



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

TUESDAY 17 AUGUST 2010

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

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**Hepburn Shire Council
Ordinary Meeting of
Council**



MINUTES

TUESDAY 17 AUGUST 2010
TRENTHAM MECHANICS INSTITUTE
High Street, Trentham
Commencing 7PM

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KAYLENE CONRICK
CHIEF EXECUTIVE OFFICER
12 AUGUST 2010

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1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS:

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

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

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

2. OPENING OF MEETING:

PRESENT: Mayor Councillor Janine Booth, Deputy Mayor Councillor Rod May, Birch Ward Councillor Jon Barrell, Cameron Ward Councillor Tim Hayes, Coliban Ward Councillor Sebastian Klein, Creswick Ward Councillor Don Henderson, Holcombe Ward Councillor Bill McClenaghan.

IN ATTENDANCE: Chief Executive Officer Kaylene Conrick, Acting General Manager Corporate Services Anthea Lyons, General Manager Community Development Martin Walmsley, General Manager Infrastructure Peter Reeve, General Manager Sustainable Development Robert Jennings, Recreation Officer Adam McSwain.

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: Councillor Tim Hayes declared a direct conflict of interest in Item 12.1 *Food Amendment Act 2009 New Fees*, as due to his ownership of a food business he would be liable to pay the fees.

Notification was given that Item 13.3 *Doug Lindsay Recreation Reserve Road Discontinuance* will be deferred until a later date.

5. CONFIRMATION OF MINUTES:

OFFICER'S RECOMMENDATION

5.1.1 *That the Minutes of the Ordinary Meeting held 20 July 2010 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

MOTION

5.1.1 *That the Minutes of the Ordinary Meeting held 20 July 2010 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

MOVED: Cr Don Henderson

SECONDED: Cr Jon Barrell.

CARRIED.

6. NOTICES OF MOTION

Nil Notices of Motion.

7. PRESENTATIONS

7.1 PRESENTATION OF REPORTS

Mayor's Report

Councillor Janine Booth, Creswick Ward presented the following report:

This past month has seen some important launches for Hepburn Shire Council our businesses and our communities.

I was pleased to attend the launch of the second year of Tourism Victoria's \$7.3 million Spa and Wellbeing Campaign. The Minister for Tourism and Events Minister Tim Holding visited Hepburn Shire again as part of this Hero marketing campaign and announced the membership of the new regional Tourism board for Daylesford Macedon Ranges Tourism.

The new board has strong and visionary representation from the Hepburn Shire including Councils representative Cr Jon Barrell and Hepburn Shire residents Robyn Smith who will chair the Board, Chris Malden, Larry Monk, Frank Page and Kim Whitehouse and I am confident that their collective knowledge of this region and practical commonsense approach to Tourism will stand our local sector in good stead when it comes to getting our fair share of Tourism Victoria's dollars.

The Minister also announced the new important Partner Program that encourages and supports those businesses and villages with the enthusiasm, vision and entrepreneurialism to participate in the campaign with a number of extra options designed to suit more business types and sizes. The following night I attended at Clunes where as part of that new Partner Program the new Clunes Village video was launched showcasing their unique town. Their video will be shown on the Tourism Victoria Visit Victoria website as well as during future promotions of Clunes around the state and I must congratulate Cr Hayes, the CTDA and the businesses of Clunes for their leadership in buying in to the campaign and for their positive vision to see "what it can do for them".

Another very important launch for the region was held at Beaufort last week in the launch for the Central Highlands Regional Strategic Plan. The Mayors' and CEOs' Forum of the eight participating councils came together to officially hand over our Strategic Plan for the region to Minister Joe Helper on behalf of the State Government.

The Central Highlands Regional Strategic Plan is a framework that is designed to best position the Central Highlands region not only in terms of alignment to, and support from, Regional Development Victoria and the State Government's *Blueprint for Victoria* but for the first time identifies the many needs and ambitions of the entire region which have been strategically integrated into a working vision.

It is a collaborative plan between all eight Councils, and throughout my involvement as Mayor of the Hepburn Shire I have been proud of the capacity of the Mayors, CEOs and Councils from across this region to come together, not to focus on specific local issues, their thinking not bound by local government boundaries, but to be reflective and optimistic, gathering and sharing information and ideas, to identify the needs of local government as a sector and to partner with industry, business and community leaders to develop directions and actions that build on our diversity and our strengths to provide a productive, sustainable and livable region for our people in the future.

I am confident that as Councillors and officers read through the document they will be able to identify a realistic assessment of the issues and challenges facing the region as well as many future opportunities for alignment and support of Hepburn Shire Council's long-term strategic goals and aspirations.

As well as attending these two strategic launches I attended the annual MAV Councillor Development weekend. As Mayor I welcomed and thanked the MAV for their decision to again hold their conference in Hepburn at Creswick Novotel Forest Resort and took the opportunity to promote some of our unique and diverse tourism opportunities to the Councillors present. Over the weekend I attended workshops on Effective Councils' Codes of Conduct, Community Planning and the ongoing issues of small rural councils' long-term financial sustainability.

Along the same theme I attended a meeting at the MAV offices in Melbourne hosted by Strathbogie Council and attended by a number of other Victorian Councils named in the Whelan Report as being "financially unsustainable". Strathbogie Council has a draft budget proposing a 15% rate rise as well as a number of bridge and road closures as part of their plan to address their large infrastructure gap and long-term financial sustainability. They have engaged a consultancy to inform and gain community understanding around long-term financial responsibility. The Central Highlands Region Councils also named in the report attended and also discussed their strategy to continue to engage in discussions with State and Federal Governments around Constitutional recognition, cost shifting, different funding models for small rural Councils and recognition and support for Councils' internal measures to close infrastructure gaps and address funding shortfalls.

Finally I would like to thank my fellow Councillor Cr Barrell for his attendance and support for Hepburn's YOWILG dinner which I hosted recently. 130 women and several men with a passion and interest in Local Government attended and celebrated the contribution women make in decision making and services provided by Local Government in this region. Guest speakers Noelene Duff CEO of the City of Whitehorse and Local Government ambassador for the YOWILG and Hepburn Shire resident and CEO of Women's Health Grampians region Patti Kinnersley highlighted the need for gender balance and support for women in Local government and I was particularly pleased to acknowledge the support and attendance of many of our female staff members from right across the organization, fellow Women Councillors from the City of Ballarat, as well as State and Federal Government representatives Mr. Geoff Howard, Ms Jaala Pulford and Ms Catherine King.

Councillor Reports

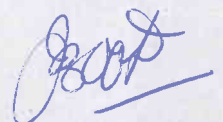
Councillor Bill McClenaghan, Holcombe Ward delivered the following report:

In the past month, I have made several visits into the Ward area with the General Manager of Infrastructure looking at problems identified by residents. These mainly concern the condition of roads and road drainage after the wet weather we have been experiencing lately but also concerning the Shire's probably most dangerous intersection at Franklinford where the best solution to the safety problem there is arguably a roundabout on a VicRoads arterial.

Council has been developing an Economic Development Strategy and I have participated in the consultation with the wider and business community. The Jim Crow Planning Group has also been active, particularly with two of its major projects like the dangerous Franklinford intersection and the restoration of creek-side land at Batts Bridge, Yandoit. It is notable that some local people object to this initiative being taken to beautify the area and add amenity.

Two Saturdays ago, the State Government held a community consultation on six of the sixty seven recommendations of the Bushfires Royal Commission. The event was in Daylesford and not well attended but there was no shortage of positive and constructive feedback, ideas and suggestions. Topics covered included the need for fire refuges, the "stay or go" policy, neighbourhood safer places, buying back bushfire-prone land and the effects of overhead powerlines. Another theme was also the role of local government.

The Community Recovery Committee is still working on bushfire recovery issues and the allocation of grant funds for events and projects. Last week, a well attended community event was held in the Daylesford Town Hall called "Not Left Behind". A

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locally produced video was screened showing the various individual stories to emerge from the Hogans Lane, Musk Vale bushfire in February 2009 and the items that various local people took with them as they left their homes that day. Many touching and delightful stories were told by those who volunteered very personal information.

On the 9 August I attended an MAV Rural South Central Forum hosted by Moorabool Shire in Ballan. Delegates, Mayors and CEOs discussed the hot topics of the day including concerns about the forthcoming locust plague. Again local government responses and responsibilities in relation to bushfire awareness and preparations were raised with the clearance of roadside weeds itemized as an area for direct negotiation with the State Government.

I also attended a very interesting VCAT planning appeal regarding the re-establishment of a café & kiosk in the former curator's residence in the Wombat Hill Botanic Gardens. Numerous interesting statements were made by those presenting their case at the hearing but none more interesting than comments made by the VCAT Member himself which need to be noted by Council as Committee of Management of the Botanic Gardens. The VCAT Member dismissed the appeal stating that should the café / kiosk create parking issues within the gardens because of its intended 80 seat capacity, it would be up to Council to deal with provision of adequate parking. He also stated that the purpose of the gardens is not primarily for the conservation of the historic area and its flora and fauna but the development of human pursuits. These statements will greatly impact what now happens up there and Council's role as Committee of Management.

Councillor Don Henderson, Creswick Ward delivered the following report:

I was extremely proud to go on the inaugural train journey to Maryborough with many Creswick residents joined by local MP Geoff Howard, Minister Pakula and later local MP Joe Helper in Maryborough. One of the highlights was an 88-year-old lady who had opened the railway gates for her father who worked at the station in the 1930s. Her appearance on national television was a real experience and although I am sure that she has forgotten some things she told me that it was one of the highlights in her life.

The starting of earthworks at DLRR was another great event and many people have commented that they did not believe it would ever happen. One resident said that her children had grown up with expectations and now the grand children would enjoy it at last. Progress is being made despite the recent inclement weather.

I recently attended a very positive meeting of groups that represent residents and businesses in Creswick to see how it could be possible to work together and to get an

idea of the various thoughts going forward it was decided that a broader summit of all Creswick groups would be helpful. There seemed to be a very positive atmosphere. Another meeting was held the following day involving business and residents groups as well as CDC (CWCC) and two of the major businesses to discuss the promotion of the Creswick brand developed by CDC. The original brand was discussed and found to be still valid and further discussions will take place as to how to get the brand out there. It was agreed that Creswick had great potential but needed to be marketed.

Last meeting I reported that the endangered Growling Grass Frog had been recorded in Creswick and I have now been informed that this is a well known fact and that James Cook University monitors these frogs and that there is a Federal and State protection of them. One person has been monitoring this important population for 34 years. These are a different species to those recently heard in the Clunes area.

Talking to farmers seems always to get around to the excellent rainfall that is filling dams and reservoirs as well as giving our thirsty trees a well needed drink. This has brought with it the weakening of soil around root systems and the resultant falling of some trees.

The rain has caused havoc with our roads and works and it is a great tribute to our outdoor staff that they have been there in and out of hours to rectify problems and attend to emergency calls. They deserve to be told of the many calls of appreciation received.

Councillor Tim Hayes, Cameron Ward did not present a report.

Councillor Sebastian Klein, Coliban Ward

VLGA - Councillor Working conditions working group.

- Survey and reviews underway to assess workloads, both actual and expected of councilors
- Represented the nuance and difficulty in being both a councillor and a student

CHAF

- Discussions around the withdrawal of DPI services and the increasingly scarce funding for agricultural projects as well as the systemic reasons for this withdrawal of funding.
- In depth briefing on the impending locust storm
- Discussion of the purchase of equipment for the CHAF and CHFS demo farm at Clunes, potential benefit to the shire and our farmers
- Decided date for the AGM and annual dinner

Councillor Jon Barrell, Birch Ward

1. **The Wombat Hill Botanical Gardens Advisory Committee.**

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2. Councillors are aware that I have been appointed to represent Hepburn Shire Council at the Daylesford Macedon Ranges Regional Tourism Board.

- a. The new Board will meet this Friday 20/8/2010 for the first time.
- b. With Cr Booth & Henderson I attended the recent launch of the "Daylesford, Lead A Double Life – Phase 2" campaign.
- c. Today I addressed the Tourism Hepburn Strategic Planning event
- d. I have also accepted an invitation as Guest Speaker at the AGM of the resurgent Daylesford & District Business Group which I believe will become an effective Business And Tourism Association representing Business Tourism & Industry & Trades.

3. ARC Advisory Committee met last night

- a. The Committee & Officers are involved in a review of the Committee's terms of reference, which are expected to include opportunities to report to Council & meet with Council
- b. The Centre Managers are reporting improved usage statistics in a range of areas including roller derby & venue hire.

4. With Cr Booth I was delighted to attend the MAV Councillor Development Weekend. In addition to a passionate presentation by Rod Quantock on Climate Change, and networking with fellow Councillors from across Victoria especially regarding attracting people to nominate for Council, esp young people and women, a broad range of child care issues & a range of models for the provision of that service, I attended formal sessions on
- a. Making it matter, codes of conduct
 - b. Making a difference, how does staff morale affect performance
 - c. Measuring up, do you know how your Council performs

5. With Cr Booth I was also delighted to attend the Dinner @ Daylesford Town Hall to celebrate the Year of Women in Local Government dinner.

6. I also was delighted to officiate at the Election of Office Bearers of the Friends of Cornish Hill AGM, and submit apologies specifically conveyed to me by Cr Booth & Cr Klein

Councillor Rod May, Birch Ward did not present a report.

OFFICER'S RECOMMENDATION

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

MOTION

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

MOVED: Cr Bill McClenaghan

SECONDED: Cr Sebastian Klein

CARRIED.

Cr May left the Meeting at 7.20pm and returned at 7.28pm.

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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:

Petition against rate increase addressed in Item 10.2.
No other petitions received.

8.2 QUESTIONS:

Submitted by Warren Bolton, Daylesford.

Ref. the recent VCAT Planning Decision to uphold the NOD issues by Manager Planning under delegation and the recent statements made by the CEO in support of that decision in the Advocate, all without any consultation of the Councillors, COM for the WHBG or Heritage Victoria (Responsible Authority Heritage Act 1995 refers) and in consideration of the following statements made at VCAT:

1. Carparking must be on bitumen only – Manager Planning, supported by CMP extract.
2. Carparking must be in designated carparking area only – Manager Planning supported by CMP extract.
3. Any additional carparking outside the designated carparking area will not be allowed; Council will not allow loss of parkland for the purpose – Manager Planning, supported by CMP extract.

4. It is the Council's responsibility to secure existing bus parking and turning within the WHBG despite the new use – oral ruling by Senior Member A.Liston.
5. Public lighting is not necessary to allow night-time private use of the WHBG – oral ruling by Senior Member A.Liston.

Will the Mayor and Councillors in Council assure the Public that not one cent of Ratepayers' money will be spent to upgrade existing facilities in the WHBG for the benefit of the now permitted new Private use of the former Curator's Residence?

Mayor, Cr Janine Booth responded that the Council had not yet been briefed on the VCAT hearing nor read the Determination from Senior Member A. Liston. When the Council has read and fully understood the Determination, a written response will be sent in answer to the question.

9 EXECUTIVE SERVICES:

**9.1 COMMUNITY ENGAGEMENT FRAMEWORK
CHIEF EXECUTIVE OFFICER**

PURPOSE

The purpose of this report is for Council to consider the adoption of the draft Community Engagement Framework.

BACKGROUND

The Hepburn Shire Council Plan 2009/13 makes a commitment to effective community engagement. The commitment reflects Council's belief that effective community engagement will lead to better decision making and community involvement.

A draft Framework (attached) has been developed using the internationally recognised principles of community engagement established by the International Association of Public Participation (IAP2) – in accordance with the commitment in the Council Plan. It also incorporates the analysis tools and engagement techniques of the Department of Sustainability and Environment's Effective Engagement Kit which is increasingly being adopted across government bodies and agencies in Victoria.

ISSUE/DISCUSSION

The Framework identifies two distinct modes of community engagement undertaken by the Hepburn Shire Council – our core communication activities and formal community engagement opportunities.

Our core communication activities are reflected in the Council's organisational arrangements and support systems. These include, for example, our customer service systems, the provision of a web presence, the production of an Annual Report and our Community Planning processes.

The formal engagement opportunities have been categorised into three distinct levels:

- **Level One: Operational or 'business as usual'**
- **Level Two: Minor projects**
- **Level Three: Major projects and policy development**

The Framework proposes that all Council Reports state the recommended level of formal community engagement as part of the standard reporting template.

The Framework acknowledges that Council does receive requests from time to time from other agencies and community groups seeking access to our community engagement channels and forums. The Framework sets out when and in what circumstances Council is able share such access to assist partner agencies and groups to foster community involvement in shared projects.

The Framework also proposes the introduction of a number of organisational support activities including the introduction of:

- Media monitoring – 12 month trial at estimated cost of \$3000 a year
- Inserts in community newsletters – estimated cost 5,500 a year (5 newsletters @ \$100 for 11 months to be partially offset by reduction in letter drop costs \$600 per 1000)
- Refreshed corporate display materials – estimated cost \$2500
- Community engagement and media training for all new members of the Executive Leadership Team as part of a standard induction package – to be allocated within existing training budget.

The Framework provides a greater degree of clarity and consistency than now afforded in the community relations and community consultation sections of Council's Communications Implementation Strategy (Policy No.4). The Framework effectively supercedes these sections (4.1 and 4.2 respectively) and policy number 4 will need to be formally redrafted to incorporate reference to the Framework.

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

The Hepburn Shire Council Community Engagement Framework has been drafted in accordance with the Council Plan 2009-2013 – Good Governance – Effective Community Engagement – Items 16 and 17.

FINANCIAL IMPLICATIONS

The estimated cost of materials and activities (as outlined above) to support the Community Engagement Framework is a total of \$11,000 in the first year.

It is estimated that a recurrent allocation of \$9000 would be required to provide ongoing support for the Framework, including the ongoing monthly paid pages in community newsletters, ongoing media monitoring, and an annual allocation of \$500 for corporate display materials to ensure they remain fresh and relevant.

The community engagement and media training component is to be funded within existing training allocations across each division, on an ongoing basis.

RISK IMPLICATIONS

The recommended community engagement methods and tools contained in the draft Community Engagement Framework represent best practice international methods. The collaborative techniques included in the list of appropriate tools for Major (Level 3) and Minor (Level 2) engagement will in practice be implemented using professional facilitators. The Council's communications protocols will continue to apply to ensure all materials and information released to the public is in accordance with Council's corporate standards. Community Engagement training has been provided to the Council's leadership team and ongoing training will be offered to accommodate staff movements. Templates are being devised to support the development of individual project engagement plans. These will incorporate a Risk Assessment tools.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The Community Engagement Framework seeks to establish and support an 'operating environment' which values community input and embraces community knowledge and expertise to help guide Council decision making. Implementation of the Framework will foster partnerships between the Council and community members and provide our citizens with opportunities to influence Council decisions where appropriate. This will lead to better decisions to support all four pillars of the Council's Plan covering governance, economic prosperity, environmental sustainability, and healthy safe and vibrant communities.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Framework has been formulated using community feedback and trend data from the Local Government Community Satisfaction Surveys for 2009 and 2010 conducted throughout the Hepburn Shire and direct ratepayer contact with Council. Specific community engagement plans will be developed on a project-by-project basis to ensure Council continues to engage effectively with the community.

CONCLUSION

This Community Engagement Framework expresses Council's commitment to open, participatory and transparent governance. The Framework sets community engagement as a core principal in Council's legislative, operational and service delivery programs and provides Council Officers with the organisational support they need to engage effectively with the community.

OFFICER'S RECOMMENDATION

That Council:

- 9.1.1 *Formally adopt the Hepburn Shire Council Community Engagement Framework.*
- 9.1.2 *Note that the Community Engagement Framework supercedes the Communications and Implementation Strategy Policy No. 4 –sections 4.1 and 4.2 and that the Policy will now be redrafted to incorporate reference to the Framework.*

MOTION

That Council:

- 9.1.1 *Formally adopt the Hepburn Shire Council Community Engagement Framework.*
- 9.1.2 *Note that the Community Engagement Framework supercedes the Communications and Implementation Strategy Policy No. 4 –sections 4.1 and 4.2 and that the Policy will now be redrafted to incorporate reference to the Framework.*

MOVED: Cr Jon Barrell
SECONDED: Cr Sebastian Klein
CARRIED.

Attachment 1
Item 9.1

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Community Engagement Framework

2010-2013

Draft August 2010

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Appendix

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**These appendices will be finalised on adoption of the Framework*

Acknowledgements

Hepburn Shire Council acknowledges the use of the Leichhardt Council and Mansfield Shire Council Community Engagement Frameworks and the Community Engagement resources provided through the Department of Sustainability and Environment.

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DRAFT Community Engagement Framework 2010-2013

Executive summary

This Framework was developed using the internationally recognised 'best-practice' principles of community engagement established by the International Association of Public Participation (IAP2). It has also incorporated the analysis tools and engagement techniques of the Department of Sustainability and Environment's Effective Engagement Kit which is increasingly being adopted across government bodies and agencies in Victoria.

This Framework identifies two distinct modes of community engagement undertaken by the Hepburn Shire Council – our core communication activities and formal community engagement opportunities.

It is important to recognise that our core activities lay the foundations for more formalised engagement with our communities. These core activities may not relate to a particular or defined project or program – in essence they capture the informal, background 'conversations' we have with community members as we go about our day to day business. They form part of the important range 'organisational support' activities that underpin our formal community engagement

'Core activities' include, among others, the maintenance of a website, the operation of our Customer Service centres and Customer Request Information System and the maintenance of a weekly page in the local paper and the ongoing commitment to Community Planning through to a council officers accepting an invitation to be a speaker at a community gathering.

Our formal community engagement opportunities have been categorised into three distinct levels:

- **Level One: Operational or 'business as usual'**

This requires an information provision approach – in this category the number and variety of stakeholders is usually low, and the level of impact of the operation is also usually low and / or for a small length of time.

- **Level Two: Minor projects**

Typically these projects have a limited or clearly defined number of stakeholders. The method of engagement will depend on the actual project but will generally be a mix of information sharing and consultation.

- **Level Three: Major projects and policy development**

These generally affect most residents and ratepayers of the Shire and require a high level of engagement, generally including involvement and collaboration. Typically a cross-functional team will need to be formed to advise on the development of the Plan. If the project is being outsourced the project brief will need to specify a requirement for high-level community engagement.

The Framework incorporates key tools for Council Officers that seek to provide a guide as to how to assess when a formal community engagement plan may be needed, the level of engagement likely to be required and the sorts of techniques Council considers appropriate for use at that level of engagement.

DRAFT Community Engagement Framework 2010-2013

Why we are committed to engaging with the community

The communities of the Hepburn Shire are passionate and vibrant. Our townships and hamlets are centres for diversity and cultural pursuits. Hepburn Shire Council seeks to actively capture and be informed by the thoughts, expertise, resourcefulness and aspirations of those who live and work here. Our Council Plan 2009-2013 also makes a commitment to effective community engagement. We believe that effective community engagement will lead to better decisions and community involvement.

This Framework sets out the principles, opportunities and techniques that will underpin effective community engagement with our communities.

Our objectives in developing this Framework are to:

- Set community engagement as a core principal in Council's legislative, operational and service delivery programs
- Provide Council Officers with the organisational support they need to engage effectively with the community.
- Develop Council's skills and capacity to undertake effective engagement
- Establish a suite of best practice engagement techniques to provide an appropriate and consistent approach to community engagement

Our commitment to Community Engagement

This Community Engagement Framework expresses Council's commitment to open, participatory and transparent governance. As set down in the Council Plan, the framework incorporates the International Association of Public Participation's (IAP2's) model for community engagement. The model recognises five levels of engagement:

- Inform: when we will provide information in an unbiased, neutral manner
- Consult: when we will listen to issues, concerns and ideas
- Involve: when we will listen and advise how ideas have been incorporated (or not) into decisions.
- Collaborate: when we actively work with the community in developing solutions.
- Empower: when we actively develop mechanisms that will enable individuals or groups to make decisions, and accepting those decisions.

As part of this framework we will clearly set out when formal engagement opportunities will be provided and the most appropriate mode of engagement to ensure democratic decision making in the context of our legislative, operational and service delivery programs.

Our Community Engagement Framework also recognises that as the elected body, Council is vested with the responsibility for decision making. Community engagement principles will be applied in order to allow Council to make the decisions that best meet community needs and expectations.

Fundamental to the success of our community engagement program is Council's commitment to "business as usual" information provision. By improving and strengthening our basic modes of information provision we allow the community to know more about who we, what we do and why certain processes exist. By improving the knowledge of how our Council works, we will build a stronger foundation for community engagement. This Plan

DRAFT Community Engagement Framework 2010-2013

includes a section on our core communications activities that will occur as part of Council's day-to-day business and the organisational support that will underpin the framework.

The principles we will apply when we engage with the community

- We will model our values of respect, accountability, excellence, trust, unity, innovation and, where appropriate, fun.
- We will clearly define the purpose and scope of the engagement
- We will be inclusive and remove barriers caused by location, language, age or mobility issues
- We will provide, accurate and relevant information in a timely manner

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Organisational support for community engagement

Hepburn Shire Council will build an organisational culture to support its community engagement.

Action	Establishment needs	Operational needs	Responsibility
All council reports to specifically address Community Engagement	Adapt current procedure to include reference to Level 1, Level 2 or Level 3 engagement (as detailed in this Framework)	Master templates to continue to include Community Engagement as specific heading in Reports. Advise staff of updated procedure	Extended Management Team (EMT) Communication Officer (CO)
Extended Leadership Team (ELT) members to undertake community engagement training	Group training booked for completion by 30 June 2010 – funding allocated 2009/10	Induction to include training booking for all new ELT members post 30 June 2010	HR Manager in liaison with CO
ELT members to undertake media training	2010 training completed	Induction to include training for all new ELT members	HR Manager in liaison with CO
Cross-functional teams to address engagement needs of specific projects	Operational procedures introduced May 2010	Groups activated by project team leader.	Project team leaders
Introduce standard community engagement templates (DSE model)	Templates to be introduced by 30 August 2010	Templates to be reviewed / refreshed by 31 August each year	CO
Introduce standard Corporate Style templates for printed and electronic materials to display clear and consistent branding	Templates to be introduced by 30 August 2010	Templates to be reviewed / refreshed 31 August each year	CO
Introduce standard set of display materials (banners and A frames etc) to ensure consistent Council branding	CO to research and cost service options. Budget allocation required Timeline TBC.	Banners, Flags and A frames to carry corporate colours and logos to minimise updating costs. Outlook booking system	CO
Introduce media monitoring to provide timely assessment of spread and impact of Council media activities	CO to research and cost service options. Budget allocation required. Timeline TBC	Monitoring folders to be established and maintained on intranet and accessible to ELT members	CO
Maintain a centralised engagement calendar	Each department to establish a calendar using a standard template to identify upcoming projects and nominating the likely level of engagement	Calendars to be centrally coordinated through the CO	CO /ELT
Maintain registers of special interest groups	Online facility available	Arts and Culture register established, Significant Tree Register and Buy Local Directory pending	Project Officers
Develop a Shire-wide Stakeholder Database	Database to be populated by 30/09/10	Establish routine monthly updating procedure	CEOs office

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Our community profile

Effective community engagement demands an understanding of the community in which we work. When considering the specific engagement needs of a particular project Hepburn Shire Council will conduct stakeholder analysis to ensure selection of the most appropriate methods of engagement (a selection of appropriate tools is listed on the following pages). It is also useful to consider a demographic snapshot of our community when considering our day-to-day activities to help ensure our core communications activities are the right fit for our community.

We have a population of around 15,000. Some 34% (5100) of those have a permanent address outside the Shire.

Of the 13,732 persons usually resident in the Shire for the 2006 Census (held on 8 August 2006) 48.6% were males and 51.4% were females. Of the total population in Hepburn 0.6% were Indigenous persons, compared with 2.3% Indigenous persons in Australia.

This Census data also showed that:

18.5% of the population usually resident in Hepburn were children aged between 0-14 years, and 31.9% were persons aged 55 years and over. The median age of persons in Hepburn was 44 years, compared with 37 years for persons in Australia.

90.4% of persons usually resident in Hepburn were Australian citizens, 11.7% were born overseas and 0.2% were overseas visitors.

81.0% of persons usually resident in Hepburn stated they were born in Australia. Other common responses were: England 4.0%, New Zealand 1.0%, Netherlands 1.0%, Germany 0.8% and Scotland 0.6%.

English was stated as the only language spoken at home by 91.4% of persons usually resident in Hepburn. The most common languages other than English spoken at home were: German 0.5%, Italian 0.4%, Croatian 0.3%, Dutch 0.3% and Serbian 0.3%.

6,104 people aged 15 years and over were in the labour force. Of these, 53.2% were employed full-time, 33.7% were employed part-time, 4.2% were employed but away from work, 2.6% were employed but did not state their hours worked and 6.4% were unemployed. There were 4,411 usual residents aged 15 years and over not in the labour force.

The most common responses for occupation for employed persons were Professionals 18.2%, Managers 17.3%, Technicians and Trades Workers 15.7%, Labourers 12.4% and Clerical and Administrative Workers 10.4%.

The most common industries of employment for persons aged 15 years and over usually resident in Hepburn were School Education 5.3%, Hospitals 4.5%, Sheep, Beef Cattle and Grain Farming 4.2%, Accommodation 4.2% and Cafes, Restaurants and Takeaway Food Services 3.2%.

The median weekly individual income for persons aged 15 years and over who were usual residents was \$358, compared with \$466 in Australia. The median weekly household income was \$674, compared with \$1,027 in Australia. The median weekly family income was \$907, compared with \$1,171 in Australia.

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There were 3,688 families in Hepburn: 38.4% were couple families with children, 44.9% were couple families without children, 15.7% were one parent families and 0.9% were other families.

The average household size was 2.3 with 42.8% of occupied private dwellings fully owned, 32.3% were being purchased and 16.8% rented.

64.4% of occupied private dwellings were family households, 27.8% were lone person households and 2.8% were group households.

Of the occupied private dwellings being rented, 35.2% were rented from a real estate agent, 12.2% were rented from a State or Territory housing authority and 45.8% were rented from other landlord type. In comparison, in Australia 50.5% were rented from a real estate agent and 14.9% from a state or territory housing authority.

Data for this snapshot was collected from the 2006 Census of Population and Housing.
 © Commonwealth of Australia 2007.

Our general stakeholder groups

Based on the community profile and business conducted by Council, our stakeholders can be broadly defined as falling into the following groups.

All ratepayers & residents

- Resident ratepayers
- Non-resident ratepayers
- Non-ratepayer residents

Business owners and operators

- Agricultural
- Industrial
- Health and wellness
- General
- Professional services
- Tourism / hospitality

Central Highlands Regional Library Corp.

Child care providers

Citizen of the Year recipients

Community groups

Council contractors

Council suppliers

Council lessees & licensees

Council members

Council service providers

Council staff

Council s86 Committees:

- Campbelltown School Ground Committee
- Clunes Community Centre Committee
- Clunes Community Housing Committee
- Clunes Town Hall Committee
- Clunes Museum Committee
- Creswick InfoLink
- Creswick Museum Committee
- Lyonville Hall Committee
- Glenlyon Recreation Reserve Committee
- Drummond Hall Committee
- Doug Lindsay Park Recreation Reserve
- Dean Recreation Reserve Committee
- Lee Medlyn Home of Bottles Committee

Council Advisory Committees

- Agricultural Advisory Committee
- ARC Advisory Committee
- Arts and Culture Advisory Committee
- Audit Committee
- Environmental Advisory Committee
- Hepburn Shire International Women's Day Women's Honour Roll Advisory Committee
- Heritage Advisory Committee
- Mineral Springs Advisory Committee
- Recreation Advisory Committee
- Youth Advisory Committee



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Continued over page

Community Safety Partners

- Hepburn Community Access Group
- Victoria Police
- Roadsafe

Community Planning Groups

- Jim Crow
- Clunes
- Creswick
- Glenlyon
- Lyonville
- Newlyn/Rocklyn
- Trentham

Cultural groups

Education providers and pre-schools

Emergency Management Partners

- Ambulance Victoria
- CFA/DSE/Parks Victoria
- SES
- Victoria Police

Environmental partners:

- DSE Committees of Management
- Hepburn Relocalisation Network
- Landcare Groups
- SHARE
- Trentham Sustainability Group

Event committees

Former Councillors

Front SEEAT Transport Connections

Government departments / agencies

- Federal
- State

Health and Well Being partners

- Rural Access
- Hepburn Health
- Neighbourhood Houses
- CAFs Hepburn
- Health and Wellbeing Network
- Central Highlands Primary Care Partnership
- Local MDs

Regional strategic planning partners:

- Central Highland Mayors and CEOs Forum
- Highlands Regional Waste Management Group
- Municipal Association of Victoria – South West

- Neighbouring municipalities
- Regional Development Australia – Grampians Regional Board
- Regional Youth Advisory Network
- STEP (Asset Management)

Service clubs

Show Societies

Special interest / Friends Groups

Sport and recreation groups

State and Federal politicians

Tourism / development Partners:

- Daylesford Macedon Ranges Tourism
- Tourism Hepburn
- VIC Volunteers
- Local town-based groups

Women's Honour Roll inductees

Youth partners:

- FreeZa
- Local youth groups

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Core Communications Activities

Core Activity	Frequency	Location	Deliverable
Council Meetings	Monthly	Daylesford, Trentham, Clunes and Creswick	Transparent decision making
Public Participation Time	Monthly	As part of Council Meeting	Direct dialogue between council and community
Delegated Planning Meetings	Monthly	Daylesford	Transparent decision making
Customer Service Centres	Business hours	Town Hall, Duke Street, Creswick	Key contact point for all council services
Customer Request Management System	Business Hours	Town Hall, Duke Street, Creswick	Centralised system to log customer requests for service
Community Planning	Ongoing	By township	Collaborative planning
After Hours phone service	After hours	For animal control and road maintenance	Urgent assistance for incidents out of business hours
Advocate Page	Weekly	Shire wide	Timely provision of information and key contact details
Inserts in Community Newsletters	Monthly	Clunes, Creswick, Newlyn, Trentham, Glenlyon	Targeted information for communities where community newsletters are established
The Client newsletter	Monthly	Aged and Disability Services clients	Targeted information for clients
DRVIC newsletter / Creswick VIC newsletter	Monthly	Daylesford Regional VIC volunteers / Creswick VIC	Targeted information for volunteers – format to be reviewed.
Web site	Ongoing	Shire wide	Timely provision of information and key contact details. Subscriber service to be promoted particularly to non-residents
Annual Report	Annual	Printed copies in key locations; on web	Transparent decision making and evidence of performance
Staff in the community	Ongoing	Shire-wide	Uniformed staff provided with key information around events etc to address community queries when approached.
Council and Community Directory	Annual - February	General bulk mail out. Mailed individually with New Residents session invites	Revised publication to provide key information about councillors, council and community contact information, council services, operations, programs, events
Speaking engagements	On request	Shire Wide	Councillors / Officers provide targeted information for groups.
New Residents Welcome Sessions	Four per year	Held in partnership with Daylesford Neighborhood House – Feb, April, July, Oct	Personal opportunity to meet councillor representatives and staff and learn about council services /programs / community groups
Participation in Networks/Forums	As required	Regional	Information sharing and strategic planning among partners

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Methods of community engagement

IAP2 spectrum of Public Participation	Tools and techniques
<p><i>When we inform the community</i> We will consciously try to provide information in an unbiased, neutral manner</p>	<p>Media Release Advocate Page Published record of Council decision Advertising Inform Customer Service Team Community Newsletters Website Information Information Sheet Brochure Poster Messages on rates notice Letter to specific parties Group email Telephone call Message on Hold Site signage</p>
<p><i>When we consult the community</i> We will listen to your issues, concerns and ideas</p>	<p>Public meeting Public exhibition and submission Drop in sessions Survey (in person) Survey (online) Information Session Breakfast / Luncheon presentation Site meeting Social media (ie, facebook) Semi-structured interview Speak out</p>
<p><i>When we involve the community</i> We will listen to you and advise how your ideas have been incorporated (or not) into decisions.</p>	<p>Facilitated Workshops Focus Group Reference Group Open House Kitchen Table discussion</p>
<p><i>When we collaborate with the community</i> We will actively work with you in developing solutions.</p>	<p>Council Advisory Committees Community Planning Groups</p>
<p><i>When we empower the community</i> We will actively develop mechanisms that will enable you to make decisions. We will accept your decisions.</p>	<p>MOUs Delegated Decisions (S86 Committees) Ballots</p>



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When will Community Engagement occur?

Different issues and situations call for different levels of engagement. This Framework provides a process to guide Council Officers in identifying the level of engagement required.

- **Level One: Operational of 'business as usual'**

This requires an information provision approach – in this category the number and variety of stakeholders is usually low, and the level of impact of the operation is also usually low and / or for a small length of time.

Examples may include: temporary road closures, pet registration renewals; employment opportunities; changes in personnel; notices of meetings; fire notices; rates notices; office operating hours; municipal waste station operating hours; ward meeting details. Information will include the provision of a council contact officer.

- **Level Two: Minor projects**

Typically these projects have a limited or clearly defined number of stakeholders. The method of engagement will depend on the actual project but will generally be a mix of information sharing and consultation. Examples may include

- *Legislative requirements* – This includes all prescribed activity under the Local Government Act (1989) – and any other relevant acts such as but not limited to the Planning and Environment Act, the Road Management Act, the Emergency Management Act, Domestic Animals Act and related regulations.
- *Awareness projects* – these could include pet registration amnesties, microchipping programs, transport connection programs, grants programs (Sustainability Grants, Heritage Loan Scheme, Recreation Capital Works Grants, Building and Maintenance Grants), new resident programs.

- **Level Three: Major projects and policy development**

These generally affect most residents and ratepayers of the shire and require a high level of engagement, generally including involvement and collaboration. Typically a cross-functional team will need to be formed to advise on the development of the Plan. If the project is being outsourced the project brief will need to specify a requirement for high-level community engagement.

Examples may include:

- *The Council Plan and Annual Budget*
- *Policy development and implementation* – This includes policy and strategy development for matters that affect particular groups connected by interest or locality within our community. In some instances the nature of the project may require ongoing communication.
- *Major projects* involving infrastructure, community development, business development or improvements to our environmental sustainability that are likely to be of interest to or impact on the entire Shire.
- *Site specific projects* – This involves permanent changes to the use of particular sites within the Hepburn Shire that concern a specific group of identifiable residents and ratepayers.
- *Change to service* – This takes in situations where changes to or improvements to a service are to be introduced and which are likely to affect the broad community.

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Engagement matrix

What we will do 1 = Every time 2 = In most circumstances 3 = On specific occasions 4 = For consideration		When we are preparing for . . .		
		Business as usual – Level One	Minor projects – Level Two	Major projects and policy development – Level Three
INFORMING	Media release	3	2	1
	Advocate Page	2	1	1
	Advertisement	3	3	2
	Published record of Council decision	2	2	2
	Inform Customer Services Team	1	1	1
	Community Newsletters	4	4	4
	Website Information	2	2	1
	Information Sheet	4	3	3
	Brochure	4	4	3
	Poster	4	3	3
	Message on Rates Notices	4	3	4
	Insert in Rates Notices	4	4	4
	Letter to specific parties	2	4	3
	Group Email	4	4	4
	Telephone Call	3	4	4
	Message on Hold	4	3	4
Signage	2	3	4	
CONSULTING	Public Meeting	3	3	3
	Public exhibition/submission	3	2	2
	Drop in session	4	3	3
	Survey – mail/in person	4	3	3
	Survey / forms - online	4	3	3
	Information Session	3	3	2
	Open Day	4	3	3
	Breakfast / luncheon presentation	4	4	3
	Site Meeting	3	3	3
	Social media (ie facebook)	4	4	4
	Semi-structured interview	4	4	4
	Speak Out	4	4	4
INVOLVE / COLLABORATE	Facilitated workshop	4	3	3
	Focus group	4	3	3
	Reference Group	4	3	3
	Open House	4	3	3
	Kitchen Table discussion	4	4	3
	Council Advisory Committee	4	3	2
	Community Planning Group	3	4	3
	Memorandum of Understanding	4	4	3
	Ballot	4	4	3
Delegated Decision (s86 Committees)	4	4	3	



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Sharing Council's Community Engagement forums and channels

Hepburn Shire Council works in active partnership with a number of organisations across the community and also has formal partnerships on a project-by-project basis with external agencies, other municipalities and government departments. As a result of its active advocacy role and work in the community Council receives regular requests to provide access to its community engagement forums and channels to groups wishing to promote their upcoming events, projects or programs.

Requests for access to Council's community engagement forums and channels must be balanced with the need to ensure Council's own messages are able to be clearly seen and identified and that they can be readily understood as being delivered on behalf of the Hepburn Shire Council.

Council officers formulating community engagement plans in partnership with other government departments and statutory agencies are encouraged to consider utilising Council's full range of community engagement tools, subject to appropriate approval being sought for all associated resource or cost allocations. Joint branding should be displayed to clearly represent the partnership.

Council is increasingly formalising its relationship with organisations and community-based groups with Memorandums of Understandings. Council officers are encouraged to incorporate access to Council's community engagement forums and channels within the terms of the MOU as it is created or updated. The MOU should specify the forum or channel to be utilised and on what basis.

Council directly supports a number of community-based groups each year with grant funding or through its Community Planning program. Council officers are encouraged to promote joint projects and events funded by Council or supported through the Community Planning program through our web pages and the weekly Advocate page.

Council encourages all other community organisations or groups to utilise our online events listing to help promote their upcoming events using the automated on-line form, or to list their group on one of the directories hosted on the website.

Community Engagement Risks

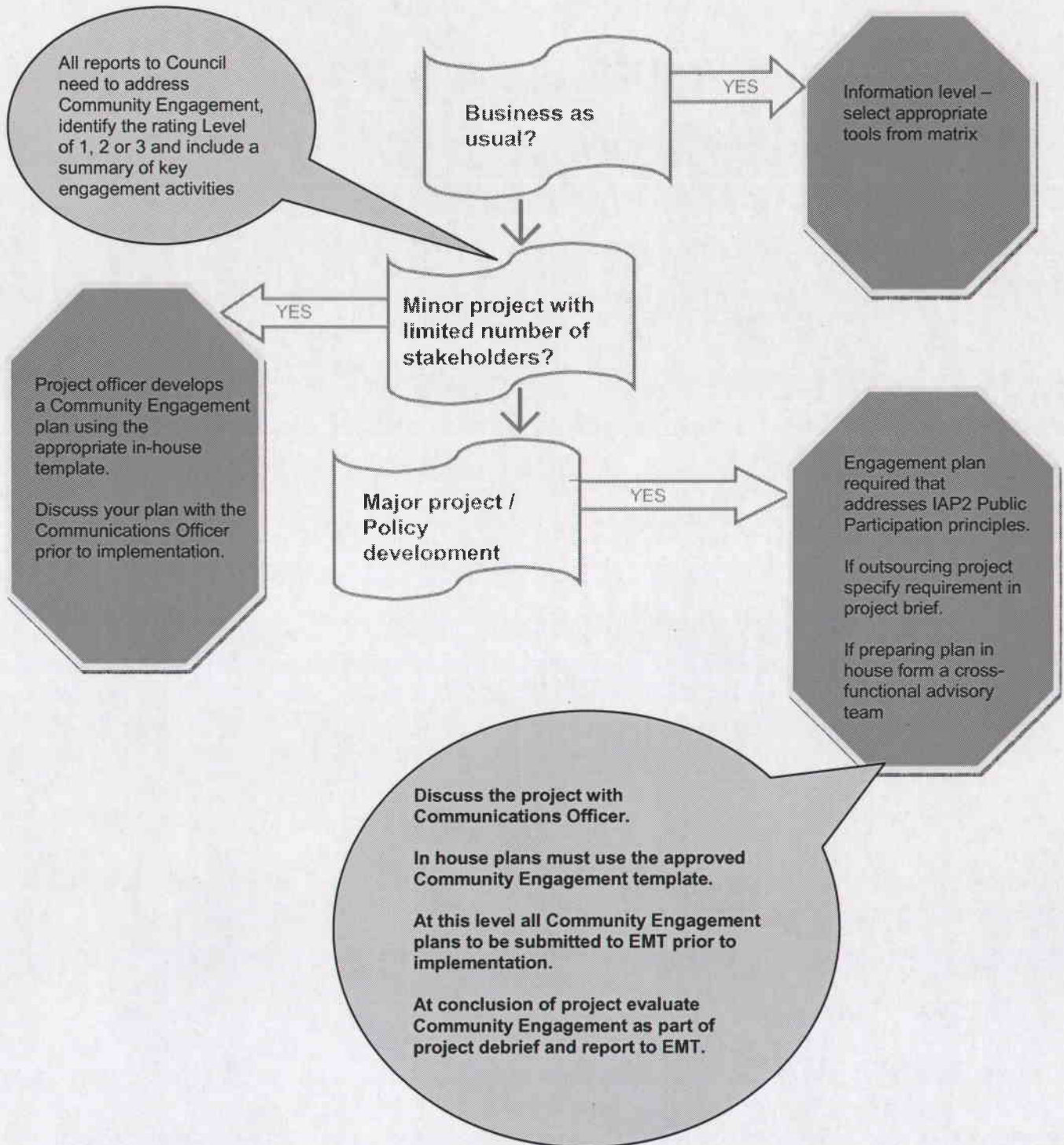
For Major (Level 3) and Minor (Level 2) projects, the engagement planning process should include a risk assessment to help verify that:

- We understand and anticipate the unintended impacts on our audience and other stakeholders.
- We have identified any unintended opportunities that may flow from successful engagement.
- We are using the most effective and appropriate engagement methods and tools.
- We anticipate and avoid potential misunderstanding.

Community Engagement templates for use within the Hepburn Shire will include a risk assessment section.

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Determining the level of Community Engagement




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Evaluating our Community Engagement

We will use the following methods to evaluate the effectiveness of our Community Engagement Framework

- Media monitoring
- End-of-project evaluation reports

**9.2 APPOINTMENT OF COUNCILLOR TO TRENTHAM NEIGHBOURHOOD
CENTRE COMMITTEE OF MANAGEMENT
CHIEF EXECUTIVE OFFICER**

PURPOSE

This report seeks to appoint a Council representative to the Trentham Neighbourhood Centre Committee of Management.

BACKGROUND

The Trentham Neighbourhood Centre has written to Council requesting Council representation on its Committee of Management. (Attachment 2)

ISSUE/DISCUSSION

Trentham Neighbourhood Centre is a community owned and operated not-for-profit education provider. As an Incorporated Association, it is managed by a Committee of Management, which is responsible for the governance of the centre.

The Centre's mission is to "...provide support for the cultural, social, educational, economic and recreational needs of the broader community".

The Centre currently provides training services which include recreational and vocational courses, business services and volunteer support.

The Committee is seeking to increase representation on the Management Committee specifically people with expertise in business and employment, adult education and community development. In addition, they are seeking to increase representation from young people, mothers and men.

As it is the Trentham Neighbourhood Centre requesting the representative, it is logical that the Ward Councillor, Cr Sebastian Klein, serve on the Committee.

It is incumbent upon the appointed Councillor to declare this Conflict of Interest when necessary and refrain from voting on matters in connection with the Trentham Neighbourhood Centre.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Local Government Act 1989

Division 1A – Conflict of Interests.

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FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The working relationship and connection between the Hepburn Shire Council and Trentham Neighbourhood Centre will be strengthened by Councillor representation of the Centre's Committee of Management.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

N/A

CONCLUSION

That Council appoint Cr Sebastian Klein to the Trentham Neighbourhood Centre Committee of Management.

OFFICER'S RECOMMENDATION

9.2.1 That Council appoint Cr Sebastian Klein to the Trentham Neighbourhood Centre Committee of Management as Council's representative on the Committee.

MOTION

9.2.1 That Council appoint Cr Sebastian Klein to the Trentham Neighbourhood Centre Committee of Management as Council's representative on the Committee.

MOVED: Cr Don Henderson
SECONDED: Cr Bill McClenaghan.
CARRIED.



Attachment 2
Item 9.2

A handwritten signature in blue ink, appearing to be "J. Smith", located in the bottom right corner of the page.

Hepburn Shire Council
PO Box 21
Daylesford
Vic 3460

9th August 2010

Dear Madam Mayor and Hepburn Shire Councillors,

I am writing to ask for the representation of a Hepburn Shire Councillor on Trentham Neighbourhood Centre's Committee of Management. We are actively seeking new committee members with knowledge of: business & employment, adult education, or community development. We are also trying to increase representation of young people, mothers and men on the committee. Our AGM will be on 17th August and nomination forms are available now at the neighbourhood centre.

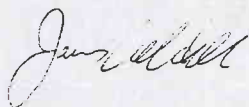
The Trentham Neighbourhood Centre is a community owned and run not-for-profit business, educational charity and an employer; instituted as an incorporated association run by a committee of management. The centre's mission is to "...provide support for the cultural, social, educational, economic and recreational needs of the broader community, in a warm, friendly and empowering atmosphere. People are encouraged to organise activities for themselves, to participate in their own education, access information, and share skills and resources."

Currently we offer: training services (recreational courses, vocational courses, tailored courses for groups); business services (booking/diary service, venue hire, photocopying); and community services (auspice services for community groups, encourage visiting services, information point). We also support volunteers in running community events like ANZAC day refreshments and Seniors' lunch.

The committee of management is responsible for the governance of the centre: setting and maintaining policies; overseeing the centre's finances; setting strategic direction. The committee also has an outward facing role: engaging different parts of the community in the centre's activities; using their personal networks to identify needs within the community that the centre could address. The committee employs a coordinator to perform day to day management of the centre and to advise them on issues which may impact on the running of the centre (government policy, etc). The committee meets monthly currently on the third Tuesday of the month although this could be changed to the third Wednesday of the month to accommodate Hepburn Shire Council's meeting schedule. Most committee members also volunteer at the centre to support special events depending on their interest and time commitments.

Should a councillor be interested in joining the committee of management or have any further questions, please call me at the centre (5424 1354).

Yours Sincerely



James Caldwell



10 CORPORATE SERVICES:
10.1 MONTHLY FINANCIAL REPORT
A/GENERAL MANAGER CORPORATE SERVICES

PURPOSE

To report on the Council's financial performance for the 2010/11 financial year to the 31 July 2010.

BACKGROUND

This report provides information on Council's operating performance for one month to 31 July 2010. Comparisons to budget at this stage are unavailable as the 2010-11 Budget was only adopted on 20 July 2010.

The report shows the actual for each operating program including project and capital works.

1 ISSUE/DISCUSSION

OPERATING SUMMARY:

The year to date operating result is a deficit of \$629,000 (\$657 as per income statement less open space contribution receipted directly to reserve account in balance sheet). Rate income will be brought to account in August 2010 when the rates are raised. The first instalment of the grants commission income is due mid August.

CAPITAL WORKS AND MAJOR PROJECTS:

Minor amounts have been spent in capital works and major projects at this early stage of the year.

BALANCE SHEET

CURRENT ASSETS:

Cash and investments at 31 July 2010 total \$4.7m, which includes pre-paid Grants Commission payment and grants relating to works carried forward from 2009/2010.

Refer to the Investment schedule (attached) for detail of investments and cash held.

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\$974,000 has been invested for long service leave however the provision is less, the investment balance will be adjusted on 12/12/2011 when it matures.

TRADE & OTHER RECEIVABLES:

Rate arrears at the end of July 2010 are \$1.097 m. \$935,000 has been sent to Council's collection agency for collective action, \$337,000 has already been collected and will be received in August, the balance is under payment arrangements which are monitored monthly.

TRADE & OTHER RECEIVABLES (Continued):

Sundry debtors total \$704,000 at the end of July some of the major debtors include State Revenue Office \$86,000, DCCC \$56,000, DPCD \$38,000, Regional Development Vic \$136,000 and Belgravia Leisure \$45,000.

Attached are two graphs which show the level of Rate Debtors for 2010/11 in comparison to the same time last year and Sundry Debtors to the average level the previous year.

CURRENT LIABILITIES:

The major items are trade and other payables which include accrued contractor payments, current loan liability, employee provisions such as annual leave and long service leave and provisions for landfill rehabilitation. Deposits and trusts are reviewed quarterly and refunds or transfers made where applicable. Council still holds money for a Section 181 property sale that is to date unclaimed.

NON-CURRENT ASSETS:

These include all infrastructure assets, including current capital costs which are treated as work in progress.

Financial assets of \$0.9 m are held for the long service leave provision.

Investments in associates of \$443,000 is Council's share of Central Highlands Regional Library.

NON-CURRENT LIABILITIES:

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

CASH FLOW:

Cash flow for July 2010 attached. The majority of payments for materials and consumables relates to creditors processed for 2009/10 paid in July.

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

The reports attached provide the opportunity for constant review of Council's financial position.

RISK IMPLICATIONS

Internal financial report is required to assist in decision making and ensure departments do not exceed their budget.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

None noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Open reporting to the public on a monthly basis.

CONCLUSION

The financials for the period to 31 July 2010 have been reported.

OFFICER'S RECOMMENDATION

10.1.1 That Council receives the Monthly Financial Report for the one month from 1 July 2010 to 31 July 2010.

A handwritten signature in blue ink, appearing to be "Paul".

MOTION

10.1.1 That Council receives the Monthly Financial Report for the one month from 1 July 2010 to 31 July 2010.

MOVED: Cr Rod May
SECONDED: Cr Tim Hayes
CARRIED.

A handwritten signature in blue ink, appearing to be "Rod May", located in the bottom right corner of the page.

Balance Sheet	
As at 31 July 2010	
\$000's	
31-Jul-10	
Assets	
Current assets	
Cash and cash equivalents	4,696
Trade and other receivables	1,790
Inventories	29
Other assets	11
Total current assets	6,526
Non-current assets	
Trade and other receivables	55
Financial assets	899
Investments in associates accounted for using the equity method	443
Property, plant and equipment, infrastructure	172,212
Total non-current assets	173,610
Total assets	180,136
Liabilities	
Current liabilities	
Trade and other payables	(354)
Trust funds and deposits	(959)
Provisions	(1,425)
Interest-bearing loans and borrowings	(394)
Total current liabilities	(3,132)
Non-current liabilities	
Provisions	(838)
Interest-bearing loans and borrowings	(3,078)
Total non-current liabilities	(3,916)
Total liabilities	(7,049)
Net Assets	173,087
Equity	
Accumulated surplus	(100,638)
Operating result for period	629
Reserves	(73,078)
Total Equity	(173,087)

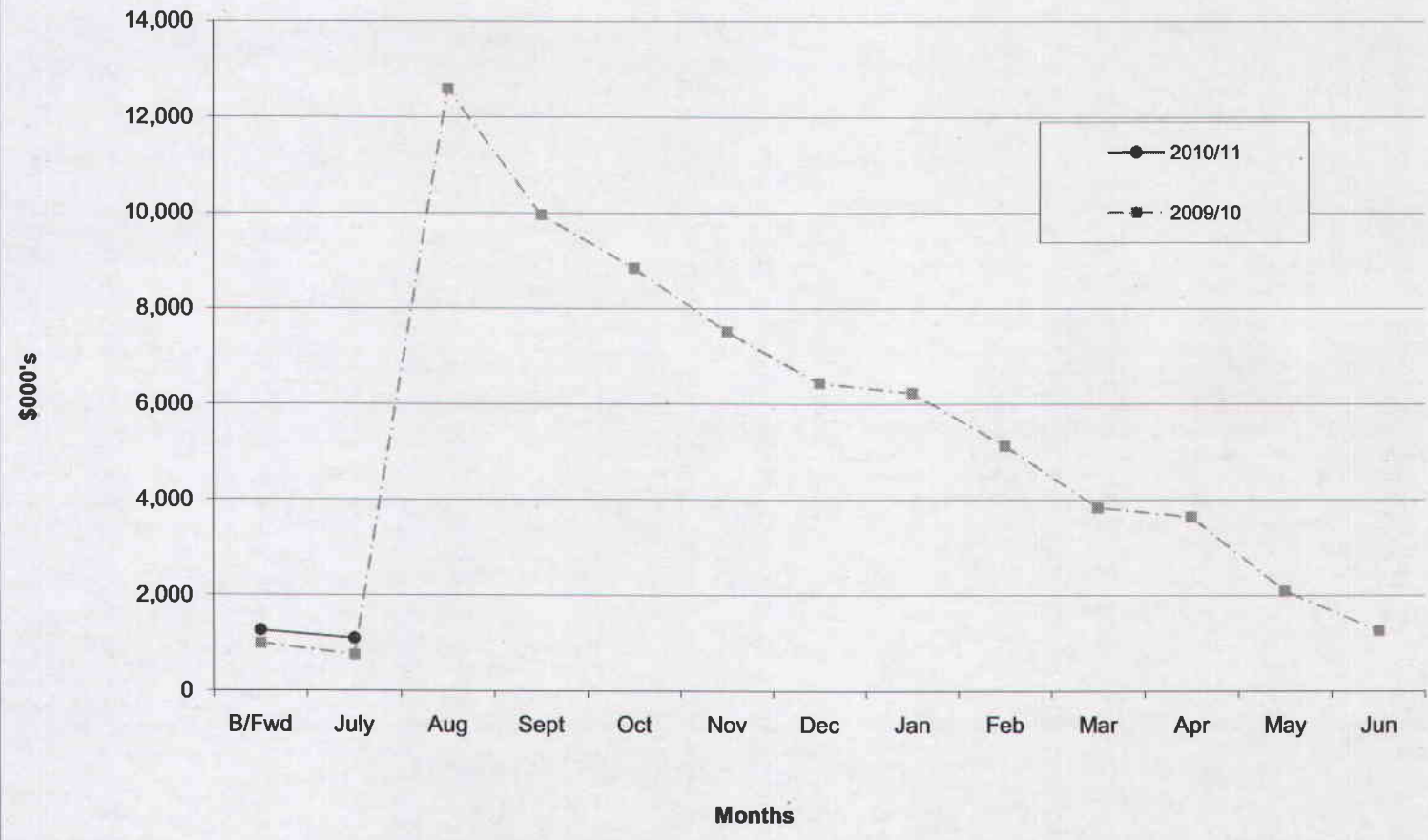


Budgeted Standard Cash Flow Statement	
	Actual
	31-Jul-10
	\$'000
Cash flows from operating activities	
<i>Receipts</i>	
General rates	235
Grants - recurrent	149
Grants - capital	-
Grants - special projects	-
Interest	27
User charges	95
Statutory fees	30
Other revenue	214
	751
<i>Payments</i>	
Employee costs	(534)
Materials & consumables	(2,069)
Special projects	(33)
Interest	-
Other expenses	(225)
	-2,860
Net cash provided by operating activities	-2,110
Cash flows from investing activities	
Proceeds from property, plant and equipment	-
Payments for property, plant and equipment	(33)
Payments for roads and bridges	(9)
Net cash used in investing activities	(42)
Cash flows from financing activities	
Proceeds from borrowings	-
Repayment of borrowings	(30)
Net cash provided by (used in) financing activities	(30)
Net decrease in cash & cash equivalents	-2,181
Cash & cash equivalents at beginning of year	6,877
Cash & cash equivalents at end of period	4,696



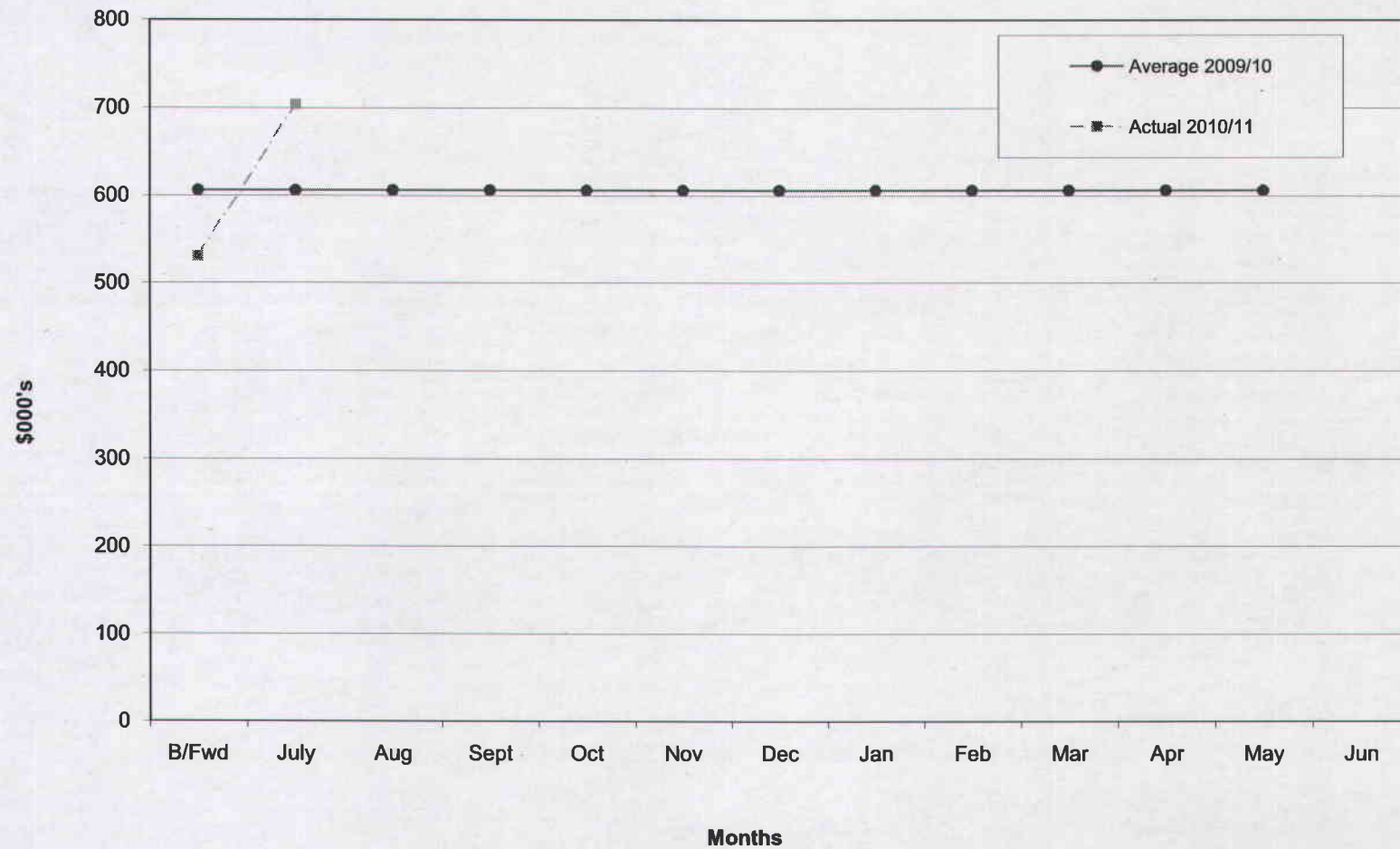
Hepburn Shire Council Cash and Investments As at 31 July 2010			
	Maturing	Rate	Balance
CBA Investment Account		Variable	\$1,153,668.23
FIIG Securities	29/08/2014	Variable	\$250,000.00
Big Sky Credit Union	25/08/2010	6.19%	\$500,000.00
MyState Investment	18/07/2010	5.81%	\$1,000,000.00
Bankwest	30/06/2010	5.50%	\$300,000.00
Doug Lindsay Reserve		Variable	\$980,895.00
Litherland Bequest		Variable	\$91,400.00
Medlyn Bequest		Variable	\$21,600.00
F Shaw Bequest		Variable	\$10,000.00
General CBA Bank Account		Variable	\$382,303.60
Cash Floats and Petty Cash			\$6,000.00
			\$4,695,866.83
LSL Reserve Funds			
Bendigo Bank Floating Rate	12/12/2011	Floating	\$484,850.00
CBA Investec	27/02/2014	Floating	\$489,300.00
			\$974,150.00
		Total Investments	\$ 5,670,016.83

**Rate Debtors
Actual 2009/10 Vs 2010/11**



Beatty

Sundry Debtors
Average 2008/09 Vs Actual 2009/10



Handwritten signature

Cr May left the Meeting at 8.05pm and returned at 8.09pm.

**10.2 PETITION – ANNUAL INCREASE IN PROPERTY RATES AND LEVIES
A/GENERAL MANAGER CORPORATE SERVICES**

PURPOSE

This report is to formally recognise the petition received from the Hepburn Shire Concerned Residents' and Landowners' Association.

BACKGROUND

At the special meeting held on 8 June 2010 to hear the budget submissions, a petition was presented from the Hepburn Shire Concerned Residents' and Landowners' Association in relation to the annual increase in property rates and levies. On 20 July 2010 a further 300 signatures were received for this petition.

ISSUE/DISCUSSION

This petition received in June originally contained 511 signatures and was included in the submissions and considered by Council as part of the budget process. On 20 July 2010 a further 300 signatures were received for this petition.

The petition stated:

“By this humble petition, we, the undersigned, present to Hepburn Shire Council that you may know, in full knowledge, our will. We call upon said council to implement a moratorium in regard to annual increases in property rates and charges.

We also call for increased measures to provide relief for ratepayers, especially low income earners, pensioners, farmers, small business owners and the disadvantaged in Hepburn Shire. This request arises from the need to seek relief in the face of pecuniary hardship faced by the above-mentioned groups, caused by the global financial crisis as well as rising utility fees and living costs.

It is our will that Hepburn Shire Council exercise fiscal restraint, given the current economic climate, and that great priority be given to local needs.”

A handwritten signature in blue ink, appearing to be "J. May", with a horizontal line underneath.

Council at its ordinary meeting on July 20 2010 formally adopted the 2010-11 Budget.

To address the concerns of ratepayers, the adopted budget included a number of changes to the proposed budget, including:

- A decrease in the farm differential to 65% for genuine primary producers
- A lowering of the overall general rate increase to 5%
- A halving of the environmental charge to \$11

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

Council has a statutory responsibility to prepare and adopt a budget.

FINANCIAL IMPLICATIONS

Expenditure was reduced and a number of planned projects were removed as a result of this decrease in revenue to be raised from rates, the municipal and environmental charge

RISK IMPLICATIONS

None noted.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Environmental, social and economic implications were factored into the budget setting process.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Extensive consultation took place during April – June 2010 including 5 local public forums in each Ward, 1 non-resident ratepayers forum in Melbourne and a Special Meeting of Council on 8 June 2010 for the hearing of submissions.

CONCLUSION

Council has taken into consideration this petition as part of their adoption of the 2010-11 Budget.

OFFICER'S RECOMMENDATION

10.2.1 That Council advise the petition contact of Council's resolution from the July Ordinary meeting of Council in relation to the adoption of the 2010-11 Budget.

MOTION

10.2.1 That Council advise the petition contact of Council's resolution from the July Ordinary meeting of Council in relation to the adoption of the 2010-11 Budget.

MOVED: Cr Tim Hayes
SECONDED: Cr Sebastian Klein
CARRIED.

The petition has been distributed to Councillors under separate cover due to the size of the petition.



11. COMMUNITY DEVELOPMENT:
11.1 CHILD CARE PROVISION - HEPBURN SHIRE
GENERAL MANAGER COMMUNITY DEVELOPMENT

PURPOSE

The purpose of this report is for Council to consider short-term and long-term options in relation to gaps in the current provision of child care within Hepburn Shire.

BACKGROUND

At a recent Council Briefing on 3 August, Council was advised that the communities in Hepburn Shire faced a shortage of child care options and child care places.

Whilst child care is available in a number of forms including Long Day Care, Occasional Care and Family Day Care, demand currently exceeds supply. The planned establishment of a new 60 place Long Day Care Centre to open in Creswick in 2011 will assist in addressing this need, but may have minimal impact in the eastern part of the shire.

Concern has been raised by Daylesford Community Child Care Centre which currently has a waiting list of 80 children. The Centre also operates the Family Day Care program which currently has 8 care providers across the shire. The ongoing viability of this service is at risk given the Centre's inability to recruit suitable carers.

This report proposes both short-term and longer-term strategies to assist in addressing child care needs in Hepburn Shire.

ISSUE/DISCUSSION

Short-term

The Family Day Care Scheme is a Commonwealth funded program in which registered child care workers provide child care within their own home or in a venue such as a school. The scheme is auspiced by Daylesford Community Child Care Centre Inc. The Centre currently has 8 Family Day Care providers in the Shire. There are no care providers in Daylesford.

A handwritten signature in blue ink, likely of the General Manager, located in the bottom right corner of the page.

Family Day Care providers are not employees of the Centre, but are contractors who operate their own small business. Daylesford Community Child Care Centre staff have advised that the costs associated with establishment as a carer can be prohibitive in recruiting carers. Typical costs include;

- Public liability insurance - \$450
- Working with children check - \$77
- Police check - \$32
- Medical -\$150
- Level 2 first aid - \$180
- Certificate 3 in Children's Services from \$175 to \$3,000
- Stationary costs - \$300
- Safety equipment - \$200
- Further costs may be incurred for home modifications

It is proposed that Council establish a "no interest loan scheme" of up to \$1,500 for 12 months for up to 10 approved carers. Daylesford Community Child Care staff will be responsible for recruiting carers and ensuring their compliance with Family Day Care standards.

Longer-term strategy:

Discussion at the Briefing Session also focussed on the fact that there is no long-term plan for the future child care needs within the Shire.

Council has recently received correspondence from the Regional Director of the Department of Education and Early Childhood Development (DEECD) inviting the Mayor and Senior Council Officers to meet and discuss early years and youth issues with our shire.

It is proposed that at this meeting discussion occur with DEECD representatives on developing a long-term child care strategy, and the availability of resources.

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

Council Plan – A More Prosperous Economy

Commitment 41- Advocating for the ongoing provision of adequate quality child care options across the Hepburn Shire.

FINANCIAL IMPLICATIONS

Short-term (12 months)

It is recommended that up to 10 \$1,500 no interest loans be offered to approved Family Day Care providers.

Long-term

The development of a Child Care Strategy will require resourcing. It is proposed to discuss availability of external resourcing with representatives of DEECD.

RISK IMPLICATIONS

A formal loan agreement with approved carers will be developed. Council officers will seek legal advice to draw up the loan agreements.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The development of a no interest loan scheme for Family Day Carers may assist in Daylesford Child Care Centre's recruitment and attraction of family day carers. From an economic development perspective, the provision of child care options is essential for workforce participation.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Daylesford Community Child Care Centre is currently at capacity with a waiting list of 80 children. Councillors have also received many representations regarding child care needs within the Shire.

CONCLUSION

The establishment of a "no interest loan scheme" for the Family Day Care program is a short-term option that may enable the recruitment of additional carers resulting in providing more child care options in Hepburn Shire.

The development of a child care strategy for the next 5 to 10 years will provide a long-term plan to meet the communities' child care needs.

OFFICER'S RECOMMENDATION

That Council:

- 11.1.1 Establish a "no interest loan scheme" of up to \$1,500 per approved Family Day Care provider to a maximum of 10 loans,*
- 11.1.2 Meet with Senior representatives from the Department of Education and Early Childhood Development to discuss developing a long-term strategy, and availability of resources,*
- 11.1.3 be provided with a further report on the outcome of the meeting with the Department of Education and Early Childhood Development.*

MOTION

That Council:

- 11.1.1 Establish a "no interest loan scheme" of up to \$1,500 per approved Family Day Care provider to a maximum of 10 loans,*
- 11.1.2 Meet with Senior representatives from the Department of Education and Early Childhood Development to discuss developing a long-term strategy, and availability of resources,*
- 11.1.3 be provided with a further report on the outcome of the meeting with the Department of Education and Early Childhood Development.*

MOVED: Cr Jon Barrell
SECONDED: Cr Rod May
CARRIED.



Cr Hayes left the Meeting at 8.25pm due to a direct conflict of interest in Item 12.1 and returned at 8.45pm.

12 SUSTAINABLE DEVELOPMENT:
12.1 FOOD AMENDMENT (REGULATION REFORM) ACT 2009 – NEW FEES
GENERAL MANAGER SUSTAINABLE DEVELOPMENT

PURPOSE

The purpose of this report is for Council to consider the:

1. Adoption of the proposed Environmental Health Registration Permit Fees for 2010-2011 under the Food Amendment (Regulation Reform) Act 2009.
2. Introduction of an inspection fee for new food premises.

BACKGROUND

On 1 July 2010 the first stages of the *Food Amendment (Regulation Reform) Act 2009* came into effect. A report detailing some of the changes was delivered to Council at its Ordinary meeting held on 15 June 2010. As part of these amendments there is a new form of classification for premises that deal in food that will require a new set of fees that reflect the risk factor associated with the various levels of food preparation and food handling in these premises.

Section 41A provides that the fees for registration, renewals and transfers of registration are to be determined by resolution of Council.

ISSUE/DISCUSSION

Council's Environmental Health Department has devised a 4 class and 7 level classification system that closely follows the guidelines issued by the Department of Health. This has resulted in high risk premises at the top end of the scale seeing a rise of around \$70 in their annual fee compared to last years' fees.

A number of the lower risk food premises will experience a drop in fees from last year or no fee change at all. There are likely to be 16 premises that will have no fee at all when the parameters of this reclassification are applied.

The current Food Safety Program template issued by the Department of Health and used by the large majority of food premises throughout the State is to be withdrawn and a whole new Food Safety Program template will be provided to all Councils by the Department of Health for distribution by the end of August 2010.



The Department of Health has also suggested that when fixing fees, Councils should endeavour to use terminology or categories that will guide the food business applying for classification. The proposed fee structure in this report indicates each food premises classification with a brief and concise description of the category. When the Environmental Health Department issue the renewals for 2011 in November this year, this brief description will be included with each renewal notice.

Notices are issued each year in November and payment is due by 31 December of the same year. To reduce any confusion or concern over the classifications, by November 2011 the proprietors will have already been advised of their classification. The community engagement process is laid out in the Community Engagement section of this report and will give the proprietors the opportunity to correct or challenge their new classification.

Further to these specific fees, an additional fee designed to cover the administrative costs of the Environmental Health staff on transferral of proprietorship or establishing a new premises is being proposed. In the following table this can be found under "New Premises Registrations". A fee of half the declared annual fee would apply to these services in addition to the annual fee.

The Environmental Health Department proposed fee structure for food registrations/permits fees is as follows:

Proposed Environmental Health

REGISTRATION / PERMIT FEES 2010/2011

Type of Premises / Activity	Registration / Permit Fees 2010/2011
<p>CLASS 1 – High Risk Unpackaged Food Supplied to vulnerable people.</p> <p>Premises Include – Child Care, Kindergartens, Aged Care, Nursing Homes</p>	<p>\$390.00</p>
<p>CLASS 2 – Handling unpackaged high risk potentially hazardous foods.</p> <p>(A) Premises Include – Cafes, Caterers, Supermarkets, Groceries, Fast Foods, Takeaway</p>	<p>\$340.00</p>



(B) Premises Include – Accommodation Centres, Food Vehicles	\$280.00
(C) Premises Include – Community Groups, Sporting Clubs both serving full meals (<i>½ Annual Fee of Class 2B</i>)	\$140.00
CLASS 3 – Handling and Supplying Low Risk Unpackaged Foods.	
(A) Premises Include Milk Bars, Convenience Stores, Fruit Stall, Pre-packaged Foods, Accommodation – B&Bs	\$210.00
(B) Premises Include – Seasonal Kiosks, Community Groups, Sporting Clubs (<i>½ Annual Fee of Class 3A</i>)	\$105.00
CLASS 4 – Low risk to public health packaged food. Premises include Newsagents, Pharmacies, Video Stores, and Sausage Sizzles - (<i>no registration required if only sausages being cooked</i>)	No Fee / Exempt
Temporary Food Stalls (One Event) <i>(Exempt : Sausage Sizzle Only – no registration required if only sausages being cooked)</i>	\$20.00
Temporary Food Stall (12 Month Permit) <i>(Comprising 13 Events Only – over 13 Events reclassification to a Class 3A Premises being \$210.00)</i>	\$120.00
Transfer of Registration (Inspection Fee)	½ Registration fee
New Premises Registration	Annual Registration Fee + 50%

Note 1: A late fee will apply for late applications and payments of annual registrations at a rate of 50% of the annual registration fee applicable if the application and/or fee is not received within 14 days of the due date.



Note 2: Full Registration fees are to be paid up until 31 August, registrations after this date i.e. from 1 September onwards are only required to pay 50% of the full fee.

You will note that Class 2C and 3B have similar functions to the class above them. These premises are usually Community Groups and Sporting Clubs and traditionally they are charged half the annual fee.

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

*Food Act 1984
Food Amendment (Regulation Reform) Act 2009
No Council Plan implications*

FINANCIAL IMPLICATIONS

There will be a small variation from the expected revenue as stated in the 2010-2011 proposed budget. There will be alterations to the estimates if any challenges result in a change of classification.

RISK IMPLICATIONS

As the purpose of this new classification schedule is to reflect the variations in the risk to the public, the risk implications for Council are reduced once the fee structure is in place, as each level of food premises has a compulsory and varied inspection regime attached to each classification. Consequently, there is an automatic accountability on Council Officers to follow this inspection regime and support the process to reduce the risk from food that has a potentially high risk if improperly handled.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

There are no implications in this category other than the economic implication of a fee change.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

A letter has been sent to all food premises alerting them to the changes to their registration classification and inviting them to contact the Environmental Health Department if they need clarification with our determination of their classification.

Further to this Community Engagement, Environmental Health staff will be personally visiting all the high risk premises and supplying them a copy of the new Food Safety Program when it arrives. This will also allow Environmental Health staff to be available to the proprietors in explaining how these new Food Safety programs are to be completed and used as well as advising them of the legislative changes that will affect them.

CONCLUSION

This new classification procedure outlined in the amended Regulations is a legislative procedure to allow the classification of foods associated with their food risk factor. The additional inspection fee to the New Premises Registrations will allow for the additional administrative costs of registering these premises.

OFFICER'S RECOMMENDATION

That Council:

- 12.1.1 Adopt the proposed Environmental Health Registration/Permit Fees for 2010-2011 as outlined in this report.*
- 12.1.2 Introduce an addition to the inspection fee for new food premises that will be half the declared annual registration fee for the food premises.*

MOTION

12.1.1 That Council defer the item Food Amendment (Regulation Reform) Act 2009 – New Fees until the September Ordinary Meeting of Council.

MOVED: Cr Sebastian Klein
SECONDED: Cr Don Henderson
CARRIED.

A handwritten signature in blue ink, likely belonging to a council member, located in the bottom right corner of the page.

Attachment 3
Item 12.1

A handwritten signature in blue ink, appearing to be "Scott", written in a cursive style with a horizontal line underneath.

Comparative Table – Regional Food Registration Fees

Council	Class 1	Class 2	Class 3	Class 4
Hepburn Shire 2011	\$390	\$140 - \$340	\$105 - \$210	Free
Hepburn Shire 2010 (for indicative comparison purposes only, as classification types have been modified)	\$320	\$210 - \$310	\$240	\$110
Ballarat City	\$542	\$459 - \$542	\$291 - \$375	Free
Moorabool Shire <small>*Fees double for more than 10 employees</small>	\$340*	\$340*	\$250*	Free
Mt Alexander Shire	\$174 - \$292	\$346 - \$693	\$55 - \$227	Free
Macedon Ranges Shire	\$325	\$325	\$140	Free
Ararat Rural City	\$250	\$250	\$165	Free

Currently registered:

Class 1: 7
 Class 2: 174
 Class 3: 137
 Class 4: 16

The food premises income generated in 2009/10 was \$86,120. The predicted income for the 2010/11 year is:

Class 1 - \$2,730
 Class 2 - \$53,540
 Class 3 - \$27,825

Total - \$84,095

12.2 ECO - BUY MEMORANDUM OF UNDERSTANDING (MOU) GENERAL MANAGER SUSTAINABLE DEVELOPMENT

PURPOSE

This report provides information on the ECO-Buy Program, and requests Council's consideration of signing a Memorandum of Understanding (MOU) with ECO-Buy to continue its ongoing commitment to green purchasing.

BACKGROUND

Hepburn Shire Council has been a member of ECO-Buy since January 2003 and has previously entered into an MOU with ECO-Buy. This MOU expired in May 2010.

ECO-Buy is a not-for-profit group working with local and state governments to advocate, educate and enable purchasing of "green" products and services. Hepburn Shire has benefited from ECO-Buy programs, which have led to practical change through increased environmentally friendly purchasing opportunities.

In 2009, Hepburn Shire Council won the ECO – Buy awards in the categories of Excellence in Green Purchasing – Small Rural Council and Green Powered Champion. The award was for the purchase of \$45,000 of green purchasing in the 2007/2008 period.

ISSUE/DISCUSSION

By signing the MOU Council will be able to continue to receive a range of services and tools at no cost – these include product specifications, access to 500 suppliers of green products, access to discounts and training by ECO-Buy staff. ECO-Buy can assist Council to make the best possible sustainable and environmental purchasing decisions.

Council signing the MOU will mean that it is committed to the implementation of a green purchasing program that includes:

A handwritten signature in blue ink, likely of the General Manager, located in the bottom right corner of the page.

1. Adopting a resolution of the Council that commits it to the implementation of a green purchasing program, that includes:
2.
 - a. Nominating a staff member to coordinate ECO-Buy program involvement
 - b. Establishing an ECO-Buy Working Group
 - c. Developing, adopting and implementing a Green Purchasing Policy
 - d. Developing and implementing an annual Action Plan
 - e. Establishing a tracking system to monitor purchasing of green products
 - f. Providing an annual progress survey and spending report to ECO-Buy
3. Providing adequate staff time to implement the ECO-Buy program
4. Becoming part of a network of Councils willing to share their knowledge, experiences and achievements
5. Utilising the ECO-Buy member logo to promote Council's commitments and achievements under the program
6. Participating in expos, seminars and forums that will educate staff about the use and application of green products

Appended is a copy of the memorandum of understanding that ECO-Buy requires Council to sign, draft resolution and letter from ECO-Buy regarding MOU.

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

Council Plan 2009-2013:

We will guide our Shire towards environmental sustainability

59. Becoming a carbon negative organisation by June 2013 and a carbon negative community by 2025
61. Reviewing our fleet and motor vehicles operations to reduce fuel consumption and greenhouse gases
63. Installing energy efficient fittings and appliances in Council buildings

A handwritten signature in blue ink, appearing to be "David".

FINANCIAL IMPLICATIONS

There is \$907.50 fee to be a member of the ECO-Buy program, which is part of the memberships and subscriptions allocation of the Budget 2010/2011. There is an ongoing requirement that there is sufficient officer time allocated to this program, which is factored in to the responsibilities of the Sustainability Project Officer position.

RISK IMPLICATIONS

Sustainability risk mitigation of key issues such as climate change and peak oil will be assisted by this program.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The environmental implications are a greener organisation and community through considered green purchasing of all Council purchases.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

This is an in house program. Annual milestones can be reported to the community for Council promotion.

CONCLUSION

This program will allow Hepburn Shire Council, through its ongoing purchasing, to achieve some of the key strategies of the Council Plan 2009 – 2013.

OFFICER'S RECOMMENDATION

12.2.1 That Council sign the memorandum of understanding with ECO-Buy.

MOTION

12.2.1 That Council sign the memorandum of understanding with ECO-Buy.

MOVED: Cr Sebastian Klein

SECONDED: Cr Rod May

CARRIED.

A handwritten signature in blue ink, appearing to be "Rod May".

Attachment 4
Item 12.2

A handwritten signature in blue ink, appearing to be "Paul", written in a cursive style with a horizontal line underneath.



ECO BUY

ECO-Buy Limited ACN 125 425 247
Suite 301, 60 Leicester St, Carlton, VIC 3053
P (03) 9349 0444 F (03) 9349 0404
ecobuy@ecobuy.org.au www.ecobuy.org.au

ORIGINAL SENT
TO ALD.
HEPBURN SHIRE COUNCIL

File No: Foc/10/2718

Rec'd Date: 18 JUN 2010

Rec'd By: RJS

Action By: R Jennings

Reg No: Doc/10/31938

Robert Jennings
General Manager Sustainable Development
PO Box 21
Daylesford
VIC, 3460

15 June 2010

Dear Robert,

ECO-Buy Memorandum of Understanding (MOU)

Congratulations on Hepburn Shire Council's achievements in environmental purchasing to date. When Hepburn Shire Council originally joined ECO-Buy, a resolution was passed at Council and an MOU was signed by your CEO at that time. According to our records this MOU expired in May, 2010.

Having a current MOU with ECO-Buy encourages organisational support for your green purchasing program, leadership which is essential to the success of your efforts. To continue to enjoy the benefits of ECO-Buy membership it is necessary for your Council to sign a new ECO-Buy MOU, which will be current for three years from the date of signing. In return ECO-Buy will continue to provide you with a range of quality services, support and access to thought leadership in the area of green procurement.

Please find the MOU document attached which outlines the key commitments of ECO-Buy membership. If you are happy with the commitment, we request that your CEO counter-sign and date both documents and return one copy only by post to the above address. Also attached is a draft Resolution document that you may require to pass this initiative through Council. These documents are also available electronically on the ECO-Buy website at http://www.ecobuy.org.au/director/government/how_to_join.cfm

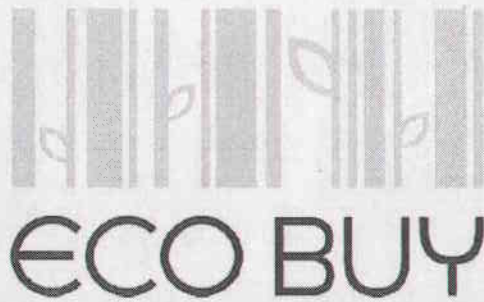
We trust Hepburn Shire Council will continue its commitment to sustainable purchasing and the ECO-Buy program that is leading not only Victorian Local Government, but all sectors Australia-wide in green purchasing.

A response to this letter will be required by the end of July 2010 to confirm your membership. If you have any enquires regarding the ECO-Buy program, please feel free to contact Amelia Chapman, Local Government Program Manager on achapman@ecobuy.org.au or (03) 9349 0408.

Yours sincerely,

Hugh Wareham
Chief Executive Officer

Enclosed: 2 x signed MOU's, Council Resolution template

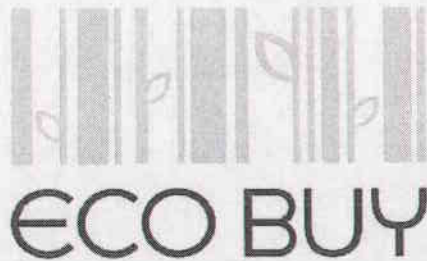


Council Resolution

Hepburn Shire [insert Council] agrees to become a member of ECO-Buy and commit to the principles of the network by:

1. Adopting a resolution of the council that commits it to the implementation of a green purchasing program, that includes:
 - a) Nominating a staff member to coordinate ECO-Buy program involvement
 - b) Establishing an ECO-Buy Working Group
 - c) Developing, adopting and implementing a Green Purchasing Policy
 - d) Developing and implementing an annual Action Plan
 - e) Establishing a tracking system to monitor purchasing of green products
 - f) Providing an annual progress survey and spending report to ECO-Buy.
2. Providing adequate staff time to implement the ECO-Buy program
3. Becoming part of a network of councils willing to share their knowledge, experiences and achievements.
4. Utilising the ECO-Buy member logo to promote Council's commitment and achievements under the program.
5. Participating in expos, seminars and forums that will educate staff about the use and application of green products.

Council endorses the signing of the Memorandum of Understanding between ECO-Buy and Hepburn Shire Council [insert Council] for the period 1/07/2010 to 30/06/2013 (three years later).



Memorandum of Understanding
between
ECO-Buy

and HEPBURN SHIRE Council

for membership of the
ECO-Buy program

1. Purpose

This Memorandum of Understanding is a statement of agreed principles governing the partnership between the ECO-Buy program and councils which agree to become members of ECO-Buy and commit to the implementation of a green purchasing program.

2. ECO-Buy Program

The ECO-Buy program was created by the Municipal Association of Victoria with support from the former EcoRecycle Victoria and the Victorian Greenhouse Strategy. The program has developed a coalition of local governments committed to increasing the use of green products in their operations and services.

ECO-Buy is now an independent entity and is partially supported by an annual membership fee and income generated through the provision of additional services on a fee-for-service basis.

3. ECO-Buy Aims

The ECO-Buy program aims to:

- 3.1 Use the combined purchasing power of local government to stimulate demand for recycled content, greenhouse friendly, water saving and other environmentally preferable products
- 3.2 Create a partnership of local governments committed to green purchasing
- 3.3 Increase awareness in local government about the range and quality of environmentally preferable products
- 3.4 Support sustainable long-term markets for recyclable materials collected from kerbside
- 3.5 Reduce local government's greenhouse gas emissions
- 3.6 Stimulate local government's participation in greenhouse abatement activities
- 3.7 Encourage the sustainable use of resources.

4. Council Commitment

HEPBURN SHIRE Council agrees to become a member of ECO-Buy and commit to the principles of the program by:

- 4.1 Adopting a resolution of the council that commits it to the implementation of a green purchasing program, that includes:
 - a) Nominating a staff member to coordinate ECO-Buy program involvement
 - b) Establishing an ECO-Buy Working Group
 - c) Developing, adopting and implementing a Green Purchasing Policy
 - d) Developing and implementing an annual Action Plan
 - e) Establishing a tracking system to monitor purchasing of green products
 - f) Providing an annual progress survey and spending report to ECO-Buy
- 4.2 Providing adequate staff time to implement the ECO-Buy program
- 4.3 Becoming part of a network of councils willing to share their knowledge, experiences and achievements
- 4.4 Utilising the ECO-Buy member logo to promote Council's commitment and achievements under the program
- 4.5 Participating in expos, seminars and forums that will educate staff about the use and application of green products.

5. ECO-Buy Commitment

In order to support councils ECO-Buy will provide the following resources:

- 5.1 Support from the Local Government Program Manager who will provide hands on support, advice and education for council staff and councillors
- 5.2 An ECO-Buy web-site that provides relevant and up-to-date information on green purchasing, including the ECO-Find database of green products and suppliers
- 5.3 Access to ECO-Find suppliers and manufacturers of green products
- 5.4 ECO-Guide - a comprehensive Green Purchasing Guide
- 5.5 ECO-Train - ECO-Buy's green purchasing training program
- 5.6 Network meetings for ECO-Buy local government members
- 5.7 Information from case study councils who are also implementing green purchasing policies
- 5.8 Access to the ECO-Buy member logo, which can be used on stationery, advertisements, tenders, contracts, purchasing agreements, invoices, statements, and annual reports.
- 5.9 Annual membership certificate.

6. Membership Review

ECO-Buy reserves the right to terminate membership when members fail to demonstrate their commitment to this MOU and the spirit in which it was developed.

7. Period of Memorandum of Understanding

This Memorandum of Understanding is for the period commencing with the signing of the agreement until 30/06/2013 (36 months later).

This MOU covers a 3 year period but its ongoing status is dependent on payment of a membership fee annually.

Signed by: H. Wareham

Date: 11/6/2010

Hugh Wareham
Chief Executive Officer
ECO-Buy

Signed by: _____

Date: 1/7/2010

Chief Executive Officer Kaylene Conrick
Hepburn Shire Council



13 INFRASTRUCTURE:
13.1 HEAVY VEHICLES – STANBRIDGE STREET, DAYLESFORD
GENERAL MANAGER INFRASTRUCTURE

PURPOSE

This purpose of this report is for Council to consider the use of Stanbridge Street by heavy vehicles and the process for the development of a Freight Strategy for Hepburn Shire.

BACKGROUND

Council at its meeting on 20 April 2010 considered a report regarding the use of Stanbridge Street by heavy vehicles to access the industrial estate located at the East Street area of Daylesford. After due consideration, Council resolved as follows:

That Council:

- 1. Approve the preparation of a Freight Strategy for the Municipality of Hepburn Shire.*
- 2. Require that all future applications for B-Double and Higher Mass Limits Vehicles be referred to Council for decision.*
- 3. Review all existing B-Double permits and officers report back to Council.*
- 4. Refer all unauthorised use of B-Doubles to VicRoads for enforcement.*
- 5. Enter into negotiations with the permit holder to review and obtain better outcomes for the residents of Stanbridge Street, Daylesford.*
- 6. Investigate implementation of weight limits and time limits on Stanbridge Street, Daylesford.*

ISSUE/DISCUSSION

Stanbridge Street together with East Street forms a direct route between the Midland Highway and the Ballan-Daylesford Road and is used by legal heavy vehicles to avoid the convoluted option of Vincent Street via Bridport Street and

the steeper gradient of Central Springs Road. The Industrial Estate on East Street is also a generator of heavy vehicles which tend to use Stanbridge Street for access.

The majority of heavy vehicles using this route are believed to be articulated semi trailers or trucks and trailers, both types legally able to travel over these roads without restriction. Very few movements of B-Double vehicles have been witnessed using this route since the permit was issued. The rail Bridge in East Street with a clearance of 3.7m is the only impediment to high loads along the route. The gradient at the lower end of Stanbridge Street is considerable for heavy vehicles travelling loaded; however it is preferable to alternative nearby streets which are clearly unsuitable for this type of traffic.

Discussions have taken place with the holder of the B-Double permit who is Mr. Mitch Watson, Daylesford and Hepburn Mineral Springs, Daylesford. The existing conditions on his permit are as follows:

1. Low frequency of use – deliveries are expected less than once per week (more during the site setup).
2. Hours of Operation – deliveries are to be restricted to between 7am and 7pm and the use of compression brakes is to be avoided.

The operator has indicated that since the permit was issued he has only used a B-Double three times along Stanbridge Street. He is in agreement to adjusting the hours of operation from 7am - 7pm to 9am - 5pm.

VicRoads have been asked to monitor the situation and to date they have not detected any B-Doubles using this route.

The Shire has not issued any other B-Double permits for any other roads within the Shire "long term" apart from the one issued to Mitch Watson, Daylesford and Hepburn Mineral Springs.

Council officers have previously issued permits for "one off" transporting purposes e.g. machinery, houses, etc.

Further discussions have been held with Mr. Geoff Jenkin, a Director of Peter and Geoff Jenkin Transport who operate a truck business from 111 Wombat Dam Road, Daylesford and who use Stanbridge Street to access their site. They

operate two trucks, one of which is a B-Double and they need to have it back at their property at weekends for washing and repairs.

An application has now been received from Peter and Geoff Jenkin Transport for a permit to operate a B-Double from 12 noon Friday to 12 noon Monday (see Attachment 5 {2 Letters}).

If a permit was to be issued it would be considered with the following conditions:

1. A low frequency of use – most likely two trips per week.
2. Hours of operation between
12 noon to 5pm Friday
9am to 5pm Saturday & Sunday
9am to 12 noon Monday.
3. The use of compression brakes is to be avoided.

With regard to the introduction of weight limits and time limits on Stanbridge Street, most weight limits are imposed in order to protect the pavement from excessive loads and failures, however, it would be possible to introduce load limits in order to reduce the volume of through traffic.

As previously mentioned, the majority of trucks that use Stanbridge Street are not B-Doubles but trucks that pass through Daylesford from the Midland Highway to the Ballan Road and instead of using the designated VicRoads main roads which require the trucks to pass through the centre of Daylesford, they use East Street, Stanbridge Street to access the Ballan Road.

If Council were to impose a load limit of 16 tonnes on this road, this would prevent these trucks from using Stanbridge Street.

In order to not compromise the businesses in East Street that need access but are restricted because of the existing height limitations of the railway bridge in East Street, Council could issue permits for these vehicles to use Stanbridge Street.

As per Council's resolution at its meeting on 20 April 2010, each application for such use would form the basis of a report to Council for its consideration.

A handwritten signature in blue ink, appearing to be "P. Jenkin", located in the bottom right corner of the page.

Discussions with VicRoads enforcement officers indicated that this is a “workable solution” which they would be able to police.

A draft project brief for the preparation of a freight strategy for the Municipality has been prepared for Council information and comment and is attached (Attachment 6).

It is proposed that the preparation of this strategy be overseen by a Steering Committee which is comprised of:

- 2 Councillors
- 2 Representatives of the Transport Industry
- 1 Vicroads Representative
- 1 Tourism Representative
- 2 Members of the general public
- General Manager Infrastructure
- Manager Engineering Services

Manager Planning

Manager Economic Development and Tourism

This committee would finalise the brief, make a recommendation to Council on the appointment of the consultancy to undertake the study and meet at least three times with the consultant throughout the preparation of the strategy to ensure a quality outcome.

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

Council Plan 2009-2013:

We will deliver Good Governance to the Hepburn Shire

22. Requiring Council Management to prepare policies and protocols which support transparent decision making.

FINANCIAL IMPLICATIONS

The estimated cost to prepare the freight strategy is in the order of \$20,000. This cost will be provided from the Engineering Services budget.

RISK IMPLICATIONS

Possible safety issues.
Implications of reducing access to industrial zoned land.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Erosion of amenity of area if truck issues not addressed.

Council is obliged to provide an acceptable access route for industries located in East Street but also respect the wishes of residents in Stanbridge Street.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Informal discussions have been held with key stakeholders.
Residents will be advise of Council's decision.

CONCLUSION

That Council adopt the Officer's recommendation.

OFFICER'S RECOMMENDATION

That Council:

13.1.1 *Approve the formation of a steering committee to oversee the development of a freight strategy generally in accordance with the Project brief attached.*

13.1.2 *That the Steering Committee be comprised of:*

- 2 Councillors*
- 2 Representatives of the Transport Industry*
- 1 VicRoads Representative*
- 1 Tourism Representative*
- 3 Members of the general public (community)*
- General Manager Infrastructure*
- Manager Engineering Services*
- Manager Planning*
- Manager Economic Development and Tourism*

13.1.3 *Agree to change the time limits of operation on the current B-Double permit held by Mr Mitch Watson, Daylesford and Hepburn Mineral Spring, Daylesford from 7am – 7pm to between 9am – 5pm*

13.1.4 *Agree to the issue of a permit to operate a B-Double to Peter and Geoff Jenkin Transport of Stanbridge Street, Daylesford between the hours of:*

- 12 noon to 5pm Friday,*
- 9am to 5pm Saturday and Sunday*
- 9am to 12 noon Monday,*

with the use of compression brakes to be avoided.

13.1.5 *Determine that a load limit of 16 tonnes be designated in Stanbridge Street, Daylesford between East Street and Vincent Street.*

MOTION

That Council:

13.1.1 *Approve the formation of a steering committee to oversee the development of a freight strategy generally in accordance with the Project brief attached.*

13.1.2 *That the Steering Committee be comprised of:*

2 Councillors

2 Representatives of the Transport Industry

1 VicRoads Representative

1 Tourism Representative

3 Members of the general public (community)

General Manager Infrastructure

Manager Engineering Services

Manager Planning

Manager Economic Development and Tourism

13.1.3 *Agree to change the time limits of operation on the current B-Double permit held by Mr Mitch Watson, Daylesford and Hepburn Mineral Spring, Daylesford from 7am – 7pm to between 9am – 5pm*

13.1.4 *Agree to the issue of a permit to operate a B-Double to Peter and Geoff Jenkin Transport of Stanbridge Street, Daylesford between the hours of:*

12 noon to 5pm Friday,

9am to 5pm Saturday and Sunday

9am to 12 noon Monday,

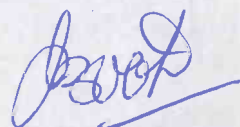
with the use of compression brakes to be avoided.

13.1.5 *Determine that a load limit of 16 tonnes be designated in Stanbridge Street, Daylesford between East Street and Vincent Street.*

MOVED: **Cr Jon Barrell**

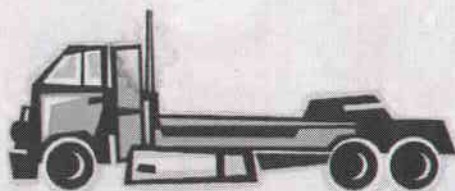
SECONDED: **Cr Sebastian Klein**

CARRIED.



Attachment 5
Item 13.1

A handwritten signature in blue ink, appearing to be "David", written in a cursive style.



PGH DAYLESFORD PTY LTD

TRADING as Peter & Geoff Jenkin Transport

111 Wombat Dam Rd
C/O Sullivan Street
Daylesford
Victoria 3460
ABN47109546812 .

OFFICE 53482381
GEOFF 0429038284
PETER 0418122150

TO HEPBURN SHIRE COUNCIL
VINCENT STREET
DAYLESFORD 3460

COUNCIL MEETING
INFRASTRUCTURE

Dear Sirs,

After meeting with Peter Reeve a few weeks ago, we are writing to let you know our situation.

We conduct our Truck Business from 111 Wombat Dam Rd Daylesford.

We run 1 B - Double Transport and 1 Single odd times.

Our only access is Standbridge Street to East Street, the Industrial Zone.

All Transports delivering to Industrial Zone have to use Standbridge

Street. We have 1 B -Double and 1 Single used odd times. The B -

Double is away all week. Comes home unloaded, for Safety Wash, and any mechanical work that needs to be attended to.

Our Drivers are Owner Drivers, and avoid any excess noise.

Yours Geoff Jenkin Dir/

HEPBURN SHIRE COUNCIL

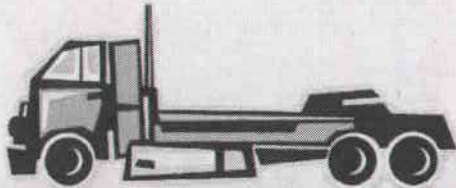
File No: 108945
47655100400

Rec'd Date: 14 JUL 2010

Rec'd By: MA counter

Action By: P. Reeve

Reg No:



PGH DAYLESFORD PTY LTD

TRADING as Peter & Geoff Jenkin Transport

111 Wombat Dam Rd
C/O Sullivan Street
Daylesford
Victoria 3460
ABN47109546812 .

OFFICE 53482381
GEOFF 0429038284
PETER 0418122150

16/07/2010
TO HEPBURN SHIRE COUNCIL
VINCENT STREET
DAYLESFORD 3460

COUNCIL MEETING
INFRASTRUCTURE

Dear Sirs,

We conduct our Truck Business from 111 Wombat Dam Rd
Daylesford.

We run 1 B - Double Transport and 1 Single odd times.

Our only access is Standbridge Street to East Street, the Industrial Zone.

All Transports delivering to Industrial Zone have to use Standbridge
Street. Our truck comes home unloaded, for Safety Wash, and any

Mechanical work that needs to be attended to on Friday afternoons & out
on Sunday afternoon or Monday morning

Our Driver is an owner Driver, and avoids any excess noise. After
speaking to Peter Reeve, we are applying for a permit for the business.

Yours Geoff Jenkin Dir/

F04/10/3385

HEPBURN SHIRE COUNCIL

File No: *41* 103945
417655/00400

Rec'd Date: 16 JUL 2010

Rec'd By: *ADW*
Action By: *m Newbatter*
Reg No: *101*

cc: P Reeve

Attachment 6
Item 13.1

PROJECT BRIEF

Development of a Freight Strategy

2010

Hepburn Shire Council

1. Introduction

Hepburn Shire Council is seeking the services of an experienced Traffic Engineering Consultant to develop a Freight Strategy for the Shire.

The Freight Strategy shall be developed in two Stages:

- Stage 1 shall:
 - identify priority routes on local roads (potential B-Double Routes) for the efficient movement of freight through the Shire;
 - identify constraints that impact on the function of those routes;
 - identify priority tourist routes on local roads throughout the Shire
 - identify existing and potential constraints to identified priority tourist routes
- Stage 2 shall:
 - provide costed options to eliminate identified constraints on identified priority freight routes
 - provide costed options to eliminate identified constraints on priority tourist routes.

2. Background

The Shire of Hepburn is located in the Central Highlands of Victoria. The major urban centre is Daylesford, with smaller towns of Creswick, Clunes, Hepburn Springs and Trentham. The Shire has a population of 14,000 and covers an area of 1470 sq km.

Neighbouring municipalities with freight links to the Shire are City of Ballarat, Pyrenees Shire, Central Goldfields Shire, Mount Alexander Shire, Macedon Ranges Shire and Moorabool Shire.

VicRoads manages an extensive arterial road network within the Shire; these arterial routes are a critical link in the safe and efficient movement of freight through the Shire.

3. Objectives

Stage 1:

1. Undertake consultation with the Project Manager , Steering Committee and key stakeholders in order to develop an understanding of the freight characteristics on local roads within the Shire;
2. Undertake consultation with the Shire's Town Planner in order to develop an understanding of the likely future development within the Shire with respect to planning and zoning, and Council's Municipal Strategic Statement;
3. Undertake consultation with the Shire's Economic Development Officer in order to develop an understanding of the likely future development within the Shire with respect to industry and tourism;
4. Undertake consultation with the relevant senior staff in neighbouring municipalities in order to develop an understanding of the freight characteristics on external local roads that impact on Hepburn Shire Council's local roads;
5. Undertake consultation with the relevant senior staff at VicRoads in order to develop an understanding of the freight characteristics on arterial roads within the Shire;
6. Identify freight generators within the Shire;
7. Identify existing local road freight routes;
8. Identify potential local road freight routes;
9. Develop a Municipal Freight Route Plan for Local Roads within the Shire;
10. Identify existing and potential tourist routes;
11. Identify existing and potential constraints to identified freight routes;
12. Identify existing and potential constraints to identified tourist routes;

Stage 2:

1. Prepare options that remove the existing and potential constraints to freight and tourist routes;
2. Prepare costs for each option to remove the existing and potential constraints;

4. Responsibilities

The successful contractor will be expected to:

- Employ people with appropriate skills and experience to undertake the project.
- Work within the agreed budget and timelines.
- Meet with the advisory Committee at least three times during the project
- Provide one electronic copy and four hard copies of the final report
- Make a formal presentation to the Advisory Committee and if required to Council.



- Complete the review within 6 months of the successful consultants submission being accepted

5. Submissions

Intending Traffic Engineering Consultants should provide a detailed submission by 5.00pm ### ## 2010, which includes the following key elements and addresses the selection criteria identified below in Item 7:

- Company Name
- ABN / ACN
- Contact Details
- Details of similar projects undertaken in the past 3 years
- The names of key personnel and their relevant experience
- Detailed project timelines
- Fee proposal to undertake Stage 1 of the Freight Strategy (Stage 2 will be undertaken by separate arrangement)
- Details of any outsourcing of specific projects/activities
- The names or contact details of 3 referees.

Submissions shall be addressed to:

Ms Kaylene Conrick
Chief Executive Officer
Hepburn Shire Council
PO Box 21
Daylesford 3460

6. Enquiries

All enquiries shall be directed to Richard Russell, Manager Engineering Services, Hepburn Shire Council, telephone (03) 53216413.

7. Selection Criteria

The Project Manager shall select the successful Consultant based on:-

- Price;
- Demonstrated experience in similar projects;
- Methodology in developing and delivering the project
- Demonstrated ability to deliver the project via a collaborative approach
- Demonstrated ability to deliver the project in an efficient and timely manner
- Quality of Output demonstrated by referee support



Cr May left the Meeting at 9.14pm and returned at 9.18pm.

**13.2 ASSET MANAGEMENT PLANS
GENERAL MANAGER INFRASTRUCTURE**

PURPOSE

This purpose of this report is for Council to consider the adoption of Asset Management Plans for Roads and Bridges.

BACKGROUND

The two asset management plans have been developed as part of the STEP program and the National Asset Management Framework as a method of providing life cycle costing for maintaining of Council's assets for use with the 10 year financial plan.

The Federal Government has stated that future funding programs "may be" conditional on Council having asset management plans that demonstrate responsible asset management.

Due to the wide array of assets managed by Council the assets have been grouped and different plans created for each of the groups. The current plans under development are:

Road Asset Management Plan (Draft) – completed;
Bridge Asset Management Plan (Draft) – completed;
Buildings Plan (Draft) – under consideration with the Services and Assets Working Group.

Note: the draft plans for roads and bridges are distributed as separate documents.

ISSUE/DISCUSSION

Council's sealed road network has been externally funded from grants, mostly from the former Country Roads Board and other grants. It is now the responsibility of Council to maintain and plan for the renewal of the road assets.

There are two key indicators of cost in maintaining the roads network.

A handwritten signature in blue ink, likely belonging to a council member or official.

1. The life cycle cost being the average cost over the life cycle of the asset taking into account the maintenance and the capital replacement, and
2. The total maintenance and capital renewal expenditure required to deliver and maintain existing service levels in the next 10 years which is used in Council's long term financial planning.

Roads

The life cycle cost to provide the road transport system (excluding bridges) is estimated at \$5.17M per annum. Council's planned life cycle expenditure for year 1 of the asset management plan is \$3.45M which gives a life cycle sustainability index of 0.66 or 66% of the road network can be maintained under the current funding levels.

The renewal model assumes like for like replacement of assets with no change to the level of service provided by the asset.

If the current funding shortfall is continued for the next 20 years, it is predicted that 32% of the road network will have deteriorated below the level which is accepted by the community.

Bridges

The life cycle cost to provide the bridge service is estimated at \$513,000 per annum. Council's planned life cycle expenditure for year 1 of the asset management plan is \$460,000 which gives a life cycle sustainability index of 0.89 or 89% of the bridge network can be maintained under the current funding levels.

The bridge Asset Management Plan also addresses the lack of safety compliance under current requirements. The safety upgrade backlog is estimated at \$2.8M and is to be addressed over the first 10 years of the plan.

Both the roads and bridges asset management plans have highlighted that current funding is substantially less than what is required to maintain the current assets and there is also a backlog of renewal which, if not funded, will continue to reduce the level of service of the road network.

The plans indicate Council's current level of service is unsustainable under the current funding regime. Therefore, funding needs to be increased to match requirements or the service levels will have to be reduced to match funding.

If the current level of funding is continued, it will result in the continued degradation of Council's assets and therefore a loss in the levels of service.

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

Council Plan 2009-2013:

6. Completing Asset Management Plans for all of the Shire's assets and preparing a Ten Year Capital Works Program.

FINANCIAL IMPLICATIONS

The Asset Management Plans indicate the funding requirement to maintain the existing Roads and Bridges assets at the current standard or (level of service). This funding requirement will then be incorporated into Council's ten year financial plan.

A Gap Analysis Scenario of maintaining all of Council assets is attached (Attachment 7).

This analysis assumes the current Council plan commitment of an annual additional \$250,000 to asset renewal is maintained. Under this scenario the renewal gap is closed at 2016 which indicates that Council is able to maintain its existing assets and is asset sustainable. The backlog of asset renewal is then able to be funded but would take another thirty years to remove the backlog of asset renewal works.

RISK IMPLICATIONS

In the Gap Analysis attached the analysis indicates that even with the funding scenario continuing, the proportion of assets that will fall below acceptable standard will reach 12% (or 1 in 8) of Councils assets. This means that 1 in 8 of Councils assets will be deemed unacceptable for use at some time in the future. If sustainable funding is not achieved then this figure will increase.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

If Council is unable to maintain its current assets eg roads, buildings and recreation facilities, these assets will slowly become less usable. The environmental, economic and social benefit of using these assets will reduce and fall. Assets exist only to enable services and benefits to be delivered to the community and if the assets diminish then the services and benefits diminish.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Plans have a review cycle and that review would include public consultation to discuss levels of service. As part of this review cycle, the review would undertake:

- Continued development of future funding models to show what the road network looks like under alternate models of funding gap.
- Public consultation and use of rating system incorporating safety, road width, surface and riding quality, drainage and other maintenance issues to refine the asset management plans, levels of service from the assets and the financial costs of altering the levels of service.

CONCLUSION

That Council adopt the Officer's recommendation.

OFFICER'S RECOMMENDATION

That Council:

13.2.1 Adopt the Road Asset Management Plan for incorporation into Council's ten year financial plan.

13.2.2 Adopt the Bridges Asset Management Plan for incorporation into Council's ten year financial plan.

MOTION

That Council:

- 13.2.1 *Adopt the Road Asset Management Plan for incorporation into Council's ten year financial plan.*
- 13.2.2 *Adopt the Bridges Asset Management Plan for incorporation into Council's ten year financial plan.*

MOVED: Cr Jon Barrell
SECONDED: Cr Sebastian Klein
CARRIED.

Note: the draft plans for roads and bridges are distributed as separate documents.

Attachment 7
Item 13.2

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Gap Analysis Scenario

Proposed funding solutions to address the asset renewal funding gap.

Figure 1:

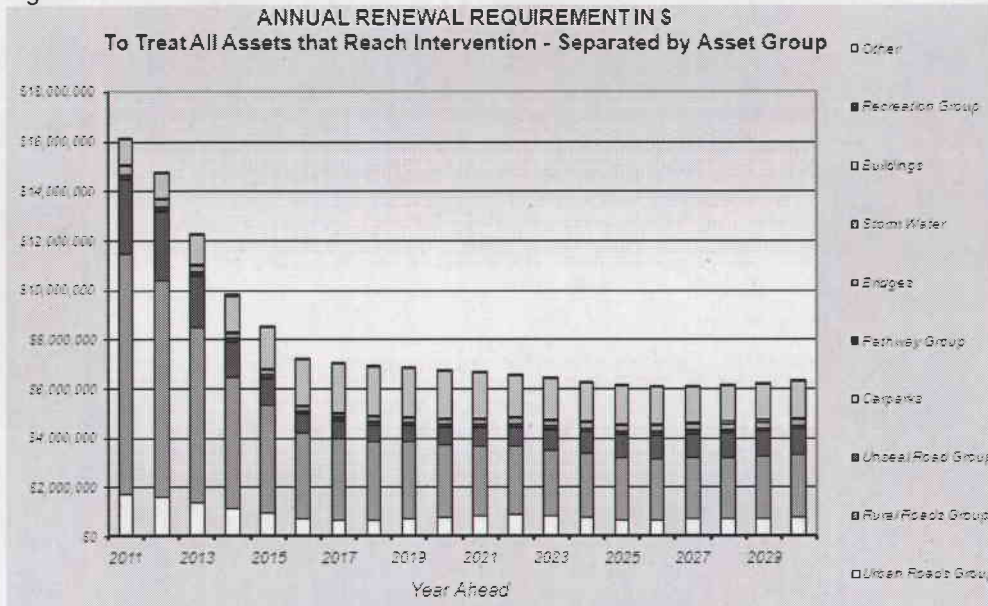


Figure 1 shows the total annual renewal requirements across Council's assets. High funding requirements in the early years is due to a backlog of unfunded renewal.

A funding scenario has been formulated as follows in table 1.

Assumptions:

- The values presented are in current dollars. (CPI is not included in the model).
- No changes to the asset stock. (That is: no new assets, no decommissioned assets.)

Year	Proposed Capital Replacement Budget (current \$)
2010	\$6M
2011	\$6.25M
2012	\$6.5M
2013	\$6.75M
2014	\$7M
2015	\$7.25M
2016	\$7.5M
2017	\$7.5M continued

Table 1

Figure 2

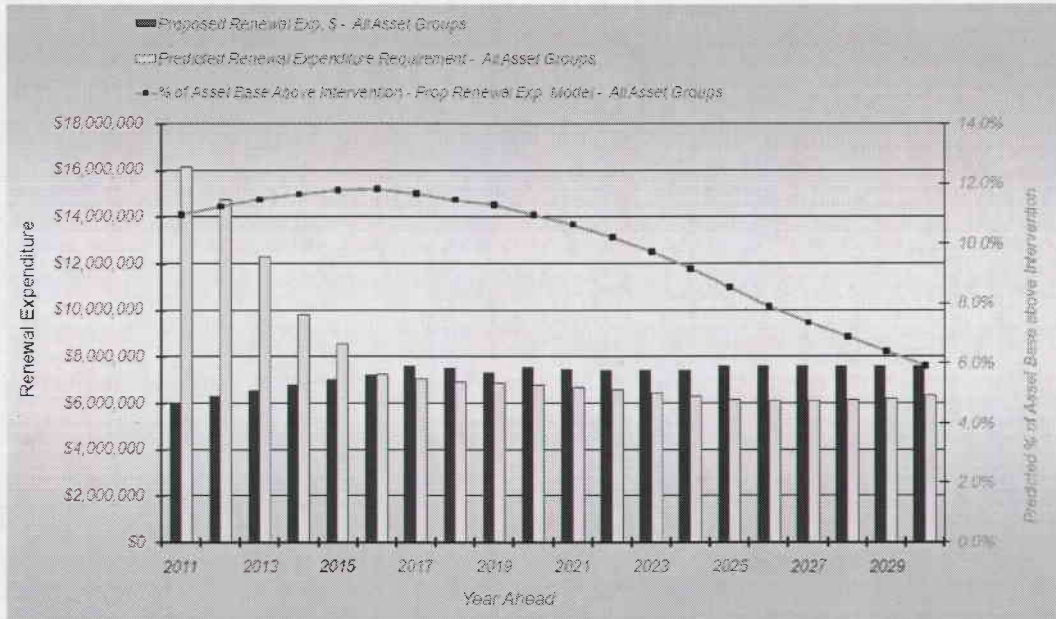
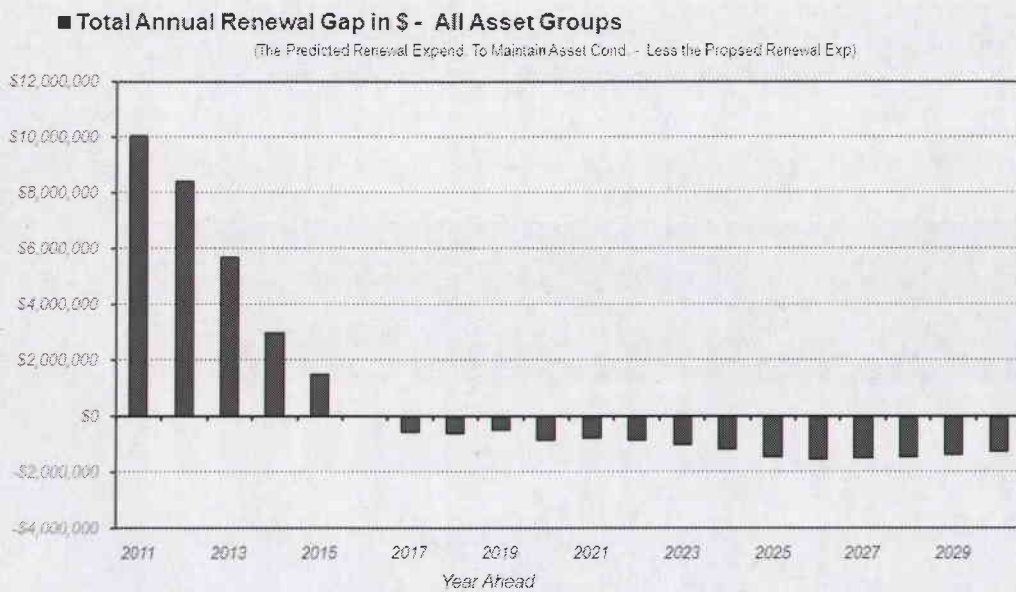
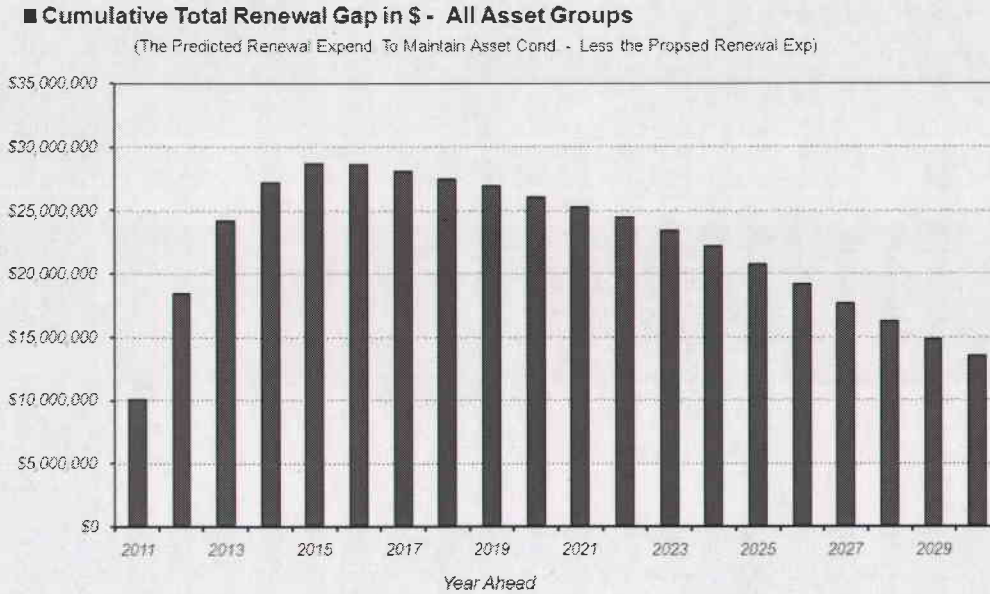


Figure 3



Figures 2 and 3 show Council becomes sustainable in 2016 as annual funding gap is reduced to zero. Maintaining this the level of funding will begin to reduce the renewal backlog. Sustaining the funding at this level will still take 30 years to catch up with the backlog.

Figure 4



The above graph shows the renewal backlog peaking at \$29M in 2015 after which sustainable programmed replacement of assets and some backlog funding will eventually eliminate the backlog.

Council has limited discretionary funding, therefore funding new assets will increase the time to reduce the renewal gap.

This report indicates that even with the funding scenario continuing, the proportion of assets that will fall below acceptable standard will reach 12% (or 1 in 8) of Council's assets. This means that 1 in 8 of Council's assets will be deemed unacceptable for use. If sustainable funding is not achieved then this figure will increase.

**13.3 DOUG LINDSAY RECREATION RESERVE – ROAD DISCONTINUANCE
GENERAL MANAGER CORPORATE SERVICES**

NOTE: This item was deferred until a later date and therefore not considered at the Meeting.

14 COUNCIL SECTION 86 AND ADVISORY COMMITTEES

**14.1 COUNCIL SECTION 86 AND ADVISORY COMMITTEES
A/GENERAL MANAGER CORPORATE SERVICES**

PURPOSE

Section 86 Committee and Advisory Committee Minutes are tabled for noting

BACKGROUND

Each committee is issued an instrument of delegation outlining their function and assigned responsibility, under the agreement of this delegation the committees are required to maintain minutes of meetings held and provide a copy of each minute to the Council for review.

Section 86 and Advisory Committees are required to submit their minutes and other reports

ISSUE/DISCUSSION

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

- Letter from the Creswick InfoLink received on the 18 July 2010 FOL/10/20: File No: 22/15/02
- Financial report from the Clunes Museum Committee meeting held on the 27 July 2010 FOL/10/16: File: 4/0860/00600
- Minutes of the Lee Medlyn Home of Bottles meeting held on the 2 June 2010 2010 Fol/10/14 File: 1/0320/00070

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees



CONCLUSION

Minutes and reports

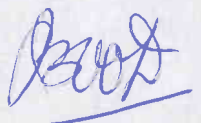
OFFICER'S RECOMMENDATION

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

MOTION

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

MOVED: Cr Tim Hayes
SECONDED: Cr Sebastian Klein
CARRIED.

A handwritten signature in blue ink, appearing to be "S. Klein", with a horizontal line underneath.

14.2 ENVIRONMENTAL SUSTAINABILITY ADVISORY COMMITTEE – APPOINTMENT OF COMMITTEE MEMBERS GENERAL MANAGER SUSTAINABLE DEVELOPMENT

PURPOSE

The purpose of this report is for Council to consider the appointment of members to the Environmental Sustainability Advisory Committee.

BACKGROUND

At the Ordinary Meeting of Council held in February 2010, Council resolved to establish an *Environmental Sustainability Advisory Committee*, endorse the *Terms of Reference* for the operation of this committee and to advertise calling for expressions of interest across the municipality for membership of this advisory committee.

Councillors selected the committee representatives based on their fit to the selection criteria and were informed by the information gathered as a result of expressions of interest received during the advertised period and the discussion session for potential nominees held on 29 June 2010.

ISSUE/DISCUSSION

Council advertised calling for expressions of interest in *The Advocate* on 31 March 2010 and *The Courier, Ballarat* newspapers and on its website during March and April 2010 with expressions of interest closing on Friday, 30 April 2010. Subsequently, Council received 17 expressions of interest.

Councillors were provided with a copy of the expressions of interest received for consideration.

On 29 June 2010, Council hosted a briefing and discussion session for potential nominees to meet with Councillors and Council officers to informally discuss the sustainability vision for the Hepburn Shire. These discussions form part of the selection process for membership of the Advisory Committee.

Under the *Terms of Reference*, membership of the *Environmental Sustainability Advisory Committee* will be appointed by Council and is proposed to comprise:

- Eight (8) Community Members;
- Up to three (3) Councillors;
- Up to four (4) officers ex-officio potentially including Hepburn Shire Council's Sustainability Co-ordinator, Manager Economic Development and Tourism, General Manager Infrastructure, General Manager Sustainable Development.

The Committee should be a mix of community members with special interests and skills in the environment field and aim to reflect various age groups. Nominations were to be guided by the following criteria:

1. Be a Hepburn Shire resident or ratepayer, a Hepburn Shire business person or have a specific set of professional skills and background that will help achieve the purpose and objectives of the Environment Sustainability Advisory Committee;
2. Be able to demonstrate a broad understanding of environmental issues and in particular, the issues associated with sustainable living, planning and development;
3. Be able to demonstrate an understanding of the role of local government in environmental management;
4. Be able to communicate effectively with a wide range of individuals, organisations and professionals;
5. Be able to review and provide commentary feedback on policies and strategies as part of Environment Sustainability Advisory Committee provision of advice to Council.

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

Council Plan 2009-2013:

We will guide our Shire towards environmental sustainability.

We will make significant progress to being an environmentally sustainable Shire by implementing the Environmental Sustainability strategies numbered 59 – 75.

FINANCIAL IMPLICATIONS

Funding will be drawn from the Environmental Sustainability Unit's recurrent budget and new project allocations.

RISK IMPLICATIONS

Key sustainability risk issues such as climate change and peak oil will be considered with regard to their mitigation and the building of community resilience.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

True sustainability naturally has economic, social and environmental implications and outcomes. The representation of Councillors, a diverse range of community members and officers from appropriate departments should assist in the direction of appropriate outcomes.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Nominations to the Committee were publicly advertised in March/April 2010 in local newspapers and on Council's website.

Potential nominees attended an informal briefing session and discussion on 29 June 2010 in the Daylesford Town Hall.

CONCLUSION

This Committee will play a key strategic role in achieving the sustainability objectives of the organisation and the Hepburn Shire as outlined in the Council Plan and other strategic organisational documents.

OFFICER'S RECOMMENDATION

That Council:

14.2.1 *Appoint Councillors Don Henderson, Sebastian Klein and Rod May to be Council's representatives on the Environmental Sustainability Advisory Committee.*

14.2.2 *Appoint the following eight (8) nominees as community member of the Environmental Sustainability Advisory Committee for a period of two (2) years.*

1. *Su Dennett*
2. *Leanne Edmonds*
3. *Russell Fisher*
4. *David Grigg*
5. *Elizabeth Hak*
6. *David Stephens*
7. *Gary Thomas*
8. *Paula Collard*

14.2.3 *Appoint the following Council officers ex-officio to the Environmental Sustainability Advisory Committee:*

*General Manager Infrastructure
General Manager Sustainable Development
Sustainability Co-ordinator
Manager Economic Development and Tourism*

14.2.4 *Write to unsuccessful nominees thanking them for their nomination, their interest and commitment to sustainability in Hepburn Shire and inviting them to be involved, where possible, in the activities of the Committee.*

MOTION

That Council:

14.2.1 Appoint Councillors Don Henderson, Sebastian Klein and Rod May to be Council's representatives on the Environmental Sustainability Advisory Committee.

14.2.2 Appoint the following eight (8) nominees as community member of the Environmental Sustainability Advisory Committee for a period of two (2) years.

- 1. Su Dennett*
- 2. Leanne Ellis ¹*
- 3. Russell Fisher*
- 4. David Grigg*
- 5. Elizabeth Hak*
- 6. David Stephens*
- 7. Gary Thomas*
- 8. Paula Collard*

14.2.3 Appoint the following Council officers ex-officio to the Environmental Sustainability Advisory Committee:

*General Manager Infrastructure
General Manager Sustainable Development
Sustainability Co-ordinator
Manager Economic Development and Tourism*

14.2.4 Write to unsuccessful nominees thanking them for their nomination, their interest and commitment to sustainability in Hepburn Shire and inviting them to be involved, where possible, in the activities of the Committee.

MOVED: Cr Sebastian Klein

SECONDED: Cr Tim Hayes

CARRIED.

¹ Name corrected from Edmonds to Ellis.

A handwritten signature in blue ink, appearing to be "Sebastian Klein", written over a horizontal line.

15. CONFIDENTIAL ITEMS

15.1 CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

Pursuant to the provisions of Section 89(2) of the *Local Government Act 1989* :

(2) A Council or special committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following—

- (a) personnel matters;
- (b) the personal hardship of any resident or ratepayer;
- (c) industrial matters;
- (d) contractual matters;
- (e) proposed developments;
- (f) legal advice;
- (g) matters affecting the security of Council property;
- (h) any other matter which the Council or special committee considers would prejudice the Council or any person;
- (i) a resolution to close the meeting to members of the public.

OFFICER'S RECOMMENDATION

15.1.1 That Council resolve that the meeting be closed to members of the public to discuss contractual matters; Tender H224-2010 Operation and Management of Outdoor Swimming Pools, in accordance with s 89 (2) (d) of the *Local Government Act 1989*.

MOTION

15.1.1 That Council resolve that the meeting be closed to members of the public to discuss contractual matters; Tender H224-2010 Operation and Management of Outdoor Swimming Pools, in accordance with s 89 (2) (d) of the *Local Government Act 1989*.

MOVED: Cr Rod May
SECONDED: Cr Don Henderson
CARRIED.



16.1 TENDER H224 – 2010 OPERATION AND MANAGEMENT OF OUTDOOR SWIMMING POOLS GENERAL MANAGER COMMUNITY DEVELOPMENT

PURPOSE

The purpose of this report is to award the Contract H224-2010 Operation and Management of Outdoor Swimming Pools.

BACKGROUND

The Contract for the Operation and Management of Hepburn Shire's outdoor pools expired at the end of March 2010. The Contract has been reviewed and extensively revised to ensure that it meets the needs of the community and enhances performance and reporting and meets all legislative compliance with the operations of pools.

Changes have included:

- Ensuring two lifeguards staff all pools
- Increasing the number of programs and events conducted at each pool
- Strengthening key performance indicators and;
- Providing early morning swimming at the Daylesford Pool

The Contract includes management and operation of the Daylesford, Trentham and Clunes outdoor pools along with management of the Calembreen dive tower and cleaning of the Calembreen toddler's pool.

The Contract is for a 3 year period with a 2 year option.

ISSUE/DISCUSSION

The Tender was advertised in the *Age* and the *Courier* on Saturday 3 July and the *Advocate* on Wednesday 7 July and closed Tuesday 27 July at 2pm. The evaluation process was undertaken by the Outdoor Swimming Pool Tender Evaluation Panel. The Evaluation Panel consisted of:

- Recreation Officer (Chairperson)
- Acting General Manager Corporate Services
- Executive Engineer

The Evaluation Panel met on 5 August 2010 to review the two submitted tenders and score the tenders against the selection criteria, and probity processes were

followed. The confidential Tender Evaluation Report is attached for Councillors' information (refer Attachment 9).

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

Hepburn Shire Council has allocated \$166,647 of funding for the management of outdoor pools in the 2010/11 budget. The tendered price for 2010/11 is \$157,300 including the option for early morning swimming in Daylesford.

Year two (2011/12) is \$161,233, year 3 (2012/13) \$165,263 and the options for year 4 and 5 contract price are \$170,222 and \$175,327 respectively.

RISK IMPLICATIONS

To lessen risk posed at the outdoor pools and to ensure compliance with Surf Lifesaving Victoria guidelines this Contract requires that two lifeguards are present at all pools during normal opening hours.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Councils outdoor pools are an important recreational and social facility throughout Summer.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Each year the Contractor undertakes swimming pool user surveys. Feedback from these surveys was used to make changes to the pool contract.

CONCLUSION

The Evaluation Panel recommends that the Ballarat YMCA be awarded the contract.

A handwritten signature in blue ink, appearing to be "J. Smith", located in the bottom right corner of the page.

OFFICER'S RECOMMENDATION

That Council:

16.1.1 Award the Tender for Contract No H224-2010 Operation and Management of Outdoor Swimming Pools to Ballarat YMCA for the sum of \$814,582

16.1.2 Authorise the CEO to sign and seal the contract documents

16.1.3 Make public the decision to award Contract No. H224-2010 Operation and Management of Outdoor Swimming Pools to Ballarat YMCA for a period of 3 years with a 2 year option.

MOTION:

That Council:

16.1.1 Award the Tender for Contract No H224-2010 Operation and Management of Outdoor Swimming Pools to Ballarat YMCA for the sum of \$814,582

16.1.2 Authorise the CEO to sign and seal the contract documents

16.1.3 Make public the decision to award Contract No. H224-2010 Operation and Management of Outdoor Swimming Pools to Ballarat YMCA for a period of 3 years with a 2 year option.

MOVED: Cr Tim Hayes
SECONDED: Cr Sebastian Klein
CARRIED.

A handwritten signature in blue ink, likely of a council member, located in the bottom right corner of the page.

Attachment 8
Item 16.1

A handwritten signature in blue ink, appearing to be "J. Ball", written in a cursive style.

17. RE-OPENING OF MEETING TO THE PUBLIC

OFFICER'S RECOMMENDATION:

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

MOTION:

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

MOVED: Cr Rod May
SECONDED: Cr Tim Hayes
CARRIED.

18. CLOSE OF MEETING.
The Meeting closed at 9.45pm.