



***HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF
COUNCIL
MINUTES***

TUESDAY 15 DECEMBER 2009

**TRENTHAM MECHANICS INSTITUTE
HIGH STREET
TRENTHAM
7PM**

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**Hepburn Shire Council
Ordinary Meeting of
Council**



MINUTES

TUESDAY 15 DECEMBER 2009

Trentham Mechanics Institute
High St, Trentham
Commencing 7PM

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KAYLENE CONRICK
CHIEF EXECUTIVE OFFICER
10 DECEMBER 2009

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. **OPENING OF MEETING: The Meeting opened at 7.03pm**

PRESENT: Mayor Councillor Janine Booth, Deputy Mayor Councillor Rod May, Councillor Jon Barrell, Councillor Tim Hayes, Councillor Sebastian Klein, Councillor Don Henderson, Councillor Bill McClenaghan

IN ATTENDANCE: Chief Executive Officer Kaylene Conrick, General Manager Corporate Services Lucy Roffey, General Manager Sustainable Development Robert Jennings, General Manager Infrastructure Peter Reeve, General Manager Community Development Martin Walmsley

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”

3. **APOLOGIES: Nil**

4. **DECLARATION OF CONFLICTS OF INTEREST: Nil**

5. CONFIRMATION OF MINUTES:

Motion

- 5.1 *That the Minutes of the Ordinary Meeting of Council held on 17 November 2009 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

Moved: Cr Don Henderson

Seconded: Cr Tim Hayes

Carried.

6. NOTICES OF MOTION:

Nil

7. PRESENTATION OF REPORTS:

Mayor's Report

Councillor Janine Booth, Creswick Ward delivered the following report:

It is with great pleasure that I deliver my first report to Council as Mayor of the Hepburn Shire.

I wish to thank Councillors for the faith and trust they have placed in me in electing me Mayor at the Statutory Meeting of Council held on Tuesday December 7th. I wish to acknowledge the support and encouragement of the Deputy Mayor Cr Rod May and look forward to the next 12 months working productively with Councillors, the CEO and Officers.

As Mayor over the past week I have attended the last of our four Visitor Information Centre Volunteers thank you dinners- that being for the Clunes Visitor Information Centre volunteers. It is befitting that Council acknowledges the work done by all these volunteers across the Shire. Being the friendly face of their Communities to Visitors to our Shire, they cheerfully perform a vital function of providing advice and information that Council could never afford to pay for and I was pleased to share some time with them and thank them for their contribution on behalf of Council.

On Sunday I attended a luncheon with the Creswick Senior Citizens and acknowledged the valuable role they play in the Creswick Community. With activities ranging from carpet bowls to film nights, card games to craft and singing groups ensures companionship, caring and support for those senior citizens in our Community.

On Monday I attended the launch of wireless internet services to Councils Library Services across the Shire. Co-located in the Creswick Service Centre, our Creswick Library is small in size but large in service and offers a range of services now including free wireless internet connection to all ages from the young preschoolers to the older residents.

Today I attended the official opening of the Creative Clunes Inc Bookshop Co-operative where the Honorable Peter Batchelor Minister for Community Development announced support funding of a \$30,000 Community Enterprise Grant awarded to Creative Clunes Inc. I congratulated the Clunes Community, in particular the Committee of Creative Clunes Inc. whose vision for a sustainable future for Clunes based on books and cultural tourism continues to grow.

Councillor Reports

Councillor Rod May, Birch Ward

Last week the Hepburn Springs Reserve committee met and I was pleased to chair that meeting. A further site meeting also ensued yesterday. The committee have been eager to begin and after their appointment in June were pleased to start work. They are intending to make a detailed presentation to the consultants involved in the management plan before they meet with council in coming months.

The committee also will present to council on their views of the long and short term plans for the reserve, but have indicated that the deadline contained in the TOR is unlikely to be met as a result of their late constitution.

The group were accompanied by Peter Reeve our acting GM infrastructure at the site inspection and have had good rapport over the practical measures that might be taken in terms of maintenance in addition to strategic planning.

Councillor Bill McClenaghan, Holcombe Ward

Mayoral duties in the past month have involved numerous functions where volunteers have been acknowledged and thanked for the wonderful and devoted work that they do for their communities in various fields.

One event was a luncheon for the Staff of the Hepburn Shire, many of whom have gone that extra mile for their community in the past year, particularly in the bushfire emergencies. Other functions were for the volunteers who staff the various Visitor Information Centres within Hepburn Shire. Another function was as the guest of the Hepburn Health Service, who were acknowledging and rewarding the dedication of their large band of volunteers in community care and the various associated services.

Like Hepburn Shire, the Health Service is mindful of the value of our respective volunteers and how much we depend upon their kindness, good will, skills and willing assistance. It was indeed a pleasure to say a heart-felt thank-you to these volunteers.

On Friday 20 November, I attended a Ministerial opening of new facilities at the refurbished Daylesford Secondary College where talented students gave informed speeches and the school band played for Minister Bronwyn Pike as she toured the school. Finally, after being open for nearly two years now, a Government Minister visited and officially "opened" the ARC or indoor recreation centre. Better late than never as they say in the classics and at last the full process of establishment is

complete after Minister Madden turned the first sod in 2006 for the commencement of construction. I recall that the Mayor of the day, Cr Mutimer, stood on a step ladder to give Minister Madden an eyeball to eyeball Mayoral response.

On Saturday 21 November, I and other members of the Community Recovery Committee travelled with members of the City of Bendigo CRC down to Government House Melbourne for a Vice-Regal reception to thank us volunteers who had worked on bushfire recovery in our respective Shires. The Premier, the Governor, Federal Parliamentary Secretary Shorten and the VBRR Chair Christine Nixon all spoke to thank CRC members for the work they have done and continue to do. It was a good opportunity to meet other CRC members from other Shires, other Mayors and CEOs as well as now familiar faces like Christine Nixon, her husband John and Ben Hubbard, the CEO of VBRR. Again I used the opportunity to inquire how some of the yet to be resolved issues are travelling such as reconstruction of the Daylesford Spa Country Railway and the Wombat Creek bridge in the forest South of Daylesford. I just didn't mention mini-tankers.

On Monday 23 November, I attended the final graduation of the 2009 group of Leadership Ballarat and Western Region. Described not as a leadership course or class but as an ongoing journey, numerous participants from five surrounding Shires received their official framed awards. Congratulations to our Recreation Officer, Adam McSwain who graduated in this year's group. Adam was also one of two graduates selected to give an enlightening final speech that day. Congratulations to Adam McSwain for undertaking an ambitious journey into the realms of leadership. He did the hard yards, did all that was expected of him and more. As Hepburn Shire was a sponsor for one of the activities undertaken, we got a framed certificate too and I was called forth that day to accept it on behalf of Council. I have great pleasure today in presenting the certificate to the CEO of Hepburn Shire in recognition of the contribution made by our staff to Leadership Ballarat and Western Region. I also present the 2009 Prospectus from the group showing the participants from the last four years.

The next day, I attended a regional promotion in Parliament House Melbourne, sponsored by the City of Ballarat. Set up in Queens Hall, the promotion showcased what is here in the greater Ballarat Region in order to interest the State Government in participating. As the Premier spoke, you could see his eyes looking around the room to check to see how much regional support there was in attendance. Certainly, all neighbouring Councils including Hepburn Shire were there as development in Ballarat will impact us all and provide the range of services that we often don't have in smaller towns. Our Manager of Economic Development and Tourism, Mr. Collins was there, as

was I as Mayor and Adam McSwain (again) as our Recreation Officer. I also present the promotional material from “Ballarat 3T – Today, Tomorrow, Together”

On Friday 27 November, I attended a function in Smeaton to witness their local member Joe Helper MP hand over the keys to the new Smeaton fire truck, which is truly brand new and state of the art. I’m sure that the local brigade will take tender loving care of their new fire truck.

Then it was a quick trip to Yandoit for the final Community Planning Meeting for 2009. Other events of note that I attended were the Daylesford Show and the Daylesford Highland Gathering, both at Victoria Park Daylesford on Saturdays 28 November and 5 December respectively.

My last gig as Mayor was presenting certificates of achievement to Year 8 and 9 Daylesford Secondary College students for successfully completing another “Getting Down & Dirty” program at the Daylesford Neighbourhood Centre on Monday 7 December. Here they landscaped the hillside behind the old court house in stunning effect. Well done students; there’s lots of work to do and money to be made “getting down and dirty” and I told them so before going off to get down and dirty myself in chosen business pursuits.

What a year it has been. I close by offering my best wishes for Christmas (spelled with a “C” not an “X”) and the New Year to all my Councillor colleagues, the CEO and the Hepburn Shire staff, residents and ratepayers. Thank you all for the opportunities in the past twelve months.

Councillor Jon Barrell, Birch Ward delivered the following report:

1. **The Wombat Hill Botanical Gardens Advisory Committee Meeting** meeting for December 2009 was substituted for a on site meeting yesterday 14/12/09 involving Acting GM Infrastructure Mr Peter Reeve & Mr John Hawker, Horticultural Advisor to Heritage Victoria. I believe this will be useful.
 - a. **I also attended the Annual General Meeting of the Friends of Wombat Hill Botanic Gardens 30/11/09 & chaired their election of Office-Bearers.**

2. **Councillors are aware that the Destination Daylesford Campaign Committee** has been wound up.

- a. As reported elsewhere, a new Hepburn Shire Regional Tourism Association - Tourism Hepburn Incorporated - has evolved.
 - b. I am still awaiting confirmation of the formation of a Daylesford & Hepburn Springs Business And Tourism Association (BATA) which I expect will create an opportunity for the strengthening of a voice in Birch Ward representing local business and tourism.
3. **ARC Advisory Committee last met 09/11/09.**
- a. I also attended an Official Tour of inspection and Opening of a number of new works at the Daylesford Secondary College by Minister Ms Bronwyn Pike 20/11/09
4. **I attended a meeting of approximately 15-20 citizens regarding future hydrotherapy options within Hepburn Shire on 4/12/09.**
- a. I was assisted by Hepburn Shire Council's Community Development Manager Ms Kathleen Brannigan.
 - b. A presentation was made by Mr Allan McLeod representing the Victoria Park Users Group regarding their proposals for a multi-purpose development which may include a hydrotherapy pool, and he presented a concept plan by pro bono Architect Mr Simon Hill.
 - c. I was most interested to learn opinions regarding the dimensions & temperature of a hydrotherapy pool
 - d. Council is awaiting a further presentation to Council from the Victoria Park users group on this matter with a more detailed Concept Plan & Feasability Study.

Councillor Tim Hayes, Cameron Ward delivered the following report:

Although I do not normally present reports – for the reasons previously stated to councillors – I do wish to report on a few matters that Council needs to be aware of.

The first relates to the provision of Library Services throughout the Central Highlands Region.

On Friday 20 November I addressed the Public Libraries Summit held in Melbourne and convened by the Municipal Association of Victoria. The Summit was a long time in coming and followed a campaign commenced by the Central Highlands Regional Library Corporation back in 2007. The purpose of the Summit was supposed to heighten awareness of the problems being faced by public libraries, particularly in rural Victoria, in maintaining financial sustainability.

I have stated on previous occasions that the Central Highlands Regional Library Service has been under funded, under staffed and under stocked for several years and that in the case of Hepburn Shire our three static libraries operate from buildings that are grossly inadequate in this modern day.

Unfortunately, the plight of our library system was not addressed at the summit. MAV President, Cr Bill McArthur set the tone of the meeting by stating that local government must not rock the boat and that it should not be critical of the state government in the matter of library funding. So much for the MAV being a lobbyist for local government; it seems to me that the MAV has become an agent of the state government. Apart from my address, no speaker raised the concerns regarding library funding. The MAV President's Opening Remarks were followed by an address by the Minister for Local Government who basically suggested that if local government can't find the funds to run libraries, they should seek help from philanthropic trusts.

In a State where our capital city is now designated a UNESCO City of Literature, where we have established the Centre for Books, Writing and Ideas and where our Premier lends his name to a Reading Challenge and to a Literary Award, local libraries have much to offer but are under-utilised and perhaps under appreciated by our state government. And while I congratulate the government on such noble and culturally significant initiatives, they do at times seem to be at odds with an ongoing and entrenched resistance to the pleas by library corporations and local government for assistance.

Council is aware that the Central Highlands Regional Library Corporation is currently undertaking a Review of its operations.

We are looking at ways in which the Corporation can reduce compliance costs so that more funds are available to services?

One way of doing this is to have each Council employ those library staff working in their branches. This will reduce administration costs, increase the connection with councils for improved service delivery and eliminate duplication of compliance activities.

We are also investigating an alternative to the current Mobile library – looking at flexible services, online and home delivery and using smaller vehicles rather than the current juggernaut vehicle that is neither financially nor environmentally sustainable.

Six of the 7 member Councils have now indicated a preference for an option whereby the Councils assume responsibility for employing library staff and have asked that this option be further explored. An Implementation Review Group has been established. This Group comprises representation from the Board, Council Officers and the relevant

union. Council should receive feedback and firm recommendations from the Group by the end of this financial year.

Still on the subject of books, today marked the official opening by the Minister for Community Development of the Booktown Bookshop in Clunes. The State Government has provided a \$30,000 grant to Creative Clunes to establish this community enterprise and the Minister indicated that this was a great example of a community enterprise that has all of the ingredients of success.

Finally Madam Mayor I wish to take this opportunity to extend felicitations to all councillors and senior officers for the festive season. I look forward to 2010 and a year in which we can focus on those issues of importance to our communities.

Councillor Sebastian Klein, Coliban Ward delivered the following report:

This month I attended:

Newbury Recreation Reserve and Lyonville Hall Committees AGMs

Break ups for Quarry St Reserve Committee and the Trentham Neighbourhood Centre

The morning tea/ reception for Run for a Safe Climate was a great chance to meet the emergency services professionals who have dedicated much time and effort to publicizing and raising money for the campaign for a safe climate.

The MAV Transition Towns workshop was a great chance to see how communities can get together and act for sustainability. Including some great presentations from nearby neighbours in Castlemaine on how some common-sense activities can help.

A successful youth oriented ward meeting has started the process of engaging and supporting youth in Trentham, I look forward to increasing efforts in this area and bringing the community together to let these kids know they are an important part of things.

Finally congratulations go to Tom and Mary Walsh who received a multicultural award for their considerable efforts in the area of cultural activities, their work at the hostel and in welcoming newcomers to the community.

Councillor Don Henderson, Creswick Ward delivered the following report:

I recently had the pleasure of joining with councillor colleagues in a number of events to thank our volunteers for their work throughout the year. A notable occasion was the Elderly citizens lunch and I can tell you that they had great time . These folk have left a

fine legacy for us all and I admire their sense of fun and the example they set. It is not about the lunch but the goodwill and willingness to be involved that make these get togethers worthwhile.

I attended along with Cr McClenaghan the handover of a new fire tanker to the Smeaton CFA . They showed me with great pride all of the safety features but when I asked them if a tin of petrol might test the flammability they were not so sure.

The opening of the revamped Lee Medlyn Complex still known to most as the Clunes Bottle Museum was another event that showed the resolve and great togetherness of the Clunes community who turned out in their old world finery for the event. All were made welcome and were very appreciative of our support.

I put up a challenge for the Clunes pigeon fanciers by exhibiting my own birds at the Clunes Show this year . This is a great show and despite some adverse weather was enjoyed by the crowds especially the young folk. The challenge is for the Clunes pigeon fanciers to beat me next year because I walked away with the winners sash.

A further meeting has been held with VICTRACK and was well attended by interested local people. The main purpose was to inspect the buildings for possible uses. Further public meetings will be now called to involve the community.

Finally I have availed myself of the opportunity to attend CDDA meetings to keep in touch with our business community. It is a chance to exchange really good information and keep us both in touch with council direction and hear their ideas for the future.

Motion:

7.1.1 *That Council receive and note the reports of the Mayor and Councillors.*

Moved: Cr Bill McClenaghan

Seconded: Cr Sebastian Klein

Carried.

8. 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 purpose of:

- Responding to questions that have been submitted by members of the community
- Allowing members of the community to address Council.

Community members are invited to submit written questions to the CEO by 12 noon on the day of the Council meeting. If you wish to address Council you must provide a brief synopsis of your address in writing to the CEO by 12 noon on the day of the Council meeting.

Questions may be taken on notice and responded to later. Likewise, 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.

8.1. PETITIONS:

Nil

8.2 QUESTIONS:

8.2.1 Submitted by Michael Overington, Creswick.

Will Council provide me with a copy of the inspection document which as stated in the previous letter from the CEO was carried out on the 1 September 2009 which stated that the roads as listed in my emails to council and councillors were “deemed to be safe and drivable for a gravel road.”

Was this inspection measured against industry best practice?

Following on from the inspection of both Grays Road and Alcorns Roads on 26 November with Cr Don Henderson, Mr Peter Reeve consultant and Mr Don McKinnon, it was agreed by all parties that the road was out of shape and that formation was allowing for water to remain in sheets, or channel, in the centre of the road. Will Council

now commit to carry out civil works to address the formation of these roads, to allow for the run-off of water from the surface?

Following on from the report of the budget blowout of the depot construction, will council guarantee that the funding shortfall will not be trimmed from the road maintenance budget?

Response by General Manager Infrastructure Peter Reeve:

1. There is no inspection record for the 1 September 2009 inspection as it was a “one off” inspection and in addition to the required yearly inspection which was carried out on the 22 April 2009. Mr Overington has a copy of this inspection record of the 22 April 2009.
2. The inspection was carried out in accordance with the standards set in the Hepburn Shire Road Management plan.
3. These roads are classified as Local Access Roads under Hepburn Shires Road Management Plan and as such we carry out an annual inspection and any works are carried out “as resources permit”. Because of the condition of the roads we will continue to monitor them.
4. Council decision was to not use roadworks monies on the budget shortfall for the new depot.

8.2.2 Submitted by Barry Elliott, Trentham

Our Committee of Management wrote to the CEO on 29 May 2009 suggesting that the Committees of Management for Park Street, Bath Street and Racecourse Reserves be amalgamated.

On 13 October 2009 we were informed that the issue has been referred to the consultants preparing Management Plans.

When will a decision be made?

Response by General Manager Community Development, Martin Walmsley:

Councillors received an overview briefing in relation to the 5 Reserve Management Plans last week. As the reserves in Trentham are not all managed by Council, it is not for Council to decide on the amalgamation of the reserves – however, the Bath Street

Reserve Management Plan will form the basis of bringing this discussion forward. Council will formally consider the draft plans early in the new year.

8.2.3 Submitted by Joan and Graeme Rattray, Glenlyon

When is the residents' meeting to be held that was stated in a letter to us dated 29 October 2009. The letter stated before Christmas 2009?

When is the meeting going to be for residents?

There are only 9 days until Christmas.

Response by General Manager Infrastructure Peter Reeve :

There is a meeting planned for Tuesday 22 December at 5.30pm at the corner of Swords Road and Ridge Road, Glenlyon. Residents will be informed by via letter and telephone.

Why is there no Council Meeting in January 2010?

Response by Mayor Janine Booth:

No decision has been made yet and the matter of Council Meeting dates for 2010 will be considered in Item 9.2 of tonight's meeting.

9 EXECUTIVE SERVICES:

9.1 MUNICIPAL EMERGENCY RESOURCE OFFICER

(Action Officer – Chief Executive Officer)

File Ref:

Introduction

This report recommends that Council appoint a new Municipal Emergency Resource Officer (MERO) and Deputy MERO due to a recent in-house review of emergency management procedures and following staff changes.

Report

Under the *Emergency Management Act 1986 (the 'Act')*, Councils play a key role in emergency management in Victoria, as the closest level of government to communities.

The Act (Clause 21(1)) gives the nominated Council personnel the responsibility to represent Council in an emergency situation, and to commit Council resources to assist the response and recovery agencies.

Clause 21(1) states: 'a municipal council must appoint a person or persons to be the Municipal Emergency Resource Officer or Municipal Emergency Resource Officers'.

As Council continues to prepare for this summer's fire season and emergency management generally it is considered prudent that Council not only appoint a new MERO following recent staff changes but also appoints another Deputy MERO. Richard Russell, Executive Engineer, currently holds the position of Deputy MERO.

The MERO is responsible for the co-ordination of municipal resources in responding to emergencies, and has full delegated powers to deploy and manage council's resources during emergencies.

This report recommends that Robert Jennings, General Manager Sustainable Development be appointed as Hepburn Shire Council MERO and that David Poole, Manager Maintenance be appointed as a second Deputy MERO.

Macedon Ranges Shire Council has invited Hepburn Shire MERO and Deputy MERO's to participate in a MECC training exercise scheduled with the Australian Emergency Management Institute, Mt Macedon and Macedon Ranges Council at Gisborne on Wednesday 16 December 2009.

Council has also scheduled its own MECC “set-up” exercise with the SES during the week leading up to the Christmas break. It is proposed to leave the MECC setup in the Council Chamber during the 10 day Christmas to New Year break.

Relevant Policies

Under the Emergency Management Act 1986 each municipal council is required to:

- appoint a Municipal Emergency Management Planning Committee (MEMPC)
- appoint one or more Municipal Emergency Resource Officers (MERO) to coordinate the use of municipal resources for emergency response and recovery
- prepare a Municipal Emergency Management Plan (MEMPlan) which must be audited by the Director, Victoria State Emergency Service every three years
- Respond to an audit report within three months.

The responsibilities of Council’s MERO are defined in Hepburn Shire’s Municipal Emergency Management Plan:

1. To be responsible for the co-ordination of Municipal resources in responding to emergencies.
2. To establish and maintain an effective infrastructure of personnel whereby Municipal resources can be accessed on a 24 hour basis.
3. To establish and maintain effective liaison with agencies within or servicing the Municipal district and the Municipal Recovery Manager (MRM).
4. To maintain the Municipal Emergency Co-ordination Centre(s) (MECC’s) at a level of preparedness to ensure prompt activation when necessary.
5. To facilitate the arrangement of a post emergency debrief as requested by the Municipal Emergency Response Coordinator.
6. To ensure procedures and systems are in place to monitor and record all expenditure by the Municipality in relation to emergencies.

Community Engagement

Not applicable.

Financial Implications

There are no financial implications associated with Council appointing a new MERO or Deputy MERO.

During an emergency event the MERO is responsible for the co-ordination of municipal resources and has full delegated powers to deploy and manage council's resources during the emergency.

Motion:

9.1.1 *That Council appoint General Manager Sustainable Development as Municipal Emergency Resource Officer and General Manager Infrastructure and Maintenance Manager as Deputy Municipal Emergency Resource Officers.*

Moved: Cr Bill McClenaghan

Seconded: Cr Sebastian Klein

Carried.

9.2 COUNCIL MEETING DATES FOR 2010

(A/O – Chief Executive Officer)

File Ref: 16/18/01

Introduction

This report presents dates for the 2010 Ordinary Meeting of Council, in accordance with Section 89 (4) of the *Local Government Act 1989* which states that at least seven days notice must be given before Ordinary Meetings of Council. The dates for the Delegated Planning Committee and Councillor Briefing Meetings are also included.

Report

During 2010 Council has utilised a pattern of rotating Council Meetings around the Shire between the four major townships of Clunes, Creswick, Daylesford/Hepburn Springs and Trentham.

It is recommended that Council continue to operate on this basis for Ordinary Meetings during 2010 to enable residents from across the community to attend and witness the democratic decision making processes in action.

It is also recommended that Council continue to hold its Ordinary Meetings on the third Tuesday of each month starting at 7pm.

Below are the proposed dates and locations for the Ordinary Meetings 2010, noting that there is no Ordinary Meeting scheduled for 19 January 2010.

COUNCIL MEETING DATES AND LOCATIONS FOR 2010

Ordinary Meetings of Council for 2010		
Date	Time	Location
Tuesday 16 February	7pm	Clunes Town Hall
Tuesday 16 March	7pm	Creswick Senior Citizens Centre
Tuesday 20 April	7pm	Trentham Mechanics Institute
Tuesday 18 May	7pm	Daylesford Town Hall
Tuesday 15 June	7pm	Clunes Town Hall
Tuesday 20 July	7pm	Creswick Senior Citizens Centre
Tuesday 17 August	7pm	Trentham Mechanics Institute
Tuesday 21 September	7pm	Daylesford Town Hall
Tuesday 19 October	7pm	Clunes Town Hall
Tuesday 16 November	7pm	Creswick Senior Citizens Centre
Tuesday 21 December	7pm	Trentham Mechanics Institute

During 2009 there has also been a cycle of Delegated Planning Committee meetings on the second Tuesday monthly at the Daylesford Senior Citizens room to consider only planning matters.

It is recommended that this Meeting and its timetable continue during 2010, and the scheduled dates are presented as follows; noting that there is no meeting scheduled for 12 January 2010.

DELEGATED PLANNING COMMITTEE DATES AND LOCATIONS FOR 2010

Delegated Planning Committee Meeting Dates for 2010		
Date	Time	Location
9 February	5pm	Daylesford Senior Citizens Room
9 March	5pm	Daylesford Senior Citizens Room
13 April	5pm	Daylesford Senior Citizens Room
11 May	5pm	Daylesford Senior Citizens Room
8 June	5pm	Daylesford Senior Citizens Room
13 July	5pm	Daylesford Senior Citizens Room
10 August	5pm	Daylesford Senior Citizens Room
14 September	5pm	Daylesford Senior Citizens Room
12 October	5pm	Daylesford Senior Citizens Room
9 November	5pm	Daylesford Senior Citizens Room
14 December	5pm	Daylesford Senior Citizens Room

During 2009 the Councillor Briefing Meeting has continued to be held on the first Tuesday of each month. This meeting is attended by Councillors, Officers and invited guests where appropriate.

The Councillor Briefing Session is a non-decision making discussion forum which provides Councillors with the opportunity to:

- Comment on proposed policy or other strategic or community sensitive issues;
- Be informed of issues of significance; and
- Provide general guidance for Council officers to progress relevant issues.

Councillors do not make legally binding decisions in these informal forums.

It is recommended that Council continue to hold a Councillor Briefing Session on a monthly basis or as appropriate.

A resolution of Council is not necessary to adopt a cycle of Councillor Briefing Sessions as the meeting has no legal “status”. However Council should indicate its intention regarding this meeting so that the community is aware of its activities.

Relevant Policies / Council Plan implications:

Local Government Act 1989

Community / Engagement / Communication / Consultation:

The rotation of the Council Meetings to various townships across the Shire will aid communication between the Council and the Community and will engage the Community in the democratic processes of Council.

Financial Implications

There are no additional financial implications of the decision to rotate the Council Meetings around the Shire.

Motion:

That Council

- 9.2.1 *Adopt the Council Meeting dates and locations for the 2010 Ordinary Meetings of Council as presented in the table entitled Council Meeting dates and locations for 2010 including a Meeting in January in the Daylesford Town Hall.*

- 9.2.2 *Adopt the Delegated Planning Committee dates and locations for 2010 Delegated Planning Committee Meetings as presented in the table entitled Delegated Planning Committee dates and locations for 2010.*

- 9.2.3 *Publish a public notice to advise that the meeting dates for Ordinary Meetings of Council and the Delegated Planning Committee have been set for the 2010 calendar year in accordance with Section 89(4) of the Local Government Act 1989.*

- 9.2.4 *Determine to hold Councillor Briefing Sessions on a monthly basis or as appropriate.*

Moved: Cr Rod May

Seconded: Cr Don Henderson

Carried.

9.3 HEPBURN SHIRE CODE RED BUSHFIRE WARNING APPROACH

(Action Officer – Chief Executive Officer)

File Ref:

Introduction

This report relates to Council’s obligation as an employer to provide a safe workplace for employees on declared Code Red (Catastrophic) Fire Danger Rating days.

Report

Victoria has adopted the new nationally agreed Fire Danger Rating scale to help communities understand information about fire danger. This new scale recognises the significant increase in severe bushfire conditions over the past decade and the subsequent greater level of danger to the community, as experienced on Saturday 7 February 2009. A Fire Danger Rating is a prediction of fire behaviour, including how hard it would be to put out a fire once it starts.

Due to the increasing risk and impact of bush fires it is essential Council has clear plans to protect both its staff and our community. The implications of the new Fire Ratings for Council and the community are significant requiring careful examination and review of business operations and emergency plans. Officer’s are therefore progressively working through the implications and developing plans in response.

RATING	Recommended Action
CODE RED (Catastrophic):	If you live in a bushfire prone area the safest option is to leave the night before, or early in the morning.
EXTREME:	The safest option is to leave early in the day if you live in a bushfire prone area and your Bushfire Survival Plan is to leave. Only stay if your home is well prepared, well constructed and you can actively defend it.
SEVERE:	The safest option is to leave early in the day if you live in a bushfire prone area and your Bushfire Survival Plan is to leave. Only stay if your home is well prepared and you can actively defend it.
VERY HIGH:	If you live in a bushfire prone area and your Bushfire Survival Plan is to leave, the safest option is to leave at the beginning of a day.
HIGH:	Check your Bushfire Survival Plan
LOW–MODERATE:	Check your Bushfire Survival Plan

Every day during the fire season the Bureau of Meteorology (BoM) forecasts an outlook of the fire danger index (FDI) by considering elements of the predicted weather including temperature, relative humidity, wind speed, and dryness of vegetation. When determining the Fire Danger Rating, fire agencies, in consultation with the BoM, consider a range of other factors relating to that area and day.

These factors include:

- the length of time the fire danger index has been elevated
- extent of fire already in the landscape
- fuel and dryness
- likelihood of weather events such as lightning and grass fuel conditions.

Of particular concern are the four designated high fire risk towns in the shire. To ensure the safety of staff and the community it is recommended that on all Code Red Fire Danger Rating days from 12 midnight to 12 midnight all services and facilities not operate in the high fire risk towns; Daylesford, Trentham, Hepburn Springs and Creswick.

Central Highlands Library Corporation has determined to close the libraries in the four high risk fire townships on days declared Code Red (Catastrophic) Fire Danger Rating.

Schools, kindergartens and child care facilities determined by the Victorian State Department of Education to be at high-risk of fire danger have been placed on a Bushfire At-Risk Register.

Inclusion on this register is a trigger for the school, kindergarten and child care facility to close on days declared by fire authorities as being Code Red (Catastrophic).

The process of determining which schools, kindergartens and child care facilities were placed on the register involved the facilities themselves, the Department's Regional Offices, the Catholic Education Commission of Victoria, the Independent Schools Association of Victoria, the Municipal Association of Victoria and information from fire and emergency services.

Schools and children's services identified as being at high-risk of bushfires will be preemptively closed on days declared by fire authorities as being a Code Red Fire Danger Rating.

In Hepburn Shire the following schools and children’s services will be closed on Code Red (Catastrophic) days:

TRENTHAM	Trentham Kindergarten	23 Bridge Street
TRENTHAM	Trentham District Primary School	Bridge Street

DAYLESFORD	St Michael's School (Daylesford)	Smith Street
DAYLESFORD	Daylesford Community Child Care Centre	81 West Street
DAYLESFORD	Daylesford Kindergarten	81 West Street
DAYLESFORD	Daylesford Preschool	20 Central Springs Road
DAYLESFORD	Daylesford Primary School (including Drummond and Yandoit annexes)	102-128 Vincent Street
DAYLESFORD	Daylesford Secondary College	39 Smith Street
DAYLESFORD	Daylesford Dharma School	11 Perrins Street

HEPBURN	Hepburn Primary School	Main Road
HEPBURN SPRINGS	Hepburn Kindergarten	2 Golf Links Road

CRESWICK	St Augustine's School (Creswick)	Napier Street
CRESWICK	Creswick & District Preschool	24 Victoria Street
CRESWICK	Creswick Learning Centre	7 Victoria Street
CRESWICK	Creswick North Primary School	Mac Street
CRESWICK	Creswick Primary School	Napier Street

BULLARTO	Bullarto Primary School	131 South Bullarto Road
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In keeping with State Government policy and Council’s obligation to provide a safe working environment for staff it is recommended that all services and facilities not operate in the high fire risk towns; Daylesford, Trentham, Hepburn Springs and Creswick on declared Code Red days.

Community Engagement

Council's Communications Plan – Code Red (Catastrophic) Days will be communicated to the general public as part of media releases and advertisements (print media and website).

Financial Implications

Procedures will need to be developed that address the closure of facilities and suspension of Council services in the high fire risk towns; Daylesford, Trentham, Hepburn Springs and Creswick on Code Red Days.

Whilst it is acknowledged that business continuity arrangements may be able to be put in place for some staff, such as operating from home via laptops and mobile broadband, there will be other staff where this is not possible. As an organisation all staff will be paid if they work at Council facilities or normally operate in one of the four high fire risk townships and due to the declaration of a Code Red (Catastrophic) day and Council's closure policy are unable to attend work.

Motion

That Council:

- 9.3.1 For reasons of staff and community safety resolve not to operate any services or open any facilities in Trentham, Daylesford, Hepburn Springs and Creswick on Code Red (Catastrophic) Fire Danger Rating days.*
- 9.3.2 Formally notify Section 86 Committees of Management and Contractors of Council's policy direction for Code Red Days*
- 9.3.3 Strongly recommend to lessees of Council facilities in these towns that they develop procedures in line with CFA recommended action on Code Red (Catastrophic) Fire Danger Rating days.*
- 9.3.4 Review the closure policy at the conclusion of the 2009/10 bush fire season.*

Moved: Cr Jon Barrell

Seconded: Cr Sebastian Klein

Carried.

10 CORPORATE SERVICES:

10.1 MOUNT PROSPECT TENNIS ASSOCIATION LEASE RENEWAL

(Action Officer – General Manager Corporate Services) File Ref: 2/0880/20466

Introduction

The tennis complex, including buildings and courts, at Park Lake Reserve is leased to Mt Prospect Tennis Association Inc. The current three year Lease is due for renewal.

Report

The Mt Prospect Tennis Association Inc (the Association) recently gave notice to exercise the Lease option to renew the Lease from 1 March 2010 to 28 February 2013.

The Lease is the standard DSE (Department of Sustainability and Environment) developed and approved model used for community based organizations including sporting bodies that have exclusive occupancy of Council owned or controlled properties. Park Lake Reserve is Crown land for which Council has a standing Governor in Council Certification (15 December 1998 also covers other Crown land) enabling it to lease the Reserve.

The Deed of Renewal includes clauses to modify the Lease to bring it in line with recent adjustments –

- To specify items the Association is responsible to maintain and the major items which are Council's responsibility – the standard maintenance Appendix is added;
- No further options to renew this Lease, but a new Lease may be sought;
- Clarification that the Lease is not subject to the Retail Leases Act 2003;
- GST provisions; and
- A mediation clause regarding disputes.

Rent remains at \$104 pa, + GST based on the community use factor.

There are no known or recorded breaches of Lease conditions.

Relevant Policies

Policy # 9 Council Owned and Controlled Property – having proper tenure arrangements in place through leases or licences.

Community Engagement

The exercise of the Lease option is an existing right of the Association under the Lease arrangements.

Financial Implications

There are no direct financial implications – rent is nominally based on community use. In the wider sphere, leases/licences require tenants to have appropriate public liability insurance arrangements in place, which in turn minimises any risk to Council. The tenants also have defined maintenance responsibilities.

Motion

That Council:

10.1.1 *approve the extension of this Lease for a further and final 3 year term; and*

10.1.2 the Deed of Renewal of Lease be signed and sealed.

Moved: Cr Don Henderson

Seconded: Cr Tim Hayes

Carried.

10.2 APPOINTMENT OF SECTION 86 SPECIAL COMMITTEE OF COUNCIL

(Action Officer – General Manager Corporate Services)

File Ref:

Introduction

This report will provide Council with a further nomination for the Glenlyon Reserve Committee of Management that Council resolved to call nominations for at the 15 September Ordinary Meeting of Council 2009.

Report

Council advertised on 28 September 2009 a call for nominations of at least (7) seven persons to the Glenlyon Reserve Committee of Management with nominations closing on the 9 November 2009. Council at the 17 November meeting appointed (6) members to this Committee. Since the November meeting a further nomination has been received from Brenda Blackmore. The current chair of the Committee Mr. Robert Kennedy has indicated that he believed this person would be a good representative to the Committee filling the seventh vacant position.

Relevant Policies

Local Government Act 1989

Council Plan 2009-2013: Item 17 Embracing community knowledge and expertise to help guide decision making and implementation.

Community Engagement

The call for nominations to the above Special Committee has been undertaken via a public advertisement in *The Advocate*.

Financial Implications

There are no financial implications

Motion:

10.2.1 That Council accept and resolve to appoint Brenda Blackmore as a Special Committee member to the Glenlyon Recreation Reserve Committee of Management until 31 July 2013.

Moved: Cr Bill McClenaghan

Seconded: Cr Don Henderson

Carried.

10.3 MONTHLY FINANCE REPORT

(Action Officer – General Manager Corporate Services)

File Ref: 30/08/17

Introduction

A summary report on the Council's financial performance for the financial year to the 30 November 2009 is provided for information.

Report

This report provides information on Council's operating performance for the 5 months to 30 November 2009 against the budget adopted by Council in June 2009. The report considers year to date budgets against year to date actual for each operating program and for all capital works.

The budget was adopted based on projected completion of projects and capital works at 30 June 2009 and information available at that time. The mid-year budget review has been performed and is before Council for consideration in item 10.4.

Statutory Requirements

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

Operating Summary:

The year to date operating result against budget currently indicates a positive variance of \$878 thousand. While there are a number of variances contributing to this result the following items are worth noting:-

- Unbudgeted grants totaling \$337 thousand for: Bush Fire Recovery; L2P Driving; Preschool Joint Planning Project; Youth Services; Daylesford SES; Heat Wave Strategy; Veterans Care and Blackspot Funding – Hepburn Back Road. These grants should be expended during the financial year.
- Higher than expected development activity at this time of year has resulted in increased Planning Fees (\$23 thousand), Building Fees (\$22 thousand) and Supplementary Rates (\$26 thousand).
- Unfilled staff vacancies resulting in savings to date of \$179 thousand. These will be partially offset by some contractor expenses to backfill vacancies and to complete projects.
- Timing of receipt of invoices from third party contractors (\$ 100 thousand)

The positive variance therefore is made up mainly from unbudgeted grants and timing differences which will not impact the overall result for the year. There may be some savings from the timing of filling staff vacancies, and some additional revenue earned that will result in a further positive operating result for the full financial year.

Capital Works and Major Projects:

Expenditure on the capital works program has totaled \$1.3M to date out of the annual budget of \$9.6M. The majority of the expenditure to date has been on the projects funded by the Federal Government Stimulus Package, being upgrades to toilet amenities in Clunes, Daylesford and Trentham and also the completion of the new Depot at Daylesford. It should be noted that expenditure on the Depot has gone over budget due to scoping issues, funding for these additional works has been addressed through the mid-year review process which is before Council for consideration in item 10.4.

Planning and detailed design is well underway for the Doug Lindsay Recreation Reserve project with the majority of works to be completed in 2010. Works on infrastructure such as Roads, Bridges etc totaling \$3.1M will be undertaken between February and April 2010.

Balance Sheet

Current Assets:

Cash and investments at 30 November total \$6.9 million and include \$0.9 million for the Long Service Leave Provision.

Net current receivables are \$8.3 million including \$7.5 million in rates. Trade debtors at 30 November are \$470 thousand. Debtors are being monitored and regular follow up action taken to minimize any write offs.

Council is generally owed money for the GST input tax credit and BAS's are lodged monthly. All legislative requirements are being met.

The reduction in other assets represents the reversal of prepayments recorded at 30 June 2009 that apply to the 2009/10 financial year.

Current Liabilities:

The major items here are the creditors control, current loan liability, provision for landfill rehabilitation and employee provisions. Deposits and Securities are reviewed quarterly and refunds or transfers made where applicable.

Non-Current Assets:

These include all infrastructure assets and for the purpose of this report the net cost of current capital and major works has been treated as works in progress and included in this figure in the balance sheet.

It should be noted depreciation is not taken into account until year end.

Non-Current Liabilities:

Major items here include loan liability, provision for landfill rehabilitation and provision for long service leave.

Level of Council Debtors

Attached for Councillors information are two graphs which show the level of Rate Debtors for 2009/10 in comparison to the previous year and the level of Sundry Debtors to the average level of sundry debtors for the previous year. Both are considered to be at acceptable levels at the end of November 2009.

Conclusion:

The mid-year budget review has been performed and is before Council for consideration in item 10.4.

Relevant Policies

Council Plan – Good Governance

Community Engagement

Not Applicable

Financial Implications

The reports attached provide the opportunity for constant review of Council's financial position to ensure compliance with budgets. The reports presented show the annual budget, year to date budget, year to date actual and year to date variance. The reports note any variances against the year to date actual amount.

Motion

10.3.1 That Council receives the Monthly Financial Report for the five months from 1 July 2009 to 30 November 2009

Moved: Cr Tim Hayes

Seconded: Cr Rod May

Carried.

Attachment 1: Variance Report

Overall

Variance - Surplus/(Deficit) 000's				\$878
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 30 November 2009				
	Annual Budget 000's	YTD Budget 000's	YTD Actual 000's	YTD Variance 000's
OVERALL				
INCOME				
Corporate Services	12,853	11,703	11,747	44
Community Services	2,105	722	979	257
Regional Development & Promotion	555	219	267	47
Public Safety	301	49	91	42
Recreation	499	232	280	48
Infrastructure	2,575	859	1,024	165
Waste Management	1,700	1,632	1,629	(3)
Total Income	20,588	15,417	16,017	600
EXPENDITURE				
Corporate Services	4,680	1,926	1,815	111
Community Services	3,184	1,101	1,135	(34)
Regional Development & Promotion	2,450	947	875	72
Public Safety	719	276	266	10
Recreation	1,422	470	477	(7)
Infrastructure	2,319	1016	1,009	7
Waste Management	1,572	547	428	119
Total Expenditure	16,346	6,283	6,005	278
NET	4,242	9134	10,012	878

Variance Report

Corporate Services

Variance - Surplus/(Deficit) 000's				\$155	
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 30 November 2009					
	Annual Budget 000's	YTD Budget 000's	YTD Actual 000's	YTD Variance 000's	Note
CORPORATE SERVICES INCOME					
Revenue Services (Rates & M/C)	10,741	10,701	10,732	31	1
Grants Commission	1,743	871	876	5	
Other Income	369	131	139	8	
Total Income	12,853	11,703	11,747	44	
EXPENDITURE					
Council & Executive Services	758	293	254	39	2
Financial Services	901	383	364	19	
Technical Services	867	294	298	(4)	
Governance & IT	1,094	543	495	48	2
Organisational Development	317	128	114	14	2
Other Administration	743	285	290	(5)	
Total Expenditure	4,680	1,926	1,815	111	
NET	8,173	9,777	9,932	155	
NOTES					
1. Additional rates raised through supplementary valuations \$26K.					
2. Staff vacancies.					

Variance Report

Community Services

Variance - Surplus/(Deficit) 000's					\$223
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 30 November 2009					
	Annual Budget 000's	YTD Budget 000's	YTD Actual 000's	YTD Variance 000's	Note
COMMUNITY SERVICES INCOME					
Community Development	431	76	211	135	3
Family & Children's Services	103	43	99	56	4
Aged & Disability Services	1,138	463	489	26	5
Housing	85	20	25	5	
Contract Services	348	120	155	35	6
Total Income	2,105	722	979	257	
EXPENDITURE					
Community Development	1,180	329	344	(15)	
Family & Children's Services	269	93	123	(30)	7
Aged & Disability Services	1,371	536	495	41	8
Housing	43	20	26	(6)	
Contract Services	321	123	147	(24)	6
Total Expenditure	3,184	1,101	1,135	(34)	
NET	(1,079)	(379)	(156)	223	
NOTES					
<p>3. Unbudgeted funding received for Bush Fire recovery \$72k, L2P Driving grant \$40k and \$10k Youth grant.</p> <p>4. \$50k unbudgeted grant received for Pre-School. Joint Planning Project with Pyrenees Shire to investigate introduction of 15hrs p.w of pre-school in all pre-schools.</p> <p>5. Additional Grants Received for Veterans Care \$13k and Volunteer Support \$5k</p> <p>6. Additional contract services requested offset by additional expenditure</p> <p>7. Mainly due to timing of payment to Hepburn Health Service Maternal & Child Health Bushfire funding received late last financial year.</p> <p>8. Respite Care and Housekeeping expenditure below budget. Timing of receipt of contractor invoice for Meals on Wheels.</p>					

Variance Report

Regional Development

Variance - Surplus/(Deficit) 000's					\$119
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 30 November 2009					
	Annual Budget 000's	YTD Budget 000's	YTD Actual 000's	YTD Variance 000's	Note
REGIONAL DEVELOPMENT INCOME					
Planning & Heritage Services	160	61	92	31	9
Building Services	110	46	68	22	9
Tourism & Economic Development	254	107	102	(5)	
Other Cultural Activities	25	3	3	0	
Public Halls	6	3	2	(1)	
Total Income	555	220	267	47	
EXPENDITURE					
Planning & Heritage Services	989	348	283	65	10
Building Services	164	68	58	10	
Tourism & Economic Development	497	153	147	6	
Community Amenities	164	57	58	(1)	
Library Services	405	212	211	1	
Other Cultural Activities	159	80	82	(2)	
Public Halls	72	29	36	(7)	
Total Expenditure	2,450	947	875	72	
NET	(1,895)	(727)	(608)	119	
NOTES					
9. Permit fees higher than anticipated at this time of year.					
10. Staff vacancies.					

Variance Report

Public Safety

Variance - Surplus/(Deficit) 000's					\$52
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 30 November 2009					
	Annual Budget 000's	YTD Budget 000's	YTD Actual 000's	YTD Variance 000's	Note
PUBLIC SAFETY INCOME					
Fire Prevention	33	0	-1	-1	
Animal control	91	8	9	1	
Compliance	34	14	17	3	
Health	135	27	43	16	11
School Crossing	8	0	4	4	
Emergency Management	0	0	19	19	12
Total Income	301	49	91	42	
EXPENDITURE					
Fire Prevention	52	13	2	11	
Animal control	24	14	19	(5)	
Compliance	249	96	86	10	
Health	245	95	95	0	
Environmental Initiatives	111	39	34	5	
School Crossing	26	11	12	(1)	
Emergency Management	12	8	18	10	12
Total Expenditure	719	276	266	10	
NET	(418)	(227)	(175)	52	
NOTES					
11. Unbudgeted Heat Wave strategy grant received \$25k					
12. Additional grant funding received for Daylesford SES and passed on to them in November.					

Variance Report

Recreation

Variance - Surplus/(Deficit) 000's					\$41
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 30 November 2009					
	Annual Budget 000's	YTD Budget 000's	YTD Actual 000's	YTD Variance 000's	Note
RECREATION INCOME					
Parks & Gardens	5	2	0	(2)	
Reserves	9	4	2	(1)	
Mineral Springs Reserves	480	226	278	52	13
Indoor Recreation	5	0	0	0	
Total Income	499	232	280	48	
EXPENDITURE					
Parks & Gardens	176	64	63	1	
Reserves	728	304	302	2	
Mineral Springs Reserves	238	75	75	0	
Swimming Areas	240	15	15	0	
Cemeteries	1	0	0	0	
Recreation Projects	39	12	22	(10)	14
Total Expenditure	1,422	470	477	(7)	
NET	(923)	(238)	(197)	41	
NOTES					
13. Lease income running ahead of Budget					
14. Completion of works in progress from previous financial year Recreation Reserve Management Plans Jubilee Lake \$15k and Skate Park modifications \$2k					

Variance Report

Infrastructure

Variance - Surplus/(Deficit) 000's				\$172	
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 30 November 2009					
	Annual Budget 000's	YTD Budget 000's	YTD Actual 000's	YTD Variance 000's	Note
INFRASTRUCTURE					
INCOME					
Road Maintenance	1,583	446	553	107	15
Other Transport	992	413	471	58	16
Total Income	2,575	859	1,024	165	
EXPENDITURE					
Road Maintenance	1869	830	826	4	
Depots	45	19	18	1	
Other Transport	405	167	165	2	
Total Expenditure	2,319	1016	1,009	7	
NET	255	(157)	15	172	
NOTES					
15. Black Spot funding grant for Back Hepburn Road \$108k.					
16. Plant recovery running ahead of schedule.					

Variance Report

Waste Management

Variance - Surplus/(Deficit) 000's				\$116	
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 30 November 2009					
	Annual Budget 000's	YTD Budget 000's	YTD Actual 000's	YTD Variance 000's	Note
WASTE MANAGEMENT					
INCOME					
Waste Revenue	1,694	1,626	1,619	(7)	
Land Management	6	6	10	4	
Total Income	1,700	1,632	1,629	(3)	
EXPENDITURE					
Street Cleaning	127	45	36	9	
Waste Management	1,437	495	384	111	17
Land Management	8	7	8	(1)	
Total Expenditure	1,572	547	428	119	
NET	128	1085	1,201	116	
NOTES					
17. Timing of receipt of contractor invoices.					

Variance Report

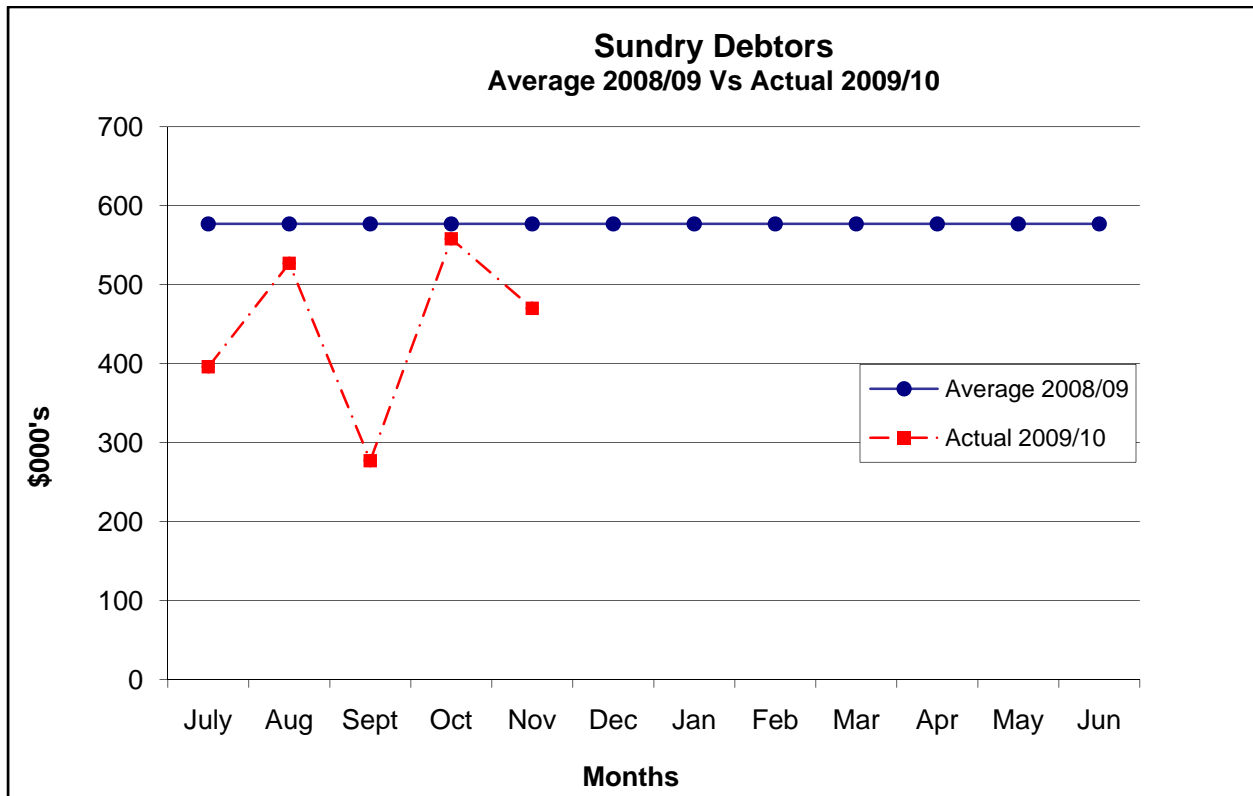
Capital Works & Major Projects

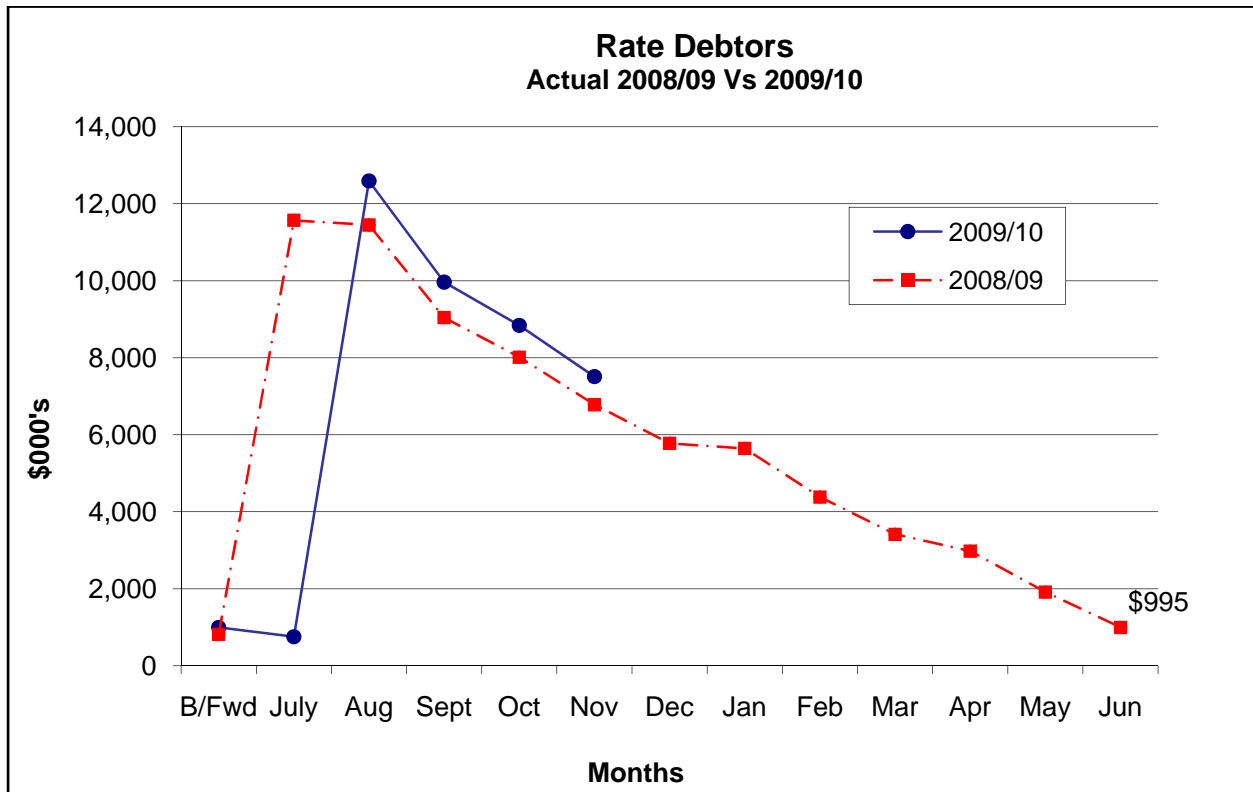
Program	Major Activities	Annual Budget 000's	YTD Budget 000's	YTD Actual 000's	YTD Variance 000's	Note
9 Capital Income						
Land & Buildings	Doug Lindsay Project, Magic Pudding Playground, Collins Place Rotunda	2,978	0	0	0	
Environmental Initiatives	Carbon Negative Initiatives, Calambeen Caravan Park	55	0	0	0	
Furniture & Equipment	Computer Equipment	0	0	4	4	
Plant & Machinery	Passenger & Commercial Fleet, Works Plant & Equip	383	85	83	(2)	
Other Structures	Vic Park Project	38	0	0	0	
Total Capital Income		3,454	85	87	2	
9 Capital Expenditure						
Land & Buildings	Doug Lindsay Project, Magic Pudding Playground, Clunes Football Netball Club, Collins Place Rotunda	4,339	485	854	(369)	18
Environmental Initiatives	Carbon Negative Initiatives, Calambeen Caravan Park	242	70	74	(4)	
Infrastructure	Reseals, Resheets, Gooches Bridge Infrastructure Gap Project	3,136	75	70	5	
Furniture & Equipment	Computer Equipment	244	49	55	(6)	
Plant & Machinery	Passenger & Commercial Fleet, Works Plant & Equipment	1,293	170	173	(3)	
Waste Management	Sealing of access way, new bins	185	5	15	(10)	
Other Structures	Playground Replacement, Victoria Park Project	162	25	40	(15)	
Total Capital Expenditure		9,601	879	1,281	(402)	
	NET	(6,147)	(794)	(1,194)	(400)	
NOTES						
18	Depot project over budget due to scoping issues.					

Balance Sheet

Balance Sheet		
As at 30 November 2009		
	\$000's	\$000's
	30-Jun-09	30-Nov-09
Assets		
Current assets		
Cash and cash equivalents	5,661	6,916
Trade and other receivables	1,739	8,342
Inventories	25	40
Other assets	94	0
Total current assets	7,519	15,298
Non-current assets		
Trade and other receivables	2	2
Financial assets	899	899
Investments in associates accounted for using the equity method	447	447
Property, plant and equipment, infrastructure	160,605	161,751
Total non-current assets	161,953	163,099
Total assets	169,472	178,397
Liabilities		
Current liabilities		
Trade and other payables	899	153
Trust funds and deposits	795	933
Provisions	1,660	1,537
Interest-bearing loans and borrowings	419	296
Total current liabilities	3,773	2,919
Non-current liabilities		
Provisions	736	736
Interest-bearing loans and borrowings	3,193	3,193
Total non-current liabilities	3,929	3,929
Total liabilities	7,702	6,848
Net Assets	161,770	171,549
Equity		
Accumulated surplus	96,311	96,311
Operating result for period	0	9,706
Reserves	65,459	65,532
Total Equity	161,770	171,549

Attachment 2: Debtors Graphs





10.4 MID YEAR BUDGET REVIEW

(Action Officer – General Manager Corporate Services)

File Ref:

Introduction

Council adopted the 2009-2010 Budget at a Special Meeting of Council on 30 June 2009. Each year, Council reviews the budget at mid-year to take into account unanticipated changes in revenue and expenses, additional grants or projects and new or changed priorities that have arisen during the year.

Report

Income Statement (Attachment 1)

There are a number of key areas that impact on the budgeted surplus during the year that can be categorised as follows:

Non Capital Projects carried forward from 2008-09

There were a number of grant funded projects approved in 2008-09 that were incomplete as at 30 June 2009. For the majority of these projects, the grants were received in advance and therefore the income was accounted for in the 2008-09 accounts. For three projects the balance of funds totalling \$28,000 will be received on completion of the projects in 2009-10. The total outstanding cost of these projects to be incurred in 2009-10 is \$218,587.

There were also a small number of other Council funded projects that were underway but not complete at 30 June 2009 these also need to be carried forward in the 2009-10 revised budget. The total of these projects is \$83,035.

The net cost of these projects is \$273,316 as noted Column 3 of the Income Statement (Attachment 1)

Changes in timing and amount of Grant Revenues

In the 2009-10 Budget it was anticipated that all of the Doug Lindsay Recreation Reserve Project funding would be received in 2009-10 and the project complete by 30 June 2009. \$1.12 million of funding was in fact received in 2008-09 and accounted for as income in that year. It is expected that the works will be complete in November 2010 and consequently \$1.19 million of capital expenditure will now be incurred in the 2010-11 financial year. This will also result in \$895,000 of grant funding being received in the 2010-11 year. Consequently grant income will be \$1.97 million less than budgeted as a result of changes in the timing of the Doug Lindsay Recreation Reserve project.

Black Spot funding projects have been approved in 2009-10 that were not budgeted for: \$550,000 for the Back Hepburn Road and \$34,000 for Victoria West Street Clunes. This will result in \$584,000 of additional grant income being recorded in the Income Statement and an increase of \$584,000 in the Capital Works Program.

Funding of \$102,000 for the Victoria Park Project was expected in 2008-09, but was received in 2009-10 and a recreation grant of \$30,000 that was applied for Clunes Football/Netball club was unsuccessful.

An additional \$59,000 in grant funding will be received for water saving projects at Newlyn and Clunes. RDV will fund \$84,000 with a contribution of \$41,000 from Council (this was originally budgeted as \$50,000 and \$25,000) for a total project cost of \$125,000.

The total impact on grant revenue from capital projects can be summarised as follows:

Timing of Doug Lindsay Reserve funding	(\$1,968,000)
Additional Black Spot Funding	\$584,000
Victoria Park Project (grant budgeted 08-09, received 09-10)	\$102,000
Recreation grant not received (re Clunes Football/ Netball)	(\$30,000)
Additional Environmental Grant	\$59,000
Net decrease in Grant Income (1)	(\$1,253,000)

Other Operating Grants Received

A number of additional operating grants have been received during the year. It is anticipated that these grants will be fully expended at 30 June 2010 and therefore will not impact on the net surplus for the year. The additional grants are summarised as follows:

Bushfire memorial	\$71,000
Hepburn L2P program	\$68,000
Music equipment program	\$10,000
Early education	\$50,000
Planned activity group (additional grant)	\$13,000
Volunteer support	\$5,000
Heat strategy	\$25,000
Bushfire information (MAV)	\$7,000
SES (Additional grant)	\$11,000
Noxious weeks (additional grant)	\$4,000
Total additional operating grants (2)	\$264,000

Net change to Grants Non Recurrent (1) + (2) (\$987,000)

Changes in Operating Income and Expenditure

As highlighted in Column 5 of the Income Statement (Attachment 1), additional income totalling \$92,000 is forecast for the year. Some of this income is directly related to increase in service provision and will be offset by the cost of providing the service (ie Contract Care \$38,000). \$66,500 of the balance has been allocated to cover additional costs that have arisen during the year resulting in net operational savings of \$25,450. Due to changes in the timing of some capital projects, the depreciation expense for the year will be approximately \$70,000 less than budget. The net result of these changes in operating income and expenditure will result in an increase in the budgeted surplus of \$95,000

Taking into account all of the above changes, the net surplus for the year is forecast at \$1.1M, which is \$1.5M less than the budget of \$2.6M. The majority of the decrease is as a result of the change in timing of grants (\$1.2M), and in particular as a result of the timing of receipt of grants in relation to the Doug Lindsay Recreation Reserve as outlined above.

Capital Works Statement (Attachment 2)

The Capital Works Program is impacted by four key issues:

- 1) Depot budget increase of \$360,000
- 2) Carry forward projects \$453,775
- 3) Change in timing of Doug Lindsay Recreation Reserve (\$1,189,000)
- 4) Unbudgeted Black Spot projects \$584,000

1) Depot budget increase

The Depot budget increase, as detailed at the November Council meeting, will be offset by the following changes to the Capital Works Program:

Muller's Bridge - design phase only in 2009-10	\$100,000
Review of plant replacement program	\$200,000
Zig Zag Road to 2010-11, to allow time for statutory process	\$10,000
Re-cycling bins purchased in 2008-09	\$30,000
Other minor project variations	\$20,000
Total	\$360,000

The Muller's Bridge design phase will be complete in the second half of the year, and will allow more accurate costing of the project for inclusion in the 2010-11 budget.

The plant replacement program allowed \$200,000 for an Excavator. A review of the replacement program is being conducted to establish priorities for the 2010-11 budget and the requirement for an Excavator will be re-assessed as part of this process.

There are a number of statutory processes to be complete before the Zig Zag Road works can commence. Therefore it is unlikely that these works will proceed until the next financial year.

2) Carried Forward Capital Projects

Projects from the 2008-09 budget totalling \$453,775 were underway but incomplete as at 30 June 2009 and need to be incorporated in the 2009-10 revised budget. These projects include:

3) Doug Lindsay Recreation Reserve

It is expected that the works will be complete in November 2010 and consequently \$1.19M of capital expenditure will now be incurred in the 2010-11 financial year.

4) Black Spot Projects

2 Black Spot funding projects have been approved in 2009-10 that were not budgeted for: \$550,000 for the Back Hepburn Road and \$34,000 for Victoria West Street Clunes. This will result in \$584,000 of additional grant income being recorded in the Income Statement and an increase of \$584,000 in the Capital Works Program.

Taking into account all of the above variations, the overall total of the Capital Works program will increase slightly by \$34,000 from \$9.60M to \$9.635M for the 2009-10 financial year.

Balance Sheet (Attachment 3)

The changes to the budget above mainly impact the Cash and Cash Equivalents balance on the Balance Sheet. This is reconciled as per the Cash Flow Statement (Attachment 4)

Other material changes to the Balance Sheet include reduction in the provision balances. These have been brought in line with actual results from 2008-09. Provisions include Annual Leave, Long Service Leave and Landfill Restoration provisions. The Budget assumed a significant increase in the long service leave provisions due to the anticipated impact of the reduced weighted average discount rates from 6.58% in 2008 to 3.61% in 2009. However a number of staff with large long service leave balances left during the year which firstly reduced the provision in real terms and also reduced the impact of the decrease in the discount rate.

Performance Ratios

Performance Measure	Performance Target	Revised Budget
Underlying result ratio – Adjusted net operating result/total underlying revenue	Target of (\$1,668,000) for 2009/10 financial year	Forecast of (\$2,001,000) for 2009/10 financial year
Current Ratio – Current assets/current liabilities	Target of 111% at 30 June 2010	Forecast of 108% at 30 June 2010
Operating Cash flow ratio – Net operating cash flows/underlying revenue	Target of 39% for 2009/10 financial year	Forecast of 31% for 2009/10 financial year
Borrowing ratio – Non current liabilities/own sourced revenue	Target of 28% for 2009/10 financial year	Forecast of 25% for 2009/10 financial year

As a result of the proposed changes to the budget, the underlying result and the current ratio will be less than the performance targets. The carry forwards impact the underlying result in 2009-10, but would have contributed to a more favourable underlying result in 2008-09. The current ratio and operating ratios will also be less than budget due to changes in timing of cash receipts from DLRR. The borrowing ratio has improved however, as a result of reductions in non current provisions.

Relevant Policies

Council Plan 2009-2013 Good Governance

Community Engagement

Not applicable

Financial Implications

As outlined in the report.

Recommendation

10.4.1 That Council approve and adopt the reviewed budget for 2009-10 financial year.

Moved: Cr Jon Barrell

Seconded: Cr Bill McClenaghan

Carried.

Attachment 1
Budgeted Standard Income Statement
 Mid Year Budget Review December 2009

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Actual	Budget	Carry	Grant and	Budget	Revised	Variance
	2008/09	2009/10	Forwards	Community	Adjustments	Budget	2009/10
	\$'000	\$'000	\$'000	Contributions	\$'000	\$'000	\$'000
				Adjustments			
				\$'000			\$'000
Revenues from ordinary activities							
Rates charges	9,830	10,705	0	0	54	10,759	54
Statutory fees and fines	242	321	0	0	24	345	24
User fees	2,599	2,412	0	0	43	2,455	43
Contributions	33	111	0	-65	0	46	-65
Grants - Recurrent	6,251	3,812	4	0	-31	3,823	11
Grants - Non Recurrent	3,218	4,120	24	-987	4	3,123	-997
Granted assets	9,322	0	0	0	0	0	0
Other revenue	1,241	1,568	0	0	-2	1,565	-3
Total revenues	32,736	23,049	28	-1,052	92	22,116	-933
Expenses from ordinary activities							
Employee benefits	8,155	8,146	37	13	-45	8,150	4
Materials and services	6,268	5,903	264	251	107	6,525	622
Bad and doubtful debts	0	4	0	0	0	4	0
Depreciation and amortisation	4,437	4,697	0	0	-70	4,627	-70
Finance costs	195	223	0	0	0	223	0
Other expenses	914	1,415	0	0	5	1,420	5
Total expenses	19,969	20,388	301	264	-3	20,949	561
Net gain on disposal of property, infrastructure, plant and equipment	0	0		0		0	0
Surplus (deficit) for the year	12,767	2,661	-273	-1,316	95	1,167	-1,494

<p>Attachment 2 Budgeted Capital Works Statement Mid Year Budget Review December 2009</p>
--

	Actual 2008/09 \$'000	Budget 2009/10 \$'000	Revised Budget 2009/10 \$'000	Variance \$'000
Capital works areas				
Roads & bridges	2,369	3,135	3,610	475
Recreation	227	1,846	1,564	-282
Buildings	2,282	3,023	3,011	-12
Plant, equipment & other	909	1,597	1,450	-147
Feasibility studies	17	0	0	0
Total capital works	5,804	9,601	9,635	34
Represented by:				
Asset renewal	3,013	6,743	6,406	-337
New assets	2,550	2,254	2,590	336
Asset expansion/upgrade	241	604	639	35
Total capital works	5,804	9,601	9,635	34

Attachment 3 Budgeted Standard Balance Sheet Mid Year Budget Review December 2009
--

	Actual At 30/6/09 \$'000	Budget At 30/06/10 \$'000	Revised Budget At 30/06/10 \$'000	Variance \$'000
Current assets				
Cash and cash equivalents	5,661	2,661	2,258	-403
Trade and other receivables	1,739	1,331	1,331	0
Other assets	119	75	39	-36
Total current assets	7,519	4,067	3,628	-439
Non-current assets				
Trade and other receivables	2	2	2	0
Financial assets	899	955	899	-56
Investments in associates	447	375	447	72
Property, infrastructure, plant & equipment	160,605	165,476	165,137	-339
Total non-current assets	161,953	166,808	166,485	-323
Total assets	169,472	170,875	170,113	-762
Current liabilities				
Trade and other payables	1,694	1,207	1,286	79
Interest-bearing loans and borrowings	419	421	398	-23
Provisions	1,660	2,015	1,660	-355
Total current liabilities	3,773	3,643	3,344	-299
Non-current liabilities				
Interest-bearing loans and borrowings	3,193	3,072	3,096	24
Provisions	736	1,216	736	-480
Total non-current liabilities	3,929	4,288	3,832	-456
Total liabilities	7,702	7,931	7,176	-755
Net assets	161,770	162,944	162,937	-7
Equity				
Accumulated surplus	96,311	97,530	97,478	-52
Asset revaluation reserve	64,603	64,420	64,603	183
Other reserves	856	994	856	-138
Total equity	161,770	162,944	162,937	-7
 Working Capital Ratio	 199.28%	 111.64%	 108.49%	

Attachment 4 - Budgeted Standard Cash Flow Statement - Mid Year Budget Review

	Actual 2008/09 \$'000	Budget 2009/10 \$'000	Revised Budget 2009/10 \$'000	Variance \$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities				
<i>Receipts</i>				
General rates	11,074	12,281	12,350	69
Operating grants and contributions	6,448	3,714	3,851	137
Capital grants and contributions	3,255	4,472	3,336	-1,136
Interest	291	220	220	0
User charges	1,094	890	929	39
Statutory fees	240	321	345	24
Other revenue	1,390	1,467	1,451	-16
	<u>23,792</u>	<u>23,365</u>	<u>22,482</u>	<u>-883</u>
<i>Payments</i>				
Employee costs	-8,214	-8,146	-8,150	-4
Materials & consumables	-7,347	-6,550	-7,094	-544
Interest	-171	-223	-223	0
Other expenses	-893	-1,088	-1,141	-53
	<u>-16,625</u>	<u>-16,007</u>	<u>-16,608</u>	<u>-601</u>
Net cash provided by operating activities	<u>7,167</u>	<u>7,358</u>	<u>5,874</u>	<u>-1,484</u>
Cash flows from investing activities				
Proceeds from property, plant and equipment	243	383	466	83
Repayment of loans and advances	3	0	0	0
Payments for property, plant and equipment	-5,805	-9,601	-9,625	-24
Net cash used in investing activities	<u>-5,559</u>	<u>-9,218</u>	<u>-9,159</u>	<u>59</u>
Cash flows from financing activities				
Trust funds and deposits	-6	0	0	0
Proceeds from borrowings	1450	300	300	0
Repayment of borrowings	-373	-419	-418	1
Net cash provided by (used in) financing activities	<u>1,071</u>	<u>-119</u>	<u>-118</u>	<u>1</u>
Net decrease in cash & cash equivalents	<u>2,679</u>	<u>-1,979</u>	<u>-3,403</u>	<u>-1,424</u>
Cash & cash equivalents at beginning of year	2,982	4,640	5,661	1,021
Cash & cash equivalents at end of year	<u><u>5,661</u></u>	<u><u>2,661</u></u>	<u><u>2,258</u></u>	<u><u>-403</u></u>

10.5 MAV PROCUREMENT TC4322 TELECOMMUNICATIONS TENDER

(Action Officer – General Manager Corporate Services)

File Ref:

Introduction

The purpose of this report is to seek Council's approval to enter into an agreement to enable the purchase of telecommunications services from MAV Procurement's Telecommunications contract with Telstra. Formal Council approval is required before 31 January 2010, in accordance with the Section 186 Local Government Act exemption granted by Minister Wynne on 4 December 2009.

Report

MAV Procurement undertook a public tender for the supply of telecommunication services (fixed voice, mobile telephony, data and video conferencing) as agents for a group of 40 councils and one regional library corporation in June 2009.

Each of the 40 councils signed an Agency Agreement authorizing MAV Procurement to act as their agent for this tender in accordance with s186 of the Local Government Act.

The evaluation panel (with representation from Whittlesea City Council, Yarra City Council, Moyne Shire Council and Wellington Shire Council) recommended Telstra as the sole supplier for fixed voice, mobile voice and data. Telstra and South Western Allied Health Services are the suppliers for video conferencing services.

This contract (TC4322) provides an opportunity for Council to benefit from this collaborative purchasing initiative. The contract provides benefits in terms of cost and service breadth. The service contract with Telstra will commence as soon as Council has resolved to be part of the contract and individual agreement documents have been drawn up. Council's current Telstra (TPAMS) contract expired in November 2008 and has been rolled over until new contracts have been put in place. If the council does not resolve to be part of this contract by 31 January 2010 there will be no other opportunity to do so within the four years of the arrangement.

Telstra has provided a guarantee that it will match prices in the State Government Telecommunications Purchasing and Management Strategy (TPAMS) agreement for mobile and data that local government can currently access. The TPAMS agreement is likely to be reviewed in September 2010 and if Telstra is re-appointed, any price reductions will be passed onto the TC4322 Telecommunications contract. If Telstra is not re-appointed as a provider to the TPAMS contract, they will honour the pricing in place at the time the State Government agreement concludes.

MAV Procurement entered into a Standing Offer Deed with Telstra on 1 December 2009 for a period of four years - an initial three year term plus a one year option for the TC4322 contract.

Councils and regional libraries will be able to enter into a three year fixed-term customer contract with Telstra on guaranteed terms and conditions at any time within the first two years of the Standing Offer Deed, so up to 30 November 2011.

Following the completion of the public tender process, but before the execution of the Standing Offer Deed between MAV Procurement and Telstra, an additional 18 councils, which included Hepburn Shire Council, confirmed with MAV that they wished to purchase telecommunications services under the MAV arrangement.

As these 18 councils had not appointed MAV Procurement as their agent, they are not able to purchase telecommunications services under the MAV Procurement arrangement unless the Minister for Local Government grants approval under section 186(5)(c).

The MAV wrote to Minister Wynne on 21 October 2009 seeking an exemption to enable the additional councils the opportunity to purchase from the contract.

The Minister has granted approval for an exemption for the 18 councils, plus any subsequent councils that wish to access the contract. This exemption is subject to the Council passing a resolution by 31 January 2010 to enter into a service agreement with Telstra at the earliest opportunity.

Relevant Policies

Council Plan 2009-13 #8. Reviewing all of our costs and seeking regional partnerships to produce at least 1% annual productivity improvements without reducing service quality

Community Engagement

n/a

Financial Implications

Council still has access to the Telstra pricing under the TPAMS agreement, and can therefore choose to select one or all options from the new MAV agreement. By selecting all services with the MAV contract, Council will be eligible for a 5% Technology Fund, based on Councils fixed voice spend of approximately \$3000. Based on Councils

08/09 spend on mobile phones, accessing the MAV Telstra contract would provide a saving of approximately \$18,000.

Motion:

10.5.1 In accordance with the Minister's approval of MAV Procurement's Local Government Collaborative Telecommunications Service, that Council enter into a service contact with Telstra Corporation Limited to enable the purchase of telecommunications services from January 2010.

Moved: Cr Tim Hayes

Seconded: Cr Bill McClenaghan

Carried.

11 COMMUNITY SERVICES:

11.1 APPOINTMENT OF DEPUTY MUNICIPAL RECOVERY MANAGER

(Action Officer – A/General Manager Community Development) File Ref: 28/06/02

Introduction

The purpose of this report is for Council to consider the appointment of an additional Deputy Municipal Recovery Manager.

Report

Council has a range of roles and responsibilities in responding to emergencies within the Shire. Under the Emergency Management Act 1986, section 21(1) Council is required to prepare and maintain a Municipal Emergency Management Plan and appoint various officers as Municipal Emergency Resource Officers, including a Municipal Recovery Manager (MRM).

The role of the Municipal Recovery Manager is to:

1. Co-ordinate municipal and community resources within the municipality during recovery.
2. Immediately following an emergency assist with:
3. The collation and evaluation of information gathered in the post impact assessment; and the establishment of priorities for the restoration of community services and needs.
4. To liaise with the appointed Municipal Emergency Resource Officer (MERO) for the best use of municipal resources to enable the recovery by individuals or the community from the effects of an emergency.
5. Establish an Information and Co-ordination Centre to be located at the Municipal Offices or a location appropriate to the emergency that has occurred.
6. Liaise, consult and negotiate on behalf of the affected area with recovery agencies and the municipality.
7. Liaise with the Regional Recovery Committee or Department of Human Services.
8. Undertake specific recovery activities as determined by the municipality.

The MRM may delegate duties to provide for effective management of the recovery functions to Deputy MRM's.

Council has previously appointed the Manager Community Services, now A/General Manager Community Development (Martin Walmsley) as MRM on the 21 October 2008. The Finance Manager (John Traill) was appointed Deputy MRM.

Following the Musk Vale bushfire in late February 2009, it became apparent that additional Deputies were required to ensure our recovery processes were co-ordinated effectively.

Council resolved to appoint the Community Strengthening Manager (Kathleen Brannigan) as a Deputy MRM on the 20 October 2009.

With the impending retirement of the Manager Finance, a replacement Deputy MRM needs to be appointed. It is recommended the General Manager Corporate Services (Lucy Roffey) be appointed as a Deputy MRM.

In a major emergency, Council staff would all be involved in some capacity, either in the field or by assuming additional duties to cover for staff who are assisting with the emergency.

Relevant Policies

Council Plan

- “We will assist our residents improve the health, safety and vibrancy of our communities”.

Hepburn Shire Council Municipal Emergency Management Plan

Community Engagement

N/A

Financial Implications

N/A

Motion

11.1.1 That Council appoint the General Manager Corporate Services as a Deputy Municipal Recovery Manager.

Moved: Cr Rod May

Seconded: Cr Don Henderson

Carried.

12 SUSTAINABLE DEVELOPMENT:

12.1 ADOPTION OF THE LOCAL ENVIRONMENTAL SUSTAINABILITY PRIORITY STATEMENT (LESP)

(Action Officer – Environmental Sustainability Officer)

File Ref: 46/18/08

Introduction

The Local Environmental Sustainability Priority Statement (LESP) outlines priorities within the Hepburn Shire for environmental sustainability across the municipality. The statement is an agreement between the Hepburn Shire and the Victorian Government on environmental sustainability.

Report

The key principles in the strategy are taken from the *Victorian Local Sustainability Accord* (the Accord) signed by the Minister for Environment and Accord Partners on 7 November 2005. The Shire of Hepburn and the Victorian Government jointly commit to the following principles and priorities set out in the Accord:

- *Build a shared understanding:* demonstrate understanding of the common agenda to create true partnerships and involved communities. This includes dialogue on the formulation and implementation of key policies, legislative proposals and significant programs and projects affecting the other party, including matters related to and raised by the Commonwealth Government;
- *Establish shared local goals and priorities:* create a culture of collaboration and exchange to establish shared goals and clear responsibilities, conducted with trust, respect, timeliness and accuracy;
- *Develop long term strategic resource allocation and funding:* develop joint approaches to allocation of funding that meet delivery expectations and take account of both resource capacity and constraints;
- *Pursue alignment and cooperation in service delivery:* increase dialogue between and within levels of government for delivery of programs related to environmental sustainability, especially where outcomes will be of relevance to both spheres of government; and
- *Improve procedures for regular, effective evaluation and review:* ensure that progress towards environmental sustainability is being understood, and there are mechanisms for incorporating feedback into future planning.

Three Hepburn Shire specific priority project areas for improved environmental sustainability outcomes were identified in a workshop in November 2007 and have been incorporated into the document:

- Improved energy consumption reduction and greenhouse emissions
- Improved biodiversity conservation
- Integration of sustainability planning with Council delivery

Completion of the LESP statement is a prerequisite for participation and uptake of Sustainability Accord funding.

Council is asked to adopt the LESP Statement and support the outlined project categories. (Refer Attachment 1).

Relevant Policies

Council Plan 2006-2013:

“We will guide our Shire towards environmental sustainability.”

60. Seeking partnership opportunities in Federal and State funded sustainability programs to continue reducing our carbon emissions.
65. Enacting policies which encourage environmentally sustainable development, particularly measures relating to energy initiatives and transport.

Community Engagement

This document will be a reference on the Hepburn Shire website. Project implementation will be communicated to the community to promote environmental sustainability and achieve Council Plan outcomes.

A workshop was conducted in November 2007 to identify Hepburn Shire specific projects.

Financial Implications

Progressive implementation of the outlined priority actions will be resourced through Sustainability Victoria funding rounds and Council in-kind contribution. Collective local government projects will be jointly resourced from Council's Environmental Initiatives recurrent budget.

Motion

12.1.1 *That Council adopt the Local Environmental Sustainability Priority Statement (LESP) project categories of:*

- *Improved energy consumption reduction and greenhouse emissions;*
- *Improved biodiversity conservation;*
- *Integration of sustainability planning priorities into Council delivery.*

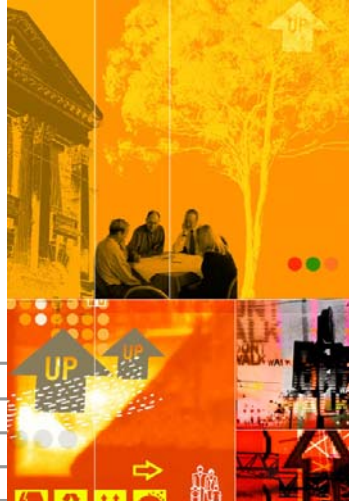
Moved: Cr Rod May

Seconded: Cr Sebastian Klein

Carried.

Attachment 1
Item 12.1

Victorian Local Sustainability Accord



Local Environmental Sustainability Priority Statement

October 2009 (Draft)



Hepburn Shire Council

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A Foreword by Mike Hill

It gives me great pleasure to introduce the Local Environmental Sustainability Priority Statement (Priority Statement) for Hepburn Shire Council, a signatory council of the Victorian Local Sustainability Accord (the Accord). Launched in 2005, the Accord is a partnership initiative designed to strengthen collaborative efforts by the Victorian State Government and local governments to create better environmental sustainability outcomes at the local level.

The Accord seeks to identify and highlight agreed local priorities for collaborative work between the two tiers of government and the Priority Statement is the primary Accord action that facilitates this process.

A central focus of the Accord is also to acknowledge and celebrate the excellent work being done by Victorian local governments in the area of environmental sustainability and the many achievements of individual local governments in recent years. This is exemplified by the Priority Statement that is presented here by Hepburn Shire Council. The following pages tell a remarkable story of the hard work and tireless efforts of one Victorian local government in the pursuit of a more sustainable and enjoyable natural and built environment for the benefit of its residents and all Victorians.

This Priority Statement is a significant step towards a more productive relationship between our State and local governments and I am proud to acknowledge the significant achievements of Hepburn Shire Council that are outlined.

Mike Hill

Chair, Victorian Local Sustainability Advisory Committee

A Foreword by the Mayor

Hepburn Shire Council recognises the value of its natural environment and is committed toward its enhancement.

Located in central Victoria, just over an hour north-west of Melbourne, the Shire's population is currently approximately 15,000 with a projected increase to 17,000 by 2015. The natural environment, mineral springs, productive agricultural land and rich heritage are highly valued by community and visitors.

Faced with a changing climate impacting on environmental and sustainability issues including water conservation, biodiversity protection, greenhouse gas abatement and sustainability this document will provide a framework for implementing sustainable change across the Shire.

The outlined actions align with several objectives from the Council Plan 2009-2013 to *guide our Shire towards environmental sustainability*.

Upon implementation the actions contained within this strategy will address biodiversity, land health, water quality and quantity, energy, waste, recycling and reuse for a sustainable environment.

Bill McClenaghan

Mayor

1 Background / Context

1.1 Location, Town Hall, Main Offices

Located in the central highlands region of Victoria just over one hour from Melbourne, Hepburn Shire is a regional municipality, covering an area of 1470 square kilometres. The Shire extends from Clunes in the east to Trentham in the west and Yandoit in the north and to just below Creswick in the south. The Shire has two administration offices at Daylesford; the Town Hall and Duke Street with a third location at Creswick.

Population and Social Profile (Demographic / Cultural Qualities)

The population of Hepburn Shire is approximately 14230 people referencing the 2006 census figures. .

While agriculture, forestry and manufacturing continue to be important, other sectors such as tourism, the arts, service industries, retailing, education and community services are rapidly growing.

1.2 Key Biophysical Characteristics and Landscape Assets

Hepburn Shire encompasses many significant landscapes with high agricultural and environmental values, including Wombat State Forest, Hepburn Regional Park, The Great Dividing Trail, Creswick State Forest and numerous remnant grasslands, including over 80% of Australia's mineral springs.

Geographically, the Shire is varied; the eastern part of the Shire is elevated with high rainfall levels and significant state and regional native forest areas, whilst the western portion is characterised by basalt plains, scoria cones and a medium to lower rainfall supporting broad acre farming. Mt Franklin, a site of indigenous cultural significance also lies within the Hepburn Shire.

The agricultural landscape reveals that much of the original vegetation cover is fragmented, highly modified or absent. Evidence of a changed landscape are found in the listed endangered species of the North Central region and found in Hepburn Shire, including the Spiny Rice-flower, Brush-tailed Phascogale, Striped legless Lizard and Swift Parrot.

Community groups of Hepburn Shire, such as local Landcare and 'Friends of' Groups have contributed significantly to environmental projects, particularly revegetation on private farmland, reversal of erosion and reclamation work on small reserves.

2 Commitment to Accord Principles

These principles are taken from the *Victorian Local Sustainability Accord* (the Accord) signed by the Minister for Environment and Accord Partners on 7 November 2005.

The Shire of Hepburn and the Victorian Government jointly commit to the principles and priorities set out in the Accord.

Key Principles

- **Build a shared understanding:** demonstrate understanding of the common agenda to create true partnerships and involved communities. This includes dialogue on the formulation and implementation of key policies, legislative proposals and significant programs and projects affecting the other party, including matters related to and raised by the Commonwealth Government;
- **Establish shared local goals and priorities:** create a culture of collaboration and exchange to establish shared goals and clear responsibilities, conducted with trust, respect, timeliness and accuracy;
- **Develop long term strategic resource allocation and funding:** develop joint approaches to allocation of funding that meet delivery expectations and take account of both resource capacity and constraints;
- **Pursue alignment and cooperation in service delivery:** increase dialogue between and within levels of government for delivery of programs related to environmental sustainability, especially where outcomes will be of relevance to both spheres of government; and
- **Improve procedures for regular, effective evaluation and review:** ensure that progress towards environmental sustainability is being understood, and there are mechanisms for incorporating feedback into future planning.

3 Local Environmental Sustainability Priorities, Programs and Achievements

3.1 Key Council Strategies

Hepburn Shire Council Plan (2009-2013)

Our Council Plan lists our Strategic Objectives both within our organisation and also in the Shire's built, social, economic and natural environments and the strategies and actions that we will undertake to achieve these. The council's vision includes the following statements:

"We will guide our Shire towards environmental sustainability".

"We think improving the environmental sustainability of Hepburn Shire is one of our most fundamental challenges and we see that directly related to climate change and it impacts".

The following Council Plan objectives are identified:

- Seeking partnership opportunities in Federal and State funded sustainability programs to continue reducing our carbon emissions
- Providing grants to community organisations pursuing environmental sustainability
- Enacting policies which encourage environmentally sustainable development, particularly measures relating to energy initiatives and transport
- Investigate strategies to provide incentives for environmentally sustainable property improvements
- Establish an effective dialogue with Government departments and local water authorities to protect our water resources from over allocation
- Including new planning provisions in the Hepburn Planning Scheme to improve biodiversity and habitat preservation
- Reducing the waste taken to landfill by encouraging waste minimisation practices and investigating options for the extension of the kerbside collection service and community recycling drop-off points.

Hepburn Shire Planning Scheme

The *Local Planning Policy Framework* contains a municipal strategic statement and local planning policies. The framework identifies long term directions about land use and development in the municipality; presents a vision for its community and other stakeholders; and provides the rationale for the zone and overlay requirements and particular provisions in the scheme.

The Municipal Strategic Statement and local planning policies embodied in the Hepburn Planning Scheme relate to all areas of environmental management within the Shire, including development controls. Policies included in the Planning Scheme cover development in township areas, identification of areas of environmental significance, landscape significance, sites of Aboriginal heritage and vegetation protection.

Key Sustainability Themes

Council's commitment to environmental sustainability is represented by linking the following key themes to specific Hepburn Shire strategies and plans produced by Council:

Sustainability Themes	Council Strategy or major plan
Water	<ul style="list-style-type: none"> ▪ Sustainable Water Use Plan 2007 ▪ Domestic Wastewater Management Plan Part 1 2006 ▪ Stormwater Quality Management Plan 1 & 2 2004
Waste/ resource efficiency	<ul style="list-style-type: none"> ▪ Waste Wise Action Plan 2008 ▪ Waste Management Plan 1999
Land and Biodiversity	<ul style="list-style-type: none"> ▪ Roadside Management Plan (Draft) 2009 ▪ Hepburn Shire Planning Scheme 1999
Climate Change, Greenhouse & Energy	<ul style="list-style-type: none"> ▪ Hepburn CCP Local Greenhouse Action Plan 2007 ▪ Recreational Needs Strategy 2006 ▪ Shire of Hepburn Municipal Strategic Bicycle Plan 1999
Urban development, planning and sustainable transport	<ul style="list-style-type: none"> ▪ Hepburn Structure Plans for Clunes, Creswick, Hepburn Springs, Daylesford and Trentham 1998

3.2 Major Achievements in Environmental Sustainability

Council's major achievements in environmental sustainability to date include:

Greenhouse and energy reduction

- Milestones 1,2, 3 and 4 of the ICLEI CCP Program have been achieved
- Energy audits for the Council office buildings 2007
- Council endorsement of the Sustainable Public Lighting Action Plan (SPLAP) 2008

Water and Waste Management

- Waste Wise accreditation in May 2008
- Council adoption of the Storm Water Use Plan in August 2007
- Achievement of Milestone 4 in the ICLEI Water Campaign 2008

Policy development

- Adopted the Sustainable Water Use Plan 2007
- Council adoption of the Local Greenhouse Action Plan 2007

Membership and awards

- Recipient of EcoBuy Excellence in Green Purchasing Small Rural Council and
 - Green Powered Champion Council 2009
- Member of the Northern Biodiversity Network, a key regional environmental sustainability group
- Council internal representation in the Eco Leader team to raise staff awareness of sustainability

3.3 Priority Policy Issues

Water

Consecutive dry years over the last decade have resulted in Hepburn Lagoon becoming ephemeral and waterways such as the Jim Crow Creek, Loddon, and Campaspe systems are severely reduced in flow, with reservoirs potentially never completely returning to past levels. Our agricultural sector and biodiversity have also suffered in these dry conditions and significantly raised the awareness of water issues.

Although Hepburn Shire townships have been on variable water restriction there is a strong sense of change across the community. Council are working towards reduce usage of potable water to a range of activities including parks and gardens and recreation facilities. The ***Hepburn Shire Sustainable Water Use Plan (2007)*** examines current water use by Council, sets targets for reduction in water use and identifies actions for its own activities and the community.

Waste/Resource Efficiency

The ability to promote sustainability and environmental issues across Council and the community is an ongoing project.

Support for the further improvement of waste services and the reduction of waste being taken to landfill is required across the shire. The ***Hepburn Shire Greenhouse Action Plan (2007)*** outlines actions to ensure Council and the community can reduce waste generation and the volumes entering landfill sites. Council's kerb-side collection system also needs to expand to include a wide range of items influenced by technological change.

For Council to achieve effective long term change, an overarching environmental sustainability framework is needed to link Councils economic, social and environmental programs through to implementation. This action coincides with policy review, operational procedures and processes.

Land and Biodiversity

Demand for a diverse range of agricultural land and a continually changing demographic within the Shire has resulted in a variety of agricultural and lifestyle pursuits. These changes present a number of challenges for Council to ensure that landholders do not adversely impact on, not only the environment and the sustainability of our land, but also the social fabric of our communities.

The Shire is heavily reliant on a healthy natural environment for its business sector and community. The ***Council Plan (2009 – 2013)*** empowers Council to undertake and act sustainably into the future while supporting the development and implementation of other key documents across Council and the community. The ability of Council to plan and identify sensitive areas that require additional protection from a variety of use and developments is a critical issue for the future.

Therefore it is vital to plan collaboratively and pro-actively internally and with agencies to manage these assets for a sustainable future and provide policy support.

A data capture and management need has been identified to improve access to environmental sustainability information, provide tools for planners and contribute to a long term vision for Hepburn Shire Council and community to work toward.

Climate change, Greenhouse and Energy

Climate change and Councils response to this change will shape Council into the future. The ***Hepburn Shire Greenhouse Action Plan (2007)*** aims to ensure both Council and the community act in a globally responsible manner to protect current and future generations from the effects of climate change. The action plan outlines a commitment to achieving the objectives to reduce energy use and reliance on fossil fuels and promote energy efficient practices throughout Council operations and to the wider community. Promotion of Council projects that reduce greenhouse gas emissions is needed to foster community partnerships with local businesses and residents.

Council's ability to address the impacts and changes attributed to climate change is greatly reliant on the information provided from the State Government. This information must be proactive and be intensively incorporated into the planning scheme. Our natural assets which provide our economic base are at threat and must be protected from this impact or provided with the linkages to adapt.

Minimisation of climate change effects combined with adaptation measures and promotion of renewable energy alternatives are required to address environmental, social and economic change influenced by a reduced reliance on fossil fuel, increasing carbon emissions and a changing climate.

Urban Development, Planning and Sustainable Transport

Hepburn Shire is experiencing increasing development and planning pressure which is impacting on community values, eco tourism and the natural environment. Eco tourism ventures linking passive recreation, changing awareness and promoting the whole Shire are a method to unite Shire townships, communities and the business sector.

Biodiversity, including threatened and depleted EVC's are threatened by land use change and the inability of the Hepburn Shire Planning Scheme to provide protection with the current tools. Strategic planning is needed to link vegetation fragments and provide protection as overlays in the planning scheme.

Much of the Shire is also situated between transport corridors, leaving community and visitors exposed to fragmented networks and reliance on vehicles, identified as a priority issue for review by Hepburn Shire.

3.4 Priority Projects / Programs

Water

The development of the Sustainable Water Use Plan (SWUP) and its future implementation across Council has the ability to greatly reduce potable usage and improve quality within the region.

- Reduce Councils water consumption in accordance with the targets set in the SWUP
- Reduce the consumption and wastage of water with specific emphasis on potable water supplies
- Ensuring Council programs/facilities eg halls, pools and construction works are able to better manage drought and dry conditions.

Current changes have made some headway towards protecting these services but further work is required to ensure systems are appropriate for the water available for that area and meet best practice standards.

Land and Biodiversity

Hepburn Shire is currently reviewing a range of planning tools to better manage land within the Shire. These tools however are limited and do not contain information or controls across many shire zones, leading to a situation of being able to put forward recommendations only. To ensure appropriate sustainable development within the Shire, this needs to be addressed. Land capability across existing zones and the suitability for different use-types reveals a gap in the planning tools available to Council.

Climate change, Greenhouse and Energy

The Greenhouse Action Plan sets out policy issues for Hepburn Shire to achieve outlined goals in carbon emission reduction for both Council and the community.

Protection and enhancement of flora and fauna via strategic identification of biodiversity corridors in response to climate change has been identified.

With much of the Shire situated between transport corridors, it is vital that alternate energy sources and integrated commuting patterns are developed and implemented.

Waste/Resource Efficiency

Improvements to the current waste system need to be investigated to ensure best practice systems and methods are able to be achieved by Council. This will result in a higher resource recovery process, changed community awareness and diversion of waste from landfill, encouraged by re-use. These actions will build on Councils current green waste collection.

3.5 Priority Partnership or Network Processes

Partnership programs and networks that Hepburn Shire participates in when addressing environmental sustainability issues include the following:

- Central Victorian Greenhouse Alliance (CVGA) is an effective network of regional Councils to collectively share information, discuss and initiate new greenhouse reduction programs
- Northern Biodiversity Network includes regional Councils and agency representatives from DSE, NCCMA to disseminate and share information on regional sustainable and land management concerns.
- Central Highlands Regional Waste Group is a representative body in partnership with Sustainability Victoria to oversee implementation of waste reduction measures.
- Eco Buy membership in collaboration with Sustainability Victoria

4 Regional Priorities

4.1 Grampians Region Sustainability Priorities

The following summary, provided by the South-west regional office of the Department of Sustainability and Environment, outlines some of the key issues and priorities across the

Grampians/South west region for collaborative efforts between the State Government and Hepburn Shire Council to address environmental sustainability.

Victoria's *Our Environment Our Future (2005)* and the *Our Environment Our Future Sustainability Action Statement (2006)* provide the framework and direction for collaboration of effort to address environmental sustainability. The following summary outlines some of the key issues and priorities across the Hepburn Shire region for concerted and combined government, industry, business and community effort. These and other State/ regional documents (see table at end of this section) provide direction for activities around the following key sustainability themes:

1. Clean Air, Liveable Climate, Greenhouse-Friendly Energy

Climate change will have localised and regional impacts, regional facilitation of, and support for, renewable energy initiatives are critical. The climate change vulnerabilities of the region need to be assessed and communities kept informed. Whole of Victorian Government collaborative efforts will be undertaken with Hepburn Council implementation of action plans under the Cities for Climate Protection. Air quality has a direct impact on health and well-being and is directly linked to efforts to reduce the impacts of climate change. Pressures within the region from increased population and motor vehicle traffic requires ongoing monitoring and action.

2. Healthy and Productive Water Systems

Alleviation of factors causing stress on rivers (such as the Coliban River), wetlands and water supplies must be a key part of a new approach to water management. Action Plans and strategies with partnership approaches across organisations to address these issues are a fundamental requirement if regional sustainability is to be enhanced.

3. Flourishing Biodiversity in Healthy Ecosystems

Establishing a comprehensive view of the regional biodiversity, catchment and land assets will inform planning for sustainable outcomes for future generations. State Government, Councils and Catchment Management Authorities are ideally placed to explore how the planning system can be used to create 'biolinks' and improve the health of local ecosystems and identify and map areas of natural significance (including threatened species, high value habitat) and erodable land.

4. Liveable Cities and Responsible Development

Increased uptake of sustainable building practices and development strategies is a high priority throughout the region. There is potential for cross council coordination of key issues through development of respective LESPS and identification of areas of commonality may be an anticipated additional benefit in planning for regional cities and towns. Creating more accessible communities by improving the public transport network and creating better community connections and a whole-of-government approach is required to promote sustainable growth patterns for regional centres such as Daylesford.

5. Cultural and Indigenous Heritage

The current and potential role of Indigenous communities in the sustainable management of land in the region needs to be recognised and developed. Initiatives such as the implementation of the Wotjobaluk Native Title Agreements and forums such as the Wimmera Indigenous Resource Management Partnership (WIRMP) provide a strong base on which to build.

6. Less Waste, Less Pollution

The development of a coordinated approach (particularly through the emerging state-wide strategy developments on Toward Zero Waste) is a priority. In addition, improvements to Take-Back and Recycling programs will be advanced to enhance recycling strategies and ensure safe disposal of residual waste. Partnerships between

Water Authorities and their trade waste customers strengthen to develop a framework for cleaner production. Building capability and utilising knowledge and skills of farmers, Landcare volunteers, local neighbourhoods, councils and professional educators to partner non government, industry and business will be essential to achieve this priority.

7. Healthy and Productive Land

Land capability and suitability assessments are essential as well as understanding the impacts on ecosystem services of changing land uses. Community capacity can be strengthened through Landcare and extending the BushTender program (which pays farmers and land managers to protect native vegetation on private land). Increasing recognition for the many uses of forested public land (including biodiversity conservation, water quality, timber and recreation); and the changing use patterns enabled by the reduction in timber harvesting – particularly in the Wombat State Forest - presents significant challenges but also significant opportunities for enhanced recreational and environmental outcomes. Development of eco-tourism opportunities will be undertaken to enable all to experience our great natural assets.

The themes listed above sit within a framework for collaborative action that is provided for by the following key State Government documents:

North Central Native Vegetation Plan	CMA	2005
North Central Regional Catchment Strategy	CMA	2003-07
North Central River Health Strategy	CMA	2005
Our Environment, Our Future Sustainability Action Statement	DSE	2006
Our Water Our Future: the white paper	DSE	2004
Sustainability in Action: Towards Zero Waste Strategy	DSE	2005
Victoria's Biodiversity Strategy	DSE	1997
Victoria's Sustainability Framework	DSE	2005
Victorian Greenhouse Strategy	DSE	2002

5 Challenges and Opportunities

- 5.1 Hepburn Shire is facing significant challenges amid decreasing world oil availability and increasing demand. Council's focus on continued carbon dioxide reductions will be impacted by transport and electricity options.

5.1.1 Jurisdictional or legislative Challenges

Increased clarity

- A lack of clarity exists within the Planning Scheme limiting Council's ability to administer and enforce planning permits that relate to native vegetation.
- There is a need for greater clarity around Council's on-going responsibilities on roadsides weeds. Appropriate support needs to be provided to Council if this is to become an ongoing responsibility.
- Recent review of weeds has resulted in one of the Shire's major weeds, Cape Broom losing the classification of Regionally Controlled, therefore also reducing funding opportunities for management.

Adequate reporting frameworks

- There are a large number of plans developed across the region that have specific actions designated to Council, without corresponding programs to enable effective delivery.

Environment

- Purchase of heavily treed blocks for passive solar developments and the inability to apply environmental sustainability criteria through the Planning Scheme
- Roadside weed management techniques may conflict with the management of organic produce industries

5.1.2 Operational Challenges

Funding

- Limited funding and resources are available to complete environmental management responsibilities or to be able to conduct programs in a prioritised way. This is compounded by long lead times between funding applications and notification resulting in reactive implementation of projects subject to external funding.
- Funding sources need to be aligned for Council to implement and manage technological change e.g. disposal of triphosphor lamps and globes.

Environmental

- Conflicting biodiversity priorities and targets between lead agencies are imposed onto Council with unrealistic expectations of timelines and local government's role.
- Community perception of local government rather than Water Authorities having a lead role in water management, particularly during drought conditions
- A study is required into management of roadside weeds in areas with organic industries in close proximity and how to capture such data for ground staff
- Provision of ongoing and non competitive weed funding for all Councils as a dedicated state budget item.

Sustainability

- To expand the Eco Leader program to become one of Environmental Sustainability ambassadors within Council and community.

Planning schemes and overlays

- Support is needed for the development and implementation of land capability assessment for environmental and natural resource protection in the Hepburn Shire

5.2 Opportunities

5.2.1 Jurisdictional or Legislative Opportunities

Planning

A need for pro-active planning across Council to co-align Hepburn Shire and agency strategic documents for linked environmental, social and economic objectives. This will assist in network project planning and highlight funding requirements for Council's budget process.

- Improvement of planning tools to support environmental planning decisions through review, adoption and implementation of updated overlays
- A need for agencies to actively promote vegetation legislation to aid community pre-planning decision making e.g. purchasing of appropriate land for a dwelling.

Environmental

- A need for agencies to actively promote vegetation legislation including updates through regional and local media in a bid to support Council in implementation and compliance

5.2.2 Operational Opportunities

Sustainability

Increase Council leadership through implementation of an environmental sustainability strategy across all of Council operations and procedures.

- Build relationships with all units across Council to collectively gain from increased uptake of environmental sustainability

Development of a unilateral sustainability reporting framework at Council level that aligns compatible to State or Federal level reporting requirements

- Allocate time and resources to familiarise work units with Council's commitment to environmental sustainability as in the Council Plan 2009 - 2013 by:
 - Trial new ideas in a Council collaborative project to reduce perceived risk
 - Tap into existing local action groups for project planning and promotion of environmental sustainability principles
 - Collaboratively engage in environmental sustainability forums to build community and Council capacity

Planning

Strategic planning and promotion of a sustainable eco tourism ethic for Hepburn Shire

- To guide development through a sustainable land use code planning tool
- To investigate and implement low carbon emission strategies for community, business and eco-tourism

Environment

- Create corridors linking threatened, depleted and endangered vegetation fragments, providing protection through the Planning Scheme
- Establishment of a land stewardship incentive system for Shire rate-based landholders

6 Accord Opportunities

Drawing on Council's approach to environmental sustainability and the challenges and opportunities listed in Section 4, priority projects where improved or strengthened partnership with State Government agencies, or improved on ground delivery, could assist in achieving better environmental sustainability outcomes are outlined in the following three project areas.

6.1 Project A

Improved Energy Consumption Reduction and Greenhouse Emissions

Improved energy efficiency and greenhouse emissions would result from implementation of an environmental sustainability framework for all of Council's operations and procedures. Provision of a framework to guide strategic operational decisions and processes for Council and community gain in environmental sustainability

- Improved data collection and management to guide internal decision making and reporting to agency
- Build upon existing programs such as Waste Wise, Eco Leaders and Eco Buy to build community capacity
- Improve management of waste and recycling across council operations
- Increase internal collaborative planning outcomes in environmental sustainability
- Strengthen partnerships with State agencies
- Increased tiered regional funding to implement reduction strategies
- Implement a regional transferable template for transparent environmental sustainability improvement

6.2 Project B

Improved Biodiversity Conservation

- Strategic planning for biodiversity conservation considerations for development incorporated into planning overlays for Hepburn Shire
- Linking of fragmented Ecological Vegetation Classes (EVC) across Shire planning zones to provide biodiversity protection through establishment of fauna corridors
- Provide protection to high priority EVC's
- Link planning to Trust for Nature landholders
- Collaborate with State agency partners for improved biodiversity and waterway conservation
- Build upon the Environmental Sensitivity Overlay (ESO) giving added protection to the threat of erosion.
- Collate State agency data for sustainable biodiversity conservation outcomes
- Implement a transferable biodiversity conservation overlay as a long-term planning tool for Council decision making
- Increased opportunities for funding uptake aligned to Council strategy

6.3 Project C

Integration of Sustainability Planning within Council delivery

Land Use Planning- sustainable development code implemented into the Planning Scheme

Strategic planning to implement a sustainable development code along transport corridors within the Shire.

- Development of a sustainable environmental strategy
- Development of a sustainable living code
- Investigate east-west links to the existing corridors in collaboration with DSE and North Central Catchment management Authority
- Incorporate strategies for recycled water and stormwater harvesting in developments
- Incorporate strategies for low energy use in developments
- Encourage sustainable housing stock development for all community needs in collaboration with State agency
- Improved agency relationships through building capacity and working in collaboration
- Using of low water use indigenous vegetation in Shire-based projects
- Incorporate healthy living principles including walkability, cycling in development
- Provision of cycling paths and cycle lock-up/storage points
- Implement changed development codes into the Hepburn Planning Scheme
- Improve opportunities to uptake funding to progress environmental sustainability at Hepburn Shire.

12.2 MUNICIPAL PUBLIC HEALTH PLAN REVIEW

(Action Officer – General Manager Sustainable Development)

File Ref: 50/24/03

Introduction

The purpose of this report is to consider an interim Municipal Public Health Plan.

Report

The Public Health and Wellbeing Act 2008 requires Council to prepare a new four year Municipal Public Health Plan (MPHP) that incorporates the new requirements.

The Department of Health has acknowledged that a number of councils may not be in a position to make significant changes to their existing planning processes by November 2009. In relation to developing new plans covering the period 2009–2013, Councils may instead review their current plans, incorporate the new requirements where practical and amend their current plan and adopt this as the new plan.

Officers have adopted the review approach and will proceed with a comprehensive review through an annual review process required by the amended section 29B (3) of the Health Act.

Based on the review approach, the steps to be followed to develop new plans covering the period 2009–2013 are:

- Review the current plans against new requirements
- Incorporate the new requirements to the extent possible or practical
- Amend the current plan and adopt this as the new plan
- Use the annual review process required by the amended section 29B(3) of the Health Act, to work towards new requirements.

The new requirements to be included in the MPHP review process are:

1. Include an examination of *data* about *health status and health determinants* in the municipality;
2. *Identify goals and strategies* based on available evidence for creating a local community in which people can achieve maximum health;

3. *Specify how Council will work in partnership* with the Department of Human Services and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the MPHP.

The updated MPHP (Refer Attachment 2) has consequently been reviewed with changes incorporated in the following key areas:

1. The *Health and Wellbeing Needs Analysis* undertaken by the Central Highlands Primary Care Partnership draws on a range of data sources and has identified specific issues in Hepburn Shire, including the need for increased participation in Maternal and Child Health Services, relatively high levels of disadvantage including unemployment, poorer health status and levels of chronic illness as well as the need to respond to population ageing.
2. The goals and strategies focus on core statutory health responsibilities, such as Food Safety, Immunisation, Tobacco, General Health Premises, Health promotion strategies (including a focus on early childhood health), addressing disadvantage through training, economic development and anti-poverty strategies, positive ageing, address chronic illness (Hepburn Health Service), improving social connection and access to transport and increasing participating in physical activity.
3. The MPHP complements and is supported by strategies incorporate in Hepburn Health Service Health Promotion Plan.

With the changes incorporated into the amended MPHP, Council needs to consider the adoption of the new plan. A full review of the document in line with the *Public Health and Wellbeing Act 2008*, the Council Plan and Municipal Strategic Statement can then occur in 2010.

Relevant Policies

Public Health and Wellbeing Act 2008

Municipal Emergency Management Plan

Municipal Public Health Plan

Council Plan 2009-2013:

49. Involving communities in emergency response preparedness.

Community Engagement

To form part of the annual review process in 2010 required by the amended section 29B(3) of the Health Act.

Motion

That Council:

- 12.2.1 *Adopt the interim Municipal Public Health Plan for the 2009-2010 period with inclusion of reference to the Interim Heatwave Strategy.*
- 12.2.2 *Receive a further report once a full review of the Municipal Public Health Plan has been conducted in line with the Public Health and Wellbeing Act 2008 during 2010.*

Moved: Cr Bill McClenaghan

Seconded: Cr Jon Barrell

Carried.

Attachment 2
Item 12.2



Municipal Public Health Plan

2009 - 2013

Hepburn Shire Mission

Hepburn Shire will maintain, promote, protect and enhance the district's unique social, cultural, environmental and heritage characteristics through effective management and responsible government.

We make a commitment to gain maximum advantage for our community from our natural and built assets.

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Hepburn Shire Municipal Public Health Plan Actions

Council Plan Identified Priorities

- Managing population growth and related infrastructure needs
- Attracting value adding investment
- Improving telecommunications
- Leveraging the region's alternative energy capacity
- Transport – challenges relating to freight, rural road network and public transport
- Water – a reliable supply that is of appropriate quality for residential and industrial purposes
- Young people – decreasing unemployment and underemployment, developing their skills base
- Strengthening capacity and collaboration amongst councils to undertake regional planning
- Increasing the availability of affordable housing and rental properties
- Developing new, innovative industries that will be competitive on world markets
- Develop an investment plan for the region as a whole
- Increasing employment opportunities in small communities to tackle disadvantage

The Chief Executive Officer's Message

Municipal Public Health Plan 2009 – 2013

This plan has been developed through extensive consultation during 2004 with local public health organisations, community groups, community members and Council employees.

The plan involves many partnerships, which acknowledges that health is a responsibility shared by many organisations and sectors. This in turn leads to a more collaborative approach to the health of the Hepburn Shire community and efficient service planning.

The plan addresses public health priority areas within the municipality especially targeting the three themes that have been developed, which are Live Life Well, Safe & Accessible Communities, and Healthy Sustainable Environments.

The Hepburn Shire Municipal Public Health Plan is a living document, which is flexible and open to changes as needs, conditions and circumstances determine.

I believe that the Hepburn Shire Municipal Public Health Plan contains the framework for continued improvement in the health status of the Hepburn Shire community in alignment with the Council Plan.

Kaylene Conrick

Hepburn Shire, Chief Executive Officer

Introduction

The Hepburn Shire Municipal Public Health Plan (MPHP) 2009-2013 comprises the following sections:

An Overview

Outlining the essential elements of the public health planning process, priority health themes and the implementation process in conjunction with the Council Plan.

Hepburn Shire Municipal Public Health Plan Actions

Detailed tabulated description of the health priority areas, strategies and actions to be developed, implemented and evaluated in partnership with the Hepburn Communities, State Government and external agencies. It provides information on the key areas of core responsibilities, new strategies, objectives and timelines.

In line with the Department of Health provisions, the original 2004 plan has been supplemented with 2009 revisions which incorporate the additional requirements of the Public Health and Wellbeing Act 2008. A full update of the entire plan is planned in 2010 under the provisions of the amended section 29B(3) of the Health Act.

An Overview

Council's Commitment to Public Health

Hepburn Shire Council is committed to improving the health and quality of life for all of its residents and understands the importance of sustaining and developing public health.

This was reflected in the Council Plan **2009 - 2013** as follows:

"We will assist our residents improve the health, safety and vibrancy of our communities."

A Health and Wellbeing Approach

The new framework for public health planning combines a number of approaches to public health planning:

- **Strategic local area planning**
A strategic and integrated approach to municipal public health planning promotes a model for integrating physical, social and economic planning with community participation;
- **Social model of health**
Participation, sense of community and empowerment are interdependent social factors contributing to individual and community wellbeing.
- **Health - promoting systems**
A strong relationship exists between people and place: people's health and wellbeing reflects their socio-economic status, and accordingly where they live. Different environments afford varying degrees of access to healthy environments, food, services, amenities, health information, education and employment housing and opportunities to experience sense of community and place. A holistic approach ensures that inter-relationships between all major impacts on individuals and families within the context of their local communities are taken into account.
- **Focusing on health outcomes**
Utilising information from the *Victorian Burden of Disease Study* and other sources can identify issues and areas for consideration when planning health priorities.
- **Participation and partnership approaches**
Clients, community groups, government departments and other agencies need to participate in health planning to ensure a match between local needs and priorities.

The Background

Under the provisions of the Public Health and Wellbeing Act 2008 Section 26, Parliament has recognised and delegated the responsibility for local level public health planning to each Council. The Public Health and Wellbeing Act 2008 requires us to do the following:

Section 26 of the Public Health and Wellbeing Act 2008

A Municipal Public Health Plan must:

1. Include an examination of data about health status and health determinants in the municipal district.
2. Identify goals and strategies based on available evidence for creating a local community in which people can achieve maximum health and wellbeing.
3. Provide for the involvement of people in the local community in the development, implementation and evaluation of the public health and wellbeing plan.
4. Specify how the Council will work in partnership with the Department and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the public health and wellbeing plan.
5. Be consistent with the Council Plan and the Municipal Strategic Statement.

The Hepburn Municipal Public Health Plan is designed to enhance the health status of the people in the Shire by acknowledging, coordinating and building upon existing health related strategies and programs, as well as introducing initiatives to address current and emerging health issues.

In line with the Department of Health provisions, the original 2004 plan has been supplemented with 2009 revisions which incorporate the Public Health and Wellbeing Act 2008 additional requirements. A full update of the entire plan is planned in 2010 under the provisions of the amended section 29B(3) of the Health Act.

The Plan adopts a partnership model inclusive of the communities of Hepburn and provides a process to better understand more about each local area and the people who live in the Hepburn Shire.

There are many influences on the health and wellbeing of a community – safe and healthy places to live and work, social networks and support services, opportunities to participate in decisions affecting the community, and good infrastructure such as community spaces, public transport and land use schemes.

Local government is one of a number of players whose actions impact on these areas. These include the Australian Government, the Victorian Government, the business and community sectors – each one has an important role to play. However, operating at a close level to the community it serves, means that local government has a unique capacity to make a difference.

The role of the Municipal Public Health Plan is to provide a Strategic focus for local government within a legislative framework.

Local Government and Health Outcomes

The priority strategies of this Municipal Public Health Plan are designed to achieve the following broad Health Outcomes for Hepburn Shire residents:

- *Community Capacity Building and Community Wellbeing*
- *Health Protection* including services such as, food safety, immunization, infectious disease notification, tobacco surveillance and environmental health.
- *Health Promotion* aimed at prevention to be advanced by local government (within state-wide frameworks), such as injury prevention, protection against skin cancer, keeping physically active to prevent obesity and cardiovascular diseases, responsible alcohol and prevention of drug use, tobacco control and improving nutrition.
- *Population Health Strategies* that build resilience and community strengthening in population groups considered to be at risk. These include long-term strategies to address child and family health, positive ageing, youth health, and the health of vulnerable groups, included in the Social Plan.

Local Area Priorities

The following priorities were identified through the 2004 consultation process with residents and service providers:

- Creating an environment that promotes public health and wellbeing through strategic and sustainable services
- Developing health programs that lead to prevention & reduction of disease and disability
- Encouraging personal, social and environmental change through health promotion and education efforts
- Focusing on risk behaviours, such as smoking, alcohol and drug abuse, exposure to UV light, and determine strategies to change behaviours
- Assessing the environmental, organisational and personal factors that interact and affect peoples' attitudes to their engagement into daily activities to better advise the 'Hepburn Healthy Communities Advisory Committee' on future strategies
- Determining risk factors that could be overcome through outreach health promotion strategies and actions
- Providing a true reflection of the municipality and the people living in the municipality to ensure strategies and services developed are achievable and do lead to better health and wellbeing outcomes for local communities
- Establishing a two-way communication process between community, community leaders, health care providers, Council and other related parties/groups and planners for purposeful consultation, engagement and feedback
- Ensuring a direct link to Council's Council Plan to ensure the municipal public health plan's longevity and sustainability

Links to other Plans

The Hepburn Shire Municipal Public Health Plan has links with various external organisations' plans and internal plans including the Hepburn Shire Council Plan 2009-2013, and the Municipal Strategic Statement. The Municipal Strategic Statement (MSS) is a concise statement of the key strategic planning, land use and development objectives for the municipality. The MSS has been developed to link with the objectives of the surrounding municipalities and also to encapsulate significant planning directions for the municipality.

Figure 1: Systems Approach to MPHP Planning Process



This Municipal Public Health Plan

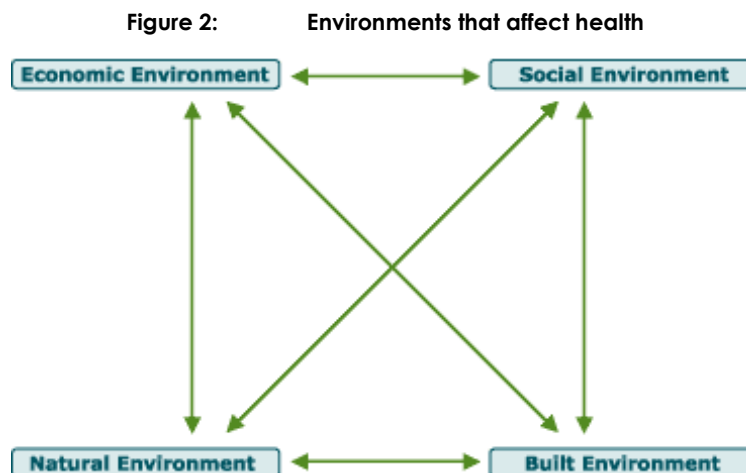
The Municipal Public Health Plan is based upon the Social Model of Health, a conceptual framework for thinking about health. Within this framework improvements in health and wellbeing are achieved by addressing the many social, cultural, environmental, biological, political and economic determinants of health, more broadly than merely the absence of disease.

The Municipal Public Health Plan also incorporates the Department of Human Services 'Environments for Health' Framework. This framework incorporates awareness of the social, economic, natural and built environments and their impact on health, with an aim to improve community wellbeing by promoting the integration of Municipal Public Health Plans as an essential component of municipal corporate planning.

"A social view of health is one that recognises the impact (both direct and indirect) which physical, socio-economic and cultural aspects of the environment have on the health of the community. A social view of health implies that we must intervene to change those aspects of the environment which are promoting ill health, rather than continue to simply deal with illness after it appears, or continue to exhort individuals to change their attitudes and lifestyles when, in fact, the environment in which they live and work gives them little choice or support for making such changes".¹

Environments for Health: A Systems Approach to Municipal Public Health Planning

This Municipal Public Health Plan considered the overall impact on health and wellbeing of factors originating across any or all of four environmental dimensions – **built, social, economic and natural**.



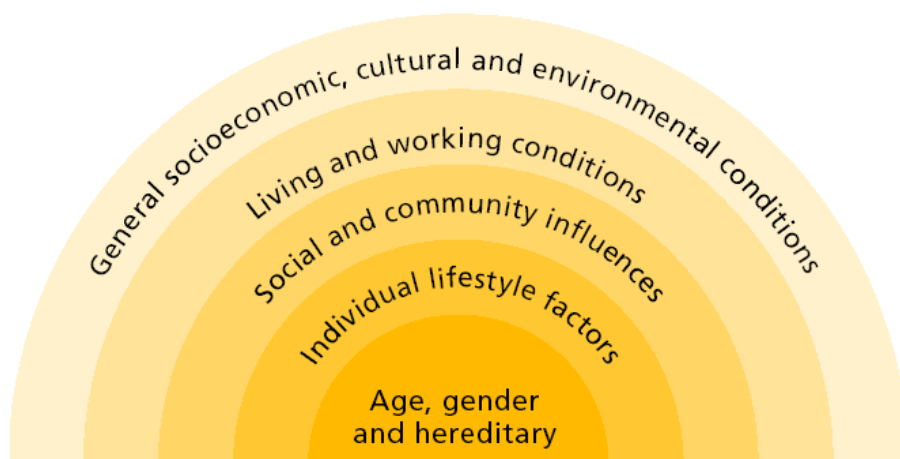
¹ J. Cornwall, *Introduction: A Social Health Strategy for South Australia*, 1998

Creating Supportive Environments for Health and Wellbeing

Environmental Dimensions	Components	Characteristics	Council Action Areas
Built/ Physical	Transport – roads, bicycles, buses and rail Housing Amenities – parks, street lighting, footpaths, shops	Liveable	Structure plans Appropriate development MSS, EES, Works Approvals
Social	Demographics Social capital Community facilities and services	Equitable Convivial	Community support services Community safety Cultural Development
Economic	Economic policy Employment Resources	Sustainable	Community economic development EES, Works Approvals, Access and equity
Natural	Climate Air Quality Land Management	Viable	Water quality Waste management Energy consumption

Success factors include:

- *Best public health planning practice*, including research into improving these practices
- *State and Federal public health policies and priorities and the need to integrate government effort at the local level*
- *Local government corporate priorities*, political mandates and governance issues
- *Community participation* including providers, stakeholders and the many communities that make up the municipality, including the need to use community resources wisely
- *Measuring the outcomes* on factors that determine our health and wellbeing



Health Status and Health Determinants

The Health and Wellbeing Needs Analysis for the Central Highlands Primary Care Partnership identifies the following specific issues for Hepburn Shire:

Early Years- Early childhood development and education are critical for improved health outcomes and enhanced quality of life (WHO 2007)

Issues identified for Hepburn Shire are:

- Low weight neonates;
- Low rates of immunisation;
- Access to and participation in Maternal & Child Health Services;
- Of all families with children in Hepburn Shire, 16% are one parent families which is perceived as a 'risk factor' for early childhood development.

The Hepburn Health Service Health Promotion Plan incorporates a strategy *Social Inclusion: Let's Start at the Beginning* to address these issues.

Disadvantage – Achieving health equity requires a level of income to maintain good material circumstances and enjoy good health and wellbeing. It requires safe, secure and fairly paid work (WHO, 2007).

Indicators of disadvantage for Hepburn Shire include:

- Lower incomes than the Victorian and Australian averages, with almost half of all households in Hepburn (44.9%) on an income of less than \$650 per week. This is higher than the State average (30.6%) and all other local government areas in the Central Highlands Primary Care Partnerships catchment. (CHPC, 2009)
- A high number of pension recipients per 1000 population (aged and disability support).
- Relatively high levels of unemployment 9% in 2006 compared with Victorian average of 5.3% (ABS, 2008), unemployment remains high at 7.7% (Hepburn East) and 7.5% (Hepburn West) compared to 4.7 for Victoria as a whole (Small Area Labour Markets, March 2009).
- Hepburn is a relatively disadvantaged municipality with a Socio- Economic Index for Relative Advantage and Disadvantage² (SEIFA) ranking of 29th compared with Macedon Ranges 64, Golden Plains 48, Moorabool 47 and Ballarat 37.
- Concerns with food insecurity in Hepburn were identified in the CHPCP Health and Wellbeing Needs Analysis.
- Specific 'pockets' of disadvantage in postcode areas 3363, 3460 and 3458 were identified in Jesuit Social Services Study (Vinson 2004)

² A lower score indicates that an area is relatively disadvantaged compared to an area with a higher score. (ABS)

Healthy Lifestyles

Hepburn Shire has lower rates of life expectancy than the state average and there has been an overall large (1.7%) increase in diabetes prevalence in Hepburn between 2001 and 2006.

Ageing population

According to the most recent figures the average age of Hepburn Shire residents is 44 years compared to the national average of 37 years. It is predicted that by 2021 Hepburn's 50 years plus aged group will be 52.6% of the total population and by 2031, 58.45%. Currently 12 % of the Hepburn's population are aged 70 Years and over (ABS 2008).

Poor access to public transport

Access to public transport is an issue for many residents of Hepburn and the Hepburn Shire Social Plan (2005-2015) identified the need for adequate public and community transport solutions across the Shire and the need for improved pedestrian and cycling linkages.

The Role of Council

A key responsibility of the Shire is to ensure that the MPHP is updated, evaluated and implemented on an ongoing basis. This will also require an annual review of Shire capacity.

The Plan notes the core responsibilities of Council in promoting and protecting the wellbeing of the community and the benefits from partnering between the Council, other levels of government, other service providers and the community.

The Council Plan makes four fundamental commitments which further encompass Council's core responsibilities to Public Health and Wellbeing

- Deliver good governance
- Help improve economic prosperity
- Assist residents improve the health, safety and vibrancy of communities
- Guide the Shire towards environmental sustainability

Core Responsibilities

Under the Food Act 1984 the Hepburn Shire Council currently is required to:

- Annually inspect Registered Food Premises and maintain a register of premises
- Investigate complaints and conduct inspections as they arise
- Undertake statutory and investigatory food sampling: 3 food samples per 1000 head of population to be taken annually
- Conduct Food Safety Program Compliance Checks for all new businesses and provide an advisory service for proposed new food premises
- Conduct transfer of business inspections
- Undertake requested inspections from Council Planning Department for proposed, new food premises or renovated premises

Under the Public Health & Wellbeing Act 2008 the Hepburn Shire Council is required to:

- Inspect annually the environments of the premises required to be registered under the Health Act (including Hairdressers, Beauty Treatment, Ear Piercing, Tattooing and Skin Penetration establishments, Accommodation premises – Motels, B&B's, Weekend Accommodation, etc) and maintain a register
- Investigate complaints and conduct inspections as they arise
- Provide advisory service for proposed new Public Health & Wellbeing Act premises
- Undertake requested inspections from Council Planning Department for proposed, new or renovated Public Health premises

Under the Residential Tenancies Act 1997 the Hepburn Shire Council is required to:

- Undertake annual inspections of Registered Caravan Parks and maintain a register
- Investigate complaints and conduct inspections as they arise
- Conduct transfer of business inspections
- Conduct inspections and advisory service for proposed new Caravan Parks
- Conduct inspections requested by Council Planning Department for proposed or new caravan parks or renovated premises

Under the Environment Protection Act 1970 the Hepburn Shire Council is required to:

- Supervise the installation of all new/altered septic tank systems in the Shire through the issue of a 'Permit to Install' and an 'Approval to Use' system. Note that every new application requires an average of 2-3 inspections from beginning to end. (There are approximately 4,000 septic tank systems located in the Shire.)
- Inspect sites new/altered/failing septic tank systems as required
- Investigate complaints regarding failing septic tank systems
- Maintain database of new/altered septic tank systems in the Shire
- Inspect all proposed new/altered septic tank systems as part of the Planning Permit Referral Process

Under the Public Health & Wellbeing Act 2008 the Hepburn Shire is required to undertake investigations of complaints:

- Investigate complaints as they arise, relating to Public Health & Wellbeing Act 2008 Nuisances, such as noise, odour, air, land and water complaints. (It is estimated that there are approximately 76 complaints per annum.)
- Resolve complaints wherever possible
- Issue Notices under the Public Health & Wellbeing Act 2008 as required
- Follow up complaints as required
- Take enforcement action in situations of non-compliance or matters have been unable to be resolved

The National Immunisation Program requires the Hepburn Shire Council to administer the Australian Standard Vaccination Schedule. The Shire Council:

- Conducts two immunisation sessions per month at each of the townships of Daylesford and Creswick.
- Conducts the School Immunisation Program and issues School Immunisation Certificates as required
- Provides statistical data to Department of Human Services and Australian Childhood Immunisation Register on immunised persons
- Conducts Hepburn Shire Staff Flu Immunisation Program annually or any other program directed by the Department of Health
- Responds to enquiries regarding immunisation as required

The Hepburn Shire Council is required by the Department of Human Services to undertake Infectious Disease Control by:

- Investigating single incident Infectious Disease Notifications sent by Department of Human Services
- Investigating the outbreak of Infectious Disease Incidents
- Administering appropriate protocols as required, and coordinate specimen collection and transport to laboratory
- Provision of assistance with management teams in relation to outbreak scenarios
- Ensure the Pandemic Plan is reviewed and enforced during an emergency situation.

The Hepburn Shire Council conducts the Sharps Disposal Service:

- Providing a sharps container exchange service for diabetics in the Shire and disposal service for full sharps containers offered from the Daylesford and Creswick Council offices

The Main Processes

A commitment to Community Participation and Engagement to Strengthen Community Action

- Celebrate, support and resource community participation
- Continue to promote, support and celebrate volunteering
- Mobilise people
- Encourage a sense of community
- Increase social connectedness
- Stimulate and generate ideas to create local action
- Develop capacity of individuals to influence decisions from an informed base
- Ongoing communication with each community
- Identifying and engaging community leaders
- Common commitment and practices across Council

Being informed

- Adapting good practice
- Networking and support
- Identifying 'best fit' for introduction and implementation

Role of Council and Senior Managers in Leading the Way

Council and Senior Managers are committed to leading the way for the Municipal Public Health Plan and will demonstrate this commitment by ensuring:

- Integrated planning becomes the normal process
 - Good governance responsibilities
 - Legislative responsibilities
 - Funding agreement responsibilities
 - Changing demands / needs of the community and the political environment
- Senior Management commitment and stewardship
- Advocacy
- Stronger cross Council reporting
- Greater understanding within Council of the social model of health & relevance to Council activities
- Higher profile of the MPHP
- Linking into existing planning processes
- Organisational development including changes in policies and practices

Development, Implementation and Review of the Health Plan

The Hepburn Shire Council is required to undertake the implementation of the Municipal Public Health Plan:

- Including Health Promotion activities where possible
- Ensure the ongoing update, evaluation and implementation of the Municipal Public Health Plan.

The requirement to regularly review the MPHP progress and evaluate its outcomes has the following purpose:

- Monitoring the identified priorities and strategies
- Noting new information, directions and emerging needs
- Gathering new information from experience to inform policy direction
- Gauging the impact of measures undertaken
- Providing a basis for reporting to Council and the community
- Providing data for the reformulation of the Plan

Review Process:

New requirements for the Municipal Public Health Plan have been identified in the Public Health and Wellbeing Act 2008:

1. Include an examination of *data about health status and health determinants* in the municipality;
2. *Identify goals and strategies* based on available evidence for creating a local community in which people can achieve maximum health;
3. *Specify how Council will work in partnership* with the Department of Human Services and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the MPHP.

This plan has been adopted under the Department of Health provisions of that allow Councils to review their current plans, incorporate the new requirements where practical and amend their current plan and adopt this as the new plan. The following steps are identified by this approach:

- Review the current plans against new requirements
- Incorporate the new requirements to the extent possible or practical
- Amend the current plan and adopt this as the new plan
- Use the annual review process required by the amended section 29B(3) of the Health Act, to work towards new requirements.

A full update of the entire plan is planned in 2010 under the provisions of the amended section 29B(3) of the Health Act.

Hepburn Shire Municipal Public Health Plan Actions:

Goal: To increase immunisation rates for children in the Hepburn Shire

Strategies	Responsibility	Partners	Indicator	Milestone
Expand administration functions to allow additional time to follow up un-presented cohorts	HSC – Environmental Health	Hepburn Health Services, Maternal Child Health Program, GPs, Ballarat Division of General Practice, parents, community groups	Increase in immunisation rates	June 2010
Investigate the feasibility of additional immunisation sessions at Trentham and Clunes	HSC – Environmental Health	Hepburn Health Services, Maternal Child Health Program, parents	Additional services provided	June 2010
Trial changing session times in order to increase convenience and accessibility	HSC – Environmental Health	Hepburn Health Services, Maternal Child Health Program, parents	Higher attendance rates	June 2010
Attend INSIG conferences to stay abreast of immunisation technique changes	HSC – Environmental Health, Immunisation Nurses	Parents, Immunisation Nurses Special Interest Group, Maternal Child Health Program	Attendance	Annual
Attend Ballarat DGP meetings to keep abreast of regional trends and practices	HSC – Environmental Health, Immunisation Nurses	Ballarat Division of General Practice, other Councils within the region, GPs	Attendance	Annual

Goal: Promote and Maintain Food Safety and Healthy Eating

Strategies	Responsibility	Partners	Indicator	Milestone
Promote the 'Go For Your Life' program	HSC – Environmental Health	Schools, parents, HSC	Number of schools that implement the program	December 2010
Ensure all high risk premises are inspected annually	HSC – Environmental Health	Department of Health, Food business proprietors	Number of high risk premises inspections	Annual
Ensure all medium and low risk premises have at least one inspection every 3 years	HSC – Environmental Health	Department of Health, Food business proprietors	Number of premises inspections	Annual review
Sample and analyse 46 food samples annually in accordance with the Food Act 1984 (3 samples per 1,000 population)	HSC – Environmental Health	Department of Health, Food business proprietors, laboratory	Number of samples taken	Annual
Implement legislative changes to the Food Act 1984	HSC – Environmental Health	Department of Health, Food business proprietors	Information disseminated and changes implemented	30 th June 2010
Monitor temporary food premises at Markets & festivals etc for compliance and registration	HSC – Environmental Health	Food business proprietors, Market and festival organisers, event co-ordinators	Numbers of registrations issued and compliance with permit conditions	Ongoing

Goal: Tobacco Surveillance

Strategies	Responsibility	Partners	Indicator	Milestone
Complete routine inspections and submit 6 monthly reports to the MAV in accordance with the service agreement	HSC – Environmental Health	Business proprietors, MAV, Department of Health	Reports lodged, grants received	January 2010, August 2010
Implement forthcoming legislative changes to the Tobacco Act 1987	HSC – Environmental Health	Business proprietors, MAV, Department of Health	Compliance with new legislation	December 2010

Goal: Creating and Maintaining Healthy Environments

Strategies	Responsibility	Partners	Indicator	Milestone
Encourage business proprietors to be registered where required under the Public Health & Wellbeing Act 2008	HSC – Environmental Health	Business proprietors, Department of Health, HSC – Economic Development	Premises registrations	June 2010
Implement changes arising out of the change to the Public Health & Wellbeing Act 2008	HSC – Environmental Health	Business proprietors, Department of Health	Compliance with legislation	June 2010

Goal: Access to and participation in Maternal & Child Health Services

Strategies	Responsibility	Partners	Indicator	Milestone
Increase participation in the universal Maternal and Child Health service. Improve identification and engagement of vulnerable families.	HSC – Community Development	Hepburn Health Service	Participation in universal Maternal and Child Health service reaches Victorian average.	December 2010

Goal: Addressing disadvantage – Fair employment and Decent Work

Strategies	Responsibility	Partners	Indicator	Milestone
Support the provision of enhanced local training and education opportunities through the Hepburn Learning Network initiative.	Neighbourhood centres	Hepburn Shire Council	Increase in number of nationally recognised training courses offered in Hepburn Shire. Number of residents accessing training supported by Victorian training guarantee	December 2010 December 2013

Goal:

Strategies	Responsibility	Partners	Indicator	Milestone
Economic development strategy	HSC – Tourism and Economic Development Manager	Local Tourism and Business Groups Adjoining Councils	Facilitate establishment of new businesses and support for growth of existing businesses	2013

Goal: Addressing disadvantage – Anti poverty Strategies

Strategies	Responsibility	Partners	Indicator	Milestone
Deliver Hepburn No Interest Loans Scheme	Daylesford Neighbourhood Centre	Access & Opportunity working group, Hepburn Shire Council	NILS implemented Number of No Interest Loans provided	2013
Hepburn L2P	Hepburn Shire Council	Daylesford Neighbourhood Centre, Hepburn Health Service, Access & Opportunity working group	Hepburn L2P operating No. of L2P volunteers recruited No. of young people participating in L2P	2011
Provide support to community garden initiatives in Creswick, Clunes, Daylesford & Trentham through establishment of Hepburn Community Garden Network	HSC – Community Strengthening Manager		Hepburn Community Garden Network established.	2011

Goal: Community Planning – A place based approach to addressing disadvantage

Strategies	Responsibility	Partners	Indicator	Milestone
Work with communities to develop community plans.	HSC – Community Strengthening Manager	Hepburn Shire residents, community groups	Number of community plans developed.	2013
Support Community Planning Groups implement community plan priorities.	HSC – Community Strengthening Manager		% of community plan priorities implemented.	

Goal: Respond to challenges of an ageing population

Strategies	Responsibility	Partners	Indicator	Milestone
Implement Positive Ageing Strategy	HSC – Community Strengthening Manager	Hepburn Health Services	% of actions implemented	2013
Deliver quality Ageing and Disability Services	HSC – Ageing & Disability Services Manager		Achieve high accreditation score	2010

Goal: Improve Access to Transport

Strategies	Responsibility	Partners	Indicator	Milestone
Front SEEAT Transport Connections Project to work with community to develop solutions to identified need.	HSC – Community Strengthening Manager	Hepburn Health Service	No. of trial bus services	2010

Goal: Improve social connection (Mental Health & Wellbeing)

Strategies	Responsibility	Partners	Indicator	Milestone
Implement Localities Enhancing Arts Participation (LEAP) program.	HSC – General Manager Community Development	Ballarat City Pyrenees Shire Council Golden Plains Moorabool Ararat	Program implemented	2013
Support community events	HSC – Community Strengthening Manager	Community event organisers	No. of community events assisted	December 2010
Annual community grants program	HSC – Community Strengthening Manager		No. of community grants allocated	Annual

Goal: Healthy lifestyles – Increase participation in physical activity

Strategies	Responsibility	Partners	Indicator	Milestone
Develop walking and bike path strategy	HSC – Community Strengthening Manager		Strategy developed	December 2010
Review Recreation Needs study (2005) and develop Recreation Strategy	HSC – Community Strengthening Manager	Recreation Advisory Committee Community groups and sports clubs	Strategy developed 2010-2020 Recreation Project priorities identified.	December 2010

12.3 NEIGHBOURHOOD SAFER PLACES

(Action Officer – GM Sustainable Development)

File Ref:

Introduction

This report deals with

1. the adoption of the Municipal Council Neighbourhood Safer Places Plan – Places of Last Resort during a Bushfire for the Hepburn Shire Council; and
2. Council's designation of Neighbourhood Safer Places for the identified high risk towns within the Hepburn Shire.

Report

In its Interim Report, the 2009 Victorian Bushfires Royal Commission recommended that neighbourhood safer places, or NSPs, be identified and established to provide persons in bushfire affected areas with a place of last resort during a bushfire.

In response to this recommendation, the Victorian Government has introduced the *Emergency Services Legislation Amendment Act 2009 (Vic)* which requires the Country Fire Authority (CFA) to certify NSPs against the CFA's Fire Rating Criteria, and Victoria's Councils to identify, designate, establish and maintain suitable places as NSPs in their municipal districts.

NSPs have been identified and assessed by Council Officers as part of a Municipal Council Neighbourhood Safer Places Plan and are presented to Council for consideration regarding their adoption.

The Municipal Association of Victoria (MAV) has developed a neighbourhood safer places plan to assist the Council in:

- identifying;
- designating;
- establishing;
- maintaining; and
- decommissioning

places as NSPs within its municipal district. This plan will be distributed under separate cover.

The steps to be followed in this first year are (the full table is contained within the Municipal Council Neighbourhood Safer Places Plan):

1. CFA to Assess and Certify potential NSP locations having regard to CFA Fire Rating Guidelines
2. Council to assess whether proposed NSP is suitable having regard to Council NSP Plan criteria
3. Formal Designation of NSP by Council
4. Establish NSP

The CFA has already identified a number of locations within the identified High Risk towns of Hepburn Shire that pass the CFA Fire Rating Guidelines. In a meeting with Council Officers and CFA Officers, the following NSPs locations were identified for each high risk town:

- Creswick Albert St between Raglan and Cushing Ave
- Daylesford Vincent St between Albert St and Central Springs Rd
- Hepburn Springs No NSP identified
- Trentham High St Trentham between Quarry and Markets Sts

It is worth noting at this point that NSPs are not community fire refuges or emergency relief centres. NSPs are places of last resort during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. NSPs are places of relative safety only. They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in travelling, and seeking access, to NSPs during bushfire events. Depending on the direction of a particular fire, it may not be a safer place to assemble than other places within the municipal district.

Once this Plan has been adopted, Council must make it, and any documents incorporated into it, available at the Council's municipal offices for public inspection during normal office hours free of charge under section 50F(4)(b) of the CFA Act. It must also be published on Council's website under section 50F(4)(a) of the CFA Act.

Relevant Policies

Council Plan

- 49 Involving communities in emergency response preparedness and ensuring our response plans are sufficiently robust to deal with not only the familiar emergencies like bushfire but possible emergency crisis like fuel shortages or widespread financial distress.

Community Engagement

No community engagement has been undertaken.

Financial Implications

There are costs associated with the design, construction and erection of signage identifying the NSP and advertising.

Motion:

To defer the matter until the January 2010 Meeting.

Moved: Cr Tim Hayes

Carried.

Division called:

For:

**Councillor Tim Hayes, Councillor Rod May, Councillor Bill McClenaghan,
Councillor Don Henderson, Councillor Janine Booth.**

Against:

Councillor Jon Barrell, Councillor Sebastian Klein.

12.4 PETITION – EVANSFORD GORGE

(Action Officer – General Manager Sustainable Development)

File Ref: 66/20/01

Introduction

A petition signed by sixty-two (62) residents of the Evansford community has been received, requesting that those parts of Evansford Gorge and surrounds within the boundary of Hepburn Shire be given protection by the application of a “Significant Landscape Overlay”.

Report

Residents and ratepayers of the Pyrenees Shire were recently invited to participate in a review of the Pyrenees Planning Scheme. The petition and supporting documentation (Refer Attachment 4) was originally forwarded to Pyrenees Shire Council. As Hepburn Shire will also be conducting a review of its Municipal Strategic Statement (MSS) and the planning scheme, a copy of the petition has been issued to Council for consideration.

Relevant Policies

Council Plan 2009-2013:

71. Including new planning provisions in the Hepburn Planning Scheme to improve biodiversity and habitat preservation.

Community Engagement

Future engagement through public meetings.

Financial Implications

Amendment fees and possible study.

Motion

That Council:

12.4.1 *Receive and note the petition.*

12.4.2 *Advise Stuart Coon, the initiator of this petition, that Council will consider the petition during the review of the Hepburn Planning Scheme and investigate the inclusion of the Evansford Gorge in the Municipal Strategic Statement (MSS) review and the inclusion of a schedule in the “Significant Landscape Overlay”.*

Moved: Cr Tim Hayes

Seconded: Cr Rod May

Carried.

Attachment 3
Item 12.4

HEPBURN SHIRE COUNCIL

File No: 66/20/01

Rec'd Date: 30 OCT 2009

Rec'd By: RSJ

Action By: J Fiddes

Reg No:

95 Browns Rd
Evansford
53436233

28/10/09
Planning Dept
Hepburn Shire Council

Attention:- Planning Department

Please find attached information relating to a request by myself and members of the Evansford community to have the Evansford Gorge and surrounds protected with a 'Significant Landscape Overlay'. As residents and ratepayers of the Pyrenees Shire we were recently invited to participate in a review of the planning scheme. The attached petition and the included information about the Gorge have been presented as a preliminary case to aid in the recommendation of the Gorge and surrounds to be recognized with a 'Significant Landscape Overlay'.

Chris Hall who is the Town Planner at the Pyrenees Shire informed me that the Hepburn Shire would also be conducting a review of the planning scheme and as such it would be relevant to forward a copy of this petition to you since the lower parts of the Gorge are in Hepburn Shire.

It is hoped that the Hepburn Shire will give the petition serious consideration and judge it on its merits outside of any converging interests.

Thank you for your time and I look forward to hearing from you.

Yours Sincerely



Stuart Scoon

7/10/09
Stephen Cornish
Chief Executive Officer
Shire Offices
5 Lawrence Street
Beaufort 3373

95 Bowns Road
Evansford 3371
Tel : 53436233

Re: Pyrenees Planning Scheme Review

Dear Stephen,

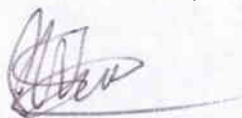
Thank you for the opportunity to participate in the Planning Review. Please find the attached petition which seeks to input into this Review. This input is intended to draw attention to the values that the Evansford community attaches to the environment that can be described as Evansford Gorge and surrounds. I have chosen to submit this input in the form of a petition addressed to the Mayor as this seemed the best way to show the amount of support within our community for the notion of recognizing and protecting the Gorge.

The attached petition describes what we value about the Gorge and demonstrates the strength of feeling about this local landmark. Out of 36 Evansford households approached to sign the petition 86% were in favour of protecting the Gorge with a 'Significant Landscape Overlay'. It is therefore hoped that council will support its ratepayers and help to pursue recognition of the Gorge with a 'Significant Landscape Overlay'.

Also included are submissions regarding: the importance of the Talbot Reservoir as a local recreational site; and the area between Beckworth State Forest and Caralulup State Forest, which includes the Evansford Gorge and surrounds and the Talbot Reservoir, as significant for biodiversity conservation.

Thank you for your time and I look forward to hearing from you.

Yours Sincerely



Stuart Scoon.

PETITION COVER PAGE

To: The Mayor
Pyrenees Shire Council
5 Lawrence St
BEAUFORT 3373

We the undersigned electors of the Pyrenees Shire request that those parts of Evansford Gorge and surrounds contained within the boundary of the Pyrenees Shire be given protection by the application of a 'Significant Landscape Overlay'. The reasons we request this are as follows.

- We value the outstanding natural beauty of this area and consider it to be a significant landscape worthy of conservation. It has been enjoyed and recognized as such by previous generations. See Appendix I
- We value the habitat that it provides for native wildlife. See Appendix II
- We value the unique visual and aesthetic appeal of Evansford Gorge not to be found anywhere else in the shire. See Appendix III
- We value the historic association with Major Thomas Mitchell who crossed Evansford Gorge on the 26th of September 1836. See Appendix IV.

As the initiator of this petition, my name is Stuart Scoon and I can be contacted at 95 Browns Rd, Evansford (tel 53436233) for further information on this matter.

Name	Address	Signature
Stuart Scoon	95, Browns Road, Evansford	<i>[Signature]</i>
Sally Hicks	1158 Wambra Tailbot Rd, Evansford	<i>[Signature]</i>
Lily Hicks	"	<i>[Signature]</i>
Evi Hicks	"	<i>[Signature]</i>
Gerhard Klithelm	434 Clunes Rd. Evansford	<i>[Signature]</i>
B. M. JANSSEN	434 CLUNES RD EVANSFORD	<i>[Signature]</i>
ROBYN BREW	454 Lexton - Evansford EVANSFORD	Robyn-Anne Brew
Glenn Brew	454 Lexton - Evansford Rd Evansford	<i>[Signature]</i>
DONALD THOMAS	328 CLUNES RA EVANSFORD	Donald Thomas
MICHAEL CULLINAN	42 LINANS ROAD EVANSFORD	Michael Cullinan
Liam Cullinan	42 LINANS ROAD EVANSFORD	Liam Cullinan
Zach Cullinan	42 Linans Road Evansford	Zach Cullinan
Bernadette Cullinan	42 LINANS RD EVANSFORD	Bernadette Cullinan
MATT CULLINAN	42 LINANS RD EVANSFORD	Matt Cullinan
Noel THOMAS	508 STUDEARM RD EVANSFORD	Noel Thomas
David Hackley	532- Clunes Evansford Rd Evansford	David Hackley



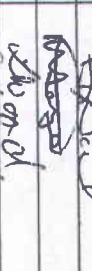
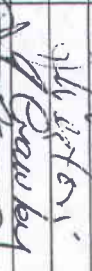




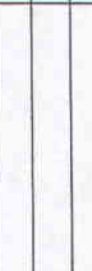
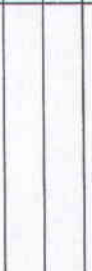



We the undersigned electors of the Pyrenees Shire request that those parts of Evansford Gorge and surrounds contained within the boundary of the Pyrenees Shire be given protection by the application of a 'Significant Landscape Overlay'. The reasons we request this are as follows.

- We value the outstanding natural beauty of this area and consider it to be a significant landscape worthy of conservation. It has been enjoyed and recognized as such by previous generations. See Appendix I
- We value the habitat that it provides for native wildlife. See Appendix II
- We value the unique visual and aesthetic appeal of Evansford Gorge not to be found anywhere else in the shire. See Appendix III
- We value the historic association with Major Thomas Mitchell who crossed Evansford Gorge on the 26th of September 1836. See Appendix IV.

Name	Address	Signature
Sonia Johanna Silke	Evansford	<i>Sonia Silke</i>
JOHN SETOGAN	BURNBANK	<i>John Setogan</i>
JOHN SKRAM	EVANSFORD	<i>John Skram</i>
IAN HOLLAND	EVANSFORD	<i>Ian Holland</i>
Julie Shorten	Evansford	<i>Julie Shorten</i>
LAURA MECCA	40 HASTIES RD EVANSFORD	<i>Laura Mecca</i>
DANTE MECCA	40 HASTIES RD EVANSFORD	<i>Dante Mecca</i>
Russell Bell	46 PALMERSTON ST MARYBOROUGH	<i>Russell Bell</i>
DARRY WESTON	1289 WAUBRA-TALBOT RD EVANSFORD	<i>Darry Weston</i>
ERIC WEBB	PO BOX 101 Talbot 3311	<i>Eric Webb</i>
LES HERMAN	154 SIMPSONS LANE 3371	<i>Les Herman</i>
HENRY KOOPMAN	59 SAMPSON LANE EVANSFORD 3371	<i>Henry Koopman</i>
Sueann Shonan	1438 WAUBRA-TALBOT RD, EVANSFORD 3371	<i>Sueann Shonan</i>
ERAZIO BRIGHT	104 SEVERINO RD EVANSFORD 3371	<i>Erazio Bright</i>
Kim Thomas	328 CIVNES RD EVANSFORD 3371	<i>Kim Thomas</i>
Heather Thomas	" "	<i>Heather Thomas</i>
Blake Thomas	" "	<i>Blake Thomas</i>
Martin Wynne	Lamplough heights RD	<i>Martin Wynne</i>
Peter Wiersma	1169 LEXTON-TALBOT RD BURNBANK 3371	<i>Peter Wiersma</i>
LINDA WILKINSON	149 LEXTON-EVANSFORD RD EVANSFORD 3371	<i>Linda Wilkinson</i>
ALLAN CHARLES	1180 WAUBRA-TALBOT RD EVANSFORD 3371	<i>Allan Charles</i>
John Clark	WAUBRA-TALBOT RD EVANSFORD	<i>John Clark</i>





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- We value the historic association with Major Thomas Mitchell who crossed Evansford Gorge on the 26th of September 1836. See Appendix IV.

Name	Address	Signature
Doug Henderson	532 Clunes-Evansford Rd Evansford	
B. DICK	1245 TARAEY RD EVANSFORD	
B. NASH	102 RAWLINS RD EVANSFORD	
BARBARA NASH	102 RAWLINS RD EVANSFORD	
Newman Joyce	1341 Barbara Trail Rd E/ford	
John Wood	26 Brown Rd Evansford	
John Wood	144 TRAVERSE ST "	
Phillie Crawley	535 Clunes Rd Evansford.	
Rob Crawley	535 Clunes Rd Evansford	
Denis Mudge	Clunes Rd Evansford	
DON WERN	500 "	
SARAH REISSER	91 EADY RD EVANSFORD	
Margaret Thomson	91 EADY RD Evansford.	

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Name	Address	Signature
MARGARET DICKSON	LOT 170 SUDFORD ROAD WATSON	
Andrew Reid	17 REID ROAD LELAND VIC	
Diane Snell	705 MAUBRO TALBOT RD EVANSFORD	
Joseph Gabriel	2559 SUMMIT HILLS HWY W	
Saul King Leo	SPRINGS WATER BURTON	
Tonyford		

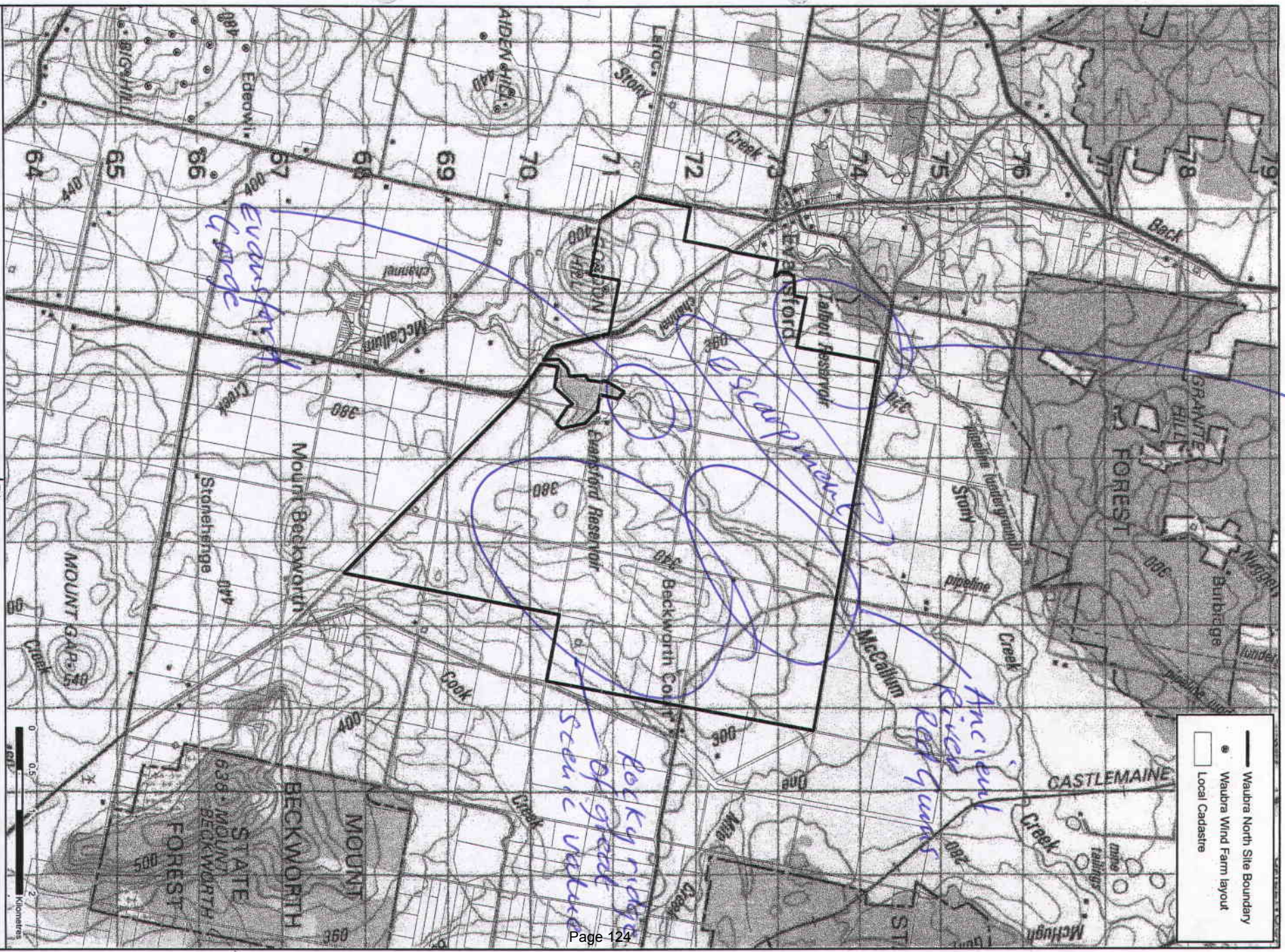
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Name	Address	Signature
BRETTLENNAND	97E LEXTON RD TALSOTT	<i>Brett Lennand</i>
MARGARET BECKETT	97 E LEXTON RD EVANSFORD	<i>Margaret Beckett</i>
CALLAN STORAY	57 THOMAS ROAD EVANSFORD	<i>Callan Storay</i>
MARK STORAY	57 THOMAS RD EVANSFORD	<i>Mark Storay</i>

FOR MORE INFO/TO SIGN PETITION
 SQUARE² - 95 BLOWNS RD, EVANSFORD
 ON REF GROUP

Talbot Reservoir



Proposed Waubra North Wind Farm

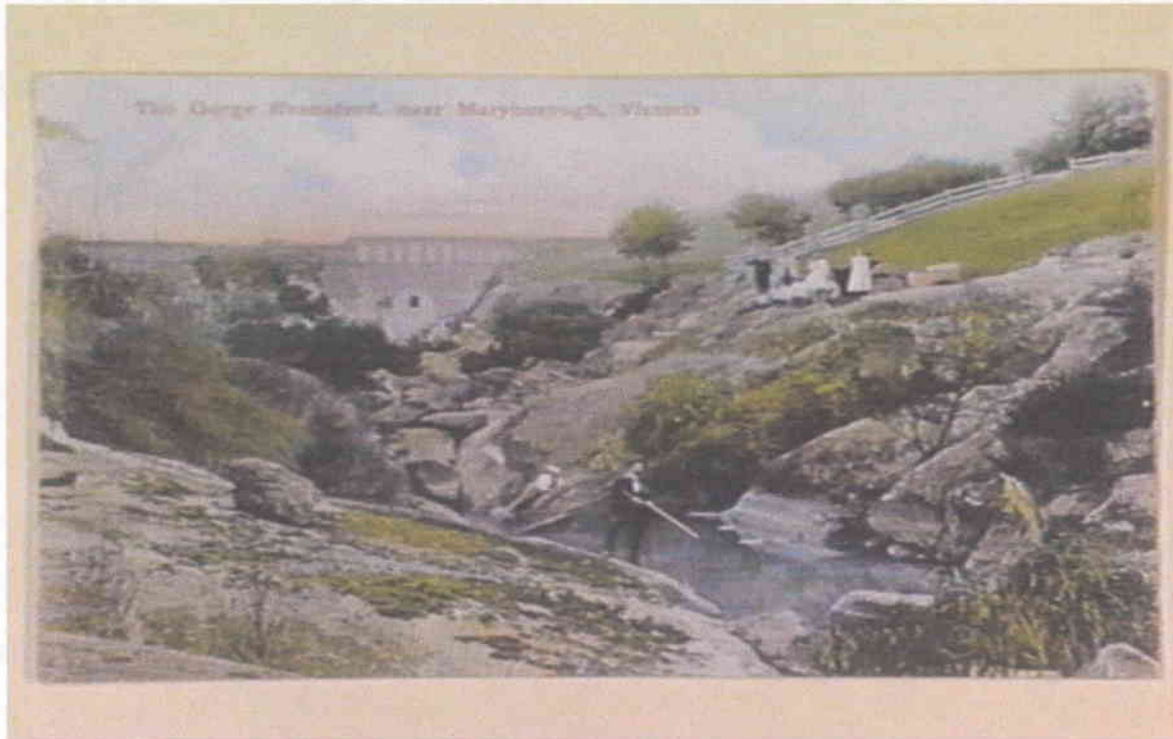
Site boundary and local cadastrate data

Scale	Date	Figure No.
1 : 60,000	24/09/2009	1

Appendix

- Appendix I - 1907 Postcard of Evansford Gorge.
- Appendix II - List of bird species identified by Stuart Scoon.
- Appendix III - Current photographs of Evansford Gorge.
- Appendix IV - Diary entries of Major Thomas Mitchell.
- Appendix V – Talbot Reservoir as a Recreational site
- Appendix VI – Wildlife Corridor, significant biodiversity area

Appendix I
Postcard of Evansford Gorge Circa 1907



The same view of Evansford Gorge today



The early postcard on the previous page establishes the fact that Evansford Gorge has long been a landscape of significant beauty well appreciated by local townsfolk. The family in the post card can be seen in their finest, the main group presumably picnicking whilst viewing the fisherman standing in the foreground.

Postcards in themselves are also a signifier that a community values a particular scene, enough to want to portray it to others around the country and indeed the world.

Appendix II

Below is a list of Bird species identified over the last nine years on my property at 95 Browns Rd Evansford and therefore deemed to be present at Evansford Gorge. Please note the presence on this list of the Powerful Owl which is regarded as a threatened species.

This list is designed to give an indication only of the diversity of birds present in the Gorge area and could not be considered fully comprehensive as there would be numerous other species present that I have not been able to see or identify. This is also an area known as a north-south migratory path, so that at any time of the year the species list would vary.

Also it does not indicate what species of flora, mammals and reptiles are present.

- Represents those birds sighted in and around the Gorge on a 2 hour walk

Powerful Owl

- Australian kestrel
- Brown Falcon

Black Shouldered Kite

- Whistling Kite
- Wedge Tailed Eagle

Pacific White Necked Heron

- Maned Wood Duck
- Sulphur Crested Cockatoo
- Galah

Crimson Rosella

Eastern Rosella

Australian Owlet Nightjar

- Laughing Kookaburra

Welcome Swallow

Black faced Cuckoo Shrike
Scarlet Robin
Crested Shrike Tit
Golden Whistler
Grey Shrike Thrush
Grey Fantail
 ➤ Superb Fairy Wren
 ➤ Brown Thornbill
 ➤ White Throated Tree Creeper
Red Wattlebird
Yellow Faced Honey-Eater
Eastern Spinebill
Striated Pardalote
Spotted Pardalote
Silvereye
Olive Backed Oriole
White Winged Chough
 ➤ Australian Magpie
Grey Currawong
Speckled Warbler
 ➤ Australian Raven
New Holland Honey-Eater
 ➤ Woodswallow
Yellow-Billed Spoonbill
Yellow Tufted Honey-Eater
White Naped Honey Eater
Common Bronzewing
Sacred Ibis
Tawney Frogmouth
White Faced Heron
Yellow Tailed Black Cockatoo
Black Winged Stilt
Australian Shelduck
Brolga
Pallid Cuckoo

Peaceful Dove
Brown Headed Honey-Eater
Little Black Cormorant
 ➤ Pied Cormorant
Varied Sitella
Painted Button Quail
Pelican
Black Eared Cuckoo
Black Swan
Eurasian Coots
Chestnut Teals



The impressive Powerful Owl

Appendix III
Present day Photographs of the Evansford Gorge.



Wetland areas rich in plant life and reptiles.



Pool at the base of Evansford reservoir Dam.



Evansford Gorge looking in a Northerly direction showing escarpment in top left hand corner.



Old river red gums lining McCallums Creek



View South West toward Evansford Gorge. Habitat trees in the foreground provide nesting sites for Whistling Kite and other birds of prey.



Granite Ridge overlooking Evansford Gorge. Photo: Glen Brew



Looking across the Evansford Reservoir to Mt Beckworth



Mt Beckworth from Evansford Reservoir



Granite Ridge



The above photographs demonstrate the present day environmental visual and Aesthetic value of Evansford Gorge and its surrounds.

Appendix IV

Diary Entries of Major Thomas Mitchell

26th September 1836

By diverging a little to the right, we entered upon an open tract of the most favourable aspect, stretching away to the South West among similar hills, until they were lost in the extreme distance. The whole surface was green as an emerald, and on our right for some miles ran a fine rivulet between steep grassy banks, and over a bed of trap rock.

This entry in Mitchell's diary was noted by Margaret Oulton in her book 'A Valley of the Finest Description' Margaret Oulton identifies the mentioned Rivulet as McCallum's Creek. This identification by Margaret Oulton in combination with Mitchell's description of '*steep grassy banks, and over a bed of trap rock*' leaves no doubt that Major Mitchell is describing Evansford Gorge as there is no other local feature that matches that description. Major Mitchell also describes the Gorge as having '*the most favourable aspect*', so it can be said that at the very least from the first European description and sighting of this landmark it has been appreciated for its natural beauty.

On The same day, 26th September 1836, Major Mitchell described the very country between present day Evansford and the Gorge as being '*open country of the finest description*' ('Mitchell and his World' Foster.W.C.). It is therefore evident from the above descriptions from one of Australia's most eminent explorers, that Evansford Gorge has a distinctive historic association. It has from the earliest days of European settlement been recognized as being so significant as to warrant special description.

Furthermore the fact that Margaret Oulton in association with the Pyrenees Shire itself used the above description as a basis for the title of her locally well known book 'A Valley of the Finest Description' is added reason for acknowledgement of the significance of the Gorge and hence the application of a 'Significant Landscape Overlay'.



'Steep Grassy Banks over a bed of trap rock' Major Mitchell 1836

I note that (unless I am mistaken) currently there is nowhere in the shire with a 'Significant Landscape Overlay'. Perhaps the Evansford Gorge can pave the way for a new appreciation of the beautiful places within the Evansford Shire.

References:

Foster.W.C. 1985, Sir Thomas Livingston Mitchell and his World 1792-1855. Institute of Surveyors, New South Wales.

Oulton. M. 1985, A Valley of the Finest Description – A History of the Shire of Lexton. APG, Maryborough.

Simpson and Day, 1984, Field Guide to the Birds of Australia. Penguin Australia Ltd.

Postcard Image, 'The Gorge Evansford' the State Library of Victoria

Appendix V

Talbot Reservoir – an important recreational facility



Talbot Reservoir has for a very long period of time been a place of recreation. Fishermen from near and far have come to engage in their favourite recreational activity for many years. Recently the drought has taken its toll and water levels have been abysmally low. The recent rains though have put water back, and we are hopeful that this trend will continue, and the fishermen will return.



The 'res' has been a favourite picnic spot for generations. The spillway of the Talbot Reservoir is inscribed with graffiti dating back to 1880. Many of the 'local' families have their forebearers moniker etched in rock there. On hot summer evenings we all know that the 'res' will have a cool breeze off the water and offer respite.



Since the Central Highlands Water Board has taken over the management of the Reserve, it is now only accessible by foot. Local people enjoy the Talbot Reservoir as a place to walk, as it has tracks. Walking around water, with Mt Beckworth in the background, the bush and birdsong, all contribute to an environment that nourishes a sense of well being and serenity.

The Central Highlands Water Board have created a Conservation Area next to the Reservoir. This area of old bush growth is now protected.

At the Talbot Reservoir at various times of the year, a great diversity of water birds can be seen: black swans; Eurasian coots; chestnut teals; spoonbills; pelicans; herons... and of course swallows, parrots, raptors, etc.

Appendix VI

Wildlife Corridor, offering habitat connection for an area of biodiversity.

“ Large-scale restoration in some form is suggested by the majority of submissions. Recommendations include increased connectivity through large, strategically-placed corridors linking remnant patches of native vegetation and providing habitat corridors, as well as regional-scale biolinks programs.

These recommendations are in line with the concept that action on a ‘whole-of-landscape’ scale is required for effective biodiversity conservation.

Suggestions include mapping to identify specifically viable corridors that cross both public and private land, as well as a state-wide evaluation of potential biolinks projects linking reserves and national parks.

Biolinks should be constructed on a range of scales including state, catchment, regional, landscape and local levels.

Land and Biodiversity – a Call for Action

**An analysis of submissions to the State Government’s consultation paper ‘Land and Biodiversity at a Time of Climate Change’
January 2008. Environment Defenders Office.**

The area between Mt Beckworth, Beckworth State Forest, and the Caralulup State Forest, is a mix of waterways, reservoirs, open farmland and remnant forest. The Evansford Reservoir, Mc Callums Creek, the Talbot Reservoir and numerous farm dams are situated in this corridor. Next to the Talbot Reservoir is a Conservation area, established by the Central Highlands Water Board. This area is a known north-south migratory path for birds.

Bird lists for Mt Beckworth and surrounding areas are extensive and diverse. Many water birds travel between the reservoirs and dams. Herons, spoonbills – migratory birds are seen – on one occasion 37 pelicans were counted at the Talbot Reservoir. Raptors including wedgetail eagles, brown falcons whistling kites (see bird life list) are seen in this area.

Black cockatoos travel between the pine plantations – one near the Evansford Reservoir and the other next to the Caralulup state forest, when the trees are in seed.

We believe that this area, as a corridor between State forests, has ample water sources, and remnant native forest is a significant north-south migratory route for birds, and habitat corridor and important for effective biodiversity conservation. We suggest that further research would confirm that this is a significant area for biodiversity, and should be recognized within Planning overlays as such. As this area is located across 4 local government areas – Ballarat; Hepburn, Pyrenees and Central Goldfields – it requires local government co-operation in recognizing the biodiversity value of this area.

12.5 COUNCIL REPRESENTATION ON TOURISM HEPBURN INCORPORATED

(Action Officer – Economic & Tourism Development Manager) File Ref: 62/08/08

Introduction

The purpose of this report is for Council to consider the nomination and appointment of a Hepburn Shire Council representative to the newly formed Tourism Hepburn Incorporated (formerly Destination Daylesford) Board.

Report

Hepburn Tourism Incorporated aims and objectives include:

- Providing guidance and leadership to the tourism industry within the Shire of Hepburn.
- Acting as a conduit and facilitator between the Regional Tourism Board, the Shire of Hepburn, Local Tourist Associations and individual tourism operators.

A representative from Hepburn Shire Council with knowledge and involvement in the economic and tourism development industries is currently being sought to join the Board.

It is proposed to nominate Council's Economic and Tourism Development Manager, John Collins, to represent Council on this Board.

Relevant Policies

Council Plan 2009-2013:

28. We will support Tourism Victoria and Hepburn (Shire) Regional Tourist Association, through the implementation of Destination Daylesford Strategic Tourism Plan, we will assist with the establishment of an adequately resourced Regional Tourism Board with strong local representation and a strong local purpose for the whole of Hepburn Shire.

Community Engagement

Not applicable.

Financial Implications

Not applicable.

Motion

That Council:

- 12.5.1 *Appoint Manager Economic Development & Tourism, John Collins, as Council's representative on the Tourism Hepburn Incorporated Board.*

Moved: Cr Tim Hayes

Seconded: Cr Jon Barrell

Carried.

13 INFRASTRUCTURE:

13.1 MUNICIPAL BOUNDARY ROAD – SPRINGHILL-TYLDEN ROAD

(Action Officer – General Manager Infrastructure)

File Ref: H208-2009

Introduction

A letter has been received from the Macedon Ranges Shire Council regarding a proposal to undertake road works on a section of the Springhill-Tylden Road, between Trentham-Springhill Road and Kyneton-Trentham Road (refer Attachment 7).

This section of road forms the municipal boundary between Macedon Ranges and Hepburn Shires.

The existing agreement between Councils gives the responsibility of the day to day maintenance to the Macedon Ranges with the cost of any other works shared on a 50:50 basis between Councils.

Report

Macedon Ranges Shire Council proposes to widen and rehabilitate a 0.34 km length of the road because of its condition and ever increasing maintenance costs.

The work is estimated to cost \$480,000. If the work is to proceed, this cost would be on the basis of a contribution of \$240,000 from Hepburn Shire Council and \$240,000 from Macedon Ranges Shire Council.

Hepburn Shire Council in a letter dated 24 October 2007 advised the Macedon Ranges Shire Council that they would consider this matter in December 2007.

Macedon Ranges Shire Council is requesting that Hepburn Shire Council consider allocating funds within the next three to four financial years for 50% of the cost of the road works.,

Hepburn Shire Council officers have assessed this section of road as part of our overall condition rating of the Shire's roads in the Hepburn Shire, this section would not be due for works until 2014.

This section of road forms the municipal boundary between Macedon Ranges and Hepburn Shires.

Our proposed works would be based on isolated stabilisation patching, shoulder widening and a full reseal for an estimated cost of \$150,000.

Relevant Policies

Council Plan 2009-2013:

52. Achieving safer roads, safer cycling infrastructure, improved pedestrian precincts and healthier communities by participating in black and grey spot funding programs to complete at least two major road projects, and through seeking the implementation of more local traffic management plans in conjunction with other authorities and our community.

Community Engagement

Not applicable

Financial Implications

Provision for a budget allocation of \$75,000 will need to be made over the next four years (2013-2014 Council Budget) for works to be carried out in 2014.

Motion

That Council:

- 13.1.1 *Agree to a 50% contribution to the proposed works as determined by Macedon Ranges Shire Council for construction in four years' time (2014).*
- 13.1.2 *Make a contribution based on the standard of construction that exists within the Hepburn Shire being 50% of \$150,000, i.e. \$75,000.*
- 13.1.3 *Advise Macedon Ranges Shire Council of this contribution to proposed works.*
- 13.1.4 *Support an investigation into a joint funding application for grey or black spot funding.*

Moved: Cr Jon Barrell

Seconded: Cr Sebastian Klein

Carried.

Attachment 4
Item 13.1

Your Ref: 30/08/16 and 16/22/03
Our Ref: 22/31/1094/01 (pt3); 08/00318
Infra Ref: 102287
Enquiries: Clay Drysdale - 5421 9635



7 September 2009

HEPBURN SHIRE COUNCIL

File No: 06104101

Rec'd Date: 14 SEP 2009

Rec'd By: LJC

Action By: A BOURNE

Reg No:

The Mayor
Hepburn Shire Council
PO Box 21
DAYLESFORD VIC 3460

All mail and tenders:

PO Box 151, Kyneton, Vic 3444

Tel: (03) 5422 0333

Fax: (03) 5422 3623

E: mrsc@macedon-ranges.vic.gov.au

W: www.macedon-ranges.vic.gov.au

ABN 42 686 389 537

Dear Bill

cc. K Connick
C. McClenaghan
J. Traill

Re: Municipal Boundary Road - Springhill Tylden Road

Macedon Ranges Shire Council officers have been in contact with officers of Hepburn Shire Council, in relation to road works proposed for a section of Springhill-Tylden Road.

Springhill-Tylden Road, between Trentham-Springhill Road and Kyneton-Trentham Road, forms a 7km section of the municipal boundary between Macedon Ranges and Hepburn Shires. There is an agreement in place between our Councils whereby Macedon Ranges Shire Council undertakes the maintenance of Springhill-Tylden Road, while the cost of any other works is shared on a 50:50 basis between our Councils.

A 3.4km, single-lane section of Springhill-Tylden Road, between Evans Road and Kyneton-Trentham Road, is proposed to be widened and rehabilitated due to its poor condition and ever-increasing maintenance costs. The total estimated cost of the road works is \$480,000. Advice has been received from Hepburn Shire Council that there is no provision in its budget for road works on the section of road, nor is there likely to be any budget-provision in the next five years.

A report on this issue was submitted to our Council in July. The report recommended that Council write to Hepburn Shire Council requesting that it allocate funds within the next three to four financial years, for 50% of the cost of the road works (\$240,000). Council resolved to adopt the recommendation and hence my letter to you today.

I would appreciate Council's consideration of this request, given the continuing deterioration of the section of road and its potential impact upon both our communities:

Should you have any queries please contact the officer listed at the top of this letter.

Yours sincerely

Cr John Letchford
MAYOR

H:\WINWORD\LETTERS\2009\L-HepburnShireSpringhill Tylden Road .doc

Kyneton Administration Centre 129 Mollison Street
Gisborne Administration Centre 40 Robertson Street
Romsey Service Centre 98 Main Street
Woodend Service Centre cnr High and Forest streets

Hours: Mon-Fri 8.30am-5pm
Hours: Mon-Fri 8.30am-5pm
Hours: Mon-Fri 9.30am-5pm
Hours: Mon-Fri 9.30am-5pm

Open Thurs 9.30am-6pm
Open Wed 9.30am-6pm

14. COUNCIL SECTION 86 AND ADVISORY COMMITTEES

(A/O – Manager Governance)

File Ref: Various

Introduction

Section 86 Committee and Advisory Committee Minutes are tabled for noting.

Report

Please see listed below the minutes of various Section 86 and Advisory Committees for your information.

- Minutes of the Creswick InfoLink meeting dated 24 September 2009 and Letter File No: 22/15/02

Relevant Policies

Nil

Community Engagement

Members of the community are represented on these committees.

Financial Implications

Nil

Motion

14.1.1 That Council note the Minutes of the Committees listed above which have been distributed under separate cover

Moved: Cr Tim Hayes

Seconded: Cr Sebastian Klein

Carried.

14.2 REPORT FROM THE CHAIR OF THE AUDIT & RISK ADVISORY COMMITTEE

(Action Officer – General Manager Corporate Services)

File Ref: 30/04/01

Introduction

The Audit & Risk Advisory Committee is an independent advisory Committee to Council. The primary objective of the Audit & Risk Advisory Committee is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the organisation's ethical development. The Audit & Risk Advisory Committee meet at least four times a year. This report is a summary of key outcomes of the meeting held on 23 November 2009.

Report

Internal Audit

One internal audit review was conducted during the period and reported to the committee in relation to OH&S and Contractors. This report concluded that "Council's procedures and processes for contractor OH&S Management were found to be inadequate in all areas reviewed". The audit found 2 high, 11 significant and 9 medium risk areas. In response to the audit findings it was reported to the committee that a qualified risk and safety expert had been engaged to draft appropriate processes and procedures for managing contractors and to train staff in these procedures and this work would be complete by early December 2009.

To ensure all Internal Audit recommendations are followed up and completed by management in a timely manner, an Internal Audit Register is maintained. During the quarter 12 items were complete and 29 items remained outstanding. Many of the incomplete items were noted as being underway. Items relating to the Contract Management and Tender Audits are to be undertaken by the new Contracts and Procurement Officer, who will commence employment in early December 2009.

The Committee approved the removal from the Internal Audit Register of all items marked as complete, subject to receiving signed confirmation of completion from the responsible officers.

Graham Noriskin from Pitcher Partners, the newly appointed Internal Audit firm, attended the meeting and outlined the process for reviewing and updating council's Risk Matrix and Risk Register. Workshops to complete this work will be held with Council management and Councillors in the new year.

Risk Profile & Major Risks

The Audit Committee received a report on the Depot project and the Depot that the Committee supported the actions taken by the CEO and Management to investigate the issues and implement recommendations. The Committee requested that the risks identified in the report are included on the risk register and included for review as part of the Internal Audit plan.

The Committee reviewed the Hazard & Incidents Report for 2009 year to date. The total number of incidents reported has steadily declined from a total of 43 in 2007, 40 in 2008 to 29 for the nine month period for 2009. Similarly the number of hazards reported has declined from 10 in 2007, to 9 in 2008 to 5 in the nine months of 2009.

Leave Management Reports

A report was presented on the management of Annual Leave and Long Service leave balances. The Committee noted their support of management's actions to reduce annual leave and long service leave balances; and recommended the implementation of a system to verify the integrity of leave recorded.

External Audits

The Committee reviewed the recommendations and management actions arising from biannual audits conducted by Council's insurer Jardine Lloyd Thompson conducted being the 2008-2010 JMAPP Property Risk Management Audit and the 2008-2010 Fidelity Risk Management Review.

Council received an overall score of 64.33% for the JMAPP Audit which was down on the previous audit score of 85.33% for 2007-08. This reduced score was partly as a result of an increased focus of the audit on evidence requirements to support the policy and procedures reviewed. For the Fidelity Risk audit Council received an improved overall score of 63% compared with a score of 58% in 2007-08. The improved score was mainly as a result of the introduction of a new Fraud & Risk Policy that was adopted by Council in December 2008.

The Committee endorsed the remedial actions identified by management and requested that progress on these actions be reported to the Committee at future meetings.

Auditors Closing Report 2008-09

The Committee reviewed the Closing Audit Report from MDHC Audit Assurance for the year ended 30 June 2009. The Management Letter identified 11 areas for improvement, 9 of which were ranked as low risk and 2 as medium risk. The Committee endorsed management's action plan to address these issues and requested that progress on these actions be reported to the Committee at future meetings. In addition, the Committee recommended that a review of discretionary reserve balances be conducted within twelve months.

Compliance and Management Control

The Committee received the Compliance Matrix report as at 31 October 2009 and noted that all compliance deadlines had been met for the period.

Relevant Policies

15. Maintaining sound risk management through an independently chaired Audit & Risk Advisory Committee, and the implementation of a Strategic Risk Management Framework.

Community Engagement

The Audit & Risk Advisory Committee is made up of two Councillors and three external independent members.

Financial Implications

None

Motion

14.2.1 *That Council note the report from the Audit & Risk Advisory Committee*

Moved: Cr Don Henderson

Seconded: Cr Rod May

Carried.

15 ITEM OF URGENT BUSINESS

Motion

15.1.1 *That Council accept an item of Urgent Business in relation to the sale of land at Canterbury Street, Clunes.*

Moved: Cr Bill McClenaghan

Seconded: Cr Rod May

Carried.

Councillor John Barrell left the Meeting at 9.19pm and returned at 9.21pm.

15.2 SALE OF LAND – CANTERBURY STREET, CLUNES

(Action Officer – Chief Executive Officer)

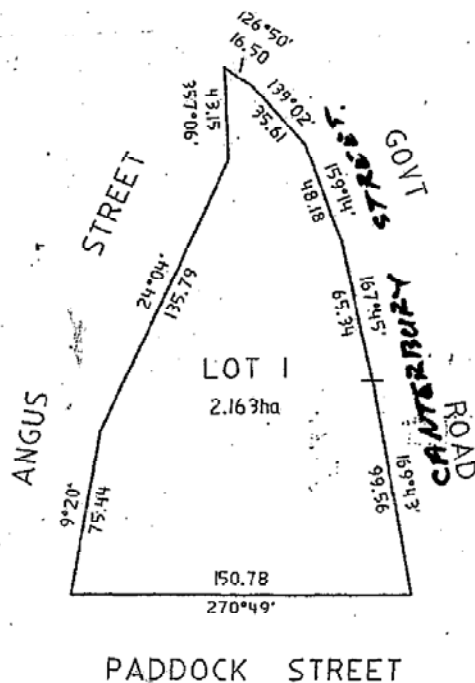
File Ref: 1/1160/10101

Introduction

The Council resolved on 20 October 2009 to sell the former plantation site of Clunes primary school which was transferred back to Council ownership in August 2002 by the Minister of Education. After completion of the public notice period a public auction was arranged for 12 December 2009.

Report

This land is Lot 1, Title Plan 23255Y and is contained in Certificate of Title Vol 10622 Fol 537. It is 2.163ha in area. The land is generally triangular and surrounded by Canterbury Street, Angus Street, and Paddock Street. Refer to the plan below.



ag Property Consultants of Clunes was appointed as agent to conduct the auction. After extensive advertising the auction was held on Saturday 12 December 2009 at 11.00am.

The reserve price was set in accordance with the Council's decision that it be the valuation of the land as required by Section 189 of the Local Government Act 1989. The valuation was \$120,000.

At auction only one interested person bid \$55,000 and the property was passed in.

Since last Saturday, the agents have received an unconditional offer of \$100,000 to purchase the land on a 60 day contract. A signed contract of sale to confirm this offer has been proposed by the person interested.

Relevant Policies / Council Plan implications

Within the 2009 – 2013 Council Plan reference is made to achieving long term financial sustainability by disposing of poorly utilised, inefficient or surplus assets. This land was considered as poorly utilised and surplus to requirements.

Community / Engagement / Communication / Consultation

The required public notices were given together with extensive adverting of the auction.

Financial Implications

Earlier the Valuer indicated a lesser figure than his final valuation. While achieving the valuation might have been beneficial, the auction result indicates this would not be possible. Accepting the lesser figure of \$100,000, but which is significantly higher than the auction bid and originally thought, will assist the Council's cash flow position.

In private ownership the property will become rateable and add an amount to general revenue and over time this will increase if the land is developed. Any fire prevention costs previously undertaken will become the responsibility of a private owner.

Motion

That Council :

- 15.2 .1 *Note the public process to sell Lot 1 TP23255Y Canterbury Street Clunes and as the land was passed in at auction hereby authorises the Chief Executive Officer to sell the land by private treaty for no less than \$100,000; and*
- 15.2.2 *Authorise the execution and sealing of documents to affect the sale and transfer of the land.*

Moved: Cr Tim Hayes

Seconded: Cr Don Henderson

Carried.

CONFIDENTIAL ITEM

16.1 CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

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

(d) Contractual matters;

being the Tender for Minor Patching including Stabilisation and Sealing of Existing Road Pavement Material' of Council owned roads.

Motion

*16.1.1 That the meeting be closed to members of the public under Section 89(2) of the Local Government Act 1989, specifically the following sub-section:
89(2)(d) Contractual matters
89(2)(h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person.*

Moved: Cr Sebastian Klein

Seconded: Cr Don Henderson

Carried.

16.2 TENDER H208-2009 MINOR PATCHING INCLUDING STABILISATION AND SEALING OF EXISTING ROAD PAVEMENT MATERIAL

(Action Officer – General Manager Infrastructure)

File Ref: H208-2009

Introduction

This tender is for the 'Minor Patching including Stabilisation and Sealing of Existing Road Pavement Material' of Council owned roads. The works include excavating 150mm depth of failing subgrade to patches at various locations on sealed roads and treating the subgrade by stabilising with cement and sealing.

Report

Public Notification

Invitation to Tender from suitably qualified contractors for Contract H208-209 Minor Patching including Stabilisation and Sealing of Existing Road Pavement Material was publicly advertised in the *Ballarat Courier* and *The Age* on 31 October 2009. The tender closed at 12 Noon on Friday, 20 November 2009.

Six (6) tender documents, specifications and plans were sent out and two (2) tender submissions were received. The tenders that were received are listed below.

- Stabilised Pavements of Australia Pty Ltd
- The Road Doctor

The Tender Evaluation Panel met and reviewed all the submitted tenders and scored the tenders against the selection criteria. The Tender Evaluation Panel consisted of Peter Reeve, Acting General Manager Infrastructure, Robert Jennings General Manager Sustainable Development and Richard Russell, Executive Engineer.

All tenders submitted were conforming tenders. The selection criteria were listed in the tender documents and used to score the tender submissions. These are provided in the confidential attachment (Refer Attachment 6). Reference checks were also undertaken and the referees provided confirmation that both companies have the required capacity and expertise to undertake the contract. The Tender Evaluation Panel then made a recommendation.

The confidential Tender Assessment Report is attached for Councillors' information (Refer Attachment 7).

Relevant Policies

Council Plan 2009-2013:

52. Achieving safer roads, safer cycling infrastructure, improved pedestrian precincts and healthier communities by participating in black and grey spot funding programs to complete at least two major road projects, and through seeking the implementation of more local traffic management plans in conjunction with other authorities and our community.

Community Engagement

As part of the program, prior to commencement of works on site, Council will provide a media release about the works and the contractors works program.

Financial Implications

The funding for this project is from Federal Roads to Recovery Grant and Council Stabilisation Program of \$533,000.

Motion

That Council:

- 16.2.1 *Award the Tender for Contract H208-2009 to The Road Doctor (Chimewood Pty Ltd) for the Minor Patching including Stabilisation and Sealing of Existing Road Pavement Material for the sum of Four hundred and seventy eight thousand five hundred and eighty eight dollars ex GST (\$478,588 ex GST);*
- 16.2.2 *Sign and seal the contract documents.*
- 16.2.3 *Make public the awarding of the Tender to The Road Doctor (Chimewood Pty Ltd) for the sum of Four hundred and seventy eight thousand five hundred and eighty eight dollars ex GST (\$478,588 ex GST.)*

Moved: Cr Jon Barrell

Seconded: Cr Rod May

Carried.

Attachment 5
Item 15.2

Hepburn Shire Council

Tender Evaluation

Contract H 208 – 2009

for

Minor Patching Including Stabilisation
and Sealing of Existing Road
Pavement Material

Responsible Officer: *Peter Reeve*
Acting General Manager Infrastructure

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1. Executive Summary and Recommendation to Council	3
2. The Tender Process	4
3 The Evaluation Panel	4
4. Receipt of tenders	5
5. Tender opening	5
6. Evaluation process	7
Attachment 1	Invitation to Tender
Attachment 2	Advertisement
Attachment 3	Panel Meeting minutes
Attachment 4	Conformity Assessment
Attachment 5	Tenders Received and Prices
Attachment 6	Weighting
Attachment 7	Scoring Summaries
Attachment 8	Checklist

1. Executive Summary and Recommendation to Council**1.1 Summary of Service to be delivered**

Council invited suitable firms to submit a tender for the minor patching including stabilisation and sealing of existing road pavement material at various roads of Hepburn Shire Council.

The Minor Patching Including Stabilisation and Sealing of Existing Road Pavement Material is a part of the regular road maintenance program of the Council.

1.2 Budget allocation and effect

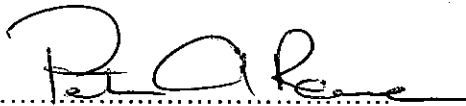
The budget for these works is allocated under Stabilisation Program Road to Recovery & Stabilisation Program. This has a combined budget of \$533,500.

1.3 Recommendation

The recommendation of the evaluation panel is to award the contract **The Road Doctor** for Minor Patching Including Stabilisation and Sealing of Existing Road Pavement Material

Signed:

Peter Reeve.....



Date.....

3/12/09

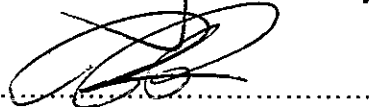
Robert Jennings.....



Date.....

03 12 09

Richard Russell.....



Date.....

03 Dec 09

RECOMMENDATION Tender for contract H208-2009 Minor Patching Including Stabilisation and Sealing of Existing Road Pavement Material be awarded to The Road Doctor for the sum of \$476,588.00 excluding GST.

2. The Tender Process

2.1 Invitation to Tender

Refer to tender Document

2.2. Pre tender Meeting Attendees

No pre tender meeting was held

3. The Evaluation Panel

3.1 The Evaluation Panel has the following skills:

- Technical and operating experience of the required services to permit skilled assessment of the claimed Tender capability and technical worth.

Name: Peter Reeve
Position: Acting General Manager Infrastructure

Name: Robert Jennings
Position: General Manager Sustainable Development

Name: Richard Russell
Position: Executive Engineer

Evaluation Panel received:

- Copy of Specification
Date: 30 November 2009
- Copy of Assessment document
Date: 30 November 2009

The Evaluation Panel has:

- read the specification: and
- understood the tender evaluation process.

- 3.2 The EP's chairperson has the responsibility for the conduct of the Panel and for compliance with the tender process.

This person has been nominated as:

Name: Peter Reeve

- 3.3 The Selection Criteria was sent to all Tenderers

This was undertaken and detailed within the Conditions of Tender

- 3.4 Panel met to discuss documentation Specification Tender Evaluation.

Date: 2nd December 2009

- 3.5 Contract was advertised:

Date: The contract was advertised in the Age and Ballarat Courier Advertiser on Saturday 31th of October 2009.

See attachment 1 for copy

4. Receipt of Tenders

- 4.1 All Tenders were lodged in the Tender Box prior to :

Date: 12 Noon on Friday 20th November 2009.

- 4.2 Any Tender received after this time were declared invalid and returned unopened by:

No late tenders were received

- 4.3 The Tender Box was locked until opening.

- 4.4 The keys were securely retained.

5.0 Tender Opening

- 5.1 The nominated officer was responsible for the following Tender opening procedure:

- ensuring that the Material Documents was taken to a secure room selected for the Tender Opening and Scheduling.
- ensuring that the correct officers were present (in accordance with Council policy) for opening of the tender box.

Opened in the presence of:

Name: Robert Jennings – General Manager Sustainable Development

Name: Michael Neunhoffer – Asset Engineer

- ensuring that the front of the tender box was locked at closing time.
- opening the back of the tender box in the presence of nominated persons.
- ensuring that any late Tenders were returned.
- ensuring that the correct tender number and data was recorded on the unopened Tenders.
- any incorrectly numbered and labelled tender documents were returned to the Tenderer with a covering letter detailing the relevant Conditions of Tendering clause. The envelope in question would be retained on file.
- ensuring any additional document lodged in the Tender Box before closing time was adjoined to the original document.

The nominated Officer was:

Name: Michael Neunhoffer

5.2 Tenders were opened in the presence of the authorized officers and the following information was formally recorded for the register:

- a) All tenders were initialled by the nominated officers including date and time of opening
- b) the prepared register of Tender Scheduling was completed as each Tender was opened and each Tender was initialled as at (a).
- c) the scheduling register document containing the tender number; the name of the tender; the identification and contents of the tender and was signed by the nominated officer in the presence of the nominated personnel in accordance with Council policy.

5.3 All Tenders scheduled were located in a secure and locked location.

5.4 The panel recognized that it was essential to maintain the highest level of probity throughout the tender process. An area where the EP was diligent is in correspondence with any or all of the tenderers.

The Panel:

- ensured that all correspondence with any Tenderer from the time of Tender opening until awarding of the Contract was fully documented on the contract file, detailing the time and date of all correspondence sent and received; signed by the nominated officer; incorporating a copy of the correspondence.

5.5 Addenda

No Addenda was issued.

6.0 Evaluation Process

6.1 The Evaluation Panel (EP) recognized that it was imperative that it conducted itself in a confidential and professional manner. Propriety must not only exist but it must be seen to be done.

Key ingredients for protocol are:

- no discussion is to occur with any person outside of the EP regarding any aspect of the tender or the evaluation.
- keys are to remain in the key cabinet until opening of the tender is required.
- any approach to a member for information is to be immediately advised to the nominated officer
- the tender document is to remain under the control of the nominated officer at all times during the tender evaluation process.
- the nominated officer will ensure that detailed written and dated notes are kept during the tender evaluation process so that there exists a clear, accurate and transparent paper trail.

6.2 **Stage One** - Specification and Tender Data Requests.

- (a) the initial step for the EP was to read and familiarize each member with the requirements of the specification and the tender data requests. It was important that each member understood the *underlying reasons* for each data request and were familiar with Council's standards and objectives for the tendered services.

Stage Two - Evaluation preliminaries

The following process was undertaken

Before commencing the tender evaluations, the Panel agreed on the procedure for the evaluation (as per this document). This included:

- (a) assessing each tender for conformity. (prepare spreadsheets and set time-line), The conformity assessment sheet is included in Attachment 4.
- (b) assessed any non-conforming tender/s and determine if the non-conformity is material and therefore prejudicial to the tender proceedings or non-material that may warrant corrective data from the Tenderer.

- (c) Having established the conforming tenders under (a) above, the EP adopted a uniform basis of scoring the conforming tenders.

6.3.2 Council Contract Assessment

When evaluating a service or product required by council the following applies:

The EP requires a uniform basis of weighting, scoring and forming a 'value for money' assessment of all conforming tenders.

- (a) The EP grouped the tender data request components according to the invitation to tender.

The following criteria was given in the tender documents:

- 16.6.1 compliance with the Conditions of Tender;
- 16.6.2 financial viability of the Tenderer at the date of Tender submission;
- 16.6.3 relevant expertise and track record;
- 16.6.4 the quality of the proposed organisation and management structure which the Tenderer proposes will perform the Contract;
- 16.6.5 the resources available in the Tenderer to perform the Contract;
- 16.6.6 workload of the Tenderer at the date of Tender;
- 16.6.7 confidence in the ability of the Tenderer to perform the Contract;
- 16.6.8 ability to satisfy Occupational Health and Safety requirements;
- 16.6.9 confidence in the ability of the Tenderer to meet the time requirements of the Contract;
- 16.6.10 tendered price; and

Note: the above list, as provided in the specification, was not in order of priority of the criteria.

- (b) The EP as a group accepted the weighting of these evaluation components as provided in the Invitation to Tender documents.

The scoring basis is:

<p>Totally Risk Free Superior proposal. Exceeds the Specification requirement. Comprehensively documented with all claims fully substantiated. Unequivocal support from referees.</p>	100
<p>Statistically Risk Free Proposal complies. Meets the specification requirement. Complete documentation. All claims adequately detailed and substantiated. Unequivocal support from referees</p>	90
<p>Minimal Risk but Acceptable</p>	

Minor omissions. Meets the Specification requirement. Minor lack of substantiation. Referees positive about the tenderer.	80
Minor Risk but Acceptable Manageable with minor changes. Meets the Specification requirement. Minor deficiencies and shortcomings which were resolved with the Tenderer's clarification. Some referee reservation but minor. May need additional information at contract negotiation stage.	70
Some Risk but Acceptable Manageable with some changes to Tenderer's proposals. Minor shortcomings and deficiencies which were resolved by Tenderer. Referees have some reservations about Tenderer's past performance.	60
Risky and Barely Acceptable Manageable with changes to Tenderer's proposals. Does not fully meet Specification requirements. Some proposals are unworkable. Requires additional information from Tenderer to proceed evaluation. Referees have reported poor experience and past failures.	50
Risky and Unacceptable Requires substantial restructuring of Tenderer's proposals. Has shortcomings and deficiencies not resolved by the Tenderer when clarification was sought. Does not fully meet the Specification requirements. Needs a virtual re-write of the tender at contract negotiation stage. Referees report past failures.	40
Very Risky and Unacceptable Manageable only with major effort by Contract Manager. Tender has flaws not resolved by tenderer when clarification was sought. Does not meet important Specification requirements. Important elements are unworkable. Referees report past failures.	30
Extremely Risky and Unacceptable Not manageable. Tenderer has provided minimal information and possesses minimum capability and experience. Tender fundamentals are lacking. Referees cannot recommend Tenderer.	20
Unequivocally Risky Tender is not genuine. Tenderer is out of its depth and unsuited to the required services. Cannot manage the scope and risk of the contract. No referees cited.	10
Non-Compliant Tenderer did not meet the selection criteria.	0

- (b) Scores were undertaken privately first, and then led by the Nominated Officer
Discussion of each element was undertaken to form a group opinion.

Scoring summaries are located in attachment 6

6.3.4 Tender Interviews

No Tender Interview were conducted

6.3.5 Reference Checks

Reference checks were undertaken

Attachment 1**Invitation to Tender**

(LOGO)

Placement: The Age, The Courier
Placement Dates: Saturday, 31 October, 2009

Hepburn Shire Council**Minor Patching Including Stabilisation and Sealing of Existing Road Pavement Material****Contract No H208-2009**

Tenders are invited from suitably qualified contractors for minor road patching including stabilisation and sealing of existing road pavement material (approx area 15,100 sq m) at various locations within Hepburn Shire.

Tenders for the above Contract are to be submitted in a sealed envelope provided and be received in the Hepburn Shire Council Tender Box, Corner Duke and Albert Streets, Daylesford 3460, prior to 12.00 noon Friday 20th November 2009.


Tender documents for the above tenders can only be obtained by telephoning the Customer Services Officer on (03) 5348 1633.

Submissions received after the closing time or by facsimile or electronic mail (e-mail) will not be accepted. The lowest or any tender may not necessarily be accepted.

Kaylene Conrick
Chief Executive Officer

Attachment 2

Advertisement



Minor Patching Including Stabilisation and Sealing of Existing Road Pavement Material
- CONTRACT No H208-2009 -

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Kaylene Conrick
Chief Executive Officer

Local Government Tenders



Hepburn Shire Council

Minor Patching Including Stabilisation and Sealing of Existing Road Pavement Material
Contract No. H208 - 2009

Tenders are invited from suitably qualified contractors for minor road patching including stabilisation and sealing of existing road pavement material (approx area 15,100 sqm) at various locations within Hepburn Shire.

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Tender documents for the above tenders can only be obtained by telephoning the Customer Services Officer on (03) 5348 1633.

Submissions received after the closing time or by facsimile or electronic mail (e-mail) will not be accepted. The lowest or any tender may not necessarily be accepted.

Kaylene Conrick
CHIEF EXECUTIVE OFFICER

Attachment 3**Panel Meeting Minutes**

The panel met at Councils Duke Street Offices on Wednesday 2nd December 2009. The panel agreed to the weightings for the evaluation as detailed in the Invitation to Tender documents.

Tenders were discussed and then scored on Wednesday 2nd December 2009. During the evaluation discussion issues were raised and discussed and a recommendation was adopted.

Referees were contacted for both tenderers and the potential for additional supervision of Stabilised Pavements of Australia was highlighted by one of the referees.

Attachment 4**Conformity assessment**

Required to Conform	Responsible Panel Member.	Stabilised Pavements of Australia Pty Ltd	The Road Doctor
Tender correctly lodged with completed Tender Declaration	AGMI	yes	yes
Tender lodged on time	AGMI	yes	yes
Schedules submitted	AGMI	yes	yes
Price & Payments Schedules completed	AGMI	yes	yes

Score each Tender "yes" or "no" for each conformity requirement.

Attachment 5**Tenders Received**

Two tenders were received and they are listed below in alphabetical order:

Stabilised Pavements of Australia Pty Ltd
The Road Doctor (Chimewood Pty Ltd)

Tender Prices Schedule

Stabilised Pavements of Australia Pty Ltd	\$468,889.92
The Road Doctor (Chimewood Pty Ltd)	\$476,588.00

Attachment 6

Weighting Formulation

Evaluation Criteria	Grouped Scores			Weighting	Score
	AGMI	GMSD	EE		
<i>Individual Weightings as Discussed</i>					
(a) Compliance with the Conditions of Tender.	20	20	5	15	
(b) Financial viability of the Tenderer at the date of Tender submission.	5	5	5	5	
(c) Relevant expertise and track record.	5	5	5	5	
(d) The quality of the proposed organisation and management structure which the Tenderer proposes will perform the Contract.	5	5	5	5	
(e) The resources available in the Tenderer to perform the Contract.	5	5	5	5	
(f) Workload of the Tenderer at the date of Tender.	5	5	5	5	
(g) Confidence in the ability of the Tenderer to perform the Contract.	5	5	30	13.33	
(h) Ability to satisfy Occupational Health and Safety requirements.	5	5	5	5	
(i) Confidence in the ability of the Tenderer to meet the time requirements of the Contract.	10	10	10	10	
(j) Tendered price.	35	35	25	31.67	
TOTAL				100	

Attachment 7

Scoring Summaries

Tenderer -1- Stabilised Pavements of Australia Pty Ltd

Price $\frac{\text{Lowest tender Bid}}{\text{Tender bid being considered}} \times 100 = \text{Score}$

Total $\frac{\$468,889.92}{\$468,889.92} \times 100 = 100$

Evaluation Criteria	Grouped Scores			Weightings	Score
	AGMI	SMSD	EE		
(a) Compliance with the Conditions of Tender.	90	90	80	15	13.0
(b) Financial viability of the Tenderer at the date of Tender submission.	90	90	80	5	4.3
(c) Relevant expertise and track record.	90	80	80	5	4.2
(d) The quality of the proposed organisation and management structure which the Tenderer proposes will perform the Contract.	90	90	80	5	4.3
(e) The resources available in the Tenderer to perform the Contract.	100	90	80	5	4.5
(f) Workload of the Tenderer at the date of Tender.	100	90	80	5	4.5
(g) Confidence in the ability of the Tenderer to perform the Contract.	80	70	70	13.33	9.8
(h) Ability to satisfy Occupational Health and Safety requirements.	100	90	80	5	4.5
(i) Confidence in the ability of the Tenderer to meet the time requirements of the Contract.	100	80	80	10	8.7
(j) Tendered price.	100	100	100	31.67	31.7
0	0	0	0	0	0.0
TOTAL				100%	89.4

Total Score = 89.4

Tenderer -2- The Road Doctor

Price $\frac{\text{Lowest tender Bid}}{\text{Tender bid being considered}} \times 100 = \text{Score}$

Total $\frac{\$468,889.92}{\$476,588.00} \times 100 = 98.38$

Evaluation Criteria	Grouped Scores			Weightings	Score
	AGMI	SMSD	EE	AGREED	
(a) Compliance with the Conditions of Tender.	90	90	80	15	13.0
(b) Financial viability of the Tenderer at the date of Tender submission.	100	80	80	5	4.3
(c) Relevant expertise and track record.	100	90	90	5	4.7
(d) The quality of the proposed organisation and management structure which the Tenderer proposes will perform the Contract.	100	90	80	5	4.5
(e) The resources available in the Tenderer to perform the Contract.	100	90	80	5	4.5
(f) Workload of the Tenderer at the date of Tender.	100	90	70	5	4.3
(g) Confidence in the ability of the Tenderer to perform the Contract.	100	90	90	13.33	12.4
(h) Ability to satisfy Occupational Health and Safety requirements.	100	90	80	5	4.5
(i) Confidence in the ability of the Tenderer to meet the time requirements of the Contract.	100	70	75	10	8.2
(j) Tendered price.	98.38	98.38	98.38	31.67	31.1
0	0	0	0	0	0.0
TOTAL				100%	91.6

Total Score = 91.6

Attachment 8**Evaluation Checklist**

1	Evaluation Panel (EP) Appointed	<input type="checkbox"/> Y
2	EP Makeup sent to tenderers	<input type="checkbox"/> N
3	Evaluation Panel received	<input type="checkbox"/> Y
	• Specification	<input type="checkbox"/> Y
	• Evaluation Documentation	<input type="checkbox"/> Y
4	Tenders opened and recorded	<input type="checkbox"/> Y
5	Addendum documentation completed	<input type="checkbox"/> Y
6	Tender Questions Documentation completed	<input type="checkbox"/> Y
7	Conformity Assessment completed	<input type="checkbox"/> Y
8	Weighting completed	<input type="checkbox"/> Y
9	Interviews set (If Required)	<input type="checkbox"/> NA
10	Interviews completed	<input type="checkbox"/> NA
11	Referees Checked	<input type="checkbox"/> Y
12	Recommendation report and signed off by EP	<input type="checkbox"/> Y

16. RE-OPENING OF MEETING TO PUBLIC

Motion

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

Moved: Cr Bill McClenaghan

Seconded: Cr Rod May

Carried.

17. CLOSE OF MEETING : The Meeting closed at 9.35pm.