

Matters Considered: Tuesday, 29 October 2019 Agenda Attached

### Matters Councillors not present

Councillor Name	Item

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

CEO Evan King  
 Director Community & Corporate Services Bradley Thomas  
 Director Infrastructure & Development Services Bruce Lucas  
 Other, please specify:

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

RECORD OF ASSEMBLY OF COUNCILLORS

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

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

Tuesday 29 October 2019  
 Council Chamber, Daylesford Town Hall  
 9:00 am – 4:30 pm

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

INVITED:

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

APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.	9.00 am	Report	Financial Report as at 30 September 2019	Coordinator Financial services	4
2.	9.30 am	Report	Annual Plan 2019/2020 – Quarter 1 Progress Report	Director Community and Corporate Services	11

No	Time	Type	Agenda Item	Presenter	Page No
3.	10.00 am	Report	Transmission Network Upgrades	Sustainability Officer	27
	10:30 am		Break		
4.	10.15 am	Report	Governance Schedule – Statutory Obligations	Manager Governance Compliance and Risk	196
5.	11.00 am	Report	Instruments of Delegation Review	Coordinator Governance and Information	204
6.	12.00 pm	Presentation	Emergency Management Readiness	Director Infrastructure and Development Services	208
	12.30 pm		Lunch		
7.	1.00 pm	Report	Options for a Planning Committee	Manager Development and Community Safety	221
8.	2.00 pm	Report	Draft General Local Law No. 2 – Community Amenity and Municipal Places 2019	Coordinator Community Safety	229
9.	2.45 pm	Discussion	External Committees Update	CEO	327
	3:00 pm		Break		
10.	3.15 pm	Report	Appointment of the Trentham Community Hub Project Advisory Group Membership	Project Manager	328
11.	4.00 pm	Discussion	Executive Issues Update	CEO	386

No	Time	Type	Agenda Item	Presenter	Page No
12.	4.15 pm	Discussion	Councillor 'Burning Issues' Discussion	CEO	387
	4.30 pm		CLOSE OF MEETING		

## RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor Briefing  
 Date: Tuesday, 12 November 2019  
 Time: 9:00am – 4.30pm

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

### Councillors present:

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

### Members of Council Staff present:

<input checked="" type="checkbox"/> CEO Evan King	<input checked="" type="checkbox"/> Other, please specify:
<input checked="" type="checkbox"/> Director Infrastructure and Development Services Bruce Lucas	Project Officer – Kathie Schnur, Project Officer – Angeline Dooley, Coordinator Governance and Information – Katherine Toom, Alison Blacket - Manager Development and Community Safety, Andrew Burgess - Manager Community & Economic Development, Rebecca Pedretti - Coordinator Economic Development
<input checked="" type="checkbox"/> Director Community & Corporate Services Bradley Thomas	

### Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Nil	

Matters Considered: Tuesday, 12 November 2019      Agenda Attached

### Matters Councillors not present

Councillor Name	Item
Nil	

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

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

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

RECORD OF ASSEMBLY OF COUNCILLORS

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

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

Tuesday 12 November 2019  
 Council Chamber, Daylesford Town Hall  
 9:00 am – 3:45 pm

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

INVITED:

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

APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.	9:00am	Discussion	CEO Quarterly Performance Review	Mayor	3
2.	10:00am	Discussion	Introduction of Bruce MacIsaac, Project Manager, Hepburn Hub at The Rex	Director Infrastructure and Development Services	4

No	Time	Type	Agenda Item	Presenter	Page No
	10:15am		Break		
3.	10:30am	Workshop	Hepburn Planning Scheme Review Workshop	Plan2Place - Michael Buxton, Paul Buxton, Kellie Marks and Helen Jennings	5
	1:00pm		Lunch		
4.	1:30pm	Report	Daylesford Pool Upgrade	Project Officer	10
5.	2:15pm	Workshop	Hepburn Shire Playspace Strategy Development	Project Officer	33
6.	3:15pm	Discussion	Review of Special Meeting Agenda and Procedure for the election of the Mayor and Deputy Mayor	Manager Governance Compliance and Risk	40
	3:45pm		CLOSE OF MEETING		

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

### **12.1. MINUTES OF SPECIAL COMMITTEES (SECTION 86) DIRECTOR COMMUNITY AND CORPORATE SERVICES**

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

#### **PURPOSE**

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

#### **BACKGROUND**

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

#### **ISSUE/DISCUSSION**

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

- Lee Medlyn Home of Bottles – Special Meeting – 14 October 2019
- Lee Medlyn Home of Bottles – 21 October 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

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

- Lee Medlyn Home of Bottles – Special Meeting – 14 October 2019
- Lee Medlyn Home of Bottles – 21 October 2019

## MOTION

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

- *Lee Medlyn Home of Bottles – Special Meeting – 14 October 2019*
- *Lee Medlyn Home of Bottles – 21 October 2019*

**Moved:** Cr Neil Newitt

**Seconded:** Cr Don Henderson

**Carried**

## **13. COUNCIL ADVISORY COMMITTEES**

### **13.1. 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:

- Reconciliation Action Plan Advisory Committee – 21 October 2019

These minutes have been provided to Councillors under separate cover.

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

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **RISK IMPLICATIONS**

Nil

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

Nil

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

Members of the community are represented on these committees.

#### **CONCLUSION**

Minutes have been provided for noting.

## **OFFICER'S RECOMMENDATION**

13.1.1. That Council receives and notes the minutes of the Reconciliation Action Plan Advisory Committee meeting held on 21 October 2019 which have been distributed under separate cover.

## **MOTION**

*13.1.1. That Council receives and notes the minutes of the Reconciliation Action Plan Advisory Committee meeting held on 21 October 2019 which have been distributed under separate cover.*

**Moved:** Cr Don Henderson

**Seconded:** Cr Kate Redwood AM

**Carried**

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**14. CLOSE OF MEETING**

Meeting closed at 8:19pm.

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