



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
PUBLIC MINUTES

TUESDAY 18 JUNE 2019

SENIOR CITIZENS ROOMS

76 VINCENT STREET

DAYLESFORD

6:00PM

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MINUTES

TUESDAY 18 JUNE 2019

Senior Citizens Rooms

76 Vincent Street, Daylesford

Commencing 6:00PM

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EVAN KING
CHIEF EXECUTIVE OFFICER
18 JUNE 2019

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

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

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

2. SAFETY ORIENTATION

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

3. OPENING OF MEETING

PRESENT: Cr Don Henderson, Cr Kate Redwood AM, Cr Greg May, Cr Licia Kokocinski, Cr Fiona Robson, Cr Neil Newitt

IN ATTENDANCE: Mr Bradley Thomas Director Community and Corporate Services, Mr Bruce Lucas Director Infrastructure and Development Services, Mr Justin Fiddes Manager Development and Community Safety, Ms Katherine Toom Coordinator Governance and Information

STATEMENT OF COMMITMENT

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

4. APOLOGIES

Cr John Cottrell, CEO Evan King.

5. DECLARATIONS OF CONFLICTS OF INTEREST

Nil

6. CONFIRMATION OF MINUTES

RECOMMENDATION

6.1.1. That the Minutes of the Ordinary Meeting of Council held on 21 May 2019 and the Minutes of the Special Meeting of Council held on 4 June 2019 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.

MOTION

<p>6.1.1. <i>That the Minutes of the Ordinary Meeting of Council held on 21 May 2019 and the Minutes of the Special Meeting of Council held on 4 June 2019 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.</i></p>
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Moved: Cr Neil Newitt

Seconded: Cr Licia Kokocinski

Carried

7. NOTICES OF MOTION

Nil.

8. ITEMS OF URGENT BUSINESS

Nil.

9. PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor Don Henderson, Creswick Ward

Last night I attended a book launch in aid of Shannon's Bridge.

Shannon's Bridge was started by Creswick doctor Claire Hepper and some colleagues and friends and provides assistance packages to people who wish to die at home. Shannon was a young woman who died at home from cancer and the system developed saved all of the unnecessary trips to and from hospital. This program with the packages is now a national and international idea that assists many people in Shannon's situation

I also attended the Daylesford Brass Band AGM.

A chance to see our new bio energy plant operating in Creswick was not to be missed.

Hepburn hosted the Loddon Campaspe group of councils and there is great cooperation in this group

Mr King and I also attended the Central Highlands Councils meeting.

We also attended a function in Melbourne associated with the Western Bulldogs Leadership Program and some of the young people were really inspired by their experiences in the program. Along with Crs Robson and Redwood we attended the 5000 club lunch on the occasion of their move to Victoria Park. They were very appreciative of council and this venture provides a great service to those less fortunate than ourselves.

Last week Mr King and myself were interviewed by the Local Government Inspectorate. It is hoped that with their assistance we will be able to have some serious questions about the various processes around the Hepburn Hub project. What has become evident is that Council needs to be vigilant in future to ensure that all of our policies are adhered to and carried out.

Daylesford Secondary College refurbishment and new additions are nearly complete, and Councillors and I attended the opening which will see the school well-resourced into the future.

A huge thank you to our Reconciliation Action Plan team and Uncle Ricky Nelson for an insight into the history of our area from a Dja Dja Wurrung perspective. Two busloads of us from around the shire braved the weather to hear stories about our first nations people and how they survived and the impact of white settlement upon their lives and culture

COUNCILLOR REPORTS

Councillor Greg May, Creswick Ward

No written report provided.

Councillor Fiona Robson, Birch Ward

I had lots of fun with the many children that took part in the national simultaneous story time reading “alpacas with maracas” at the Daylesford library. A huge highlight was the visit of wildfire the llama. I learnt a lot about llamas and how they differ from alpacas. Huge thanks to our librarians for organising the event and making it so memorable.

I was delighted to be part of the ‘Grounded In Truth’ bus trip with Uncle Ricky Nelson as part of Reconciliation Week. There was a great sense of interest and respect from the two bus loads of people, that included 4 councillors and many council officers. This was a credit to our Reconciliation Advisory Committee and the supporting council officers. Thank you.

The Reconciliation morning at Creswick was organised by Hepburn Health and was attended by approximately 130 children from around the shire and beyond. It was wonderful to see the engagement in the smoking ceremony, storytelling, craft and other activities.

Unfortunately, I was not able to attend the films screened in partnership with Daylesford Cinema. The breadth of reconciliation activities in this shire, and the recent appointment of our ‘arts, culture and reconciliation officer’, are positive signs that we are becoming more aware as a community and I look forward to the next phase of our council’s Reconciliation Action Plan.

I was one of 4 councillors and many council officers that celebrated the opening of the new facilities at Daylesford College, the only secondary school in our shire. The school has embarked on a new chapter and I look forward to Our Council building an even stronger partnership with the school, their students and the broader school community.

The recognition of the contribution of volunteers was highlighted at a working bee and ceremony organised by the Daylesford Community Food Gardeners. This was a touching acknowledgement of the important role volunteers and community members play in creating a wonderful place to live, work and play. Ian Clarke was remembered and farewelled. As well as improving the health of the fruit trees at the Daylesford library and surrounds, but he generously shared his knowledge and increased the capacity of our community to continue his work. I thank everyone who organises and contributes to community life in our shire.

Other wonderful gatherings that have showcased the impact of volunteers I’ve enjoyed this month include the celebration of the 5000 Club moving to Victoria Park and the repair cafe, also at Victoria Park. Not only do these regular events provide an opportunity for people to come together in a safe and

welcoming place they also provide great benefit. The 5000 Club provides free access to hearty and healthy food and the repair cafe allows items to be repaired rather than going to landfill plus sharing these skills and knowledge. Sunday included electrical, bicycle, clothing and carpentry repairs as well as knife sharpening.

The Women's Health Night Out organised by Springs Medical was a fun way to increase awareness of how to improve our health every day. Our Council's newly adopted Active Women and Girls Strategy rated a mention. There are some helpful initiatives available and there seems to be an opportunity for stronger partnerships to make an even bigger positive impact on the health and wellbeing of the people of this shire.

Councillor Neil Newitt, Cameron Ward

No written report provided.

Councillor Kate Redwood AM, Birch Ward

It has been a memorable month

Firstly the work of Council's Reconciliation Action Plan advisory committee in planning and running the 'Grounded in Truth: Reading the Country at Contact' was a very special event. Congratulations to the committee members – particularly Professor Barry Golding, and our Council staff. And a thank you to Dja Dja Wurrung elder, Ricky Nelson. Around 100 local residents (including 4 councillors) transported by two buses visited a range of sites that hold special significance in the story of settlement and displacement of the original inhabitants.

Then the Reconciliation event organised by the Maternal and Child Health Service through Hepburn Health Service – a first ever – for preschool children and young primary school children held at the Creswick Neighbourhood Centre was a truly wonderful event.

The willingness of large numbers of people to come out in the freezing cold and wet to learn more about the Dja Dja Wurrung at various events truly does make me feel that the times they are a changing – and fast. I look forward to the forthcoming discussions in this municipality with the elected representatives of first peoples about treaty.

The opening of the new buildings at Daylesford Secondary College - another freezing night, and snowing – was heart-warming observing the huge excitement of the students and the staff in at last having modern flexible buildings to work in, with wonderful equipment and instruments. We felt proud of Council's role in helping lobby state government over a number of years to achieve this outcome. The important role of Kathleen Murray in initiating and leading the campaign for the rebuild should be acknowledged.

The meeting of the Grampians Region Waste Resource and Recovery forum was an opportunity to hear about and support the initiatives of eight

municipalities working on a shared tender for kerbside collection. (Hepburn is one of the eight) We noted the challenges of imminent e-waste bans from landfill, and lobbied for a number of recycling projects, including promoting container deposit legislation, and a trial of glass crushing. The shared knowledge among those attending was valuable. It should be noted that our Repair Cafe which is held once a month, is being strongly supported by the region, and is seen as a valuable initiative in changing our throw away culture. Well done Nikki Marshall and other volunteers who mend and sharpen and sew. Great to see the Vic Park pavilion used for this purpose.

The meeting of representatives of op shops regarding dumping of unsaleable goods was held. It became clear that op shops that are in highly visible locations do not have a dumping problem. However, at the community op shop in Mink Street Daylesford the problem is huge - \$16,000 per year huge. The video records from the CCTV show people driving up in expensive cars, with the rego deliberately hidden, and with drivers wearing balaclavas and dumping broken furniture. A further problem is the ever-growing volume of broken plastic toys. (If our recycling is banned from China maybe we should have a ban on new plastic toys from China!) A site visit was made the following day by Council officers David Watson and David George to discuss a range of possible initiatives, including prosecuting identifiable offenders. In discussing the issue with the owner of the industrial park, Eddie Commelli, the possibility of Council holding an annual free drop off of hard rubbish at the transfer station was raised.

Finally, the 5000 Club's move to Vic Park pavilion involved a number of us – Cr Don Henderson, Cr Fiona Robson and Cr Licia Kokocinski, attending their first lunch there. It was a great moment to reflect on the benefits to the community of having this facility which is used for so many and varied purposes.

Councillor Licia Kokocinski, Coliban Ward

No written report provided.

RECOMMENDATION

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

MOTION

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

Moved: Cr Kate Redwood AM

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.

BEHAVIOUR AT COUNCIL MEETINGS

Council supports a welcoming, respectful and safe environment for members of the community to participate at Council Meetings regarding issues that are important to them. Local Law 1 sets out guidelines for the Mayor, Councillors, and community members on public participation in meetings. It reinforces the value of diversity in thinking, while being respectful of differing views, and the rights and reputation of others.

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

Respectful behaviour includes:

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

Inappropriate behaviour includes:

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

10.1. PETITION

One petition has been tabled in accordance with Local Law 1.

10.2. PETITION – TRAFFIC RESTRICTIONS FOR STANBRIDGE STREET DAYLESFORD

The petition, containing approximately 48 signatures states:

“We the undersigned residents and property owners of Stanbridge Street and adjacent streets request that Council, in view of the fact that works to lower the road under the East Street railway bridge are imminent,

(1) make budget provision immediately to create permanent and effective traffic restrictions at the Ballan Road and East Street ends of Stanbridge Street to prevent heavy vehicles using it to access the East Street Industrial zone

and

(2) make budget provision immediately to create a temporary detour through Railway Crescent and Victoria Streets to provide heavy vehicle access to the East Street industrial Zone during the period of bridge works without these vehicles being directed to detour along Stanbridge Street or other residential streets.”

RECOMMENDATION

That Council:

10.2.1. Receives and tables the Petition - Traffic Restrictions for Stanbridge Street Daylesford

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

10.2.3. Advises the head petitioner of the above process

MOTION

That Council:

- 10.2.1. Receives and acknowledges the petition – Traffic Restrictions for Stanbridge Street, Daylesford.*
- 10.2.2. Confirms our intention to monitor traffic flow and motorist behaviour in Stanbridge Street following the completion of the rail bridge clearance works in East Street and will give consideration of future budget allocations as part of the midyear budget review for traffic calming treatments that specifically target any concerns identified.*
- 10.2.3. Notes the intent to install centre line markings and temporary speed restrictions in Stanbridge Street for the duration of the East Street works.*
- 10.2.4. Notes that it is not possible to obtain approval for an additional railway level crossing and the construction of a new railway crossing will be cost prohibitive if it were possible.*
- 10.2.5. Advises the head petitioner of the above.*

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

10.3. QUESTIONS

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

Question 1 – Mr Bryan Johns

What type of trees were planted on the road between Fifteenth and Sixteenth Street, Hepburn?

Answer 1 – Mayor Don Henderson

The species planted are Cleveland Select Ornamental Pear.

Supplementary Question taken on notice – Mr Bryan Johns

I have in writing that the tree species was to be a Field Maple. Why has a different species been planted?

Question 2 – Mr Bryan Johns

I received a letter from the CEO stating: “Whilst investigating your concerns, we have not been able to identify any written reference to ‘sufficiently far from the edge’.” I have a request relating to letter box drop to Main Road residents and I will read from it: “I would like to know what ‘sufficiently far from the edge’ means in terms of a specific measurement.”

Why isn't there a record of this enquiry? I would like to know in millimetres what distance is ‘sufficiently far’?

Answer 2 – Mayor Don Henderson

The question regarding measurements will be taken on notice as this was not the question submitted.

In response to the question that you did submit; who is responsible for keeping Council records?

The registration of all records received from an external source or generated internally within Council in the course of normal business activities, either electronic or in hard copy is the responsibility of the individual staff member receiving the item.

Council records are maintained in accordance with Public Record Office Victoria (PROV) standards.

Question 3 – Mr Rod Kirby

What is the Hepburn Shire Council's current status and level of involvement in the current bid to have the Goldfields of Central Victoria declared “World Heritage” as recently reported on by local media and so often promoted by Mayor Don Henderson?

Answer 3 – Mayor Don Henderson

Thirteen Councils from across the region are collaborating to develop a bid to have the Goldfields of Central Victoria UNESCO World Heritage listed. City of Ballarat and City of Greater Bendigo are leading this project on behalf of these Councils, Council has committed to \$2,000 in each of the 2018/19 and 2019/20 financial years.

All Councils are committed to working together to advance the World Heritage Listing nomination bid and to grow jobs and the regional economy. The bid is intended to protect some areas that are under threat and aren't protected under the Planning Scheme. The listing would not affect anyone's rights on freehold land but does acknowledge the importance of the area in world goldmining history and encourages people to come here and celebrate our heritage.

Question 4 – Mr Rod Kirby

Won't having our local Goldfields areas and townships declared "World Heritage" mean more international/global control over the area and communities affected by this? Isn't this more about foreign control of local communities, and aren't the community leaders that are pushing for this really committing an act of treason?

Answer 4 – Mayor Don Henderson

No. Whilst this is a regional project, it will most likely be limited to specific sites within the region. It will not mean that heritage controls will be put on the whole region, rather that through this process a number of specific sites will be identified, for example, the water races, and relics in Yandoit and Daylesford. It will also give us the opportunity to apply for heritage grants for some of the buildings involved, such as the free Library in Clunes.

Question 5 – Mr John McLaren

What happens to the \$90,000 that was the public space levy that was paid (by a developer) as part of his subdivision. What is the protocol for those levies?

Answer 5 – Mayor Don Henderson

Where possible, we spend the funds close to the area where those funds were generated. Some of these funds have been spent at the Trentham Netball Facility. These funds are quarantined in a reserve, and must be spent on open space and cannot be spent on infrastructure such as roads.

10.4. REQUESTS TO ADDRESS COUNCIL

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

Ms Helen McDonald addressed Council regarding the Event Completion Report 2019 for The Great Trentham Spudfest, and commended the community and Council on the successful Spudfest 2019.

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 June 2019.

MOTION

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

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 1 - CEO REPORT – JUNE 2019

CHIEF EXECUTIVE OFFICER REPORT

Presented at the Ordinary Meeting
of Council on 18 June 2019

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

CEO Update

WEEK ENDING 26 MAY 2019

This week the Executive Team, Leadership Team and the Coordinators met in a follow up to the Leadership Conference we held earlier this year. The meeting focused on:

- Continuing the work we commenced at the Leadership Conference in March – to create more alignment between Leadership Team and Coordinators.
- Considering what the Executive Team, Leadership Team and Coordinators can do to assist the organisation with the move to the Hepburn Hub at the Rex
- Developing a plan on how we communicate the organisational messages of Customer Service, Good Governance and Safety
- Looking at how we consider the organisational impact in our decision making
- Discuss future training and development needs for the group.

Tuesday 21 May was council meeting day and the whole day was dedicated to pre-Council meetings.

The Hepburn Shire Active Women and Girls Strategy was adopted at the Council meeting in Clunes. The Strategy aims to promote a healthy lifestyle, reduce social isolation, and increase female participation in structured and unstructured physical activity. The first step Council will take in the implementation of this strategy will be to form the Active Women and Girls Alliance. This alliance will consist of key organisations and groups who have a role to play in increasing female participation within the Shire. It will work towards achieving the strategy's key actions to increase female participation rates over the 10-year period.



▶ CEO REPORT

On Wednesday I met with the Directors, the Manager Governance, Compliance & Risk and the Manager of People & Culture for our regular Executive Team meeting.

Following that, I visited the Daylesford Library for National Simultaneous Storytime where Wildfire the Llama made a special appearance. It's not everyday you get to meet a Llama during the course of your work, and it's this variety that is one of the things I love most about working in Local Government. Thank you to our Creswick Hub staff member Prue Simmons for bringing Wildfire to the library to educate the story-time audience about the differences between llamas and Alpaca's.



On Wednesday afternoon I attended the National Volunteer Week celebration in Clunes.

On Thursday and Friday, I attended the 2019 Future of Local Government National Summit in Melbourne and on Friday night I attended the Creswick Honour Roll dinner.

WEEK ENDING 2 JUNE 2019

I started the week in meeting with Dr Shelley Bowen to discuss the possibility of Hepburn Shire participating in a whole-of-community approach to preventative health and wellbeing.

The Directors and I reviewed draft reports for the upcoming council briefing and I had my regular weekly catch up with the CEO unit staff to discuss the week ahead, followed by a Rex Project Control Group meeting. Monday afternoon was spent in an Audit and Risk Advisory Committee meeting.

▶ CEO REPORT

On Tuesday morning I met with the Hepburn Regional Cheer Committee (HRCC) to discuss ways in which Council and HRCC can work collaboratively for the benefit of the Community.

I several meetings with my direct reports and finished the day with the Mayor at the Western Bulldogs Foundation dinner in Melbourne.

On Wednesday morning we had our Executive Team meeting followed by an OH&S Committee meeting.

On Thursday I met with some residents, followed by some much needed time in the office.

Friday was also a day in the office and I had a met with Cr Licia Kokocinski as part of her induction programme and discussed the following agenda items:

- Councillor Code of Conduct
- Councillor Staff Relationship Policy
- Council Plan Local Govt Overview
- Regional Plans & Strategies
- Employee Values Survey
- Local Govt Community Satisfaction Survey
- Current Projects
- Asset Management

WEEK ENDING 9 JUNE 2019

On Monday I attended a stakeholder workshop to inform the modernisation of the West Victoria Regional Forest park and in the afternoon, I had a general catch up with DELWP and finished the day by attending the 10-year anniversary of the L2P programme.

On Tuesday it was Councillor briefing day followed by public submissions on the proposed Budget at a Special Council Meeting. It's an important part of the process where any member of the public who has made a written submission has the opportunity to speak to Council in support of it. Council will consider all submissions at its next briefing session and the proposed Budget goes to the tonight's Council meeting for consideration.

▶ CEO REPORT

On Wednesday morning the Mayor and I attended the Central Highlands Mayor's & CEO's meeting in Ballarat and that afternoon I attended a Waste to Energy project group meeting, the Executive Team meeting and an Act@Work meeting.

I spent all day Thursday in Melbourne at the MAV Combined Metropolitan and Rural/Regional Forum.

On Friday Council hosted the Loddon Campaspe Council's meeting. These meetings are held every two months and are attended by Mayors and CEOs from Mount Alexander, Gannawarra, Campaspe, Loddon, Macedon Ranges, Central Goldfields, Campaspe, Bendigo, Buloke and Hepburn, and each Council within the group takes a turn at the hosting a meeting. The purpose of these meetings is to discuss key issues and priorities for the region.

WEEK ENDING 16 JUNE 2019

Monday was a public holiday and on Tuesday morning we had the Strategic Councillor briefing. I spent the remainder of the day working in the office and had a phone interview with Hayley from the Courier/Advocate regarding the Hepburn Hub.

On Wednesday morning I attended a Toolbox meeting at the Daylesford Depot followed by an Executive meeting. I spent Wednesday afternoon in Ballarat with the Mayor at a Regional Roads meeting Strategy Development meeting.

On Thursday I met with the Local Government Inspectorate regarding the Hepburn Project at the Rex. I had a Leadership Team meeting after that, followed by meetings with two direct reports and I attended a Central Highlands Regional Partnership Strategic meeting in Ballarat that night.

I attended a Committee for Ballarat members briefing at the Fiona Elsey Cancer Research Institute on Friday morning.

Following that, I had a two-hour meeting with the Hepburn Hub project control group to review the first cut of the architects drawings for the Hepburn Hub.

I had a meeting with Cr Kokocinski and staff to discuss Trentham projects and finished the day with a phone discussion with Donna Kelly from the 'The Local'.

12.2. CUSTOMER REQUESTS UPDATE

DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

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

BACKGROUND

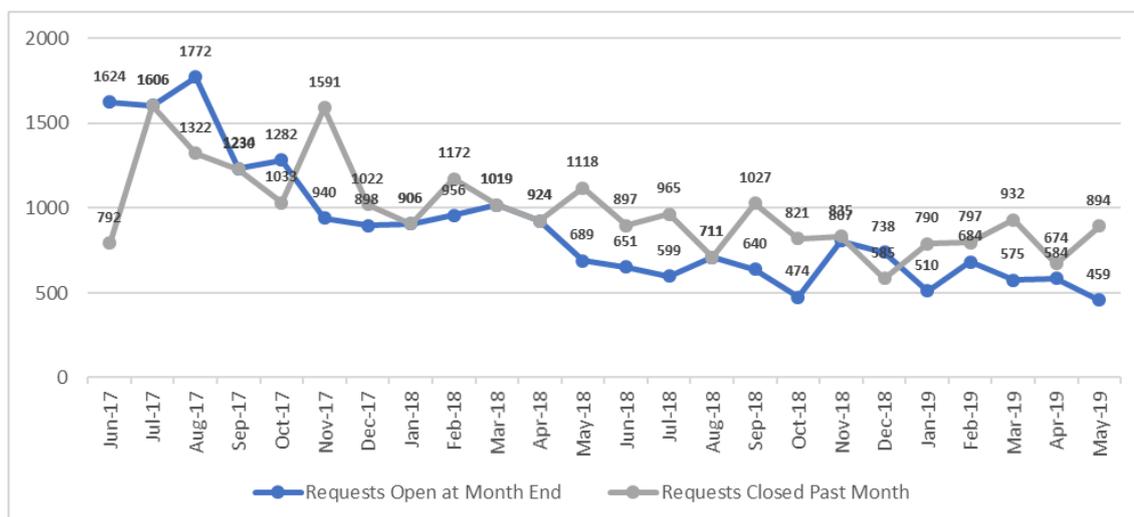
Council uses a Customer Request System *Closing the Loop* to receive and respond to a wide range of requests. The system is web-based and enables community members to directly enter requests, as well as staff to add and manage requests both in council offices as well as remotely.

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

ISSUE/DISCUSSION

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

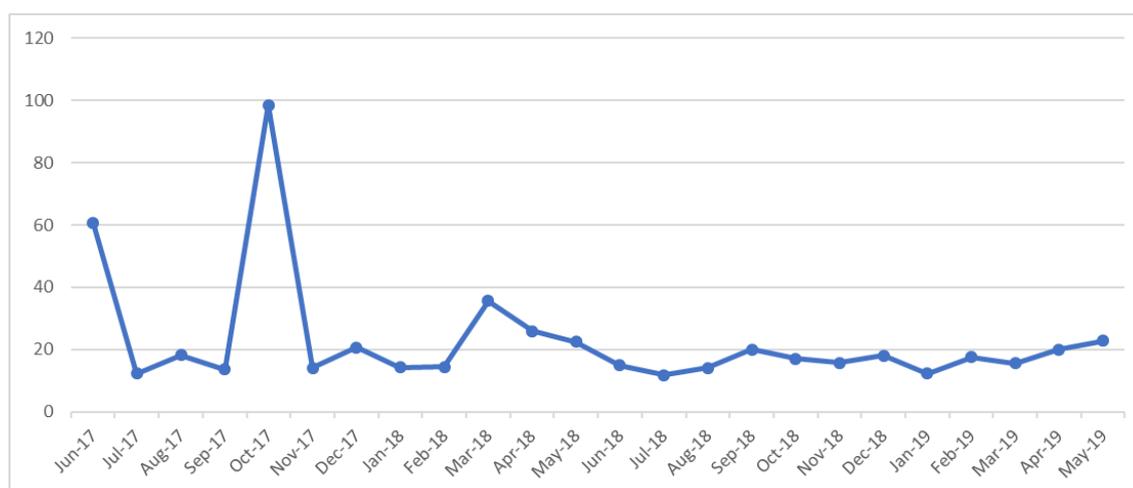
Total Requests Open and Closed Each Month



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

Category	Jan	Feb	March	April	May
Call back	196	218	171	168	155
Roads and Footpaths	94	95	65	72	50
Parks and Open Space	55	62	57	26	17
Information Technology (internal)	56	56	57	46	48
Development - Planning, Building and Septics	36	43	45	51	36
Waste	30	30	7	4	16
Other	43	180	173	151	137
Total	510	684	575	518	459

Average Days to Close Requests

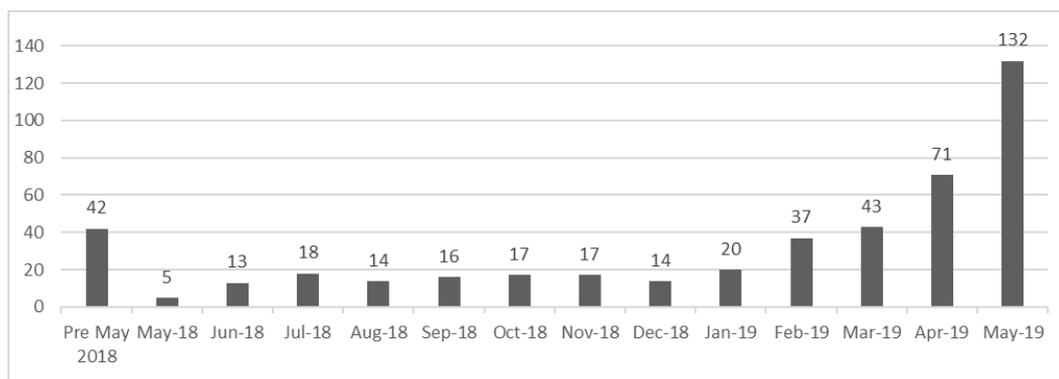


The average days to close requests in the months of June, July and November 2017 were particularly high due to closing out old requests that were migrated from our old customer request system. This included a large number of waste requests that had previously been actioned, but not closed in the request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

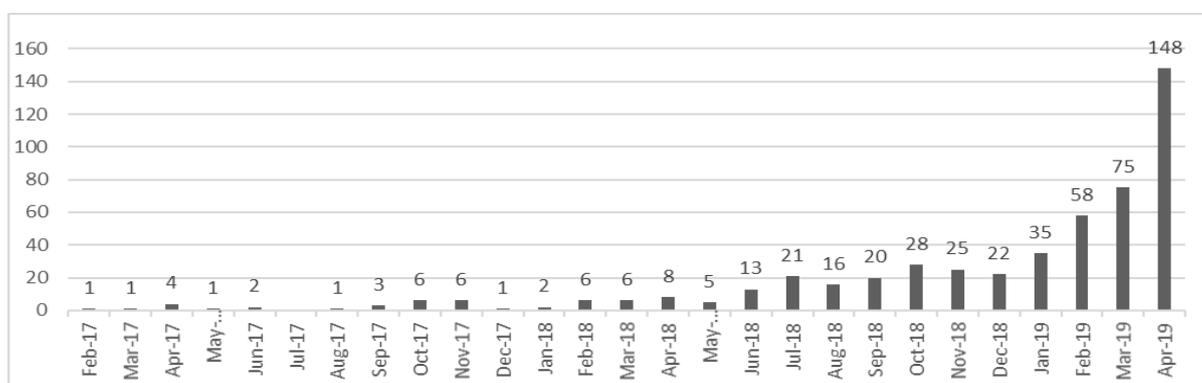
Over the last 12 months the average days to closed has ranged between 11.73 and 22.83 – with an average of 16.66.

Open Requests by Month Received

Current



Last Month



COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective: High Performing Organisation

Key Strategic Activity:

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

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

Key Strategic Indicator: Average Days to Close External Customer Requests

FINANCIAL IMPLICATIONS

Responding to customer requests is managed within the annual budget.

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

No specific matters noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

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

OFFICER'S RECOMMENDATION

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

MOTION

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

Moved: Cr Neil Newitt

Seconded: Cr Greg May

Carried

12.3. DEVELOPMENT AND COMMUNITY SAFETY REPORT
DIRECTOR INFRASTRUCTURE & DEVELOPMENT SERVICES

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

PURPOSE

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

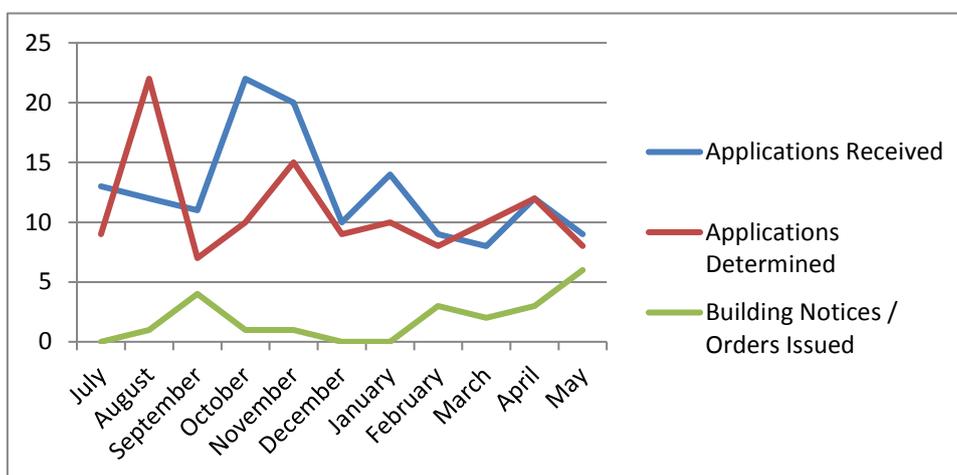
ISSUE/DISCUSSION

Building

The building activity report for May 2019 is summarised below:

Building Activity	Total
Building applications received	8
Building applications determined	9
Building notices/orders issued	6
Total development cost	\$ 243,386.00

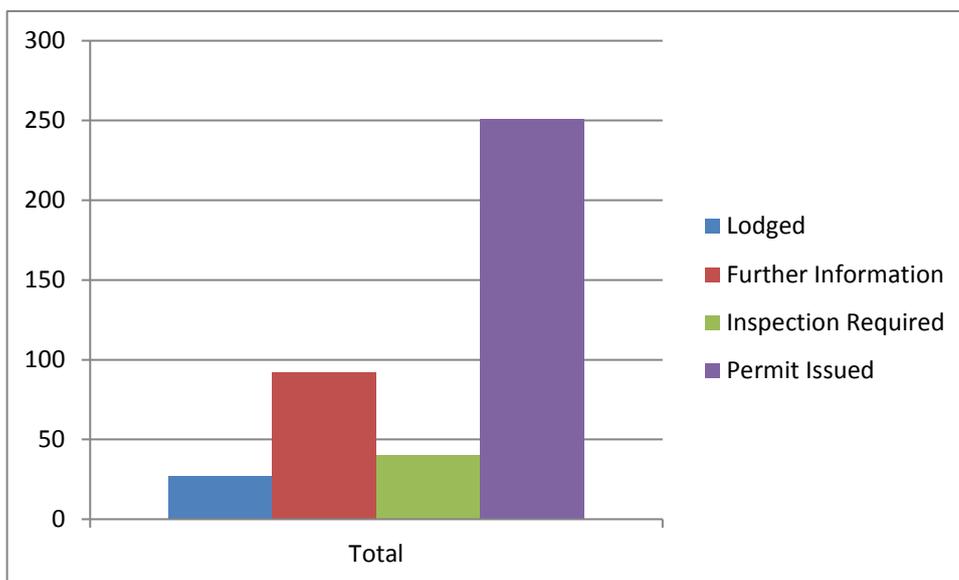
The following graph indicates building statistics and activity for the 18/19 financial year.



Active Building Files

The building department has had 410 active building files over the month of May as summarised below:

Active Building Files	Total
Lodged	27
Further Information	92
Inspection Required	40
Permit Issued	251



Environmental Health

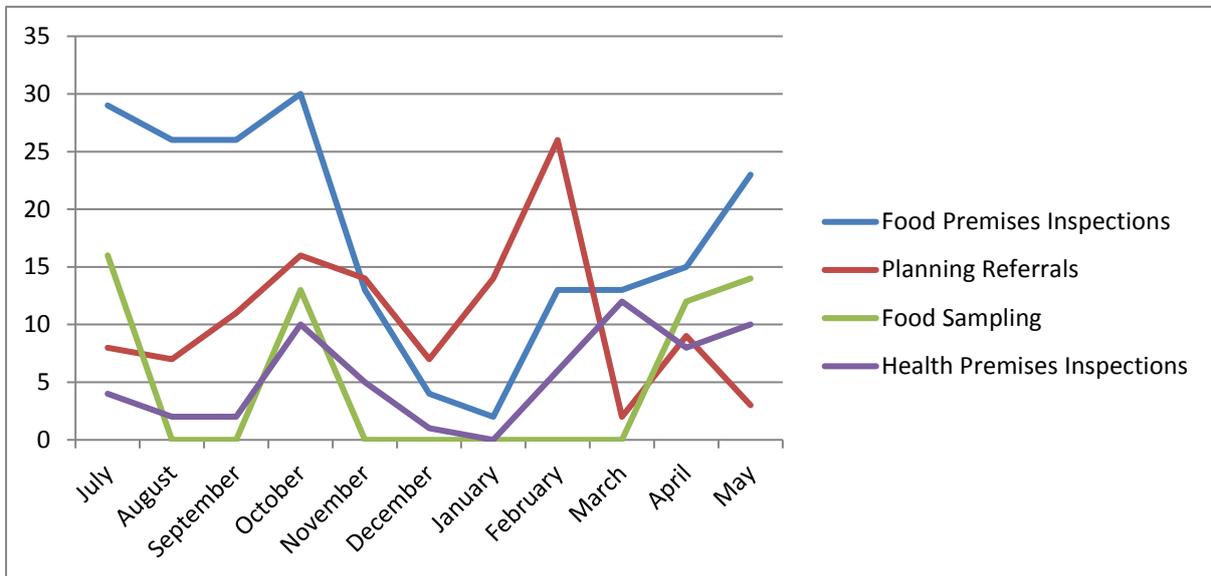
The environmental health activity report for May 2019 is summarised below:

Environmental Health Activity	Total
Food Premises Inspections	23
Planning Referrals	3
Food Sampling	14
Health Premises Inspections	10

Food Sampling

Food sampling in May focussed on testing soy coffees for the presence of dairy. At the time of writing this report, the results were not yet available.

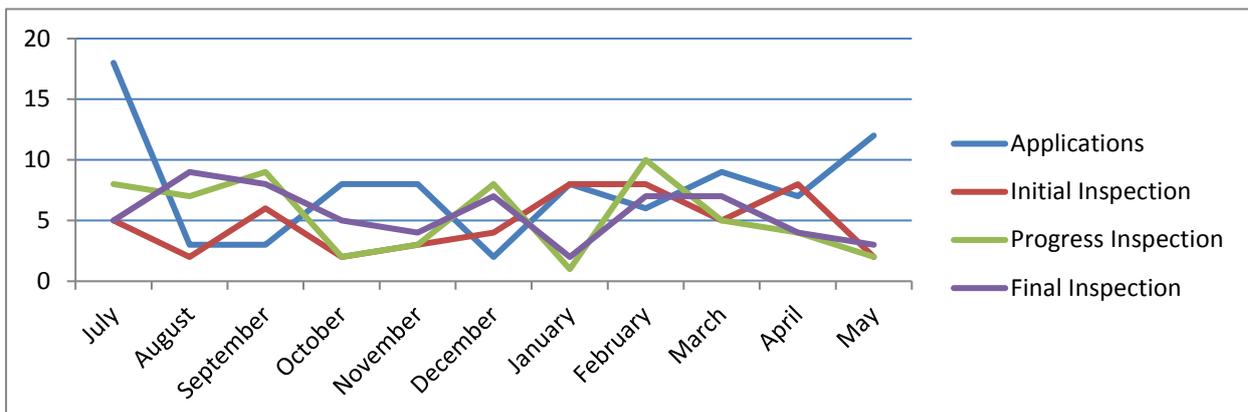
The following graph indicates environmental health statistics and activity for the 18/19 financial year.



The environmental health septic tank application/inspection activity report for May 2019 is summarised below:

Septic Tank applications/inspections	Total
Applications	12
Initial inspection	2
Progress inspection	2
Final inspection	3

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



Community Safety

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

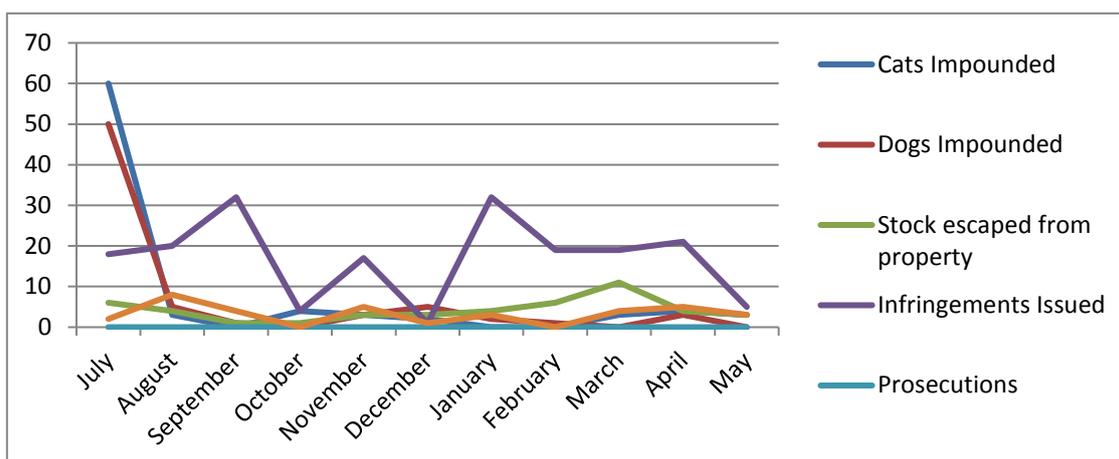
Local Laws Activity	Total
Cats Impounded	3
Dogs Impounded	0
Stock escaped from property	3
Infringements Issued	5
Prosecutions	0
Dog Attacks	3
Declarations of Menacing Dogs	0
Declarations of Dangerous Dogs	0

Breakdown of Infringements issued in May 2019.

Infringements	Total
Parking	4
Local Law	0
Food	0
Animal	1
Fire	0

Of the reported dog attacks received during the month of May, Officers were unable to obtain sufficient evidence to prove an offence.

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



During parking patrols at the Creswick Market in May, staff did not observe any parking offences occurring during a 1 ½ hour patrol. During this time, Officers met with the market organiser to discuss potential options they can undertake to reduce offences.

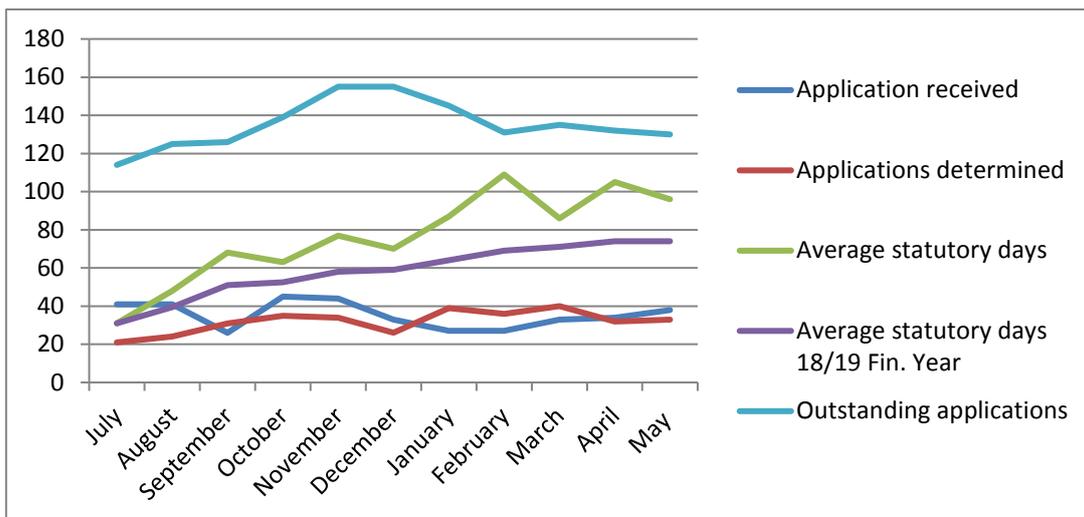
Staff will continue to patrol the Saturday and Sunday markets in Daylesford and Creswick.

Planning

The planning activity report for May 2019 is summarised below:

Planning Activity	Total
Applications received	38
Applications determined	33
Average statutory days	96
Average statutory days 18/19 financial yr	74
Average statutory days 17/18 financial yr	81
Outstanding applications	130

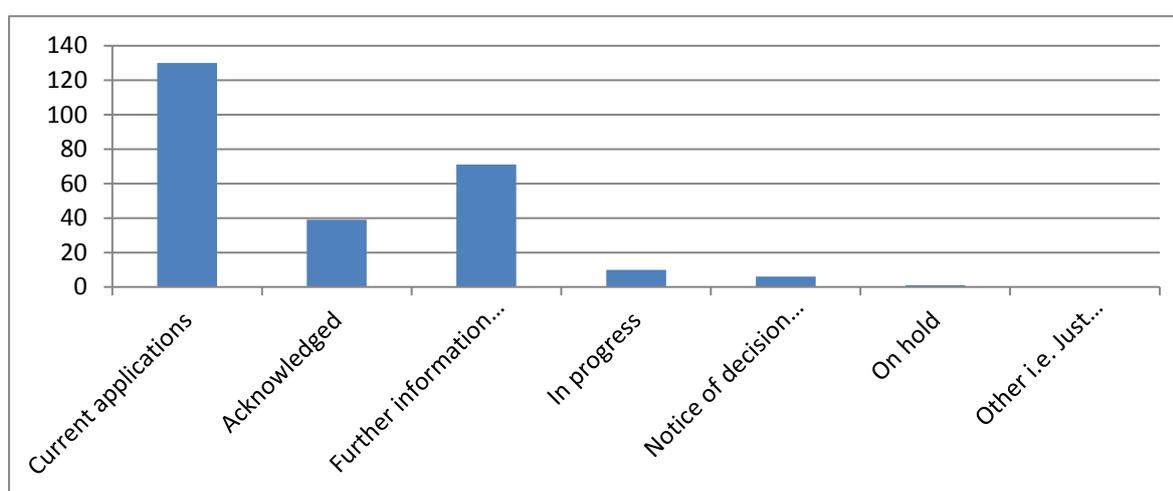
The following graph represents planning activity for the 18/19 financial year.



The total number of outstanding applications continues to trend downward with the average statutory days for the month beginning to flatten due to a number of historical permits gradually being issued and the total number of outstanding applications decreasing.

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

Status of all active applications as at May 2019	Total
Current applications	130
Acknowledged	39
Further information request	71
In progress	10
Notice of decision pending	6
On hold	1
Other i.e. Just submitted, referred	0



Applications determined in May 2019 under delegation.

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

Permit issued by delegated officer	26
Refused	1
Withdrawn	1
Notice of Decision by officer	5

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 Licia Kokocinski

Seconded: Cr Neil Newitt

Carried

**ATTACHMENT 2 - PLANNING PERMITS ISSUED UNDER DELEGATION
IN MAY 2019**

Planning Permits issued under delegation - May 2019

Application ID	Full Details	Primary Property	Stage/Decision
PlnPA001645	Construction of four x two storey dwellings and alteration of vehicle access to a RDZ1	133 Vincent Street, DAYLESFORD VIC 3460	Refused
PlnPA001822.01	Liquor licence (cafe and restaurant) for up to 77 patrons and waiver of car parking requirement.	6 Howe Street, DAYLESFORD VIC 3460	Issued
PlnPA001892	Extension to existing aged care facility to include 46 bed rooms, extend kitchen, Theatre, practitioner room, physio/gym,	1 Hepburn Road, DAYLESFORD VIC 3460	Issued
PlnPA002013	Two Lot Subdivision	90 Ascot Road, CRESWICK VIC 3363	Issued
PlnPA002033	Construction of a dwelling and associated works	115 Blackmores Road, CLUNES VIC 3370	Refused
PlnPA002071	Re-subdivision of 4 lots to create 2 lots and a road reserve	18 Raglan Street, DAYLESFORD VIC 3460	Issued
PlnPA002125	Construction of a dwelling and earthworks with a depth greater than 1.0m	20A Fulcher Street, DAYLESFORD VIC 3460	Notice of Decision
PlnPA002147	Two lot re-subdivision	47 West Street, DAYLESFORD VIC 3460	Issued
PlnPA002152.01	Alter location of dwelling, shed and tank; Original Permit - Use and construction of a dwelling, creation of a carriageway	78 Russells Road, PORCUPINE RIDGE VIC 3461	Issued
PlnPA002166	Construction of two double storey dwellings	13 North Street, DAYLESFORD VIC 3460	Issued
PlnPA002170	Subdivide an existing dwelling into two units with common property, extend dwellings, construction of new carport and	44 Bridport Street, DAYLESFORD VIC 3460	Issued
PlnPA002171	Variation of a registered restrictive covenant to increase size of building envelope (PS 703541V) and construction of two sheds	60C Drummond-Lauriston Road, DRUMMOND VIC 3461	Issued
PlnPA002226	Two lot subdivision	36 Bute Close, CLUNES VIC 3370	Issued
PlnPA002230	Construction of a two storey dwelling including site cut, replacement of boundary fencing and tree removal	41A Central Springs Road, DAYLESFORD VIC 3460	Issued
PlnPA002237	Change of use of existing premises to Industry (confectionery manufacturing)	8 Mink Street, DAYLESFORD VIC 3460	Issued
PlnPA002252	Two lot subdivision	54 Gardiner Street, CRESWICK VIC 3363	Issued
PlnPA002257	Buildings and works including the partial demolition and extension to the existing dwelling and landscaping (including removal	10 Hill Street, DAYLESFORD VIC 3460	Issued
PlnPA002258	Construction of a dwelling and outbuildings	4 Powells Lane, MOUNT FRANKLIN VIC 3461	Issued
PlnPA002266	Development and associated works with the construction dwelling	86 Davey Road, SPRINGMOUNT VIC 3364	Issued
PlnPA002301	Extension to existing dwelling	20 Leggatt Street, DAYLESFORD VIC 3460	Issued
PlnPA002308	Two lot subdivision	12 Cranneys Lane, TRENTHAM VIC 3458	Notice of Decision
PlnPA002316	Extension of a dwelling	8 Morella Court, DAYLESFORD VIC 3460	Issued
PlnPA002321	Development and associated works of the construction of dwelling	14 Looby Lane, NEWLYN NORTH VIC 3364	Issued
PlnPA002327	Development and associated works of the demolition of an building and construction a building use for a home based business	185 Main Road, HEPBURN VIC 3461	Issued
PlnPA002340	Construction of a dwelling	20 Beatties Road, TRENTHAM VIC 3458	Issued
PlnPA002341	Extension to existing dwelling	20 Beatties Road, TRENTHAM VIC 3458	Issued
PlnPA002360	Construction of a farm shed	211 Dean Reservoir Road, DEAN VIC 3363	Issued
PlnPA002364	Construction of a dwelling	21 Stanhope Street, DAYLESFORD VIC 3460	Issued
PlnPA002365	Construction of a storage shed	44 Fords Road, PORCUPINE RIDGE VIC 3461	Issued
PlnPA002368	Construction of a carport	28 Duke Street, DAYLESFORD VIC 3460	Issued
PlnPA002378	Addition of rear deck to existing dwelling (VICSMART)	120 Gays Road, WHEATSHEAF VIC 3461	Issued
PlnPA002388	Construction of a garage/shed	2815 Midland Highway, NEWLYN VIC 3364	Issued

12.4. 2019 LOCAL GOVERNMENT CUSTOMER SATISFACTION SURVEY CHIEF EXECUTIVE OFFICER

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

PURPOSE

The purpose of this report is for Council to receive and note the results of the recently completed 2019 Local Government Community Satisfaction Survey.

BACKGROUND

The Local Government Community Satisfaction Survey (CSS) creates a vital interface between the council and their community. Held annually, coordinated by the Department of Environment, Land, Water and Planning on behalf of Victorian Councils, the CSS asks the opinions of local people about the place they live, work and play and provides confidence for councils in their efforts and abilities.

Now in its twentieth year, this survey provides insight into the community's views on:

- councils' overall performance with benchmarking against Statewide and council group results;
- community consultation and engagement;
- advocacy and lobbying on behalf of the community;
- customer service, local infrastructure, facilities; and
- overall council direction.

ISSUE/DISCUSSION

The attachment includes the full results for Hepburn Shire Council. A summary is included in the below figure.

Performance Measures	Hepburn 2019	Hepburn 2018	Small Rural 2019	State-wide 2019
Overall Performance	56	52	58	60
Community Consultation (Community consultation and engagement)	51	50	56	56
Advocacy (Lobbying on behalf of the community)	51	51	55	54
Making Community Decisions (Decisions made in the interest of the community)	52	49	55	55
Sealed Local Roads (Condition of sealed local roads)	50	46	53	56
Customer Service	68	67	70	71
Overall Council Direction	52	47	53	53

The overall performance index score of 56 for Hepburn Shire Council represents a four-point improvement on the 2018 result. This is a statistically significant improvement (at the 95% confidence interval) and continues an upward trend from the previous year.

Council's overall performance rating is now at its highest point since tracking began in 2012.

Hepburn Shire Council's overall performance is rated similar to the average for councils in the Small Rural group, but lower than the average rating for councils Statewide (index scores of 58 and 60 respectively).

There are no significant differences across the demographic and geographic cohorts compared to the Council average. However, the increase in rating in 2019 is largely driven by residents aged 65+ years (index score of 58), who significantly improved their rating of overall performance, by seven points compared to 2018.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – High Performing Organisation

Key Strategic Activity:

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.

FINANCIAL IMPLICATIONS

Nil – participation in the survey is funded in the annual budget.

RISK IMPLICATIONS

Nil.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Nil.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

In 2019, 63 of the 79 Councils throughout Victoria participated in this survey. The survey was undertaken by JWS Research and is statistically valid. Minimum quotas of gender within age groups were applied during the survey, which was conducted by telephone interviews.

CONCLUSION

The Local Government Community Satisfaction Survey creates a vital interface between the council and their community. The survey has been completed and the overall performance index score of 56 for Hepburn Shire Council represents a four-point improvement on the 2018 result.

OFFICER'S RECOMMENDATION

That Council:

12.4.1. Note and receive the 2019 Local Government Community Satisfaction Survey; and

12.4.2. Make the full results of the survey available on Council's website.

MOTION

That Council:

12.4.1. Note and receive the 2019 Local Government Community Satisfaction Survey; and

12.4.2. Make the full results of the survey available on Council's website.

Moved: Cr Fiona Robson

Seconded: Cr Kate Redwood AM
Carried

**ATTACHMENT 3 - 2019 LOCAL GOVERNMENT COMMUNITY
SATISFACTION SURVEY (ISSUED UNDER SEPARATE COVER)**

12.5. BUDGET 2019-2020 ADOPTION

DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is to present the Budget 2019-2020 for Council's consideration and adoption.

BACKGROUND

In accordance with the Local Government Act 1989, Council is required to prepare a Budget and Strategic Resource Plan for each financial year. At the Ordinary Meeting of Council on 16 April 2019, the Proposed Budget 2019-2020, including the Strategic Resource Plan elements, was endorsed for public advertising to seek submissions. The advertising and submission process has been completed. The Budget 2019-2020 and Strategic Resource Plan 2019-2023 now requires formal adoption.

ISSUE/DISCUSSION

The budget seeks to maintain and improve services and infrastructure as well as deliver projects and services that are valued by our community and do this within the rate increase mandated by the State Government.

The recommendations below are the formal resolutions to be passed by Council to finalise and adopt the Budget 2019-2020.

Minor changes have been made to the budget since the proposed budget was publicly advertised. The changes are as follows:

- Appendix A Schedule of Fees and Charges - Library charges have been adjusted to reflect the same rates as the 2018-2019 rates.
- Appendix A Schedule of Fees and Charges - All photocopying charges have been adjusted to reflect the same rates as the 2018-2019 Library rates.
- Building Services fees have been changed to reflect the 2018-2019 Victorian Building Authority published charges. The 2019-2020 charges remain unchanged as the statutory charges for 2019-2020 have not yet been released by the Victorian Building Authority.

A copy of the Budget 2019-2020 is included as Attachment 1

Budget Summary

The 2019-2020 Proposed Budget has rates income increasing by the State Government approved maximum rate increase of 2.50% on average rates. With the rate cap and growth in properties this results in total revenue from

rates of \$18.22 million. A further \$3.08 million will be raised from the waste management charge and kerbside collection charges.

The budgeted operating result for the 2019-2020 year is a surplus of \$3.02 million, compared to a budgeted surplus of \$3.60 million in 2018-19.

The adjusted underlying result for the 2019-2020 year is a surplus of \$1.09 million. The adjusted underlying result is a measure of financial sustainability and Council's ability to achieve its service delivery objectives as it is not impacted by once off capital income items which can often mask the operating result. The decrease in the adjusted underlying surplus from the 2018-2019 year is as a result of the increase in the grant funding for 2019-2020 year coupled with increased reinvestment into council infrastructure projects and operations required to deliver services.

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

Differential Rates

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

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

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

Charges

The annual service charges are:

Type of Charge	Per Rateable Property 2018/19	Per Rateable Property 2019/20	Change	%
	\$	\$	\$	
Kerbside collection - garbage (weekly)	130	134	4	3.1%
Kerbside collection - garbage (Fortnightly)	110	114	4	3.6%
Kerbside collection - recycling (Fortnightly)	79	82	3	3.8%
Commercial garbage charge	300	310	10	3.3%
Waste management improved charge	130	134	4	3.1%
Waste management unimproved charge	130	134	4	3.1%

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

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

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

Capital Works Program

Council's proposed capital works program for 2019-2020 is \$9.84 million, some of these projects are subject to receiving funding from other Government sources. Highlights of the capital works program are listed below:

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

Non-capital Initiatives

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

- Creswick Trails continuation of construction works of \$981,000
- Stage 3 of the Hepburn Planning Scheme Review \$120,000

- Increased maintenance of aquatic facilities \$97,000
- Increase preventive building maintenance \$85,000
- Funding for a local laws compliance officer \$91,000
- Implementation of actions from the Active Women and Girls Strategy \$10,000

Public Budget Submissions

The Proposed Budget 2019-2020 was on display from the 17 April 2019, advertising occurred, and members of the public were encouraged to make submissions by the 23 May 2019.

In total twenty-one submissions were received in writing, at a Special Meeting of Council on the 4 June 2019 Council heard from submitters. All submissions were considered by Councillors and no changes are proposed to the advertised budget as a result of the submissions.

Council officers will write to each submitter, detailing Councils position and how the submission can be implemented in current or future financial years.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Under Section 127 (1) of the *Local Government Act 1989*, Council has a statutory responsibility to prepare a budget each financial year. In addition, under S.130 (3) of the Act, Council must adopt the budget by 30 June each year.

Under Section 126 (3) (b) of the *Local Government Act 1989*, Council must adopt the Strategic Resource Plan not later than 30 June each year.

The budget and strategic resource plan contains the necessary statutory information required under the Local Government Act and Local Government (Planning and Reporting) Regulations 2014.

FINANCIAL IMPLICATIONS

Key financial information of the Budget 2019-2020 is detailed above.

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

The declaring of rates and charges will have a financial implication on each ratepayer and the capacity for Council to deliver services to the community.

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Budget 2019-2020 has been prepared by considering all the strategies and plans that Council has previously developed in consultation with the community. In addition, the budget has been prepared in conjunction with the Council Plan 2017-2021.

The Proposed Budget 2019-2020 and prescribed information was publicly advertised in the local newspaper seeking submissions from interested parties in accordance with Section 129 of the Local Government Act 1989.

The Proposed Budget 2019-2020 was available for inspection for 30 days at Council offices in Daylesford, Creswick and Clunes, at all Hepburn Library branches and from Council's website www.hepburn.vic.gov.au

Any person was able to make a submission to Council on any proposal contained in the budget. There were twenty-one submissions received by Council during the Section 129 public exhibition period. A Special Council Meeting was held on Tuesday 4 June 2019 to hear the submissions received and all submissions were considered in Council's decision to adopt the budget.

The final Budget 2019-2020 will be placed on Council's website and copies will be made available for viewing at Council's administration offices, and on a quarterly basis a Council report will be made available comparing performance against the budget.

CONCLUSION

The Budget 2019-2020 include financial statements that are financially responsible and sustainable, which seek to deliver on Council's strategic objectives.

OFFICER'S RECOMMENDATION

That Council, having complied with the requirements in the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 regarding the preparation, content and advertising of the Budget for the 2019-2020 financial year.

12.5.1. Determines that the Budget for 2019-2020, as presented to the meeting, be adopted for the purpose of Section 127 of the Local Government Act 1989.

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

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

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

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

for nature properties included in the service areas and those other properties receiving a service for the period 1 July 2019 to 30 June 2020.

12.5.3. Determines that a copy of the adopted Budget 2019-2020 be submitted to the Minister by 30 June 2019, in accordance with section 130 (4) of the Local Government Act 1989.

MOTION

That Council, having complied with the requirements in the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 regarding the preparation, content and advertising of the Budget for the 2019-2020 financial year.

12.5.1. Determines that the Budget for 2019-2020, as presented to the meeting, be adopted for the purpose of Section 127 of the Local Government Act 1989.

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

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

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

- Council adopts to levy a Waste Management Charge of \$134 for the period 1 July 2019 to 30 June 2020 on all properties. Owners of farm rated properties will only pay one charge per 'single farm enterprise'.*

- *Council adopts to levy a Kerbside Collection (Garbage) Weekly Service charge of \$134 on those residential, farm, mixed use and trust for nature properties included in the service areas for the period 1 July 2019 to 30 June 2020.*
- *Council adopts to levy a Kerbside Collection (Garbage) Fortnightly Service charge of \$114 on those properties receiving the service for the period 1 July 2019 to 30 June 2020.*
- *Council adopts to levy a Commercial Garbage Collection Service charge of \$310 on those properties receiving the service for the period 1 July 2019 to 30 June 2020.*
- *Council adopts to levy a Kerbside Collection (Recycling) Fortnightly Service charge of \$82 on those residential, farm, mixed use and trust for nature properties included in the service areas and those other properties receiving a service for the period 1 July 2019 to 30 June 2020.*

12.5.3. *Determines that a copy of the adopted Budget 2019-2020 be submitted to the Minister by 30 June 2019, in accordance with section 130 (4) of the Local Government Act 1989.*

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

ATTACHMENT 4 - BUDGET 2019-2020 (ISSUED UNDER SEPARATE COVER)

12.6. RURAL COUNCILS TRANSFORMATION PROGRAM

CHIEF EXECUTIVE OFFICER

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

PURPOSE

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

BACKGROUND

The Victorian Government through its Rural Councils Transformation Program has committed \$20m of funding in the 2018-19 financial year for the implementation of large-scale transformation projects at a regional level.

At its April 2019 meeting, Council approved the participation in a transformative project with seven of the eight Central Highlands Councils Victoria members, lead by the City of Ballarat.

ISSUE/DISCUSSION

The first step in the project is the application for Victorian government funding through Local Government Victoria for the development of full business cases. Local Government Victoria has received applications from all 7 regional groupings of councils that were approved to proceed to development of full business cases. The submitted applications are seeking a total of over \$35m in funding, which is nearly double the amount of funding available (\$20m), so the Rural Councils Transformation Program remains highly competitive.

The business cases are currently being assessed by the Rural Councils Transformation Program Assessment Panel, which contains representatives from Local Government Victoria, Department of Treasury & Finance and Regional Development Victoria, with the oversight of a probity/quality advisor. Given the nature of the applications, the assessment panel is also being assisted by ICT experts who have been appointed to examine and provide feedback on the proposed ICT solutions in the business cases.

It is anticipated that the announcement of successful applicants will be made in mid-June 2019 by the Minister for Local Government and the Treasurer.

All Rural Councils Transformation Program funding must be distributed by 30 June 2019. This means that funding agreements with all successful council groupings will need to be executed prior to 30 June 2019. The Victorian Common Funding Agreement will be used for this program, with a single funding agreement covering each approved application. In the event that the Central Highlands Councils Victoria group is successful in obtaining Victorian

government funding, the funding agreement will need to be signed by the lead council and all the participating councils within the regional grouping. The funding agreements must be executed in the final week of June to allow for distribution of funds to the lead council by 30 June 2019.

The proposed timeline is as follows:

- **14 June 2019**
Following approvals by the Minister for Local Government and Treasurer, lead councils will be advised by telephone. Lead councils will inform participating councils within the regional grouping;
- **15 - 20 June 2019**
Draft funding agreements will be forwarded to the lead councils for endorsement of final form and content, in consultation with participating councils within the regional grouping. The funding agreement will reflect the approved funding amount and major milestones identified in the business case. The funding agreements will provide for the full amount of approved funding to be provided up front, with requirements to report on major milestones;
- **Week commencing 24 June 2019**
Funding agreements will need to be signed by all councils within the regional grouping and be returned by the lead council to Local Government Victoria for processing by 30 June 2019; and
- **30 June 2019**
Funds distributed to the lead council.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – High Performing Organisation

Key Strategic Activity:

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

Action:

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

FINANCIAL IMPLICATIONS

At this stage of the project no investment by Council is required.

Any ongoing costs after the delivery of this project are to be provided for in subsequent Council budgets.

RISK IMPLICATIONS

No implications noted.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

No implications noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

No community engagement has been undertaken, nor is any required, in relation to the project funding.

CONCLUSION

The Regional Councils Transformation Program will improve the long-term sustainability of participating councils that may otherwise be unable to invest in large-scale transformative projects. Victorian government funding of the program is required for the implementation and success of the program.

OFFICER'S RECOMMENDATION

That, subject to the Minister for Local Government announcing funding for the Central Highlands Councils Victoria regional grouping under the Regional Councils Transformation Program, Council resolves to authorise the Chief Executive Officer to:

12.6.1. Approve the final draft of the Victorian Common Funding Agreement; and

12.6.2. Execute the Victorian Common Funding Agreement for and on behalf of Hepburn Shire Council in conjunction with the other Central Highlands Councils Victoria participating councils and the City of Ballarat as the lead council.

MOTION

That, subject to the Minister for Local Government announcing funding for the Central Highlands Councils Victoria regional grouping under the Regional Councils Transformation Program, Council resolves to authorise the Chief Executive Officer to:

- 12.6.1. Approve the final draft of the Victorian Common Funding Agreement; and*
- 12.6.2. Execute the Victorian Common Funding Agreement for and on behalf of Hepburn Shire Council in conjunction with the other Central Highlands Councils Victoria participating councils and the City of Ballarat as the lead council.*

Moved: Cr Fiona Robson

Seconded: Cr Neil Newitt

Carried

12.7. ACTIVE WOMEN AND GIRLS STRATEGY – APPOINTMENT OF AMBASSADORS DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to appoint the first Ambassadors for the Hepburn Shire Council Active Women and Girls Strategy.

BACKGROUND

The Hepburn Shire Active Women and Girls Strategy was adopted by Council on 21st May 2019. The strategy aims to address the following three pillars:

1. Increased Participation and Programming
2. Investment in Spaces and Places
3. Leading Cultural Change

ISSUE/DISCUSSION

A key action identified within the strategy action plan is to *'identify and collaborate with local Ambassadors to champion gender equity in sport and active recreation'*.

Councillors Kate Redwood AM, Fiona Robson and Licia Kokocinski have expressed interested in becoming the first Ambassadors for the newly adopted strategy.

These Ambassadors will be recognised at the Strategy Launch in late July/early August (details yet to be released).

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

There are no financial implications to Council or Ambassadors for their appointment.

RISK IMPLICATIONS

Other local community members will have the opportunity to become ambassadors for the strategy. The identification and recruitment of additional Ambassadors will be a key action for the Strategy Alliance once it is established.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Councillors are key leaders within the community and will effectively champion gender equity in sport and recreation within the local community.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The newly appointed Ambassadors will assist to form partnerships between the Strategy Alliance and key stakeholders/individuals within the community. This will generate collaboration and allow for greater female participation outcomes within the Hepburn Shire community.

CONCLUSION

Councillors Kate Redwood AM, Fiona Robson and Licia Kokocinski will be formally adopted as Strategy Ambassadors.

OFFICER'S RECOMMENDATION

12.7.1. That Council Appoints Councillors Kate Redwood AM, Fiona Robson and Licia Kokocinski to be the first Hepburn Shire Active Women and Girls Strategy Ambassadors.

MOTION

12.7.1. That Council Appoints Councillors Kate Redwood AM, Fiona Robson and Licia Kokocinski to be the first Hepburn Shire Active Women and Girls Strategy Ambassadors.

Moved: Cr Kate Redwood AM

Seconded: Cr Licia Kokocinski

Carried

12.8. CONTRACT HEPBU RFT2019.15 – HEPBURN PLANNING SCHEME REVIEW

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

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

PURPOSE

The purpose of this report is for Council to consider awarding contract HEPBU.RFT2019.15 to the preferred Tenderer to complete the Hepburn Planning Scheme Review.

BACKGROUND

The review of the Hepburn Planning scheme is a priority project for Council.

A request for tender was put on public notice seeking consultant services to complete a review of the Hepburn Planning Scheme. The project components are summarised below:

Data Review

In undertaking the project it is important that the consultant gain an understanding of the current planning framework and any key changes or issues that have arisen since the 1999 MSS implementation.

The consultant will deliver a Data and Literature review report.

Review

Following the Data Review the consultant will undertake a planning scheme audit.

The review report will:

- Identify the major planning issues facing the Municipality; this includes a commentary on the rise of peak oil, general sustainability issues affecting the Shire and increasing a focus on local produce and industry;
- Demonstrate how the planning scheme implements the PPF;
- Assess the strategic performance of the scheme;
- Document the strategic work that has been completed or carried out since the previous review of the MSS and any additional work required to strengthen the strategic direction of the planning scheme;
- Document the strategic work committed to in the Scheme that has not been undertaken and/or is no longer relevant;
- Outline the next steps in order to update the planning scheme;
- Describe the monitoring and review process that has been carried out and any issues encountered whilst carrying out these processes;

- Outline the consultation process and its outcomes;

Consultation

The consultation phase is an important element of the project and will focus on:

- assessing the performance of the planning scheme; and
- identifying key planning scheme issues.

Consultation will be undertaken through Councillor Workshops, stakeholder and community workshops.

The consultant will deliver a Consultation Report.

In undertaking the project it is important that the consultant review the Data previous reports in order to gain an understanding of the current planning framework and any key changes or issues that have arisen since the 1999 MSS implementation.

In reviewing this work, the consultant will then undertake in summary:

- a re-write of the Hepburn Planning Scheme including drafting of new strategic framework plans;
- revise and rewrite local policies and incorporate into the new Planning Policy Framework and overlay schedules as required;
- seek authorisation from Minister for Planning to prepare planning scheme amendment to implement the Planning Scheme Review;
- preparation of the Planning Scheme Amendment to insert the new and revised Local Planning Policy Framework including the MSS, local policies and overlays;
- along with council place the re-write on public exhibition and consider all submissions;
- make any modifications deemed necessary before reporting to council;
- attend and report to Planning Panel Victoria and review the findings and make any subsequent alterations before seeking council approval to resolve to amend the Hepburn Planning Scheme;
- submit all final amendment documents to the Minister for Planning, seeking approval to amend the Hepburn Planning Scheme.

ISSUE/DISCUSSION

Tenders were invited publicly on tenders.net and through Council's website from 5 February 2019 in accordance with Council's procurement policy.

Tenders were invited up until 4 March 2019 and ten submissions were received and subsequently assessed by the evaluation panel consisting of:

- Justin Fiddes – Manager Development and Community Safety
- Nathan Aikman – Coordinator Planning
- Danielle How - Manager Financial Services

The evaluation panel assessed the tenders against the following criteria as detailed in the tender documents.

- Clear and concise methodology demonstrating an understanding of the brief and delivery of the required outputs;
- Details of the research and assessment approach and how the project will be managed by the consultant;
- Details on consultation processes to be used in conducting the review.
- Details on company project experience relevant to this brief;
- Details on personnel who will be involved on the project (particularly project manager and other key staff), time to be spent on project, and relevant project experience;
- Details of the proposed fee on a staged basis detailing clear breakdown of costs;
- Reference checks.

Consultant skills required;

- Relevant experience of the firm (and any partner firms) on similar projects;
- Relevant qualifications and experience of staff, particularly key project officers;
- Clear demonstration of capacity to deliver within the nominated timeframe

Additional prerequisites were nominated in the tender evaluation process including but not limited to OHS requirements.

The preferred tender pricing is within Council's budget.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

The tender was advertised in accordance with Hepburn Shire Council's Procurement Policy 46 (C) and in accordance with the requirements of Section 186 of the Local Government Act 1989.

The Hepburn Planning Scheme Review is an action in the Council Plan.

Council Plan 2017:2021:

Strategic Objective – Vibrant Economy

Key Strategic Activity:

11.1. Review the Hepburn Planning Scheme and Municipal Strategic Statement in order to balance future growth with the preservation of our heritage and environment.

FINANCIAL IMPLICATIONS

Council has allocated funding in the 2018/2019 budget. The breakdown of budget funding is:

2018/19 = \$80,000.00

2019/20 = \$120,000.00 allocated in the proposed 2019/20 budget.

The preferred tender can be fully funded within the proposed budget allocation.

RISK IMPLICATIONS

Pursuant to Section 12B of the Planning and Environment Act 1987, a municipality must regularly review its Planning Scheme and report the findings to the State Government. Council is required to report its review findings to the Minister for Planning, through the Department of Environment, Land, Water and Planning (DELWP).

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The awarding of a contract to complete the Hepburn Planning Scheme Review will lead to positive social, environmental and economic benefits for our community. These include:

Social

The revised Hepburn Planning Scheme is expected to have a greater emphasis on protection of agricultural land, settlement, bushfire protection, environment and heritage and will support a range of different settlement outcomes and protection of key natural assets that will contribute to the social wellbeing of the Shire.

Environmental

Environmental benefits include supporting future development that will reduce greenhouse gas emissions, managing the Shire's quality mineral water resources, protecting water quality of catchments, achieving a balance in the management of native vegetation while reducing the risk of bushfire and protecting built, natural and cultural heritage values and landscape values.

Economic

Economic benefits include maintaining productive agricultural land in production, encouraging local organic food production, ensuring an adequate supply of land zoned for industrial and business purposes and encouraging well designed and sustainable tourism development.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The tender was publicly advertised however no additional community consultation was undertaken as part of advertising the tender. The delivery of

the project and the requirements of the contract do require extensive community engagement to be undertaken as part of the project.

CONCLUSION

Following the formal tender process and detailed evaluation of the received tenders, the preferred tender is recommended.

OFFICER'S RECOMMENDATION

That Council:

12.8.1. Awards contract HEPBU RFT2019.15 – Hepburn Planning Scheme review to

12.8.2. Authorises the Chief Executive Officer and the Mayor to sign and seal the contract documents.

MOTION

That Council:

12.8.1. Awards contract HEPBU RFT2019.15 – Hepburn Planning Scheme review to Plan 2 Place

12.8.2. Authorises the Chief Executive Officer and the Mayor to sign and seal the contract documents.

Moved: Cr Kate Redwood AM

Seconded: Cr Greg May

Carried

**ATTACHMENT 5 - CONFIDENTIAL - HEPBU RFT2019.15 TENDER
EVALUATION (ISSUED TO COUNCILLORS UNDER SEPARATE
COVER)**

12.9. SPEED ZONE AND TRAFFIC MANAGEMENT

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Director Infrastructure and Development Services, I Bruce Lucas have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider ongoing requests for road safety improvements involving speed zone changes.

BACKGROUND

Council regularly receives requests from the community seeking changes to posted speed zones across the road network. Typically, these are in urban centres and residential streets.

Council officers will generally undertake an initial review of the designated speed zone using a Regional Roads Victoria assessment tool. Where the request is supported by the initial assessment, a formal request is referred to Regional Road Victoria for formal review and approval. This will normally relate speed zone changes that fit the standard criteria for speed zones of 50, 60 and 80 kph.

ISSUE/DISCUSSION

There are several locations where the community continues to raise concerns regarding road safety related to current speed zones or pedestrian safety.

Regional Road Victoria, as the state road authority are the responsible authority for designating and approving speed limits across the Victorian road network which includes roads under council management.

Several items have been raised on multiple occasions and Council may wish to consider writing to Regional Roads Victoria seeking support for reviewing and implementing changes as outlined below.

Mollongghip township – Introduce an 80 kph zone

Council has received multiple requests for the speed limit to be reduced to 80kph along the Dean - Mollongghip Road through the Mollongghip township. This is from where Dean-Mollongghip Road crosses Blampied-Mollongghip Road through to where it intersects with the Mollongghip Road / McPhans Road.

The 'Dean, Mollongghip and Newlyn Community Plan 2017' identifies the need to reduce the speed zone through the Mollongghip township to 60-80kph and it is listed as one of the Road Safety Improvement priority projects.

Midland Highway – Introduce an 80 kph zone in the vicinity of the Swiss Mountain Hotel, Blampied.

This section of the Midland Highway is currently zoned at 100kph and passes the Swiss Mountain Hotel. This location has a localised concentration of vehicle movements for parking vehicles or reversing out of roadside parking. In addition, motorists are slowing to negotiate the 5-way road intersection opposite the hotel. To improve safety for the travelling public and patrons to the hotel, the introduction of a short 80kph speed zone through this section of the Midland Highway has been requested.

Fraser Street, Clunes

Council continues to receive requests for a 40kph speed limit to be introduced in Fraser Street, between Service Street and Templeton Street. This section of road is the main retail area of the Clunes Township and currently is zoned with a 50kph limit. Council has had concerns raised about pedestrian safety due to the congestion around parking and reversing vehicles, particularly on weekends.

It is also noted that Fraser Street is historically significant which can limit the opportunity to implement local area traffic management treatments that might support a 40kph zone.

Service Street, Clunes

Pedestrian safety is often raised as a concern at the intersection of Service street and Fraser Street, Clunes with pedestrians trying to access the local supermarket.

This section of Service Street is approximately 20 meters wide and is challenging for pedestrians to cross due to the width of the traffic lanes and the speed at which motorists traverse this section of road. This is a local road, managed by Council and the provision of a pedestrian crossing or similar treatment may need to be discussed with Regional Roads Victoria as a major Traffic Control item. A treatment involving kerb outstands at this intersection is identified in the Clunes Streetscape Plan & Design document which could be considered as part of implementing stage 2 implementation works and subject to funding.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Key Strategic Action:

- 1.1 Implement a program of road safety and amenity improvements, including sealing and widening roads, on priority Council managed roads and advocate to Vic Roads (Regional Roads Victoria) for improvements on arterial roads.

FINANCIAL IMPLICATIONS

There are minimal cost implications associated with this report.

Should approval be obtained to vary existing speed zones, there will be some minor costs for replacement of speed signs. These costs will be accommodated within Councils operational budget allocations as part of road maintenance program.

RISK IMPLICATIONS

Council does receive periodic requests for a review of current speed zones or other road safety initiatives to address safety concerns. Council has a duty of care to consider each of these issues and determine what reasonable action Council can take to address the concerns raised. In doing so, council will work with other agencies to realise improvement opportunities and advocate on behalf of our community.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Responding to community safety concerns and advocating for local amenity improvements with speed zone reductions and safer pedestrian zones will provide social benefits for our local communities.

Where speed reductions and safety opportunities can be realised in urban town centres, this is likely to have a positive influence on pedestrian activity and hence positive influence in local economic activity.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council has received contact from a number of community members and local community groups advocating for a review of speed zones and safety improvement opportunities as detailed in the report however no specific community engagement process has been undertaken in the preparation of this report.

CONCLUSION

Council has been requested to consider ongoing community concerns regarding road safety improvements, particularly centred on speed zone changes and four locations have been listed for consideration.

OFFICER'S RECOMMENDATION

12.9.1. That Council authorises the Chief Executive Officer to write to Reginal Roads Victoria seeking support to review and approve road safety improvements and speed zone changes as detailed in the above report.

MOTION

12.9.1. *That Council authorises the Chief Executive Officer to write to Regional Roads Victoria seeking support to review and approve road safety improvements and speed zone changes.*

Moved: Cr Kate Redwood AM

Seconded: Cr Greg May

Carried

12.10. ENVIRONMENTAL UPGRADE AGREEMENTS

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

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

PURPOSE

The purpose of this report is for Council to consider a proposal to offer Environmental Upgrade Agreements to businesses within the Shire.

BACKGROUND

Environmental Upgrade Finance is a type of loan, provided by a third-party lender, to fund environmental upgrades to a property. This loan is secured against the property by an Environmental Upgrade Charge and Council collects the payments on behalf of the lender. Due to the security that this arrangement provides, businesses can access finance and loan terms which may have otherwise been difficult to attain.

The details of this loan are documented by an Environmental Upgrade Agreement (EUA).

ISSUE/DISCUSSION

Council is currently supporting a broad suite of projects aimed at reducing greenhouse gas emissions, both for Council operations and within the broader community. This proposal is another action which can potentially assist local businesses to participate in emission reductions in a way which is economically viable.

It is not envisaged that EUAs will be widely taken up by businesses within the Shire, but it may assist some businesses which have been hoping to perform upgrades but have found it cost prohibitive.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Sustainable Environment

Key Strategic Action:

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

FINANCIAL IMPLICATIONS

Council is not a lender for any of the upgrade works and therefore will have no capital expenditure. Promoting, developing and implementing projects will require some officer and administrative time.

RISK IMPLICATIONS

Council has no financial stake in the project and only acts to facilitate the loan between the property owner and lender. Loans are secured against the property and Council is not obligated to meet repayments in the event that the property owner default or misses a payment; this remains the responsibility of the owner.

Council will need to ensure that the any projects carry an acceptable level of risk. This will be assessed on a case by case basis.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

All projects must improve the environmental credentials of the property; therefore it is expected that this program will result in a net environmental benefit. Additionally, as businesses are more likely to participate if projects are financially justified, projects should result in a net economic benefit for the participants.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

At community engagement sessions in recent years, a lack of access to finance has been identified by community as a hurdle to performing upgrades. If Council resolves to offer EUAs then a broader community engagement and promotion program will be required.

CONCLUSION

Environmental Upgrade Agreements offer a potential funding pathway for local businesses to reduce their carbon footprint and operating costs, with low/no capital outlay.

OFFICER'S RECOMMENDATION

12.10.1. That Council Resolves to support Environmental Upgrades Agreements and begins offering them to eligible businesses within the Shire.

MOTION

12.10.1. That Council Resolves to support Environmental Upgrades Agreements and begins offering them to eligible businesses within the Shire.

Moved: Cr Fiona Robson

Seconded: Cr Neil Newitt

Carried

12.11. LOCAL GOVERNMENT POWER PURCHASE AGREEMENT

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

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

PURPOSE

The purpose of this report is for Council to consider a proposal to participate in a Local Government Power Purchase Agreement tender process.

BACKGROUND

Through the Towards Zero Emissions Roadmap, Council has set itself a mandate to reach carbon neutrality by 2021. Reaching this goal will require a range of actions including reducing consumption, fuel switching and generating electricity onsite. Some residual consumption will remain however, and it is necessary to address the carbon emissions associated with that consumption in order to achieve the 2021 goal.

Over the past nine (9) months, Council has been participating in a collaborative project between thirty-nine (39) Local Governments around Victoria. Feasibility work has been carried out to determine how, as a collective Buyers' Group, these councils can procure renewable energy in preparation for the end of current electricity contracts.

ISSUE/DISCUSSION

Numerous changes to the energy market have resulted in increased costs to Council in recent years. This highlights the volatility of the market and how changes, such as generation and distribution infrastructure, can impact upon grid performance and energy costs. Additionally, the transition away from fossil fuel generators is accelerating. Energy contracts are currently signed for 2-3 years at a time.

Industry investment and technology changes, consumer sentiment and actions, and State and Federal Renewable Energy Targets are expected to add complexity and uncertainty around the energy market over the coming years. This uncertainty poses challenges to consumers, such as Council, that require a certain degree of price security for budgeting purposes. It is also a cause of income uncertainty for potential developers of renewable energy infrastructure.

By committing to purchase electricity through a Power Purchase Agreement (PPA), Council can reduce this uncertainty, while displaying leadership and achieving our emission reduction goals.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Sustainable Environment

Key Strategic Action:

8.1 Implement the Towards Zero Emissions Roadmap Action Plan including renewable energy generation and reducing Council's consumption.

FINANCIAL IMPLICATIONS

The outcome of this tender will potentially determine the cost of Council's wholesale electricity for a period of 7-10 years. This is a significant contract and will impact Council's operating costs over that period. Due diligence has been carried out by the Buyers' Group and industry consultants to steer this project in a direction which is favourable to Council. Modelling suggests that Council will be able to procure 100% renewable energy through this contract for equivalent or equal cost, in comparison to Business as Usual.

However, the volatility and inherent uncertainty of this market should be noted.

RISK IMPLICATIONS

There is a risk that Council may enter into a contract which becomes comparatively expensive during its term. Conversely, there is a risk that not participating in this process will leave Council exposed to an increasingly volatile market and resultant higher costs. A PPA offers greater price certainty, which helps to mitigate this risk.

Respondents to this tender will be offering a bespoke product to the Buyers' Group based on their collective committed load. Consequently, there is a requirement that councils commit to the tender outcomes at the time of tender development, before the outcomes are known. This is to prevent the project scope significantly changing, which would in turn impact the offer.

This commitment is subject to several project parameters being met by tender respondents, most notably that the cost must be below Business as Usual – i.e. Council would only be obligated to proceed with the tender outcomes if a sufficiently low price is offered.

At this time, it is proposed that a commitment of approximately 20% of Council's electricity load is nominated. This is to allow for alternative contract options to be investigated. This commitment can be increased if necessary and this will be determined over the coming months.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Procuring electricity from renewable sources helps to ensure a greater level of investment in the sector, which leads to improved environmental outcomes. Supporting investment in this developing industry and helping to mitigate the worst impacts of climate change leads to a wide range of improved social and economic outcomes for our region, both directly and indirectly.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council displaying leadership in this area has been requested by community and is committed in the Council Plan.

CONCLUSION

Power Purchase Agreements offer significant benefits for Council and will allow emission reduction goals to be met in an economically viable way.

OFFICER'S RECOMMENDATION

That Council:

12.11.1. Resolves to participate in the Local Government Power Purchase Agreement Project tender development process, with the intention of proceeding to tender for procurement of 20% of Council's electricity. This percentage can be increased in future.

12.11.2. Resolves to delegate authority to the Chief Executive Officer to sign up to the tender process and outcomes.

MOTION

That Council:

12.11.1. Resolves to participate in the Local Government Power Purchase Agreement Project tender development process, with the intention of proceeding to tender for procurement of 20% of Council's electricity. This percentage can be increased in future.

12.11.2. Resolves to delegate authority to the Chief Executive Officer to sign up to the tender process and outcomes.

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

12.12. FURNITURE DESIGN EXEMPTION FOR WOMBAT HILL BOTANIC GARDENS

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Coordinator Parks and Open Spaces, I Sean Ludeke have no interests to disclose in this report.

PURPOSE

The purpose of this report is to seek Council agreement to vary the current approved furniture at the Wombat Hill Botanic Gardens.

BACKGROUND

The Streetscape Master Plans identify a suite of street and park furniture for use in open spaces with a contemporary look and feel. Following extensive community consultation, Council adopted Streetscape plans for Creswick, Clunes, Trentham, Glenlyon and Hepburn Springs at its January 2015 meeting. As part of the adopted plans, a uniform design for furniture (Attachment 1) including seats and tables was endorsed for roll out in all locations across the shire except for Fraser Street, Clunes and the Hepburn Mineral Springs Reserve. Council has allocated \$35,400 in the 2018/19 budget - Reserves Benches, Table Renewal and Expansion Program and Wombat Hill Botanic Gardens was identified this financial year.

ISSUE/DISCUSSION

As part of implementing this program, discussions have been had with Heritage Victoria prior to lodging a permit for works. A Heritage Victoria permit application is unlikely to be successful with the contemporary seating design which will prevent the renewal works from proceeding.

Given, the historic significance of the site and the classification as a Botanic Gardens, it is appropriate to consider a more suitable seating design that more closely aligns with the Conservation Management Plan.

As part of this furniture renewal program, access to the park furniture for all abilities will be a key consideration.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity: Provide great community Parks and Open Spaces by greening our streets, managing tree safety and improving our town entrances, sporting ovals, botanic gardens and passive recreation spaces.

Action 2.2 Implement improvements in accordance with agreed programs and master plans to reserves, botanic gardens and other recreation spaces.

FINANCIAL IMPLICATIONS

There are expected to be cost savings as a result of alternate furniture design as detailed in the table below.

Type of furniture	Price Hepburn Design	Price Heritage Style	Difference per asset
Seat	\$2431	\$1446.50	\$984.50
Table setting	\$5632	\$3256	\$2376

RISK IMPLICATIONS

A Heritage Victoria permit application is unlikely to be successful with the contemporary design as it is considered as inconsistent with the Conservation Management Plan and will place some risk to realising the renewal of the furniture at this site.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Current furniture design can conflict with the heritage look and feel of a botanic garden.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Friends of Wombat Hill Botanic Gardens have been consulted during March 2019 as part of the monthly maintenance meeting with the heritage style seating being the preference.

Heritage Victoria has advised that the introduction of another style of seating with a more square, modern support structure could have a negative effect and might not be considered under the permit application process.

CONCLUSION

The current streetscape design is not considered suitable for the Wombat Hill Botanic Gardens and an alternate style of furniture is recommended.

OFFICER'S RECOMMENDATION

That Council:

12.12.1. Exempt Wombat Hill Botanic Garden from the current streetscape design (Attachment 5) furniture suite with a more heritage style (Attachment 6).

12.12.2. Authorise officers to prepare and submit a permit application to Heritage Victoria for the furniture replacement program based on the alternate style.

MOTION

That Council:

- 12.12.1. Exempt Wombat Hill Botanic Garden from the current streetscape design (Attachment 6) furniture suite with a more heritage style (Attachment 7).*
- 12.12.2. Authorise officers to prepare and submit a permit application to Heritage Victoria for the furniture replacement program based on the alternate style.*

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 6 - CURRENT FURNITURE DESIGN



ATTACHMENT 7 - PROPOSED FURNITURE DESIGN





12.13. COMMUNITY BIODIVERSITY GRANTS 2018-19- RECOMMENDATIONS DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

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

PURPOSE

The purpose of this report is for Council to consider the allocation of the Community Biodiversity Grants 2018-19

BACKGROUND

The Community Biodiversity Grants Program allows Council to directly support the work of community groups and organisations to protect and enhance the Shire's biodiversity and further the objectives in the Hepburn Shire's Biodiversity strategy. The program funds applications up to \$5,000.

ISSUE/DISCUSSION

There were six applications requesting a total of \$24,698, slightly exceeding the \$24,000 program budget.

An assessment of the applications was made by the Biodiversity Officer and reviewed by a panel of the Coordinator of Parks and Open Space and the Macedon Ranges Shire Council Environment Coordinator.

Based on a comparison of leverage funding, ecological impact and community impact, all six projects are recommended for funding.

The recommended projects:

Project Name	Community Organisation	Description	Total Project Amount	Amount Requested	Recommendation
Understanding the natural world	Friends of Cornish Hill	Engage contractor to treat woody weeds in high visitation areas of Cornish Hill reserve and treatment of regrowth via volunteers working bees. Purchase and plant indigenous plants by community groups. Conduct a seed propagation program with schools. Fund expert-led birdwalk as part of Backyard Bird count and part fund school-based workshop on fungi.	\$7,454	\$3,827	Recommended for partial funding - \$3,689

Slaty Creek Wildlife Corridor	Wattle Flat-Pootilla Landcare Group	<p>Contractor removal of Privet and Blackberry along a 400-metre section on Howards Rd and Hawthorn removal on Wattle Flat Rd.</p> <p>Fencing to extend (by approx. 750m2) a wildlife corridor which will be revegetated with indigenous flora during community planting events.</p> <p>The aim is to eliminate pest animal harbour, protect remnant eucalypts and existing plantings and to add new plantings.</p>	\$9451	\$4971	Recommended for partial funding - \$4831
Enhancing the Glenlyon Biolink	Glenlyon Upper Loddon Landcare Group	<p>The project aims to protect and enhance the biodiversity of the Glenlyon Biolink, by continuing our work on weed management and strategic restoration.</p> <p>Grant will fund an ecological report and 5 year management plan with plant lists and maps, to provide the basis of strategic restoration and community education.</p> <p>-a brochure will be created to interpret points from the ecological report</p> <p>-a contractor will spray woody weed infestations while working bees will concentrate on detailed hand weeding.</p> <p>On National Tree Day 2019 we will hold a community planting day and launch the new brochure. A seed collection and propagation workshop will be held.</p>	\$9331	\$5000	Recommended for partial funding - \$4860
New Community Spray Cart 2019	Blampied-Kooroocheang Landcare Group	<p>The Blampied Landcare Group will match \$5000 from this grant to purchase a new spray cart.</p> <p>The Landcare group offers its members the use of its</p>	\$10,000	\$5000	Recommended for partial funding - \$4860

		<p>community spray cart to help landholder tackle their weed infestations on private land. Since 1988) this has totalled several thousands of hectares of weed control.</p> <p>The group's current spray cart is at the end of its life span and has been heavily used by all members of the Landcare group since 1988.</p>			
Grow Wild: Gardening to sustain Wildlife in the Hepburn Shire	Wombat Forestcare	<p>Co-fund publication of a book titled 'Grow Wild: Gardening to Sustain Wildlife in the Hepburn Shire'.</p> <p>It includes sections on</p> <ul style="list-style-type: none"> -protection of wildlife and indigenous plants -habitat gardening – an illustrated list of over 70 recommended indigenous plants. - a brief outline of the geology and geomorphology - references, <p>The A5 book of approx. 100 pages will be illustrated with colour photographs throughout. It will be published locally by Sovereign Press. 1,000 copies of the booklet will be printed.</p>	\$21,800	\$5000	Recommended for partial funding - \$4860
	Friends of Creswick's Park Lake Botanical Reserve Association	<p>To complete the planting of the Victorian Section of the Tolhurst Master Planting Plan by replacing the failed <i>Acmena smithii</i> with <i>Acacia melanoxylon</i>, as per Dr. Tolhurst's directions. conducted as two community working bees.</p>	\$1800	\$900	Recommended for full funding \$900
TOTAL RECOMMENDED					\$24,000

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Sustainable Environment

Key Strategic Activity:

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

Action:

9.1 Implement the Hepburn Shire Biodiversity Strategy

Action 27 of this strategy- 'Develop and implement a new grants program for groups conducting biodiversity actions'

FINANCIAL IMPLICATIONS

Council has allocated \$24,000 for Biodiversity Grants in the 2018-19 budget. The six applications will draw upon the entirety of this funding stream.

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The Biodiversity Grants support projects by volunteer community groups. The focus of these projects is to enhance and protect biodiversity. The ecological and community impact of the project has been considered within the grant evaluation process.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The invitation of applications for the Biodiversity 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 Biodiversity Grant.

OFFICER'S RECOMMENDATION

That Council:

12.13.1. Approves the allocation of grant funds from the 2018-19 Biodiversity Grant program to the following:

Project Name	Community Organisation	Amount
Understanding the natural world	Friends of Cornish Hill	\$3689
Slaty Creek Wildlife Corridor	Wattle Flat-Pootilla Landcare Group	\$4831
Enhancing the Glenlyon Biolink	Glenlyon Upper Loddon Landcare Group	\$4860
New Community Spray Cart 2019	Blampied-Kooroocheang Landcare Group	\$4860
Grow Wild: Gardening to sustain Wildlife in the Hepburn Shire	Wombat Forestcare	\$4860
Completion of planting of Victorian Section, Tolhurst Plan	Friends of Creswick's Park Lake Botanical Reserve Association	\$900
	Total	\$24000.00

MOTION

That Council:

12.13.1. *Approves the allocation of grant funds from the 2018-19 Biodiversity Grant program to the following:*

Project Name	Community Organisation	Amount
Understanding the natural world	Friends of Cornish Hill	\$3689
Slaty Creek Wildlife Corridor	Wattle Flat-Pootilla Landcare Group	\$4831
Enhancing the Glenlyon Biolink	Glenlyon Upper Loddon Landcare Group	\$4860
New Community Spray Cart 2019	Blampied-Kooroocheang Landcare Group	\$4860
Grow Wild: Gardening to sustain Wildlife in the Hepburn Shire	Wombat Forestcare	\$4860
Completion of planting of Victorian Section, Tolhurst Plan	Friends of Creswick's Park Lake Botanical Reserve Association	\$900
	Total	\$24000.00

Moved: Cr Greg May

Seconded: Cr Licia Kokocinski

Carried

12.14. COMMUNITY GRANTS – JUNE 2019

DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

PURPOSE

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

BACKGROUND

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

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

ISSUE/DISCUSSION

Four applications are being recommended for June. Three of these grants are eligible to receive funding through the Community Grants 2018-19 budget allowance and one through the Children's Program Fund.

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

The grant 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.

The recommendations for June included the following:

Project Name	Community Organisation	Description	Category	Total Project Amount	Amount Requested	Recommendation
World Circus and Engaged Communities	Fish and Moo Productions auspiced by the Daylesford Neighbourhood Centre	World Circus and Cabaret Festival including workshops for kindergarten, primary and secondary children as well as shows for those in aged care.	A.	\$3,000	\$2,000	Recommended for partial funding - \$1,000
Bullarto Nature Playgroup	Bullarto Primary School auspiced by Playgroup Victoria	Establish Bullarto Nature Playgroup which will provide a child lead, highly enriched, sensory and outdoor play environment for children and families to come together.	A.	\$4,000	\$2,000	Recommended full funding
Daylesford Pride Cup	Daylesford Football Netball Club	In consultation with ChillOut Festival, a football match to promote LGBTIQ+ inclusion, diversity and acceptance in our community sporting clubs.	A.	\$10,000	\$2,000	Recommended full funding

Newlyn PS City Cultural Experience	Newlyn Primary School	A cultural experience in the City of Melbourne addressing key learning in the area of Maths, the Arts and Japanese. It will also give students important experience in using public transport.	F.	\$1,763	\$1,000	Recommended full funding
Total Recommended						\$6,000

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective:

Active & Engaged Communities

Key Strategic Activity:

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

Action:

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

FINANCIAL IMPLICATIONS

Council has allocated \$42,000 for Community Grants in the 2018-19 budget. There is a funding balance of \$7,744.31 remaining in the 2018-19 Program. The three applications categorised as 'A' and 'B' draw upon this funding stream, equating to \$4,550.

The Children's Program's 2018-19 budget allowance is \$10,000. There is \$8,000 remaining in this fund. The one application received categorised as 'F' draws upon this funding stream. The applicant has requested the full amount of \$1,000.

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

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

Category	Allocated to Date	Annual Budget	Available Funds
Grants awarded from 2017-18 Community Grants Program	\$2,347.00	\$42,000	\$7,744.31
A) Active and Engaged Communities	\$25,003.50		
B) Quality Community Infrastructure (including small equipment)	\$6,905.19		
C) Sustainable Environment	\$0.00		
D) Reconciliation Support	\$0.00		
E) White Ribbon and Family Violence Action Initiatives	\$0.00		
F) Children's Program	\$2,000	\$10,000	\$8,000
G) Charitable Purposes	\$8,000	\$10,000	N/A – awarded annually in December

RISK IMPLICATIONS

All applicants are required to identify how project risk and safety issues will be managed and this formed part of the assessment process. Insurance and not-for-profit status are checked for all applications.

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

The World Circus and Engaged Communities Program will be encouraged to link with the community Circus groups in Daylesford and Clunes.

CONCLUSION

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

OFFICER'S RECOMMENDATION

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

Project Name	Community Organisation	Amount
World Circus and Engaged Communities	Fish and Moo Productions	\$1,000
Bullarto Nature Playgroup	Bullarto Primary School auspiced by Playgroup Victoria	\$2,000
Daylesford Pride Cup	Daylesford Football Netball Club	\$2,000
Newlyn PS City Cultural Experience	Newlyn Primary School	\$1,000
Total		\$6,000

MOTION

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

Project Name	Community Organisation	Amount
World Circus and Engaged Communities	Fish and Moo Productions	\$1,000
Bullarto Nature Playgroup	Bullarto Primary School auspiced by Playgroup Victoria	\$2,000
Daylesford Pride Cup	Daylesford Football Netball Club	\$2,000
Newlyn PS City Cultural Experience	Newlyn Primary School	\$1,000
	Total	\$6,000

Moved: Cr Neil Newitt

Seconded: Cr Licia Kokocinski

Carried

12.15. LIABILITY MUTUAL INSURANCE SCHEME (PUBLIC AND PRODUCTS LIABILITY INSURANCE AND PROFESSIONAL INDEMNITY INSURANCE) RENEWAL 2019/2020

CHIEF EXECUTIVE OFFICER

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

PURPOSE

The purpose of this report is for Council to approve the renewal of Council's Liability Mutual Insurance for 2019-2020 through MAV Insurance.

BACKGROUND

Under section 76A of the *Local Government Act 1989* ('Act'), Council is required to hold both public and products liability insurance and professional indemnity insurance. Council complies with this requirement by participating in the Liability Mutual Insurance Scheme approved by the Minister for Local Government (section 76A (2) of the Act) administered by MAV Insurance.

Broadly, these insurances cover Council in the event of claims by third parties for injury (including death), damages or other losses that may be suffered as a result of Council's negligence or breach of its duty of care.

ISSUE/DISCUSSION

Council received a Renewal Proposal from MAV Insurance for 2019-2020 in May 2019 which was completed and returned to MAV Insurance in order to determine premiums.

Under the Scheme, all participating councils are covered for \$600m public and products liability and \$600m for professional indemnity.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

As the Minister for Local Government has approved participation by Victorian councils in a mutual liability scheme, Council is not required to tender for this service under section 186 of the Act even though the premium will exceed \$150,000.

FINANCIAL IMPLICATIONS

The premium for these classes of insurance for 2019-2020 has been determined by MAV Insurance. Based on Council's previous claims history and revenue, preliminary advice received from MAV Insurance indicates that Council's anticipated premium increase over its 2018-19 premium will be approximately 15%. This level of increase will be in line with overall Scheme movements for all members. Council's 2018-19 premium was \$177,874 (excluding GST). A 15% increase will equate to an annual premium for 2019-

2020 of \$204,555 (excluding GST). Whilst Council did not have any new claims during the 2018-2019 period, this level of increase is reflective of premium movements this year brought about by a 'tightening' of local and worldwide insurance markets generally.

RISK IMPLICATIONS

Insurance is considered to be essential for the prudent management of Council's affairs and is a primary control in relation to the mitigation of many risk items on Council's Risk Register.

Major claims under these classes of insurance may run to several millions of dollars.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

No environmental/social/economic implications noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

No community or stakeholder engagement required nor undertaken.

CONCLUSION

It is a statutory requirement for all Victorian councils to take out and maintain public and products liability insurance and professional indemnity insurance in order to protect the financial interests of the community.

OFFICER'S RECOMMENDATION

That Council resolves to authorise the Chief Executive Officer to:

12.15.1. Place Council's public and products insurance and public liability insurance with MAV Insurance for the period 2019-2020; and

12.15.2. Approve payment of the premium for public and products liability insurance and professional indemnity insurance for 2019-2020 for an amount of up to \$204,555 excluding GST).

MOTION

That Council resolves to authorise the Chief Executive Officer to:

12.15.1. Place Council's public and products insurance and public liability insurance with MAV Insurance for the period 2019-2020; and

12.15.2. Approve payment of the premium for public and products liability insurance and professional indemnity insurance for 2019-2020 for an amount of up to \$204,555 excluding GST).

Moved: Cr Licia Kokocinski

Seconded: Cr Kate Redwood AM
Carried

12.16. REQUEST FOR APPROVAL TO OPERATE HIGHER MASS LIMIT AND B-DOUBLE VEHICLES ON LOCAL COUNCIL ROADS
DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

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

PURPOSE

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

NEW AND RENEWAL APPLICATIONS

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

Ref	Permit Type	Organisation	Vehicles	Roads	Load Type	Time Frame as per Application	No of Trips (approx)
a)244338	New	Mathew Pugh	Prime Mover towing load	Ullina Kooroocheang Road Smeaton intersection of Creswick Newstead road to 1080 Ullina Kooroocheang Road	House Relocation	31/05/2019-30/05/2022	5 Trucks 1 Trip

ISSUE/DISCUSSION

Council officers have assessed the applications considering the following:

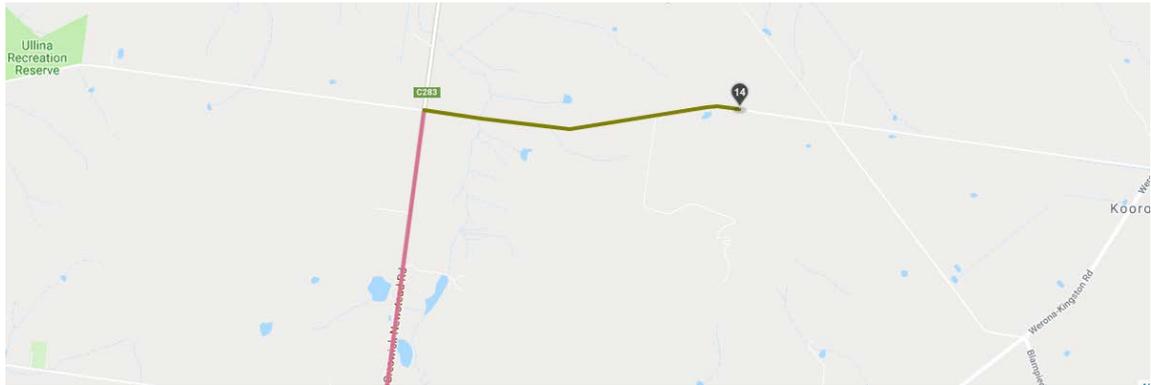
- Community safety
- Local amenity
- Physical limitations of the network
- Economic benefits
- Alternative access
- Cost implications to Council.

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

CONSENT REQUESTS

a) Mathew Pugh - (Road Manager Request Number 244338):

Mathew Pugh requests that Council grant consent for the route shown as follows:



Map a - 1

The requested route is assessed as being suitable for using Heavy Vehicles in accordance with the application subject to the Standard Conditions and Supplementary Condition A as listed below.

STANDARD CONDITIONS

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

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

SUPPLEMENTARY CONDITIONS

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

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

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

No external engagement was undertaken in relation to these requests.

CONCLUSION

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

OFFICER'S RECOMMENDATION

That Council:

12.16.1. Approves Mathew Pugh to use a prime mover towing load commencing 19 June 2019 and expiring 30 May 2022 on Ullina Kooroocheang Road Between Creswick Newstead Road 1080 Ullina Kooroocheang Road; Subject to the standard conditions listed in item 12.16.2 and supplementary condition 12.16.3A listed below.

12.16.2. Provides the above approvals subject to the following standard conditions:

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

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

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

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

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

MOTION

That Council:

12.16.1. *Approves Mathew Pugh to use a prime mover towing load commencing 19 June 2019 and expiring 30 May 2022 on Ullina Kooroocheang Road Between Creswick Newstead Road 1080 Ullina Kooroocheang Road; Subject to the standard conditions listed in item 12.16.2 and supplementary condition 12.16.3A listed below.*

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

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

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

12.16.3. *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 7:00 am to 6:00 pm*
- B. *Unloaded vehicles only.*
- C. *Hours of Operation shall not interfere with School Start and End times (8:00 am to 9:30 am & 2:30 pm to 4:00 pm).*
- D. *To notify neighbouring properties prior to undertaking any movements*

Moved: Cr Fiona Robson

Seconded: Cr Neil Newitt

Carried

12.17. RECORD OF ASSEMBLIES OF COUNCILLORS

CHIEF EXECUTIVE OFFICER

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

PURPOSE

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

BACKGROUND

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

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

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

ISSUE / DISCUSSION

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

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

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

Date	Committee Name	Location
16 April 2019	Councillor/CEO Meeting	Trentham Neighbourhood Centre
21 May 2019	Councillor/CEO Meeting	The Warehouse Clunes
21 May 2019	Pre-Council Meeting Briefing	The Warehouse Clunes
4 June 2019	Councillor Briefing	Daylesford Town Hall
11 June 2019	Councillor Briefing	Daylesford Town Hall

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Local Government Act 1989, Section 80A

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

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

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

Information provided for noting.

OFFICER'S RECOMMENDATION

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

MOTION

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

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

ATTACHMENT 8 - RECORDS OF ASSEMBLIES OF COUNCILLORS

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor/CEO Meeting
Date: 16 April 2019
Time: 2:00 – 3:30pm

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

Councillors present:

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

Members of Council Staff present:

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

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature:

Evan King

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

COUNCILLOR & CEO MEETING

Tuesday 16-04-2019

Trentham Community Centre

2:00 - 3:30PM

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

CHAIR: Mayor Don Henderson

APOLOGIES:

No.	Time	Agenda Item	Presenter
1.	2:00pm	Relevant items for discussion following Councillor only time	Mayor Don Henderson
2.		Op Shop Tip Passes	Cr Kate Redwood AM
3.		Progress with the Tender for the Planning Review	Cr John Cottrell

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor/CEO Meeting
 Date: 21 May 2019
 Time: 3:00 – 3:30pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other – The Warehouse - Clunes

Councillors present:

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

Members of Council Staff present:

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

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature:



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

COUNCILLOR & CEO MEETING

Tuesday 21-05-2019

The Warehouse - Clunes

2:00 - 3:30PM

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

CHAIR: Mayor Don Henderson

APOLOGIES:

No.	Time	Agenda Item	Presenter
1.	2:00pm	Relevant items for discussion following Councillor only time	Mayor Don Henderson
2.		Declaration of Climate Emergency	Cr Kate Redwood AM

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, 21 May 2019

Time: 3:30pm – 5:00pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) – The Warehouse Clunes

Councillors present:

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

Members of Council Staff present:

<input checked="" type="checkbox"/> CEO Evan King	<input checked="" type="checkbox"/> Other, please specify: Manager
<input checked="" type="checkbox"/> Director Community & Corporate Services Bradley Thomas	Development and Community Safety (Justin Fiddes), Manager Community and Economic
<input checked="" type="checkbox"/> Director Infrastructure & Development Services Bruce Lucas	Development (Andrew Burgess), Manager People and Culture (Vivienne Green) and Manager Governance Compliance and Risk (Steve Millard)

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Cr Kate Redwood AM	Left 5:00pm returned 5:10pm
Cr Fiona Robson	Left 5:00pm returned 5:10pm

Matters Considered: Monday, 21 May 2018

Pre-Council Meeting Briefing

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature:  _

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

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor Briefing
Date: Tuesday, 4 June 2019
Time: 9:00am – 5:00pm

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

Councillors present:

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

Members of Council Staff present:

- | | |
|---|---|
| <input checked="" type="checkbox"/> CEO Evan King | <input checked="" type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> Director Community & Corporate Services
Bradley Thomas | Senior Project Engineer – Tim Powell,
Sustainability Officer – Dominic Murphy,
Biodiversity Officer – Brian Bainbridge,
Manager Community and Economic
Development – Andrew Burgess,
Coordinator Economic Development –
Rebecca Pedretti, Coordinator Community
Development – Rachel Palmer, Coordinator
Facilities Environment and Waste – Stuart
Ritchie, Coordinator Parks and Open Spaces
– Sean Ludeke, Community Programs
Officer – Rachel Murphy, Manager Financial
Services - Danielle How. |
| <input checked="" type="checkbox"/> Director Infrastructure & Development
Services Bruce Lucas | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Nil	

Matters Considered: Tuesday, 4 June 2019

Agenda Attached

Matters Councillors not present

Councillor Name	Item
Cr Neil Newitt	Strategic Risk Profile

Name and title of Officer responsible for this written record:

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*

CEO Evan King

Other, please specify:

Director Community & Corporate Services

Bradley Thomas

Director Infrastructure & Development

Services Bruce Lucas

Signature: _____



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

Tuesday 4 June 2019
 Council Chamber, Daylesford Town Hall
 9:00 am – 5:00 pm

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

INVITED:

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

CHAIR:

Mayor Don Henderson
 Evan King – Chief Executive Officer

APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.	9:00am	Report	Pedestrian Crossing at Fraser Street Clunes	Coordinator Engineering	4
2.	9:30am	Workshop	Strategic Risk Profile and Risk Appetite and Tolerance Statement	JLT Legal	6
	10:30am		Break		

No	Time	Type	Agenda Item	Presenter	Page No
	10:45am	Workshop	Strategic Risk Profile and Risk Appetite and Tolerance Statement cont.	JLT Legal	6
	12.45pm		Lunch		
3.	1:15pm	Report	Grampians Central West Waste & Resource Recovery Group	La Vergne Lehmann, Executive Officer	7
4.	1:45pm	Report	Local Government Power Purchase Agreement (LG PPA) Project	Sustainability Officer	8
5.	2:15pm	Presentation	Environmental Upgrade Agreements	Sustainability Officer	21
6.	2:30pm	Report	Community Biodiversity Grants 2018-19- Recommendations	Biodiversity Officer	28
7.	2:45pm	Presentation	Furniture Design Exemption for Wombat Hill Botanic Garden	Coordinator Parks and Open Space	32
	3:00pm		Break		
8.	3:15pm	Report	Active Women and Girls Strategy – Alliance formation and launch	Community Programs Officer	37
9.	3:30pm	Report	Community Grants June Recommendations	Community Programs Officer	40
10.	3:45pm	Report	Daylesford Football Netball Club Inc. & Clunes Football Netball Club Inc. – Licence Agreements	Community Programs Officer	44

No	Time	Type	Agenda Item	Presenter	Page No
11.	4:15pm	Report	Public submissions to the proposed 2019-2020 Budget	Director Community & Corporate Services	80
12.	4:30pm	Discussion	Executive Issues Update	CEO	138
13.	4:40pm	Discussion	External Committees Update	CEO	139
14.	4:50pm	Discussion	Councillor 'Burning Issues' Discussion	CEO	140
	5:00pm		CLOSE OF MEETING		

13. COUNCIL SPECIAL COMMITTEES (SECTION 86)

13.1. MINUTES OF SPECIAL COMMITTEES (SECTION 86)

CHIEF EXECUTIVE OFFICER

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

PURPOSE

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

BACKGROUND

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

ISSUE/DISCUSSION

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

- Dean Recreation Reserve Special Committee – 19 March 2019
- Lee Medlyn Home of Bottles – 20 May 2019
- Lyonville Hall Special Committee – 21 May 2019
- Drummond Hall Special Committee – 31 May 2019

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

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes and reports have been provided for noting.

OFFICER'S RECOMMENDATION

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

- Dean Recreation Reserve Special Committee – 19 March 2019
- Lee Medlyn Home of Bottles – 20 May 2019
- Lyonville Hall Special Committee – 21 May 2019
- Drummond Hall Special Committee – 31 May 2019

MOTION

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

- *Dean Recreation Reserve Special Committee – 19 March 2019*
- *Lee Medlyn Home of Bottles – 20 May 2019*
- *Lyonville Hall Special Committee – 21 May 2019*
- *Drummond Hall Special Committee – 31 May 2019*

Moved: Cr Neil Newitt

Seconded: Cr Licia Kokocinski

Carried

14. COUNCIL ADVISORY COMMITTEES

14.1. EXTENSION OF APPOINTMENT OF HEATHER MUTIMER INTERNATIONAL WOMEN'S DAY HONOUR ROLL ADVISORY COMMITTEE MEMBERS

DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Events Officer, I Bridgette O'Brien have no interests to disclose in this report.

PURPOSE

The purpose of this report is to recommend that Council extend the appointments of three of the Heather Mutimer International Women's Day Honour Roll Advisory Committee until 30 April 2020.

BACKGROUND

In January 2017 Council appointed three members to the Heather Mutimer International Women's Day Honour Roll Advisory Committee for a term of three years, with the terms due to expire on 30 January 2020.

ISSUE/DISCUSSION

The three serving committee members with terms soon to expire, Ms Anne E Stewart, Robyn Rogers and Glenda Fleischer, have requested that Council extend the terms to 30 April 2020. This would enable them to see through the delivery of the International Women's Day event which occurs in the week of the 8 of March 2020.

The terms of two other independent committee members, Vicki Adamson and Susan Craven, remain current and expire on the 31 of August 2020.

The Heather Mutimer International Women's Day Honour Roll Organising Committee Terms of Reference states that there must be a minimum of 4 Community Members on the Committee. The 5 committee members mentioned above have stated they wish to continue on the committee.

This extension allows the current committee to provide advice from the commencement of the process, to the International Women's Day event itself and evaluation at the conclusion of the process.

Council Officers will promote an expression of interest process for committee membership in April/May 2020 to encourage new members.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

The extension of member terms ensures the continuation of knowledge from the beginning of the process to the end.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Nil

CONCLUSION

The extension of member terms for Ms Anne E Stewart, Robyn Rogers and Glenda Fleischer on the Heather Mutimer International Women's Day Honour Roll Advisory Committee until 30 of April 2020 offers continuity of expertise and oversight to the committee.

OFFICER'S RECOMMENDATION

That Council resolves to:

14.1.1. Extend the term of Ms Anne E Stewart on the Heather Mutimer International Women's Day Honour Roll Advisory Committee from 30 January 2020 to 30 April 2020.

14.1.2. Extend the term of Ms Robyn Rogers on the Heather Mutimer International Women's Day Honour Roll Advisory Committee from 30 January 2020 to 30 April 2020.

14.1.3. Extend the term of Ms Glenda Fleischer on the Heather Mutimer International Women's Day Honour Roll Advisory Committee from 30 January 2020 to 30 April 2020.

14.1.4. Authorise Council officers to write to Ms Anne E Stewart, Robyn Rogers and Glenda Fleischer to inform them of the extension of their terms.

MOTION

That Council resolves to:

- 14.1.1. Note that Ms Anne E Stewart has given verbal notice of her decision to resign from the committee, effective immediately, and authorise Council officers to write to Ms Anne E Stewart to thank her for her contribution to the Committee.*
- 14.1.2. Extend the term of Ms Robyn Rogers on the Heather Mutimer International Women's Day Honour Roll Advisory Committee from 30 January 2020 to 30 April 2020.*
- 14.1.3. Extend the term of Ms Glenda Fleischer on the Heather Mutimer International Women's Day Honour Roll Advisory Committee from 30 January 2020 to 30 April 2020.*
- 14.1.4. Authorise Council officers to write to Robyn Rogers and Glenda Fleischer to inform them of the extension of their terms.*

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

15. CLOSE OF MEETING

Meeting closed at 7.57 pm
