



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
PUBLIC MINUTES

TUESDAY 20 NOVEMBER 2018

VICTORIA PARK

BALLAN-DAYLESFORD ROAD

DAYLESFORD

6:00PM

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MINUTES

TUESDAY 20 NOVEMBER 2018

Victoria Park

Ballan-Daylesford Road, Daylesford

Commencing 6:00PM

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EVAN KING
CHIEF EXECUTIVE OFFICER
20 NOVEMBER 2018

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

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

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

2. SAFETY ORIENTATION

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

3. OPENING OF MEETING

PRESENT: Cr Don Henderson, Cr Kate Redwood AM, Cr John Cottrell, Cr Greg May, Cr Fiona Robson, Cr Neil Newitt, Cr Sebastian Klein (arrived at 6.13 pm)

IN ATTENDANCE: Mr Evan King Chief Executive Officer, Mr Steve Millard Acting General Manager Community and Corporate Services, Mr Bruce Lucas General Manager Infrastructure, Ms Katherine Toom Coordinator Governance and Information, Ms Rebecca Smith Governance and Information Officer.

STATEMENT OF COMMITMENT

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

AND UPHOLD THE TRUST PLACED IN THIS COUNCIL BY THE
PEOPLE OF HEPBURN SHIRE"

4. **APOLOGIES**

Nil.

5. **DECLARATIONS OF CONFLICTS OF INTEREST**

Cr Don Henderson declared an indirect interest – close association and an indirect interest – conflicting duty on item 12.8 as he holds the position of President of the Creswick Railway Workshops Association.

6. **CONFIRMATION OF MINUTES**

RECOMMENDATION

6.1.1 That the Minutes of the Ordinary Meeting of Council held on 16 October 2018 and the Statutory Meeting of Council held on 7 November 2018 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.

MOTION

6.1.1. *That the Minutes of the Ordinary Meeting of Council held on 16 October 2018 and the Statutory Meeting of Council held on 7 November 2018 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

Moved: Cr John Cottrell

Seconded: Cr Kate Redwood AM

Carried

7. NOTICES OF MOTION

Nil.

8. ITEMS OF URGENT BUSINESS

Nil.

9. PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor Don Henderson, Creswick Ward

The Creswick Town Hall was packed with seniors from all over the Shire for Seniors week.

Many thanks to the staff who organised this important event.

Along with Cr Cottrell and CEO Evan King I attended an MAV event in Melbourne. This was a chance to network. Two councillors from our shire were awarded 10 year service medals. I was there to receive mine but can only reflect that it does not seem that long. I guess time flies when you are having fun.

On a sad note I met with Creswick Bowls Club and the person from Berry's who laid the turf to discover that there is a major problem with the green. Given the fact that their green was destroyed by flood only a few years ago this is a bitter blow to them.

We welcomed yet more new residents to Creswick recently and it seems that there is no end to the numbers of people who want to make Hepburn Shire home.

Cr May and CEO Evan King along with staff were present recently when Mary-Anne Thomas who is the Parliamentary Secretary and Member for Macedon turned the first sod on the long awaited Creswick Trails project.

A huge turnout attended the Shire of Creswick Avenue of Honour at Kingston Centenary recently. Unfortunately, I missed the main event as I was laying the wreath at Creswick. I thank Cr May for doing the honours at Kingston.

Cr Cottrell, Evan King and myself attended the seminar titled corruption insights where we were addressed by speakers from the ombudsman's office, IBAC and the Local Government Inspectorate. There were some important lessons to be had and the old saying no free lunches was certainly pointed out. The dangers of Councillors meeting privately with people with issues before Council was also noted.

Cr Newitt joined me in cutting the ribbon to herald the reopening of the bridge that gives access to the historic Andersons Mill at Smeaton. This bridge will serve generations of people for at least another century.

Lastly, I attended two AGM's they being The Dean Recreation Reserve and Tennis Courts special committee and last night the John Curtin Hostel.

COUNCILLOR REPORTS

Councillor Greg May, Creswick Ward

On October 30th I attended a sod turning at Hammond Park in Creswick to mark the beginning of the Creswick Mountain Bike Trail and Pump Track Project. The first sod was officially turned by Mary-Anne Thomas MP and now we will hopefully see this important project delivered and the benefits flow to Creswick and the surrounding region.

That same day I attended a meeting of the Shire's White Ribbon Committee. At the meeting plans were finalised for the bar-b-ques to be held in Clunes and Trentham this Friday the 23rd of November to support the White Ribbon movement and to help spread the word locally about how we should all do more to stamp out domestic violence. The free bar-b-ques will be held in Collins Place in Clunes and in the Trentham Town Square and will be operated by White Ribbon Ambassadors, committee members and council staff.

On Sunday the 11th of November I went along to the Kingston Avenue of Honour for the service held to mark the 100th anniversary of the signing of the Armistice after the first world war. This event planned by the Friends of the Avenue for some time and they are to be congratulated on how it was run. Former Minister for Veterans Affairs, Michael Ronaldson addressed the large crowd and spoke about the significance of the Kingston Avenue of Honour and what a devastating affects the loss of so many young people during the war had on local communities. CEO Evan King and I laid a wreath on behalf of council along with many others from local community groups and clubs.

On November 16th, along with Councillors Redwood, Henderson and Newitt I attended the official opening of the newly completed Anderson's Mill Bridge in Smeaton. The bridge has been restored to its former glory and is very much in keeping with the historic Andersons Mill precinct. The rebuild of the bridge was some time coming but I'm sure the end result justifies the wait.

Last Saturday night I had the pleasure of attending and competing in the Mollongghip Poetry Slam held in the Mollongghip Hall. This a great example of small, fun community event which brings locals together, brings former residents

back to town and provides people with a literary challenge. Poet numbers were down a little on other years so keep it in mind for next year, you have a whole year to come up with a poem.

Finally, I'd like to congratulate Councillors Henderson and Redwood on their election to the roles of Mayor and Deputy Mayor and I'd like to thank Councillor Cottrell on the great job he did as mayor over the last 12 months.

Councillor Fiona Robson, Birch Ward

I was thrilled to attend the announcement of \$50,000 state government funding towards a social enterprise cafe in the Rex for young people to gain skills and experiences. Unfortunately, I wasn't able to attend the state government announcement of \$240,000 towards the redevelopment of the skate facilities at the Daylesford Community Park. This is a popular project that has been driven by a group of young people that regularly use the facilities at the park. Congratulations to the many people that have worked towards this over many, many years.

Our Council made a conscious effort to identify and advocate for key projects during this election cycle and our communities have been rewarded with more than \$2.3 million in promised funds for a range of projects across Hepburn. This is a significant result and I'm pleased that we have started planning for the federal election next year.

I attended the inaugural mental health symposium with representatives from councils across the state. This was an initiative of the Mental Health Foundation Australia who has recognised the potential for local government to play a larger role in enhancing people's mental health. Some councils are already investing significant time and money in this area.

The screening of 21 short films produced by young people as part of 'seed cinema' was a wonderful community celebration. 75 children aged 8 to 12 participated in the 10-month program. The films were diverse, creative and engaging and many had original soundtracks. It was wonderful to see so many people gather in Trentham's Quarry St Reserve to celebrate the film-makers and the program. This was an initiative of three Trentham mothers and I was heartened to hear that they are planning to offer the program again in 2019.

Our Council's involvement in the 'getting dirty' program with Daylesford Secondary College and Vic Police saw students working at pools and skateparks in Daylesford and Trentham. This is a positive partnership that is beneficial for the students and the Shire. Many thanks to everyone involved.

Our small businesses are important for providing jobs and services. They can also help to bring people together. The reopened Palais-Hepburn has been welcomed back as a stylish space for residents and visitors to meet and enjoy performances.

The World Circus and Cabaret Festival and the May Wirth circus tent was brought to Daylesford by a young local couple and the quality of their quality program was received enthusiastically. A highlight in the big tent was 'culture flip' that showcased the talents and skills of our local circus stars from 'Sprung Circus'. It has been wonderful to watch the dedication and commitment of this group and the wonderful progress they are making. The collaboration of the Palais-Hepburn, May Wirth and Sprung Circus is encouraging and has demonstrated the benefits of working together.

I am looking forward to seeing the local produce and creations on display at the Daylesford Show on Saturday. Hopefully our community will again support the work of the volunteers that make these community events possible.

Councillor John Cottrell, Holcombe Ward

No written report provided.

Councillor Neil Newitt, Cameron Ward

November started with the opening of "fighting for peace" - an exhibition honouring the service men and women of Clunes.

The exhibition (part of this year's Anzac centenary) presented items from the Oliver and Duncan families alongside items from the Federation University Historical collection.

The exhibition was held in the Clunes RSL rooms and also featured items from the Clunes RSL collection.

On the 11th, I accepted an invitation from the Clunes RSL to deliver the Remembrance Day speech at the Cenotaph in Clunes. I was asked if I could speak on the impact of the end of the war to the local community.

In researching the anniversary of the armistice, I found many items on how the end of the war was celebrated in the big cities around the world, however there is very little on what occurred closer to home. Additionally, a lot of the focus has been on what the day has come to represent over the years - how it became Remembrance Day.

I was fortunate to find a report on how Clunes reacted to the news - as published in the Clunes Guardian and Gazette, November 1918.

It was fantastic to read how the town heard (with the church bells ringing out the news) about people gathering in the streets, the celebrations in Fraser Street and Queens Park, to read of the townsfolk gathering to hear speeches from the dignitaries from the balcony of the Club Hotel.

There was even a report on the demise of the town cannon which blew apart delivering the final celebratory shot of the day.

Today, many of those town buildings and locations mentioned in the report are still a part of the Clunes landscape and the crowd at this years' service could get a sense of how Clunes was on that day back in November 1918.

In researching this year's address, I also came across a reference to the upcoming Clunes show and how it would be celebrated now the war was over, a reminder just how long there has been an agricultural show in Clunes.

This year's show (the 158th) was held on Saturday. There was no rain this year, however the high winds Friday night and early in the morning proved a challenge, with one of the main Marques destroyed in the winds. Despite this, large numbers turned out for the day, with the organisers happy with the event, already looking forward to next year.

Along with the mayor, fellow councillors and council officers, it was great to attend the opening of the bridge works at Andersons mill. The bridge has been out of action for a number of years, but I think the correct decision was made to restore the bridge and retain its heritage character, then to replace it with a modern alternative. Anyone who visits Anderson mill will appreciate the appearance of the bridge and how it is key part of the historic mill building.

We have many historic assets in our shire - many needing attention. It is important that we continue to recognise the historic and visual importance of these assets and work to secure their futures. Not too far from Andersons Mill is Wheelers Bridge, and I hope someday we can also see this rare example of a Monash bridge restored as well.

Councillor Kate Redwood AM, Birch Ward

There has been a lot on in the last month. I attach a full list of Council activities attended.

Highlights for the month included:

Remembrance Day service at the Daylesford war memorial. Around 300 attended and the event was well organised, with some 40 local organisations laying wreaths. I was honoured to present the wreath for both Hepburn Shire Council and Hepburn Health. This service was followed by the opening of the Armistice Garden at Daylesford Primary School. Given the very large numbers of young men from this district who enlisted in the first World War, and the high deaths and casualties, it is appropriate that we remember, not only for their sacrifice, and the loss for their

families and communities, but because history has a nasty way of repeating itself when earlier lessons about the futility of war are forgotten.

Jubilee Lake consultation on site with residents, Friends of Jubilee Lake, and Caravan Park stakeholders. Council staff led a lengthy and constructive consultation regarding the works to be undertaken around the Lake – footpaths, willow removal, and revegetation. It is hoped that there will be a revegetation program involving the Friends of Jubilee Lake with assistance from the Friends of Cornish Hill. Following weed removal, planting is planned to start after the next Autumn break.

The Mineral Springs Reserve Advisory Committee held a planning meeting to bring forward works that need to be considered with regard to the forthcoming capital works program. There was lengthy discussion regarding Central Springs upgrade, the importance of weed management along the Hepburn Springs Reserve, and the ongoing revegetation works for Jubilee Lake, among many issues raised.

The International Women's Day Advisory Committee met to receive nominations for the Heather Mutimer Hepburn Honour Roll for Women and it is pleasing to note that there are seven nominations to be assessed by the Nomination Panel. Recommendations will come to Council in January. Planning for the actual event, this year to be held in Creswick, is progressing well.

With the state government election just around the corner it has been pleasing to have announcements of funds for a number of projects in the Shire. In particular, funds for the Daylesford Skatepark, and also for the Social Enterprise Cafe.

Council commitments during Oct/Nov 2018

| | |
|------------|--|
| 16/10/2018 | Councillor Only Meeting, CEO/Councillor Meeting, Council Meeting |
| 17/10/2018 | Daylesford Neighbourhood Centre – visit with CEO and General Manager Infrastructure to examine access to the site from Daly Street |
| 18/10/2018 | RAP meeting to discuss Koorie Heritage Trust exhibition Meeting with Sue Walker, Chair Public Art Panel |
| 23/10/2018 | CEO quarterly appraisal |
| 23/10/2018 | Citizenship Ceremony |
| 30/10/2018 | Announcement of state grant for Daylesford Skatepark |
| 31/10/2018 | Jubilee Lake consultation meeting on site Announcement of state grant for Social Enterprise Cafe |
| 1/11/2018 | Opening of Rotary Art Show |
| 3/11/2018 | Hepburn Wind AGM |

- 7/11/2018 Councillor briefing
CWA lunch and craft judging
Statutory Meeting of Council
- 10/11/2018 Open Gardens Creswick
- 11/11/2018 Remembrance Day service Daylesford
Opening of Armistice Garden Daylesford Primary School
DIAC AGM – returning officer
- 12/11/2018 Deputation re Cars and Coffee event
- 13/11/2018 CEO and Mayor’s meeting
Councillor Strategic Briefing
- 14/11/2018 Meeting with Homelessness Group, Daylesford
MSRAC capital works program discussion
Cornish Hill meeting
International Women’s Day Advisory Committee meeting
- 15/11/2018 Daylesford ALP Branch Meeting – Council report
- 16/11/2018 Opening of Anderson’s Mill Bridge
- 17/11/2018 Sprung Circus
- 19/11/2018 Catch up Meeting with CEO

Councillor Sebastian Klein, Coliban Ward

No report presented

RECOMMENDATION

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

MOTION

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

Moved: Cr Neil Newitt

Seconded: Cr Fiona Robson

Carried

10. PUBLIC PARTICIPATION TIME

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

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

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

10.1. PETITION

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

10.2. QUESTIONS

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

No questions were taken on notice at the October 2018 Meeting of Council.

Question 1 – Ms Margret Lockwood

It is imperative that individuals and community organisations work with their local council to plan for the future. My commitment to Glenlyon is through past service as an executive member of the Glenlyon Progress Association and present service as an executive member of Glenlyon Upper Loddon Landcare Group and the Glenlyon Fire Brigade. My perception is that community planning has stalled and that we need to find a way forward.

Council's Community Planning Policy (No. 75) commits support from Council to community members who want to identify a vision and shared values about the place where they live and plan for actions they would like to see happen in the future.

When the Glenlyon Community Action Plan was due for renewal at the beginning of 2018, Council deployed a Community & Cultural Development Officer to work with us. Initial actions involved advising on a survey of Community members via the Glenlyon & District News which returned 72 responses.

As a result of staffing issues at Council, this process has now stalled, twice.

The HSC Community Planning Strategy lists 5 levels of engagement: inform, involve consult, collaborate and empower

Given that community engagement begins with information, would a member of the Hepburn Shire Council staff with responsibility for community planning come to Glenlyon to talk to us about the current state of, and a timeline for the completion of the Glenlyon Plan?

Answer 1 – Mayor Don Henderson

Council values the community planning process and our role in supporting communities to plan for the future. Council is aware that staff turnover within the Community Development team has unfortunately impacted the community planning process for the whole.

Council will look to re-set the community planning process across the Shire following the finalisation of the organisational structure in the community planning area.

Question 2 – Ms Margret Lockwood

Given that The Hepburn Shire Council expresses a commitment to open, participatory and transparent governance, and that its Community Planning Strategy 2014-2018 states it will:

- Work with and support residents through community planning...
- In partnership with communities identify community priorities and work to deliver services, programs and projects.

And given that the Hepburn Shire Council appears not to be able to keep Community and Cultural Development Officers long enough to assist Glenlyon with its planning process, will HSC now do for Glenlyon what it has done for Trentham – allocate the funds so we can develop the plan ourselves?

Answer 2 – Mayor Don Henderson

Council will look to re-set the community planning process across the Shire following the finalisation of the organisational structure in the community planning area.

Question 3 – Mr David Mandara

For the past 6 months my partner and I have been in contact with the Council on multiple occasions to resolve an issue with rubbish collection.

Every Wednesday morning between the hours of 5 am and 5.30 am Wheelie Waste collects rubbish from the top of 10th Street Hepburn Springs and down Main Road to Back Hepburn Road, collects rubbish from the Hepburn Bathhouse, then drives back up the hill collecting bins from the other side of the road. The noise of the revving truck engine, gear changes, blasts of air from the brakes and the clatter of bottle-filled wheelie bins being tipped into the truck wakes my partner and I around 5 am every week. This is in clear breach of EPA guidelines and I believe contrary to Wheelie Waste's contract with the Council.

My question is: Why hasn't this issue been resolved and can it now be resolved urgently?

Answer 3 – Mayor Don Henderson

Council is aware of the current early collection issues with its waste Contractor.

The Contractor has had a number of staff changes and has acknowledged the earlier than permitted start time to facilitate completion of the collection service.

Council have confirmed this is unacceptable and the service provision must be in accordance with the contract requirements. We are continuing to try and resolve this issue with the contractor including consideration of the dispute resolution clauses of the contract

Supplementary Question

Is the contract with Wheelie Waste within EPA guidelines?

Answer

Yes.

Point of Order – Cr Kate Redwood AM

Members of the public wishing to speak must address the Chair by his correct title

Upheld - Mayor Don Henderson

Question 4 – Mr Rod Kirby

Why is Hepburn Shire Council wasting so much of ratepayers money on the debacle known as the “Hepburn Hub” at The Rex, and what is the true purpose of the exercise?

Answer 4 – Mayor Don Henderson

Council does not consider that it is wasting ratepayers money on this project nor that it is a debacle.

The Hepburn Hub at the Rex project is a transformational project for the Hepburn Shire community. In particular, a wide range of Council services that are currently being delivered from a number of different locations will be consolidated within the one site, together with library services and the community cinema.

The project seeks to achieve benefits across environmental, social and economic areas by delivering improved Council services and community outcomes, will be more cost efficient for Council and its ratepayers, will be accessible by all and will demonstrate high levels of environmental sustainability.

Question 5 – Mr Rod Kirby

Why was our “traditional” Town Hall in Vincent Street allowed to fall into a state of disrepair in the first place, and can Council appreciate that for this to be allowed to happen can be seen as an attack and a slur against locals and local traditions?

Answer 5 – Mayor Don Henderson

The Hepburn Hub at the Rex project has not been driven by any deterioration in condition of the Daylesford Town Hall building. As part of the greater Hepburn Hub project, there is a separate project involving significant improvements to the Daylesford Town Hall that will return the building to the community as a key civic asset. Improvements will include lift access, relocation of the Visitor Information Centre and restoration works.

Question 6 – Mr Bryan Johns

Why can't I get an answer to my complaint?

Answer 6 - Mayor Don Henderson

This question will not be answered as it does not meet the requirements of Local Law no. 1

Question 7 – Mr Bryan Johns

Is ignorance a standard procedure from a Council Officer when he can't answer a simple question?

Answer 7 - Mayor Don Henderson

This question will not be answered as it does not meet the requirements of Local Law no. 1

10.3. REQUESTS TO ADDRESS COUNCIL

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

No requests to address Council were received.

Point of Order – Cr Sebastian Klein

That members of the public in the gallery return to their seats

Upheld – Mayor Don Henderson

11. STATUTORY PLANNING REPORTS

Nil.

12. OFFICERS' REPORTS

12.1. CHIEF EXECUTIVE OFFICER'S REPORT

OFFICER'S RECOMMENDATION

12.1.1. That Council receives the Chief Executive Officer's Report for November 2018.

MOTION

12.1.1. *That Council receives the Chief Executive Officer's Report for November 2018.*

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 1 - CEO REPORT – NOVEMBER 2018

CHIEF EXECUTIVE OFFICER REPORT

Presented at the Ordinary Meeting
of Council on 20 November 2018

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 19th OCTOBER

Rural Councils Victoria Forum & AGM

On Wednesday I attended the Rural Council's Victoria (RCV) annual forum. RCV are a peak body representing the 38 rural councils in the State and lobby Government on our behalf. Following on from the RCV forum, the Mayor – Cr John Cottrell, Deputy Mayor – Cr Don Henderson and I attended the Municipal Association Victoria (MAV) annual conference. The highlight of the conference was the awarding of 10-year service awards to Cr Henderson and Cr Klein. This is a great achievement for two of our longer serving Councillors.

This week we commenced the community Rex tours. These tours were very well received, and the feedback has been very positive. Work on The Rex project has stopped while a planning permit application process is underway.

WEEK ENDING 26th OCTOBER

Funding for the Daylesford Community Park



Mary-Anne Thomas MP, Member for Macedon, announced a \$240,000 grant to redevelop the community skate park in Daylesford. Council will contribute \$143,000 to the project. The redevelopment will include new skate features in the park and a basketball ring area.

On Tuesday I had my first quarterly performance appraisal. My performance is directly linked to the performance of the Council team and the delivery of the Council Plan. Like everyone in the organisation, I have key result areas and key performance indicators.

On Tuesday evening I attended the Citizenship ceremony in Daylesford where we welcomed six new residents.

On Thursday I attended the Local Government Professional (LGPro) CEO Forum in Castlemaine. It was great to have this meeting in the region, and the meeting was very well attended by Victorian Local Government CEO's.

Meeting with Loddon Campaspe Mayors & CEOs

On Friday Mayor John Cottrell and I had our first meeting with the Loddon Campaspe group of council's in Bendigo. The Loddon Campaspe group of councils is comprised of six municipalities Campaspe Shire, Central Goldfields Shire, City of Greater Bendigo, Loddon Shire, Macedon Ranges Shire and Mount Alexander Shire. Participating in these meetings strengthens our partnerships and raises the profile of the Hepburn Shire. The partnership also facilitates lobbying at a State and Federal Government level.

WEEK ENDING 02ND NOVEMBER

"Getting Dirty" programme



Year 8 students from Daylesford Secondary College worked hard in the grounds of the Daylesford Pool on Monday as part of the "Getting Dirty" programme. The programme, a partnership between Victoria Police, Council and Daylesford Secondary College, gives students hands-on work experience in the community.

City of Ballarat Special Council Meeting

On Monday night I attended the City of Ballarat Special Council Meeting for the election of their Mayor and Deputy Mayor.

On Tuesday we commenced interviews for the role of General Manager Community and Corporate Services.

I attended a meeting with community members to discuss homelessness within the Shire, followed by an onsite meeting with Bullarto residents to discuss trees and localised fire concerns.

This week, the first sod was turned to mark the start of the Creswick Trails project at Hammon Park, the location of the Pump Track. The project has been made possible by a State Government grant of \$2.56 million.



WEEK ENDING 9th NOVEMBER

The week commenced with a meeting of Grampians Regional Development Australia to discuss our priority projects.

Tuesday was Melbourne Cup day and our offices in Daylesford and Trentham were closed for the day.

Statutory Council Meeting



On Wednesday we had the Statutory Meeting of Council and Cr Henderson and Cr Kate Redwood AM were elected to the positions of Mayor and Deputy Mayor.

On Thursday I conducted the last GM Community & Services interview.

Our offices in Creswick & Clunes were closed on Friday for the Ballarat Show Day public holiday.

Remembrance Day

I attended the Kingston Remembrance Day service on Sunday which commemorated the 100th Anniversary of the Armistice to end the first World War.



WEEK ENDING 16th NOVEMBER

Fire Danger Period

The Fire Danger period for Hepburn Shire commenced on Monday 12th November 2018. This means that you cannot light a fire in the open air unless you have a permit or comply with certain requirements.

I had several meetings with residents and community members including a meeting with Cars & Coffee.

On Tuesday we had our monthly Strategic Councillor briefing which included a presentation to Councillors by law firm Maddocks. Topics covered in this briefing included:

- Conflict of interest
- Role of Councillors
- Role of CEO
- Operational v's strategic responsibilities

The Councillors also had time to ask questions.

On Wednesday I attended the DELWP regional meeting in Stawell.

I spent all of Thursday at meetings in Ballarat. My first meeting of the day was a Committee for Ballarat Autonomous Vehicle demonstration. I then attended a "Corruption prevention & integrity insights forum" in Ballarat which was run by IBAC, the Ombudsman and the Local Government Inspectorate. I also attended a meeting with State Government and a meeting with the Central West Waste & Resource Recovery Group.

On Friday the historic Anderson's Mill Bridge in Smeaton was officially reopened after being rebuilt. The bridge is over 100 years old and had weathered many storms and floods, and even survived fire. It was finally overcome by old age and was closed to vehicles, becoming a pedestrian bridge for some time.



I met with a staff member to discuss the upgrade of our staff intranet, and a number of staff attended an Emergency Management Pre Season briefing.

**12.2. CEO PERFORMANCE APPRAISAL QUARTER 1 2018
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 performance appraisal of the Chief Executive Officer

BACKGROUND

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

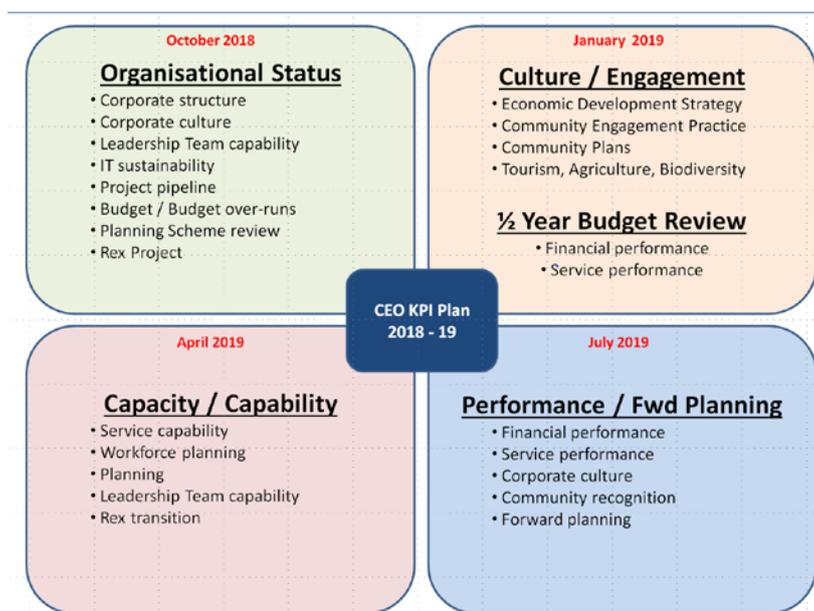
The objective of the process is to provide a forum for authentic dialogue with the Chief Executive Officer on overall performance and to establish as early as possible annual Key Result Areas.

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

ISSUE/DISCUSSION

The CEO Performance Plan is divided into two components:

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



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

2018 – 2019 Indicators

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

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

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

The quarter 1 performance appraisal of the Chief Executive Officer was conducted on the 23rd July 2018.

The quarter 1 performance appraisal focused on the status of the organization. This included reviews of:

- Information Technology
- Governance and Information Management
- Regulatory Services

Commencement of recruitment for a new General Manager Community & Corporate Services, restructure of Planning and appointment of a Municipal Building Surveyor.

In working towards improving the corporate culture several initiatives have been rolled out including:

- Weekly CEO Chat developed & distributed
- Improved communications
 - Councillor Briefing staff update
 - Mayor & CEO meeting update
 - Council meeting update
- Higher visibility in organization
- Attendance at meetings
 - Works meetings
 - Aged & Disability meetings
- Weekly walk around departments
- Consultative approach to decision making

Due to several vacancies the Leadership Team is currently in a state of change:

- Acting Manager Aged & Disability Services
- Acting General Manager Community Corporate Services
- Acting Manager Economic Development
- Acting Manager Community Development
- Acting Manager Strategic Assets

The Leadership Team is currently undertaking an organizational realignment review to determine the most appropriate alignment of services and resources to deliver the Council Plan.

With recent departures in Information Technology contractors have been recruited to fill the vacancies while permanent resources are recruited.

Strategic Councillor Briefing Sessions have been introduced on the second Tuesday of every month to allow time to look at strategic issues. Items discussed to date include:

- Review of the Planning Scheme
- Project management and reporting
- Aged & Disability Services

Midyear budget review has commenced to account for changes that have occurred since the development of the budget as well as accounting for new funding received.

The Review of the Planning Scheme has commenced with a Councillor Briefing session conducted with Professor Michael Buxton, meeting with DELWP senior officers to discuss the planning scheme review. Officers have developed a funding application to undertake the planning scheme review.

The Hepburn Hub project has been a focus with weekly Project Control meetings occurring. The audit of the project has commenced with the report due in the coming weeks. The Planning Application has been submitted with a significant amount of work undertaken to determine the total project budget.

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 annual performance review process undertaken with the Chief Executive Officer.

CONCLUSION

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

OFFICER'S RECOMMENDATION

12.2.1. That Council receives the quarter 1 performance appraisal of the Chief Executive Officer.

MOTION

12.2.1. *That Council receives the quarter 1 performance appraisal of the Chief Executive Officer.*

Moved: Cr John Cottrell

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 2 - CONFIDENTIAL - Q1 OCTOBER 2018 – CEO
PERFORMANCE (ISSUED TO COUNCILLORS UNDER SEPARATE COVER)

12.3. DEVELOPMENT AND COMMUNITY SAFETY REPORT
GENERAL MANAGER INFRASTRUCTURE

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

PURPOSE

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

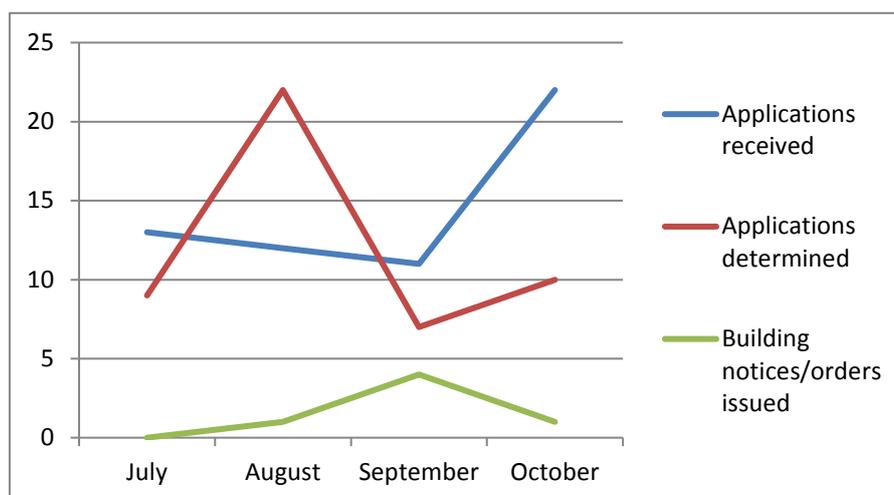
ISSUE/DISCUSSION

Building

The building activity report for October 2018 is summarized below:

| Building Activity | Total |
|----------------------------------|-----------------|
| Building applications received | 22 |
| Building applications determined | 10 |
| Building notices/orders issued | 1 |
| Total development cost | \$ 2,051,383.00 |

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

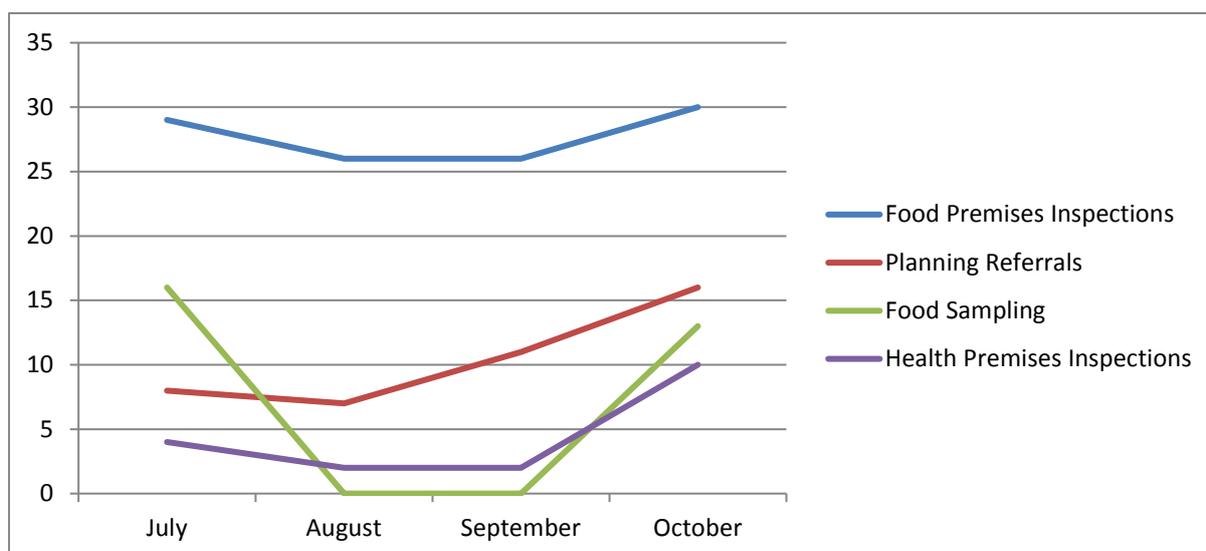


Environmental Health

The environmental health activity report for October 2018 is summarized below:

| Environmental Health Activity | Total |
|-------------------------------|-------|
| Food Premises Inspections | 30 |
| Planning Referrals | 16 |
| Food Sampling | 13 |
| Health Premises Inspections | 10 |

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

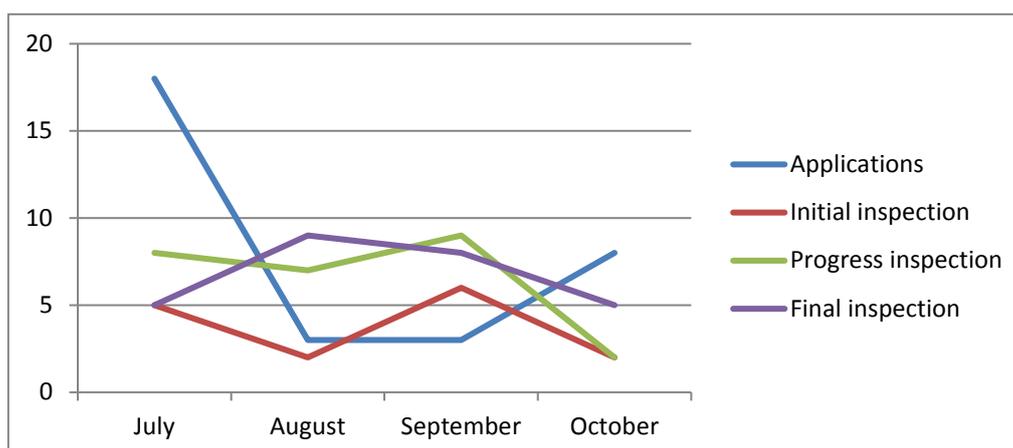


October was a busy month with an increase in planning referrals. The team also did food sampling inspections; the results will be advised next month. Food sampling is undertaken to ensure good food handling practices throughout the shire.

The environmental health septic tank application/inspection activity report for October 2018 is summarized below:

| Septic Tank applications/inspections | Total |
|--------------------------------------|-------|
| Applications | 8 |
| Initial inspection | 2 |
| Progress inspection | 2 |
| Final inspection | 5 |

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



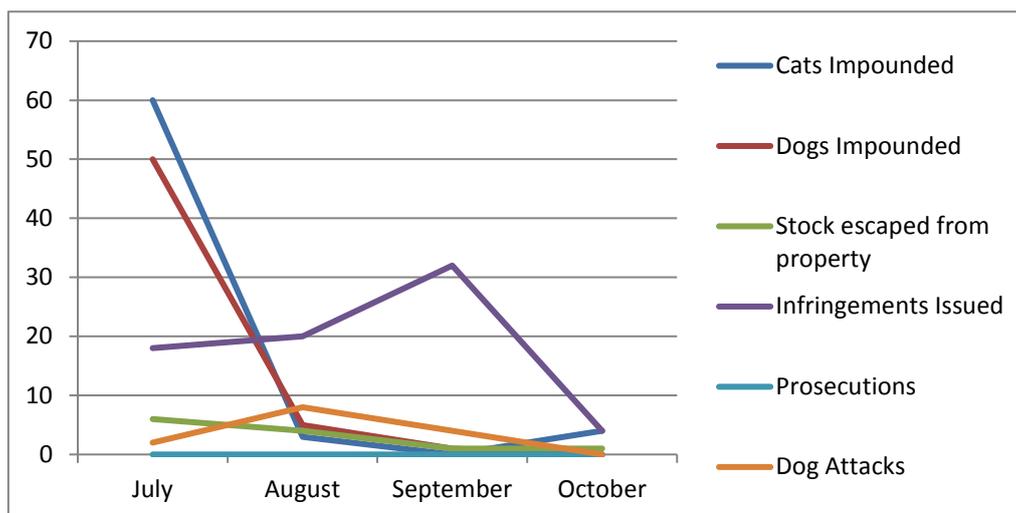
Septic tank applications continue to increase with the warmer months. There is expected to be an increase in inspections early next year.

Community Safety

The local laws activity report for October 2018 is summarized below:

| Local Laws Activity | Total |
|-----------------------------|-------|
| Cats Impounded | 4 |
| Dogs Impounded | 0 |
| Stock escaped from property | 1 |
| Infringements Issued | 4 |
| Prosecutions | 0 |
| Dog attacks | 0 |

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



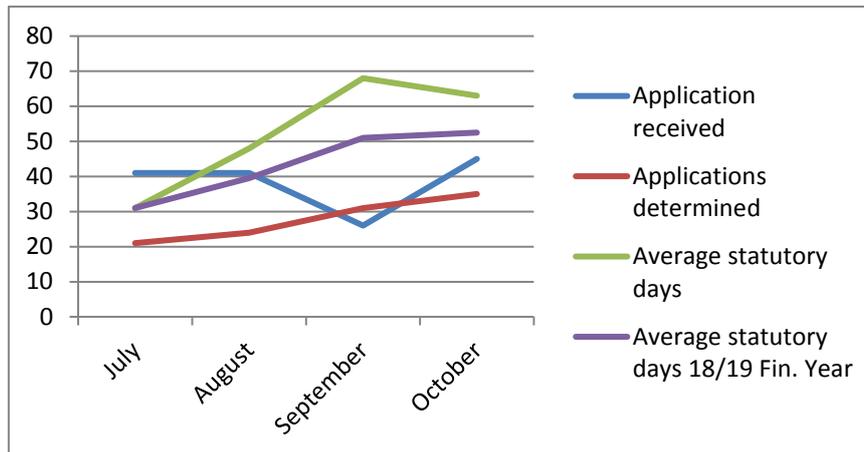
There was a drop in infringements issued due to planned staff leave and preparations for fire preparedness inspections which have commenced throughout the shire. To date, areas around Yandoit, Clunes, Creswick and Springmount have been inspected. 164 fire prevention notices have been issued to reduce the risk of bushfire in the shire.

Planning

The planning activity report for October 2018 is summarized below:

| Planning Activity | Total |
|---|-------|
| Applications received | 45 |
| Applications determined | 35 |
| Average statutory days | 63 |
| Average statutory days 18/19 financial yr | 52.5 |
| Average statutory days 17/18 financial yr | 45 |

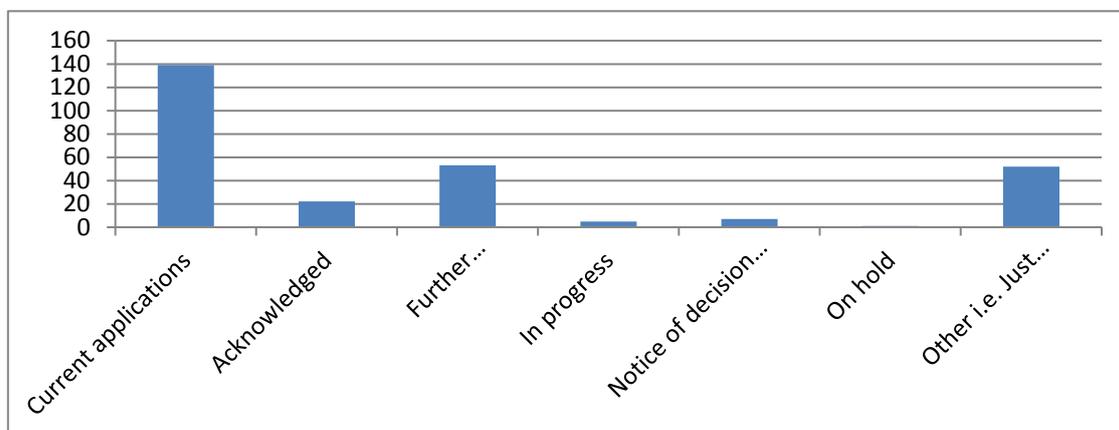
The following graph represents planning activity for the 18/19 financial year.



Applications determined each month has steadily risen from 21 in July to 35 in October as staff vacancies have been filled. This also coincides with a reduction in the average days to determine an application.

The status of all active applications as at October 2018 is summarized below:

| Status of applications | Total |
|-------------------------------------|-------|
| Current applications | 139 |
| Acknowledged | 22 |
| Further information request | 53 |
| In progress | 5 |
| Notice of decision pending | 7 |
| On hold | 1 |
| Other i.e. just submitted, referred | 52 |



Applications determined in October under delegation.

A list of applications issued under delegation is included as an attachment. Thirty five (35) permits were issued in October. The breakdown of permits issued under delegation by category is listed in the table below.

| | |
|---|----|
| Notice of Decision issued - objector involved | 3 |
| Permit not required | 2 |
| Permit issued by delegated officer | 28 |
| Permit withdrawn | 2 |

OFFICER'S RECOMMENDATION

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

MOTION

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

Moved: Cr Kate Redwood AM

Seconded: Cr Greg May

Carried

ATTACHMENT 3 - **PLANNING PERMITS ISSUED UNDER DELEGATION IN
OCTOBER 2018**

Planning Permits issued under delegation - October 2018

| Application ID | Full Details | Primary Property | Decision |
|----------------|---|--|---|
| PlnPA001946 | Development of a supermarket, site cut greater than 1m in depth, car parking dispensation, bicycle parking dispensation and | 30 Bridport Street, DAYLESFORD VIC 3460 | Notice of Decision issued - objector involved |
| PlnPA002047 | Construction of a dwelling, outbuilding, and associated works, generally in accordance with the endorsed plans | 12 Connells Gully Road, DAYLESFORD VIC 3460 | Notice of Decision issued - objector involved |
| PlnPA001866 | 15 lot subdivision with common property and alteration to road access in Road Zone Category 1 | 34 Clunes Road, CRESWICK VIC 3363 | Notice of Decision issued - objector involved |
| PlnPA002201 | Extension to existing dwelling | 10 Macadam Street East, DAYLESFORD VIC 3460 | Permit not required |
| PlnPA002092 | Amend Sec 173 agreement to allow construction of dwelling outside building envelope | 39 Fourteenth Street, HEPBURN VIC 3461 | Permit not required |
| PlnPA002173 | Construction of additional bedroom to existing dwelling | 10 Nicholson Street, CLUNES VIC 3370 | Permit issued by delegated officer |
| PlnPA002124 | Use of the land for the sale and consumption of liquor associated with a cafe/restaurant licence | 102 Main Road, HEPBURN SPRINGS VIC 3461 | Permit issued by delegated officer |
| PlnPA002082 | Use and development of the land for a dwelling | 37 Albert Street, CRESWICK VIC 3363 | Permit issued by delegated officer |
| PlnPA002113 | Use and development of the land for a dwelling | 147 Yandoit Township Road, YANDOIT VIC 3461 | Permit issued by delegated officer |
| PlnPA002014 | Two Lot Subdivision, Construction of a two storey dwelling, vegetation removal and associated works. | 59 Vincent Street North, DAYLESFORD VIC 3460 | Permit issued by delegated officer |
| PlnPA002005 | Two Lot Subdivision (re-subdivision) | 32 High Street, TRENTHAM VIC 3458 | Permit issued by delegated officer |
| PlnPA002030 | Two (2) lot subdivision (dwelling excision) generally in accordance with the endorsed plans | 65 Lightwood Drive, WHEATSHEAF VIC 3461 | Permit issued by delegated officer |
| PlnPA002032 | Three Lot Plan of Subdivision and creation of common property | 18 Rogers Street, CRESWICK VIC 3363 | Permit issued by delegated officer |
| PlnPA002197 | Removal and replacement of existing front windows | 52 Vincent Street, DAYLESFORD VIC 3460 | Permit issued by delegated officer |
| PlnPA002196 | Paint exterior of shop | 20 Howe Street, DAYLESFORD VIC 3460 | Permit issued by delegated officer |
| PlnPA002087 | Extension to existing dwelling | 34 Church Parade, KINGSTON VIC 3364 | Permit issued by delegated officer |
| PlnPA002129 | Development of a replacement dwelling and new outbuilding generally in accordance with the endorsed plan | 59 Basalt Road, EGANSTOWN VIC 3461 | Permit issued by delegated officer |
| PlnPA002190 | Develop and carry out works associated with construction of a dwelling generally in accordance with the endorsed plans. | 37 Cosmo Road, TRENTHAM VIC 3458 | Permit issued by delegated officer |
| PlnPA002175 | Construction of a swimming pool | 39 King Street, DAYLESFORD VIC 3460 | Permit issued by delegated officer |
| PlnPA002206 | Construction of a shed and associated works, generally according with the endorsed plans | 871 Hepburn-Newstead Road, FRANKLINFORD VIC 3461 | Permit issued by delegated officer |
| PlnPA002165 | Construction of a shed | 1447 Hepburn-Newstead Road, CLYDESDALE VIC 3461 | Permit issued by delegated officer |
| PlnPA002188 | Construction of a outbuilding and associated works | 941 Blampied-Mollonghip Road, ROCKLYN VIC 3364 | Permit issued by delegated officer |
| PlnPA002093 | Construction of a dwelling, vegetation removal | 25 Vincent Street North, DAYLESFORD VIC 3460 | Permit issued by delegated officer |
| PlnPA002099 | Construction of a dwelling generally in accordance with the endorsed plans | 11 Feeleys Lane, TRENTHAM VIC 3458 | Permit issued by delegated officer |
| PlnPA002119 | Construction of a dwelling and garage, generally in accordance with the endorsed plans | 205 Back Glenlyon Road, GLENLYON VIC 3461 | Permit issued by delegated officer |
| PlnPA002104 | Construction of a dwelling | Leslies Road, PORCUPINE RIDGE VIC 3461 | Permit issued by delegated officer |
| PlnPA002110 | Construction of a dwelling | 60 Woodduck Drive, WHEATSHEAF VIC 3461 | Permit issued by delegated officer |
| PlnPA002194 | Construction of 2 outbuildings (Farm Sheds) and associated works | 1330 Daylesford-Malmsbury Road, DENVER VIC 3461 | Permit issued by delegated officer |
| PlnPA002198 | Construction and display of advertising signs generally in accordance with the endorsed plans | 5 Cushing Avenue, CRESWICK VIC 3363 | Permit issued by delegated officer |
| PlnPA002164 | Construct and carry out works associated with a solar energy facility attached to roof of existing building | 90 Albert Street, CRESWICK VIC 3363 | Permit issued by delegated officer |
| PlnPA002205 | Construct and carry out works associated with a solar energy facility attached to roof dwelling and outbuilding | 2 Whybrow Street, FRANKLINFORD VIC 3461 | Permit issued by delegated officer |
| PlnPA000927.01 | Alterations to previously approved plans; Development and use of a dwelling | Old Midland Highway, SPRINGMOUNT VIC 3364 | Permit issued by delegated officer |
| PlnPA001294.01 | Alter endorsed plans to remove ensuite and deck; Alterations and additions to existing Dwelling | 469 Daylesford-Trentham Road, MUSK VIC 3461 | Permit issued by delegated officer |
| PlnPA002193 | Construction of four dwellings on one lot with onsite carparking, associated landscaping, creation of access to Road Zone 1 | 1 Bleakley Street, DAYLESFORD VIC 3460 | Permit withdrawn |
| PlnPA002158 | Construction of a dwelling | 90 Fairview Drive, CLUNES VIC 3370 | Permit withdrawn |

12.4. CUSTOMER REQUESTS UPDATE

ACTING GENERAL MANAGER COMMUNITY & CORPORATE SERVICES

In providing this advice to Council as the Acting General Manager Community & Corporate Services, I Steve Millard have no interests to disclose in this report.

PURPOSE

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

BACKGROUND

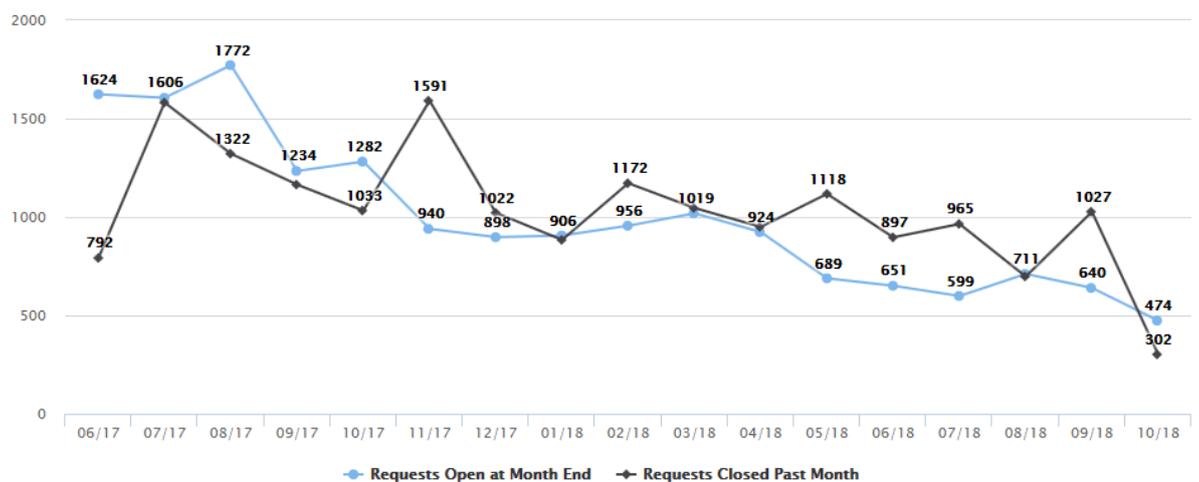
Council uses a Customer Request System *Closing the Loop* to receive and respond to a wide range of requests. The system is web-based and enables community members to directly enter requests, as well as staff to add and manage requests both in council offices as well as remotely.

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

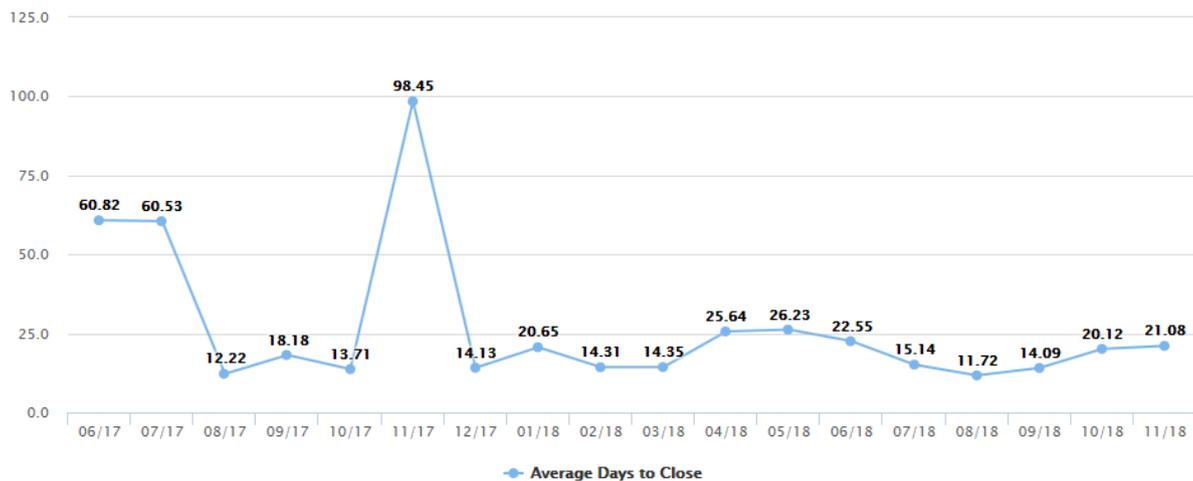
ISSUE/DISCUSSION

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

Total Requests Open and Closed Each Month



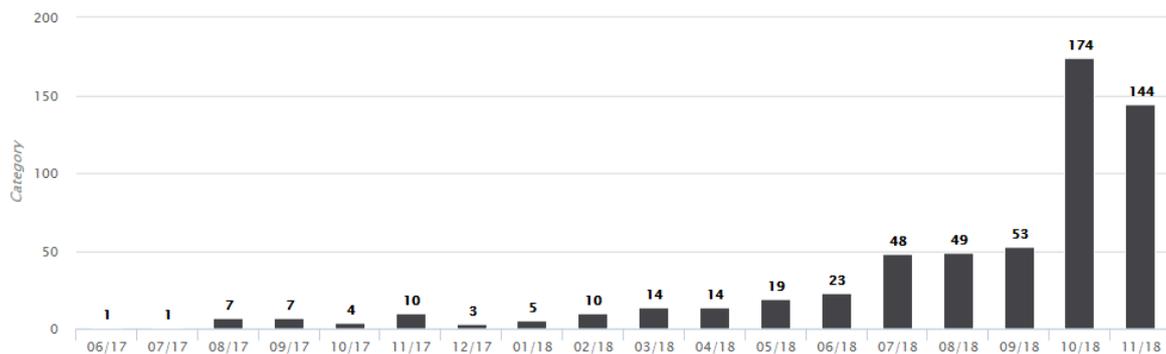
Average Days to Close External Requests



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

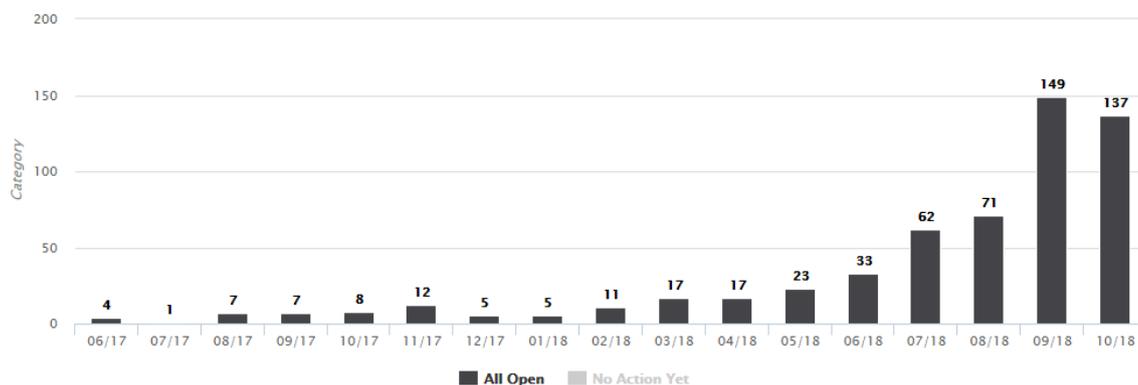
Open Requests by Month Received

Current - November 2018



Note: extracted on 12 November 2018

Last Month – October 2018



Note: extracted on 8 October 2018.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective: High Performing Organisation

Key Strategic Activity:

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

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

Key Strategic Indicator: Average Days to Close External Customer Requests

FINANCIAL IMPLICATIONS

Responding to customer requests is managed within the recurrent operational budget.

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

No specific matters noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

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

OFFICER'S RECOMMENDATION

12.4.1. That Council notes the update on customer requests for November 2018.

MOTION

12.4.1. *That Council notes the update on customer requests for November 2018.*

Moved: Cr John Cottrell

Seconded: Cr Sebastian Klein

Carried

12.5. YOUTH LEADERSHIP SCHOLARSHIP

ACTING GENERAL MANAGER OF COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Youth Engagement Officer, I Jonathon Van Der Ploeg have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council is to propose a Youth Leadership Scholarship fund available in 2019/2020 for young people who live in the Hepburn Shire

BACKGROUND

Youth leadership and learning opportunities are a key theme of the Hepburn Shire Council's Youth Strategy. A scholarship proposal has been submitted by Creswick resident Caelli Greenbank, to provide an annual scholarship opportunity for a young person to participate in the Young Endeavour program.

ISSUE/DISCUSSION

Opportunities for young people to gain these valuable skills in leadership and learning via overseas and adventure programs are often unavailable or too expensive for young people who live in the Hepburn Shire, particularly when factoring in additional travel expenses that a young person may incur to be able to participate.

We see this as an opportunity to facilitate access to invaluable experiences and leadership skills development for young people in Hepburn Shire, which will benefit the young person involved and the local community.

A committee made up of Community Members and Councillors will be formed to assess the applications and make a decision on the successful applicants.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active and Engaged Communities

Key Strategic Activity:

3.1 Implement Youth Strategy actions focusing on youth engagement, activating spaces and events.

FINANCIAL IMPLICATIONS

Three scholarship funding opportunities will be available. One scholarship will be dedicated to a young person who will attend the Young Endeavour program. The two remaining scholarships will be dedicated to young people to attend:

- The Young Endeavour Program
or
- State, Nationally or Internationally recognised leadership conference, course or workshop

These training programs must be specific to leadership development. Each scholarship will be to the sum of \$4,000 (\$12,000 total).

A budget bid for the 2019/2020 financial year will be submitted for the \$12,000, with the scholarship and applications process commencing on the 1st of July 2019.

RISK IMPLICATIONS

All applicants will be responsible for preparing their individual learning program, including travel and added costs.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The successful applicants will gain recognised leadership development as part of their learning. This has positive flow on effects, as young people will return to their communities to promote and facilitate the learning which they have gained.

The young people will gain a sense of empowerment and passion for influencing community outcomes.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Hepburn Shire Council's Youth Engagement Strategy supports Community and Youth engagement. The community, as part of the assessment panel, will have a responsibility to make recommendations on the successful applicants.

CONCLUSION

The proposal of the Youth Leadership Scholarship is supported by the Youth Engagement Strategy.

OFFICER'S RECOMMENDATION

12.5.1. That Council supports the implementation of the Youth Leadership scholarship initiative and considers a budget bid of \$12,000 in the 2019/2020 budget process

MOTION

12.5.1. *That Council supports the implementation of the Youth Leadership Scholarship initiative and considers a budget bid of \$12,000 in the 2019/2020 budget process and develops guidelines for submissions by relevant applicants*

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

12.6. HEPBURN BIODIVERSITY STRATEGY

ACTING GENERAL MANAGER COMMUNITY & CORPORATE SERVICES

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

PURPOSE

The purpose of this report is to discuss the final draft of the Hepburn Biodiversity Strategy.

BACKGROUND

A review of the Draft Hepburn Biodiversity Strategy has been underway since February 2018, incorporating feedback received from the previous draft strategy process in 2017, elicitation of additional stakeholder feedback, a public display and comment period and a series of three community workshops.

A six member Community Reference Group, consisting of Greg Pyers, Murray Ralph, Ron Cosgrave, Barry Dymond, Tom Walsh and Dr John Cable, was drawn from a range of interest groups and geography and oversaw the redrafting of the strategy. A substantial review by DELWP officers and one by the Dja Dja Wurrung Clans Aboriginal Corporation was integrated into the draft Strategy in September and early October.

A final display period of the finalised draft was conducted in October. The Final Draft of the Strategy is attached which includes goals, context and an Action plan for 2018-2021.

ISSUE/DISCUSSION

The Hepburn Biodiversity Strategy and Action Plan 2017-2021 outlines the commitment of the Council to protect, enhance and restore biodiversity

The Shire is fortunate in retaining a high proportion (approximately 46%) of native vegetation, as well as having a diverse and productive agricultural landscape and popular townships.

A large number of rural and urban landholders in the Shire work to retain and enhance biodiversity on their properties and on public land through their participation in Landcare, Friends Of groups and individual endeavour and investment.

There are three broad aims of the Strategy,

- To protect and enhance biodiversity,

- To increase Hepburn Shire Council's capacity to protect and enhance biodiversity
- To support community action and awareness

The strategy includes a four-year action plan with 13 strategic focus areas and 31 actions.

Actions include those from existing department budgets that contribute to biodiversity such as:

- The roadside weeds program and spray minimisation plan
- The Infrastructure Department review of the biodiversity protection provisions as a part of the wider Planning Scheme review

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

Specific biodiversity program actions include;

- A new grants scheme for biodiversity action of \$24,000 (in 2018 budget) that will complement the existing \$20,000 for Landcare group grants.
- \$10,000 (2018 budget) to collect baseline data on biodiversity assets in council-managed reserves
- \$10,000 (2018 budget) to complete the roadside vegetation assessment commenced in 2015, a key tool for planning road works

RISK IMPLICATIONS

Future changes in State priorities and legislation that relate to biodiversity. This risk has been minimised by considering State funding priorities and processes under the Biodiversity 2037 strategy when developing the Hepburn Biodiversity strategy actions.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Biodiversity is under significant threat from the legacy of mining and clearing, the introduction of invasive plants and animals as well as ongoing land use change and climate change.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Specific biodiversity program actions include;

- Engagement activities including forums, activities, liaison and information publications on topics including new and emerging weeds and guidance on vegetation protection regulations.
- Priorities identified by community feedback for later years in the Action plan include developing a Pest Animal Plan and supporting community revegetation projects.

CONCLUSION

When adopted, the Biodiversity Strategy will guide actions of Council and the community to protect and enhance Hepburn Shire's unique and important biodiversity.

OFFICER'S RECOMMENDATION

12.6.1. That Council adopts the draft Biodiversity Strategy so that implementation of actions can commence

MOTION

12.6.1. That Council adopts the draft Biodiversity Strategy so that implementation of actions can commence

Moved: Cr Fiona Robson

Seconded: Cr Kate Redwood AM

Carried

ATTACHMENT 4 - HEPBURN BIODIVERSITY STRATEGY (ISSUED UNDER
SEPARATE COVER)

12.7. COMMUNITY GRANTS – NOVEMBER 2018

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to recommend the allocation of the 2018-2019 Community Grants Program for November 2018.

BACKGROUND

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

- A. Sustainable Environment and Vibrant Economy
- B. Active and Engaged Communities
- C. Quality Community Infrastructure (including small equipment)
- D. Reconciliation Support
- E. White Ribbon and Family Violence Action Initiatives
- F. Children's Program
- G. Charitable Purposes

ISSUE/DISCUSSION

A total of two applications were received for November.

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

Grant applications were assessed against the following criteria, contained in the Guidelines:

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

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

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

For November two applications have been received, with one being recommended for funding and one recommended to be deferred. These applications include:

| Project Name | Community Organisation | Description | Grant Category | Recommendation | Amount Requested |
|-----------------------|---|---|----------------|----------------|------------------|
| Rubbish 101 | Creswick Neighbourhood Centre Inc. | Create an internal waste management program as well as print waste management community education resources. Workshops on the topics of efficient waste processing, worm farming and composting will be conducted with the community. | A. | Full funding | \$1,495 |
| Daylesford Motor Show | Daylesford Motor Show auspiced by the Daylesford Football Netball Club Inc. | Family friendly event open to all makes and models of collectable vehicles spanning over the last 100 years. Stall holders, food vendors live entertainment and health checks will also be on offer. Proceeds | A. | Deferred | \$2,000 |

| | | | | | |
|-------|--|--|--|--|---------|
| | | will be donated towards local charities. | | | |
| Total | | | | | \$3,495 |

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective:

Active & Engaged Communities

Key Strategic Activity:

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

Action:

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

FINANCIAL IMPLICATIONS

Council has allocated \$42,000 for Community Grants in the 2018-2019 budget.

Following the October Community Grants allocation there is a funding balance of \$25,475 in the 2018-2019 Program.

RISK IMPLICATIONS

Due to concerns raised with the application submitted by the Daylesford Motor Show (ie. too many cars being parked on the oval at Victoria Park Recreation Reserve with the risk of causing structural damage), it is recommended that the outcome of this application is deferred until the event logistics are confirmed and determined as safe by Council.

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

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

OFFICER'S RECOMMENDATION

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

| Project Name | Community Organisation | Amount |
|--------------|------------------------------------|---------|
| Rubbish 101 | Creswick Neighbourhood Centre Inc. | \$1,495 |

12.7.2. That Council defers the decision of the following application until event logistics are determined:

| Project Name | Community Organisation | Amount |
|-----------------------|---|---------|
| Daylesford Motor Show | Daylesford Motor Show auspiced by the Daylesford Football Netball Club Inc. | \$2,000 |

MOTION

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

| Project Name | Community Organisation | Amount |
|--------------|------------------------------------|---------|
| Rubbish 101 | Creswick Neighbourhood Centre Inc. | \$1,495 |

12.7.2. *That Council defers the decision of the following application until event logistics are determined:*

| Project Name | Community Organisation | Amount |
|-----------------------|---|---------|
| Daylesford Motor Show | Daylesford Motor Show auspiced by the Daylesford Football Netball Club Inc. | \$2,000 |

Moved: Cr Neil Newitt

Seconded: Cr Greg May

Carried

Cr Don Henderson declared an indirect interest – close association and an indirect interest – conflicting duty on Item 12.8 as he holds the position of President of the Creswick Railway Workshops Association and left the meeting at 7.14 pm.

Cr Kate Redwood AM took the chair.

**12.8. SUPPORT FOR THE CRESWICK RAILWAY WORKSHOPS ASSOCIATION'S APPLICATION FOR A PUBLIC RECORDS OFFICE LOCAL HISTORY GRANT
CHIEF EXECUTIVE OFFICER**

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

PURPOSE

The purpose of this report is for Council to consider providing a letter of support on behalf of the Creswick Railway Workshops Associations (CRWA) in their application for funding through the Public Records Office Local History Grants Program.

BACKGROUND

The Local History Grants Program provides funding for activities that preserve, record and share the local, social and community history of Victoria and Victorians.

Applications close on Tuesday 18 December 2018.

ISSUE/DISCUSSION

The CRWA is seeking funding for a history project focused on the Creswick retail precinct during the 1930s to 1950s. The project intends to capture oral and visual histories, with signage and story boards on display in public places. The project also proposes an online component to extend its reach.

The CRWA is seeking to partner with the Creswick Museum for the project.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

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

Strategic Objective – Vibrant Economy

Key Strategic Activity:

3. Contribute to the strength of the economy through the ongoing development of key regional attractions and events that enable marketing of our region, attraction of visitors, business opportunities and underpin a strong community.

FINANCIAL IMPLICATIONS

No financial implications noted.

Council may be required to provide support and advice through the project regarding the placement and installation of the signs and storyboards.

RISK IMPLICATIONS

The project proposes the installation of signage and story boards throughout the retail precinct of Creswick.

The location of these is yet to be confirmed, and will be subject to community consultation, appropriate planning approvals and compliance with applicable local laws.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The project has the potential to preserve and enhance the experience of current residents and visitors to the region and promote a greater awareness of the local history within the Creswick community.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The CRWA has requested the support of Council in applying for the funding.

CONCLUSION

The provision of a letter of support for the CRWA's project aligns with Council's strategic objectives.

The funding will allow the group to capture and preserve part of Creswick's history.

OFFICER'S RECOMMENDATION

12.8.1. That Council provide a letter of support for the Creswick Railway Workshops Association's application for a Public Records Office Local History Grant to fund a history project focused on the Creswick retail precinct during the 1930s to 1950s.

MOTION

12.8.1 That Council provide a letter of support for the Creswick Railway Workshops Association's application for a Public Records Office Local History Grant to fund a history project focused on the Creswick retail precinct during the 1930s to 1950s.

Moved: Cr John Cottrell

Seconded: Cr Neil Newitt

Carried

Cr Don Henderson returned to the meeting at 7.18 pm.

ATTACHMENT 5 - LETTER – CRWA REQUESTING LETTER OF SUPPORT FOR
LOCAL HISTORY GRANT APPLICATION



Hon Sec Ms. J.A. Henderson
CRWA Incorporated
P.O. Box 119 Creswick 3363
Tel: 03-5345 1374 : 0407 622 463
CAV: A 0054961L
ABN: 48943898446

Evan King CEO

Hepburn Shire Council

RE: Public Records Office Community Grant proposal 2018 and Council support

The CRWA is looking to apply for a grant to develop a history project that will give voice to the stories of Creswick and its people, based upon the retail precinct of the 1930's to the 1950's or so. *[The exact time frame is yet to be confirmed.]*

Many locals have stories to tell, about the town and its people and these will be lost if they are not documented soon. I envisage the project will have an audio component to it, plus strong visual streetscape imagery. It's about our social and cultural heritage as well. I have discussed this with Secretary Creswick Museum Margaret Fullwood who advised that they have also considered a similar project, so I have invited them to work with the CRWA on this activity, and I feel sure that they will.

The proposal involves large signage with archival imagery of the main street and its buildings with QR coding to enable virtual access to more information. I would also have a mechanism to activate the voices of locals with their stories of local retailers and what it was like to live in Creswick during that time. I have sourced a local person with the expertise to manage this.

The location of these storyboards has not as yet been determined, however, the small structure known locally as The Cube in Raglan St, could well suffice. It was previously the original Information Centre, established in the mid-1960's. There are 2 side walls that would be very suitable. CADRA inc has a licence to use this with the Shire to post up notices and displays etc. I have regularly seen tourists looking at the old hose reel that is located in The Cube and believe that many would enjoy the visuals and audio associated with this project.

The applications close on 18 December 2018 and if successful, we will have 3 years to complete the task. Would you like to delegate this to a Shire Officer, or would you like to meet to take a quick look at The Cube? I would require a letter of support for this project plus advice that the Old Info Centre structure can be used for this purpose, given that it is a Shire owned structure.

Yours Truly

Judy Henderson

Hon Sec CRWA inc

13/11/2018

ATTACHMENT 6 - LETTER OF AGREEMENT FROM THE CRESWICK AND
DISTRICT RESIDENTS ASSOCIATION FOR THE USE OF THE CUBE

C.A.D.R.A.

Creswick & District Residents Association

Mr. Evan King CEO

Hepburn Shire Council

Re: Use of The Creswick Cube by the CRWA Inc. for history signage

This matter has been advised to the Executive of CADRA and they have all agreed that the CRWA can utilise the Cube for the purposes of their proposed history project.

CADRA also notes that the Licence it holds does not give it exclusivity and is content that the proposed storyboarding will only enhance the visibility of the Cube and the history of Creswick.

This is especially relevant given its original purpose and objective, being the original Visitor Information Centre in the 1960's.

Yours Truly

Judith Henderson

Hon Sec CADRA Inc.

15/11/2018

cadracreswick@gmail.com

**12.9. DISABILITY ACCESS AND INCLUSION PLAN IMPLEMENTATION -
ENDORSEMENT OF DISABILITY ADVISORY COMMITTEE - TERMS OF
REFERENCE**

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

*In providing this advice to Council as the Acting Manager Aged & Disability Services,
I Louisa Watts have no interests to disclose in this report.*

PURPOSE

The purpose of this Report is to present the Terms of Reference as drafted by the Disability Advisory Committee.

BACKGROUND

The Disability Access & Inclusion Plan 2018-2022 was adopted by Council in June 2018. As part of the implementation process, Council has endorsed 10 applicants to serve on its inaugural Disability Advisory Committee (DAC).

The DAC is made up of a group of people with either professional or lived experience of disability, that will work closely with Council to address barriers to access and inclusion issues in the community. They will also help to monitor the progress and implementation of the Disability Access and Inclusion Plan 2018 – 2022.

The DAC has undertaken an induction process and has been involved in the drafting process for the DAC Terms of Reference (TOR).

ISSUE/DISCUSSION

The Terms of Reference have been discussed, negotiated and agreed to by all DAC members, the Chair - Councillor Cottrell and the Rural Access Project Officer.

The TOR outlines the:

- Key objectives of the Disability Advisory Committee
- Roles and responsibilities of members and Council
- Membership including duration and rotating terms
- Meeting details and logistics
- Code of conduct
- Typical standing agenda items

FINANCIAL IMPLICATIONS

No financial implications for the DAC TOR.

RISK IMPLICATIONS

There are no risk implications.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The social benefits to the community are many and varied. By abiding with the Terms of Reference, the DAC will work with Council collaboratively towards a more accessible and inclusive environment, physically and socially for people with a disability, their family, friends or carers.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The engagement of the DAC will provide an ongoing opportunity for direct community feedback and stakeholder engagement.

CONCLUSION

The Disability Advisory Committee Terms of Reference document is presented for endorsement by Council.

OFFICER'S RECOMMENDATION

12.9.1. That Council endorses the Disability Advisory Committee - Terms of Reference as recommended by the Disability Advisory Committee.

MOTION

12.9.1. That Council endorses the Disability Advisory Committee - Terms of Reference as recommended by the Disability Advisory Committee.

Moved: Cr Sebastian Klein

Seconded: Cr John Cottrell

Carried

ATTACHMENT 7 - DISABILITY ADVISORY COMMITTEE TERMS OF
REFERENCE



Disability Access and Inclusion Plan 2018 - 2022

Disability Advisory Committee

Terms of Reference

November 2018

Disability Advisory Committee (DAC)

Terms of Reference

Background

Hepburn Shire Council is committed to improve and monitor a range of community services and facilities in partnership with the community and other agencies to promote wellbeing, safety, social independence and inclusion in the community. A Disability Access and Inclusion Plan (DAIP) has been developed to improve access and inclusion for people with a disability in the Shire.

Purpose of the DAC

The DAC will collaborate with Council to ensure that there is a proactive, two way conversation and advice about how to effectively implement the actions in the DAIP and address other access issues as they arise.

The DAC will also act as Council's disability representatives in the community to seek broader views on access issues and develop proactive solutions to effectively address access issues as they arise.

Objectives of the DAC

To provide advice to Council on:

- drafting future policies, plans or services that may impact people with a disability
- helping to promote positive images of people with a disability
- suggesting ways to advocate for better access and disability rights in the community
- suggesting ways to advocate for better access to the business community
- ways to improve employment opportunities in the Shire for people with a disability
- creating solution focussed responses to unusual or challenging issues.

Roles and Responsibilities

DAC member's role is to:

- be willing to act as a representative and present the views of people with a disability to Council
- raise issues that affect people with a disability within the Shire
- discuss issues and concerns in a proactive manner and recommended ways forward
- attend scheduled meetings and actively contribute to discussions and notify facilitator if unable to attend
- be able to look beyond personal interests and advocate for specific disability concerns within the community

- keep all sensitive, commercial or personal information confidential during and after their membership
- attend induction.

In support of the DAC, Council will:

- provide a Chair for the meetings
- provide a facilitator for each meeting who will invite guest speakers, draft and circulate agenda and previous minutes (sent at least 7 days prior to the meeting) and keep the database of members up to date. The facilitator will also obtain implementation progress updates from DAIP 'responsible officers' twice per year
- provide induction for all new members
- provide supports to DAC members to attend meetings where necessary (i.e transport, sign interpreters, large print documents, hearing augmentation, carers etc.)
- provide all written information in 'Simple English' and according to Vision Australia guidelines
- actively recruit new DAC members when a vacancy occurs
- alert DAC members of any impending reviews, drafts of new policies or strategies for their input
- provide an accessible venue and catering
- provide quarterly DAC updates to staff via email and post on Council website
- provide a minute-taker at each meeting who will record discussions
- will present an annual DAIP progress report to Council in February.

Membership

- Up to 10 community representatives with lived experience of disability. Representation must include a wide range of disabilities including, sensory, mental health, neurological, physical and intellectual impairments. Other non-disabled representatives are welcome to apply could include disability advocates, specialist AS1428 architects, parents or carers etc
- In the first year of operation, one half of members will be appointed for a one year term and the balance of members will be appointed for a two year term. In each ensuing year, half of the members will step down from their positions and new expressions of interest sought from the community for membership for a two year period
- After completing the relevant term and stepping down, members may renominate for another two year term at the discretion of the facilitator and Chair
- Casual vacancies (e.g. due to a member taking an unexpected leave of absence or illness) can be filled by another recommended person with the approval of the Council.

Meetings

- The meetings will be held every two months in an accessible community venue
- The venue will rotate across the Shire – Clunes, Creswick, Daylesford and Trentham
- The meetings to be held on Mondays between 12 and 3 pm
- If the Councillor elected to Chair the meeting is unable to attend the meetings, then Council will provide an alternate Chair

- The role of Chair will also rotate every two years
- A quorum for meetings will be 50% of current members, plus one
- The facilitator will call for agenda items 2 weeks before the scheduled meeting. Members may raise issues or items under 'other business' if necessary and time permits at the discretion of the Chair at start of the meeting
- A subcommittee or small working group may be formed when required and invited experts included where relevant
- All decisions of the Committee need to be agreed on by consensus (all members in attendance at the meeting agree). If consensus cannot be reached, the decision is deferred until the next meeting to allow extra time for further research or discussion
- A guest speaker or expert may be invited to each meeting and be decided upon by the members at the previous meeting
- In the case of conflict of interest - tell the Chair that you have a conflict of interest and leave the room until the matter has concluded
- Only DAC community members have voting rights.

Code of Conduct

- Behave in a courteous, respectful and professional manner at all times
- Allow all members to speak uninterrupted
- Never demonstrate any form of discrimination
- Value different opinions
- Disclose any potential conflicts of interest as soon as possible.

Agenda items to include:

- Attendance list (members present and any apologies)
- Minutes of previous meeting
- Actions arising from previous meeting
- Guest speaker information and topic
- Individual DAC member reports
- DAIP progress or updates
- General Business
- Next meeting details

Review of Terms of Reference

- The Terms of Reference will be reviewed annually
- Next review due - December 2019

12.10. MINERAL SPRINGS RESERVES ADVISORY COMMITTEE TERMS OF REFERENCE GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the General Manager Infrastructure, I Bruce Lucas have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to endorse the updated Terms of Reference for Councils Mineral Springs Reserve Advisory Committee.

BACKGROUND

The Mineral Springs Reserve Advisory Committee has been established to provide advice to Council that assists in the planning, prioritisation and implementation of maintenance and major projects across all Mineral Springs Reserves.

The current term of Councils Mineral Springs Reserve Advisory Committee is scheduled to expire on 31 January 2019 and the Terms of Reference were last reviewed in September 2017.

ISSUE/DISCUSSION

The current Advisory Committee has worked very effectively and has been of great support and assistance to Council in identifying improvement opportunities and focussing maintenance needs across the various Mineral Spring Reserves.

The broadened terms of reference provide an opportunity to harness the community interest and expertise in many of these reserves to inform management decisions.

The updated Terms of Reference confirm the scope of the advisory committee, its membership, term and meeting schedules which are summarised below.

Scope of the MSRAC

- To provide input/advice to Council/officers/consultants and others on specific heritage related project work
- To provide input/advice on to Council/officers/consultants on strategic heritage matters.

Committee Membership

- Councillors (1)
- Council staff (2)
- Department of Environment and Primary Industries (1)
- Community Members (3-5).
- Representation from Dja Dja Wurrung (1)

Committee term

- Each committee term will be 3 years.

- A Spill of positions will occur at the end of each committee term

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Not applicable

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

The continuance of the Advisory Committee allows Council to obtain a varied perspective of views and advice on works and new initiatives. This embraces consideration of all environmental, social and economic implications for each initiative.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The updated MSRAC Terms of Reference have been discussed with the current Advisory Committee and their suggested changes have been accommodated in the updated terms.

The membership for the new Advisory Committee will be sought by publicly calling for nominations from community members and key stakeholders.

CONCLUSION

A updated Terms of Reference provide an opportunity to harness community interest and expertise in the management of all mineral spring reserves under Council's management. This will provide increased levels of advice, relative prioritisation of works and inform future strategic decisions for all mineral spring reserves.

OFFICER'S RECOMMENDATION

That Council:

12.10.1. Adopts the updated Mineral Springs Reserves Advisory Committee - Terms of Reference – November 2018.

12.10.2. Authorises Officers to publicly call for nominations for the Mineral Springs Reserve Advisory Committee membership.

MOTION

That Council:

12.10.1. Adopts the updated Mineral Springs Reserves Advisory Committee - Terms of Reference – November 2018.

12.10.2. Authorises Officers to publicly call for nominations for the Mineral Springs Reserve Advisory Committee membership.

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

ATTACHMENT 8 - MINERAL SPRINGS RESERVE ADVISORY COMMITTEE
TERMS OF REFERENCE

MINERAL SPRINGS RESERVES ADVISORY COMMITTEE

DATE AMENDED: November 2018

DATE OF NEXT REVIEW: September 2021

DATE ADOPTED:

RESPONSIBLE OFFICER: General Manager Infrastructure

Introduction

Council is committed to working with the community to develop and plan delivery of maintenance and capital improvement works for all Mineral Springs Reserves that Council is responsible for managing across the municipality.

Purpose

The Mineral Springs Reserves Advisory Committee (MSRAC) will provide advice to assist Hepburn Shire Council plan for, prioritise and implement maintenance works and major projects across all Mineral Springs Reserves within the given parameters and funding opportunities.

Scope

- To provide input/advice to Council/officers/consultants/Victorian Mineral Water Committee and others on maintenance needs/schedules and major projects.
- To provide input/advice to Council/officers/consultants/Victorian Mineral Water Committee on future needs and strategic planning for Mineral Springs Reserves across Hepburn Shire Council including long term improvement programs.
- To assist in sourcing and securing grant funding.
- To include interpretive signage for bridges and pathways through the reserves.

- The Mineral Springs Reserves considered by this advisory committee are:
 - Hepburn Mineral Spring Reserve, Hepburn
 - Central Springs Reserve, Daylesford
 - Houston Street Springs, Daylesford
 - Thomas Springs, Franklinford
 - Glenlyon Recreation Reserve, Glenlyon
 - Woolnoughs Road Mineral Spring Reserve, Holcombe
 - Jubilee Lake Reserve, Daylesford
 - Leitches Creek Spring Reserve, Daylesford

Principles

The MSRAC will act as an advisory body to Council and make recommendations to Council for consideration. Final decision making will rest with Council.

Meetings

Meetings will be held on a four month cycle and will generally be aligned with

- Councils budget development process – December/January
- Project planning and scheduling – April/May
- Financial reporting – August /Sept

Committee support will be provided by a nominated Council officer.

Chair

The Chair will be the nominated Councillor appointed to the committee.

Committee Term

Each term of the committee will be 3 years.

There will be a spill of positions at the end of each committee term.

Members of Committee

Councillor membership of the MSRAC will generally be as listed below however other officers may be requested to attend for specific purposes. Councillor membership is by agreement of Councillors. Permanent members will be:

- Hepburn Shire Councillor (1)
- Council Officer – General Manager Infrastructure (1)
- Council Officer - Parks & Open Space Coordinator (1)
- Department of Environment, Land, Water and Planning (1)
- Community Panel Members (3 – 5)
- Representation from the Dja Dja Wurrung.

Legal Coverage for Members of Committee

Council's Insurance provides indemnity coverage for members of Council Committees who are acting on behalf of Council in good faith and in accordance with the relevant terms of reference.

Quorum

For voting purposes, a quorum will consist of 50% plus 1 of the designated committee membership.

Reporting

The MSRAC will forward minutes of meetings and any recommendations on all projects to be noted by Council at an Ordinary Meeting of Council. Council officers will facilitate reporting requirements.

12.11. RECONCILIATION ACTION PLAN (RAP) COMMUNITY REFERENCE GROUP (CRG) TERMS OF REFERENCE (TOR) AMEND RAP CRG TERMS OF REFERENCE ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to approve an update and amendment to the Terms of Reference for the Reconciliation Action Plan Community Reference Group (RAPCRG) to ensure continued support for the reconciliation activities of Council with Dja Dja Wurrung Traditional Owners and other Aboriginal and Torres Strait Islander communities.

BACKGROUND

In July 2018 Hepburn Shire Council adopted a Reconciliation Action plan (RAP). By adopting a RAP, Council made a commitment to support the development and implementation of reconciliation activities of Council and to work positively with the Dja Dja Wurrung Traditional Owners and other Aboriginal and Torres Strait Islander communities. Council's RAP is a "Reflect" RAP, which sets a 12 month plan of actions for Council to implement. Council's "reflect" RAP was developed in partnership with the Dja Dja Wurrung Aboriginal Corporation, Atkinson Consulting Group and a community reference group appointed by Council.

ISSUE/DISCUSSION

There are three key amendments or additions proposed to the current TOR;

- 1) Extend the duration of the term to support planning and delivery of future RAP phases and the associated actions;
- 2) Allow for co-opted members to attend meetings and provide advice to the CRG as agreed upon and invited by the current RAPCRG;
- 3) Allow for financial recompense for co-opted members as compensation of their travel expenses, particularly due to the fact that Dja Dja Wurrung Country covers a vast land area. The financial recompense would be as agreed upon by the relevant Council Officer with advice from the RAPCRG based on need, opportunity and budget availability.

There is no requirement for co-opted members to attend RAPCRG meetings permanently or on an on-going basis.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

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

3.9 Implement Reconciliation Action Plan actions.

FINANCIAL IMPLICATIONS

The budget in 2018-19 is \$14,500 total for all requirements to implement agreed RAP actions and any associated RAPCRG activities.

Expenditure to reimburse travel costs or to engage a co-opted member from a relevant organisation will need to be managed according to need and budget availability.

A "maximum" for travel reimbursement has been included to minimise any financial risks.

| Co-Opted Member | Amount \$ | Approval |
|---|--|---|
| Dja Dja Wurrung Aboriginal Clans Corporation (DDWACC) Employee or other relevant formal organisation/consultancy. | Fee as set by organisation | Council Officer and relevant Supervisor. According to budget availability. |
| Co-opted Member from community (no ABN) | Travel reimbursement @ ATO rate per/km. (0.68 per/km 2018-19) <i>* Up to a maximum of \$250.00 per meeting</i> | Council Officer and Supervisor. Community Member will complete Reimbursement Form that includes; <ul style="list-style-type: none"> • Date of meeting • Locations of travel • Total KMs |

RISK IMPLICATIONS

There is a risk that payment or reimbursement to co-opted members on the CRG may set a precedent for other volunteer committees, which would be unsustainable for Council.

Due to the expertise and lived-experience that may need to be co-opted, as well as the large area that Dja Dja Wurrung Country covers, we are confident that this is unique requirement and will not set a precedent to other committees.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

N/A

COMMUNITY AND STAKEHOLDER ENGAGEMENT

N/A

CONCLUSION

The RAP Framework involves four RAP phases for organisations to support the reconciliation movement – Reflect; Innovate; Stretch and Elevate. The timeframe for completing each phase is dependent on the readiness of Council. The amendment of the TOR will allow the continuation of the RAPCRG throughout these phases.

OFFICER'S RECOMMENDATION

12.11.1. That Council adopts the proposed amendments to the Reconciliation Action Plan Community Reference Group Terms of Reference.

MOTION

12.11.1. That Council adopts the proposed amendments to the Reconciliation Action Plan Community Reference Group Terms of Reference.

Moved: Cr John Cottrell

Seconded: Cr Fiona Robson

Carried

ATTACHMENT 9 - RECONCILIATION ACTION PLAN COMMUNITY
REFERENCE GROUP TERMS OF REFERENCE

► RECONCILIATION



RECONCILIATION ACTION PLAN

COMMUNITY REFERENCE GROUP

TERMS OF REFERENCE

REVISED OCTOBER 2018~~JUNE 2017~~

► CONTACT

~~Nate Perry~~ Rachel Palmer - ~~Reconciliation Action Plan Project Officer~~ Coordinator Community Partnerships

03 5321 642539

rpalmernperry@hepburn.vic.gov.au

► RECONCILIATION



Hepburn Shire Council acknowledges that our municipality is located on Jaara people country, of which members and elders of the Dja Dja Wurrung Clans 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 the Dja Dja Wurrung living culture and the unique role it plays in the life of this region.

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1. Project Background

Hepburn Shire Council is developing a Reconciliation Action Plan (RAP). In July 2018 Hepburn Shire Council adopted a Reconciliation Action Plan (RAP). By adopting a RAP, Council makes a commitment to working positively today and into the future with the Dja Dja Wurrung Traditional Owners and other Aboriginal and Torres Strait Islander community members to learn, acknowledge and move forward together with the whole Hepburn Shire community. Council's 'Reflect' RAP was developed in partnership with Dja Dja Wurrung Clans Aboriginal Corporation, Atkinson Consulting Group and a community reference group appointed by Council. A RAP is a three-year business plan organisations undertake that seeks to improve the well-being of Aboriginal and Torres Strait Islander peoples throughout Australia and in relevant communities. The term "reconciliation" is broadly defined by Council as improving relations between non-Indigenous Australians and Indigenous Australians within the Shire.

Council's RAP is a 'Reflect' RAP, which sets a 12 month plan of actions for Council to implement. The 'Reflect' RAP includes practical actions that will drive Council's contribution to reconciliation both internally and in communities throughout the Hepburn Shire. These actions aim to enable Council to scope and reflect on how the organisation (Council) can contribute to reconciliation. Some actions may be impacted by the capacity of partners and retention of staff and volunteers.

Council's future RAPs will build on the success achieved through the 'Reflect' RAP under the themes of Relationships, Respect and Opportunities. These depend upon the partnerships and collective action as well as further developing Council's capacity to enable mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders.

Hepburn Shire Council committed to developing a RAP in 2016-17. The project is a response from community feedback and to the State of Victoria signing an agreement with the Dja Dja Wurrung Clans in March 2013 under the Traditional Owner Settlement Act. The Agreement includes a Local Government Engagement Strategy (Clause 2.6) comprising 12 actions to be progressed by local councils. One action is to work with local communities to complete a RAP.

The purpose of Council's RAP project is to work with our Indigenous stakeholders (Traditional Owners and local Indigenous residents) to develop an action plan to:

- recognise Dja Dja Wurrung culture locally
- create opportunities for reconciliation in the Hepburn Shire
- improve Hepburn Shire Council business processes to create a culturally safe work place
- ensure Council officers are trained to meet obligations for maintaining Indigenous heritage locally

2. Role of the Community Reference Group

The community reference group is comprised of non-indigenous and Aboriginal and Torres Strait Islander participants and its functions are:

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The Hepburn Shire Council RAP Community Reference Group will provide a temporary consultation forum comprising non-indigenous and Aboriginal and Torres Strait Islander participants to assist the development of Hepburn Shire Council's first Reconciliation Action Plan. The draft RAP will be presented to Council for adoption. The Community Reference Group's role is:

- To represent Aboriginal and Torres Strait Islander community and provide input on the interests, needs and experiences identified by the Aboriginal and Torres Strait Islander community.
- To provide feedback on the methodology and research processes involved in developing the each RAP stage (Reflect, Innovate, Stretch and Elevate).
- To support and assist with research and community engagement activities consultations.
- To represent their respective organisations, sectors or groups.
- To communicate feedback on the RAP development between organisations, the community and Council
- To promote a shared knowledge and understanding of the Shire's commitment to reconciliation.
- To discuss issues and concerns and recommend ways forward.
- To provide advice and comment on the RAP framework and priorities identified by Council for the Plan.
- ~~To provide feedback on the draft Plan.~~
- ~~To provide ideas on the launch of the RAP and the design elements of the final document.~~

3. Community Reference Group Function

The community reference group will function to:

~~The RAP Community Reference Group provides a forum for the Hepburn Shire to consult key stakeholders and seek input with regard to the process, development and implementation of the RAP. The RAP is a three year internal organisational business plan that focuses on what Hepburn Shire can do within its spheres of influence to contribute to the reconciliation movement. The RAP outlines practical actions the organisation will take to build strong relationships and enhanced respect between Aboriginal and Torres Strait Islander peoples and other Australians. The RAP program is a framework based around three key areas: respect, relationships and opportunities.~~

~~The Community Reference Group will function to:~~

- ~~Provide a forum for the Hepburn Shire to consult key stakeholders and seek input with regard to the process, development and implementation of each RAP stage. Each RAP stage will set practical actions that the organisation will take to build strong relationships and enhance respect between Aboriginal and Torres Strait Islander peoples and other Australians. input and feedback throughout the development of the Plan.~~

3.1 Ideas

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The Group members will draw on their connections and experience from within their respective areas of expertise for how the Project can be most effectively carried out.

3.2. Advocacy

The Group members will actively support the project and act as advocates for its intent and outcomes.

3.3. Review

The Group will provide input and comment on the RAP implementation and development of future RAP stages, development.

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Community Reference Group Operations

4.1. Term

Council has committed to a multi-year project to enable it to progress through the RAP stages identified by Reconciliation Australia. To enable an equitable opportunity for community members to participate in the RAPCRG, the term for members is 18 months. Existing RAPCRG members may reapply. Appointment of RAPCRG members will be based on the following criteria:

- Applied knowledge of Aboriginal and Torres Strait Islander history
- Relevance of background and expertise to assist in the implementation and future development of Hepburn Shire Council's Reconciliation Action Plans
- Influence to promote reconciliation in the Hepburn Shire (e.g. affiliations with community organisations or local businesses)
- People who identify as Djaara (Traditional Owner), Aboriginal and/or Torres Strait Islander

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The Reference Group will operate for the duration of the project, which is anticipated to conclude in 2018 subject to Council and Reconciliation Australia endorsement.

4.2. Meetings

It is expected that the Reference Group will meet at least four times per year at key project milestones and further if required.

4.3. Venue

Meetings will be held at Hepburn Shire offices or Community Halls unless otherwise arranged.

4.4. Time Involvement

Approximately two hours per meeting will be required of members.

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4.5. Disclosure of Conflict of Interest

Members have a responsibility to disclose any direct or indirect conflict of interest or potential conflict between their business or professional interests, and their roles as members of the Community Reference Group. If a conflict of interest is disclosed, the conflicted member must take the following steps:

1. Tell the committee you have a conflict of interest.
2. Tell the chair you are leaving the meeting.
3. Leave the room until the matter has concluded.

Where the Community Reference Group discusses the -Dja Dja Wurrung [Clans Aboriginal Corporation](#) in its role as the Traditional Owner group entity under the Recognition and Settlement Agreement, no conflict of interest will apply.

4.6. Agenda

The Hepburn Shire ~~Council project~~ officer is responsible for the preparation and circulation of meeting agendas and attachments. The agenda and attachments will be distributed at least five working days prior to the next scheduled meeting. Agenda items must be forwarded to the project officer by the close of business, seven working days prior to the next scheduled meeting. Members may raise an item under "Other Business" if necessary and as time permits, at the discretion of the Chair.

Agendas will generally be structured as follows:

- Attendance (members present and apologies)
- Actions arising from previous meeting and their outcomes
- Project Status Update
- Items for discussion
- Other Business
- Next Meeting details and review of actions

4.7. Meeting Minutes

The ~~project Hepburn Shire Council~~ officer will be responsible for supporting the meeting. A minute taker will be provided by the officer. Previous meeting minutes will be circulated at least five working days prior to a meeting and emailed to Group members.

4.8. Chairperson

A Hepburn Shire Councillor will chair the Community Reference Group. The Councillor will be appointed by Council. Should a Councillor not be in attendance, a Chair will be nominated by Council staff present.

4.9. Reporting Requirements

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The Group is not a decision making body but rather a reference group providing advice and expertise. All feedback from the RAPCRG will be considered by Council.

5. Membership

The group will consist of at least five members and a maximum of ten members in addition to one Hepburn Shire Councillor. The Councillor will be appointed by Council, perform the role of Chair and be an ex officio member of the committee without voting rights.

Council will appoint membership to the Community Reference Group based on one or more of the following attributes:

- Knowledge, understanding and expertise in reconciliation and a general comprehension and interest in Aboriginal and Torres Strait Islander history and culture, particularly within the Hepburn Shire.
- Dja Dja Wurrung or other Aboriginal and Torres Strait Islander background.
- Hold positions of leadership and influence in businesses or organisations within the Shire.
 - Coopted members from Aboriginal and Torres Strait Islander background may be appointed for participation in a RAPCRG meeting where existing members do not have a lived experience as a First Nations people. A fee for DDWACC (or other organisation) may be paid or a travel reimbursement may be offered to coopted community members in recognition of the cultural load they may carry.

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5.1. Co-Opted Members

| <u>Co-Opted Member</u> | <u>Amount \$</u> | <u>Approval</u> |
|--|--|---|
| <u>Dja Dja Wurrung Aboriginal Clans Corporation (DDWACC) Employee or other relevant formal organisation/consultancy.</u> | <u>Fee as set by organisation</u> | <u>Council Officer and relevant Supervisor.</u> <u>According to budget availability.</u> |
| <u>Co-opted Member from community (no ABN)</u> | <u>Travel reimbursement @ ATO rate per/km. (0.68 per/km 2018-19)</u> <u>* Up to a maximum of \$250.00 per meeting</u> | <u>Council Officer and Supervisor.</u> <u>According to budget availability.</u> <u>Community Member will complete Reimbursement</u> |

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| | | <p>Form that includes:</p> <ul style="list-style-type: none">• <u>Date of meeting</u>• <u>Locations of travel</u>• <u>Total KMs</u> |
|--|--|---|

5.2 Membership Recruitment

An invitation for expressions of interest will be publicly advertised and circulated through numerous community networks including: Shire-based Neighbourhood Houses, the Dja Dja Wurrung Aboriginal Clans Corporation (DDWCAC), local and regional newspapers, and local reconciliation networks. Membership will be sought from the Dja Dja Wurrung Aboriginal Clans Corporation (DDWCAC) and other identified Aboriginal representatives and community agencies who express an interest in participating. The recruitment process will occur as such:

- Invitation for Expressions of Interest circulated
- Expressions of Interest received by Council
- Prospective member invited to the RAP Community Reference Group meeting
- RAP Community Reference Group member agrees to Terms of Reference

5.2. Term of Members

~~Membership is for the duration of the development and launch of the RAP (anticipated to be completed in 2018).~~

~~An Expression Of Interest (EOI) will be conducted to appoint or reappoint members for the 18 month term. This EOI process for membership will be repeated throughout the four phases of the reconciliation framework.~~

5.3. Condition of Members

The Chair is responsible for ensuring the Community Reference Group operates efficiently, effectively and according to the Terms of Reference. The Chair will act to enable all members have equal opportunity to contribute. In the event of the absence of the Chair from a meeting, members present have the authority to appoint one of their members to act as a Chair.

The following qualities are expected of members:

- To be supportive of the process
- To read information provided prior to the meeting
- To provide apologies

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5.4. Apologies

Members are required to inform the [Hepburn Shire Council project](#) officer if they are unable to attend a meeting.

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12.12. TRENTHAM KINDERGARTEN RESTUMPING WORKS

CHIEF EXECUTIVE OFFICER

In providing this advice to Council as the Manager Special Projects, I Kathleen Brannigan have no interests to disclose in this report.

PURPOSE

The purpose of this report is to recommend that Council awards the contract to undertake restumping works at Trentham Kindergarten.

BACKGROUND

The Trentham Childcare Needs Analysis found that there was a need for child care and after school care in Trentham. Total funding for the project is \$581,000.

In addition to these works some urgent restumping works are required to the existing building which are outside the scope of the improvement project.

At the October Council meeting Council resolved:

That Council agrees to the restumping works required at the Trentham Kindergarten facility and it being funded from the emergency works allocation of the Building and Structures Renewal Program at an estimated cost of \$20,000, subject to the matter returning to Council before the approval of the works.

ISSUE/DISCUSSION

The restumping works need to be completed prior to kindergarten upgrade works commencing which we are endeavouring to achieve in January 2019.

Council has undertaken a procurement process in accordance with Councils Procurement Policy and completed a Request for Quotation process.

The tight timeframe for completion of the restumping to allow for kindergarten upgrade works to proceed in January has limited the number of companies who are willing to quote or available to complete the works as specified.

Council has approached 5 providers for the restumping works and received one quotation, two responses declining to quote and two who didn't respond.

The quotation received is valued at \$19,390 (ex GST) and the contractor has confirmed their ability to complete the works within the required project timelines.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active and Engaged Communities

Key Strategic Activity:

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

Action 3.6: Support the development and delivery of early years services including kindergartens, pre-schools and child-care to meet demand.

FINANCIAL IMPLICATIONS

To allow the delivery of the Trentham Kindergarten upgrade project it is proposed to fund the restumping works from the funds set aside for Emergency works in the Building and Structures Renewal budget.

This was initially estimated to be in the order of \$20,000 and the preferred supplier quotation for the works is valued \$19,390 (ex GST) and can be funded from the Emergency Works allocation within the Building and Structures Renewal Program.

RISK IMPLICATIONS

Without the restumping works being completed there is a risk that the upgrade and improvement project for the Trentham Kindergarten will not be delivered or will not achieve the original project expectations.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Without development of childcare Trentham will lose families to childcare centres, kindergartens and schools in neighbouring towns. When families utilise these services outside Trentham, other economic expenditure and service utilisation also leaves the township.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Two Trentham Early Years Forums were held in August (17 & 23/8/2018) for parents of young children and other stakeholders to discuss options for childcare. The options were:

- Complete the kindergarten upgrade and build childcare (Stage One) with existing funding allocated by Council; or,

- Wait to hear back about an application for an Early Learning Facility Upgrade Grant from the State Government that would deliver both stages – providing for up to 22 places of childcare and upgrade of the kindergarten.

Following advice that funding announcements were anticipated in late September/early October Forum participants agreed that it would be worth holding off on starting the project until the outcome of the application was known. Officers continued with detailed design and documentation to prepare the request for tender process.

Forty-six families have responded to the recent childcare needs survey.

CONCLUSION

To enable the successful completion of the Trentham Kindergarten upgrade project Council needs to complete restumping works of the existing facility. This work is desirable to be completed during December to allow the improvement works to proceed.

Council has undertaken a procurement process in accordance with Councils Procurement Policy and completed a Request for Quotation process and is recommending these restumping works be funded from the Building and Structures Renewal Program valued at \$19,390.

OFFICER'S RECOMMENDATION

That Council:

12.12.1. Approves the expenditure for the restumping works to be funded from the Building and Structures Renewal Program.

12.12.2. Authorises officers to award the contract under officer delegation.

MOTION

That Council:

12.12.1. Approves the expenditure for the restumping works to be funded from the Building and Structures Renewal Program.

12.12.2. Authorises officers to award the contract under officer delegation.

Moved: Cr Sebastian Klein

Seconded: Cr John Cottrell

Carried

12.13. PUBLIC HOLIDAYS AND COUNCIL OFFICE CLOSURES DURING THE CHRISTMAS AND NEW PERIOD 2018-19

CHIEF EXECUTIVE OFFICER

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

PURPOSE

The purpose of this report is to seek Council's endorsement of the proposal to close Hepburn Shire Council offices during the Christmas holiday period 2018-2019.

The report also seeks endorsement of the early closure of the Shire offices on Friday 14 December 2018 to facilitate a staff end of year celebration.

BACKGROUND

It has been the practice of Hepburn Shire Council to close during the Christmas holiday period. The holiday period will have little impact on service delivery and at the same time provides the opportunity for staff to reduce outstanding annual leave and rostered day off balances. This has been the practice over the past few years as there is limited demand placed on municipal services over this period and the closure is generally accepted by the community.

ISSUE/DISCUSSION

It is proposed that the Hepburn Shire municipal offices and libraries be closed from 3.00pm on Monday 24 December 2018, and reopen on Wednesday 2 January 2019. The period comprises three work days and three public holidays. Public holidays have been assigned, under the Public Holidays Act, to Tuesday 25 December 2018, Wednesday 26 December 2018 (Boxing Day), Tuesday 1 January 2019. It is proposed that the three work days (Thursday 27 December, Friday 28 December, and Monday 31 December) will be taken by staff as leave during this period. A skeleton staff will continue to operate during the closure period to ensure that essential services continue. These include; Community Care staff members, Maintenance staff members and the Daylesford and Creswick and Clunes Visitors Centres staff members.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Not applicable.

FINANCIAL IMPLICATIONS

There is no financial impact as a result of closing the offices and depots between Christmas and New Year. The closure provides the organisation with the opportunity to decrease its annual leave liability.

RISK IMPLICATIONS

Staff involved in Emergency Management will undertake their roles and responsibilities in accordance with the Emergency Management procedures. On declared Code Red days, Hepburn Shire Council Emergency Management staff will be stationed in the Municipal Emergency Coordination Centre (MECC) in readiness for any incidents. Council will have a roster for Emergency Management Staff over the holiday period closure.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

It is proposed that the office and depot closures will be advertised in The Advocate and The Courier newspapers. Public advertisements will indicate the arrangements for service provision and emergency response over the Christmas/New Year period as well as the early closure of offices on 14 December 2018.

CONCLUSION

It is appropriate that the Hepburn Shire Council offices close during the Christmas/New Year holiday period 2018-2019.

OFFICER'S RECOMMENDATION

That Council:

12.13.1. Approves the closure of the Hepburn Shire Council offices and depots for the period from 3.00pm on Monday 24 December 2018 to return of business on Wednesday 2 January 2019 and close the municipal offices at 1.30pm on Friday 14 December 2018 to facilitate a staff end of year function.

12.13.2. Authorises Council officers to place advertisements in The Advocate and The Courier advising of the closure arrangements, indicating service delivery and emergency response arrangements during the 2018-2019 holiday period.

MOTION

That Council:

12.13.1. Approves the closure of the Hepburn Shire Council offices and depots for the period from 3.00pm on Monday 24 December 2018 to return of business on Wednesday 2 January 2019 and close the municipal offices at 1.30pm on Friday 14 December 2018 to facilitate a staff end of year function.

12.13.2. Authorises Council officers to place advertisements in The Advocate and The Courier advising of the closure arrangements, indicating service delivery and emergency response arrangements during the 2018-2019 holiday period.

Moved: Cr Neil Newitt

Seconded: Cr Greg May

Carried

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

GENERAL MANAGER INFRASTRUCTURE

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

PURPOSE

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

BACKGROUND

The National Heavy Vehicle Regulator (NHVR) is a national body responsible for oversize and overweight special access permits. NHVR refers consent to each Road Manager, including Council, for approval. Once approved, NHVR issues the permit. Under the Heavy Vehicle National Law (HVNL) Road Managers have 28 days to respond to a request for consent unless an extension is agreed with the NHVR or 14 days under the expedited approval process for renewals. Failure to respond within this time frame, for expedited approval process, consent is taken as provided. Council regularly exceeds the HVNL response times however we notify the regulator of the anticipated response timeframes.

A proportion of the NHVR referrals are for limited movements or one off trips, commonly associated with house movements. In the case of house movements these are often applications for oversized vehicles rather than overweight vehicles.

VICROADS/NHVR REQUEST FOR RE APPROVAL OF EXISTING B DOUBLE NETWORKS

VicRoads, on behalf of NHVR, currently have gazetted routes through Hepburn Shire meaning Class 2 B-Double vehicles can travel on these roads and do not require any permit. Council have previously approved these roads and included these local roads on the gazetted road register.

VicRoads has requested Council to confirm the consent for these existing B Double gazetted network to enable an update of the NHVR National Class 2 B Double Authorisation Notice 2018.

The current Council approved gazetted Class 2 B Double roads include:

| HVR_B_DOUBLE | HVR_B_DOUBLE_COMM | HVR_RD_MANAGER | SUBJECT_PREF_RDNAME | LRS_RMACCLASS | LOCALITIES |
|--------------|---------------------|----------------|-------------------------|----------------|-----------------------|
| Approved | No Conditions Apply | HEPBURN | ALLENDALE-KINGSTON ROAD | Municipal Road | ALLENDALE |
| Approved | No Conditions Apply | HEPBURN | ALLENDALE-KINGSTON ROAD | Municipal Road | ALLENDALE to KINGSTON |
| Approved | No Conditions Apply | HEPBURN | ALLENDALE-KINGSTON ROAD | Municipal Road | KINGSTON |
| Approved | No Conditions Apply | HEPBURN | GRAYS ROAD | Municipal Road | ALLENDALE |
| Approved | No Conditions Apply | HEPBURN | KINGSTON ROAD | Municipal Road | KINGSTON |
| Approved | No Conditions Apply | HEPBURN | VICTORIA STREET | Municipal Road | CLUNES |
| Approved | No Conditions Apply | HEPBURN | WEST STREET | Municipal Road | CLUNES |

Council Officers have assessed the routes and identified discrepancies with some of the previously gazetted heavy vehicle route currently being unsuitable for regular, unpermitted heavy vehicle access. Equally, Council currently has existing roads that maybe suitable for inclusion on the gazetted Class 2 B Double list. In particular, East Street between Midlands Hwy and Railway Crescent which is the most often requested road for NHVR permits, has been previously assessed and provides access to a limited part of the industrial estate.

NEW AND RENEWAL APPLICATIONS

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

| Ref | Permit Type | Organisation | Vehicles | Roads | Load Type | Time Frame as per Application | No of Trips (approx) |
|--------------------|-------------|---|-----------------------------------|---|----------------------|-------------------------------|--|
| a) 192124 | Renew | Coaches R Us Pty Ltd (Trotters Coaches) | Controlled Access Bus | Victoria St, Creswick (between Midland Hwy and Lewers St); Lewers St, Creswick (between Victoria St and Raglan St); Raglan St, Creswick (between Lewers St and Lewers St) | Passengers | 04/10/2018-03/10/2021 | 52 Per Year approximately – Routes are used for V/Line train replacement and Emergency train replacement |
| b) 185775 | Amend | Primal Surfacing Pty Ltd | Spreader box rigid truck 1-2 axle | All Local Authority controlled roads | Quarry Materials | 09/10/2018-08/10/2021 | 250 Per Year – Dependant on contracted works |
| c) 179523 approved | New | Matt Pugh (behalf of Ecoliv) | Prime Mover towing load | Ruthven St, Daylesford (between Vincent St and Bridport St), Bridport St (between Ruthven | House Transportation | 31/08/2018-31/08/2019 | 2 trucks – 1 trip |

| | | | | | | | |
|----------------------|------------|-------------------------------|----------------------------|--|---|-------------------------|-------------------------|
| | | | | St and 40b Bridport St) | | | |
| d) 194257 approved | New | Martin House Removers Pty Ltd | Prime Mover towing load | South St, Trentham (between Cosmo Rd and 4 South St) | House Transportation | 11/10/2018-11/10/2019 | 3 Trips |
| e) 194409 and 194393 | New | BRB Modular Pty Ltd | Prime Mover towing load | Perrins St Daylesford (between Midland Hwy and 11 Perrins St) | House Transportation | 15/10/2018-15/10/2019 | 10 Trips |
| F) 190618 | New | Suckling Holdings Pty Ltd | B double Unloaded | Victoria St, Creswick Luttet St, Creswick Ascot-Creswick Rd, Creswick End: Mendhams Dam Road, Creswick | Storing of empty trailers in shed | 26/09/2018 – 25/09/2019 | Once to Twice per Month |
| g) 107460 | Renew | M & R Diesel | Tow Truck – Underlift/hook | All local authority controlled roads | Towing of broken down and disabled heavy vehicles | 30/10/2018 – 29/11/2019 | Dependant on works |
| h) 195766 | Amend | Freemans Transport Pty Ltd | B Double | Gillies Rd, Bald Hills Rd, Creswick Reed St, Creswick Victoria Street Creswick End: Approved HML B Double Network, ALBERT STREET CRESWICK | Grain | 31/10/2018 – 30/10/2021 | 10 trips per month |
| i)117447 | New Permit | DT Richards | B Double | Approved B Double HML Network, Creswick VIC 3363 Water Street Creswick | Transportation of Logs | 06/11/2018 – 05/11/2021 | ~180 trips total |
| j) 117447 | Amend | D T Richards | B Double | Start Approved HML B Double Network, Clunes-Creswick Rd, Creswick VIC 3363 King St, Creswick Frenchmans Rd, Creswick Smokeytown Rd, Springmount End Approved HML B Double Network, Midland Hwy, Springmount VIC 3364 | Transportation of Logs | 06/11/2018 – 05/11/2021 | ~180 trips total |

ISSUE/DISCUSSION

Council officers have assessed the applications considering the following:

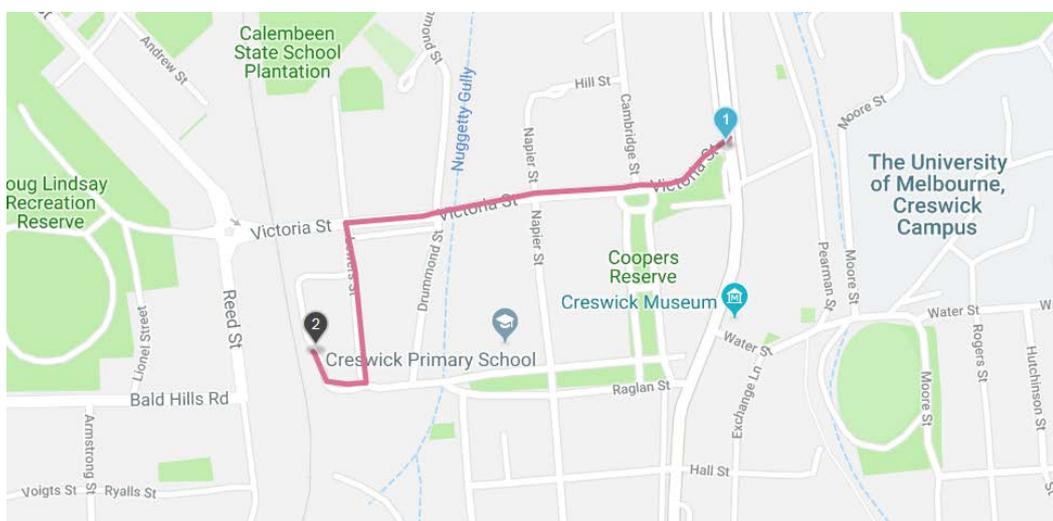
- Community safety
- Local amenity
- Physical limitations of the network
- Economic benefits
- Alternative access
- Cost implications to Council.

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

CONSENT REQUESTS

a) Coaches R Us Pty Ltd - Trotters Coaches (Road Manager Request Number 192124):

Coaches R Us Pty Ltd requests that Council grant a renewal of consent for the route shown as follows:



Map a - 1

The requested road has been assessed as being suitable for using Heavy Vehicles subject to the new Standard Conditions.

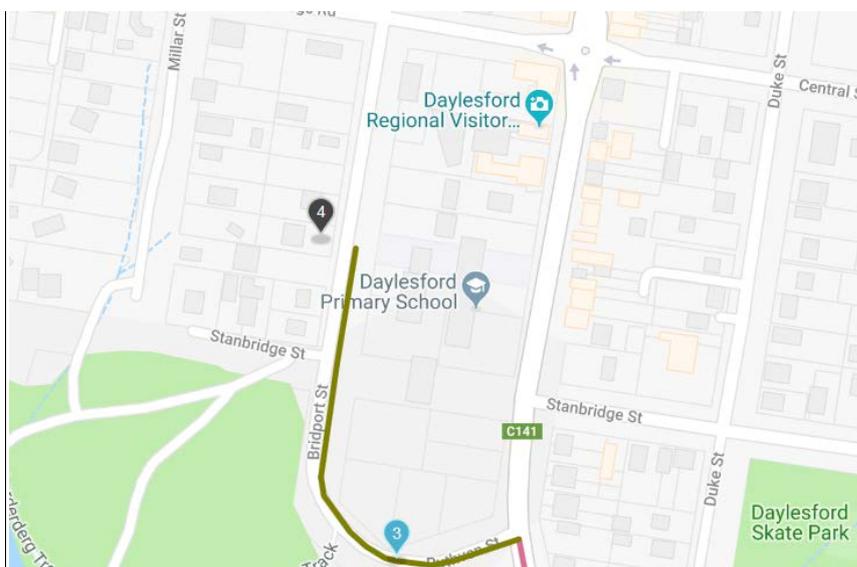
b) Primal Surfacing Pty Ltd (Road Manager Request Number 185775):

Primal Surfacing Pty Ltd requests that Council grants a renewal of consent for all Council controlled roads. This is an amendment to the permit previously approved 19/01/2017. Primal Surfacing is contracted to Council for delivery of the bituminous

reseal program. It is recommended the permit be renewed in accordance with the application subject to the new Standard Conditions and supplementary Condition A.

c) Mathew Pugh (Road Manager Request Number 179523):

Mathew Pugh has requested that Council grant consent for the following route which is shown in the following map:

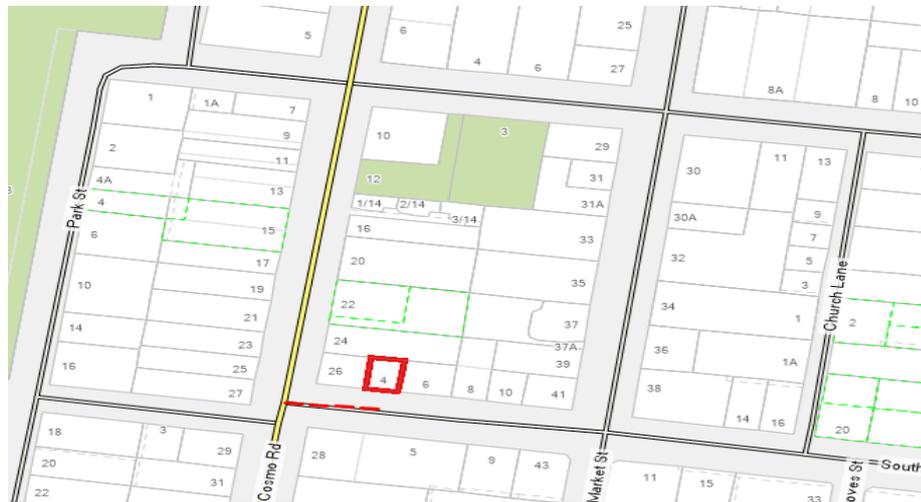


Map c - 1

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

d) Martin House Removals Pty Ltd (Road Manager Request Number 194257):

Martin House Removals Pty Ltd requested that Council grants consent for the routes shown in the following maps:

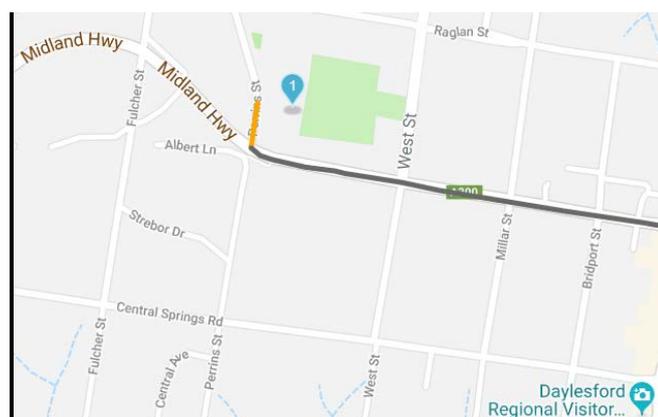


Map d - 1

Due to the response time limitation of the NHVR, the requested road was assessed as being suitable for using the requested vehicle and approval was granted as per previous advice to councillors. This referral is provided to council to confirm the previous approval subject to the new Standard Conditions and supplementary Condition A.

e) BRB Modular Pty Ltd (Road Manager Request Number 194409 and 194393):

BRB Modular Pty Ltd requests that Council grant consent for the route shown in the following map:

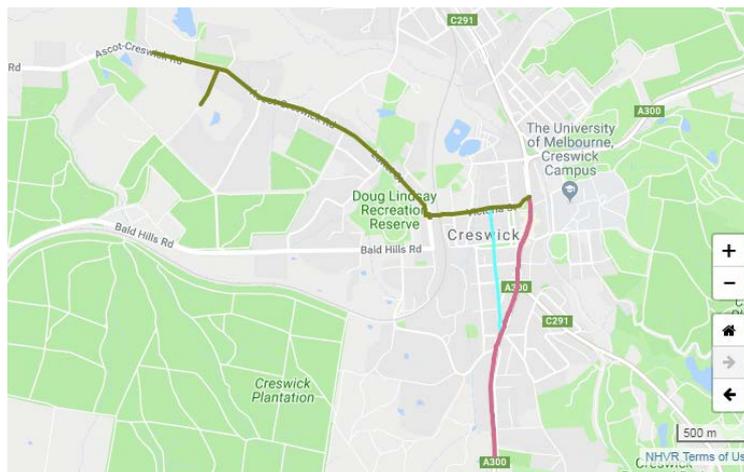


Map e - 1

The request pertains to the relocation of the Dharma School to a new site on Daylesford-Trentham Road. The requested road has been assessed as being suitable for using Heavy Vehicles in accordance with the application subject to the new Standard Conditions and supplementary Condition A.

f) Suckling Holdings Pty Ltd (Road Manager Request Number 190618):

Suckling Holdings Pty Ltd requests that Council grant consent for the route shown in the following map:



Map f - 1

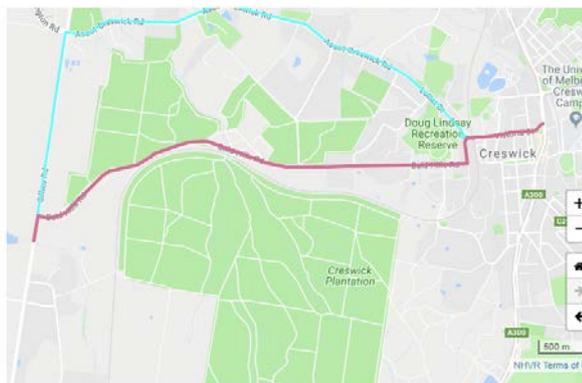
Other than Napier Street, the requested road has been assessed as being suitable for using Heavy Vehicles in accordance with the application subject to the new Standard Conditions and supplementary Condition B. An alternate route is proposed to Napier Street to eliminate the vehicle movements through a residential area and past the Creswick Primary school.

g) M & R Diesel (Road Manager Request Number 107460):

M & R Diesel requests that Council grants renewal of consent for all Council controlled roads. Access is required for towing accident damaged or incapacitated Heavy Vehicles. Access would be subject to the new Standard Conditions.

h) Freemans Transport Pty Ltd (Road Request Number 195766):

Freemans Transport Pty Ltd requests that Council grant consent for the following route which is shown in the following map:



Map h - 1

The requested road has been assessed as being suitable for using Heavy Vehicles in accordance with the application subject to the Standard Conditions.

i) DT Richards Pty Ltd (Road Request Number 117447):

DT Richards Pty Ltd requests that Council grant consent for the route shown in the following map:

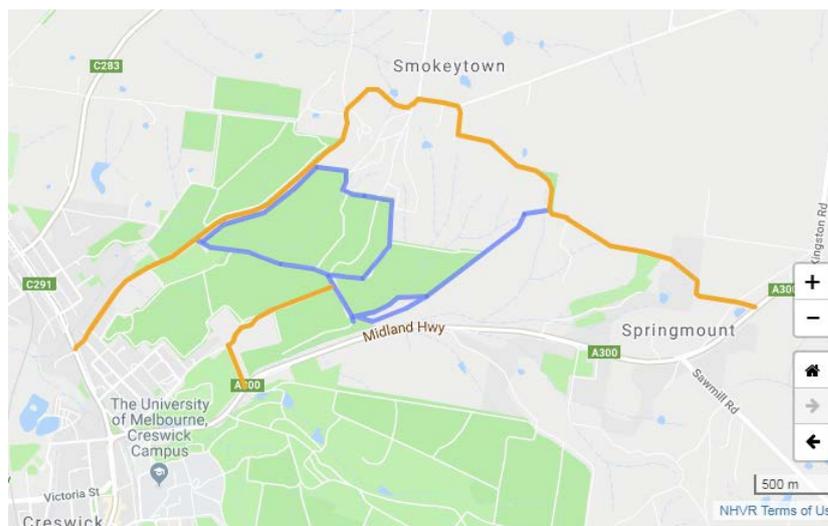


Map i - 1

The requested road has been assessed as being suitable for using Heavy Vehicles in accordance with the application subject to the new Standard Conditions.

j) DT Richards Pty Ltd (Road Request Number 117447):

DT Richards Pty Ltd requests that Council grant consent for the route shown in the following map:



Map j - 1

The requested road has been assessed as being suitable for using Heavy Vehicles in accordance with the application subject to the new Standard Conditions.

NEW STANDARD CONDITIONS

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

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

SUPPLEMENTARY CONDITIONS

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

- A. Hours of Operation shall be 7:00am to 6:00pm
- B. Unloaded vehicles only

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

No external engagement was undertaken in relation to these requests.

CONCLUSION

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

Council shall also review the current listed gazetted class 2 B Double routes that are controlled by Council.

OFFICER'S RECOMMENDATION

That Council:

12.14.1. Approves Coaches R Us Pty Ltd to use Controlled Access Buses commencing 21 November 2018 and expiring 3 October 2021 on Victoria St, Creswick (between Midland Hwy and Lewers St); Lewers St, Creswick (between Victoria St and Raglan St); Raglan St, Creswick (between Lewers St and Lewers St), subject to new standard conditions 12.14.11.

12.14.2. Approves Primal Surfacing Pty Ltd to use a Spreader box rigid truck 1-2 axle commencing 21 November 2018 and expiring 8th October 2021 on all Local Authority controlled roads subject to new standard conditions 12.14.11 and supplementary conditions 12.14.12A.

12.14.3. Acknowledges the previously granted permit to Matt Pugh to use a Prime Mover towing load for the period commencing 12 November 2018 and expiring 31 August 2019 on Ruthven St, Daylesford (between Vincent St and Bridport St), Bridport St (between Ruthven St and 40b Bridport St), subject to new standard conditions 12.14.11 and supplementary conditions 12.14.12A.

12.14.4. Acknowledges the previously granted permit to Martin House Removers Pty Ltd to use Prime Mover towing load on South St, Trentham (between Cosmo Rd and 4 South St) subject to standard conditions 12.14.11 and supplementary conditions 12.14.12A.

12.14.5. Approves BRB Modular Pty Ltd to use Prime Mover towing load on Perrins St, Daylesford (between Midland Hwy and 11 Perrins St) subject to new standard conditions 12.14.11 and supplementary conditions 12.14.12A.

12.14.6. Approves Suckling Holdings Pty Ltd to use B Double Unloaded commencing 21 November 2018 and expiring 25 September 2019 on Victoria Street, Creswick Little Street, Creswick Ascot Creswick Road, Creswick Mendhams Dam Road, Creswick subject to new standard conditions 12.14.11 and supplementary conditions 12.14.12B.

12.14.7. Approves M & R Diesel to use Tow Truck – Underlift/hook commencing 30 November 2018 and expiring 29 November 2019 on all Local Authority controlled roads subject to new standard conditions 12.14.11.

12.14.8. Approves Freeman Transport Pty Ltd to use B double towing load commencing 21 November 2018 and expiring 30 October 2021 on Gillies Road, Bald Hills Road, Creswick Reed Street, Creswick Victoria street, Creswick subject to new standard conditions 12.14.11 and supplementary conditions 12.14.12A.

12.14.9. Approves DT Richards Pty Ltd to use B double towing load commencing 21 November 2018 and expiring 5 November 2021 on Albert Street, Water Street, Creswick subject to new standard conditions 12.14.11 and supplementary conditions 12.14.12A.

12.14.10. Approves DT Richards Pty Ltd to use B double towing load commencing 21 November 2018 and expiring 5 November 2021 on King St, Creswick, Frenchmans Rd, Creswick, Smokeytown Rd, Springmount subject to new standard conditions 12.14.12 and supplementary conditions 12.14.12A.

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

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

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

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

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

- A. Hours of Operation shall be 7:00am to 6:00pm
- B. Unloaded vehicles only

12.14.13. Authorises officers to assess and respond directly to the NHVR for referrals related to limited movement or single movement trips where the statutory 28 days response period will be exceeded subject to the new standard conditions 12.14.11 and supplementary conditions 12.14.12A.

12.14.14. Approves Vic Road's request to continue the NHVR gazettement of Council's existing Class 2 B Double Network on:

- Kingston Road, Kingston
- Victoria Street, Clunes
- West Street, Clunes

To enable the update of the NHVR National Class 2 B Double Authorisation Notice 2018 and route management by NHVR

12.14.15. Apply to the NHVR to have the following roads removed from the NHVR National Class 2 B Double Authorisation gazetted register

- Allendale-Kingston Road, Allendale
- Allendale-Kingston Road, Allendale to Kingston
- Allendale-Kingston Road, Kingston
- Grays Road, Allendale

To enable the ongoing route management to revert to Council control.

12.14.16. Apply to the NHVR to have the following roads added to the NHVR National Class 2 B Double Authorisation gazetted register:

- East Street, Daylesford between Midlands Hwy and Railway Crescent

To enable the inclusion in NHVR National Class 2 B Double Authorisation Notice 2018 and route management by NHVR

MOTION

That Council:

- 12.14.1. Approves Coaches R Us Pty Ltd to use Controlled Access Buses commencing 21 November 2018 and expiring 3 October 2021 on Victoria St, Creswick (between Midland Hwy and Lewers St); Lewers St, Creswick (between Victoria St and Raglan St); Raglan St, Creswick (between Lewers St and Lewers St), subject to new standard conditions 12.14.11.*
- 12.14.2. Approves Primal Surfacing Pty Ltd to use a Spreader box rigid truck 1-2 axle commencing 21 November 2018 and expiring 8 October 2021 on all Local Authority controlled roads subject to new standard conditions 12.14.11 and supplementary conditions 12.14.12A.*
- 12.14.3. Acknowledges the previously granted permit to Matt Pugh to use a Prime Mover towing load for the period commencing 12 November 2018 and expiring 31 August 2019 on Ruthven St, Daylesford (between Vincent St and Bridport St), Bridport St (between Ruthven St and 40b Bridport St), subject to new standard conditions 12.14.11 and supplementary conditions 12.14.12A.*
- 12.14.4. Acknowledges the previously granted permit to Martin House Removers Pty Ltd to use Prime Mover towing load on South St, Trentham (between Cosmo Rd and 4 South St) subject to standard conditions 12.14.11 and supplementary conditions 12.14.12A.*
- 12.14.5. Approves BRB Modular Pty Ltd to use Prime Mover towing load on Perrins St, Daylesford (between Midland Hwy and 11 Perrins St) subject to new standard conditions 12.14.11 and supplementary conditions 12.14.12A.*
- 12.14.6. Approves Suckling Holdings Pty Ltd to use B Double Unloaded commencing 21 November 2018 and expiring 25 September 2019 on Victoria Street, Creswick Little Street, Creswick Ascot Creswick Road, Creswick Mendhams Dam Road, Creswick subject to new standard conditions 12.14.11 and supplementary conditions 12.14.12B.*

12.14.7. Approves M & R Diesel to use Tow Truck – Underlift/hook commencing 30 November 2018 and expiring 29 November 2019 on all Local Authority controlled roads subject to new standard conditions 12.14.11.

12.14.8. Approves Freeman Transport Pty Ltd to use B double towing load commencing 21 November 2018 and expiring 30 October 2021 on Gillies Road, Bald Hills Road, Creswick Reed Street, Creswick Victoria street, Creswick subject to new standard conditions 12.14.11 and supplementary conditions 12.14.12A.

12.14.9. Approves DT Richards Pty Ltd to use B double towing load commencing 21 November 2018 and expiring 5 November 2021 on Albert Street, Water Street, Creswick subject to new standard conditions 12.14.11 and supplementary conditions 12.14.12A.

12.14.10. Approves DT Richards Pty Ltd to use B double towing load commencing 21 November 2018 and expiring 5 November 2021 on King St, Creswick, Frenchmans Rd, Creswick, Smokeytown Rd, Springmount subject to new standard conditions 12.14.12 and supplementary conditions 12.14.12A.

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

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

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

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

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

A. Hours of Operation shall be 7:00am to 6:00pm

B. Unloaded vehicles only

12.14.13. Authorises officers to assess and respond directly to the NHVR for referrals related to limited movement or single movement trips where the statutory 28 days response period will be exceeded subject to the new standard conditions 12.14.11 and supplementary conditions 12.14.12A. In relation to house relocations, requires the operators to inform neighbouring properties of the necessary traffic movements.

12.14.14. Approves Vic Road's request to continue the NHVR gazettement of Council's existing Class 2 B Double Network on:

- Kingston Road, Kingston*
- Victoria Street, Clunes*
- West Street, Clunes*

To enable the update of the NHVR National Class 2 B Double Authorisation Notice 2018 and route management by NHVR

12.14.15. Apply to the NHVR to have the following roads removed from the NHVR National Class 2 B Double Authorisation gazetted register

- Allendale-Kingston Road, Allendale*
- Allendale-Kingston Road, Allendale to Kingston*
- Allendale-Kingston Road, Kingston*
- Grays Road, Allendale*

To enable the ongoing route management to revert to Council control.

12.14.16. Apply to the NHVR to have the following roads added to the NHVR National Class 2 B Double Authorisation gazetted register:

- East Street, Daylesford between Midlands Hwy and Railway Crescent*

To enable the inclusion in NHVR National Class 2 B Double Authorisation Notice 2018 and route management by NHVR

12.14.17. *Seek support from the Municipal Association of Victoria to establish a fund for maintenance of roads in rural shires.*

Moved: Cr Neil Newitt

Seconded: Cr John Cottrell

Carried

12.15. RECORD OF ASSEMBLIES OF COUNCILLORS

GENERAL MANAGER 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 | Location | Committee Name |
|------------|------------------------------|---|
| 20/09/2018 | Victoria Park - Daylesford | Municipal Emergency Management Planning Committee |
| 02/10/2018 | Council Chamber - Daylesford | Council Briefing |
| 09/10/2018 | Council Chamber - Daylesford | Council Briefing |
| 16/10/2018 | Glenlyon Shire Hall | Pre-Council Meeting Briefing |

| | | |
|------------|---|---|
| 18/10/2018 | Council Offices – Duke Street Daylesford | Reconciliation Action Plan Community Reference Group |
|------------|---|---|

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Local Government Act 1989, Section 80A

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

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

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

Information provided for noting.

OFFICER'S RECOMMENDATION

12.15.1. That Council receives and notes the Records of Assemblies of Councillors for the month of October 2018.

MOTION

12.15.1. That Council receives and notes the Records of Assemblies of Councillors for the month of October 2018.

Moved: Cr Kate Redwood AM

Seconded: Cr Grey May

Carried

ATTACHMENT 10 - RECORDS OF ASSEMBLIES OF COUNCILLORS

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Municipal Emergency Management Planning Committee
 Date: 20 September 2018
 Time: 11.00am – 12.30pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) - Victoria Park Recreation Facility Daylesford

Councillors present:

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

Members of Council Staff present:

- | | |
|---|--|
| <input type="checkbox"/> CEO Evan King | <input checked="" type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Acting GM Community & Corporate Services - Steve Millard | - Kathleen Brannigan, Daryl Clifton, David George, Melissa Phillips, Paulette Pleasance, |
| <input type="checkbox"/> GM Infrastructure Bruce Lucas | |

Conflict of Interest Disclosures:

| Councillor Name | Time Left and Returned |
|-----------------|------------------------|
| | |
| | |
| | |
| | |

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature: 

DOC/18/28797

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

AGENDA

► MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

Thursday 20 September 2018 – 11.00am – 12.30pm

Victoria Park Recreation Reserve – Daylesford

| Attendee | Organisation | Attending | Attendee | Organisation | Attending |
|-----------------|--------------------|-----------|---------------------|----------------|-----------|
| Matthew Flood | VicPol | Attending | Cr Greg May | HSC | |
| Sgt Dean Towk | VicPol | Attending | Bruce Lucas | HSC | Apology |
| Nathan Gardiner | VicPol | | Kathleen Brannigan | HSC | Attending |
| Neil Cheney | VicPol | | Steve Millard | HSC | |
| Luke Kneebone | CFA | Apology | Carl Telfar | HSC | Attending |
| Stephanie Wigan | CFA | | Daryl Clifton | HSC | Attending |
| Alan Hives | CFA (Creswick) | Attending | David George | HSC | Attending |
| Gordon Cornell | WICEN | Attending | Melissa Phillips | HSC | |
| Tony Grimme | SES | Apology | Amanda Western | HSC | Attending |
| Chris Berry | SES | Apology | Paulette Pleasance | HSC | Attending |
| Leesa Reid | DHHS Grampians | Attending | Justin Fiddes | HSC | |
| Mick Keating | DELWP | Apology | Siobhan Rogan | Parks Victoria | |
| Chris Arnold | DELWP | Attending | Kyra Winduss | Parks Victoria | |
| Kate Robertson | DEDJTR | Attending | Margaret Holt | CHW | Apology |
| Rachael Gibney | DEDJTR | | Michelle Djordjevic | VicRoads | Apology |
| Dale Farnsworth | GMW | | Stephen Latter | Hepburn Health | Attending |
| Peter Gerolemou | GMW | Apology | Shane Richardson | Hepburn Health | Attending |
| Jim Blaine | VCC | | Nathalie Lopez | Coliban Water | |
| Elleni Beshe | Red Cross | | Angus Bowles | Coliban Water | Attending |
| Barry Nicholls | Ambulance Victoria | | Ted Lis | EMV | Apology |
| | | | Leith Hunter | VicRoads | Attending |

| No | Time | Agenda Item | Presenter |
|----|---------|--|--------------------|
| 1 | 11.00am | Nomination of Chairman for Today | Paulette Pleasance |
| 2 | 11.01am | Welcome & Apologies | Chairman |
| 3 | 11.05am | Adoption of Minutes – 21 June 2018 | Chairman |
| 4 | 11.06am | Actions arising from minutes | Chairman |
| 5 | 11.10am | Incoming Correspondence <ul style="list-style-type: none"> • EMV – Coordination of Relief Following Non-Major Emergencies – Single Incidents • Red Cross – Guidance Note – Relief Assistance following Non-Major Emergencies (Single Incidents) • LGV Bulletin – Councils & Emergencies Project Phase 2 Fact Sheet • VICSES Report September 2018 • SES Letter – EMLA & MEMP Audit Transition July 2018 | Paulette Pleasance |

AGENDA

▶ MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

| | | | |
|--|---------|--|--------------------|
| | | <ul style="list-style-type: none"> • EMV Training – Psychological First Aid • Media Release 3.9.18 – Communities to have say in Review of Emergency Management Form <p>Outgoing Correspondence</p> | |
| 6 | 11.15am | Discussion – Coordination & Relief Following Non-Major Emergencies – Single Incidents | Kathleen Brannigan |
| 7 | 11.30am | <p>Standing Agenda Item</p> <p>MEMP Review Action Plan Quarter 1 - July to Sept 2018</p> <ul style="list-style-type: none"> • Review MEMP Review Action Plan – completed • Conduct MECC & ICC training exercise • Relief & Recovery Planning Committee Mtg • Review MECC Operations Plan | Daryl Clifton |
| 8 | 11.40am | Endorsement of Updated Recovery Operations Plan | Kathleen Brannigan |
| 9 | 11.50am | HSC MEMP Audit Update | Daryl Clifton |
| 10 | 12.00pm | <p>Review of Emergency Management at HSC</p> <ul style="list-style-type: none"> • Briefing to Executive Team • MEMPC Membership / Contact List | Daryl Clifton |
| 11 | 12.10pm | Heat Plan update | Melissa Phillips |
| 12 | 12.15pm | CFA Community Base Bushfire Management Project | Matt Flood |
| 13 | 12.20pm | General Business | Chairman |
| | | <p>December Meeting Agenda Items:</p> <ul style="list-style-type: none"> • MEMP Review Action Plan Quarter 2 Oct to Dec <ul style="list-style-type: none"> ○ Review recommendations and identify changes to MEMP from audit ○ Review the preparedness section of the MEMP ○ Review the Recovery Operations Plan (in progress) ○ Review Heatwave Plan (in progress) ○ Endorse MECC Operations Plan ○ MFMP Committee • .. | |
| | | Meeting Close | |
| <p>Next Meeting – Thursday 6 December 2018 – Doug Lindsay Recreation Reserve Creswick</p> | | | |

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor Briefing
Date: Tuesday, 2 October 2018
Time: 10:00am – 5:00pm

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

Councillors present:

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

Members of Council Staff present:

| | |
|--|--|
| <input checked="" type="checkbox"/> CEO Evan King | <input checked="" type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> Acting GM Community & Corporate Services Steve Millard | Manager Development & Community Safety Justin Fiddes, External Presentation |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas | Trentham Place Making Project - Ben Shoo, External Presentation |
| | Review of a Production Facility in Canada – David Toose and Lorraine Toose, Environmental Health Coordinator - Melissa Phillips and Environmental Health Officer - Lisa Sparkes, Sustainability Officer – Dominic Murphy, External Presentation – Tarryn Lane – Hepburn Wind, Youth Engagement Officer - Jonathon van der Ploeg, External Presentation – Caelli Greenbank, Governance and Information Coordinator – Katherine Toom, Governance Officer – Rebecca Smith |

Conflict of Interest Disclosures:

| Councillor Name | Time Left and Returned |
|-----------------|----------------------------------|
| Cr Greg May | Left @ 4:15pm, returned @ 4:45pm |
| | |

Matters Considered: [Click here to enter a date.](#)

Agenda Attached

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

RECORD OF ASSEMBLY OF COUNCILLORS

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

Name and title of Officer responsible for this written record:

- CEO Evan King Other, please specify:
 Acting GM Community & Corporate
Services Steve Millard
 GM Infrastructure Bruce Lucas

Signature: _____  _____

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

2 October 2018
 Council Chamber, Daylesford Town Hall
 10:00 am – 4:45 pm

INVITED:

| | |
|-------------|--|
| Councillors | Councillor Don Henderson Councillor Fiona Robson Councillor Greg May Councillor John Cottrell Councillor Kate Redwood AM Councillor Neil Newitt Councillor Sebastian Klein |
| Officers | Evan King – Chief Executive Officer Steve Millard – Acting GM Community and Corporate Services Bruce Lucas – GM Infrastructure |

CHAIR: Mayor John Cottrell
 Evan King – Chief Executive Officer

APOLOGIES:

| No | Time | Type | Agenda Item | Presenter | Page No |
|----|---------|--------------|---|--|---------|
| 1. | 10.00am | Presentation | Trentham Place Making Project | Manager Development and Community Safety | 3 |
| 2. | 11.30am | Presentation | Review of a Production Facility in Canada | Mr David Toose | 31 |
| 3. | 12.00pm | Discussion | Councillor discussion following presentation at item 2 | CEO | |
| | 12.30pm | | Lunch | | |
| 4. | 1.00pm | Report | Independent Broad-Based Anti-Corruption Commission – Local Government Integrity Framework Review 2018 – Final Summary Report | Acting GM Community and Corporate Services | 32 |

| No | Time | Type | Agenda Item | Presenter | Page No |
|-----|--------|--------------|---|--|---------|
| 5. | 1.15pm | Report | Immunisation Service Review | Environmental Health Officer | 62 |
| 6. | 1.30pm | Report | Hepburn Hub for Premium Produce | Manager Community and Economic Development | 74 |
| 7. | 1.45pm | Presentation | Community Transition Plan | Sustainability Officer | 78 |
| 8. | 2.30pm | Report | Community Grants - October Recommendations | Coordinator Community Partnerships | 80 |
| 9. | 2.45pm | Presentation | Youth Leadership Scholarship | Youth Engagement Officer | 82 |
| | 3.00pm | | Break | | |
| 10. | 3.30pm | Presentation | Creswick Trails Project Update | Project Manager | 84 |
| 11. | 4.00pm | Report | Council Meeting Dates and Locations for 2019 | Coordinator Governance and Information | 86 |
| 12. | 4.15pm | Presentation | Detailed OHS Incident Report | Manager People and Performance | 88 |
| 13. | 4.30pm | Discussion | Councillor 'Burning Issues' Discussion | Acting GM Community and Corporate Services | 89 |
| | 4.45pm | | CLOSE OF MEETING | | |

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor Briefing
Date: Tuesday, 9 October 2018
Time: 9:10am – 12:35pm

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

Councillors present:

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

Members of Council Staff present:

- | | |
|--|--|
| <input checked="" type="checkbox"/> CEO Evan King | <input checked="" type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> Acting GM Community & Corporate Services Steve Millard | Manager Aged & Disability Services - Louisa Watts, Financial Accountant – Kathie Attwood |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas | |

Conflict of Interest Disclosures:

| Councillor Name | Time Left and Returned |
|-----------------|------------------------|
| | |
| | |

Matters Considered: Click here to enter a date.

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature: _____  _____

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

Tuesday 9 October 2018
 Council Chamber, Daylesford Town Hall
 9:00am – 1:00pm

INVITED:

| | |
|-------------|--|
| Councillors | Councillor Don Henderson Councillor Fiona Robson Councillor Greg May Councillor John Cottrell Councillor Kate Redwood AM Councillor Neil Newitt Councillor Sebastian Klein |
| Officers | Evan King – Chief Executive Officer Steve Millard – Acting GM Community and Corporate Services Bruce Lucas – GM Infrastructure |

CHAIR: Mayor John Cottrell
 Evan King – Chief Executive Officer

APOLOGIES:

| No | Time | Type | Agenda Item | Presenter | Page No |
|----|---------|--------------|--|---|---------|
| 1. | 9.00am | Presentation | Aged & Disability Services - Future Direction | Acting Manager - Aged & Disability Services | 3 |
| 2. | 10.30am | Report | Disability Access and Inclusion Plan Implementation - Endorsement of Recommended Applicants for Disability Advisory Committee | Acting Manager - Aged & Disability Services | 5 |
| 3. | 10.45am | Presentation | Council 2018 Valuations and Rates Explained | Financial Accountant | 9 |
| 4. | 11.00am | Briefing | Projects 2018-19 | Acting GM Community and | 10 |

| No | Time | Type | Agenda Item | Presenter | Page No |
|----|--------|------|------------------|--------------------|---------|
| | | | | Corporate Services | |
| | 1.00pm | | CLOSE OF MEETING | | |

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Pre- Council Meeting Briefing
Date: Tuesday, 16 October 2018
Time: 3:45pm – 5:00pm

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

Councillors present:

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

Members of Council Staff present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> CEO Evan King | <input checked="" type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> Acting GM Community & Corporate Services Steve Millard | Manager Finance and IT – Trafford Thompson, Manager Aged & Disability Services – Louisa Watts |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas | |

Conflict of Interest Disclosures:

| Councillor Name | Time Left and Returned |
|-----------------|------------------------|
| | |
| | |

Matters Considered: Click here to enter a date.

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature: _____  _____

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

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Reconciliation Action Plan Community Reference Group

Date: Thursday, 18 October 2018

Time: 1:30pm – 3:00pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) – Duke St Customer service Centre

Councillors present:

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

Members of Council Staff present:

CEO Evan King
 Acting GM Community & Corporate Services Steve Millard
 GM Infrastructure Bruce Lucas
 Other, please specify:
 Community Development Officer – Robert Ball

Conflict of Interest Disclosures:

| Councillor Name | Time Left and Returned |
|-----------------|------------------------|
| | |
| | |

Matters Considered: [Click here to enter a date.](#)

Agenda Attached

Name and title of Officer responsible for this written record:

CEO Evan King
 Acting GM Community & Corporate Services Steve Millard
 GM Infrastructure Bruce Lucas
 Other, please specify: Robert Ball -
 Community Development Officer

Signature: *Robert Ball*

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

Reconciliation Action Plan Community Reference Group (RAPCRG)

Thursday 18 October 2018, 1:30pm – 3pm

Meeting Room, Duke Street Customer Service Centre Daylesford

Invitees: Barry Golding, Rod Poxton, Kylie Mookhoek, Gary Lawrence, Anne E Stewart, Peter Sago, Rachel Palmer, Cr Don Henderson (Deputy Mayor), Cr Kate Redwood.

Apologies: Cr John Cottrell

| Item | Time | Agenda Item | Presenter |
|------|--------|--|--------------------------|
| 1 | 1:30am | <ul style="list-style-type: none"> Acknowledgement of Country Welcome, apologies and introductions Acceptance of minutes from previous meeting Actions from previous minutes (note – some of these have been carried over as agenda items) | Chair |
| 2 | | <ul style="list-style-type: none"> Victorian Treaty – Update on attendance of afternoon briefing with Jill Gallagher AO, Victorian Treaty Commissioner, in Castlemaine Proposed Model for Aboriginal Representative Body | Barry, Gary, Kylie & Rob |
| 3 | | <ul style="list-style-type: none"> Reconciliation local history bus tour | Gary, Barry, Anne & Rod |
| 4 | | <ul style="list-style-type: none"> Koori Heritage Trust exhibition | Cr. Redwood & Rob |
| 5 | | <ul style="list-style-type: none"> National Reconciliation Week 2019 | Rob |
| 6 | | <ul style="list-style-type: none"> NAIDOC Week 7-14 JULY 2019 | Rob |
| 7 | | <ul style="list-style-type: none"> Evaluation framework | Rob |
| 8 | | <ul style="list-style-type: none"> Terms of Reference | Rob |
| 9 | | <ul style="list-style-type: none"> Other business | Chair |
| | | <ul style="list-style-type: none"> Meeting close | Chair |

13. COUNCIL SPECIAL COMMITTEES (SECTION 86)

13.1. MINUTES OF SPECIAL COMMITTEES (SECTION 86)

ACTING GENERAL MANAGER 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:

- Dean Recreation Reserve and Tennis Courts Special Committee – 9 August 2018
- Lee Medlyn Home of Bottles – 15 October 2018
- Lyonville Hall Special Committee AGM – 16 October 2018
- Lyonville Hall Special Committee – 16 October 2018

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

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes and reports have been provided for noting.

OFFICER'S RECOMMENDATION

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

- Dean Recreation Reserve and Tennis Courts Special Committee – 9 August 2018
- Lee Medlyn Home of Bottles – 15 October 2018
- Lyonville Hall Special Committee AGM – 16 October 2018
- Lyonville Hall Special Committee – 16 October 2018

MOTION

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

- *Dean Recreation Reserve and Tennis Courts Special Committee – 9 August 2018*
- *Lee Medlyn Home of Bottles – 15 October 2018*
- *Lyonville Hall Special Committee AGM – 16 October 2018*
- *Lyonville Hall Special Committee – 16 October 2018*

Moved: Cr John Cottrell

Seconded: Cr Greg May

Carried

**13.2. APPOINTMENT OF MEMBER TO SPECIAL COMMITTEE
ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES**

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

PURPOSE

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

BACKGROUND

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

ISSUE/DISCUSSION

The following application for membership of the Lyonville Hall was received by Council on 12 October 2018:

- Chris Paquin-Bowden (new member)

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

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

None identified

RISK IMPLICATIONS

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

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

A call for applications from community members wishing to join the Special Committee was advertised in the local newspapers and on Council's website and Facebook page in August 2018. Community members can be appointed to Special Committees of Council at any point throughout the year.

CONCLUSION

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

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

OFFICER'S RECOMMENDATION

That Council:

13.2.1. Resolves to appoint Chris Paquin-Bowden as a member of the Lyonville Hall Special Committee for a period commencing 1 December 2018 until 31 November 2020:

13.2.2. That Chris Paquin-Bowden, pursuant to section 81(2A) of the Act, is exempted from being required to submit a primary and ordinary return.

MOTION

That Council:

13.2.1. Resolves to appoint Chris Paquin-Bowden as a member of the Lyonville Hall Special Committee for a period commencing 1 December 2018 until 31 November 2020

13.2.2. That Chris Paquin-Bowden, pursuant to section 81(2A) of the Act, is exempted from being required to submit a primary and ordinary return.

Moved: Cr John Cottrell

Seconded: Cr Greg May

Carried

14. COUNCIL ADVISORY COMMITTEES

14.1. MINUTES OF ADVISORY COMMITTEES GENERAL MANAGER 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:

- International Women's Day Advisory Committee – 4 September 2018
- Mineral Springs Reserves Advisory Committee – 15 October 2018

These minutes have been provided to Councillors under separate cover.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes have been provided for noting.

OFFICER'S RECOMMENDATION

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

- International Women's Day Advisory Committee – 4 September 2018
- Mineral Springs Reserves Advisory Committee – 15 October 2018

MOTION

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

- *International Women's Day Advisory Committee – 4 September 2018*
- *Mineral Springs Reserves Advisory Committee – 15 October 2018*

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

15. CONFIDENTIAL ITEMS

Nil.

16. CLOSE OF MEETING

The meeting closed 7.46 pm
