



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

***TUESDAY 15 SEPTEMBER 2009  
DAYLESFORD TOWN HALL  
VINCENT STREET  
DAYLESFORD  
7PM***

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# MINUTES

TUESDAY 15 SEPTEMBER 2009

Daylesford Town Hall  
Vincent Street, Daylesford  
Commencing 7PM

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**KAYLENE CONRICK**  
 CHIEF EXECUTIVE OFFICER  
 10 SEPTEMBER 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.

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**2. OPENING OF MEETING: The Meeting opened at 7.10pm.**

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

**IN ATTENDANCE:** Chief Executive Officer Kaylene Conrick, General Manager Corporate Services Lucy Roffey, General Manager Sustainable Development Robert Jennings, Consultant Ian Couper, Senior Environment Health Officer Terry Crisp.

**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**

5.1.1 *That the Minutes of the Ordinary Meeting of Council held on 18 August 2009 and the Minutes of the Special Meeting of Council held on 25 August 2009 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

**Moved: Councillor Tim Hayes**  
**Seconded: Councillor Sebastian Klein**  
**Carried.**

**6. NOTICES OF MOTION:**

Nil Notices of Motion lodged.

## 7. PRESENTATION OF REPORTS:

### Mayor's Report

#### **Councillor Bill McClenaghan, Holcombe Ward, delivered the following report.**

In the past month, I have attended to the following events and functions.

1. On 19 August, I attended the joint AGMs of the Trentham Neighbourhood Centre and the Trentham Community Group and spoke to the members there about community / business partnerships. The Neighbourhood Centre are eagerly awaiting commencement of much needed alterations and additions to their building.
2. On 20 August, I went to Melbourne for a major statewide debrief into the Victorian Bushfire Royal Commission findings, as organized by the Municipal Association of Victoria. All bushfire affected Shires, Mayors and CEOs were there, as was the Premier, the head of the CFA, Ministers Wynne and Cameron and departmental heads. The information flow was phenomenal but it is clear that the State is putting together a large and complex bushfire prevention package for next Summer piece by piece and new information is coming out all the time.
3. Friday 21 August saw another regional Mayor's & CEO's Forum hosted by us here in Hepburn Shire. That afternoon, I attended another Words in Winter function with author, Robert Hillman at the Creswick Library and later attended the annual Clunes Community Dinner at the Clunes Town Hall.
4. On Friday 28 August, I attended a bushfire recovery committee meeting in Daylesford and the AGM of the Drummond Hall Section 86 Committee.
5. The following Sunday, 30 August, the Chair of VBRRRA, Christine Nixon, visited the Shire and we took her out to show her the bushfire damage in the bush, on farms and on the tourist railway. This was followed by a community information meeting and lunch at the Bullarto Hall where many questions were asked and answers given. The community has largely recovered well from the fires last summer but remains very apprehensive about the future and the measures to be implemented by the next summer fire season.
6. On the last day of August, I attended a meeting of the Highlands Regional Waste Management Group. Currently, Sustainability Victoria are conducting reviews of the rural waste management groups and it looks like they are to be amalgamated into business groups so that Highlands and Grampians regional groups are put together. This will have major implications and impacts on the operations and functions of these groups and a session with the Minister is being planned shortly. Essentially, the business groups are being formed as mini-versions of Sustainability Vic and given the task of dealing with all three waste streams instead of just municipal rubbish. Commercial and industrial rubbish and its disposal will be factored into their business charter. I am not optimistic that this model will work and see it as a further imposition and cost-shift onto local government.
7. On Thursday 3 September, I attended a public meeting for residents in the Mt Franklin area to learn about the geothermal drilling that is taking place in that area in attempt to map sub-surface heat flow from old volcanism to determine whether or not there is scope for

extracting geothermal energy for conversion into electricity. Residents were very concerned at the implications of this project, were it to advance into a geothermal power station in their home area although it appears that initial findings have found insufficient heat flows to justify any further development.

8. On Friday 4 September, I chaired the elections at the Daylesford Historical Society AGM before attending a public lecture on the finding of secret war graves at the French town of Fromelles by the two men whose magnificent research has led to the finding of many of our soldiers who were killed in the Great War but who were buried anonymously in unmarked mass graves. DNA testing with descendants has enabled the identification of remains and the reburial of our war dead with identity and dignity. The event was run by the Daylesford Historical Society and attracted a lot of interest from within the district.
9. Last Thursday, 10 September, I was pleased to attend the official announcement of a \$92,000 State Government Grant to rebuild the kitchen at the rear of the Glenlyon Hall into a full commercial kitchen for community use. The full project is \$130,000 and both Council and the Glenlyon Progress Association which manages the hall have made contributions to what will be a most beneficial community building and strengthening project.
10. Later on that day, I attended a streetwalk in Trentham with Cr Klein, numerous officers and a dozen or so traders and residents concerned with footpath trading regulations and the placement of new rubbish and recycling bins. This was community consultation in action, on the ground.

On Thursday 3 September, I gave an introductory address at the opening of the Annual Planning Conference of the Victorian Planning and Environmental Law Association, also at the Creswick Forest Resort. I concentrated on the diverse nature of our Shire and encouraged delegates to have a good look around whilst here or to come back later on. At the conference was Mr. Rob Maclellan, the former Minister for Planning in the Kennett Government. Mr Maclellan kindly presented me with this beautiful S.T. Gill watercolour of Creswick in the gold rush days of the early 1850's complete in a restored frame. I would like our appreciation and thanks to go to Mr Maclellan and I think that a good place to hang this print would be in our newly restored Creswick Town Hall.

On Friday, 4 September, I attended the funeral of a well known and local State politician in Creswick. Those who knew Tom Evans will remember a local member who fought fiercely for his constituents in the Ballarat North electorate even if it meant going against his own party and voting with the opposition. Tom Evans helped everyone who came to him despite their political leanings and his secret of success was "to listen to what people wanted and what they said." Good advice to anyone in elected office at all levels of Government. It made him a much loved and respected politician and fondly remembered in Ballarat, Creswick and throughout his former electorate. It also made him effectively unbeatable and many tried and failed. He clashed at times with three Liberal Premiers; Henry Bolte, Rupert Hamer and Lindsay Thompson and this cost him promotion to state cabinet as a minister but Tom Evans didn't care. He believed in his constituents, his beloved North Ballarat Roosters and the small communities where he grew up within what is now Hepburn Shire. He was instrumental in getting natural gas for Ballarat despite the Government's declaration that Geelong would be the only regional city West of Melbourne to receive it. He brought reticulated water to small towns in our Shire and clashed with Premier Hamer who wanted to abolish all passenger trains and put everyone onto buses. Tom always travelled by train down to work at Parliament. He said it, he meant it, he lived it. Cr Henderson and I represented the Hepburn Shire at his funeral in Creswick where the church was overflowing with those keen not so much to mourn



Tom's death but to celebrate his life of service. He was buried that day in a prominent lawn grave at the Creswick Cemetery. Alexander Thomas Evans, thank you ever so much. May you rest in peace.

Lastly, I attended the Small Towns Summit in Maffra on 26 & 27 of August. Cr Henderson and I both attended the event that was so excellently run by Rural Councils Victoria and the Wellington Shire. There was a terrific range of speakers on issues relevant to small towns like Daylesford, Hepburn Springs, Creswick & Trentham and even the smaller ones. The theme was "Face the Future" with the economic, environmental and human challenges being posed. The initial focus was on retaining our youth in small towns and the best outcome was to let our young people go, get education, training and experience and then encourage them to come back to live and raise a family. Two notable presentations came from the renewable energy sector, and an opposite view from those advocating clean coal technology. Many achievable ideas and case studies were demonstrated on the magnificent things that small towns and small rural Shires are doing. If I had another half an hour to report, I could but scratch the surface.

Let me close with a look into the future for small towns; do they have a future? The overwhelming feeling is yes, they do. Melbourne and regional cities will continue to grow and expand, upwards and outwards. People will look beyond these places for quality of life, especially within the magic two hour circle. By 2015, oil may cost \$200 per barrel with \$66 billion required to import what we currently use. Private car use will be reduced, public transport will come back into its own. Small towns will again emerge as local economic, cultural and community centres like they were in the not too distant past. Re-localisation networks will blossom as people apply local solutions to food production, community strengthening and waste disposal. Lifestyle in Hepburn Shire will become one of its greatest attributes both for locals and visitors and its towns will encounter a new age renaissance in a cleaner, greener world. Towards these objectives, it's great to report that our Council Plan is in tune and leading the way.

## Councillor Reports

### **Councillor Jon Barrell, Birch Ward, delivered the following report.**

1. The Wombat Hill Botanical Gardens Advisory Committee Meeting did not meet this month.
  
2. The Destination Daylesford Campaign Committee has met twice in the past month.
  - a. I believe that local members of the tourism industry are generally delighted with the new Tourism Victoria campaign, and have anecdotally reported significant increases in bookings.
  - b. The Committee is now heavily focused on the formation of a new Hepburn Shire Regional Tourism Association (working name Tourism Hepburn) in association with the Daylesford Macedon Ranges Regional Tourism Board (name to be advised).
  - c. I am hopeful that this will create an opportunity for the strengthening of a voice representing local business and tourism.
  
3. The ARC Advisory Committee met 7 September 2009.

- a. I was delighted to hear reports of ongoing increases in usage, limited for some by apparent shortages in occasional childcare.
  - b. I am advised that this is also a problem for many employees and employers across Hepburn Shire and I have asked Officers for advice regarding the actual extent of these shortages and strategies for advocacy to rectify same.
4. Cr McClenaghan and I met this morning with Officers and representatives of the Victoria Park Association (or users groups) and agreed on the way forward for a proposed multi-purpose facility for Victoria Park.
- a. Their group will work with our Community Strengthening Officer Kathleen Brannigan to bring a feasibility study to Council.
5. I met last week with the Manager of Community Services & Hepburn Health Service regarding the status of hydrotherapy services in our region.
- a. The opening of a new facility in Campbell's Creek was noted, & the difficulty that HHS is having in recruiting a physiotherapist.
  - b. I have encouraged HHS to take on a stronger role promoting the range of hydrotherapy options in our region, and options for transport assistance

**Councillor Rod May, Birch Ward, did not deliver a report this month.**

**Councillor Tim Hayes, Cameron Ward, did not deliver a report this month.**

**Councillor Sebastian Klein, Coliban Ward, delivered the following report.**

Lunch at the Bullarto Hall with a presentation from Christine Nixon late in the last month saw the community informed of the progress and relevance of VBRRRA proceedings to our area. I was relieved to see that residents are already looking ahead to their preparations for the Fire Season.

Other meetings of the month concerned the Getting' Dirty program. A program that involves at risk youth doing public projects in the public eye. I met with the CEO and GMCS to discuss where the involvement of council might occur. I also meet with Constable Jim Ross, youth officer for the Moorabool PSA who started and runs the program in Moorabool Shire. He presented well on a number of programs he is running and attempting to start, all of which were very impressive. He used the word holistic in his description of the Getting Dirty project, I was surprised to hear this word from a gruffly spoken cop, but as we discussed the outcomes, many of them unforeseen. I realised that he was right the way this program calls upon not just the kids, but diverse people to fulfill their rights and responsibilities as members of a community.

A week or so later I returned to Trentham from a morning meeting in Daylesford to discover a group of youths in the pavilion at the Quarry St. Reserve. They were eating chocolate and apparently had taken the day off to mourn the loss of their mate Jai to sunnier climes in Queensland. Having missed another Highlands Local Learning and Employment Network meeting in Ballarat due to double booking and having found a synchronistic group of youth-related occurrences this month I am resolved to work harder to represent the interests of youth at need, and am convinced that the benefits of taking an interest and care for this under-represented group have manifold benefits, socially, economically and for healthy communities.

Finally, the Trentham Street walk was a welcome change in Council-Trentham relations. Council officers were helpful and communicative and residents were excited to see them, eager to share their perspectives on bins and by and large able to convey their views logically and amicably. They and I look forward to continued communication with council and particularly with the economic development department as we seek to ensure the viability and the ongoing flourishing of business in Trentham.

**Councillor Janine Booth, Creswick Ward, delivered the following report.**

I have this past month, as well as attending all the usual briefing sessions and meetings of Council attended a number of events and functions on behalf of Council.

As Councils representative I have attended two meetings of the Recreation Advisory Committee this month.

The first of these meetings was to meet with groups and organizations in our Shire wishing to lodge applications under the Sport and Recreation Minor Capital Works Grant program to offer advice to strengthen their applications.

Although the number of applications was lower this year, the quality of applications was extremely high. Members of the Recreation Advisory Committee, through their experience, reference to the Recreation Plan and Council Plan, were able to offer the groups advice on budgeting and addressing of criteria to strengthen their applications. The groups then had a fortnight to rework their applications based on the Committees advice and re-present them to the Committee for assessment. A report will shortly be provided to Council by the Recreation Officer based on the assessment of all the applications. This is a proven valuable and worthwhile process undertaken by our Recreation Committee which has seen a significant number of Hepburn Shire applications funded in the past by the Department of Victorian Communities.

I also recently attended the VLGA Women's forum held in Melbourne. This forum run in anticipation of the National Year of Women in Local Government in 2010, attracted women Councillors from all over the state and provided the opportunity for input into the plan for VLGA participation and also helping develop its strategy towards the 2012 elections. The workshops also provided the opportunity to learn and develop strategies to address the issues that discourage or inhibit Women, particularly young women, from nominating as Councillor Representatives. The VLGA was most interested to hear that Hepburn Shire, in its Council Plan, has identified the need to develop strategies and behave in a way that encourages a more diverse group of candidates in the 2012 elections to address representation issues.

A further two matters that need to be brought to Councils attention. The first is an unfortunate situation that has seen the Creswick Learning Centre (Neighbourhood House) lose its funding for Adult Education programs through ACFIE. This means that not only will this facility no longer be able to provide those courses but also since the building is owned by ACFIE and the Education Department it places the long term viability and use of the building as a Community Centre in great jeopardy. Although I recognize Council plays no direct role in the operation of Neighbourhood Houses I have informed our Manager Community Services and Community Strengthening Officer in the hope that we may be able to assist in an advocacy role on behalf of the Community.

The second matter relates to a meeting held with Cr Henderson and I with representatives of Victrack on site at the old heritage listed old Creswick Railway Station. The potential for this building to be restored and used by the community was discussed and again whilst this is not a Council owned facility it is intended that Ward Councillors have an advocacy role in coordinating and supporting the Community by convening a meeting of interested persons to form a “friends of” group and assist with co-ordination in liaising with Victrack representatives.

**Councillor Don Henderson, Creswick Ward, delivered the following report.**

Since our last meeting I have had the great experience of attending the Small Towns Summit at Maffra. We were treated to a great welcome by the Wellington Shire and the Summit ran like clockwork. The whole council team had put in a great effort.

The main themes that impressed me were the way small towns were able to have a can do attitude and it seemed that if a good idea came forward the troops were rallied to find a way to make it all happen.

Towong Shire has developed a model of sustainability and recruited a team to produce energy and systems to make the shire less reliant on outside influences.

The township of Yarram had an open day that was advertised widely with all businesses and schools open and the local population acting as guides and ambassadors. This resulted in 57000 hits on the website and a considerable drop in vacant property and land in the area the town has never looked back since.

Of interest on the sustainable farm front is the experimental dairy farm at MacAlistair. All water is recycled and delivered via underground watering systems to avoid evaporation and wastage due to run off. The results were unbelievable and the rye grass could almost be seen growing.

On the home front a meeting was organised in Creswick as a result of an idea by a local cycling enthusiast to discuss ways of bringing cycling events and activities to the Shire. Further discussions are to be held and it could add to our local and tourist activities list.

I was recently invited out to Clunes as part of our Heritage Advisory Committee to look at the old Clunes railway station and the spin off was that Victrack made contact regarding some public utilisation of the Creswick Station. As a result of this a decision was made to hold a preliminary public discussion at the Creswick Ward Meeting. This turned out to be a very valuable meeting with about 40 people in attendance and nearly all joined to be part of Friends of The Creswick Railway Station. Some uses discussed were an art gallery workshop, bicycle hire business for tourists, storage and or display and possibly some youth activities. A further more publicised meeting will be held shortly and Victrack will meet to see the scope of works required. A big opportunity here to preserve a wonderful facility and for the township to gain some real benefit.

I attended the awards for junior football and netball at Creswick to present the Team Spirit awards sponsored by the Shire. The local people were very positive towards the thought of moving to new facilities at DLRR into the future. In my view these events are most important to the fabric of our community. The clubs also noted and appreciated the part the Shire play in these events.

On a different note there seems to be an undercurrent of discontent with the Shire and this is mainly directed at our road infrastructure which it seems is not holding up very well. It seems to be an endless

job to go out to look at some road or drain that is causing aggravation and in some cases severe safety hazards. There seems also to be increasing concern that a large number of significant trees may be lost if we are not vigilant. This has become a more of an issue since the announcement that trees can be cut without a permit when close to dwellings.

I also attended the Heritage Advisory Committee where it was decided to set up a group to discuss our significant tree register. One person from each of our major towns along with Mr Jennings will form the initial group.

The audit committee has met formally and an informal meeting was held by committee members. Part of the discussions was to seek better lines of communications with council staff and to take a strong but cooperative approach to issues of concern. I am quite pleased with the way this committee is progressing and you will see the report of the chair later in this meeting.

Sadly I recently attended Tom Evans Funeral. Tom was a councillor at Creswick for 10 years and the local member of parliament for 28 years. Tom was a man of the people and served several areas of the shire including Clunes Creswick and Daylesford and everything in between. He put party politics aside when dealing with constituents. On the day all sides of politics came to farewell Tom Evans. Many locals said they appreciated the fact that the shire was represented.

**Motion**

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

**Moved:**        **Cr Rod May**  
**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:

8.1.1 One petition has been received: *Another monument or a memorial truck?* (spending of memorial fund money)

#### **Motion**

8.1.1 *That Council receive the petition and allow it to lay on the table for one month in accordance with Local Law No. 1*

**Moved: Cr Jon Barrell**

**Seconded: Cr Don Henderson**

**Carried.**

## **8.2 QUESTIONS**

### **Question 1**

**Submitted by R.J. Kennedy, Glenlyon**

Glenlyon Reserve

On 19 May 2009 I attended the ordinary council meeting held at the Daylesford Town Hall. I asked was I wasting my time filling out the "Community Incident and Hazard Report Book" on matters concerning the reserve.

I was told at that meeting that the items I wrote about "would be looked into", after four months the action is still NILL!!

Do we wait till someone is injured before anything happens? Do we pretend everything is rosy, close our eyes and hope it all goes away?

### **Response by Hepburn Shire Council Chief Executive Officer Kaylene Conrick**

Since your last request to Council about this matter the centralised system has been reviewed. Logged reports are allocated for action and an officer assigned to assess each item. We have a number of requests recorded for the Glenlyon Reserve.

Given your understandable concern I think your questions would be best dealt with by a site visit to bring you up to date on what work is planned for the Reserve. My office will make contact with you to arrange a convenient time.

The General Manager Corporate Services will arrange a time for a site visit to review the items of concern.

**9 EXECUTIVE SERVICES REPORT:**

Nil reports this month.



## **10 CORPORATE SERVICES:**

### **10.1 MONTHLY FINANCE REPORT**

(Action Officer – Manager Finance)

File Ref: 30/08/17

#### **Introduction**

A summary report on the Council's financial performance for the financial year to the 31 August 2009 is provided for information.

#### **Report**

This report provides information on Council's operating performance for the 2 months to 31 August 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. Council will have an opportunity in January 2010 to review its budget based on current information about projects, variations that occur and new information.

#### **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.

## Variance Report

### Overall

| Variance (Deficit/Surplus 000's)                         |                     | (\$12)           |                   |                    |
|--|---------------------|------------------|-------------------|--------------------|
| DEPARTMENTAL REPORT FOR THE PERIOD ENDING 31 AUGUST 2009 |                     |                  |                   |                    |
|  | Annual Budget 000's | YTD Budget 000's | YTD Actuals 000's | YTD Variance 000's |
| <b>OVERALL</b>   |                     |                  |                   |                    |
| <i>INCOME</i>  |                     |                  |                   |                    |
| Corporate Services                                       | 12,853              | 11,076           | 10,768            | (308)              |
| Community Services                                       | 2,106               | 303              | 457               | 154                |
| Regional Development & Promotion                         | 555                 | 87               | 140               | 53                 |
| Public Safety  | 300                 | 17               | 29                | 12                 |
| Recreation   | 498                 | 82               | 47                | (35)               |
| Infrastructure   | 2,575               | 429              | 174               | (255)              |
| Waste Management   | 1,700               | 1,598            | 1,608             | 10                 |
| <b>Total Income</b>                                      | <b>20,587</b>       | <b>13,592</b>    | <b>13,223</b>     | <b>(369)</b>       |
| <i>EXPENDITURE</i>                                       |                     |                  |                   |                    |
| Corporate Services                                       | 4,679               | 854              | 842               | 12                 |
| Community Services                                       | 3,184               | 453              | 406               | 47                 |
| Regional Development & Promotion                         | 2,451               | 375              | 336               | 40                 |
| Public Safety  | 718                 | 116              | 103               | 13                 |
| Recreation   | 1,422               | 204              | 144               | 60                 |
| Infrastructure   | 2,320               | 390              | 361               | 29                 |
| Waste Management   | 1,572               | 264              | 107               | 156                |
| <b>Total Expenditure</b>                                 | <b>16,346</b>       | <b>2,656</b>     | <b>2,299</b>      | <b>357</b>         |
| <b>NET</b>   | <b>4,241</b>        | <b>10,936</b>    | <b>10,924</b>     | <b>(12)</b>        |

## Variance Report

### Corporate Services

| Variance (Deficit/Surplus 000's)   |                     |                  |                   |                    | (\$296) |
|--|---------------------|------------------|-------------------|--------------------|---------|
| DEPARTMENTAL REPORT FOR THE PERIOD ENDING 31 AUGUST 2009   |                     |                  |                   |                    |         |
|  | Annual Budget 000's | YTD Budget 000's | YTD Actuals 000's | YTD Variance 000's | Note    |
| <b>CORPORATE SERVICES</b>  |                     |                  |                   |                    |         |
| INCOME   |                     |                  |                   |                    |         |
| Revenue Services (Rates & M/C)   | 10,742              | 10,583           | 10,726            | 143                | 1       |
| Grants Commission  | 1,743               | 436              | 0                 | (436)              | 2       |
| Other Income   | 368                 | 57               | 42                | (15)               |         |
| <b>Total Income</b>  | <b>12,853</b>       | <b>11,076</b>    | <b>10,768</b>     | <b>(308)</b>       |         |
| EXPENDITURE  |                     |                  |                   |                    |         |
| Council  | 758                 | 116              | 100               | 16                 |         |
| Financial Services   | 731                 | 112              | 125               | (12)               |         |
| Technical Services   | 866                 | 135              | 106               | 28                 | 3       |
| Governance & IT  | 1,406               | 372              | 355               | 17                 |         |
| Organisational Development   | 318                 | 48               | 38                | 11                 |         |
| Other Administration   | 600                 | 71               | 118               | (47)               | 4       |
| <b>Total Expenditure</b>   | <b>4,679</b>        | <b>854</b>       | <b>842</b>        | <b>12</b>          |         |
| <b>NET</b>   | <b>8,174</b>        | <b>10,222</b>    | <b>9,926</b>      | <b>(296)</b>       |         |
| <b>NOTES</b>   |                     |                  |                   |                    |         |
| 1. Additional rates raised through supplementary valuations<br>2. Grants commission due in August not received until September<br>3. Additional staff in budget not yet employed<br>4. Debt servicing YTD Budget phasing needs adjusting |                     |                  |                   |                    |         |

## Variance Report

### Community Services

| Variance (Deficit/Surplus 000's)   |                     |                  |                   |                    | \$201 |
|--|---------------------|------------------|-------------------|--------------------|-------|
| DEPARTMENTAL REPORT FOR THE PERIOD ENDING 31 AUGUST 2009   |                     |                  |                   |                    |       |
|  | Annual Budget 000's | YTD Budget 000's | YTD Actuals 000's | YTD Variance 000's | Note  |
| <b>COMMUNITY SERVICES</b>  |                     |                  |                   |                    |       |
| <b>INCOME</b>  |                     |                  |                   |                    |       |
| Community Development  | 432                 | 30               | 200               | 170                | 5     |
| Family & Children's Services   | 103                 | 18               | 20                | 2                  |       |
| Aged & Disability Services   | 1,138               | 189              | 185               | (4)                |       |
| Housing  | 85                  | 8                | 12                | 4                  |       |
| Contract Services  | 348                 | 58               | 40                | (18)               | 6     |
| <b>Total Income</b>  | <b>2,106</b>        | <b>303</b>       | <b>457</b>        | <b>154</b>         |       |
| <b>EXPENDITURE</b>   |                     |                  |                   |                    |       |
| Community Development  | 1,180               | 137              | 127               | 10                 |       |
| Family & Children's Services   | 268                 | 43               | 20                | 23                 | 7     |
| Aged & Disability Services   | 1,371               | 216              | 186               | 29                 | 8     |
| Housing  | 43                  | 8                | 15                | (7)                |       |
| Contract Services  | 322                 | 49               | 58                | (9)                |       |
| <b>Total Expenditure</b>   | <b>3,184</b>        | <b>453</b>       | <b>406</b>        | <b>47</b>          |       |
| <b>NET</b>   | <b>(1,078)</b>      | <b>150</b>       | <b>51</b>         | <b>201</b>         |       |
| <b>NOTES</b>   |                     |                  |                   |                    |       |
| 5. Additional funding received not budgeted for bushfire recovery \$72K, L2P driving program \$40K                 |                     |                  |                   |                    |       |
| 6. Invoicing for August not yet proceed  |                     |                  |                   |                    |       |
| 7. Maternal & Child Health contract invoiced monthly in arrears  |                     |                  |                   |                    |       |
| 8. Meals on Wheels invoices not received for July & August. Respite Care and Housekeeping expenditure below budget |                     |                  |                   |                    |       |

## Variance Report

### Regional Development

| Variance (Deficit/Surplus 000's)                              |                     |                  |                   |                    | \$93 |
|---|---------------------|------------------|-------------------|--------------------|------|
| DEPARTMENTAL REPORT FOR THE PERIOD ENDING 31 AUGUST 2009      |                     |                  |                   |                    |      |
|   | Annual Budget 000's | YTD Budget 000's | YTD Actuals 000's | YTD Variance 000's | Note |
| <b>REGIONAL DEVELOPMENT INCOME</b>                            |                     |                  |                   |                    |      |
| Planning & Heritage Services                                  | 160                 | 25               | 48                | 23                 | 9    |
| Building Services   | 110                 | 18               | 31                | 13                 |      |
| Tourism & Economic Development                                | 254                 | 42               | 57                | 15                 |      |
| Other Cultural Activities                                     | 25                  | 1                | 3                 | 3                  |      |
| Public Halls  | 6                   | 1                | 1                 | 0                  |      |
| <b>Total Income</b>   | <b>555</b>          | <b>87</b>        | <b>140</b>        | <b>53</b>          |      |
| <b>EXPENDITURE</b>  |                     |                  |                   |                    |      |
| Planning & Heritage Services                                  | 989                 | 149              | 132               | 17                 | 10   |
| Building Services   | 164                 | 26               | 19                | 7                  |      |
| Tourism & Economic Development                                | 497                 | 78               | 40                | 38                 | 11   |
| Community Amenities   | 164                 | 26               | 15                | 11                 |      |
| Library Services  | 405                 | 68               | 116               | (47)               | 12   |
| Other Cultural Activities                                     | 160                 | 16               | 9                 | 7                  |      |
| Public Halls  | 72                  | 12               | 5                 | 7                  |      |
| <b>Total Expenditure</b>                                      | <b>2,451</b>        | <b>375</b>       | <b>336</b>        | <b>40</b>          |      |
| <b>NET</b>  | <b>(1,896)</b>      | <b>(288)</b>     | <b>(196)</b>      | <b>93</b>          |      |
| <b>NOTES</b>  |                     |                  |                   |                    |      |
| 9. Permit fees higher than anticipated. Phasing to be checked |                     |                  |                   |                    |      |
| 10. Staff vacancies in Planning Unit                          |                     |                  |                   |                    |      |
| 11. Manager not appointed until August                        |                     |                  |                   |                    |      |
| 12. Salary contribution to CHRL                               |                     |                  |                   |                    |      |

## Variance Report

### Public Safety

| Variance (Deficit/Surplus 000's)                         |                     |                  |                   |                    | \$25 |
|--|---------------------|------------------|-------------------|--------------------|------|
| DEPARTMENTAL REPORT FOR THE PERIOD ENDING 31 AUGUST 2009 |                     |                  |                   |                    |      |
|  | Annual Budget 000's | YTD Budget 000's | YTD Actuals 000's | YTD Variance 000's | Note |
| <b>PUBLIC SAFETY</b>                                     |                     |                  |                   |                    |      |
| <b>INCOME</b>  |                     |                  |                   |                    |      |
| Fire Prevention  | 33                  | 0                | 11                | 12                 | 13   |
| Animal control   | 91                  | 3                | 3                 | 0                  |      |
| Compliance   | 34                  | 6                | 8                 | 2                  |      |
| Health   | 134                 | 8                | 6                 | (2)                |      |
| School Crossing  | 8                   | 0                | 0                 | 0                  |      |
| <b>Total Income</b>                                      | <b>300</b>          | <b>17</b>        | <b>29</b>         | <b>12</b>          |      |
| <b>EXPENDITURE</b>                                       |                     |                  |                   |                    |      |
| Fire Prevention  | 52                  | 5                | 1                 | 4                  |      |
| Animal control   | 24                  | 11               | 11                | 0                  |      |
| Compliance   | 249                 | 38               | 35                | 3                  |      |
| Health   | 245                 | 38               | 37                | 1                  |      |
| School Crossing  | 25                  | 5                | 5                 | (1)                |      |
| Environmental Initiatives                                | 112                 | 17               | 14                | 3                  |      |
| Emergency Management                                     | 12                  | 2                | 0                 | 2                  |      |
| <b>Total Expenditure</b>                                 | <b>719</b>          | <b>116</b>       | <b>103</b>        | <b>13</b>          |      |
| <b>NET</b>   | <b>(418)</b>        | <b>(99)</b>      | <b>(74)</b>       | <b>25</b>          |      |
| <b>NOTES</b>   |                     |                  |                   |                    |      |
| 13. Bushfire recovery minor grants                       |                     |                  |                   |                    |      |

## Variance Report

### Recreation

| Variance (Deficit/Surplus 000's)                         |                     |                  |                   |                    | \$25 |
|--|---------------------|------------------|-------------------|--------------------|------|
| DEPARTMENTAL REPORT FOR THE PERIOD ENDING 31 AUGUST 2009 |                     |                  |                   |                    |      |
|  | Annual Budget 000's | YTD Budget 000's | YTD Actuals 000's | YTD Variance 000's | Note |
| <b>RECREATION</b>  |                     |                  |                   |                    |      |
| <b>INCOME</b>  |                     |                  |                   |                    |      |
| Parks & Gardens  | 5                   | 1                | 0                 | (1)                |      |
| Reserves   | 13                  | 1                | 0                 | (1)                |      |
| Mineral Springs Reserves                                 | 480                 | 80               | 47                | (33)               | 14   |
| <b>Total Income</b>                                      | <b>498</b>          | <b>82</b>        | <b>47</b>         | <b>(35)</b>        |      |
| <b>EXPENDITURE</b>                                       |                     |                  |                   |                    |      |
| Parks & Gardens  | 176                 | 29               | 26                | 3                  |      |
| Reserves   | 729                 | 123              | 94                | 29                 | 15   |
| Mineral Springs Reserves                                 | 237                 | 40               | 19                | 21                 | 16   |
| Swimming Areas   | 240                 | 4                | 5                 | 1                  |      |
| Cemeteries   | 1                   | 0                | 0                 | 0                  |      |
| Indoor Recreation  | 39                  | 8                | 0                 | 8                  |      |
| <b>Total Expenditure</b>                                 | <b>1,422</b>        | <b>204</b>       | <b>144</b>        | <b>60</b>          |      |
| <b>NET</b>   | <b>(924)</b>        | <b>(122)</b>     | <b>(97)</b>       | <b>25</b>          |      |
| <b>NOTES</b>   |                     |                  |                   |                    |      |
| 14. Bathhouse turnover not as favourable as anticipated  |                     |                  |                   |                    |      |
| 15. Seasonal work  |                     |                  |                   |                    |      |
| 16. Seasonal work  |                     |                  |                   |                    |      |

## Variance Report

### Infrastructure

| Variance (Deficit/Surplus 000's)                                   |                     |                  |                   |                    | (\$226) |
|--|---------------------|------------------|-------------------|--------------------|---------|
| DEPARTMENTAL REPORT FOR THE PERIOD ENDING 31 AUGUST 2009           |                     |                  |                   |                    |         |
|  | Annual Budget 000's | YTD Budget 000's | YTD Actuals 000's | YTD Variance 000's | Note    |
| <b>INFRASTRUCTURE</b>  |                     |                  |                   |                    |         |
| <b>INCOME</b>  |                     |                  |                   |                    |         |
| Road Maintenance   | 1,583               | 264              | 0                 | (264)              | 17      |
| Other Transport  | 992                 | 165              | 174               | 8                  |         |
| <b>Total Income</b>  | <b>2,575</b>        | <b>429</b>       | <b>174</b>        | <b>(255)</b>       |         |
| <b>EXPENDITURE</b>   |                     |                  |                   |                    |         |
| Road Maintenance   | 1870                | 315              | 290               | 25                 | 18      |
| Depots   | 45                  | 7                | 5                 | 2                  |         |
| Other Transport  | 405                 | 68               | 66                | 1                  |         |
| <b>Total Expenditure</b>   | <b>2,320</b>        | <b>390</b>       | <b>361</b>        | <b>29</b>          |         |
| <b>NET</b>   | <b>255</b>          | <b>39</b>        | <b>(187)</b>      | <b>(226)</b>       |         |
| <b>NOTES</b>   |                     |                  |                   |                    |         |
| 17. Grants commission monies not received until September          |                     |                  |                   |                    |         |
| 18. Road works tend to be carried out during drier month Nov-March |                     |                  |                   |                    |         |



## Variance Report

### Waste Management

| Variance (Deficit/Surplus 000's)                         |                     |                  |                   |                    | \$166 |
|--|---------------------|------------------|-------------------|--------------------|-------|
| DEPARTMENTAL REPORT FOR THE PERIOD ENDING 31 AUGUST 2009 |                     |                  |                   |                    |       |
|  | Annual Budget 000's | YTD Budget 000's | YTD Actuals 000's | YTD Variance 000's | Note  |
| <b>WASTE MANAGEMENT INCOME</b>                           |                     |                  |                   |                    |       |
| Waste Revenue  | 1,694               | 1,597            | 1,598             | 1                  |       |
| Land Management  | 6                   | 1                | 10                | 9                  |       |
| <b>Total Income</b>                                      | <b>1,700</b>        | <b>1,598</b>     | <b>1,608</b>      | <b>10</b>          |       |
| <b>EXPENDITURE</b>                                       |                     |                  |                   |                    |       |
| Street Cleaning  | 127                 | 23               | 16                | 7                  |       |
| Waste Management   | 1437                | 240              | 91                | 148                | 19    |
| Land Management  | 8                   | 1                | 0                 | 1                  |       |
| <b>Total Expenditure</b>                                 | <b>1,572</b>        | <b>264</b>       | <b>107</b>        | <b>156</b>         |       |
| <b>NET</b>   | <b>128</b>          | <b>1333</b>      | <b>1501</b>       | <b>166</b>         |       |
| <b>NOTES</b>   |                     |                  |                   |                    |       |
| 19. Contractors paid monthly in arrear                   |                     |                  |                   |                    |       |

## Variance Report

### Capital Works & Major Projects

| Program                          | Major Activities   | Annual Budget 000's | YTD Budget 000's | YTD Actuals 000's |
|----------------------------------|--|---------------------|------------------|-------------------|
| <b>9 Capital Income</b>          |  |                     |                  |                   |
| Land & Buildings                 | New Daylesford Depot, Cameron Court Units, Collins Place Rotunda   | (2,868)             | 0                |                   |
| Environmental Initiatives        | Wombat Hill Gardens Alternative Water Supply & Recycling Plan, Carbon Negative Initiatives, Calambeen Caravan Park | (55)                | 0                |                   |
| Infrastructure                   | Reseals, Resheets, Gooches Bridge Infrastructure Gap Project   |                     |                  |                   |
| Furniture & Equipment            | Computer Equipment, Corporate Finance System EDMS  |                     |                  | (4)               |
| Plant & Machinery                | Passenger & Commercial Fleet, Works Plant & Equipment  | (383)               | 0                | (68)              |
| Waste Management                 | Sealing of access way, new bins  |                     |                  |                   |
| Other Structures                 | Vic Park Project, Playground Replacement, Fishing Platforms  | (38)                | 0                |                   |
|                                  |  |                     |                  |                   |
| <b>Total Capital Income</b>      |  | (3,344)             | 0                | (72)              |
| <b>9 Capital Expenditure</b>     |  |                     |                  |                   |
| Land & Buildings                 |  | 4,329               | 100              | 281               |
| Environmental Initiatives        |  | 242                 | 0                | 0                 |
| Infrastructure                   |  | 3,136               | 0                | 30                |
| Furniture & Equipment            |  | 244                 | 0                | 3                 |
| Plant & Machinery                |  | 1,293               | 0                | 66                |
| Waste Management                 |  | 185                 | 0                | 1                 |
| Other Structures                 |  | 162                 | 0                | 81                |
|                                  |  |                     |                  |                   |
| <b>Total Capital Expenditure</b> |  | 9,591               | 100              | 462               |
|                                  | <b>NET</b>   | <b>6,247</b>        | <b>100</b>       | <b>390</b>        |

NB: Majority of Capital Expenditure phased as at June 2010

| <b>Balance Sheet</b>  |                    |                    |
|---|--------------------|--------------------|
| <b>As at 31 August 2009</b>                                     |                    |                    |
|   | <b>000's</b>       | <b>000's</b>       |
|   | <b>30-June-09</b>  | <b>31-Aug-09</b>   |
|   | <b>\$</b>          | <b>\$</b>          |
| <b>Assets</b>   |                    |                    |
| <b>Current assets</b>   |                    |                    |
| Cash and cash equivalents                                       | 5,355,838          | 3,856,726          |
| Trade and other receivables                                     | 1,739,330          | 13,409,140         |
| Inventories   | 24,603             | 41,395             |
| Non-current assets classified as held for sale                  | 0                  | 0                  |
| Other assets  | 93,783             | 6,018              |
| <b>Total current assets</b>                                     | <b>7,213,554</b>   | <b>17,313,279</b>  |
| <b>Non-current assets</b>                                       |                    |                    |
| Trade and other receivables                                     | 1,556              | 1,154              |
| Financial assets  | 899,196            | 899,196            |
| Investments in associates accounted for using the equity method | 447,000            | 447,000            |
| Capital Works and Income for 2009/2010                          | 0                  | 389,702            |
| Property, plant and equipment, infrastructure                   | 160,555,819        | 160,555,819        |
| <b>Total non-current assets</b>                                 | <b>161,903,571</b> | <b>162,292,871</b> |
| <b>Total assets</b>   | <b>169,117,125</b> | <b>179,606,150</b> |
| <b>Liabilities</b>  |                    |                    |
| <b>Current liabilities</b>                                      |                    |                    |
| Trade and other payables  | 898,608            | 521,938            |
| Trust funds and deposits  | 795,120            | 850,493            |
| Provisions  | 1,660,474          | 1,536,882          |
| Interest-bearing loans and borrowings                           | 418,601            | 296,069            |
| <b>Total current liabilities</b>                                | <b>3,772,804</b>   | <b>3,205,382</b>   |
| <b>Non-current liabilities</b>                                  |                    |                    |
| Provisions  | 735,742            | 735,742            |
| Interest-bearing loans and borrowings                           | 3,193,164          | 3,193,164          |
| <b>Total non-current liabilities</b>                            | <b>3,928,906</b>   | <b>3,928,906</b>   |
| <b>Total liabilities</b>  | <b>7,701,710</b>   | <b>7,134,288</b>   |
| <b>Net Assets</b>   | <b>161,415,415</b> | <b>172,471,862</b> |
| <b>Equity</b>   |                    |                    |
| Accumulated surplus   | 95,955,926         | 95,955,926         |
| Operating result for period                                     |                    | 11,025,448         |
| Reserves  | 65,459,489         | 65,490,489         |
| <b>Total Equity</b>   | <b>161,415,415</b> | <b>172,471,862</b> |

### **Operating Summary:**

The year to date operating result against budget currently indicates a negative variance of \$12 thousand. After only two months of the financial year it is to be expected that there would be few variations that cannot be explained because of timing differences, projects to be carried over from 2008/2009 or projects where unbudgeted funding has been received. The net operating result is monitored each month to ensure that the overall budget is met by year end.

### **Capital Works and Major Projects:**

The 2009/10 capital works program is in its early stages as projects are being scoped and designed and contracts let. Main variations in this area relate to projects carried over from 2008/2009 that will be adjusted as part of the mid-year budget review. The year end surplus for 2008/2009 confirms that a number of projects were not completed and will have to be accommodated in 2009/2010.

### **Balance Sheet**

#### **Current Assets:**

Cash and investments at 31 August total \$4 million and include \$0.9 million for the Long Service Leave Provision.

Net current receivables are \$13.4 million including \$12.6 million in rates. Trade debtors at 31 August are \$527 thousand. Debtors are being monitored and regular follow up action taken to minimise 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.

#### **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 added to the balance sheet here.

**Non-Current Liabilities:**

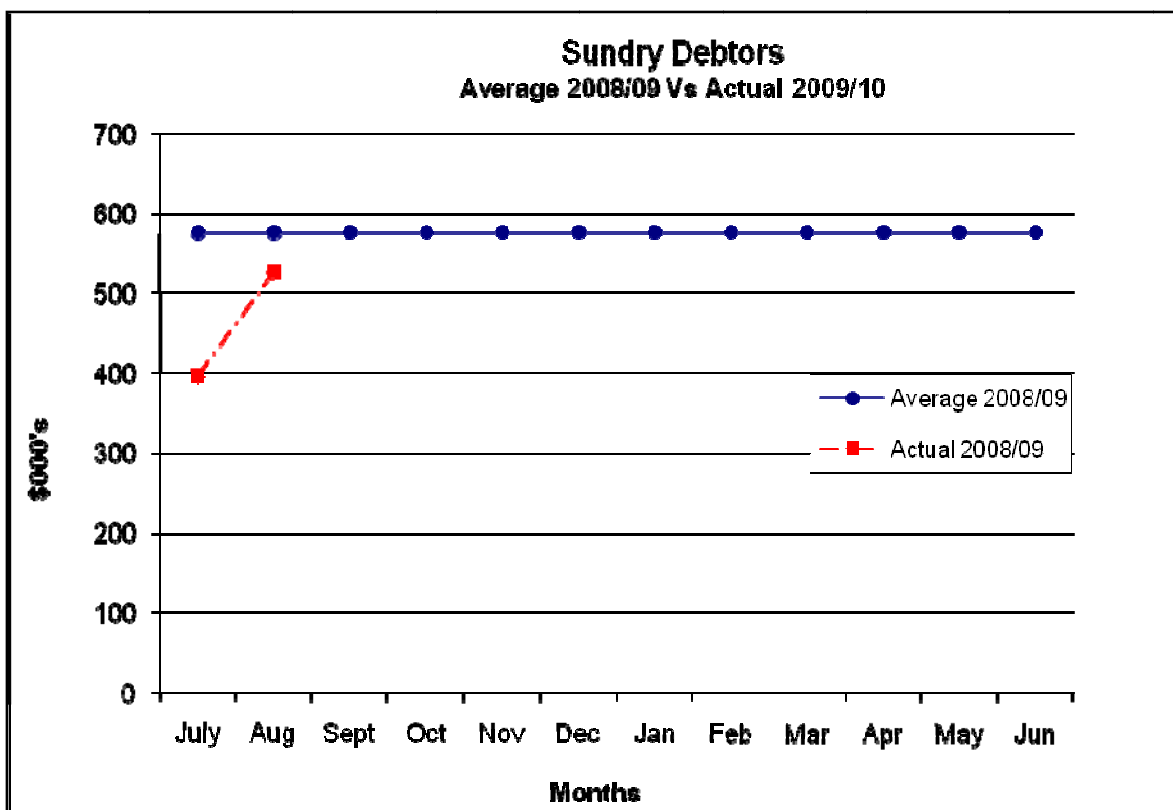
Major items here include loan liability, provision for landfill rehabilitation and provision for long service leave.

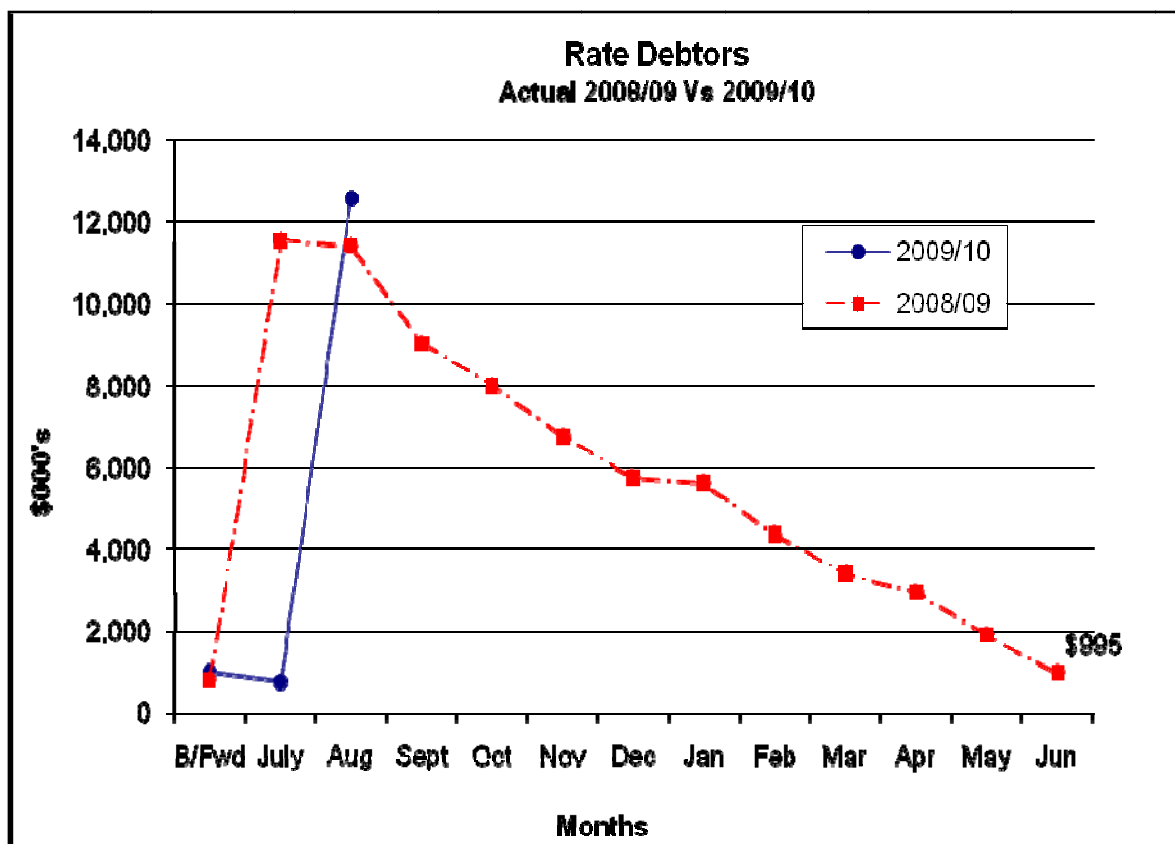
**Conclusion:**

As expected there are few major variations this early in the financial year other than those caused by timing differences. However there are some areas that will be closely monitored and reviewed regularly with Executive Management Team and Line managers. As indicated a number of variances have resulted from projects carrying over from 2008/2009 or new projects where funding will be received in 2009/2010.

The mid year budget review in January 2010 will be an opportunity for these projects to be brought to account and the overall budget fine tuned with the knowledge of 6 months of operations. In the meantime managers will continue to review in detail both operating and capital budgets to ensure that the overall budget will be achieved.

Following 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 August 2009.





### **Relevant Policies**

Council Plan – Good Governance

### **Community Engagement**

Nil

### **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 actuals and year to date variance. The reports note any variances against the year to date actual amount.

### **Motion**

*10.1.1 That Council receives the Monthly Financial Report for the two months from  
1 July 2009 to 31 August 2009*

**Moved: Cr Janine Booth**

**Seconded: Cr Sebastian Klein**

**Carried.**

## **10.2 APPOINTMENT OF SECTION 86 SPECIAL COMMITTEES OF COUNCIL**



(Action Officer – General Manager Corporate Services)

File Ref: Various

### **Introduction**

This report will provide Council with the nominations from various communities to the Section 86 Special Committees that Council resolved to call nominations for at the August 2009 Ordinary Meeting of Council.

The Report also will recommend to Council the content of the Instrument of Delegation and Schedule (attached documents) to be signed and sealed by Council indicating the powers and duties expected of each Section 86 Special Committee

### **Report**

Council advertised on 26 August 2009 a call for nominations to the following Special Committees with nominations closing on 8 September 2009.

- Clunes Municipal Purposes Reserve Committee (Town Hall )
- Clunes Museum Committee
- Dean Recreation Reserve and Tennis Courts Committee
- Clunes Community Housing Committee (Cameron Court)

Eight nominations were received for the Clunes Municipal Purposes Reserve Committee and eleven nominations were received for the Clunes Museum Committee. The instrument of delegation allows for “at least” seven community representatives on each committee.

At the time of writing this report no nominations had been received in writing for the Clunes Community Housing Committee (Cameron Court) and Dean Recreation Reserve and Tennis Courts Committee. However Council officers have received verbal feedback that nominations will be received for these committees. It is therefore anticipated that nominations for these committees will be brought to Council for appointment in October.

### **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 Committees has been undertaken via a public advertisement in “The Advocate”

## Financial Implications

There are no financial implications

### Motion

*That Council:*

*10.1 Appoint the following persons as Special Committee members for the period ending 31 July 2013 as follows:*

#### **Clunes Municipal Purposes Reserve Committee (Town Hall)**

*Ms Barb Millar*

*Ms Michelle Leishman*

*Ms Jan Turner*

*Ms Michelle Tonks*

*Ms Joyce Roscholier*

*Ms Enid Steart*

*Mr Ian Macfarlane*

*Mr Malcolm Hull*

#### **Clunes Museum Committee**

*Ms Judith Fawcett*

*Ms Andrea Hill*

*Ms Barb Adam*

*Mrs Betty Duncan*

*Ms Maureen Harris*

*Ms Patricia Cook*

*Ms Margaret Macfarlane*

*Mr Ian Macfarlane*

*Ms Norah Campbell*

*Mr Robert Campbell*

*Ms K Byrnes*

*10.2 Approve the Instrument of Delegation for these committees as follows:*

- a) *In exercise of the powers conferred by section 86 and 87 of the Local Government Act 1989 (the Act), resolves that:*
1. *From the date of this resolution, there be established as a special committee -*  
**Clunes Municipal Purposes Reserve Committee**
  2. *The purposes of the Committee are those set out in the schedule to this resolution*
  3. *The members of the Committee are at least eight (8) community representatives*
  4. *The Committee is required to report to Council at the intervals specified in the schedule to this resolution.*
  5. *The members of the Committee who are not Councillors are pursuant to section 81(2A) of the Act, are exempted from being required to submit a primary return or ordinary return.*
  6. *A quorum for the Committee is a whole number that is an absolute majority of the number of members of the Committee.*
  7. *All members of the Committee have voting rights on the Committee.*

8. *There be delegated to the Committee the powers, duties and functions set out in the attached Instrument of Delegation (the Instrument).*
9. *The Instrument:*
  - 9.1 *comes into force immediately the common seal of Council is affixed to the Instrument; and*
  - 9.2 *remains in force until 31 July 2013.*
10. *The powers, duties and functions conferred on the Committee by the Instrument must be exercised in accordance with any guidelines or policies Council may from time to time adopt.*
11. *The Instrument be sealed.*
- b) *In exercise of the powers conferred by section 86 and 87 of the Local Government Act 1989 (the Act), resolves that:*
  1. *From the date of this resolution, there be established as a special committee -*  
***Clunes Museum Committee***
  2. *The purposes of the Committee are those set out in the schedule to this resolution*
  3. *The members of the Committee are at least nine (9) community representatives*
  4. *The Committee is required to report to Council at the intervals specified in the schedule to this resolution.*
  5. *The members of the Committee who are not Councillors are pursuant to section 81(2A) of the Act, exempted from being required to submit a primary return or ordinary return.*
  6. *A quorum for the Committee is a whole number that is an absolute majority of the number of members of the Committee.*
  7. *All members of the Committee have voting rights on the Committee.*
  8. *There be delegated to the Committee the powers, duties and functions set out in the attached Instrument of Delegation (the Instrument).*
  9. *The Instrument:*
    - 9.1 *comes into force immediately the common seal of Council is affixed to the Instrument; and*
    - 9.2 *remains in force until 31 July 2013.*
  10. *The powers, duties and functions conferred on the Committee by the Instrument must be exercised in accordance with any guidelines or policies Council may from time to time adopt.*
  11. *The Instrument be sealed*

**Moved: Cr Tim Hayes**  
**Seconded: Cr Rod May**  
**Carried.**

**ATTACHMENT 1**  
**ITEM 10.2**



## **INSTRUMENT OF DELEGATION**

### **Special Committee**

Section 86 Local Government Act – 1989

#### **Clunes Municipal Purposes Reserve Committee of Management**

Hepburn Shire Council (Council) delegates to the special committee established by resolution of council passed on 15 September 2009 and known as the Clunes Municipal Purposes Reserve Committee (the Committee), the powers and functions set out in the Schedule, and declares that :

1. This instrument of Delegation is authorised by a resolution of Council passed on the 15 September 2009;
  
2. The delegation:

- 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 2.2 remains in force until Council resolves to vary or revoke it; or until the 31 July 2013; and
- 2.3 is to be exercised in accordance with the attached Schedule and any guidelines or policies which council from time to time adopts.

3. Exceptions, conditions and limitations.

The Committee is not authorised by this instrument to:

- 3.1 enter into contracts, or incur expenditure, for an amount which exceeds the approved budget; and
- 3.2 exercise the powers which, by force Section 86 of the Act, cannot be delegated.

4. All members of the committee will have voting rights on the Committee.

**The Common Seal of the Hepburn**

**Shire Council was affixed in the presence of**

.....**Mayor**

.....**Chief Executive Officer**

**This.....day of .....2009**

**SCHEDULE 1.**

### Hepburn Shire Council (The Council)

The Hepburn Shire Council as constituted under the Local Government Act 1989 and acting as Committee of Management of Crown Land under the Crown Land Reserves Act 1978.

### Name of Committee

The special committee of Council shall be entitled the “ Clunes Municipal Purposes Reserve Committee of Management”

### Objectives

To administer, manage and control the property:-

Clunes Municipal Purposes Reserve (formerly Clunes Town Hall)

Inclusive of the Court House and supper room.

Hereinafter referred to as the stated property.

### Membership of Committee

1. The Committee shall be comprised of:
  - At least 8 community representatives.
  
2. The Council may at any time, remove a member from the Committee or disband the committee or appoint a member to the Committee.

### Office Bearers

The committee shall at its commencement and then at its Annual Meeting each year elect from its members the following office bearers:

- Chairperson of the committee
- Deputy Chairperson of the committee
- Secretary
- Treasurer

### Committee Proceedings

1. The Committee shall at its Annual Meeting each year appoint a time and place for regular meetings. Such meetings shall be held at intervals of not more than three (3) months. Should it be necessary to alter the times or place of a regular appointed meeting all members of the Committee shall be given at least forty-eight (48) hours notice in writing of the new time or place.
2. The quorum of the Committee shall be a majority of the members.
3. Each member shall be entitled to one vote and in the event of equality of votes the Chairperson shall have a casting vote as well as a deliberative vote.
4. The Committee shall hold an Annual Meeting during the month of August each year. The Annual meeting shall be advertised in the local newspaper at least fourteen (14) days prior to the meeting date.
5. The Secretary of the Committee shall, on receipt of a requisition signed by the Chairperson, or three (3) members, stating the object of such meeting, within fourteen (14) days call a Special Meeting. Written notice of such meeting shall be given to each member of the Committee specifying the object of the meeting and the time and place where the meeting shall be held.
6. No business, apart from that which is described in the object of a Special Meeting, can be conducted or acted upon by the Committee at a Special Meeting.
7. All motions/resolutions of the Committee, apart from usual, day to day meeting motions/resolutions; shall be reduced to writing before being voted upon.
8. No motion/resolution has any standing if made at a meeting where a quorum was not present.
9. Any contracts or other such instruments that the Committee enters into will have no legal effect upon Council unless preceding clauses (7) and (8) are followed.

#### Conflicts of Interest

Committee members must observe the provisions of the Local Government Act 1989 as they relate to a conflict of interest in matters of business handled by the Committee. In general a person has a conflict of interest if they have a direct interest in a matter, including where they are likely to directly gain or lose financially or where their residential amenity is likely to be directly affected.

#### Meetings



All meetings of the Committee must be advertised to the public and be conducted as open meetings. A meeting may be closed by resolution of the Committee to deal with an item of business of a sensitive or confidential nature.(refer provisions of the Local Government Act 1989)

## **Duties of Chairperson**

The Chairperson shall: -

- i. Ensure the Committee operates in accordance with the Local Government Act 1989, Council's Meeting Procedures Local Law, this delegation and any other relevant laws.
- ii. Shall ensure that the required notice of meetings is provided in accordance with the Local Government Act 1989.
- iii. Shall chair the meetings of the committee.

## **Duties of Deputy Chairperson**

The Deputy Chairperson shall: -

- i. Fulfil the duties of the Chairperson in the absence of the Chairperson.

## **Duties of Secretary**

The Secretary shall: -

- i. Conduct the correspondence of the Committee
- ii. Shall have the custody of all documents belonging to the Committee
- iii. Shall keep correct minutes of all proceedings and records of the Committee
- iv. Shall accurately record all written motions/resolutions in the minutes.
- v. Carry out the directions of the Committee (under motion/resolution)
- vi. Shall forward a copy of the minutes of all meetings and ensure a copy of the Financial statements, tabled at the Annual Meeting, are forwarded to the Council within fourteen (14) days of each respective meeting.
- vii. Immediately call a Special Meeting upon receiving the requisition to do so.

## **Duties of Treasurer**

The Treasurer shall: -

- i. Pay into the Bank all monies received by the Committee within seven (7) days of receipt.
- ii. Keep correct accounts and books showing the financial affairs of the Committee.
- iii. Prepare statements of receipts and expenditure.
- iv. Provide a financial report to each regular meeting.

- v. Provide a full statement of all monies received and expended by the committee for the period ending 30<sup>th</sup> June each year, to the Annual Meeting.
- vi. Provide a statement of assets and liabilities for the period ending 30<sup>th</sup> June each year, to the Annual Meeting.
- vii. Ensure the person appointed by Council has duly audited the Annual Meeting statements prior to the meeting taking place.
- viii. Ensure that no later than the 31<sup>st</sup> of August each year a certified copy of each of those statements prepared for the Annual Meeting are forwarded to Council.
- ix. Receive and manage bequests and trust funds made to the Clunes Municipal Purposes Reserve Committee of Management

#### Powers and Duties of Committee.

1. The Committee shall: -
  - Ensure they have an understanding of the Instrument of Delegation and they may seek assistance from Council to do this.
  - Ensure any new members have an understanding of the Instrument of Delegation.
  - Ensure all procedures are followed.
  - Set and approve of conditions, fees and charges for use of the stated property.
  - Carry out all minor items of maintenance as defined in the attached Schedule at the Committee's expense.
  - Report to Council on any other items of maintenance.
2. The Committee cannot delegate any of its powers or functions.
3. The Committee may enter into any contract for an amount up to five thousand dollars (\$5,000).
4. The Committee may incur expenditure on any one matter up to ten thousand dollars (\$10,000).
5. The Committee may only borrow money, obtain a bank overdraft or exceed the limits specified in the preceding clauses (3) & (4) upon receiving written approval from Council.
6. The Committee shall ensure that all funds raised by the Committee are only expended on management of and minor maintenance of the stated property.
7. Subject to Clauses 1 – 6 hereof, the Committee may exercise all powers and functions of Council necessary for the control and management of the stated property.

8. The Committee may apply to Council for an advance or contribution of monies for the purpose of improvements on the stated property and if the advance/contribution is approved the Committee shall:
  - Carry out all conditions imposed by Council in making the advance/contribution.
  - Repay out of funds received by it the amount of such advance/contribution in the manner prescribed by Council when making the advance/contribution.
  
9. The Committee shall ensure a quarterly building inspection is completed with the end of the year inspection being returned to Council engineering by the 31<sup>st</sup> of December each year.

## **Finance**

1. The Committee shall open a (or maintain the existing) bank account and advise Council of the name of the bank.
  
2. The Committee shall authorise the manager of its bank to supply the Council with a copy of the Committee's bank account on the written request of the Chief Executive Officer.
  
3. All expenditure shall be authorised by the Committee and shall be paid by cheque signed by any two (2) of three (3) signatories.
  
4. The Committee shall ensure that the audit of financial reports presented at the Annual Meeting is made available to Councils' auditor no later than the 1<sup>st</sup> of August, each year.

## **Indemnity**

Council indemnifies members of the Committee against any action, liability, claim or demand on account of any matter or thing done by them on behalf of the Committee, provided they are acting in accordance with this Instrument of Delegation in an honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of the Committee hereunder.

## **Commencement of Delegation**

This instrument of delegation commences immediately the common seal of Council is affixed to this Instrument of Delegation, and remains in force until Council resolves to vary or revoke it or the 31<sup>st</sup> July 2013.

### Winding Up

In the event of the Committee being wound up or dissolved for any reason:- all monies, after the satisfaction of all debts and liabilities, or property held or held in trust and any other assets will be paid or transferred to Council. No monies or property shall be distributed to or amongst members of the Committee.

### Delegation

The Council by resolution and this Instrument delegates to the Committee and subject to the Crown Land (Reserves) Act 1978 its power, duties and functions necessary to meet its purpose and all related matters.

## **SCHEDULE 2.**

Hepburn Shire Council and Clunes Municipal Purposes Reserve Committee of Management.

1. Maintenance has its ordinary meaning and includes cleaning, repairing, painting, polishing or similar activities.
2. Minor Maintenance refers to any activity which has a total cost of \$3,000 or where the Committee has reached the amount of \$5,000 for the financial year in expenditure on maintenance.
3. All legal instruments, being contracts, leases, agreements, licences above the sum of two hundred (\$200) must be executed and attested to in the following manner:

*"This contract/agreement/licence/lease\*\* is executed by The Clunes Municipal Purposes Reserve Committee of Management for and on behalf of the Hepburn Shire Council in accordance with the terms of its Appointment and Instrument of Delegation"*

Signed \_\_\_\_\_

4. The Committee will set the fees, charges and conditions to hire the stated property.

5. The Committee will pay the following outgoings as appropriate:-
  - Electricity
  - Gas
  - Telephone
  - Water Access and Volume Charges
  
6. The Committee will be responsible for the minor maintenance of the above property.
  
7. Council will be responsible for all major maintenance of the property.

**END SCHEDULES**

# ***ATTACHMENT 2***

## ***ITEM 10.2***



## **INSTRUMENT OF DELEGATION**

### **Special Committee**

Section 86 Local Government Act – 1989

#### **Clunes Museum Committee of Management**

Hepburn Shire Council (Council) delegates to the special committee established by resolution of council passed on 15 September 2009 and known as the Clunes Museum Committee (the Committee), the powers and functions set out in the Schedule, and declares that :

5. This instrument of Delegation is authorised by a resolution of Council passed on the 15 September 2009;
6. The delegation:
  - 6.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

6.2 remains in force until Council resolves to vary or revoke it; or until the 31 July 2013; and

6.3 is to be exercised in accordance with the attached Schedule and any guidelines or policies which council from time to time adopts.

7. Exceptions, conditions and limitations.

The Committee is not authorised by this instrument to :

7.1 enter into contracts, or incur expenditure, for an amount which exceeds the approved budget; and

7.2 exercise the powers which, by force Section 86 of the Act, cannot be delegated.

8. All members of the committee will have voting rights on the Committee.

**The Common Seal of the Hepburn**

**Shire Council was affixed in the presence of**

.....**Mayor**

.....**Chief Executive Officer**

**This.....day of .....2009**



## **SCHEDULE 1.**

### **Hepburn Shire Council (The Council)**

The Hepburn Shire Council as constituted under the Local Government Act 1989 and acting as Committee of Management of Crown Land under the Crown Land Reserves Act 1978.

### **Name of Committee**

The special committee of Council shall be entitled the “ Clunes Museum Committee of Management”

### **Objectives**

To administer, manage and control the property:-

Being Book 789, Folio 681,Crown Allotment Pt.18 of Section 3 , Fraser Street in the Parish of Clunes .

and

The Museum Collection including the following known as :-

The Borough of Clunes Collection

The Shire of Talbot and Clunes Collection

All other collections and pieces as donated from time to time.

Hereinafter referred to as the stated property.

### Membership of Committee

3. The Committee shall be comprised of:
  - At least nine (9) community representatives.
4. The Council may at any time, remove a member from the Committee or disband the committee or appoint a member to the Committee.

### Office Bearers

The committee shall at its commencement and then at its Annual Meeting each year elect from its members the following office bearers:

- Chairperson of the committee
- Deputy Chairperson of the committee
- Secretary
- Assistant Secretary
- Treasurer

### Committee Proceedings

1. The Committee shall at its Annual Meeting each year appoint a time and place for regular meetings. Such meetings shall be held at intervals of not more than three (3) months. Should it be necessary to alter the times or place of a regular appointed meeting all members of the Committee shall be given at least forty-eight (48) hours notice in writing of the new time or place.
2. The quorum of the Committee shall be a majority of the members.
3. Each member shall be entitled to one vote and in the event of equality of votes the Chairperson shall have a casting vote as well as a deliberative vote.
4. The Committee shall hold an Annual Meeting during the month of August each year. The Annual meeting shall be advertised in the local newspaper at least fourteen (14) days prior to the meeting date.

5. The Secretary of the Committee shall, on receipt of a requisition signed by the Chairperson, or three (3) members, stating the object of such meeting, within fourteen (14) days call a Special Meeting. Written notice of such meeting shall be given to each member of the Committee specifying the object of the meeting and the time and place where the meeting shall be held.
6. No business, apart from that which is described in the object of a Special Meeting, can be conducted or acted upon by the Committee at a Special Meeting.
7. All motions/resolutions of the Committee, apart from usual, day to day meeting motions/resolutions; shall be reduced to writing before being voted upon.
8. No motion/resolution has any standing if made at a meeting where a quorum was not present.
9. Any contracts or other such instruments that the Committee enters into will have no legal effect upon Council unless preceding clauses (7) and (8) are followed.

#### Conflicts of Interest

Committee members must observe the provisions of the Local Government Act 1989 as they relate to a conflict of interest in matters of business handled by the Committee. In general a person has a conflict of interest if they have a direct interest in a matter, including where they are likely to directly gain or lose financially or where their residential amenity is likely to be directly affected.

#### Meetings

All meetings of the Committee must be advertised to the public and be conducted as open meetings. A meeting may be closed by resolution of the Committee to deal with an item of business of a sensitive or confidential nature.(refer provisions of the Local Government Act 1989)

## Duties of Chairperson

The Chairperson shall: -

- iv. Ensure the Committee operates in accordance with the Local Government Act 1989, Council's Meeting Procedures Local Law, this delegation and any other relevant laws.
- v. Shall ensure that the required notice of meetings is provided in accordance with the Local Government Act 1989.
- vi. Shall chair the meetings of the committee.

## Duties of Deputy Chairperson

The Deputy Chairperson shall: -

- ii. Fulfil the duties of the Chairperson in the absence of the Chairperson.

## Duties of Secretary

The Secretary shall: -

- viii. Conduct the correspondence of the Committee
- ix. Shall have the custody of all documents belonging to the Committee
  - x. Shall keep correct minutes of all proceedings and records of the Committee
  - xi. Shall accurately record all written motions/resolutions in the minutes.
  - xii. Carry out the directions of the Committee (under motion/resolution)
- xiii. Shall forward a copy of the minutes of all meetings and ensure a copy of the Financial statements, tabled at the Annual Meeting, are forwarded to the Council within fourteen (14) days of each respective meeting.
- xiv. Immediately call a Special Meeting upon receiving the requisition to do so.

## Duties of Treasurer

The Treasurer shall: -

- x. Pay into the Bank all monies received by the Committee within seven (7) days of receipt.
- xi. Keep correct accounts and books showing the financial affairs of the Committee.

- xii. Prepare statements of receipts and expenditure.
- xiii. Provide a financial report to each regular meeting.
- xiv. Provide a full statement of all monies received and expended by the committee for the period ending 30<sup>th</sup> June each year, to the Annual Meeting.
- xv. Provide a statement of assets and liabilities for the period ending 30<sup>th</sup> June each year, to the Annual Meeting.
- xvi. Ensure the person appointed by Council has duly audited the Annual Meeting statements prior to the meeting taking place.
- xvii. Ensure that no later than the 31<sup>st</sup> of August each year a certified copy of each of those statements prepared for the Annual Meeting are forwarded to Council.
- xviii. Receive and manage bequests and trust funds made to the Clunes Museum Committee of Management.

#### Powers and Duties of Committee.

10. The Committee shall: -

- Ensure they have an understanding of the Instrument of Delegation and they may seek assistance from Council to do this.
- Ensure any new members have an understanding of the Instrument of Delegation.
- Ensure all procedures are followed.
- Set and approve of conditions, fees and charges for use of the stated property.
- Carry out all minor items of maintenance as defined in the attached Schedule at the Committee's expense.
- Report to Council on any other items of maintenance.

11. The Committee cannot delegate any of its powers or functions.

12. The Committee may enter into any contract for an amount up to five thousand dollars (\$5,000).

13. The Committee may incur expenditure on any one matter up to ten thousand dollars (\$10,000).

14. The Committee may only borrow money, obtain a bank overdraft or exceed the limits specified in the preceding clauses (3) & (4) upon receiving written approval from Council.

15. The Committee shall ensure that all funds raised by the Committee are only expended on management of and minor maintenance of the stated property.

16. Subject to Clauses 1 – 6 hereof, the Committee may exercise all powers and functions of Council necessary for the control and management of the stated property.
  
17. The Committee may apply to Council for an advance or contribution of monies for the purpose of improvements on the stated property and if the advance/contribution is approved the Committee shall:
  - Carry out all conditions imposed by Council in making the advance/contribution.
  - Repay out of funds received by it the amount of such advance/contribution in the manner prescribed by Council when making the advance/contribution.
  
18. The Committee shall ensure a quarterly building inspection is completed with the end of the year inspection being returned to Council engineering by the 31<sup>st</sup> of December each year.
  
19. Each member of the Committee shall be a person authorised to enforce the provisions of the Council's Local laws and Regulations (so far as they are applicable to the stated property only) relating to the control and management of municipal places.

## Finance

5. The Committee shall open a (or maintain the existing) bank account and advise Council of the name of the bank.
  
6. The Committee shall authorise the manager of its bank to supply the Council with a copy of the Committee's bank account on the written request of the Chief Executive Officer.
  
7. All expenditure shall be authorised by the Committee and shall be paid by cheque signed by any two (2) of three (3) signatories.
  
8. The Committee shall ensure that the audit of financial reports presented at the Annual Meeting is made available to Councils' auditor no later than the 1<sup>st</sup> of August, each year.

## Indemnity

Council indemnifies members of the Committee against any action, liability, claim or demand on account of any matter or thing done by them on behalf of the Committee, provided they are acting in accordance with this Instrument of Delegation in an honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of the Committee hereunder.

## **Commencement of Delegation**

This instrument of delegation commences immediately the common seal of Council is affixed to this Instrument of Delegation, and remains in force until Council resolves to vary or revoke it or the 31<sup>st</sup> July 2013.

### Winding Up

In the event of the Committee being wound up or dissolved for any reason:- all monies, after the satisfaction of all debts and liabilities, or property held or held in trust and any other assets will be paid or transferred to Council. No monies or property shall be distributed to or amongst members of the Committee.

### Delegation

The Council by resolution and this Instrument delegates to the Committee and subject to the Crown Land (Reserves) Act 1978 its power, duties and functions necessary to meet its purpose and all related matters.

## SCHEDULE 2.

Hepburn Shire Council and Clunes Museum Committee of Management.

1. Maintenance has its ordinary meaning and includes cleaning, repairing, painting, polishing or similar activities.
2. Minor Maintenance refers to any activity which has a total cost of \$1,000 or where the Committee has reached the amount of \$3,000 for the financial year in expenditure on maintenance.
3. All legal instruments, being contracts, leases, agreements, licences above the sum of two hundred (\$200) must be executed and attested to in the following manner: -

*“This contact/agreement/licence/lease\*\* is executed by The Clunes Museum Committee of Management for and on behalf of the Hepburn Shire Council in accordance with the terms of its Appointment and Instrument of Delegation”*

Signed \_\_\_\_\_

*Committee member #1*

4. The Committee will encourage participation in the properties and include educational activities involving the properties and the collections.
5. Council encourages the committee to use the services of Volunteers.  
The Committee must maintain a register of current volunteers who have been interviewed and considered worthy of this position.  
Volunteers must :
  - be honest, of good reputation and willing to undertake a police check at the persons own expense
  - undertake training as required by the Committee from time to time
  - not have a direct or indirect conflict of interest between their private business and the museum objectives and collection.
  - have good people skills and be able to promote the Clunes Region with enthusiasm



6. The Committee will:

- set the fees, charges and conditions to visit the above premises and for purpose of research.
- ensure the displays are open to the public for a minimum period of 13 hours each week of the year
- set the times and days when the premises will be open to the public.
- set the times and days when the Committee will undertake research and/or assist persons researching the museum collection and the Committee will assist these persons during this time.
- will be responsible for the minor maintenance of the property.

7. The Committee will pay the following outgoings as appropriate:-

- Electricity
- Cleaning
- Telephone

8. Council will :

- be responsible for all major maintenance of the property.
- provide and be responsible for payment of the person who performs the annual audit of the committee's financial records.

### **Collections**

The Clunes Museum Committee will protect the Collections of Museum Works held on behalf of the people of Clunes and District and they will:

- be managed for enjoyment and education of the public
- be maintained and conserved
- accommodate the expansion and development of collections
- ensure all monies, grants or bequests received specifically for the preservation and upkeep of the collections are utilised for the purposes for which they were given.
- ensure the security of collections
- assist persons involved in legitimate research of the collections
- maintain a catalogue of all items within the collections
- accept and add to the catalogue any items donated or bequeathed after the Committee has deemed such items as being suitable for the collection.
- keep records of any items, made available or loaned to the collection
- obtain a written receipt when receiving or returning items on loan or made available to the collection
- comply with all Statutes, regulations and Laws and will follow any reasonable guidelines issued by appropriate authorities such as Museums of Australia or the Public Records Office.

**END SCHEDULES**

## 11 COMMUNITY DEVELOPMENT:

### 11.1 CELEBRATING 150 YEARS OF LOCAL GOVERNMENT PROJECT PROPOSAL – COMMUNITY ARTS INITIATIVE

(Action Officer – A/General Manager Community Development) File Ref: 04/02/01

#### Introduction

The purpose of this report is for Council to consider a Project Proposal – Community Arts Initiative for the celebration of 150 years of Local Government.

#### Report

Over the next 12 – 18 months the townships of Creswick, Clunes, Daylesford and Trentham will mark 150 years of local government.

To commemorate this occasion, it is proposed to celebrate the history and significant events by commissioning local artists to produce 4 artworks. There are many accomplished artists residing in the shire and this project is a great opportunity for Council to acquire works by these artists, alongside celebrating 150 years of local government.

A Project Proposal detailing project scope including advertising for artists, submission process, assessment, exhibition and display of works and artist remuneration is attached ([Attachment 3](#)).

Sue Jones, Council's Arts and Cultural Development Co-ordinator will lead this Project.

#### Relevant Policies

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

#### Community Engagement

A Community Engagement strategy will be developed for this Project.

#### Financial Implications

It is estimated that this Project will require funds of \$18,000. No allocation has been made within the current budget.

#### Motion

*That Council:*

- 11.1.1 approve the Celebrating 150 Years of Local Government Community Arts Initiative Project Proposal;*
- 11.1.2 allocate \$18,000 for the Project to be incorporated into Council's mid-year budget review;*
- 11.1.3 amend the relevant attachment/guidelines to encompass all contemporaneous 150<sup>th</sup> Anniversaries of Local Government in Hepburn Shire and remove references to automatic size restriction and portability on artworks submitted for consideration.*

**Moved:** Cr Jon Barrell  
**Seconded:** Cr Don Henderson  
**Carried.**

## ***ATTACHMENT 3***

### ***ITEM 11.1***



## *Celebrating 150 Years of Local Government Project Proposal*

### Community Arts Initiative

#### **BACKGROUND**

Over the next 12 – 18 months the townships of Creswick, Clunes, Daylesford and Trentham will mark 150 years of local government.

To commemorate this occasion, it is proposed to celebrate the history and significant events by commissioning local artists to produce 4 artworks. There are many accomplished artists residing in the shire and this project is a great opportunity for the council to acquire works by these artists, alongside celebrating 150 years of local government.

This Project will be managed by Council's Art and Culture Co-ordinator, Sue Jones.

#### **KEY ISSUES**

##### **Research**

A short period of research and consultation is required to determine key stakeholders in the project. It is envisaged that local Historical Societies and Museums would be involved to develop the brief for artists to develop a written response to.

##### **Themes of Local History**

Artists would be invited to respond to the brief or present ideas of their own, relating to a significant event, notable member of the community, or a major theme that identifies the town. A contact person in each township would be identified to assist artists to research elements of local history.

##### **Open invitation to local artists**

This project is open to all artists in the shire. An initial call would be advertised in local media as well as distribution of the invitation and project brief to be sent via email to artists registered on Council website and email lists. An advertising period of two to three months would be required to allow research and publicity to occur.

##### **Submissions**

Artists will be requested to submit a written outline of the area of local history that they propose to depict; a copy of their curriculum vitae and examples of their work. Proposed works may be created in any media. This could include: painting, printmaking, works on paper, digital imagery, photography or illustration. A size restriction would also be included to ensure the work remains portable and able to be easily displayed.

##### **Assessment Panel**

A panel of community representatives, including Councillors, members of the Heritage Advisory Committee, Culture and Arts Advisory Committee and Youth Advisory Committee would be assembled to assess entries. A guest panellist may also be invited from the Art Gallery of Ballarat. Council officers would assist and facilitate the selection process. Four artists will be selected to create works.

### **Selected Artists**

The four selected artists will be given a period of three to four months to undertake and present their work.

### **Exhibition and Display of works**

An unveiling of the four works may be held in each of the four towns. This may coincide with other council business such as preceding an ordinary meeting of council held in each of the towns, or at a special occasion in the months following the completion of the commissions.

### **Remuneration**

Each successful artist will be remunerated for their work. A fee of \$2000 - \$3000 will be paid. Works will be framed or deemed 'exhibition ready'. Council will hold copyright for each of the works, enabling future use of the images on Council website or in publications. The artist will be acknowledged at all times the work is reproduced.

### **OTHER POINTS TO CONSIDER**

- The four works will become a part of Council's collection and will be displayed at suitable locations across the shire.
- The four artworks will need to become part of Council's assets and will need to be valued and insured.
- If a suitable council venue cannot be found for the eventual housing of the works, an agreement could be made for their display on loan to local community organizations, such as Museums, Visitor Interpretive Centres, Hospitals or Schools.
- A small commemorative plaque could be affixed to each work identifying its significance.
- Council may need to purchase four easels to display the works during the unveiling and exhibition phase of the project.
- A small budget to cater each public event and develop publicity material would need to be considered.

This project enables Council to actively support the work of local artists. The process identified above outlines a positive framework to engage local artists. The initial submission and selection process demonstrates transparency and equity.

Whilst it is not possible to commission works from every artist in the shire, this process enables artists to submit their ideas along with examples of their previous work before executing the work. There may be some artists who are disappointed that they are not selected, however this process ensures that work is not unduly undertaken on this project by the artists until they have been selected.

## **11.2 MEMORIALS AND COMMEMORATIVE EVENTS FUNDING**

(Action Officer – General Manager Community Development) File Ref: 28/06/04

### **Introduction**

The purpose of this report is for Council to consider the recommendation of the Hepburn Community Recovery Committee to allocate the Memorials and Commemorative Events Funding for the purchase of a ultra light fire tanker.

### **Report**

#### **Community Recovery Fund – Memorials and Commemorative Events Funding**

Following the devastating bushfires in Victoria in February 2009, the Victorian and Federal Governments jointly established a \$10 million Community Recovery Fund. Each is contributing \$5 million to assist community development and recovery activities in fire affected communities.

A panel comprising membership from the Commonwealth and State governments and the Municipal Association of Victoria oversees the allocation of funding. The fund works closely with the Victorian Bushfire Reconstruction and Recovery Authority (VBRRA) to ensure community needs are taken in to account in allocating funding and prioritizing projects. The fund is administered and managed by the Victorian Government's Department of Planning and Community Development (DPCD).

Council was advised in June 2009 that \$79,647 had been approved from the Community Recovery Fund towards the creation of memorials and commemorative events. A copy of the Funding Guidelines for Memorials and Community Events is attached. [\(Attachment 4\)](#).

Council is accountable for the funding and making the final decision as to how the funds will be allocated. Final approval is required from DPCD. Councils are strongly encouraged to seek the endorsement of their Community Recovery Committee.

#### **Hepburn Community Recovery Committee**

In accordance with our Municipal Emergency Management Plan, Council established a Community Recovery Committee in June 2009. The Committee has met on three occasions and comprises representation of Daylesford Rotary Club, Daylesford Red Cross, Hepburn Health Service, Country Fire Authority, VBRRA, Department of Human Services, Hepburn Regional Tourism Association, Mayor Cr. McClenaghan and community members.

The Community Recovery Committee last met on Tuesday 1 August 2009. Minutes from the Meeting are attached [\(Attachment 5\)](#). The main purpose of the meeting was to finalise and prioritise the Community Recovery Plan for submission to VBRRA. Also listed on the Agenda was Bushfire Memorials and Commemorative Events funding for discussion. It was suggested that the funds should be used to purchase an ultra light fire tanker. Louise Evans, our regional contact from VBRRA was in attendance and spoke about the funding guidelines indicating that the funding could not be used for the purchase of a ultra light fire tanker. Ms Evan's indicated that there were other sources of funding available and encouraged the Committee to include the need for a ultra light fire tanker to be included in the Recovery Plan. Despite this advice, the Committee moved

and seconded a motion to allocate the Memorials and Commemorative Events Funding for the purchase of a ultra light fire tanker, as they considered it to be the communities priority.

Confirmation has since been received from the Officer responsible for the Bushfire Memorial and Commemorative Events Funding at DPCD Head Office that the ultra light fire tanker is ineligible for this funding.

Given that the ultra light fire tanker is ineligible, it is recommended that Council advise the Community Recovery Committee to consider project or events in accordance with the funding guidelines

The ultra light fire tanker has been included in the Community Recovery Plan as priority 2 and the plan has been submitted to VBRRRA for separate funding.

### **Relevant Policies**

Council Plan

- “We will deliver good governance to the Hepburn Shire”
- “We will assist our residents improve the health, safety and vibrancy of our communities”.

Hepburn Shire Council Municipal Emergency Management Plan

DPCD – Memorials and Commemorative Events Funding Guidelines

### **Community Engagement**

The Community Recovery Committee has been established as an advisory group to Council. Membership of the Committee includes broad community representation.

### **Financial Implications**

The funding of \$79,647 provided by DPCD requires no matching funds from Council. Where all of the funding is not required, Council would need to return the unspent funds to the Community Recovery Fund. Council also has the opportunity to apply for additional funds.

As part of the conditions of funding, Councils must ensure that:

- Projects or activities are based in bushfire affected communities
- The project or activity is publically accessible.



**Motion**

*That Council:*

*11.2.1 note the report and attached Minutes and recommendations of the Community Recovery Committee;*

*11.2.2 will widely publicise, in print and on webpage, the official VBRRRA guidelines;*

*11.2.3 seek written advice from VBRRRA regarding the eligibility of one or two acknowledged or plaqued slip-on, mobile, multi-purpose firefighting units. A mobile practical memorial in this shire where no lives were lost through bushfires last summer; and*

*11.2.4 reconsider this matter in one month in conjunction with the petition.*

**Moved: Cr Jon Barrell**

**Seconded: Cr Sebastian Klein**

**Carried.**

***ATTACHMENT 4***  
***ITEM 11.2***

## COMMUNITY RECOVERY FUND

### MEMORIALS AND COMMEMORATIVE EVENTS

#### FURTHER INFORMATION FOR COUNCILS

Funding has been directly allocated to local councils in affected areas to support the creation of memorials and commemorative events.

#### **What do we mean by memorials?**

Memorials represent a genuine response to grief, a shared experience and the desire for formal remembrance by the wider community. Community memorials will give people the chance to reflect and remember the impact of the bushfires as an important step in rebuilding communities.

Memorials may take many forms, but all are collective symbols commemorating the event and its significance. They can be a site, structure, building, landscaping, public art, sculpture and/or monument specifically designed and deliberately positioned to commemorate an event that has catastrophically affected a community. Memorials can bear different messages: acknowledgement and naming; compassion; recognition of courage and loss; description; a call to remember and a call never to forget. There is also sometimes an element of education in that we should learn and not let such things happen again.

Communal memorials reflect a *shared* meaning of the event held by the community in which it occurred. The critical first step in developing a memorial is establishing what that shared meaning is. This is not necessarily straightforward, as there may be many tensions and diverging views i.e. the purposes of the memorial; how the memorial's meanings should be expressed; elements that should be included in the memorial; and the kind of site which would best suit it all need to be considered. Communities need time to plan memorials and this process in itself contributes to recovery.

*Extracts from Disaster Memorials as Government Communication, Nicholls. S., School of Professional Communication, University of Canberra, ACT 2601, Aust Journal of Emergency Management, Vol21 No.4*

#### **What can the funds be used for?**

Funding is available to create community memorials or hold memorial events to:

- remember the bushfire events
- recognise the scale, impact and diversity of loss
- honour the courage and efforts of community members and emergency service workers who risked their lives to help others
- commemorate the spirit of the community during recovery.

Some examples might include:

- The creation or reconstruction of an important part of the community fabric that has been lost i.e. a building, monument or park
- The creation or construction of a new building, monument, plaque or signage
- Developing places for reflection in open spaces such as a park or along a river

- Community artists working with the community to plan, design and contribute to an art installation (permanent or ephemeral)
- Living memorials that seek to embed memory in the landscape and may involve simple acts such as tree planting, landscaping, installing seating, paths and paving, memorial gardens or the restoration of natural areas
- The installation of explanatory walls (a written explanation that provides historical context about the memorial and its place in the community)
- Projects that take into account the educational dimensions and context of memorials.
- Events or activities to mark the one-year anniversary.

A maximum of 5% of the funding may be used for a launch or opening event, if required.

### **What the funds cannot be used for?**

Funding cannot be used for:

- Assets on private properties
- Projects which have already started or have been completed
- Activities primarily requiring salaries or general operating costs not directly associated with this project
- Cash prizes or commercial gifts
- Environmental restoration activities

### **Who will decide what the funding is used for?**

Although the local Council is accountable for the funding provided, Councils are strongly encouraged to seek the endorsement from relevant Community Recovery Committees.

Municipal Recovery Managers, Community Development Officers and VBRRRA Regional Staff should play a key role in:

- Communicating of funding availability for Memorials to recovery committees
- Coordinating of enquiries from externally based organisations regarding funding
- Facilitating discussions on Memorials within local government authorities where multiple Community Recovery Committees are operating.

### **Conditions of funding**

Councils must ensure that:

- Projects or activities are based in bushfire affected communities
- The project or activity is publicly accessible

### **What if all the funding is not required?**

Where all of the funding is not required, Councils should return the funds to the Community Recovery Fund as soon as possible to support timely reallocation of funding to other councils.

Where CRF memorial funding is returned to the fund by other councils, this funding will be reallocated to additional needs identified by Councils in their Community Recovery Plans.

### **What if we need more funding?**

The allocations to local councils are the total Commonwealth and State contribution to memorial funding. All memorial and commemorative event activities should be reflected in Community Recovery Plans. VBRRRA is facilitating the identification of funding sources for these plans and other non-government funding sources may also be available to support these activities.

### **Further resources/ information to support project planning**

For more information and examples of memorial related projects and activities please contact Heritage Victoria – [www.heritage.vic.gov.au](http://www.heritage.vic.gov.au) or Arts Victoria – [www.arts.vic.gov.au](http://www.arts.vic.gov.au)

## ***ATTACHMENT 5***

### ***ITEM 11.2***

Meeting of Community Recovery Committee

Tuesday 1st September 2009 @ 6.00pm

Daylesford Senior Citizens Club Rooms, Rear of 76 Vincent Street, Daylesford.

**Attending:** Kathleen Brannigan (Hepburn Shire Council), Martin Walmsley (Municipal Recovery Manager HSC) Anthony Dunster-Jones (HSC), Winsome Menadue (Daylesford Red Cross), Trevor Brown (Country Fire Authority), Wayne Bull (Resident & CFA member), Cr Bill Mc Clengahan (Mayor Hepburn Shire Council), Sue Moses (HSC), Noel Purdue (Resident), Marc Dankers (CFA) Gerald Coffey (Group Captain CFA Glenlyon Group), Phil Balharrie (Resident), Sue Waters (CFA), Warren Maloney (Daylesford Rotary Club), Louise Evans (VBRRA), Glen Stickland (Red Cross) Brian Hamer (DHS), Jim Culbertson (Resident) Ralph Williams (CFA/SES)

**Apologies:** Stephanie Wigan (VBRRA), Deborah Hopwood (Resident), David Craven (Volunteer Co-ordinator), Shane Richardson (HHS)

**Minutes of Previous Meeting:**

Were discussed, no changes were required so the minutes were accepted as is.

**Visit by Christine Nixon:**

Christine Nixon visited Hepburn Shire on Sunday 30<sup>th</sup> August 2009. She was taken on a tour of the bushfire affected area, on the Daylesford Spa Country Railway and attended the luncheon at the Bullarto Hall. The day was quite successful and was attended by approximately 65 people. Thanks should be given to the CFA Representatives, Sue & Marc, who took Christine on the tour. It was noted that Ms Nixon was very interested and asked many questions about both the fire and the recovery process whilst on the tour. Thanks should also be given to all those who assisted with and attended this event.

**Action:** **Anthony to draft a letter for the Mayor to thank Ms Nixon for her attendance at this event.**

**Memorial:**

There was further discussion about the memorial and the need or lack of need for a memorial. The strongest call was again for a Slip on Unit / Ultra light fire tanker as a mobile memorial. It was noted that a petition was in at least one local business requesting support for the Slip on Unit. Costings of \$120K for a CFA type unit against \$40k for a DSE type unit were discussed, and that the CFA has some flexibility with regard to types of equipment. Funds towards the Bridge on Wombat Dam Road was also proposed.

Feedback from VBRRA (Louise Evans) indicated that the guidelines are quite stringent and that the Slip on Unit / Ultra light fire tanker and the repairs to the bridge should be included in the Community Recovery Plan, and that other grants (i.e. from Victorian Bushfire Appeal Fund, Philanthropic Agencies) maybe available for these things. A question was raised as to how many applications for Memorial Funding had been lodged, there have been various events and permanent memorials have been lodged. It was then discussed the need to move this process ahead.

**Action: Recommend to Council the memorial funding be spent on a Mobile Memorial Fire Equipped Vehicle (Slip on Unit)**

**Moved: W. Maloney Seconded: S Waters.**

**Community Recovery Plan (CRP):**

The issues discussed with regard to the CRP as discussed at the meeting 4/08/2009 were listed and small working groups were formed to discuss individual issues. The template as issued by VBRRRA was used to list the following:

- Idea/Need
- Description
- What it would fix/do
- How well the idea is supported by the community
- Costs involved
- Who would be involved to facilitate the idea/need
- Category, Priority, timeline and difficulty.

After the group reconvened as one the following ideas/needs were listed in priority order:

1. Mobile Phone Coverage.
2. Ultra Light Unit (Slip on Unit, Mobile Fire Fighting Unit)
3. Repairs to the Wombat Creek Road bridge and access road.
4. Building Connections and support networks through meetings and events (also includes Bushfire Forums, Clean up workshops, CFA/Emergency Services Expo, farmers and the drought.
5. Daylesford Spa Country Railway track repairs.
6. Business/Tourism Support Projects (including Glenlyon Store Restoration/reactivation).
7. Youth Forum /Engagement.
8. Wildlife Shelter (Hepburn)
9. Fencing/Wire (including lack of funding for fences adjoin Crown Land)
10. Restoration of Community Halls (Glenlyon and others of the 20odd Community Halls across HSC.).
11. Restoration and Signage of Lost Children's Walk (Great Dividing Trail???possibly links with item 6)

**Action: Issues to be collated and listed and forwarded to VBRRRA as soon as practical.**

**Bushfire Royal Commission:**



Council's Municipal Recovery Manager reported that there were three main issues that affect Council directly from the Commissions Interim Report:

1. A review of the Municipal Emergency Plan to ensure that there is appropriate provision for relocation during bushfires, in particular, and to indicate location and arrangements associated with Relief Centres
2. The Municipal Association of Victoria is to report the Commission on the progress of amendments to Municipal Emergency Management Plans by those Municipalities trialing the Victorian Fire Risk Register.
3. Municipal Councils record the location of designated community fire refuges and neighborhood safer places in Municipal Fire Prevention plans and Municipal Emergency Management Plans, and to inform residents and visitors about their use and location.

**General Business:**

It was noted that we should not forget the impact on local farmers and that unlike Tourism which has taken a temporary loss of trade/business, farmers will be feeling the effect for a much longer time. The question of rate reduction or moratorium for farmers in the affected area was raised. It was suggested that there was some funding from interstate councils which could possibly be used to offset rate revenue.

The Daylesford Rotary Club has donated a Weather Station to the Daylesford CFA, the idea of linking the CFA website with other websites so that everyone, including tourists, could get up to date weather information from this site.

**Next Meeting:**

**The next meeting of the CRC will be held at 6.00pm on Tuesday 22nd September 2009, in the Daylesford Senior Citizens Rooms, rear of the Daylesford Town Hall, 76 Vincent Street, Daylesford.**

**Meeting closed 8.30pm.**

### 11.3 REQUEST FROM CLUNES FOOTBALL CLUB

(Action Officer – A/General Manager Community Development) File Ref: 56/02/01

#### Introduction

The purpose of this report is to update Council about the status of the Clunes Feasibility Project which Council allocated \$10,000 funding to in the 2009/10 budget.

#### Report

Last year Council resolved to support the Clunes Football Club in applying to Sport and Recreation Victoria for a planning grant. This grant was to complete a feasibility study looking at the current locations of sporting facilities in Clunes and the possibility of relocation.

The feasibility study sought analysis for;

- Required facilities to meet community needs
- Projected usage program
- Projected recurrent budget
- Design options
- Site options
- Projected construction budget
- Funding sources
- Social and environmental issues likely impact
- Other issues requiring consideration

Unfortunately the planning grant was unsuccessful. Feedback received from Sport and Recreation has indicated that a minimal number of planning grants were successful in receiving funding last year and potentially there could be even less successful projects this year.

Clunes Football Club are seeking to complete the feasibility 'in house' with a steering committee from both the football and netball clubs being assembled to oversee the project. An experienced rural sociologist from Clunes has volunteered to undertake the consultative process.

Clunes Football Club has written to Council requesting that \$5,000 of the \$10,000 allocated in the 2009-10 Council budget as a contribution towards a Sport and Recreation feasibility be re-allocated for the Club to use to complete the feasibility study project 'in-house'. (Attachment 6) The \$5,000 would be used for schematic drawings to be completed of proposed facilities.

This project is considered a high priority and it has been indicated to Council officers that the likelihood of the project being successful if re-applied through Sport and Recreation will be minimal due to the decreasing amount of planning money currently available.

To ensure a thorough and complete feasibility study of the highest standard is completed Council would need to enter into a formal agreement with the steering committee conducting the feasibility study to ensure all outcomes meet Council and Sport and Recreation Victoria expectations.

**Relevant Policies**

Council Plan – “We will assist our residents improve, health safety and vibrancy of our communities”.

**Community Engagement**

This project has wide community support and is seen as a community priority. Additional community consultation will occur in the conduct of the feasibility study.

**Financial Implications**

\$10,000 has been allocated in the current budget as a contribution to the feasibility study.

**Motion**

*11.3.1 That Council fund the Clunes Football Club Inc.\$5,000 to complete the Clunes Recreational Facilities Feasibility Study.*

**Moved: Cr Tim Hayes**

**Seconded: Cr Don Henderson**

**Carried.**

## ***ATTACHMENT 6***

### ***ITEM 11.3***



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---

Wednesday, August 19, 2009

Dear Adam,

RE : Feasibility study of Clunes community sporting facilities

Thank you for your follow-up with Sport and Recreation Victoria. Your feedback indicated that our application for a feasibility grant to review the sporting facilities in Clunes was ranked very highly. However, only two grants were awarded statewide and Clunes was not one of the successful candidates. We are, naturally, disappointed with the result.

Our Club has considered its options and we believe that it is in our best long term interests to proceed with our feasibility plan now ,pursuant to applying for a major Sport and Recreation Victoria grant in 2010.

I will lead the feasibility planning process and have convened a steering committee from both the football and netball clubs. In another role as the Chair of the Board of a small and growing company, I understand the importance of a thorough and innovative planning process utilizing a wide range of resources and skills. With that in mind, I will be convening a consultative group of respected business people and community leaders to guide us during the planning process. This will ensure the process is thorough and has widespread community support.

An experienced rural sociologist has volunteered to undertake the consultative process free of charge. We will be talking to a wide range of community organisations in town, including sporting, educational and business, to ascertain their future plans and their interest in being involved in any proposed sporting facility development.

Once the consultative process is complete, we will construct a thorough and professional report and then draw up some draft plans of the proposed options.

To ensure that the draft plans are professionally drawn, we would like to utilise the \$5,000 allocated by Hepburn Shire for our feasibility study in the 2009/10 budget for this purpose. If the plans cost more than this, we will draw on our own funds. We would be happy to discuss any requirements that the Shire may have if the Council were to reaffirm this funding for our project.

Adam, we see this as an exciting, yet daunting, project. However, we are determined to ensure that it will provide the best result for the future of the whole of the Clunes community.

Could you please pursue our request with the Council? Also, if you could obtain a previous feasibility study that was viewed favourably by Sport and Recreation Victoria, we would be grateful as we would use it as a template for our report.

Kind Regards,

John Bedwell  
Redevelopment Steering Committee  
cc Cr T Hayes

**11.4 DISABILITY HOUSING TRUST PROJECT**

(Action Officer – General Manager Community Development)

File Ref: 34/02/01

## **Introduction**

The purpose of this report is for Council to consider advertising its intention to transfer land at 79A Raglan Street to the Disability Housing Trust, in accordance with the Local Government Act.

## **Report**

The availability and affordability of housing has been an issue in Hepburn Shire, particularly in Daylesford and Hepburn Springs. The specific housing needs of people with disabilities are of particular concern as there is no supported housing available within the municipality and two Supported Residential Services, which were home to many people with disabilities closed in 2001 and 2004, respectively.

In 2006, Council successfully submitted an *Expression of Interest (EOI) for Innovative Housing* to the Disability Housing Trust. In the EOI Council agreed to provide land for construction of units by the Disability Housing Trust.

In August 2008 Council resolved to:

- Commit to subdividing and transferring a portion of Council owned land at 79A Raglan Street, Daylesford (the site of the Daylesford Day Activity Centre)
- Sign the letter of intent from the Disability Housing Trust

The Letter of Intent from the Disability Housing Trust (DHT) sets out the proposed arrangements and confirms Council's and the DHT's intention to enter into a partnership (Partnering Agreement). It identified the key actions required to progress the project and Council's acceptance of conditions outlined. In signing the Letter of Intent Council agreed to negotiate and enter into a Partnering Agreement with the Disability Housing Trust.

Following application by the Disability Housing Trust, notice of decision to grant a planning permit for a two-lot subdivision and development of three units on lot 2 has been issued.

The proposed Partnering Agreement is currently being reviewed by Council's and the Disability Housing Trust's (trading as Housing Choices) legal advisors.

Council is required to advertise its intention to transfer land with public submissions accepted for a of 28 day period.

## **Relevant Policies**

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

## **Community Engagement**

There has been a range of consultation processes in the development of this project including site meetings with adjoining property holders and through the Planning Permit process.

### **Financial Implications**

\$25,000 has been allocated in the current budget for this project for subdivision.

#### **Motion**

*That Council*

*11.4.1 advertise its intension to transfer land at 79A Raglan Street, Daylesford to the Disability Housing Trust, by Private Treaty in accordance with the Local Government Act 1989;*

*11.4.2 invite public submissions(addressed to the Hepburn Shire Council) to be received within 28 days of the date of advertisement on this proposal in accordance with Section 189 and 223 of the Local Government Act 1989. Submissions should indicate whether or not the submitter wishes to be heard in support of their submission.*

**Moved: Cr Janine Booth**

**Seconded: Cr Sebastian Klein**

**Carried.**



## 12 SUSTAINABLE DEVELOPMENT:

### 12.1 INFLUENZA PANDEMIC PLAN

(Action Officer – Senior Environmental Health Officer)

File Ref: 50/16/01

#### Introduction

As a result of the recent H1N1 Influenza (Swine Flu) outbreak, Council is required to have a preparedness and response plan in place. This plan has now been prepared by the Influenza Pandemic sub-committee and endorsed by Department of Human Services (DHS) and is ready for adoption by Council. This is a standard document template adapted to Hepburn Shire by Council's Environmental Health Office (Refer [Attachment 7](#)).

#### Report

The aim of the Influenza Pandemic Plan is to assist in reducing the impacts of an influenza pandemic on the Municipality by providing the support and recovery assistance throughout the duration of the pandemic. A further aim is to ensure that the response activities are consistent with a whole of government approach. The framework for the plan incorporates both Commonwealth and State level plans.

The key areas of focus are on:

- *Preparedness* – have arrangements in place to reduce the pandemic impact
- *Containment* – prevent transmission, implement infection control measures, provide support services to people who are isolated or quarantined within the municipality
- *Maintain essential municipal services* – provision for business continuity in the face of staff absenteeism and rising demand on local government services
- *Mass vaccination* – assist in providing vaccination services to the community if an influenza pandemic vaccine becomes available
- *Communication* – develop media and communication messages, in line with whole of government messages, to inform the community and staff of any changes to normal municipal service delivery
- *Community support and recovery* – ensure a comprehensive approach to emergency recovery planning in the municipal emergency management plan, with a specific focus on influenza pandemic.

It is proposed that the Influenza Pandemic Plan be a part of Council's Emergency Management Plan rather than having a standalone Influenza Pandemic Plan. The suggestion is made on the grounds that the resources required in the implementation of the Plan are similar to the resources in place to combat any general emergency creating the link between the two Plans.

#### Relevant Policies

Emergency Management Plan amendment

Council Plan 2009-2013:

49. Involve communities in emergency response preparedness and ensuring our response plans are sufficiently robust.

### **Community Engagement**

Medical representatives were involved in the preparation of the Influenza Pandemic Plan. Council will need to advertise the amendment to the Emergency Management Plan in accordance with the Emergency Management Act.

### **Financial Implications**

Based on this year's events where the DHS covered most of the costs of publications and materials, there appears to be no financial implications.

### **Motion**

*That Council:*

- 12.1.1 *Update the Municipal Emergency Management Plan to include the adoption of the Influenza Pandemic Plan as amended.*
- 12.1.2 *Amend the Municipal Emergency Management Plan as follows: In Part 4 No. 5 of the Municipal Emergency Management Plan after the words "These include...." insert the following: "Council's Influenza Pandemic Plan."*

**Moved:** Cr Jon Barrell

**Seconded:** Cr Rod May

**Carried.**

# ***ATTACHMENT 7***

## ***ITEM 12.1***



# **INFLUENZA PANDEMIC PLAN**

# September 2009

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## Introduction

The Hepburn Shire as part of its emergency management planning, is putting in place an Influenza Pandemic Plan. Whilst the likelihood of an influenza pandemic is low, the impact on this organisation in such an event could be devastating.

By the Authority of Kaylene Conrick, *Chief Executive Officer (CEO)*, the following role allocations and responsibilities of the Hepburn Shire have been designated:

***Terry Crisp***, *Senior Environmental Health Officer*, is nominated as the Pandemic Coordinator for the municipality, and will work with all business units and sections in identifying critical staff and functions as part of Council's business continuity.

***Martin Walmsley***, Acting GM Community Services / Municipal Recovery Manager, will assist Terry Crisp, Senior Environmental Health Officer, and be the Deputy Pandemic Coordinator.

The plan will be reviewed every 12 months (1 March of that year) with a 6 monthly review of the contact names listed in the document.

The pandemic plan is to work in conjunction with the Hepburn Shire Municipal Emergency Management Plan.

I trust all business sections will offer as much assistance as is required.

***(Kaylene Conrick – Chief Executive Officer)***

---

***(Dated)***

## Framework and Background

### Framework

The following documents form the framework to this pandemic plan:

#### Commonwealth plans

- National Action Plan for Human Influenza Pandemic – Council of Australian Governments July 2007
- Australian Health Management Plan for Pandemic Influenza – Australian Government Department of Health and Ageing May 2006

#### State plans

- Victorian Human Influenza Pandemic Plan – Victorian Government April 2007
- Community Support and Recovery Sub Plan – Victorian Department of Human Services March 2008
- Victorian Health Management Plan for Pandemic Influenza – Victorian Department of Human Services July 2007

### Pandemic Influenza Background

For more information, please refer to pg 4–7, Victorian Health Management Plan for Pandemic Influenza. (see *Links in Attachment B*)

#### Disease Description

Influenza is an acute respiratory disease caused by influenza type A or B viruses. Symptoms usually include: fever, cough, lethargy, headache, muscle pain and sore throat. Infections in children, particularly type B and A (H1N1), may also be associated with gastrointestinal symptoms such as nausea, vomiting and diarrhoea.

The incubation period for influenza is usually one to three days. Adults have shed the influenza virus from one day before developing symptoms, to up to seven days after the onset of the illness. Young children can shed the influenza virus for longer than seven days. Generally, shedding peaks early in the illness, typically within a day of symptom onset. The influenza virus remains infectious in aerosols for hours and potentially remains infectious on hard surfaces for one to two days.

## Framework and Background (Cont.)

### Transmission

Human influenza virus is mainly by **droplet transmission**. This occurs when droplets from the cough or sneeze of an infected person are propelled through the air (generally up to 1 metre) and land on the mouth, nose or eye of a nearby person. Influenza can also be spread by **contact transmission**. This occurs when a person touches respiratory droplets that are either on another person or an object—and then touches their own mouth, nose or eyes (or someone else’s mouth, nose or eyes) before washing their hands.

In some situations, **airborne transmission** may result from medical procedures that produce very fine droplets (called fine droplet nuclei) that are released into the air and breathed in. These procedures include:

- intubation
- taking respiratory samples
- performing suctioning
- use of a nebuliser

### History of Influenza Pandemics

Previous pandemics have started abruptly without warning, swept through populations with ferocious velocity, and left considerable damage in their wake.

The 20th century had three recognised influenza pandemics (Spanish influenza 1918–19; Asian influenza 1957–58; and Hong Kong influenza 1968). All three pandemics were associated with increased mortality rates in Australia. The influenza pandemic of 1918–19 was unprecedented in terms of loss of human life—between 20 and 40 million people died worldwide, with the highest numbers of deaths among those aged between 20 and 40 years.

The Asian influenza of 1957–58 had infection rates reported to range between 20 to 70 per cent, but case fatality rates were low, ranging from one in 2000 to one in 10,000 infections. Age-specific mortality rates showed that those aged over 65 years were most affected. The Hong Kong influenza was similar, with the highest mortality rates appearing in those over the age of 65. Infection rates were around 25 to 30 per cent.

The differences in past pandemics show the need for flexible contingency plans, capable of responding efficiently to any pandemic threat.



## Framework and Background (Cont..)

### History of Influenza Pandemics (Cont..)

*Preparation will mitigate the direct medical and economic effects of a pandemic, by ensuring that adequate measures will be taken and implemented before the pandemic occurs. Preparing for the next influenza pandemic will provide benefits now, as improvements in infrastructure can have immediate and lasting benefits, and can also mitigate the effect of other epidemics or infectious disease threats. The following process was followed :*

- **A Pandemic Planning Committee was formed with representatives from Senior Management, OH&S Committee, Risk and HR, Emergency Management and Recovery and Environmental Health to address the issues and prepare Council's Influenza Pandemic Plan.**
- **The committee reviewed the work already done on this issue and move the planning process forward in consultation with the Senior Management Forum.**
- **The finalised IPP was put forward to Council to be formally adopted as part of the Council MEMP.**

The first Hepburn Shire Council Pandemic Planning meeting was held on the Friday 5 June 2009. Representatives from the planning committee include the Senior Environmental Health Officer, Environmental Health Support Officer, A/General Manager Community Services / Municipal Recovery Manager, Risk and OH&S Coordinator, Payroll Officer, Customer Communications Coordinator, Public Relations Officer, Municipal Emergency Response Officer, Aged and Disability Services Manager, Director of Nursing - Hepburn Health Services.

## Aims and Objectives

### Aims

- Assist in reducing the impacts of an influenza pandemic on the Municipality
- Provide support and recovery assistance throughout the duration of the influenza pandemic
- Ensure response activities are consistent with the whole of government approach

### Objectives

- **Preparedness** – have arrangements in place to reduce the pandemic impact (*refer to Appendix A*)
- **Containment** – prevent transmission, implement infection control measures and provide support services to people who are isolated or quarantined within the municipality
- **Maintain essential municipal services** – provision for business continuity in the face of staff absenteeism and rising demand on local government services
- **Mass vaccination** – assist in providing vaccination services to the community, if an influenza pandemic vaccine becomes available
- **Communication** – develop media and communication messages, in line with whole of government messages, to inform the community and staff of any changes to normal municipal service delivery
- **Community support and recovery** – ensure a comprehensive approach to emergency recovery planning in the municipal emergency management plan, with specific focus on influenza pandemic. (Refer to the priority tasks recommended in the Community Support and Recovery Sub Plan of the Victorian Human Influenza Pandemic Plan – Appendix A).

## Template 3: Aims and Objectives (Cont..)

| Period                | Global Phase          | Australian Phase | Description of Phase  | Main Strategy                                       |
|-----------------------|-----------------------|------------------|---|---|
| <b>Inter-pandemic</b> | 0                     | Aus 0            | No circulating animal influenza subtypes in Australia that have caused human disease  | <b>Containment</b>                                  |
|                       | 1                     | Overseas 1       | Animal infection overseas: the risk of human infection or disease is considered low   |   |
|                       |                       | Aus 1            | Animal infection in Australia: the risk of human infection or disease is considered low   |   |
|                       | 2                     | Overseas 2       | Animal infection overseas: substantial risk of human disease  |   |
|                       |                       | Aus 2            | Animal infection in Australia: substantial risk of human disease  |   |
|                       | <b>Pandemic alert</b> | 3                | Overseas 3  |   |
| Aus 3                 |                       |                  | Human infection in Australia with new subtype(s) but no human to human spread or at most rare instances of spread to close contacts   |   |
| 4                     |                       | Overseas 4       | Human infection overseas: small cluster(s) consistent with limited human to human transmission, spread highly localised, suggesting the virus is not well adapted to humans.  |   |
|                       |                       | Aus 4            | Human infection in Australia: small cluster(s) consistent with limited human to human transmission, spread highly localised, suggesting the virus is not well adapted to humans.  |   |
| 5                     |                       | Overseas 5       | Human infection overseas: large cluster(s) but human to human transmission still localised, suggesting the virus is becoming increasingly better adapted to humans, but may not yet be fully adapted (substantial pandemic risk).     |   |
|                       |                       | Aus 5            | Human infection in Australia: large cluster(s) but human to human transmission still localised, suggesting the virus is becoming increasingly better adapted to humans, but may not yet be fully adapted (substantial pandemic risk). |   |
| <b>Pandemic</b>       |                       | 6                | Overseas 6  | Pandemic overseas – not in Australia: increased and |

|  |        |  |                                    |
|--|--------|--|------------------------------------|
|  |        | sustained transmission in general population.              |                                    |
|  | Aus 6a | Pandemic in Australia: localised (one area of the country) |                                    |
|  | Aus 6b | Pandemic in Australia: widespread                          |                                    |
|  | Aus 6c | Pandemic in Australia: subsided                            |                                    |
|  | Aus 6d | Pandemic in Australia: next wave                           |                                    |
|  |        |  | <b>Maintain Essential Services</b> |

- *Effectively the activation of the HSC Influenza Pandemic Plan would move to an alert stage at Phase 3 & 4.*
- *At Phase 5 HSC would activate the preparedness components of the Influenza Pandemic Plan.*
- *Once a case has been officially identified within the Hepburn Shire itself then the Influenza Pandemic Plan would be fully activated.*

## Aims and Objectives (Cont.)

### Predicted impact of an influenza pandemic

Modelling the potential impacts of influenza pandemics involves a high degree of uncertainty. Unknown factors such as the virulence and infectivity of the next pandemic strain limit our abilities to characterise the next pandemic with any accuracy. It is, however, possible to model various pandemic scenarios given a series of pre-determined assumptions and limitations. Modelling provides a tool for guiding planning.

The attack rate in humans is estimated to be 40 per cent, with a case fatality rate of 2.4 per cent (ie of the 40 per cent ill, 2.4 per cent would die).

### How a pandemic may impact on the Municipality

For Hepburn Shire Council's population of 14,959 people it is expected that 5,838 people (40% of population according to July 2008 Statistics) would be infected with pandemic influenza, and of those 146 could die (2.4% of infected in population).

#### Influenza Pandemic Planning Sub-committee Membership and Contact Details

| Name               | Business Area                            | Level of Authority   | Primary Contact | Alternative Contact |
|--------------------|--|--|-----------------|---------------------|
| Terry Crisp        | Environmental Health                     | Pandemic Co-ordinator  | 5321 6430       | 0408 574 042        |
| Melissa Phillips   | Environmental Health                     | Environmental Health Officer                                     | 5321 6405       | 0488 453 694        |
| Martin Walmsley    | Community Services                       | Deputy Pandemic Co-ordinator<br>Municipal Recovery Manager (MRM) | 53456 9208      | 0418 311 473        |
| Andrew Bourke      | Acting General Manager<br>Infrastructure | Municipal Emergency Resource Officer (MERO)                      | 5321 6418       | 0400 145 463        |
| Kevin Clohesy      | Infrastructure                           | Municipal Emergency Centre Co-ordinator (MECC)                   | 5321 6426       | 0419 154 692        |
| Scott Kerr         | Community Services                       | HSC Aged & Disability Services Manager                           | 5345 9204       | 0439 482 314        |
| Lisa Clinnick      | Hepburn Health Services                  | Director of Nursing  | 5321 6595       |                     |
| Denise Monaghan    | Environmental Health                     | Administrative Support / Immunisation Co-ordinator               | 53216 446       | 0427 764271         |
| Anna Griffin       | Environmental Health                     | Administrative Support / Immunisation Co-ordinator               | 5321 6446       |                     |
| Cherly Cosgrave    | Environmental Health                     | Contract Nurse Vaccinator  | 5321 6446       |                     |
| Lucy Roffey        | Corporate Services                       | GM Corporate Services  | 5321 6405       | 0400 111 619        |
| Christine Wilson   | IT Co-ordinator                          | Information Technology   | 5321 6122       | 0409 167135         |
| Linda Newitt       | CEO's Office                             | Executive Assistant  | 53216 423       | 0400 111 385        |
| David Mclean       | Corporate Services                       | Human Resources Manager  | 5321 6409       | 0408 783 476        |
| Catherine Coventry | Community Services                       | Maternal Child Health Nurse                                      | 5348 3216       |                     |
| Steven Waddington  | Dept Human Services                      | Regional Environmental Health Officer                            | 5333 6057       |                     |

## Community Profile

Hepburn Shire is located in Central Victoria, just over an hour from Melbourne. The City of Ballarat joins the Shire to the west and Bendigo is to the north of the municipality.

The Shire's population is approximately 15,000 (June 2006) and has a healthy growth rate of 0.5% per annum. The population is projected to reach 17,000 by 2021.

The Shire main townships are; Daylesford/Hepburn Springs with 3,500 residents; Creswick with 2,480 residents; Clunes with 920 residents and Trentham with 710 residents. The remaining 6,710 residents live in the many small towns and rural areas across the Shire.

Outside the five main towns live approximately 45 per cent of the Shire's population consisting of more than 30 towns, villages and rural locations.

Hepburn Shire's geography is varied and the region is renowned for its natural beauty and mineral springs reserves. The eastern part of the Shire is hilly with high rainfall levels and significant native forest areas. The western part is characterised by rolling hills, medium to lower rainfall and broad acre farming land. The total area of the Shire is 1,470 square kilometres.

Our region contains over 80 per cent of Australia's mineral springs. These unique reserves are both important geological and hydrological features and are a major draw card for the hundreds of thousands of visitors who visit the region each year. This high visitation rate underscores the potential for influenza virus spread within the municipality.

The Shire's townships also have their own share of history and natural features. Trentham is home to Australia's highest single drop water fall, Creswick has carved out a name for itself as the home of forestry and artist Norman Lindsay, and Clunes is the first registered gold strike town in Victoria.

As the 'spa capital of Australia', the Shire is known for its special environment and relaxation weekends with the added benefit of spectacular heritage buildings, parks, reserves and native forests. Lifestyle choices are many with the added advantage of easy access to Melbourne.

The Shire's economy has become increasingly diversified in recent years. While agriculture, forestry and manufacturing continue to be important, other sectors such as tourism, art, service industries, retailing, education and health and community services are rapidly growing.

Hepburn Shire Council is committed to working with and empowering the community by taking a strategic and forward thinking approach to our future. One that is mindful of our heritage enhances our environment; creates economic growth and fosters a strong community spirit.

## Community Profile (Cont.)

### Vulnerable Groups

| Vulnerable group  | Ways affected   |
|---|---|
| Young families, especially single-parent families           | May need to manage a range of demands with minimum support.   |
| Older people, living alone without support                  | Isolation could cause deterioration in health and ability to function.  |
| Socially isolated   | Lack of family and friends to provide personal or physical support.<br><br>Lack of information could lead to anxiety. |
| Physically isolated   | Reduced ability to call on assistance from other members of the community or from agencies.                           |
| Unemployed  | Lack of financial and physical resources may result in higher levels of disadvantage.                                 |
| People relying on external help                             | Existing support, such as home support, may be compromised  |
| People living in an institutional setting                   | More exposed to the spread of disease, due to close living arrangements and sharing of facilities.                    |
| People with existing disability, physical or mental illness | Existing support may be compromised. Higher risk of exposure to infection and psychological stressors.                |
| People with limited coping capability                       | Reduced capacity to manage life events  |
| Substance dependent   | Vulnerability if medical and other care arrangements are disrupted.   |

|   |  |
|---|--|
| <p>Culturally and linguistically diverse communities (CALD)</p>                                   | <p>Reduced understanding of potential risks and difficulty gaining access to information and resources.</p>                              |
| <p>Financially disadvantaged, individuals and families on low incomes and/or high debt levels</p> | <p>May have limited access to goods and services. May not be able to stockpile, due to diminished supply and potential rising costs.</p> |



## Community Profile (Cont.)

### Emerging Vulnerable Groups

| Vulnerable Group  | Ways Affected  |
|---|--|
| People confined to their homes as a result of illness or quarantine   | Lack of family and friends to provide adequate levels of care. Fear of being socially marginalised or stigmatised.                             |
| Children orphaned and without a carer, particularly where there is no alternative carer                           | Heightened levels of grief, anxiety, stress and trauma due to issues around housing and care. Potential dislocation and developmental effects. |
| Children whose parents become ill, particularly where there is no alternative carer                               | Heightened levels of grief, anxiety, stress and trauma. Increased vulnerability in the longer term.  |
| Families where a pandemic influenza bereavement has taken place   | Heightened levels of grief, anxiety, stress and trauma.  |
| People whose caregiver is sick and unable to care for them  | Lack of alternative support could lead to general deterioration of health and wellbeing.   |
| People who become unemployed, due to business closure or economic downturn  | Lack of financial and physical resources and high debt levels, with minimum savings in reserve.  |
| People on low incomes or otherwise economically vulnerable  | Lack of financial and physical resources to manage consequences over an extended period of time.   |
| The worried well—people whose physical health has not been affected by the virus but are worried or anxious about | High levels of anxiety due to fear of illness, death, unemployment and lack of access to services and information.                             |

|   |  |
|---|--|
| getting sick  |  |
| Families  | Increased risk of family violence and breakdown of family unit, due to a shift in household dynamics. Children will lack social interaction following school closures.   |
| Farmers, primary producers and people employed in the food industry | Reduced market demand, or disruption to supply chains. This could be compounded by the impacts from other emergencies e.g. drought, fire. Remote and rural areas could face interruptions to food supplies and essential services. |
| Small business owners   | Significant reduction in demand in some sectors. Lack of resources to maintain financial viability during a downturn in the economy and/or unable to function due to absence of key personnel.                                     |
| Health care workers   | Exposure to risk of infection and potential isolation from family and support networks could increase stress and anxiety levels.   |

## Community Profile (Cont.) Municipal Events and Facilities

The Hepburn Shire holds a number of festivals and markets throughout the year which attracts a large number of tourists and locals. Major events held are :-

|                                    | Jan | Feb | Mar | Apr | May | June | Jul | Aug | Sep | Oct | Nov | Dec |
|------------------------------------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|
| Glenlyon New Year's Sports Day     | •   |     |     |     |     |      |     |     |     |     |     |     |
| Boite Singers Festival Daylesford  | •   |     |     |     |     |      |     |     |     |     |     |     |
| Glenfest – Glenlyon Music Festival |     | •   |     |     |     |      |     |     |     |     |     |     |
| Bullarto Tractor Pull              |     |     | •   |     |     |      |     |     |     |     |     |     |
| Chillout Gay & Lesbian Festival    |     |     | •   |     |     |      |     |     |     |     |     |     |
| Run For Your Life Fun Run          |     |     | •   |     |     |      |     |     |     |     |     |     |
| X-Terra Triathlon                  |     |     | •   |     |     |      |     |     |     |     |     |     |
| Andersons' Mill Festival           |     |     |     | •   |     |      |     |     |     |     |     |     |
| Lavandula Harvest Festival         |     |     |     | •   |     |      |     |     |     |     |     |     |
| Swiss Italian Festa                |     |     |     | •   |     |      |     |     |     |     |     |     |
| Clunes Back to Booktown            |     |     |     |     | •   |      |     |     |     |     |     |     |
| Glenlyon Food & Wine Fayre         |     |     |     |     |     |      | •   |     |     |     |     |     |
| Words in Winter Festival           |     |     |     |     |     |      |     | •   |     |     |     |     |
| Hepburn Springs Golf Tournament    |     |     |     |     |     |      |     |     | •   |     |     |     |
| Creswick Forestry Fiesta           |     |     |     |     |     |      |     |     |     | •   |     |     |
| Clunes Agricultural Show           |     |     |     |     |     |      |     |     |     |     | •   |     |
| Daylesford Agricultural Show       |     |     |     |     |     |      |     |     |     |     | •   |     |
| Daylesford Lions Club Art Show     |     |     |     |     |     |      |     |     |     |     | •   |     |
| Daylesford Highland Gathering      |     |     |     |     |     |      |     |     |     |     |     | •   |
| Daylesford New Years Eve Gala      |     |     |     |     |     |      |     |     |     |     |     | •   |

Facilities available for hire are :-

| Facility  | Capability   | Capacity | Contact   |
|---|--------------|----------|---|
| <b>Daylesford Town Hall</b><br><i>(76 Vincent Street, Daylesford)</i>       | good         | 500      | Merv Hair 5321 6407   |
| <b>Newlyn Reserve</b><br><i>(Midland Highway, Newlyn)</i>                   | good         | 400      | Kevin Clohesy 0419 154692   |
| <b>Clunes Community Centre</b><br><i>(Victoria Park Recreation Reserve)</i> | good         | 200      | Laurie Steart 5345 3316<br>Nora Campbell 5345 3082<br>Lynne Jones 5345 3571<br>Valley of Gold Service Station 5345 3139 |
| <b>Trentham Mechanics Hall</b><br><i>(High Street, Trentham)</i>            | satisfactory | 100      | Bill Patterson 5424 1429<br>Tom Sperring 5424 1244<br>Kit Manning 5424 1282<br>Nancy Dunn 5424 1384                     |
| <b>Creswick Town Hall</b><br><i>(Albert Street, Creswick)</i>               | good         | 300      | Anthony Dunster-Jones 5345 8399   |

## Community Profile (Cont.)

### Communications Infrastructure

| Media – Newspapers | B/H       | FAX       | EMAIL  |
|--------------------|-----------|-----------|--|
| Ballarat Courier   | 5320 1200 | 5333 1651 | <a href="mailto:reception@thecourier.com.au">reception@thecourier.com.au</a>             |
| The Advocate       | 5348 1028 | 5348 4730 | <a href="mailto:Aaron.vankessel@ruralpress.com">Aaron.vankessel@ruralpress.com</a>       |
| Midland Express    | 5422 1488 | 5422 3173 | <a href="mailto:editor@elliottmidnews.com.au">editor@elliottmidnews.com.au</a>           |
| Bendigo Advertiser | 5434 4400 | 5434 4400 | <a href="mailto:newsdesk@bendigoadvertiser.com.au">newsdesk@bendigoadvertiser.com.au</a> |

| Media – Radio                        | B/H       | FAX       | EMAIL  |
|--------------------------------------|-----------|-----------|--|
| 3BBB FM (Ballarat) 99.9 FM           | 5333 1201 | 5332 9540 | <a href="mailto:voicefm@ncable.net.au">voicefm@ncable.net.au</a>                         |
| 3BA FM (Ballarat) 102.3 FM           | 5331 1322 | 5331 1723 | <a href="mailto:3BA@netconnect.com.au">3BA@netconnect.com.au</a>                         |
| 3BO FM (Bendigo) 93.5 FM             | 5443 9300 | 5441 3937 | <a href="mailto:3BO@mrworks.com.au">3BO@mrworks.com.au</a>                               |
| 1071 Easy Listening (Bendigo) 1071AM | 5434 4400 | 5434 4400 | <a href="mailto:newsdesk@bendigoadvertiser.com.au">newsdesk@bendigoadvertiser.com.au</a> |
| 3WM (Horsham) 1089 AM                | 5382 1351 | 5381 1147 | <a href="mailto:newsdoctor@aceradio.com.au">newsdoctor@aceradio.com.au</a>               |

| Media – Television       | B/H       | FAX       | EMAIL  |
|--------------------------|-----------|-----------|--|
| Prime (Ballarat)         | 5337 1777 | 5337 1700 | <a href="mailto:news.ballarat@primetv.com.au">news.ballarat@primetv.com.au</a> |
| Prime (Bendigo)          | 5441 8777 | 5441 7377 | <a href="mailto:news.bendigo@primetv.com.au">news.bendigo@primetv.com.au</a>   |
| Southern Cross (Bendigo) | 5430 2888 | 5430 2808 | <a href="mailto:vicnews@scbnet.work.com.au">vicnews@scbnet.work.com.au</a>     |
| Win (Ballarat)           | 5320 1366 | 5333 4245 | <a href="mailto:balnews@winvic.com.au">balnews@winvic.com.au</a>               |
| Win (Bendigo)            | 5441 8035 | 5441 8015 | <a href="mailto:bensales@winvic.com.au">bensales@winvic.com.au</a>             |

| Other                                   | EMAIL  |
|---|--|
| Hepburn Shire Web Page                  | <a href="http://www.hepburnshire.com.au">www.hepburnshire.com.au</a>         |
| Municipal Emergency Centre Co-ordinator | <a href="mailto:kclohesy@hepburn.vic.gov.au">kclohesy@hepburn.vic.gov.au</a> |

## Community Profile (Cont..)

### Hospitals

| Facility  | Services   | Contact   |
|---|--|---|
| <b>Hepburn Health Service<br/>Hospital Street, Daylesford</b> | 18 Acute Beds<br>3 Renal Dialysis Chairs<br>30 Aged Care Beds - Low Care (12)<br>- High Care (18)<br><br>Emergency Unit – 1800 presentations<br>Community Health Service | 5321 6500<br><a href="mailto:daylchc@hhs.vic.gov.au">daylchc@hhs.vic.gov.au</a> |
| <b>Clunes Campus</b>  | Multi-purpose Community Centre<br>24 Hr Emergency Nursing Service<br>Day Centre<br>District Nurse Base   | 5345 3102<br><a href="mailto:clunes@hhs.vic.gov.au">clunes@hhs.vic.gov.au</a>   |
| <b>Creswick Campus</b>  | 10 Acute Beds<br>Outpatient Facility<br>30 Aged Care Beds – High Care<br>Allied Health Services<br>Outpatients – 400 presentations                                       | 5345 8165<br><a href="mailto:creschc@hhs.vic.gov.au">creschc@hhs.vic.gov.au</a> |
| <b>Trentham Campus</b>  | 20 Low Level Aged Care Beds<br>15 High Level Aged Care Beds<br>Outpatient Facility – 100 per year<br>Allied Health Service   | 5424 1228<br><a href="mailto:trenhos@hhs.vic.gov.au">trenhos@hhs.vic.gov.au</a> |

It is important that each agency listed understands their roles and responsibilities in the event of a pandemic.

It is recommended that this is clearly communicated to each agency involved in the planning process.

### General Practitioners

General practitioners will be important in the provision of clinical assessment including referral of suspected cases in the early containment phase, and care of confirmed cases in the pandemic or maintenance phase. General practitioners will need to provide information, support and reassurance to concerned people, clinical management of people with chronic diseases usually managed through hospitals, home care for mildly ill or even terminally ill pandemic patients in the maintenance phase, and referral of people requiring social support to local councils and appropriate agencies

## Community Profile (Cont..)

### Medical Centres

| Facility  | Function    | Capacity              | Contact   |
|---|-------------|-----------------------|-----------|
| Springs Medical Centre, Daylesford<br>(2 Duke Street, Daylesford – Duke Street Clinic)  | Health Care | 6 Doctors             | 5348 2912 |
| Springs Medical Centre, Daylesford<br>(51 Raglan Street, Daylesford – Raglan St Clinic) | Health Care | 5 Doctors             | 5348 2281 |
| Springs Medical Centre, Trentham<br>(37 High Street, Trentham)                          | Health Care | 1 Doctor (part -time) | 5424 1400 |
| Creswick Medical Centre<br>(54 Albert Street, Creswick)                                 | Health Care | 4 Doctors             | 5345 8090 |
| Clunes Medical Clinic<br>(Clunes Community Health Centre – 65 Service Street Clunes)    | Health Care | 6 Doctors (Rotation)  | 5345 3170 |
| Dr. Brian Hepper<br>(94 Albert Street, Creswick)  | Health Care | 1 Doctor              | 5345 2606 |

### Aged Care

| Facility   | Services                                    | Contact   |
|--|---|-----------|
| Wyuna<br>(131 Main Road, Hepburn Springs)                  | Supported Residential Services<br>Aged Care | 5348 2686 |
| John Curtain Memorial Hostel<br>(Cushing Avenue, Creswick) | Aged Care                                   | 5345 9999 |

### Child Care

| Facility   | Capacity                             | Contact   |
|--|--------------------------------------|-----------|
| Daylesford Child Care Centre<br>(81 West Street, Daylesford) | 60 (pre-school)<br>20 (after school) | 5348 3702 |

### Pharmacies

The role of pharmacies will include providing education in areas such as possibility of an influenza pandemic, avoiding exposure to influenza virus, and promoting basic hygiene practices (cough etiquette / hand hygiene)

| Facility                     | Location                         | Contact   |
|------------------------------|----------------------------------|-----------|
| Daylesford Chemmart Pharmacy | 39 Vincent Street,<br>Daylesford | 5348 2301 |
| Creswick Pharmacy            | 56 Albert Street, Creswick       | 5345 2004 |

|                   |                           |           |
|-------------------|---------------------------|-----------|
| Clunes Pharmacy   | Frazer Street, Clunes     | 5345 3355 |
| Trentham Pharmacy | 43A High Street, Trentham | 5424 1000 |

## Staff Support

| <i>Procedure</i>  | <i>Available</i> |           | <i>Action</i>  |
|---|------------------|-----------|--|
|   | <i>Yes</i>       | <i>No</i> |  |
| Facilities for people to wash their hands frequently  | <b>Yes</b>       |           | Staff Toilets<br>Alcoholic Hand Sanitiser<br>Tea Rooms                   |
| Promotion of basic hygiene practices, including good hand washing and cough etiquette (refer or link to our posters)                            | <b>Yes</b>       |           | Australian government posters situated around each office                |
| Tissues and no-touch receptacles for used tissue disposal   | <b>Yes</b>       |           | To be provided at every desk   |
| Conveniently located dispensers of alcohol-based hand rub   | <b>Yes</b>       |           | Place at all workstations and at any entry/exists points of the building |
| Soap and disposable towels for hand washing where sinks are available   | <b>Yes</b>       |           | Place at every staff toilet and tea room                                 |
| Provision of disposable surgical masks for use by persons who are coughing/sneezing—persons displaying these symptoms will need to be sent home | <b>Yes</b>       |           | 170 Face Masks in stock  |
| Provision of protective barriers such as glass or perspex to protect staff who have frequent face-to-face contact with the public               |                  | <b>No</b> | Under Review with Senior Management                                      |
| Staff travel management plans in place  | <b>Yes</b>       |           | To develop a fleet management plan to minimise transmission of illness   |
| Restricting entry to the workplace by staff and visitors with influenza symptoms  | <b>Yes</b>       |           | Limit staff entry points and monitor staff entering for signs of illness |
| Increased cleaning regimes  | <b>Yes</b>       |           | To be implemented once full pandemic phase 5 is declared                 |
| Ensure cleaning contractors use a neutral detergent   | <b>Yes</b>       |           | To be implemented once full pandemic phase 5 is declared                 |
| Illness Reporting Scheme  |                  | <b>No</b> | To be implemented once full pandemic phase 5 is declared                 |
| Consideration for family responsibilities (children take longer to recover and parents may need to stay home longer or work from home.          | <b>Yes</b>       |           | To be implemented once full pandemic phase 5 is declared                 |

The Victorian Department of Human Services will decide which groups will be provided with antiviral medicines, as per the antiviral policy in the Australian Health Management Plan for Pandemic Influenza.

The Commonwealth Department of Health and Ageing has produced a DVD entitled '**Prepared and Protected**' to assist a range of organisations with influenza pandemic planning.

In the event of anything happening in the long term, Management will ensure that briefings and counselling are provided to affected staff.

## **Health Services Planning for Managing Affected Individuals**

### **Influenza Streams**

Patients with suspected pandemic influenza may present to any health service in a variety of ways. Health services need to develop a process for separating, triaging and admitting people with influenza-like illness, to prevent cross-infection. This may involve setting up a separate area, such as an influenza triage or influenza clinic.

### **Designated Hospitals (Flu Clinics)**

To prevent the spread of pandemic influenza infection within hospitals, the Department of Human Services will implement a Designated Hospital Model. This model implements influenza clinics as patient numbers increase, to minimise impacts on hospital emergency departments and GP clinics. The Department of Human Services has identified 16 designated hospitals in Victoria. They have been designated based on:

- location
- isolation facilities (for example, negative pressure rooms)
- infectious diseases expertise.

The decision to transfer suspected cases to a designated hospital will be made by the Department of Human Services, in consultation with the health service. Clinical or other considerations may preclude patient transfer. The designated Hospital will be Ballarat Health Services.

Designated hospitals listed on pg 51 of the *Victorian Health Management Plan for Pandemic Influenza* are: -



|                          |  |  |
|--------------------------|--|--|
| Bayside Health           | <b>The Alfred</b>                            | <i>Commercial Rd Prahran VIC</i>           |
| Austin Health            | <b>Austin Hospital</b>                       | <i>Studley Rd Heidelberg VIC</i>           |
| Ballarat Health Services | <b>Base Hospital</b>                         | <i>Drummond St North Ballarat VIC</i>      |
| Bendigo Health           | <b>Bendigo Hospital Campus</b>               | <i>Lucan St Bendigo VIC</i>                |
| Eastern Health           | <b>Box Hill Hospital</b>                     | <i>Nelson Rd Box Hill VIC</i>              |
| Peninsula Health         | <b>Frankston Hospital</b>                    | <i>Hastings Rd Frankston VIC</i>           |
| Barwon Health            | <b>Geelong Hospital</b>                      | <i>Ryrie St Geelong VIC</i>                |
|                          | <b>Goulburn Valley Health</b>                | <i>Graham St Shepparton VIC</i>            |
|                          | <b>Latrobe Regional Hospital</b>             | <i>Princess Highway Traralgon West VIC</i> |
| Southern Health          | <b>Monash Medical Centre, Clayton Campus</b> | <i>Clayton Rd Clayton VIC</i>              |
|                          | <b>Northeast Health Wangaratta</b>           | <i>Green Street Wangaratta VIC</i>         |
| Northern Health          | <b>The Northern Hospital</b>                 | <i>Cooper St Epping VIC</i>                |
|                          | <b>The Royal Children's Hospital</b>         | <i>Flemington Rd Parkville VIC</i>         |
| Melbourne Health         | <b>The Royal Melbourne Hospital</b>          | <i>Grattan St Parkville VIC</i>            |
| St. Vincent's Health     | <b>St. Vincent's Hospital</b>                | <i>Princes St Fitzroy VIC</i>              |
| Western Health           | <b>Western Hospital</b>                      | <i>Gordon St Footscray VIC</i>             |

## Public Health Control Measures

### Community Education Strategy

Education of the community will be used as a preventative measure to limit or slow the spread of an influenza pandemic. Information will be tailored to suit the situation at the time and will be amended as more information becomes available.

As the influenza virus is highly infectious, good personal hygiene practices will play an important role in preventing the spread of the infection.

The community will be provided with clear information on, but not limited to, the following measures :-

### Hygiene Practices

Basic personal hygiene measures have been effective in past influenza outbreaks to control the spread of influenza. The measures include :-

- *Regular hand washing with soap and water*
- *Covering the nose and mouth when coughing or sneezing*
- *Cleaning procedures*
- *Use of personal protective equipment (PPE)*
- *Avoiding contact with others (social distancing)*
- *Administering annual flu shot*
- *Planning ahead – stockpiling tissues, hand soap, chlorine based disinfectant, food supply, emergency kits*
- *Quarantine*

**Posters** with signage of cough & sneeze etiquette and hand washing will also be displayed in appropriate work area locations to remind staff and members of the public of appropriate hygiene etiquette to minimise the risk of transmission of the infection.



### Community support

Individuals who may have or have been exposed to Influenza may be asked to undertake voluntary home quarantine or isolation, Individual will be advised to stay home until advised by Department of Health that quarantine is no longer required. No visitors are permitted during this period of time.

Members of the public will need to prepare themselves in the event of becoming ill with the flue and being quarantined. Ill people may ask family, friends or others to assist them with food and supplies (including paracetamol, thermometer, plastic bags, tissues, sanitary and fluids).

Those isolated from the community will need to contact local shops by phone or internet for home delivery. Community agencies including the Red Cross, Returned and Services League, State Emergency Services and other local food agencies will provide aid in the event of an Influenza Pandemic to ensure that those who are isolated receive help.

For further information please refer to the *Australian Health Management Plan for Pandemic Influenza 2008*.

### **Measures to increase social distancing**

Another strategy to protect staff is minimising their contact with others. Crowded places and large gatherings of people should be avoided, whether inside or outside.

Because the virus can travel up to one metre when someone sneezes or coughs, a distance of at least one metre could reduce the propensity to be infected. Visiting or other contact with unwell people should be avoided, wherever practicable.

### **How to Minimise Contact**

- Avoid meeting people face to face – use the telephone, video conferencing and the internet to conduct business as much as possible, even when participants are in the same building
- Avoid any unnecessary travel and cancel or defer non-essential meetings/gatherings/workshops/training sessions
- If possible, arrange for employees to work from home or work variable hours to avoid crowding at the workplace
- Practice shift changes where one shift leaves the workplace before the new shift arrives. If possible, leave an interval before re-occupation of the workplace. If possible, thoroughly ventilate the workplace between shifts by opening doors and windows or turning up the air-conditioning
- Avoid public transport: walk, cycle, drive a car or go early or late to avoid rush hour crowding on public transport
- Bring lunch and eat it at your desk or away from others (avoid the cafeteria and crowded restaurants). Introduce staggered lunchtimes so numbers of people in the lunch room are reduced
- Do not congregate in tearooms or other areas where people socialise. Do what needs to be done and then leave the area
- If a face-to-face meeting with people is unavoidable, minimise the meeting time, choose a large meeting room and sit at least one metre away from each other if possible; avoid shaking hands or hugging. Consider holding meetings in the open air.
- Set up systems where clients/customers can pre-order or request information via phone/email/fax and have the order or information ready for fast pick-up or delivery
- Encourage staff to avoid large gatherings where they might come into contact with infectious people.

## **Mass Vaccination / Immunisation**

Advice on the process of mass vaccination is provided in the Mass Vaccination Guide, which forms *Appendix 8* of the *Victorian Health Management Plan for Pandemic Influenza*. The guide was developed to provide advice to all organisations undertaking vaccination during a pandemic, as well as those setting up mass vaccination centres.

It details the:

- *National medical stockpile*

- *Vaccination strategy (priority groups)*
- *Routine vaccination in the inter-pandemic periods*
- *Mass vaccination centres—session structure and management (administration, documentation, consent etc.)*
- *Logistics*
- *Various pro forma documents (immunisation consent form, record of administration and report of suspected adverse events).*

List of proposed mass vaccination/immunisation centres: size and client capacity; appropriate signage, accessibility (for the public and emergency vehicles, close to public transport), facilities (car parking, toilets, handwashing facilities).

| Venue name                     | Address                          | Facility details  | Contact   |
|--------------------------------|----------------------------------|---|---|
| <b>Daylesford Town Hall</b>    | 76 Vincent Street,<br>Daylesford | Large Size<br>capacity - 500<br>signage - Excellent<br>Accessibility - Good for Emergency<br>vehicles<br>parking - Satisfactory<br>hygiene – Satisfactory     | Merv Hair<br>5321 6407<br><br>Kevin Clohesy<br>0419 154692  |
| <b>Creswick Town Hall</b>      | 68 Albert Street,<br>Creswick    | Medium Size<br>Capacity – 200<br>Signage – Good<br>Accessibility – Good for Emergency<br>vehicles<br>Parking – Satisfactory<br>Hygiene - Satisfactory         | Anthony Dunster-Jones<br>5345 8399  |
| <b>Newlyn Reserve, Newlyn</b>  | Midland Highway,<br>Newlyn       | Medium Size<br>Capacity – 300<br>Signage – Good<br>Accessibility – Good for Emergency<br>vehicles<br>Parking – Good<br>Hygiene – Fair                         | Kevin Clohesy<br>0419 154692  |
| <b>Clunes Town Hall</b>        | Ligar Street, Clunes             | Medium Size<br>Capacity – 200<br>Signage – Good<br>Accessibility – Good for Emergency<br>vehicles<br>Parking – Satisfactory<br>Hygiene - Satisfactory         | Malcolm Hull<br>5345 3037   |
| <b>Trentham Mechanics Hall</b> | High Street,<br>Trentham         | Medium Size<br>Capacity – 100<br>Signage – Satisfactory<br>Accessibility – Good for Emergency<br>vehicles<br>Parking – Satisfactory<br>Hygiene – Satisfactory | Bill Patterson 5424 1429<br>Tom Sperring 5424 1244<br>Kit Manning 5424 1282<br>Nancy Dunn 5424 1384 |

Vaccinations packs sourced from the National Medical Stockpile will be given to affected municipalities by the Department of Human Services. These packs will include syringes and needles, alcohol swabs, sharps containers, disposable dishes and disposable gloves, hazardous waste bags and bandaids.

Hepburn Shire Council Communications Officer will be responsible for all media liaison following the activation of the Influenza Pandemic Plan.

## Mass Vaccination / Immunisation (Cont.)

### Session Structure and Management (Cont.)

#### Pandemic Vaccine

A vaccine that gives good protection against pandemic influenza can only be developed after that virus strain appears. The Australian Government has contracts in place with vaccine manufacturers to expedite the development and supply of a vaccine as soon as the pandemic strain emerges, as well as priority provision of any vaccine developed to Australia. This could, however, take several months.

#### Vaccination Strategy/Priority Groups

The vaccine will be made available first to people at high risk of exposure to the virus (frontline health care workers) and people most vulnerable to severe illness from infection, then rolled out to the rest of the community. It is intended that:

- Hepburn Shire Environmental Health Department will vaccinate the identified priority groups within the community then, as the vaccine rolls out, vaccinate the remainder of the population
- For community groups unable to attend Mass Vaccination Centres, it is intended that their existing health care provider will provide the vaccine. These groups include:
  - *patients in nursing homes and other long-term care institutions*
  - *immobile patients who receive care at home through community health care service*

#### Session Structure and Management

##### Staffing

Staff at the MVC will be vaccinated prior to any mass vaccination sessions. Core staff required to operate a centre include:

- *Medical (nursing staff to administer vaccine)*
- *Administrative (including staff to undertake data entry)*
- *Security*

## **Mass Vaccination / Immunisation (Cont.)**

### **Session Structure and Management (Cont.)**

- *Environmental Health Officers and other staff as considered appropriate to manage numbers of clients.*

The Department of Human Services is in the process of exploring legal options to enable additional nurses to vaccinate, a process of coordinating nurses and exploring who can draw up the vaccine. Council currently has a pool of 5 nurses whom are suitable qualified in administering vaccinations.

### **Venues**

Council Environmental Health Department currently carries out council immunisation services. Council utilises 2 different venues for immunisation, and during a pandemic Council will endeavour to carry out pandemic immunisation at 2 sites.

### **Operational Flow**

#### *Registration*

When members of the public enter a MVC, they will need to register their details at a registration desk. They will be asked to show their Medicare card as a unique identifier as well as proof of age to ascertain that they are within the priority group.

#### *Information*

They will then go to an information area where they will be provided with information about the vaccination in a group session. Information will include:

- What is in the vaccine
- What are the risks/benefits
- What are the contraindications
- Possible side effects and where to seek treatment for such side effect
- The elements of informed consent.

They will then be asked to proceed to the next area if they consent.

## **Mass Vaccination / Immunisation (Cont.)**

### ***Presentation of Sick People***

If sick people attend a MVC, they will need to be assessed on their clinical status and referred to their health care provider. They should be provided with a surgical mask if influenza is the suspected illness. If a person collapses at a MVC, they should be assessed or treated according to medical protocol. If there are people present with fever, they should not receive the vaccine. Their temperature should be checked by thermometer and they should be referred to their GP.

### ***Pre-immunisation Procedures***

It is recommended that prior to any vaccination, the person giving the vaccination review the vaccination history of the client, determine the client's suitability for vaccination, and obtain the client's consent for vaccination.

### ***Vaccination***

Patients will receive their vaccination from an approved health professional. In most cases vaccination will be administered into either the arm or thigh as appropriate for age. Following vaccination, clients should remain on the premises under observation for 15 minutes.

### ***Exit Review***

This is the final station, where clients can:

- Be told the time and date for return for their second dose in writing (it may also be possible to record their mobile phone number as a recall reminder through bulk SMS text messages)
- Have any remaining questions answered
- Be checked by staff to ensure that each patient exits with their information sheets (including possible reactions and who to contact).

## **Mass Vaccination / Immunisation (Cont.)**

### ***Communication***

Public communication will advise the identified priority groups and location of sessions. It should also advise about adverse reactions and contraindications. Local government will need to work with local media to communicate and identify their priority groups. The Department of Human Services will provide advice about the continuance of routine vaccination programs (suspending primary and secondary programs) closer to the time.

### ***Prioritisation***

Vaccination of front line priority groups (such as essential services, at risk groups) will be based on the epidemiology of the pandemic, that is, those age groups most affected will be targeted first.

### ***Equipment***

All vaccine related equipment will be provided to Hepburn Shire Council by DHS. Additional fridges may not be required for storage, rather the department will arrange for more frequent deliveries of the vaccine. Should additional refrigeration be required council will purchase a portable coolroom and store it the basement under lock and key. A data logger will also be provided to ensure the temperature of vaccines are maintained at 2-8 degrees.

A supply of surgical masks shall be available at sessions for sick people who attend.

### ***Ordering Vaccines***

The pandemic vaccine will be provided free of charge by the Australian Government. The department has existing arrangements to store, deliver and order vaccines. These existing arrangements will be used during a pandemic. Enquiries regarding orders should be referred to The Department of Human Services on 1300 882 008.



## **Mass Vaccination / Immunisation (Cont.)**

### ***Review Vaccination History***

The vaccinee will need to be asked if they have been vaccinated before, to ascertain whether they are to receive their first or second vaccination.

### ***Determine Suitability for Vaccination***

It is recommended that a clinical assessment is conducted to ensure that the vaccinee is medically well enough for the vaccination and has no contraindications to any specific vaccine. The pre-immunisation checklist appears on the immunisation consent form. A specific pre-immunisation checklist will be designed for pandemic influenza vaccine.

### ***Obtain Valid Consent***

Consent for vaccination will be undertaken by the usual process – that is, written and/or verbal information will be provided on the benefits and risks of immunisation (in a number of languages if possible) and either verbal or written consent obtained. If verbal consent is obtained, a note in the documentation should state that the consent process has been undertaken. If available, interpreters will be of assistance in the consent process.

### ***Information Resources***

Information resources will be provided by the Department of Human Services and include:

- Immunisation consent form (including a pre-immunisation checklist) – pro forma
- Record of treatment – pro forma
- Report of suspected adverse reaction to drugs and vaccines – pro forma
- Posters
- Common reactions
- Fact sheets on risk and benefit, vaccine content (in various languages).

## **Mass Vaccination / Immunisation (Cont.)**

### **Vaccine Administration**

The Department of Human Services will provide the vaccine in batches according to the storage facilities available. The frequency and duration of clinics must be bolstered considerably when the pandemic is imminent to provide maximum benefit to the community. This will require considerable scaling up of the local government immunisation workforce, which is the subject of further negotiation. As approximately 1,500 nurses have passed through the immunisation accreditation course at La Trobe University, identification of this workforce will be undertaken to bolster the available workforce. Identification of the eligible population will be best undertaken by the use of the Medicare database, which contains approximately 98 per cent of the Australian population. Use of the Medicare number as the identification number also has precedent in immunisation programs, due to its use as the number in the childhood program. Presentation of the Medicare card will be required as proof of identity and eligibility. Security arrangements will be necessary to prevent unauthorised access to vaccine and to maintain order at sessions. Announcements of the locations of immunisation sessions could be done by local press release and uploading council internet site, to fully inform the public.

### **Post-Immunisation Procedures**

#### Observation Post-Immunisation

Following vaccination, vaccinees should remain on the premises under observation for 15 minutes.

Providers should ensure that vaccinees and/or their parents/guardians receive take-home written information on common reactions to immunisations and what to do. Vaccinees will be asked to contact their GP if an adverse event occurs after immunisation.

#### Documentation

- Record vaccination information in Child Health Record and clinical records.
- Vaccination data should be forwarded to the Department of Health or a central national database in accordance with protocol.

## Mass Vaccination / Immunisation (Cont.)

- Vaccinees and/or parents/guardians should be informed in writing of the time the next vaccination is due, which should be noted in the patient records.
- Adverse events following immunisation.
- Public communication surrounding adverse reactions will be important during a pandemic (to prevent reports of sore arms and mild fever). If a suspected adverse reaction to the vaccine occurs, then a Report of Suspected Adverse Reaction must be done.
- Drugs and Vaccines should be filled out by the vaccinee's GP. These reports are then directed to the Adverse Drug Reactions Advisory Committee (ADRAC).

### Vaccination Records

#### *Data collection and storage*

Systematic recording of those who have been immunised will be essential for evaluation of age-specific coverage rates and identification of those who have received a first dose in order to receive a second dose.

#### **Contact list of available staff and rostering plan for initial operations.**

| <b>Name</b>     | <b>Area</b>                           | <b>Role</b>                                 | <b>Primary Role</b>                  |
|-----------------|---------------------------------------|---|--------------------------------------|
| Terry Crisp     | Environmental Health                  | Pandemic Co-ordinator                       | Co-ordinate & oversee all services   |
| Martin Walmsley | Community Services                    | Deputy Pandemic Co-ordinator                | Aged Care Services                   |
| Andrew Bourke   | Acting General Manager Infrastructure | Municipal Emergency Resource Officer (MERO) | Co-ordination of Municipal Resources |
| Linda Newitt    | Communications                        | Communications                              | Media Releases                       |
| Merv Hair       | Governance                            | Governance                                  | Function Centre Co-ordinator         |
| Cheryl Cosgrave | Environmental Health (Contract)       | Immunisation Nurse                          | Vaccinator                           |

## Mass Vaccination / Immunisation (Cont.)

### Arrangements for accessing mutual aid from neighbouring municipalities as currently in place.

| Municipality             | Position      | Contact Officer                     | Direct Contact No.        |
|--------------------------|---------------|-------------------------------------|---------------------------|
| Moorabool Shire          | Sarah Annells | Environmental Health Co-ordinator   | 5367 9362<br>0407 348 902 |
| Ballarat City            | Vacant        | Environmental Health Co-ordinator   | 5320 5500                 |
| Mount Alexander Shire    | Ray Christie  | Senior Environmental Health Officer | 5471 1700                 |
| Central Goldfields Shire | John Kelly    | Senior Environmental Health Officer | 5461 0647<br>0419 134 714 |
| Macedon Ranges Shire     | Phil Harvey   | Environmental Health Co-ordinator   | 5422 0333                 |

It is important that the planning process incorporate existing occupational health and safety procedures.

Listed below are the various work groups and employee/manager representatives for contact.

| Designated Work Group  | Employee Representative | Employer/Management Representative |
|--|-------------------------|------------------------------------|
| Maintenance Unit & Parks & Gardens (Creswick)                  | James Lowe              | David Poole                        |
| Maintenance Unit Parks & Gardens (Daylesford)                  | Paul Healy              | Robert Beard                       |
| Corporate Services (Daylesford Town Hall)                      | Emilia Tatti            | Lucy Roffey                        |
| Customer Services (Duke Street Office)                         | Julie Harris            | Andrew Bourke                      |
| Community Services (Creswick Service Centre)                   | Di Van Der Veer         | Martin Walmsley                    |
| Community Services (Home Care Workers)                         | Sue Richards            | Martin Walmsley                    |
| Community Services (Planned Activity Groups)                   | Browyn Parkinson        | Martin Walmsley                    |
| Tourism and Economic Development & Recreation (Daylesford VIC) | Cameron King            | John Collins                       |

## Mass Vaccination / Immunisation (Cont.)

### Personal Protective Equipment (PPE)

The organisation has invested in PPE (gloves, face masks, and protective body wear).

Guidelines for PPE are contained with the Australian Health Management Plan for Pandemic Influenza – Interim Infection Control Guidelines for Pandemic Influenza in Healthcare and Community Settings.

Protective materials are mainly stored and located in the Environmental Health Unit at the Duke Street Office. The organisational policy for dealing with expiring or obsolescent stock is summarised in the following table.

| Protective Material Description | Purpose/ Use  | Location                     | Quantity           | Expiry   | Distributed by | Distributed to                                 |
|---------------------------------|---|------------------------------|--------------------|----------|----------------|--|
| <b>Alcohol Wipes</b>            | Hand Cleaning   | All Customer Service Areas   | 1 litre containers | 11/11/11 | EHO            | All areas of public exposure                   |
| <b>Face Masks</b>               | Cover your face   | All Customer Service areas   | Unlimited          | N/A      | EHO            | N/A  |
| <b>Soap in Bathrooms</b>        | Personal Hygiene  | All public and staff toilets | As required        | N/A      | Cleaning staff | Throughout Council facilities                  |
| <b>Latex Gloves</b>             | To prevent infection spread from contact surfaces                 | All public and staff toilets | Unlimited          | N/A      | EHO            | Customer Service/Council staff- public contact |
| <b>Cleaning Regimes</b>         | <i>(Schedule will be put in place when pandemic is activated)</i> |                              |                    |          |                |  |

## Mass Fatality Plan

For more information please refer to Appendix 4 of pg 58–59 Victorian Health Management Plan for Pandemic Influenza July 2007 in Appendix B.

Below is a list of funeral homes, cemeteries and crematoria within and around the municipality.

| Funeral Director                                 | Address   | Capacity and plans for increased capacity | Contact   |
|--|---|---|-----------|
| Verey & Son Funeral Director<br>(Jack Adriaans ) | 24 Bridport Street,<br>Daylesford               | 10  | 5348 2762 |
| Peter Tobin Funerals                             | 1251 Doveton Street North,<br>Ballarat          | 10  | 5333 3101 |
| F W Barnes & Son                                 | Darling St (Cnr Pleasant St<br>South, Ballarat) | 5   | 5336 1211 |
| Mulqueen Funeral Directors                       | 15 – 25 Bridge Street,<br>Bendigo               | 8   | 5443 4455 |
| T J Scott & Son Pty Ltd                          | 5 Piper Street,<br>Kyneton                      | 5   | 5422 6455 |

List of cemeteries within the Hepburn Shire.

| Cemetery                          | Location                               |
|-----------------------------------|--|
| Clunes Cemetery                   | Cemetery Road, Clunes                  |
| Creswick Cemetery                 | Clunes Road, Creswick                  |
| Smeaton Cemetery                  | Cemetery Road, Smeaton                 |
| Mt Prospect Cemetery              | Midland Highway, Blampied              |
| Eganstown Roman Catholic Cemetery | Midland Highway, Eganstown             |
| Eganstown (General Cemetery)      | Cemetery Track, Eganstown              |
| Daylesford                        | Daylesford / Trentham Road, Daylesford |
| Franklinford                      | Clarkes Road, Franklinford             |
| Werona                            | Kooroocheang Road, Werona              |
| Glenlyon                          | Holcombe Road, Glenlyon                |
| Bullarto – (Non Operational)      | Off South Bullarto Road, Bullarto      |
| Blue Mount                        | Blue Mount Track, Newbury              |
| Trentham                          | Cosmo Road, Trentham                   |

## Mass Fatality Plan (Cont.)

### Religious and Social Considerations

It is recognised that a number of religious and ethnic groups have special requirements about how bodies are managed after death, and such needs will be met wherever possible. It is possible, however, that religious considerations will not be able to be fully met during a pandemic due to overriding public health measures. Advice will be sought from religious leaders in relation to funeral management, bereavement counselling and communication, particularly for ethnic groups who do not speak English.

| Church Denomination                      | Location   | Contact   |
|--|--|---|
| Catholic Church                          | St Josephs Catholic Church<br>St Thomas Aquinas Catholic Church<br>St Augustine's Catholic Church<br>St Peters Catholic Church<br>Trentham Catholic Church | 5348 2026<br>5345 2060<br>5345 2160<br>5348 2026<br>5424 1275 |
| Uniting Church                           | Bullarto Uniting Church<br>Creswick Uniting Church<br>Daylesford Uniting Church<br>Little Hampton Uniting Church<br>Trentham Uniting Church                | 5348 2119<br>5345 2031<br>5348 2119<br>5348 2119<br>5348 2119 |
| Anglican Church                          | St Paul's Anglican Church Clunes<br>St John's Anglican Church Creswick<br>Daylesford Anglican Church   | 5345 2060<br>5345 2060<br>5348 2064                           |
| Presbyterian Church                      | St Andrew's Presbyterian Church Daylesford<br>Smeaton Presbyterian Church  | 5472 1281<br>5345 6350  |
| Theosophical Fellowship                  | Church of Maitreya for All Faiths – Daylesford   | 5348 1275   |
| Buddhist Centre of Daylesford & Glenlyon | Zachary Caspar   | 5348 7804   |

### Contact list of community leaders and organisations that may be able to assist.

| Community Group                 | Primary contact | Alternative contact  |
|---------------------------------|-----------------|--|
| Daylesford & District Red Cross | 5348 2001       |  |
| Daylesford Lions Club           | 5424 1572       |  |
| Daylesford Rotary               | 5348 3724       |  |
| Spa Centre CWA                  | 5345 7365       | <a href="mailto:biped@netconnect.com.au">biped@netconnect.com.au</a> |

## Delivery of Local Food Services

Facilities to prepare and deliver council food services and contact details.

| Facility/supplier      | Role                    | Estimated food prep. time      | Primary contact                |
|------------------------|-------------------------|--------------------------------|--------------------------------|
| Hepburn Health Service | Provide Meals on Wheels | (To be determined at the time) | 5348 2371                      |
| Red Cross              | Provide Meals on Wheels | (To be determined at the time) | Glen Stickland<br>0419 101 119 |

### Major food suppliers to the municipality

| Suppliers on whom the municipality depend for services/ products | Contact Person               | What effect will loss of services from this supplier have on the municipality?   | What can the municipality do to lessen the reliance on this supplier?  | Is a business continuity plan in place? |
|--|------------------------------|--|--|---|
| <b>Coles</b>   | Richard Uglow<br>5348 2117   | Loss of income, food supply of fresh and packages food not available, distribution issues, cleaning supplies and sanitary. | Flu vaccinations for staff, PPE, Ensure BCP is in Place, incorporate roster with other supermarkets if pandemic occurs | <b>Yes</b>                              |
| <b>IGA (Daylesford)</b>  | Jenny Ganim<br>5348 2021     | Loss of income, food supply of fresh and packages food not available, distribution issues, cleaning supplies and sanitary. | Flu vaccinations for staff, PPE, Ensure BCP is in Place, incorporate roster with other supermarkets if pandemic occurs | <b>Yes</b>                              |
| <b>IGA (Trentham)</b>  | Rhonda Macumber<br>5424 1691 | Loss of income, food supply of fresh and packages food not available, distribution issues, cleaning supplies and sanitary. | Flu vaccinations for staff, PPE, Ensure BCP is in Place, incorporate roster with other supermarkets if pandemic occurs | <b>Yes</b>                              |
| <b>IGA (Clunes)</b>  | Dianne Hill<br>5345 3110     | Loss of income, food supply of fresh and packages food not available, distribution issues, cleaning supplies and sanitary. | Flu vaccinations for staff, PPE, Ensure BCP is in Place, incorporate roster with other supermarkets if pandemic occurs | <b>Yes</b>                              |
| <b>FoodWorks (Creswick)</b>                                      | Paul Cowland<br>5345 2210    | Loss of income, food supply of fresh and packages food not available, distribution issues, cleaning supplies and sanitary. | Flu vaccinations for staff, PPE, Ensure BCP is in Place, incorporate roster with other supermarkets if pandemic occurs | <b>Yes</b>                              |



# Business Continuity

## Business Continuity

Local Government performs pivotal roles for many areas within a community and a need to maintain these roles following any disaster is paramount. Hepburn Shire Council has identified and rated the areas of service or business it provides to the community and the following plan has been devised to ensure any interruption to these services is kept to an absolute minimum.

Information Technology – Back up and secondary location in place

Waste Management – Back up crews are part of the Depot continuity plan

Aged Services/HACC – Back up services are in place

Cemeteries – Located at Clunes, Campbelltown, Smeaton, Mt. Prospect, Eganstown Roman Catholic Church, Eganstown, Daylesford, Franklinford, Werona, Glenlyon, Bullarto, Blue Mount and Trentham.

Emergency Management Functions – As per MEMP

| Business Unit                      | Operational Element / Function                                     | What support systems / groups are critical to these business functions?               | What is being done to ensure this critical function will be maintained?  |
|------------------------------------|--|---|--|
| Information Technology             | Update Web Site<br>Help Desk Information<br>Computer Service       | Memory Sticks<br>Off-site Backup Storage<br>Incident Management Data Base<br>Intranet | Backup Services  |
| Payroll                            | Payroll / Finance  | Payroll<br>Fax Machine<br>Email<br>Printer  | Other people in area learning payroll processes<br><br>Look at doing payroll from remote location  |
| Waste Management                   | Municipal Waste Pick-up Service                                    | Contractor  | Depot Staff able to be trained if required   |
| Maternal and Child Health Services | Primary Health Care for children aged 0 – 6 yrs and their families | Qualified M&CH Nurses<br>Qualified Immunisation Nurses                                | M&CH Nurses will be provided with appropriate PPE and training in infection control processes as necessary.<br><br>Relieving M&CH staff will be called in to assist if required. |

## Business Continuity (Cont..)

| Business Unit  | Operational Element / Function   | What support systems / groups are critical to these business functions?   | What is being done to ensure this critical function will be maintained?  |
|--|--|---|--|
| Aged & Disability Services Home & Community Care (HACC) / Home Support | Community based support services for the frail aged and people with a disability and their carers. | Personal care services need to continue a high priority. Domestic assistance / home help & In-home respite care can be suspended. | Home Care Workers will be rostered to provide critical care only – non critical care will be suspended to enable available staff to deliver essential care as required only. |
| Cemeteries   | Internment of Bodies   | Appropriate storage of bodies prior to burial. Mobile refrigeration units available if required. Timely burial of bodies          | Long term storage of bodies if required / mass burials.  |
| Essential Traffic Management Services                                  | Trained Compliance Staff   | Trained personnel in traffic management   | Ensure adequate number of support staff have been trained  |
| Legislative functions (e.g Compliance & Environmental Health Services) | Public Health<br>Immunisations<br>Animal Control<br>Local Laws                                     | Internet<br>Phone<br>Legislation<br>PPE<br>Transport / Vehicle  | Memorandum of understanding between neighbouring municipalities and DHS.   |
| Emergency Management Functions   | Ability to respond to emergencies within the Municipality  | Emergency Management Committee  | Emergency Management Plan to be activated when required.   |

The following table identifies the core people required to keep essential parts of the municipality operating.

| Name               | Role                                      | Core Skill  |
|--------------------|---|---|
| Kaylene Conrick    | Chief Executive Officer                   | Organisational Management   |
| Robert Jennings    | General Manager Sustainable Development   | Organisational & Department Management  |
| Lucy Roffey        | General Manager Corporate Services        | Organisational & Department Management  |
| Andrew Bourke      | Acting General Manager Infrastructure     | Organisational & Department Management  |
| Martin Walmsley    | Acting General Manager Community Services | Organisational & Department Management<br>Deputy Pandemic Co-ordinator<br>Municipal Recovery Manager        |
| John Traill        | Deputy Municipal Recovery Manager         | Recovery Management   |
| Terry Crisp        | Senior Environmental Health Officer       | Pandemic Co-ordinator   |
| Chris Wilson       | Information Technology Co-ordinator       | IT Systems Management, data, backup and help desk activities, establishment of remote systems when required |
| Linda Newitt       | Executive Assistant – CEO's Office        | Communications  |
| Scott Kerr         | Aged & Disability Services Manager        | Aged & Disability Services Co-ordination  |
| Richard Russell    | Executive Engineer                        | Knowledge and Identification of Council Assets  |
| Kathleen Brannigan | Community Strengthening Manager           | Community Development / Recovery  |

## Business Continuity (Cont.)

| Name          | Role                             | Core Skill   |
|---------------|----------------------------------|--|
| Kevin Clohesy | Technical Support Officer / MECC | Local Knowledge of Council Services and General Locality Knowledge |
| Russell Ross  | Payroll                          | Payroll  |
| Clean-away    | Garbage / Recycling Contractors  | Garbage Collection / Disposal                                      |
| Sweeney Todd  | Sharpes / Waste Disposal         | Sharpes Disposal   |

## Strategy for Community Information Provision

The Victorian Government has developed a communication strategy to strengthen pandemic preparedness at state, regional and local level and ensure that timely, informative and consistent messages are provided to the wider community. The strategy supports the Australian Government Department of Health and Ageing Communication Strategy, while accommodating Victorian circumstances.

The Hepburn Shire Council has developed its own communications plan in line with the whole of the Victorian Government communications strategy.

For further information on this strategy, refer to:

[www.health.vic.gov.au/pandemicinfluenza/government/comm.htm](http://www.health.vic.gov.au/pandemicinfluenza/government/comm.htm)

### **Hepburn Shire Council Communication Strategy**

The purpose of our communication strategy is to supplement the Victorian Government's Communication Plan. The state government will be responsible for overall messaging and mass media communication across the state. We will ensure the community is made aware of the general hazards associated with a pandemic and the range of actions that people can apply in their daily lives to prepare for such an event. Therefore the communications role is in conjunction with council responsibilities leading up to and during a pandemic and defined by the following objectives:

- *Staff and community receive information about immunisations*
- *Staff receive guidelines about safe hygiene practices*
- *Communications remain in align with Victorian and National communications*

Hepburn Shire Council's strategic approach covers four phases: pre-pandemic, leading into, during and post pandemic.

The key aim during a pandemic will be to keep the target audience well informed about council's services and to ensure the community remain calm. Therefore, direct communications and key messages will be critical. Communication strategies are as follows:

#### **Pre - Pandemic**

- *Promote preparedness for a pandemic outbreak in the community*
- *Create strong links with Hepburn Shire Council's partners (eg. DHS and neighbouring councils)*
- *Promote readiness among Hepburn Shire Council staff*

## Strategy for Community Information Provision (Cont..)

### Leading into a Pandemic

- Nurture an information network the community can readily tap into and trust by using direct communication to create an information network. The network has two components. One component is people such as community leaders, church/charity groups, community workers and the other component is electronic media (web and email).
- Media - Key influencer group, strategy to be developed with Media
- Develop an information hierarchy to ensure staff are kept well informed and calm

### During a pandemic

- Promote scheduled vaccinations and Council's services
- Help ensure immunisation sessions operate well
- Obtain DHS communications
- Promote cohesion and direction where possible through the media
- Ensure staff are kept updated and remain calm

### Post pandemic

- Use communications to aid recovery

### Staff Communication

Whether staff decide to come to work depends not only on how serious the employee perceives the risks to be, but also on how transparent and receptive Council has been during pandemic planning and what risk management strategies are in place.

To manage possible fear and anxiety regarding a pandemic, Hepburn Shire Council, via the Human Resources Department, aims to implement the following strategies:

- Discuss with staff possible health and safety issues, the potential for stand down, and leave arrangements if they are ill or need to look after children or relatives;
- Early communication about the possibility of a pandemic, and what action Council has undertaken in preparation to manage it;
- Have a comprehensive management plan in place that is clearly communicated to staff ensuring that communication management during a pandemic is part of the plan;

## Strategy for Community Information Provision (Cont..)

### Staff Communication (Cont..)

- Provide clear, timely and pro-active communication to staff, including how Hepburn Shire Council is responding to the situation;
- Establish policies that can minimize or prevent influenza spreading at work, eg cough etiquette, promote handwashing, policies for social distancing and minimising face-to-face contact amongst employees and between employees and clients.
- Establish staff briefing forums similar to those of the bushfire relief information session.

During a Pandemic the communication will be conveyed to staff through intranet updates, emails, bulletins and fact sheets as provided by DHS.

### Staff Support

During a pandemic, employees will likely be concerned and preoccupied about the well being of their families. Their commitment, or ability, to work may not be their major concern.

In the event of a pandemic, council will consider the following requirements:-

- Allow staff to have regular contact with their families to ensure they are safe and well;
- Investigate the possibility of work from home arrangements;

Key messages in the communication plan should include:

- What the municipality is doing about influenza pandemic planning
- Accurate information about hygiene and pandemic awareness
- Any changes in arrangements for service delivery from your municipality.

The Human Influenza Pandemic Whole of Victorian Government Communication Strategy Overview is available at:

[www.health.vic.gov.au/pandemicinfluenza/downloads/wovg\\_communication\\_strategy\\_overview.pdf](http://www.health.vic.gov.au/pandemicinfluenza/downloads/wovg_communication_strategy_overview.pdf)

## Strategy for Community Information Provision (Cont..)

### Municipal Communication Plan

| Objectives   | Messages  | Approach   |
|--|---|--|
| <ul style="list-style-type: none"> <li>• Clarify operational responsibilities</li> <li>• Equip and encourage municipality to prepare</li> <li>• Ensure communication channels are clear and two-way</li> </ul> | <ul style="list-style-type: none"> <li>• There is a Victorian Influenza Pandemic Plan</li> <li>• You are crucial</li> <li>• You should do your business continuity planning now</li> <li>• Scenario plan for 30 per cent employees absent</li> <li>• We will support you; here's how</li> <li>• Tell us now what else you need</li> </ul> | <ul style="list-style-type: none"> <li>• Partner with Local Government Victoria (LGV) and Municipal Association of Victoria (MAV)</li> <li>• Where possible, ensure that a single source in DHS is communicating with local government CEOs</li> <li>• Hold operational and communication dry-runs to ensure channels are open and seriousness is clear</li> <li>• Provide tools for them to disseminate to local groups and individuals</li> <li>• Provide checklists that stress the importance of hand hygiene and cough etiquette</li> </ul> |

*Please note reference should be made to Part 3 – Section 11 of the Municipal Emergency Management Plan when activating this Communication Strategy.*

## Community Support and Recovery

*Please refer to the Victorian Human Influenza Pandemic Plan: Community Support and Recovery Sub Plan and Part 4 of the Emergency Management Manual Victoria – State Recovery Arrangements for more information (Appendix B).*

Potential social and economic impacts:

- increased levels of uncertainty, fear and anxiety
- breakdown of community support mechanisms
- increased numbers of vulnerable people and emergence of new groups
- high workforce absenteeism
- widespread economic disruption.

Although the local government Municipal Emergency Management Plan (MEMP) has a recovery sub-plan, the unique infectious nature of a Flu Pandemic requires some modifications to a typical emergency recovery operation outlined in the sub-plan. This Influenza Pandemic Plan (IPP) sets out what those unique requirements may be and the necessary recovery operation modifications.

### Flu Pandemic Constraints

Recovery typically involves the gathering and provision of information via meetings with members of the community at public forums, with service agencies in their offices or face to face at relief and recovery centres. The infectious nature of the Flu discourages this type of behaviour in an attempt to contain its spread, so alternative strategies will need to be developed.

Staffing capacity will be stretched once recovery workers (or their families) fall ill, and essential services may well be under stress to maintain business continuity. Contingencies need to be factored in to the recovery plan for all of these service dependencies as well.

### Likely Impacts on the Community

Influenza will cause a considerable impact upon the Social, Health & Community Environment as well as the Economic Environment across a wide ranging area for quite some time.

The possible impacts in each environment include:

#### Social, Health & Community Environment:

- Loss of life causing grief and trauma
- Disconnection from community support due to isolation and illness
- Disruption to food/utilities/fuel supply and access to essential items
- Disruption to a wide range of community, cultural and sporting events
- Disruption to a range of community care services
- Increased needs of community in relation to provision of information
- Increased needs of vulnerable groups
- Widespread illness and sickness and need for health and medical support
- Increased hospital admissions
- Widespread fear and anxiety
- Increased need for financial assistance and material aid



## **Community Support and Recovery (Cont.)**

### Economic Environment:

- Disruption to businesses customer base due to falling numbers and cancellation of community events
- Loss of income as demand drops for the service industry causing stress and anxiety.
- High staff absenteeism and related costs
- Supply shortages
- Closure of venues
- Public transport disruption/ delays / closures
- Disruption to fuel and energy supplies
- Business closures
- Financial impact retail/ entertainment/ hospitality industries
- Increased demand in some services exceeding capacity to supply

### **Identifying the Service Requirements in the Recovery Environments**

Any emergency recovery operation addressing the recovery needs of the community will need to make preparations in the following service areas:

- Environmental Health
- Personal Support, Case Management & Counselling
- Communication and Media Liaison
- Recover Centre Management
- Community Development
- Financial Assistance
- Aged Care and Disability Services
- Material Aid – especially food donations and catering
- Temporary Accommodation
- Economic Development
- Children Services
- Volunteer Coordination
- Donations Coordination
- Transport

Obviously, any good municipal recovery sub-plan will have already documented the local arrangements for each of the services listed above and tested them with desktop exercises. But a flu pandemic will need further planning work to be done.

As well as identifying the necessary resources, training and coordination requirements for each of these recovery service areas, operational planning needs to identify and document the service delivery process to those in need within the constraints of an infection control environment. For example, communication of public health messages will need to be limited to the electronic media, web sites and mail deliveries. Personal support/case management is provided via the telephone to a call centre. Recovery Service Team coordination meetings should be conducted by video/teleconferences.

## **Community Support and Recovery (Cont..)**

### **Preparing for the Pandemic Recovery Operation**

As mentioned in the above paragraph, the development of a recovery operational plan for each of the listed services is necessary before the event. The plan should identify:

- Who will be coordinating each service
- Who will be providing the services (there may be a sole provider or multiple)
- What impact will the infection control arrangements have on this service?
- Arrangements for minimising infection spread while still providing this service.
- The dependencies for each of those services (eg is there an external supplier? Is there only one person who can provide this service? What about power/telecommunication outages or loss of access to computer networks?)
- References to relevant internal/external business continuity plans
- The contingency plans for an interruption to service provision (eg staff shortages, supply chain for food, transport etc)
- How this service could operate for an extended period of time with limited personnel.
- The escalation process once full capacity is reached
- Support (personal and logistical) arrangements for the people providing the service/s in each area.

### **Coordination of the Recovery Operation**

Any pandemic recovery operation will occur in two stages:

1. During the outbreak for possibly 6 months until it is contained (within the infection control constraints) requiring the communication of information to be conducted remotely. The following services will need to be co-ordinated:

- Environmental Health
- Personal Support, Case Management & Counselling
- Communication and Media Liaison
- Recover Centre Management
- Financial Assistance
- Aged Care and Disability Services
- Material Aid – especially food donations and catering
- Temporary Accommodation
- Children Services
- Volunteer Coordination
- Donations Coordination
- Transport

Coordination of these services will require a modification to standard recovery processes due to the constraints identified earlier as well as managing the demands of maintaining these services over a potentially longer time frame.

## Community Support and Recovery (Cont.)

The Municipal Emergency Coordination Centre (MECC) could become a combined Response/Recovery Coordination Centre for resources to emergency services as well as recovery services. If staffing this centre becomes an issue, then a combined LGA centre is an option to consider.

***Refer to the 'Community' and 'Service Coordination' process diagrams for additional detail on how requests for assistance will be coordinated.***

***LGAs need to plan for this as a worst case scenario.***

2. After the influenza infection has been contained (with possibly fewer constraints), the recovery operation can begin to move to standard operating procedures, as outlined in the Municipal Recovery Plan. The services that are likely to be required are:

- Environmental Health
- Personal Support, Case Management & Counselling
- Communication and Media Liaison
- Recover Centre Management
- Community Development
- Financial Assistance
- Aged Care and Disability Services
- Material Aid – especially food donations and catering
- Temporary Accommodation
- Economic Development
- Children Services
- Volunteer Coordination
- Donations Coordination
- Transport

NOTE: Community and Economic Development activities have been added to the second stage to assist with reconnecting both communities and conducting a range of assistance measures so a full recovery can be achieved. Activities in these two areas require face to face community interaction, so even though their need would become apparent earlier than this stage, the infection control constraints make this difficult to implement. Some of the services will have a short life span of a few weeks while others can take years.

*Diagram 1: **Community Support Process***

**Flu affected citizen calls central 1800 Helpline number**

Helpline support worker triage

YES

Referral to relevant DHS region

Is the person a community services client of the LGA?

YES

ASSISTANCE

Person identified as vulnerable without family/friends support networks

Region refers request to LGA Community Support Coordinator

NO

LGA continues to provide support

Family support network can address needs

MRM refer to relevant support agency Coordinator

**NOTE: REFERRAL TO RESPONSIBLE COORDINATORS**

These may include:

- Community Health Centre
- Red Cross
- Salvation Army
- Uniting Care
- Community volunteer groups

Refer to 'Service Coordination Process' diagram for more detail

*Diagram 2 : Service Coordination Process*

LGA identifies or receives a request for assistance

Shopping for food or medicines

Personal Support and case management

Financial Assistance

Information on immunisation health and related matters

**WHAT**

ASSISTANCE

Refer to volunteer organisations which have been identified to provide this

Refer to Personal Support Coordinator

Refer to LGA Financial Assistance Coordinator

Refer to prepared fact sheets and messages on web site and LGA outlets

**NOTE: REFERRAL TO RESPONSIBLE COORDINATORS**

These may include:

- Community Health Centre
- Red Cross
- Salvation Army/ Uniting Care
- Financial Assistance
- Community volunteer groups

## Community Support and Recovery (Cont.)

### **Community Support & Recovery and the Relationship with MEMP**

Hepburn Shire Council's Community Support and Recovery Plan sits within the parameters of the Municipal Emergency Management Plan (MEMP). The Pandemic responses will be in line with the approach of the MEMP (Part 5 Recovery Arrangement: Hepburn Shire Council – Municipal Emergency Management Plan), however there are some areas specific to response in the event of an influenza pandemic.

Hepburn Shire Council's Community Support and Recovery Plan will be activated in three stages, by the Municipal Emergency Resource Officer in consultation with the Municipal Recovery Manager and Department of Human Services. The phases of the pandemic will determine the level of support and recovery implemented.

### Australian Phase 4 – Pandemic Planning Sub Committee

- Will review the potential social and business impacts of the pandemic as they unfold
- Will prioritise the vulnerable groups and vary according to current situation
- Will determine what services and how services can be delivered to our vulnerable community
- Will determine staff levels and plan to establish and staff a Community Support Service
- Will continue liaising with DHS and other regional contacts.



### Australian Phase 6b – Establish Community Support Service

In the event of influenza Pandemic, council will be required to establish and staff a community support service. Influenza Pandemic traditional recovery or relief centres may not be appropriate as social distancing and isolation will be a key strategy to avoid further spread of infection. Preparedness activities will focus on alternative arrangements to provide access on community and recovery services. Linkages between those seeking assistance and service providers (as advised from Manager Aged Services and Health) will be undertaken electronically or via telephones. This function will be referred to as **Community Support Service** to distinguish it from the more traditional Recovery Centres. As a function, the Community Support Service will operate in a virtual environment, as opposed to a public building.

The Manager Aged Services and Health and Municipal Recovery Manager will arrange the staffing levels required to maintain a Community Support Service. Community Support Service staff will consider individual needs by telephone, prior to identifying agencies that can provide assistance, the service is not intended to be a medical support service. Health care services will be accessed through existing medical arrangement.

While there will be an expectation that family and friends and neighbours will care for the majority of the people isolated in their homes, many of these people will have complex needs and have no support networks to assist them. Those people will need to be case managed through a Community Support Service. The three key functions of the Community Support Service are intake, assessment and case management.

## **Community Support and Recovery (Cont..)**

### Australian Phase 6c – Municipal Recovery

Once the pandemic has subsided the Pandemic Planning Sub Committee will determine the effects on the community and implement strategy for returning the city to normal function. The primary objective to the recovery would be to encourage community members to participate in city life and therefore stimulate business and the economy. Council will also endeavour to assist the community in dealing with the psychological effects of the pandemic ie loss of loved ones, disruption to work and life, fear and anxiety caused by the pandemic etc.

Personal support such as bereavement and grief counselling would need to be provided at unprecedented level during and after the pandemic. It also recognised that many people will suffer significant long term psychosocial effects.

## Contact List

This information is compiled and contained in the Municipal Emergency Management Plan (MEMP). These are the core agency contacts for the Influenza Pandemic Plan.

### Current key agency contacts

| Agency                                      | Contact Person  | Contact Number | A/H Contact               |
|---|-----------------|----------------|---------------------------|
| Chief Executive Officer                     | Kaylene Conrick | 53216 422      | 0418 579 855              |
| Municipal Emergency Resource Officer        | Andrew Bourke   | 53216 418      | 0400 145 463              |
| Deputy Municipal Emergency Resource Officer | Richard Russell | 53216 413      | 0418 987 008              |
| Municipal Recovery Manager                  | Martin Walmsley | 5345 9215      | 0418 311 473              |
| Municipal Emergency Centre Co-ordinator     | Kevin Clohesy   | 5321 6426      | 0419 154 692<br>5345 7447 |
| Senior Environmental Health Officer         | Terry Crisp     | 5321 6430      | 0408 574 042              |
| Emergency                                   |                 | 000            |                           |
| Daylesford Police                           |                 | 5348 2342      |                           |
| Ballarat Police                             |                 | 5336 6000      |                           |
| Hepburn Health Service                      | Lisa Clinnick   | 5348 2371      |                           |
| Ballarat Health Services                    |                 | 5320 4000      |                           |

## **Review and Exercise Schedule**

To be prepared for an influenza pandemic, it is important to regularly review and exercise this plan (as part of the Municipal Emergency Management Plan) and make amendments, as required.

Each plan should also include feedback mechanisms for evaluating its effectiveness. The Municipality is encouraged to observe exercises undertaken by other municipalities.

The Plan will be exercised every March of that year, as directed by the CEO of the Hepburn Shire Council.

The exercise format will be a table top exercise.

The exercise will include independent assessment, and will include identified agencies and key stakeholders.

## Appendix A

### Determine the role of local government in planning

Listed below are the Hepburn Shire Council responsibilities in the areas of community support and recovery, public health, business continuity and essential services.

- Undertake Influenza Pandemic planning.
- Ensure that the following identified essential services have Business Continuity Plans in place which cater for a 40% attack rate and increased demand on services using the publication “*Being Prepared for a Human Influenza Pandemic – A Business Continuity Guide for Australian Businesses*” (Commonwealth of Australia June 2006) as a guide:

|                       |                          |                         |                                   |
|-----------------------|--------------------------|-------------------------|-----------------------------------|
| Counselling           | Water                    | Emergency Services      | Dept Transport                    |
| Undertakers           | Sewerage                 | Prescription medicines  | VicRoads                          |
| Hospitals and Staff   | Rubbish Removal          | Oxygen supplies         | Food                              |
| Meals on Wheels       | Pharmacy service         | Dialysis                | District/Community Nursing<br>MCH |
| Home Services/support | Aged/Disability Services | Chemotherapy            | Nurse immunisers                  |
|                       | Telephones               | Doctors & Surgery Staff | Public Health Professionals       |

- Promote vaccination for influenza and pneumococcal for identified high-risk groups and continue to expand the annual workplace influenza vaccination campaign. Coordinate mass vaccination and provide security at the venues.
- Ensure that appropriate stocks of masks, eye protection, gloves, gowns (coveralls) are available to protect priority staff and that staff are trained in their use.
- Provide ongoing education to the community on infection control issues – cough etiquette, handwashing, cleaning of potentially contaminated surfaces. The aim of education strategies will be to raise awareness of infection control issues at a community level.
- Ensure that agencies are aware of their obligations to report actual or suspected communicable diseases.
-

## **Appendix A (Cont..)**

### **Determine the role of local government in planning (Cont..)**

- Encourage individual agencies to stockpile masks/gloves/gowns, particularly P2 masks (or other recommended masks) for their own personnel working in direct contact with infected/potentially-infected persons.
  
- Encourage individual agencies to have infection control kits in place at key facilities and for key front line staff.
  
- Encourage individual agencies to review their own emergency planning processes to ensure that plans are up-to-date, regularly tested and that staff are trained to respond to a prolonged health incident, such as pandemic influenza.
  
- Ensure that adequate numbers of Nurse Immunisers are accredited and continually re-accredited to provide scaled up vaccination to the community.
  
- Encourage families to prepare a plan with particular focus on working families reliant on services such as schools, childcare, and kindergartens to continue working, as these services are unlikely to be maintained during a pandemic. Families to also be encouraged to plan to care for elderly family members to alleviate the burden on providers.
  
- Coordinate HACC services (meals on wheels/home care).
  
- Identify Intermediate health care- identifying motels (people can go to), St John Ambulance etc.
  
- Identify Neighbourhood assistance.
  
- Encourage essential services and medical coordination.
  
- Encourage Recovery Services.
  
- Assist in contact tracing and quarantine services.

## **Appendix B: Resources**

Victorian Influenza Pandemic Plan – DHS Website:

[www.health.vic.gov.au/ideas/regulations/vic\\_influenza.htm](http://www.health.vic.gov.au/ideas/regulations/vic_influenza.htm)

Hepburn Shire Council would like to acknowledge the plans and work that were undertaken by Department of Human Services and Department of Health and Ageing, these resources: include the following documents:

[Preparing for an influenza pandemic: A tool kit for local government \(527kb, pdf\)](#)

[Preparing for an Influenza Pandemic: A planning guide for local government](#)

[Victorian Human Influenza Pandemic Plan: Community Support and Recovery Sub Plan March 2008 \(307kb, pdf\)](#)

[Victorian Health Management Plan for Pandemic Influenza \(1.2mb, pdf\)](#)

[Preparing for an influenza pandemic - An information kit and workplan for general practice \(326kb, pdf\)](#)

### **Fact Sheets**

[Fact Sheet - Seasonal/Avian/Pandemic influenza \(flu\) – Information for the general public \(67kb, pdf\)](#)

[Fact Sheet - Pandemic influenza \(flu\) – Information for the general public – looking after yourself in a pandemic \(101kb, pdf\)](#)

[Fact Sheet - Pandemic influenza \(flu\) – Information for people who may have been exposed to pandemic influenza and are isolated \(95kb, pdf\)](#)

[Fact Sheet—Information for the community on influenza \(183kb, pdf\)](#)

[Fact Sheet—Children and influenza \(177kb, pdf\)](#)

[Fact Sheet—Infants and influenza \(170kb, pdf\)](#)

[Fact Sheet—Information for medical practitioners \(186kb, pdf\)](#)

## ***Appendix B: Resources (Cont..)***

### **Department of Health and Ageing (Commonwealth Government)**

[Australian Health Management Plan for Pandemic Influenza, Australian Government Department of Health and Ageing, May 2006](#)

Health posters to assist in controlling infection

[How to fit and remove protective gloves \(PDF file 140KB\)](#)

[How to fit and remove a protective gown \(PDF file 171KB\)](#)

[How to fit and remove a surgical mask \(PDF file 160KB\)](#)

[How to fit and remove a P2 \(N95\) respirator \(PDF file 171KB\)](#)

[How to fit and remove protective eyewear \(PDF file 158KB\)](#)

[Correct order to fit and remove personal protective equipment \(PDF file 140KB\)](#)

[How to clean hands using an alcohol-based liquid or hand rub \(PDF file 155KB\)](#)

[Cough etiquette and respiratory hygiene \(PDF file 159KB\)](#)

[Travel health - Have you recently returned from overseas? \(PDF file 106KB\)](#)

[Staff Influenza Notice \(PDF file 107 KB\)](#)



[Avian influenza \(PDF file 60KB\)](#)

[Seasonal and pandemic influenza \(PDF file 60KB\)](#)

[Transmission of respiratory diseases and managing the risk \(PDF file 60KB\)](#)

[Infection control precautions for severe respiratory diseases \(PDF file 60KB\)](#)

### **World Health Organisation – Fact Sheets**

[WHO – Communicable Disease Surveillance and Response - Influenza](#)

[Highly pathogenic H5N1 avian influenza outbreaks in poultry and in humans: Food safety implications \[pdf 206kb\]](#)

## 13 INFRASTRUCTURE:

### 13.1 ASSET MANAGEMENT POLICY

(Action Officer – General Manager Infrastructure)

File Ref: 60/04/02

#### Introduction

As part of Council's Plan 2009-2013, asset management is a critical element for progressive improvement and provision of services to the municipality of Hepburn Shire.

This report recommends that Council adopt the Asset Management Policy and commence implementation of the policy as outlined in the Asset Management Strategy.

#### Report

An Asset Management Policy and Strategy have been prepared for adoption by Council. (Refer [Attachment 8](#): Asset Management Strategy and [Attachment 9](#): Asset Management Policy).

Asset Management is the systematic process to guide the planning, acquisition, operation, maintenance, renewal and disposal of assets as owned and managed by Council.

The objective of the policy is to maximize asset service delivery potential ensuring management of the related risks and costs over the asset entire life.

Hepburn Shire Council has a vast inventory of assets accumulated over generations comprising roads, bridges, buildings, land, reserves, parks and gardens, cultural and recreational facilities, plus plant and equipment.

Through an integrated approach to asset management within Hepburn Shire Council as outlined in the Asset Management Strategy, Council will deliver the expected level of service and infrastructure to the community ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.

Council exists to provide services to its community. Provision of some of these services requires infrastructure assets.

This policy set guidelines for implementing consistent Asset Management processes throughout Council and has been prepared to assist Councillors and staff in making decisions for the management of Council assets.

Currently, Council is undertaking the planning stage for the preparation of Asset Management plans for roads, bridges and buildings as outlined in the attached strategy.

An allocation of \$80,000 has been provided in the current 2009/2010 budget to implement these plans and with the adoption of the Asset Management Policy through the Asset Management Strategy, will provide Council with a strategic focus for achievement of the Council plan objective.

### **Relevant Policies**

Asset Management Plans

Council Plan 2009-2013:

6. Completing Asset Management Plans for all of the shire's assets and preparing a Ten Year Capital Works Program.
22. Requiring Council's Management to prepare policies and protocols which support transparent decision making.

### **Community Engagement**

Policy has been reviewed by the Audit Committee and current policy will be provided electronically to Committee prior to adoption by Council.

### **Financial Implications**

Council has allocated \$80,000 to the 2009/2010 budget to commence the implementation of the Asset Management Strategy.

### **Motion**

*That Council:*

- 13.1.1 *Adopt the Asset Management Policy as amended.*
- 13.1.2 *Commence the implementation of the Asset Management Policy as outlined in the Asset Management Strategy as amended.*

**Moved: Cr Rod May**  
**Seconded: Cr Sebastian Klein**  
**Carried.**

## ***ATTACHMENT 8***

### ***ITEM 13.1***

## **HEPBURN SHIRE COUNCIL**

# **ASSET MANAGEMENT STRATEGY**

## **THIS STRATEGY**

The Council exists to provide services to its community. The Provision of some of these services requires infrastructure assets. This strategy is to set guidelines for implementing consistent Asset Management processes throughout HSC and has been prepared to assist Councillors and staff in making decisions for the management of Council's assets. The accompanying strategy sets out priorities and responsibilities in relation to Asset Management.

Date of Next Review: March 2013 or earlier as determined by Council.

## **Index**

- 1. Introduction**
  
- 2. Asset Management Roles and Responsibilities**
  
- 3. Implementation and Review**
  
- 4. Asset Management Plan**
  - 4.1 Role and Function of the Asset Management Plan
  - 4.2 Sub-Plans
  
- 5. Asset Management Implementation Strategy**
  - 5.1 Strategy Overview
  - 5.2 Relationship with Other Council Strategies, Plans and Policies
  - 5.3 Community Consultation
  - 5.4 Council's Asset Management Systems
  - 5.5 Asset Management Implementation Strategy Tasks
  
- 6. Appendices**
  - 6.1 Definitions
  - 6.2 Standard Asset Management Plan Format
  - 6.3 Implementation Strategy Tasks
  - 6.4 Asset Management Systems

## 1. INTRODUCTION

The Department for Victorian Communities document – Sustaining Local Assets – (2003). Local Government Asset Management Policy statement defines Asset Management as follows:

“Asset management is a systematic process to guide the planning, acquisition, operation and maintenance, renewal and disposal of assets. Its objective is to maximise asset service delivery potential and manage related risks and costs over their entire lives”

Victorian Councils’ infrastructure assets – roads, bridges, drainage, buildings, parks, cultural, environmental assets and recreational facilities- represent a vast investment built up over many generations.

Infrastructure costs consume a large part of a Council’s budget. They are frequently significantly higher in some periods than others and can have a big impact on Council budgets and human and capital resource planning.

The long lived nature of many assets and the need for their ongoing renewal means that planning must be based on an understanding of the full costs throughout each asset’s life cycle to address both short and long term planning needs”



## 2. ASSET MANAGEMENT ROLES and RESPONSIBILITIES

To implement this Strategy the following key roles, responsibilities and commitments are identified:

(a) Councillors

- To act as stewards, custodians, advocates and owners for Council owned infrastructure assets;
- Determine corporate asset management policy with linkage to the Council Plan;
- To set “levels of service” for function, maintenance, risk criteria and financial commitment to meet the reasonable needs and expectations of the community;
- To ensure appropriate resources and funding for asset management activities ensuring integration of Asset Management Policies, Asset Management Strategies and Asset Management Plans into the corporate governance framework; and
- To promote and raise awareness of asset management in the community.

(b) Audit Committee.

- Responsible for an annual review of asset management performance management.

(c) Chief Executive Officer

- Monitor and review performance in achieving the Asset Management Strategy.
- Instigate and resource Asset Management Steering Group(working group)

(d) Management Team and Program Managers

- To ensure the community and key stakeholders inputs are integrated as required in the development of Asset Management Plans;
- Develop in conjunction with the Officer Responsible for Asset Management, Asset Management Plans for individual asset groups, using principles of lifecycle analysis;
- Develop Asset “Levels of Service” (LOS) for asset functionality and asset maintenance that describe the needs and reasonable expectations of the community and ensuring over time the community is consulted over the LOS provided by assets;
- Develop and implement Asset Management Plans for individual asset groups;
- To monitor the performance of staff and the utilisation of resources required in implementing asset management; and

- To promote and raise awareness of asset management to the Council staff, users and the community.

(d) Officer Responsible for Asset Management

- Provide a resource to assist departments and staff with effective asset management activities;
- Assist in maintaining the integrity of the central asset register and GIS.
- Co-ordinate and provide information and reports on Council assets and asset systems as required by the organisation;
- Co-ordinate asset management planning;
- Implement procedures that ensure the asset data bases are maintained, updated and provide accurate information.
- Develop and implement processes and procedures to consider the “whole of life “ and continued management and ownership of assets including all asset life cycle management functions
- To advise the management team on the required resources and funding for asset management activities to enable development of Asset Management Policies, Asset Management Strategies and Asset Management Plans.
- To assist to promote and raise awareness of asset management to the Council, staff, users and community.

(e) Asset Management Working Group

- Provide interdepartmental co-ordination and cooperation in development and implementation of asset management plans. Working Group to be comprised of representatives from the following, with the option of coopting other staff as required:
  - i. Finance and Corporate Services
  - ii. Technical Services
  - iii. Recreation
  - iv. Infrastructure
  - v. Economic Development, Planning and Environment
  - vi. Community Services

### **3. IMPLEMENTATION and REVIEW**

The development of this strategy is to be compatible with the MAV Step program, utilising the NAMS framework for Asset Management Plans while using the International Infrastructure Asset Management Manual as a guide will form the framework for these plans.

As part of the implementation the Council will:

- Progressively develop an Asset Management Plan incorporating a number of sub-plans covering all Council's asset groups.
- Develop asset management procedures to assist the implementation of the AM Policy and Strategy to meet legislative or regulatory guidelines or requirements.
- Develop within each asset group a staff responsibility matrix.
- Ensure all stakeholders are involved in AM across the organisation.
- Identify the asset renewal gap and work towards managing the outcome.

The CEO and Senior Management Team will review organisational compliance to this strategy on an ongoing basis and report to the Audit Committee and Council on at least an annual basis.

Review of the Strategy and relevant procedures will be carried out at least annually by the Management Team.

## **4. ASSET MANAGEMENT PLAN**

### **4.1 Role and Function of an Asset Management Plan**

The role and function of an Asset Management Plan includes the following:

- Defines level of service within financial/ resource/ risk constraints.
- Specifies the capital expenditure required for renewing, upgrading or new assets.
- Presents cash flow forecasts for acquisition, operation and maintenance and capital expenditure, and for revenue, where relevant.
- Justifies the contribution of each asset in terms of value for money for the Council.
- Establishes the targets and measures that will be used for monitoring progress with its implementation.
- Takes into consideration the environmental sustainability of each asset under consideration.

### **4.2 Sub-Plans**

The Council in developing a comprehensive Asset Management Plan for the Municipality will progressively develop and adopt sub-plans for various groups of assets.

The sub-plans will be developed as resources permit with emphasis on the infrastructure assets as detailed in the MAV Step Program.

The following sub-plans will comprise the Hepburn Asset Management Plans:

#### Primary Sub-Plans

- Roads – sealed roads, unsealed roads, footpaths, kerb and channel, street furniture, urban street trees.
- Bridges and Major Culverts.
- Municipal Buildings.- Civic Buildings, Offices, Depots, Community Buildings,
- Drainage Systems
- Parks and Recreation Facilities- Playing surfaces, Children's Playgrounds and Significant Vegetation.
- Swimming Pools and Facilities,

#### Secondary Sub-Plans.

- Plant and Fleet.
- Office Furniture and Information Technology and Computer systems
- Waste Receiving and Resource Recovery Facilities
- Caravan Parks
- Mineral Springs Reserves
- Monuments, Art Works, Fountains etc.
- Wombat Hill Botanical Garden, Park Lake Reserve and Queens Park

- Environmental Assets (including street trees and significant roadside vegetation).

The standard format for the Asset Management Plan (sub-plan) contents is shown in Appendix 9.2.

## **5. ASSET MANAGEMENT IMPLEMENTATION STRATEGY**

### **5.1 Strategy Overview**

**The role of an Asset Management Strategy includes the following:**

- Sets out tasks to be performed to implement the Asset Management Strategy, with target timelines and responsibility allocated
- Specifies asset management procedures, systems and training.
- Links and integrates the Council Plan and resources, including which services are to be delivered through which assets.
- Forecasts future service delivery needs and capacity of assets to meet those needs, on short, medium and long term (20+ years) basis.
- Establishes systems for asset performance measurement.

### **5.2 Relationship with Other Council Strategies, Plans and Policies**

The Asset Management Policy, Asset Management Strategy and Asset Management Plans are not stand alone documents.

There are a significant number of Council documents that influence the above and the priorities allocated to infrastructure asset new, renewal, refurbishment, replacement and maintenance expenditure.

The following are important resource documents:

- Council Annual Budget
- Council Plan
- 10 Year Financial Plan
- Road Management Plan
- Community Plans
- Daylesford Streetscape Study (1998)
- Clunes Township Plan (1998)
- Hepburn Springs Town Framework (2003)
- Hepburn Communities Social Strategic Plan (2005)
- Municipal Public Health Plan (2005)
- Hepburn Shire Community Planning Framework (2007)
- Municipal Early Years Plan (2008)
- Hepburn Shire Positive Aging Strategy (2009)
- Community Safety Plan (2004)
- Creswick Community Development Plan (2003)
- Hepburn Shire Recreation Needs Study (2006)

- Shire of Hepburn Strategic Bicycle Plan (1999)
- Road Safety Strategy (2002)
- Stormwater Quality Management Plan (2002)
- Sustainable Water Use Plan (2007)
- Cities for Climate Change Local Action Plan (2006)
- Sustainable Public Lighting Action Plan (2008)
- Waste Reduction Action Plan (2008)
- Community Economic Development Plan (2008)
- Wombat Hill Botanical Gardens Conservation Management Plan (2009)
- Calambeen Park Creswick Master Plan (2006)
- Victoria Park Daylesford Master Plan
- Park Street Reserve Trentham Master Plan (2006)
- Doug Lindsay Reserve Master Plan
- Lake Daylesford Management Plan (pending)
- Jubilee Lake Reserve Management Plan (pending)
- Calambeen Park Management Plan (pending)
- Hepburn Springs Reserve Management Plan (pending)
- Bath Street Reserve Management Plan (pending)
- Mineral Springs Master Plan (pending)

### **5.3 Community Consultation**

Initially limited to comments on initial Asset Management Plans with community consultation increasing as community understanding of the linkage between costs, affordability and Levels of Service develops. Consultation to be in accordance with Council's Consultation Policy

### **5.4 Council's Asset Management Systems**

The council uses a number of systems and data bases to assist in the management of its assets. These include Excel and Access data bases and GIS.

Details are set out in Appendix 6.4

### **5.5 Asset Management Implementation Strategy Tasks**

To facilitate the implementation of the Asset Management Strategy appendix 6.3 lists the implementation strategy tasks. These tasks set out a priority action list along with target dates for achievement.

The Implementation Strategy Tasks will be reviewed annually by the management team prior to annual budget deliberations to enable sufficient resources to be allocated to enable the tasks to be completed.

The Asset Management Implementation Strategy Tasks 2009-2013 is

Detailed in Appendix 6.3

## **6. APPENDICES**

### **6.1 Definitions**

Assets – Service potential and future economic benefits controlled by Council as a result of past transactions or other events. Assets may be physical (i.e. tangible cash, plant, buildings, land, and infrastructure) or non-physical (i.e. intangible, e.g. trade marks, goodwill, intellectual property).

Depreciation – The wearing out, consumption, or other loss of value of an asset, whether arising from use, passing of time or obsolescence through technological and market changes.

Infrastructure Assets – A physical component of a facility, which has value, enables services to be provided and has an economic life greater than 12 months. Dynamic assets have some moving parts, while passive assets have none. Stationary assets are assets that are not usually replaced as a whole. Economic lives are assigned to components of an infrastructure asset.

Lifecycle Cost – The total cost of an asset throughout its life including planning, design, construction, acquisition, maintenance, rehabilitation, disposal and environmentally sustainable measure costs.

Maintenance – All actions necessary for retaining an asset as near as practical to its original condition, but excluding rehabilitation or renewal.

Upgrade – Works that increase the level of service of an asset or improves its functionality.

Rehabilitation – Works to rebuild or replace parts or components of an asset to restore it to a required functional condition and extend its life.

Renewal – Works to refurbish or replace existing facilities of equivalent capacity or performance capability.

Whole of life – Includes all costs associated with the ownership of an asset that allows it to continue to function to meet service needs over its “life” including planning, creation, operations, maintenance, renewal, disposal and

environmentally sustainable measures.



## **6.2 Standard Asset Management Plan Format.**

### **Section 1: Executive Summary**

The Executive Summary should emphasise the key issues contained in the body of the Asset Management Plan and provide readers with a succinct overview of the entire Asset Management Plan.

### **Section 2: Introduction (Purpose and Structure of the Plan)**

- Background
- Goals and Objectives of Asset Management
- Asset Management Plan Framework
- Summary of assets covered by the plan.

### **Section 3: Levels of Service**

- Summarises levels of service and performance measures and how they were established.
- Desired Levels of Service

### **Section 4: Future Demand**

- Factors influencing future demand and demand forecast
- Impact of changing demand on assets and demand management plan.
- New Assets from Growth

### **Section 5: Lifecycle Management Plan:**

- Summary of asset management data, asset capacity and performance, asset condition and asset valuations.
- Risk Management Plan of identified risks and actions required to reduce these risks.
- Routine Maintenance Plan

- Renewal and Replacement Plan
- Creation/Acquisition/Upgrade Plan
- Identification of existing or intended asset disposal priorities i.e. sale, removal, demolition
- Consideration of environmental sustainability in relation to the Asset's acquisition, construction, operation, maintenance, renewal and disposal.

#### **Section 6: Financial Summary**

- Financial Statements and Projections including sustainability of service delivery
- Funding Strategy
- Valuation Forecasts
- Key Assumptions made in financial forecasts

**Section 7: Asset Management Practices:**

- Accounting/Financial systems
- Asset management systems
- Information flow requirements and processes
- Standards and guidelines

**Section 8: Plan Improvement and Monitoring**

- Performance Measures Improvement Plan
- Monitoring and Review Procedures and timetable for review
- Summary of actions required to improve accuracy and confidence in the Asset Management Plan

**REFERENCES**

**APPENDICES**

- [Appendix A Maintenance Response Levels of Service](#)
- [Appendix B Projected 10/5 year Capital Renewal Works Program](#)
- [Appendix C Planned Upgrade/Exp/New 10/5 year Capital Works Program](#)

### 6.3 Asset Management Strategy Implementation Tasks – 2009-2013

| Action   | Target Date | Policy Ref | Responsibility for Resources |
|--|-------------|------------|------------------------------|
| Adopt AM Policy  | Sept 09     |            | Council                      |
| CEO adopt Strategy   | Sept 09     |            | CEO                          |
| Develop new initiative budget evaluation tool                                    | Sept 09     | (j)        | MT                           |
| Determine staff AM responsibilities  | Sept 09     | (k)        | CEO                          |
| Establish cross functional AM team   | Oct 09      | (k)        | CEO                          |
| Develop asset rationalisation strategy and process                               | Jan 2010    | (m)        | MT                           |
| Update PD's and performance targets  | Jan 2010    | (k)        | Corp Serv                    |
| Develop Special Charge Policy  | June 2010   | (m)        | MT                           |
| Implement Schedule for the Review and update of existing asset condition surveys | June 2010   | (f)        | MT                           |
| Prepare Buildings AM Plan  | June 2010   | (f)        | Inf & SD                     |
| Prepare Roads AM Plan  | June 2010   | (f)        | Inf                          |
| Prepare Footpaths and Kerb and Channel AM Plan                                   | June 2011   | (f)        | Inf                          |
| Prepare Furniture and Equipment AM Plan  | June 2011   | (f)        | Corp Serv                    |
| Prepare Parks and Recreation AM Plan   | June 2011   | (f)        | Inf                          |
| Prepare Drainage AM Plan   | June 2013   | (f)        | Inf                          |
| Prepare Mineral Springs Reserves AM Plan   | June 2012   | (f)        | Comm Serv                    |
| Prepare Plant and Fleet AM Plan  | June 2012   | (f)        | Inf                          |

|  |           |     |             |
|--|-----------|-----|-------------|
|  |           |     |             |
| Prepare Caravan Parks AM Plan                        | June 2011 | (f) | Corp Serv   |
| Prepare Swimming Pool AM Plan                        | June 2012 | (f) | Comm Serv   |
| Prepare Waste Management AM Plan                     | June 2011 | (f) | Inf         |
| Prepare Monuments Art Works etc. AM Plan             | June 2013 | (f) | Comm Serv   |
| Prepare Environmental AM Plan                        | June 2013 | (f) | SD and Inf. |
| Consolidate AM register and information              | Jan 2013  | (i) | MT          |
| Review and update GIS to Incorporate further AM data | June 2013 | (i) | MT          |

- MT = Management Team
- Inf = Infrastructure
- Corp Serv = Corporate Services
- Comm Serv = Community Services
- SD = Sustainable Development

**Appendix 6.4 - Asset Management Systems**

| <b>Asset</b>             | <b>Data Storage</b>                         | <b>Condition survey</b>                    | <b>Gis</b>            | <b>Photo</b> | <b>AAS27 depreciation</b> | <b>Comments</b>   |
|--------------------------|---|--|-----------------------|--------------|---------------------------|---|
| Roads                    | Maloney - XL system                         | Yes  | Yes                   |              | Yes                       |   |
| Footpaths                | Maloney - XL system                         | Yes  | Yes                   |              | Yes                       |   |
| Kerb & Channel           | Maloney - XL system                         | Yes  | Yes                   |              | Yes                       |   |
| Bridges & Major Culverts | Maloney / VicRoads bridge inspection system | Yes  | Yes                   | Yes          | Yes                       |   |
| Culverts                 | Excel - stand alone list                    | Yes  | Outdated Layer        |              |                           | Excel list with GPS co-ords should be able to transfer to Map Info layer easily.                                    |
| Stormwater               | Map Info layer                              | No   | Approximate by Symbol | No           | Yes - Estimated           | Lots of data missing. Only about 70% confident. Is next project after buildings for inspection and condition survey |
| Properties               | Access                                      | No condition survey for the land and parks | Yes                   |              | Yes                       | Buildings are linked to each property on which they are located   |

|                   |   |   |     |  |     |  |
|-------------------|---|---|-----|--|-----|--|
| Buildings & Halls | Access                                    | Yes – external completed but missing some roofs and high access areas. No internal survey | Yes |  | Yes | Included with properties   |
| Reserves          | Access                                    | Yes - external for buildings but not for sport surfaces                                   | Yes |  | Yes | Included with properties   |
| Pools             | Access                                    | Yes - included in Buildings   | Yes |  | Yes | Included with properties   |
| Caravan Parks     | Access                                    | Yes - included in Buildings   | Yes |  | Yes | Included with properties   |
| Fountains         | Access                                    | Yes - included in Buildings   | Yes |  | Yes | Included with properties   |
| Outdoor Artworks  | Partial Access                            | No  | Yes |  | Yes | Have been listed where they are in a property. Isolated sculptures and monuments on road reserves not been listed. |
| Playgrounds       | Access - Line item. Excel - comprehensive | Yes   | Yes |  | Yes | Included with properties as line item entries. Excel list from annual audit has comprehensive inventory.           |
| Street            | Excel / Maloney                           | No  | ??  |  | Yes | Excel list   |

|                             |                               |  |     |     |                                     |  |
|-----------------------------|-------------------------------|--|-----|-----|-------------------------------------|--|
| furniture                   |                               |  |     |     |                                     |  |
| Signs                       | Excel / Maloney               | No                                       | ??  |     | Yes                                 | Excel list   |
| Council owned Street Lights | No electronic system          | No                                       | No  |     | No                                  | Unknown. Parks & Gardens Dept. may have knowledge for reserves.                                    |
| Rail crossings              | Access                        | Use - Partial                            | Yes | Yes | Signs, and roads included elsewhere | Required for Rail Safety Interface Agreements. More for liability assessment than asset management |
| Bus shelter                 | Maloney / Map Info layer      | No                                       | Yes |     | Yes                                 | Partial  |
|                             |                               |  |     |     |                                     |  |
| Hardware                    | All data backed up on Servers | One laptop with Roads Inspection Officer |     |     |                                     |  |



# ***ATTACHMENT 9***

## ***ITEM 13.1***

## **HEPBURN SHIRE COUNCIL**

### **POLICY NUMBER**

## **ASSET MANAGEMENT POLICY**

Date of Next Review: March 2013 or earlier as determined by Council.

References: Council Minutes – September 2009

## **Index**

**7. Executive Summary**

**8. Background**

**9. Purpose**

**10. Scope**

**11. Principles**

**12. Roles and responsibilities**

**13. Related Documents**

**14. Implementation and Review**

## **1. EXECUTIVE SUMMARY**

Asset Management is the systematic process to guide the planning, acquisition, operation maintenance, renewal and disposal of assets.

Its objective is to maximise asset service delivery potential ensuring the management of the related risks and costs over the asset entire life.

Hepburn Shire Council has a vast inventory of assets accumulated over generations comprising roads, bridges, buildings, land, reserves, parks and gardens, environmental assets, cultural and recreational facilities, plant and equipment.

Through an integrated approach to asset management within Hepburn Shire Council as outlined in the Asset Management Strategy, Hepburn Shire Council will deliver the expected level of service and infrastructure to the community ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council priorities for service delivery.

The Council exists to provide services to its community. The Provision of some of these services require infrastructure assets. This policy is to set guidelines for implementing consistent Asset Management processes throughout Council and has been prepared to assist Councillors and staff in making decisions for the management of Council assets. The accompanying policy sets out priorities and responsibilities in relation to Asset Management.

## 2. BACKGROUND

The Hepburn Shire Council is located in central Victoria just over an hour from Melbourne. The City of Ballarat joins the Shire to the south west and Bendigo is further to the north

The municipality comprises four main towns with an additional thirty hamlets and small settlements, 55% of the population reside within urban areas and the remaining 45% reside in the rural areas.

The Council's asset base has built up over many years and includes assets inherited from four pre amalgamation Councils, through 'purchase', by contract, construction by council staff and by donation of assets constructed by developers

These assets vary in standards and condition.

The Council's Annual Report – June 2008 details non-current assets to a value of \$ 150,160,328, including:

|   |                |
|---|----------------|
| Land and Buildings                        | \$ 39,834,308  |
| Plant, furniture, equipment and art works | \$ 3,470,506   |
| Infrastructure                            | \$ 103,445,452 |
| Works in progress.                        | \$ 3,410,062   |

## 3. Purpose

The Council Asset Management Policy has the following purposes:

- Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management practices across all areas of Council. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery;
- Asset management practices impact directly on the core business of Council and appropriate asset management is required to achieve our strategic service delivery objectives;
- Integrates asset management with the Council's corporate planning, utilising an integrated multi-disciplinary approach;
- Promotes sustainability to protect the needs of future generations;
- Maximises value for money by adoption of life cycle costing combined with disciplined performance measurement;
- Assigns accountability and responsibility for all service delivery and asset management.
- A strategic approach to asset management will ensure that the Council delivers the highest appropriate level of service through its assets. This will provide positive impacts on;
  - Members of the public and staff;
  - Council's financial position;
  - The ability of Council to deliver the expected level of service and infrastructure;
  - The political ,social and environmental environment in which Council operates;
  - The legal liabilities of Council;and
  - The environmental sustainability outcomes in asset management.

#### **4. Scope**

The Hepburn Shire Council's Asset Management policy scope is as follows:

“To ensure that infrastructure assets which provide services to the community are appropriate, accessible, responsive, long term sustainability and used in accordance with asset management principles that will preserve the life of the asset and ensure that the community is receiving the best value services for money from its Asset Management Program”

This policy is achieved through:

- Safeguarding Council assets by implementing appropriate asset management strategies and appropriate financial resources for those assets;
- Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining an asset management awareness throughout the Council;
- Meeting legislative requirements for asset management; and
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.

## 5. Principles

Council will:

- (a) Define service levels for Council Services in terms of availability and standard;
- (b) Apply Council's Communication and Consultation Policy in determining service levels;
- (c) Consider other factors, including legislative requirements, risk management and financial;
- (d) Determine what assets, if any, are required to support the provision of the service at the defined service level;
- (e) Determine the most appropriate method of providing the assets required to deliver the service;
- (f) Develop an Asset Management Plan incorporating sub-plans for each class of Council asset to ensure that the defined level of service can be maintained now and into the future at an affordable cost to Council and the community;
- (g) Use full lifecycle costing in the Asset Management Plans to determine the particular actions and resources required for Budget and Financial Plans;
- (h) Incorporate the Asset Management Plans into Council's overall Financial Plan;
- (i) Develop and maintain a centralised database of Council assets linked to a Geographic Information System, where appropriate;



- (j) Life cycle costs will be considered in all decisions relating to new and upgrading of services and renewal, upgrading or providing new assets for services;
- (k) Encourage continuous improvement, innovation and cost effective methods to improve work practices and processes;
- (l) Determine and continue to re-evaluate the asset renewal gap funding shortfall and fine tune as asset plans are adopted;
- (m) Develop responses to address any such gap that are affordable, responsible and meet reasonable community Level of Service (LOS) expectations; and
- (n) Inform the Hepburn Shire community in relation to asset management issues, and in particular the gap funding challenge.
- (o) Incorporate environmental sustainability into all decisions in relation to asset management.

## 6. Roles and Responsibilities

To implement this policy the following key roles, responsibilities and commitments are identified:

### (c) Councillors

- To act as stewards, custodians, advocates and owners for Council owned infrastructure assets;
- Determine corporate asset management policy with linkage to the Council Plan;
- To set “levels of service” for function, maintenance, risk criteria and financial commitment to meet the reasonable needs and expectations of the community;
- To ensure appropriate resources and funding for asset management activities ensuring integration of Asset Management Policies, Asset Management Strategies and Asset Management Plans into the corporate governance framework; and
- To promote and raise awareness of asset management in the community.

(b) Audit Committee.

- Responsible for an annual review of asset management performance management.

(c) Chief Executive Officer

- The Chief Executive Officer has the overall responsibility for developing an Asset Management Strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council
- Implement the Council Asset Management Policy with agreed resources.
- Monitor and review performance in achieving the Asset Management Strategy.
- Instigate and resource Asset Management Steering Group(working group)

## 7. Related Documents

### **Council Plan 2009-2013**

#### Objectives:-

5. Increasing our spending on Shire Assets by a total of \$2.5million over the four year term.
6. Completing Asset Management plans for all of Shire's assets and preparing a Ten Year Plan.
7. Disposing of poorly utilised , inefficient or surplus assets in consultation with the community where appropriate
63. Installing energy efficient fittings and appliances in Council buildings.
65. Enacting policies which encourage environmentally sustainable development, particularly measures relating to energy initiatives and transport.
67. Implementing Council's Sustainable Water Use Plan including drought proofing iconic open spaces like the Wombat Hill Botanic Gardens and Queens Park, Clunes.

## **Strategic Resource Plan 2009-2013**

Financial objective:-

- Increasing expenditure on assets by \$250,000 per annum to reduce the Infrastructure gap funding.

Council Policies

Policy No. 29 – Buy Recycled and Waste Minimisation Policy

Policy No. 46 – Purchasing Policy

## **8. IMPLEMENTATION AND REVIEW**

The CEO and Executive Management Team will review organisational compliance to this policy on an ongoing basis and report to the Audit Committee and Council on at least an annual basis.

Review of this policy shall occur at least once in the term of each new Council or more frequently as determined by Council.

### **13.2 TENDER H203-2009 ROAD SAFETY IMPROVEMENTS BACK HEPBURN ROAD**

(Action Officer – Acting General Manager Infrastructure)

File Ref: H203-2009

### **Introduction**

Council through the Federal Blackspot program applied for identified funds to improve local roads where safety improvements were required.

The Back Hepburn Road between Hepburn Mineral Springs and the Midland Highway was successful under this funding program.

This report provides recommendation to allow delegation to the CEO for the appointment of a contractor to undertake these works.

### **Report**

Council applied for funding through the Federal Government Blackspot program and was successful with a grant of \$550,000.

Consultants were engaged to undertake the initial investigation, survey, planning, design and contract specification for the section of Back Hepburn Road between the Hepburn Mineral Springs Reserve eastern access road (former caravan park access) to the Midland Highway intersection.

Works primarily are focussed on safety improvements to the existing road with improvements including:

- drainage culvert extensions;
- shoulder widening;
- vegetation removal to undertake the safety improvements;
- drainage improvement incorporating kerb and channelling; and
- signage, line marking guideposts and clearer road delineation.

As part of the program delivery requirement, project should be completed by the end of 2009 and this will depend upon contractor availability, weather and site conditions.

No planning permit is required to undertake the works as they are under the \$1,000,000 LGA exemption and any tree removal forms part of the Memorandum of Understanding (MOU) as signed by Hepburn Shire Council with the Department of Sustainability and Environment for road safety works.

Council engaged Driscoll Engineering, a civil engineering firm based in Ballarat with expertise in the application for and administration of Black Spot funding programs funded through both the Federal and State funding programs to undertake the application, design and project management of this project.

Contract H203-2009 will be project managed by Driscoll Engineering with additional external consultants to undertake independent system audit in compliance with VicRoads standard specification that incorporates the integrated management system encompassing OH&S, risk and environmental systems.

As the assessment of tenders is yet to be undertaken due to the period to undertake the contract documentation, (investigation, survey, design, service authorities liaison and contract specification) and due to the tight timelines required by the Federal Government funding agency, it is proposed that approval be granted to the CEO to appoint the tenderer for this contact.

Appointment of a successful tenderer will be based on the standard tender assessment report with a follow-up report to the October Council meeting on the contact progress.

The Federal Government has requested completion of the safety works by 31<sup>st</sup> December 2009.

It is recommended that Council grant approval and delegate authority to the CEO to award the tender for safety works on the Back Hepburn Road under contract H203-2009.

### **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 for the works and the contractors works program.

### **Financial Implications**

Budgeted amount of \$550,000 has been allocated to Council from VicRoads for this road safety improvement Black spot program.

|   |                         |
|---|-------------------------|
| Design and Contract Documentation               | \$ 14,500               |
| Project Administration and Management           | \$ 7,000                |
| Independent OH&S and Quality System Audits      | \$ 2,500                |
| Service authorities electricity pole relocation | \$ 8,000                |
| Construction Costs                              | <u>\$518,000</u>        |
| <b>Total Costs</b>                              | <b><u>\$550,000</u></b> |

**Motion**

13.2.1 *That Council convene a Special Meeting of Council to consider the Tender and appoint a contractor.*

**Moved: Cr Rod May**

**Seconded: Cr Don Henderson**

**Carried.**

## 14. COUNCIL SECTION 86 AND ADVISORY COMMITTEES

### 14.1 COUNCIL SECTION 86 ADVISORY COMMITTEE MINUTES

(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 Clunes Museum Annual General meeting dated 4 August 2009 File No: 1/2570/00036
- Minutes of the Clunes Bottle Museum Annual General meeting dated 5 August 2009 and list of Committee members File No: 1/0320/00070
- Clunes Town Hall financial statement and list of committee members File No: 1/0320/00098
- Minutes of Drummond Hall Committee meeting dated 29 August 2009 and Financial Statement File No: 5/2105/00400
- Resignation Letter from Mr Joe Hughes Secretary of the Lyonville Hall Committee File No: 4/0860/00600

#### 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 Sebastian Klein

**Seconded:** Cr Janine Booth

**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 24 August 2009.

### **Report**

The Audit Committee Agenda covers five key areas, Internal Audit, Risk Profile & Major Risks, Financial & Management Reporting, External Audit and Compliance & Management Control. Below is a summary of the items discussed at the meeting held on 24 August 2009. The minutes of that meeting will be made available after their adoption by the Committee at its next meeting in November.

### **Internal Audit**

The Committee determines an annual internal audit program in consultation with the appointed Internal Auditors, WHK Horwath. Two internal audits were conducted during the quarter, Occupational Health and Safety and Tendering Processes. The Committee reviewed and endorsed the recommendations for improvement and management's actions plans for these audits.

The OH&S audit concluded that in general Council's OH&S practices were sound, and this was reflected by the low number of lost time injuries. The report outlined nine recommendations for improvement; two were assessed as low risk and seven as medium risk. There were no recommendations identified at the significant or high risk rating level.

The Tendering audit concluded that overall the Council's tendering processes were adequate with established guidelines and processes in place. The report outlined 11 recommendations for improvement, with one rated as high risk, six as medium risk and four as low risk. The Committee will be making recommendations to Council regarding probity and the treatment of non-compliant tenders.



### **Internal Audit Function**

The current Internal Audit contract has expired and a tender process is currently underway. The tender for the Internal Audit was advertised on 7 August and closed on 21 August and a number of submissions had been received. It was recommended by the Committee that the Audit and Risk Advisory Chair be nominated onto selection panel for internal audit tender and that a 10% weighting be given to local providers.

### **Risk Profile & Major Risks**

In July 2009, one significant risk event was reported in relation to the inadequate OH&S practices in managing a contractor. This event was reported to the Audit Committee via e-mail on 23 July 2009, noting the action taken to manage the risk. (the CEO had requested that an audit of council's OH&S processes and controls with respect to contractors be undertaken immediately). The audit has commenced and is expected to take no more than 2 field work days. The report will be complete by the end of August and will be presented at the next Audit & Risk Advisory Committee meeting in November.

The Committee reviewed the Hazard & Incidents Report for 2009 year to date. The report showed that the total number of incidents reported has steadily declined from a total of 43 in 2007, 40 in 2008 to 15 for the six month period for 2009. Similarly the number of hazards reported has declined from 10 in 2007, to 9 in 2008 to 3 in the six months of 2009. The two largest areas of improvement are in the reduction of Slips, Trips and Falls from 16 in 2007 to 2 in the six months of 2009 and the reduction of Manual Handling incidents from 11 in 2007 to nil reports to date in 2009.

In the future the Committee will be considering broader reporting on incidents and hazards in relation to public risk events.

### **Financial & Management Reporting**

In accordance with legislation the Committee reviewed the Financial Statements and Standard Statements for the year ended 30 June 2009. Recommended amendments to the income statement were made to show separately a number of one off grants received that had a significant positive impact on the net surplus for the year. The amended statements were forwarded to the Council for adoption in principle at its Special Meeting held on 25<sup>th</sup> August 2009.

### **External Audits**

In the June Quarter there was an audit conducted by Work Safe at Council Offices at Creswick in relation to the Welfare Local Government Home Care project. The audit was conducted over three visits on 15 May 2009, 10 June 2009 and 23 June 2009. The report concluded that no obvious issues were identified at the time of the visit and that no follow up action was required.

It was noted that 2008-09 was the last audit to be conducted by the External Auditors, McLean Delmo, and the Audit Committee extended their gratitude to the External Auditors.

### **Compliance & Management Control**

Hepburn Shire has been invited, along with other Councils, to join in a Legislative Compliance Software Solution proposal by Legal Compliance Solutions. The proposal requires thirty Councils to sign up to make it viable. The cost to Hepburn would be \$4,250 (one off set up fee ) plus \$6,500 per annum. An additional module can also be purchased to enable automation of Council's Risk Management Framework. The Committee is supportive of this initiative. Council staff are currently reviewing this proposal and will report back to the Audit & Risk Advisory Committee at the next meeting (November 2009).

### **Relevant Policies**

Council Plan 2009-13

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 Chair of the Audit & Risk Advisory Committee.*

**Moved: Cr Don Henderson**

**Seconded: Cr Rod May**

**Carried.**

## **15. OTHER BUSINESS**

### **Motion**

**15.1 That Council consider an item of urgent business in response to MAV response to the Victorian Government’s Green Paper on Climate Change.**

**Moved: Cr Rod May**

**Carried.**

### **15.2 ITEM OF URGENT BUSINESS**

That council supports the MAV submission to the Victorian Government Green paper on Climate change and congratulate it on its broad and deep analysis. In so doing the Hepburn shire make the following points in support of the submission:

- 1. The market economy has failed to conserve the environment and if it is to succeed in addressing the issue of our epoch, the price of carbon must be sufficiently high and under the proposed CPRS this is not so.**
- 2. Underpinning the belief of the shire that we are in the throes of a climate emergency is the inherently conservative analysis of the steady state advance of climate change. Scientific opinion suggest that climate change is already accelerating beyond previous estimates , and is capable of quickly shifting as our greenhouse gas concentrations go beyond safe levels.**
- 3. Low input sustainable agriculture needs to be considered both in the context of mitigation and adaptation to climate change.**
- 4. Notwithstanding the issues of wildfire management, we advocate research in burning and burning techniques in agriculture and forestry which can permit burning to be widely replaced with more ecological measures .**
- 5. Urgent provision is made for the application of resources to permit an overhaul of rural planning needed to address settlement patterns and concurrent resource dependence.**
- 6. There should be a focus on conservation of water, as the proven lowest cost method for sustainable management of water. The green paper should acknowledge the water emergency in its own right and include a priority on conservation of water by individuals, households, communities, agricultural, extractive industries and government.**

7. **Stationary energy decentralisation is important in our view and should include the mix of sources including distributed sources such as co-generation, wind, solar and biological fuels.**
8. **Natural ecosystems improvement should include integration of natural assets with agriculture, forestry and human settlement that includes appropriate recognition of a new functional ecology.**
9. **The urgent need for a gross feed-in tariff to support the viability of the renewable low carbon energy sector.**

**Moved :** Cr Rod May  
**Seconded:** Cr Sebastian Klein  
**Carried.**

16. **CLOSE OF MEETING: The Meeting closed at 9.14pm.**