



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

TUESDAY 15 OCTOBER 2013

**CRESWICK SENIOR CITIZENS ROOM
WATER STREET
CRESWICK
6:00PM**

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**Hepburn Shire Council
Ordinary Meeting of
Council**



MINUTES

TUESDAY 15 OCTOBER 2013

Creswick Senior Citizens' Room

Water Street, Creswick

Commencing 6:00PM

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***Hepburn Shire Council
Ordinary Meeting of
Council***



14. RE-OPENING OF MEETING TO PUBLIC 110
15. CLOSE OF MEETING 110

AARON VAN EGMOND
CHIEF EXECUTIVE OFFICER
15 OCTOBER 2013

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 Bill McClenaghan, Deputy Mayor Councillor Don Henderson, Birch Ward Councillor Pierre Niclas, Birch Ward Councillor Kate Redwood AM, Cameron Ward Councillor Neil Newitt, Creswick Ward Councillor Greg May.

IN ATTENDANCE: Chief Executive Officer Aaron van Egmond, General Manager Corporate Services Evan King, General Manager Community Services Kathleen Brannigan, General Manager Infrastructure Bruce Lucas, Governance Officer Mary Dancuk.

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. DECLARATIONS OF CONFLICTS OF INTEREST

Councillor Neil Newitt declared an indirect Conflict of Interest – close association in Agenda Item 11.2 Appointment of Community Representatives to the Clunes Community Interpretive Centre Special Committee as his partner works with one of the community representatives being considered for the Special Committee. Councillor Newitt left the meeting at 7:55 pm and returned to the meeting at 7:59 pm. Councillor Newitt was absent while this matter was considered.

5. CONFIRMATION OF MINUTES

RECOMMENDATION

- 5.1 That the Minutes of the Ordinary Meeting of Council held on 17 September 2013 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the *Local Government Act 1989*.

MOTION

5.1. *That the Minutes of the Ordinary Meeting of Council held on 17 September 2013 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

Moved: Councillor Kate Redwood

Seconded: Councillor Pierre Niclas

Carried.

6. NOTICES OF MOTION

Nil

7. ITEMS OF URGENT BUSINESS

Nil

8. PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor Bill McClenaghan, Holcombe Ward

It has been an extraordinarily busy month. On Saturday 21st September I attended the 60th Anniversary dinner of the Rotary Club of Daylesford which was founded in 1953 and still continues to contribute as a Service group to the Daylesford/Hepburn and surrounding districts, nationally and internationally.

Thursday 26th September was a busy day which started with the Opening of the Daylesford Police Station by the Minister for Police and Emergency Services, The Hon Kim Wells with the Victoria Police Deputy Commissioner Tim Cartwright and Mr Simon Ramsay, Member for Western Victoria. Federal member for Ballarat The Hon Catherine King MP and Mr Geoff Howard, Member for Ballarat East also attended the opening.

Following the Police Station Opening the Chief Executive Officer and I attended a meeting with the Minister for Local Government in Castlemaine with Mount Alexander Shire, Macedon Ranges Shire and Central Goldfields Shire Councils to discuss improvements to the Victorian State-Local Government Funding Agreement. However, we Mayors raised several other items of great concern with the Minister like rural planning and the potable water issue.

Later that afternoon I attended a planning mediation meeting with Council officers, Birch Ward Councillors, representatives from the CFA, objectors and interested members of the Hepburn community regarding the Proposed CFA Station in Hepburn Springs. The CFA has made further offers to address objectors' concerns but the matter is still listed for VCAT in late November.

On Friday 27th September I attended the Central Highlands Mayors and CEOs Forum in Ballarat where discussion focussed on the loss of Regional Development Australia project funding following the election of the new Government.

Saturday 5th and 6th October was an historic celebration of the 175th Anniversary of Smeaton, settled by Captain John Hepburn in 1838. Not many rural townships have yet to celebrate 175 years of settlement. Some have reached the milestone of 150 years but not 175 years like Portland (1834), and Melbourne (1835). The 1838 settlement of Smeaton was a definite first in Central Victoria as it pre-dates the famous gold rushes of the 1850s. It is an event of State significance; indeed another first for what is now Hepburn Shire.

On Saturday 5th October, I visited Smeaton House, a grand two storey building built by Captain Hepburn in 1849, to open an art exhibition 'Show of Hope' by Roy Maloy. The event was run by the local Country Women's Association and a keynote speaker addressed the problem of violence against women.

This was followed by a visit to the Smeaton Public Cemetery to officially commemorate the conclusion of restoration works carried out by Ullina Landcare Group and the Trustees of the Smeaton Public Cemetery with \$10,000 in funding contributed by Hepburn Shire Council.

The 'Back to Smeaton' Bush Dinner Dance was attended by 207 guests – a sold-out function! There were many other magnificent events and re-enactments throughout the weekend, especially at Anderson's Mill. This all clearly demonstrates what a small resilient rural community can do.

On Friday 11th October I attended a Civic Reception in Ballarat commemorating the visit of His Excellency the Honourable Alex Chernov AC QC, Governor of Victoria and Mrs Elizabeth Chernov who were in Ballarat to visit some of the city's famous sites such as the Museum of Australian Democracy at Eureka (M.A.D.E). Mayors of neighbouring Shires attended to indicate our respect for the Governor and our support for the greater Region.

This week is Anti Poverty Week so on Thursday 17th October I will be attending an Anti Poverty Week BBQ in Vincent Street. Hope to see you there!

In closing, I would also like to present the following publications to the Chief Executive Officer for Council's archives. I have previously reported on these groups and events in my various monthly reports.

- Rotary Club of Daylesford Inc – 60th Anniversary booklet – *'The Sixth Decade 2003-2013'*
- Daylesford Museum – *"Let's Talk of Graves ... and Epitaphs"*
William Shakespeare – Daylesford Cemetery Walk
- 150th Anniversary – Opening of the Daylesford Hospital – *'Daylesford Hospital Celebrating 150 Years – Servicing the Daylesford & surrounding community 1862 – 2012'*
- 150th Anniversary – *'Daylesford Fire Brigade 1861 – 2011 – 150 Years Serving the Community'*.

The Chief Executive Officer then presented to the Mayor and Councillors the iap2 (International Association for Public Participation) 2013 Core Values Award for:

Victorian Project of the Year

Awarded to

OurSay & Hepburn Shire Council

For

What's the Big Idea?

In recognition of excellence in public participation,
demonstrated by the development and implementation of
an outstanding project

COUNCILLOR REPORTS

Councillor Greg May, Creswick Ward

My report tonight is brief as I haven't attended very many Council related events during the past month. One local event I did attend recently was the celebrations in Smeaton to mark 175 years since settlement of the area by Captain John Hepburn. The event was organised by the Friends of Smeaton and ran for two days on the 5th and 6th of October and was a great success. Different events were run in several locations in and around Smeaton including the Primary School, Smeaton House and Anderson's Mill. Some of the attractions included Clydesdale horse team re-enactments, vintage machinery working displays and memorabilia displays. One attraction worthy of note was a life-size chainsaw wood carving by Robby Bast of Captain Hepburn. Robby turned a large log into an amazing sculpture over the course of the weekend which I believe will be staying somewhere in Smeaton on permanent display.

While on the subject of Smeaton, it is worth noting that there is a great deal of community interest in keeping the Smeaton Primary School in the hands of the community when it closes at the end of this year.

Another local event I attended just last weekend was the Sheep Dog Trials held at the Dean Recreation Reserve by the Reserve Committee. The people of Dean have responded to the threat of potentially losing their recreation reserve by running a very successful event and obviously spending time and money improving the Clubrooms. Although the weather wasn't kind, the event attracted 14 competitors from all over the state who put a total of 41 dogs

through their paces. I believe the event is already locked in for next year and the committee have plans for other events at the reserve.

Councillor Pierre Niclas, Birch Ward

19/09/2013

I signed off on the 2013 Annual Statutory Accounts, not a great event in itself but a very important one none the less. The signing of this document in itself is not that noteworthy, however I'm raising this to highlight the great work that has been done by our General Manager Corporate Services and his Finance team. This document was put through a very comprehensive process of checks and balances, not just by our internal team but by outside agencies and individual experts.

I would like to extend my thanks to the Chief Executive Officer, General Manager Corporate Services and the Finance team for a not just delivering a sound financial document, but ensuring that Hepburn Shire Council's reputation continues to improve and grow within the wider local government and state government environment.

20/09/2013 / 8/10/2013

I attended the first and second meeting of the Vincent Street Built Form and Heritage working party at the Daylesford Town Hall. This project team has been pulled together as a direct result of the Daylesford Streetscape project development and the many additional needs identified through that process. Council will begin to look to include / involve those Vincent Street business and property owners who might be interested in working with Council to achieve a more holistic approach to the roll-out of the Vincent Street Streetscape project.

9/10/2013

Cr Redwood and I attended the Daylesford and Hepburn Springs Business and Tourism Association (D & HS BATA) networking meeting in Daylesford. Cr Redwood and are regular attendees at the D & HS BATA group networking meetings and believe this is a great way to link into the local Daylesford and Hepburn Springs commercial and tourism operators. We were requested to present to the BATA group a very brief update on the Lake Daylesford Boathouse Cafe rebuild project, the repairs to the small amphitheatre wall, the joint project between Council and Daylesford Secondary College Year 11 students to clean-up / repair some parts of the old change rooms at the Lake and the pedestrian walk way across the road bridge to improve pedestrian traffic safety while crossing that bridge.

Councillor Kate Redwood AM, Birch Ward

Victoria Park Daylesford Facilities

Two meetings of Vic Park users - clubs and events management groups have now been held. Feedback from these groups on the Bungaree plans has helped to frame the brief for planning work to be undertaken. It is understood that funding from the Victorian government is available to pay for this work. A brief will be finalised in the next few weeks.

News regarding the Federal funding is still unclear. The money for the \$1.2 million grant was in the Regional Development budget prior to the election. We are doing all we can to secure the funding from the new government.

International Women's Day Committee

This week will see the third meeting of the new International Women's Day Committee. We are hoping to have secured a high profile key note speaker in the near future. Lorene Gottschalk has volunteered to take on the role of story teller and Vicki Adamson will be the coordinator with Daylesford Secondary College. Nominations for the Hepburn Shire International Women's Day Honour Roll 2014 are still open, closing on Friday 25 October 2013.

Wombat Hill Botanic Gardens Stakeholders Meeting

This week we hold the annual stakeholders meeting. We will be recognising the fantastic work done by the Friends of Wombat Hill Botanic Gardens in both fundraising and in the construction of the Cascade and Fern Gully. It is most concerning to note that ferns have been stolen from the gardens in the last week. The gate will need to be locked at night to prevent further thefts.

We will also be acknowledging the tireless and skilled work of Gael Shannon with regard to our 150th celebrations of the Gardens, and in writing the booklet on the Gardens.

Councillors will recall that funding to complete the tree plan for the gardens was deferred to the midyear budget review. This work is still unfunded and will need to be considered at that time.

Council commitments during the past month:

- 17/09/2013 Council assembly, briefing and Council Meeting
- 19/09/2013 Signing of Annual Statutory Accounts
- 19/09/2013 International Women's Day committee
- 20/09/2013 Consultation Workshop Health and Wellbeing
- 24/09/2013 CEO Appraisal

- 26/09/2013 Formal opening of the new Daylesford Police Station
Meeting with CFA re Hepburn CFA Shed
- 01/10/2013 Councillor briefing
- 02/10/2013 HACCPAC Mobile Implementation launch
- 03/10/2013 Vic Park Users Working Group
- 04/10/2013 Daylesford ARC meeting
- 08/10/2013 Meeting with constituents re Stanbridge Jinker
Councillor briefing
- 09/10/2013 Daylesford and Hepburn Springs Business and Tourism
Association breakfast
- 14/10/2013 Birch Ward meeting

Councillor Neil Newitt, Cameron Ward

On 19th September I attended one of three information sessions calling for volunteers for the Clunes Community and Interpretive Centre. Those in attendance got the chance to have a quick look through the Centre with much discussion around the many services that will be available there – many for the first time in Clunes.

Later that evening, I attended the Arts Enterprise meeting also in Clunes.

A number of locals with an interest in arts were in attendance and there was discussion on ideas to promote their artwork via a mobile retail space. In a follow up email I received, there was an indication the feedback gathered at the various sessions held across our Shire and in neighbouring shires will be delivered to Council for our views.

On Saturday 21st September I attended the Clunes Ceramics Award where it was announced this year's winner is Dean Smith of Castlemaine for his work, *Autumn Frost II*. Around 200 people attend the opening night which also acknowledged emerging artists Sarah Hudson, Keiko Matsui, and Maria Chatzinikolaki.

On Saturday 5th October I attended the "Cabaret in the Bluestone" held in Clunes.

Many businesses and volunteers donated their products, services and time to make this a success with funds raised going toward the Clunes Youth Group.

Also on that day I attended part of the Smeaton 175th celebrations which were held across many sites in the town. The Mayor and Cr May have already mentioned the weekend, so I would just like to add my congratulations to the organisers and community of Smeaton who made this happen.

Councillor Sebastian Klein, Coliban Ward

I will condense two months (September/October) for this report, with the full report in writing for the minutes, as I had to attend the final graduation module of the Australian Rural Leadership Program. So to start I would like to thank Council for granting me the time away to take part in this Program.

In some regards the Australian Rural Leadership Foundation left best till last, as we wound our way through the beautiful surrounds of Healesville and the Yarra Valley to meet some of the community leaders who were present and led throughout the ordeal of the fires. It was an immensely valuable insight into the meeting of community and government organisation, seeing the new state of the art Department of Primary Industries (DEPI) Emergency Control Centre, Anne Leadbeater and Brad Quilliam.

I had opportunity to interact with young people – one young person in Kyneton invited me to present to Sacred Heart College, where students and teachers run a 'Sacred Earth' program focussed on caring for the environment, including revelation and food growing.

Another young lady who approached me in Daylesford was concerned about young homeless people in the Shire. She was concerned that these young people would be pushed to the city where they wouldn't benefit from being surrounded by a caring community or have the opportunity to conciliate with close friends or family. As a consequence, I had a chance to speak with affordable housing staff, among whom a lack of enough appropriate emergency and long term housing remains a concern. As such it's great to see this need reflected in our draft Municipal Public Health and Wellbeing Plan on our Agenda tonight.

I continue to work with my Coliban Ward community on how best to represent their needs and views in the context of our collaborative Councillor attitude.

Also noteworthy was the passing of much loved community member, Raoul Kent, who along with his wife Patricia was often to be found on the footpaths and in the cafes of Trentham with a quick smile and sharp and quirky wit.

August:

Waste Strategy meetings

Victorian Local Governance Association Board Meeting

Resources and Finance Sub-Committee meeting

Trentham Neighbourhood Centre Committee of Management meeting Bullarto
Musk Community Plan

September:

Coliban Ward Meeting

Missed Governance as Leadership Conference

Raoul Kent's celebration of life

Australian Rural Leadership Program Graduation in Healesville

Trentham Bowling Club 50th anniversary

October:

Coliban Ward Meeting

Trentham Neighbourhood Centre Executive Committee Meeting

Victorian Adaptation and Sustainability Partnerships Ministerial Advisory
Committee Meeting

Trentham FORUM Meeting

Lyonville Hall Special Committee Meeting

Gave a speech on sustainability at Sacred Heart Kyneton for their 'Sacred
Earth' group

Councillor Don Henderson, Creswick Ward

Events have been a rather quiet but there are plenty of ratepayer enquiries to
make things busy.

I did attend two events surrounding the 175th Anniversary of the settling of the
Smeaton area by overlander John Hepburn long with Mayor McClenaghan.

The Righetti family opened Smeaton House and we were treated to an
exhibition of the history of the area and important events.

The Country Women's Association were there in numbers and their guest
speaker told of the wonderful projects in which they are involved.

Historian Dot Wickham told the story of people who were involved at Smeaton
in the early days of settlement.

The Smeaton community are to be commended for the show they put on over
the whole weekend and the dinner and bush dance was a huge success with

Mayor McClenaghan singing his version of *The Dreaming Hills of Smeaton* which was originally written by a mill worker in 1938.

Organisers have relayed to me the appreciation for the Creswick Ward giving some of their festival funding to assist in the running of this fabulous event. Over 40 people from Creswick attended the dance alone.

Our rural communities have shown their capabilities again and last Sunday was the inaugural Dean Sheepdog Trial held at the re- invigorated Dean Recreation Reserve.

Brian Maher and the committee are to be commended for this event which attracted no fewer than 41 entries. This was a really good example of motivated people getting the most out of limited opportunity. The major sponsor Elders were pleased with the outcome.

Judges praised the venue and discussions have started regarding having a sheep dog judging school run there early next year. Organisers were appreciative of their Council taking an interest in the goings on at the reserve.

Today, we visited Calembeen Park to see works on repairs to the concourse and also the work done by grade five and six children from all of Creswick's primary schools.

The children have planted over 700 native trees and grasses and have been working with a very capable Mr Mark Wilson. The children are to be commended for their work which will be enjoyed by all.

RECOMMENDATION

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

MOTION

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

Moved: Councillor Don Henderson

Seconded: Councillor Neil Newitt

Carried.

9. 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 received 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.

9.1. PETITION – SUPPORT FOR THE COUNTRY FIRE AUTHORITY TO CONSTRUCT A NEW FIRE STATION AT 149 MAIN ROAD, HEPBURN OPPOSITE THE HEPBURN PRIMARY SCHOOL

SUMMARY

A Petition has been received with 302 signatures from local residents which reads:

‘We the undersigned local residents support and urge the Country Fire Authority to construct a new Fire Station at 149 Main Road, Hepburn opposite the Hepburn Primary School’.

RECOMMENDATION

- 9.1.1 That Council receives the petition in support of the Country Fire Authority to construct a new Fire Station at 149 Main Road, Hepburn opposite the Hepburn Primary School to be considered at the November Council Meeting.

MOTION

9.1.1. *That Council receives the petition in support of the Country Fire Authority to construct a new Fire Station at 149 Main Road, Hepburn opposite the Hepburn Primary School to be considered at the November Council Meeting.*

Moved: Councillor Pierre Niclas

Seconded: Councillor Kate Redwood

Carried.

9.2. QUESTIONS

Question 1: From Ms Lisa Gervasoni, Hepburn Springs
Not present at meeting

Attn Mayor and Councillors. I was quite disheartened to read the agenda this afternoon after the ability to lodge questions. With Hepburn in the GF and the Australia ICOMOS annual report to layout I missed the agenda (I used to receive a hard copy and requested a link but under the current CEO this has ceased. Most councils offer a subscription.

The 5 questions I was to foreshadow (with detail to be provided in detail to officers to negate embarrassment can now no longer occur. A failure in your processes which is unique to this Shire in my experience.

1. Respect for volunteers
2. Lack of corporate memory and impact on budget
3. Failure to fund Hepburn netball courts
4. Advice on procedures
5. Concern re significant trees processes.

These questions all interrelate.

1. Respect for volunteers

Many of you are aware of my frustrations with the HAC and the failure to meet, the failure of offices to meet the TORs, and the cancelling of meetings on the day but only when members have repeatedly asked for agendas and confirmation. This is not respectful to its volunteer committee's efforts and expertise. The current committee is highly professional but has met only once in 12 months on a date which a majority of members were not available due to a professional organisation meeting. I was spurred to attend as 2 items that HAC spent significant time on 1.5 years ago were tabled without acknowledgement of this work or polite notification to the volunteers of how their work was used or not. **Will Council ensure that the HHAC meetings are scheduled a year in advance and materials circulated in accordance with the TOR? Will the CEO respond to the concerns of multiple members of the committee? Will an apology be made for the disrespectful treatment of the committee?**

Written response to be provided to Ms Gervasoni as follows:

Council acknowledges the work of all volunteers and the time and effort individuals put into their respective committees.

In regard to the Heritage Advisory Committee, it is acknowledged that there have been a number of cancellations in the last 12 months.

Council is currently reviewing the structure of advisory committees, including the Heritage Advisory Committee. The purpose of the review is to ensure that Council's advisory committees are integrated/aligned with Council's strategic planning processes.

Council wants to ensure that community members' valuable expertise and commitment is effectively utilised.

Question 2: From Ms Lisa Gervasoni, Hepburn Springs
Not present at meeting

2. Lack of corporate memory and impact on budget.

I am increasingly frustrated by the loss of corporate memory in the Shire which is disrespectful to the community (as heard tonight). It also has financial impact. Council had 2 projects funded.

10 years ago in Hepburn Springs. Lots of community input. One is on a shelf but the other, which involved 8 3 hour charettes in a 6 week period has been lost. Officers drew up their own work and included it in the MSS but everyone thought it was the funded work. I now avoid community planning as my time is not valued despite my technical expertise being recognised by a national award from my professional body. Recently there has been a footpath to nowhere cut into a cliff face on Newstead Road. The GM told me that this had to happen as it was an outstanding matter. I spoke to the party requesting it and I was told it was an outstanding item out of this original work and a petition at least 7 years ago. In fact that was not outstanding. That location was deemed unsafe.

The 10th street works were funded to provide that link and have been in place for at least that time. 3 houses now have a footpath. These houses were built after the 10th St path and could have been charged to provide it. **I asked the GM why was this a community priority over the Hepburn netball courts safety issue. I was told they were funded. They are not.**

Written response to be provided to Ms Gervasoni as follows:

In September 2011, Council formally adopted its Walking & Cycling Strategy, which was informed by extensive community consultation.

Within the strategy many areas for walking and cycling facilities were identified. Twenty-five priority projects were listed which Council has actively set about completing or planning to complete.

The construction of a formal pedestrian path along the Hepburn-Newstead Road from Main Road, Hepburn is one of these priority projects. Funding was provided in the 2012-13 budget. The project was not delivered prior to the end of June and is now complete.

Your question about priorities is addressed in response to Question 3.

Question 3: From Ms Lisa Gervasoni, Hepburn Springs
Not present at meeting

3. Hepburn Netball Courts

Hepburn Shire has never committed funds to facilities at Laurie Sullivan Recreation Reserve. HFNC sought country football netball funding and was not funded as the prior funds were not acquitted. This work had been done by HFNC and submitted to Adam McSwain for lodgement which he had not done. Council provided \$35k in a sub sequential to get your own budget but it was diverted to Doug Lindsay. Hepburn courts do not meet Netball Victoria requirements. The club is one of the most successful in the league.

Is a footpath for 3 properties a better community benefit than safe netball courts for 6 grades of netball? Is safety less important than showers at complying courts? Will a hierarchy of need plan be undertaken for all reserves? Will community benefit be considered? Will Council's promise to the women of Hepburn Shire be met?

Written response to be provided to Ms Gervasoni as follows:

Council recognises the community benefit of active recreation facilities as well as the importance of footpaths in improving access and promoting walking. In 2010-11 Council allocated \$5,000 towards a Country Football Netball Grant (Sport and Recreation Victoria) application to upgrade the Hepburn netball court. Advice was provided by Sport and Recreation that an application for

court upgrade would be unsuccessful and an application was not submitted. The \$5,000 Council contribution was reallocated to Doug Lindsay Reserve oval works.

Council has identified the need for a hard court upgrade program. Hepburn and Newlyn netball courts were identified as priorities and funding has been allocated in the 2013-14 budget. A request for quote process is currently underway.

In relation to your question about developing a hierarchy of needs, the Council Plan 2013-2017 under Key Strategic Activity 4. *'Implement a proactive and planned approach to the maintenance, renewal and upgrade of recreation assets'* includes the following action to:

'Clarify roles and responsibilities of Council and sporting groups and level of support Council will provide, including building maintenance and renewal, oval maintenance, courts and amenity to ensure that equitable and consistent support is provided.'

Question 4: From Ms Lisa Gervasoni, Hepburn Springs
Not present at meeting

4. Advice on Procedures

Advice to staff. If the HHAC had met, the bridge may have been foreshadowed for advice. The site is included within the heritage overlay and does require a planning permit. There is no exemption applicable. The starting point of any application is consideration of significance and the impact of any works on significance. **Will Council ensure that the rules and procedures that owners of heritage properties will be applied to itself? Will, as in accord with the Act, this application be publicly advertised (council as applicant)?**

Written response to be provided to Ms Gervasoni as follows:

Council has accepted a report providing options for rectification or replacement of Wheeler's Bridge. The heritage significance of Wheeler's Bridge is acknowledged and a critical consideration for the project. Council continues to seek heritage advice from a range of stakeholders.

Council officers are aware of their statutory requirements including any possible notification that may be required under the Heritage Overlay in the Hepburn Planning Scheme.

Question 5: From Ms Lisa Gervasoni, Hepburn Springs
Not present at meeting

5. Tree Register

This is an issue of interest to HHAC but involvement has not been sought. There are members with significant experience in heritage studies and planning scheme amendment process. **Will HHAC be involved in providing advice?**

Note. There have been loans. There was no feedback on work. HHAC also recommended that the amount be reviewed. This is not a question but a statement to you all. Heather and I worked on this. We are aware of proper processes. In fact I have reviewed 3 grant and loan schemes in my work including work with finance and audit committees. **Surely the work should have been acknowledged in the report.**

Written response to be provided to Ms Gervasoni as follows:

A significant amount of work has been completed on the Tree Register. Council officers are currently reviewing the nominations, including identifying the most appropriate method of protection.

Council welcomes all submission during the exhibition of the Significant Tree Register Amendment.

The final methods of protection and all planning scheme documentation will be made available for public comment through the existing planning scheme mechanisms including a public exhibition period.

Question 6: From Ms Liz Burns, Musk

Thank you for answering my last question re the community planning process. I agree that it is to be fully supported.

However, if the Shire of Mt Alexander was given \$300,000 government funding to do their community plans, why didn't Hepburn Shire get similar funding pro rata?

Why has it taken so many years to get started on the Musk Community Plan and why are we linked with Bullarto?

Answered by Mayor Cr Bill McClenaghan:

Council is actively pursuing state and federal grant funding for priority projects.

Council has adopted a self-sufficient model of community planning, relying on community involvement rather than consultants to support the sustainability of community plans.

The Bullarto/Musk Plan is the ninth and most recent community plan developed in Hepburn Shire, with community plans in place across a range of communities. As with Jim Crow Creek Community Plan (Yandoit, Franklinford and Clydesdale), Newlyn/Rocklyn, Glenlyon, Drummond and Denver we have sought to combine adjacent communities in development of the Plan.

**Question 7: From Ms Georgie Patterson
 Hon Secretary
 Trentham Sportsground Reserve Committee of
 Management**

On behalf of the Trentham Sportsground Reserve I asked Council if it was eligible for funding under the \$15,000.00 that was in the budget for fertilising ovals. The response from Council officers was that the Trentham Sportsground was not eligible as it is DSE owned. To add salt to the wound we were then informed that the Council would no longer be mowing the oval as the Committee had top dressed a few areas on the oval and despite being told that it was good clean top soil there was some stone in it, which has since been removed by the Committee.

My question to Council is **could you please provide us with the minutes that were passed at a Council meeting that state "Council will not improve, maintain or provide services and cash for anything that is not owned or managed by Council"** and if this is not a minuted and passed motion why does Council insist on not giving Trentham a fair go?

In addition, **how does this square with the Council Plan which includes an action: *Clarify roles and responsibilities of Council and sporting groups and level of support Council will provide, including building, maintenance and renewal, oval maintenance, courts and amenity to ensure that equitable and consistent support is provided?***

Answered by Mayor Cr Bill McClenaghan:

There is no motion of Council that states that "*Council will not improve, maintain or provide services and cash for anything that is not owned or managed by Council*".

The data collection and analysis phase of the project to "*Clarify roles and responsibilities of Council and sporting groups and level of support Council will provide*" across the municipality is currently happening and will be completed by December 2013.

This review will enable us to quantify current service provision and work towards an equitable approach.

The Trentham Sportsground not being eligible as it is DSE owned may have resulted from some confusion. Council confirms that it does provide some maintenance activities for the Trentham Sportsground and will continue to do so. In terms of extending service provision, this will be determined following the above mentioned review to clarify roles and responsibilities of Council and sporting groups.

Question 8: From Mr David McCallum, Trentham

The Open Space Levy funds collected by Council and the use to which these are put should be a matter of great interest to all ratepayers. The Trentham FORUM has previously sought information from Council regarding the total quantum of these funds, the amount attributable to development in and around Trentham and how these funds have been / are spent.

I am seeking an update on this information because there is continuing concern in the Trentham community about lack of funds for the development of Open Space.

My questions therefore are:

- 1. Does Council stand by the response provided by the Mayor, Rod May, at the Ordinary Meeting of Hepburn Shire Council held on**

Tuesday 15 November 2011, to a question from Barry Elliot on behalf of the Trentham FORUM, regarding Public Space/Subdivision Levy?

- 2. Further, does Council stand by the letter (FOLI/10/3280) to Ian MacBean, Secretary of the Trentham FORUM from Interim Chief Executive Officer, Peter Reeve, entitled Re: Open Space/ Sub Division Levy Funds?**
- 3. Will Council update details, provided by the Mayor on 15 November 2011, for all Open Space Levy funds collected from developers, and any expenditure from those funds since 15 November 2011, both in Trentham and across the Shire?**

Answered by Mayor Cr Bill McClenaghan:

1. Council stands by the response provided by the then Mayor Cr Rod May at the Ordinary Meeting of Hepburn Shire Council held on Tuesday 15 November 2011. Mayor May provided a financial breakdown of the Open Space Reserve and outlined how the financial reserve operated.
2. Council also stands by the letter forwarded to Mr Ian MacBean from Interim Chief Executive Officer Mr Peter Reeve in response to a letter received on 17 January 2012. The letter from Mr Reeve further reiterated the operational procedure used to allocate funds from the Open Space Reserve.
3. The financial position of the Open Space Reserve as 30 June 2013 is as follows:

Balance Open Space Reserve as at 30 June 2013 - \$895,757

Clunes	(\$15,086)
Creswick	\$133,660
Daylesford	\$395,693
Drummond North	\$500
Hepburn Springs	\$208,650
Trentham	\$142,500
Newlyn	\$3,500
Musk	\$25,200
Musk Vale	\$1,140
Total:	\$895,757

Income 2011-12

Clunes	\$4,500
Creswick	\$27,750
Daylesford	\$91,000
Drummond North	\$Nil
Hepburn Springs	\$40,000
Trentham	\$7,000
Newlyn	\$Nil
Musk	\$Nil
Musk Vale	\$Nil
Total:	\$170,250

Expenditure 2011-12

Magic Pudding - Creswick	\$74,500
Daylesford Community Park – Daylesford	\$65,000
Calembeen Park Walking Track – Creswick	\$16,000
Drummond Tennis Court – Drummond	\$12,000
Pool Works – Daylesford -	\$24,000
Pool Works – Trentham -	\$15,000
Total:	\$206,500

Income 2012-13

Clunes	\$Nil
Creswick	\$6,000
Daylesford	\$55,750
Drummond North	\$Nil
Hepburn Springs	\$16,100
Trentham	\$21,250
Newlyn	\$Nil
Musk	\$Nil
Musk Vale	\$Nil
Total:	\$99,100

Expenditure 2012-13 – Nil

Question 8: From Mr Graeme Rattray, Glenlyon

Due to an administrative error, this question was not included in the Public Questions list for the Council Meeting.

I would like to know when the 600 metres of bitumen from the end of the existing bitumen in Holcombe Road will be completed?

I was told in 2011 that it would be soon, as the owner of Holcombe had paid his portion.

The Mayor Cr Bill McClenaghan advised Mr Rattray that while the question was not included in tonight's Public Question Time, a written response would be provided to the question.

9.3. REQUESTS TO ADDRESS COUNCIL

Request to address Council from Mr Terry Bellair, Environmental Science Associates, Glenlyon

Poor Road Shoulder Works and Inadequacies of Road Management Plan

I request an opportunity to speak during Public Question Time at the Ordinary Council Meeting in Creswick on Tuesday, 15 October 2013.

The subject matter is set out in my letter of 8 October (emailed to Council that day) regarding Council's road maintenance program (copy attached).

As I mentioned in my letter, I was a member of the Shire's Roads Advisory Committee (RAC) which held six meetings with senior Council engineers in 2003 and 2004. The RAC's May 2004 Interim Report identified a range of practical measures which should be implemented to achieve better outcomes from the (clearly inadequate) funds available for road maintenance. Its key recommendation was that *"That Council ensure that a system of proactive maintenance rather than reactive programs be implemented"*, while it also made specific references to the need for appropriate drainage of rural roads.

Unfortunately, it appears that many of the deficiencies which were identified by the RAC a decade ago are still evident, and are not addressed by the draft Road Management Plan which is on the agenda for the 15 October meeting.

ENVIRONMENTAL SCIENCE ASSOCIATES

135 Butlers Lane, Glenlyon, Vic 3461

(03) 5348 7586 (h), 0418 58 7760

8 October 2013

Mr Aaron van Egmond
CEO Hepburn Shire
PO Box 21
Daylesford Vic 3461

POOR ROAD SHOULDER WORKS & INADEQUACIES OF ROAD MANAGEMENT PLAN

Dear Aaron

As I mentioned to you during the State Governor's visit to Cornish Hill earlier this year, I have been dismayed by the Shire's totally unsatisfactory efforts in undertaking road shoulder "repairs", which I understand were funded under the Flood Relief programme. I am interested in this matter as both a ratepayer and a former member of the Shire's "roads advisory committee" during Warren Maloney's time as mayor.

It should be obvious that poor drainage is generally the major cause of damage to road shoulders, particularly where water is allowed to flow along the edge of the bitumen seal, rather than be shed laterally into a roadside "spoon drain".

The flood recovery road shoulder works provided an opportunity to address drainage issues at the same time. I was appalled to observe the contractor "repairing" the road shoulders along the Back Glenlyon Rd, where "blind Freddy" could see that, in many places, the shoulder would be eroded by the next significant rainfall event – because the "repaired" shoulder had been graded so that runoff would be (and is) channelled along the edge of the bitumen.

The section of Ford St and the Back Glenlyon Rd, between the Glenlyon Store the Green Gully Rd intersection, provides a good example, as the shoulders have to be repaired in many places after each significant rainfall event.

It seems to me that this unacceptable situation has arisen from one of the following scenarios:

1. Proper grading of the road shoulders was not required by the project specifications; or
2. If proper grading was required by the specifications, the contractor failed to implement this, Council failed to require compliance with the specifications.

It seems to me that the relevant Council officers failed (under either scenario) to perform their duties in a professional or competent manner, or to act in the interests of ratepayers.

I have recently reviewed the Shires Road Management Plan (Version 3t). It appears that the author(s) of this document have little, if any practical experience in the maintenance of rural roads. This is clearly illustrated by Section 6 of the Plan, which defines a “risk assessment rating” to prioritise road maintenance works:

- **Section 6.4.2 (Sealed Roads)** lists 16 “hazard categories” (1 being the highest category). Amazingly, culverts and drainage are ranked 9th and 10th respectively, while potholes and seal edge breaks are ranked 1st and 2nd; and
- **Section 6.4.3 (Gravel Roads)** lists 10 “hazard categories” (1 being the highest category). Culverts and drainage are ranked 6th and 8th respectively.

Surely, it must be obvious that the main cause of potholes and seal edge breaks is poor drainage. In other words, the Plan addresses the symptoms, rather than the cause of the symptoms.

I would appreciate it if you could inquire as to the reasons for this sad situation (which occurred before you joined the Shire) and initiate any necessary measures to improve the prioritising, planning, supervision, and quality of road maintenance works, so the limited funds can be spent more productively.

Please advise me of the outcome of your inquiries.

Yours faithfully
ENVIRONMENTAL SCIENCE ASSOCIATES



Terry Bellair
Principal

cc Cr Bill McClenaghan

10. OFFICERS' REPORTS

10.1. 2012-2013 ANNUAL REPORT

GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the General Manager Corporate Services, I Evan King, have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to receive and note the 2012-2013 Annual Report.

BACKGROUND

Under the *Local Government Act 1989* (the Act), Council is required to receive the Annual Report at a meeting of Council as soon as practicable after the Council has sent the Annual Report to the Minister for Local Government (S 134). The 2012-2013 Annual Report was sent to the Minister on 27 September 2013, as required under the Act.

ISSUE / DISCUSSION

The 2012-2013 Annual Report contains the following information as required by the *Local Government (Finance and Reporting) Regulations 2004*:

- A report of operations for the financial year;
- Audited standard statements;
- Audited financial statements; and
- Audited performance statement.

The audited standard statements and financial statements were adopted in principle by Council at its Ordinary Meeting held on Tuesday 17 September 2013.

Key elements of the Annual Report are as follows:

- Review of performance against the Council Plan;
- Major changes that have taken place during the year;
- Other major operations, achievements and future directions;
- Legislative, economic or other factors which have had an impact on the Council's performance;
- Major policy initiatives undertaken by the Council;
- Major works undertaken or completed;
- List of names of all Councillors and their dates of election and retirement;
- Names of senior staff (executive) with brief description of their area of

- responsibility;
- Organisation Chart;
 - Audited Performance Statement;
 - Contact details of Council offices;
 - Places where prescribed information can be inspected and copied;
 - Victorian Local Government Indicators;
 - Freedom of Information;
 - Information Privacy;
 - Compliance with the National Competition Policy;
 - Whistleblowers Protection Act compliance;
 - All local laws current at end of financial year;
 - Specify the number, classification and types of jobs of members of Council staff and,
 - Statement in relation to equal opportunity program.

All of the above information has been included in the 2012-2013 Annual Report, which will be available for viewing at Council's offices and on its website once received by Council.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

The requirements to prepare an Annual Report are contained in Section 131 of the Act and Part 4 of the *Local Government (Finance and Reporting) Regulations 2004 (the Regulations)*.

FINANCIAL IMPLICATIONS

There are no financial implications applicable to this report.

RISK IMPLICATIONS

As lodgement has occurred within required timeframes, no risks have been identified with this report.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The public availability of the Annual Report ensures transparency and allows the public to evaluate how Council is progressing towards the objectives identified in their 2009-2013 Council Plan and the financial results of Council at 30 June 2013.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

As required by the Act, a public notice has been placed in the Advocate advertising Council's intention to consider the 2012-2013 Annual Report at the Ordinary Meeting of Council in October.

CONCLUSION

Legislative requirements in relation to the Annual Report have been met for 2012-2013.

OFFICER'S RECOMMENDATION

- 10.1.1 That Council receives and notes the 2012-2013 Annual Report.
- 10.1.2 Makes the 2012-2013 Annual Report available on Council's website and at Council's offices.

MOTION

- 10.1.1. *That Council receives and notes the 2012-2013 Annual Report.*
- 10.1.2. *Makes the 2012-2013 Annual Report available on Council's website and at Council's offices.*

Moved: Councillor Pierre Niclas
Seconded: Councillor Kate Redwood
Carried.

**ATTACHMENT 1 - HEPBURN SHIRE COUNCIL
ANNUAL REPORT 2012-2013
(Issued under Separate Cover)**

10.2. FINANCIAL REPORT – AS AT 30 SEPTEMBER 2013

GENERAL MANAGER COPORATE SERVICES

In providing this advice to Council as the Manager Finance, I Paul Brumby have no interests to disclose in this report.

PURPOSE

The purpose of this report is to present to Council the financial performance for the 2013-2014 financial year up to 30 September 2013.

BACKGROUND

This report provides information on Council's operating performance for the period 1 July 2013 to 30 September 2013 based on the budget adopted by Council in June 2013.

ISSUE / DISCUSSION

Income Statement

The year to date operating result is a \$13.2 million surplus. The surplus is high at this time of year due to the raising of \$16.2 million in annual rates and charges in August 2013.

The surplus is \$1.2 million more than year to date (YTD) budget. This has been driven by Local Government Infrastructure Funding received in advance \$1.0 million and miscellaneous grants received but not included in the budget \$0.4 million.

Please refer to the Income Statement attached for full details.

Balance Sheet

Cash at 30 September 2013 totals \$15.5 million.

Total debtors are \$15.4 million comprising \$1.0 million in non rate debtors and \$14.4 million in rate debtors. Of the \$14.4 million in rate debtors \$768K relates to rates and charges from prior years. This arrears balance has reduced by \$549K since 30 June 2013 due to debt collection activities.

Please refer to the Balance Sheet attached for full details.

Capital Works & Projects

To date \$2.6 million of the \$7.8 million capital works budget has been spent.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Under Section 138 of the *Local Government Act 1989* a report comparing expenses and revenue to budget must be presented at least quarterly 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

The 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

As per the Hepburn Shire Community Engagement Framework, level 1 engagement has been undertaken. This information will be made available to the public via the minutes published on the Council's website.

CONCLUSION

The report on the financial performance of Council for the three months to 30 September 2013 has been reported.

OFFICER'S RECOMMENDATION

10.2.1 That Council receives and notes the Monthly Financial Report for the three months from 1 July 2013 to 30 September 2013.

MOTION

10.2.1. That Council receives and notes the Financial Report for the three months from 1 July 2013 to 30 September 2013.

Moved: Councillor Don Henderson

Seconded: Councillor Kate Redwood

Carried.

**ATTACHMENT 2 - FINANCIAL REPORT FOR PERIOD ENDING
30 SEPTEMBER 2013**

Income Statement
For the period ending 30 september 2013

	YTD Budget 2013/14 \$'001	YTD Actual 2013/14 \$'000	Variance YTD Budget to YTD Actual \$'000	
Revenues from ordinary activities				
Rates & charges	16,231	16,174	(57)	0%
User Fees, Statutory fees & fines	333	332	(2)	0%
Grants - Recurrent	1,491	1,023	(467)	-31% 1
Grants - Non recurrent	87	1,500	1,413	1624% 2
Contributions	-	1	1	0%
Other revenue	429	646	217	51% 3
Total revenue	18,571	19,676	1,105	6%
Expenses from ordinary activities				
Employee benefits	2,810	2,567	(242)	-9% 4
Materials and services	1,915	1,912	(3)	0%
Bad and doubtful debts	-	-	-	0%
Depreciation/amortisation	1,300	1,542	242	19% 5
Finance costs	82	80	(2)	-3%
Other expenses	475	396	(79)	-17% 6
Total expenses	6,582	6,498	(84)	-1%
Surplus (deficit) for the year	11,989	13,179	(1,190)	-10%

1. This variance is mainly due to Grants Commission budget being overstated as Council received half of the budgeted amount in advance (June 2013)

2. LGIF Local Government Infrastructure Funding \$1M received in July, timing issue only. Plus various one off grants not included in budget: \$165K Creswick flood mitigation plan, \$15K Engage youth, \$34K Transport Trial Glenlyon, \$42K Smart run community transport, \$27k Trentham community facility planning, \$10K Sustainability projects, \$10K Walk to School November 2013.

3. This variation is a result of lease income being \$70K ahead of budget, interest income \$14K greater than budget, \$38K insurance funds received for damage to the pavillion and \$62K for implementation and admin costs of the Fire Service Levy.

4. This variance is due mainly to several key positions not filled for the first 3 months of the year, these include: Business Analyst, Community Access Coordinator, Intake & Assessment Officer, CCIC Team Leader and Information Officer, Admin Support Officer Corporate Services and Waste Management Engineer. Also the EBA has not been finalised and was budgeted at a 2.5% increase from 1 July 2013.

5. Actual depreciation expense greater than budget as it is based on 2013 Year End actuals, the increase due to Moloney Revaluations.

6. Libraries \$43K under budget timing issue only, Events \$19K under budget timing issue only. Insurance fees under budget by \$11K and Claims excess under by \$5K (This is an unknown as it is based on an estimate of claims made.)

Balance Sheet as at 30 September 2013

	30/09/2013 Actual \$000's	30/09/2012 Actual \$000's	Movement year on year		
Assets					
Current assets					
Cash and cash equivalents	15,533	16,239	(706)	-4%	
Trade and other receivables	15,413	13,937	1,476	11%	
Other Assets	40	73	(33)	-45%	1
Total current assets	30,987	30,249	737	2%	
Non-current assets					
Financial assets	250	521	(271)	-52%	2
Investments in associates accounted for using the equity method	-	120	(120)	-100%	3
Property, plant and equipment, infrastructure	203,203	187,972	15,231	8%	4
Total non-current assets	203,453	188,613	14,840	8%	
Total assets	234,440	218,863	15,577	7%	
Liabilities					
Current liabilities					
Trade and other payables	(2,588)	(959)	(1,630)	170%	5
Trust funds and deposits	(1,045)	(931)	(115)	12%	
Provisions	(1,839)	(2,053)	214	-10%	
Interest-bearing loans and borrowings	(1,818)	(365)	(1,453)	398%	6
Total current liabilities	(7,290)	(4,307)	(2,984)	69%	
Non-current liabilities					
Provisions	(525)	(580)	54	-9%	
Interest-bearing loans and borrowings	(3,048)	(3,641)	592	-16%	6
Other Liabilities	(188)	(1,628)	1,441	-88%	7
Total non-current liabilities	(3,761)	(5,849)	2,087	-36%	
Total liabilities	(11,052)	(10,155)	(896)	9%	
Net Assets	223,388	208,707	14,681	7%	
Equity					
Accumulated surplus	(132,612)	(116,934)	(15,678)	13%	8
Surplus YTD	(13,179)	(16,662)	3,483	-21%	9
Reserves	(77,598)	(75,110)	(2,487)	3%	10
Total Equity	(223,388)	(208,707)	(14,682)	7%	

1. Inventory on hand (deisel) is less than this time last year.

2. Reclassification of financial assets.

3. The Central Highlands Regional Library of which Hepburn Council was a part of has now wound up. The books held in Council's three libraries are now owned directly by Council and have therefore been transferred from this asset class to property, plant and equipment. .

4. The increase is mainly due to \$13M in capital works undertaken in 2012-13, including significant flood recovery works. At 30 June 2013 a revaluation of some of Council assets was undertaken increasing their value by \$2.3 million

Balance Sheet as at 30 September 2013

5. *The higher balance of trade payables is a result of timing.*
6. *Current loan balance increase is associated with the loan taken out to fund the Superannuation Defined Benefits liability owed by Hepburn Shire Council which was paid in July this year.*
7. *Other liabilities decreased because Defined Benefits Super has now been paid refer increase in borrowings.*
8. *This movement is the surplus for the 2012-13 financial year.*
9. *Refer to comments in the income statement.*
10. *The increase is a result of adjustments at 30 June 2013 including the revaluation of some of Council's assets \$2.3*

Cashflow Statement
For the period ending 30 september 2013

	30/09/2013 Actual
	\$'000
Cash flows from operating activities	
<i>Receipts</i>	
Rates & charges	3,499
Statutory & user fees and fines	332
Grants	2,130
Other revenue	525
Interest	82
	6,568
<i>Payments</i>	
Employee costs	(3,207)
Materials & consumables	(2,339)
Finance costs	(80)
Other expenses	(396)
	(6,022)
Net cash provided by operating activities	546
Cash flows from investing activities	
Proceeds from property, plant and equipment	41
Payments for property, plant and equipment	(2,645)
Net cash used in investing activities	(2,605)
Cash flows from financing activities	
Proceeds from borrowings	1,230
Repayment of borrowings	-
Net cash provided by (used in) financing activities	1,230
Net decrease in cash & cash equivalents	(829)
Cash & cash equivalents at beginning of year	16,285
Cash & cash equivalents at end of period	15,533

*** Please note that there was no monthly report produced for September 2012, therefore no comparatives are available for this month.*

10.3. MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN 2013-2017 GENERAL MANAGER COMMUNITY SERVICES

In providing this advice to Council as the Senior Environmental Health Officer, I Terry Crisp have no interests to disclose in this report.

PURPOSE

The purpose of this report is to consider the Hepburn Municipal Public Health and Wellbeing Plan 2013-2017.

BACKGROUND

Councils have legislative authority and community responsibility based on an electoral mandate to plan for local areas and ensure community health, wellbeing and development.

The *Public Health and Wellbeing Act 2008* (Vic) mandates councils 'to seek to protect, improve and promote public health and wellbeing within the municipal district'.

Under Section 26 of the *Public Health and Wellbeing Act (2008)*, Victorian Council's are required to prepare a Municipal Public Health and Wellbeing Plan (Health and Wellbeing Plan) within 12 months of the Council election.

A municipal public health and wellbeing plan must:

- (a) include an examination of data about health status and health determinants in the municipal district;
- (b) identify goals and strategies based on available evidence for creating a local community in which people can achieve maximum health and wellbeing;
- (c) provide for the involvement of people in the local community in the development, implementation and evaluation of the public health and wellbeing plan; and
- (d) specify how the Council will work in partnership with the Department and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the public health and wellbeing plan.

It must also be consistent with:

- the Council Plan prepared under section 125 of the *Local Government Act 1989*; and
- the Municipal Strategic Statement prepared under section 12A of the *Planning and Environment Act 1987*.

A Council is also required to review its municipal public health and wellbeing plan annually and, if appropriate, amend the municipal public health and wellbeing plan.

ISSUE / DISCUSSION

Developing the Plan

A Working Group was established to oversee the development of the Municipal Public Health and Wellbeing Plan (the plan) and included representatives from several Hepburn Shire Council Business Units (Environmental Health, Community Services, Planning, Projects, Community Development, Aged and Disability Services, Economic Development and Tourism), Hepburn Health Service, Central Highlands Primary Care Partnership and Women's Health Grampians.

The Working Group gathered and analysed health status data about people living in Hepburn Shire to identify key issues for action.

The plan (provided under separate cover) has 6 priority areas:

1. Mental Wellness
2. Food Security and Healthy Eating
3. Economic Participation
4. Social Housing
5. Climate Adaptation
6. Disease Prevention.

Implementing and monitoring the Plan

An annual Action Plan will be developed and actions incorporated into Council's Business Unit Plans.

The Health and Wellbeing Working Group will have a monitoring and review role through quarterly meetings. This Working Group will report annually to Council on progress and following this a new annual action plan developed and implemented.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Under Section 26 of the *Public Health and Wellbeing Act (2008)*, Victorian Council's are required to prepare a Municipal Public Health and Wellbeing Plan (Health and Wellbeing Plan) within 12 months of the Council election.

FINANCIAL IMPLICATIONS

As the priority areas for action in the plan are consistent with the Council Plan, there are no additional budget requirements for the current financial year. Any additional activities will be subject to Council's budget process.

RISK IMPLICATIONS

None identified.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The plan aims to improve the health and wellbeing of Hepburn residents. Key focus areas of the plan are to improve community resilience and social connectedness, enabling economic opportunities and improving our response to climate adaptation.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Eleven focus groups were held to test assumptions around the collected data and gain input in identifying priorities. A community workshop with 30 participants was held to discuss priority areas and identify any gaps.

Copies of the plan will be made available on Council's website and at Council offices and libraries.

CONCLUSION

The Hepburn Municipal Public Health and Wellbeing Plan 2013-2017 has been developed in accordance with the *Public Health and Wellbeing Act (2008)* and meets the requirements of the Act.

OFFICER'S RECOMMENDATION

That Council:

- 10.3.1 Adopts the Hepburn Municipal Public Health and Wellbeing Plan 2013-2017.
- 10.3.2 Provides a copy of the Hepburn Municipal Public Health and Wellbeing Plan 2013-2017 to the Secretary of the Department of Health.
- 10.3.3 Makes the Hepburn Municipal Public Health and Wellbeing Plan 2013-2017 available on Council's website.

MOTION

That Council:

- 10.3.1. Adopts the Hepburn Municipal Public Health and Wellbeing Plan 2013-2017.*
- 10.3.2. Provides a copy of the Hepburn Municipal Public Health and Wellbeing Plan 2013-2017 to the Secretary of the Department of Health.*
- 10.3.3. Makes the Hepburn Municipal Public Health and Wellbeing Plan 2013-2017 available on Council's website.*

Moved: Councillor Kate Redwood
Seconded: Councillor Don Henderson
Carried.

**ATTACHMENT 3 - MUNICIPAL PUBLIC HEALTH AND WELLBEING
PLAN 2013-2017
(Issued Under Separate Cover)**

10.4. CLUNES COMMUNITY AND INTERPRETIVE CENTRE PROGRESS REPORT

GENERAL MANAGER COMMUNITY SERVICES

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

PURPOSE

The purpose of this report is to provide Council with a progress report about the Clunes Community and Interpretive Centre (CCIC) project for the following reporting period:

Reporting Period: 11 September 2013 – 8 October 2013

BACKGROUND

This is a great project for the township of Clunes, Hepburn Shire and the region. It will deliver enhanced services to the community and encourage increased economic activity in Clunes and surrounding communities.

The project includes the redevelopment and expansion of the existing Clunes Museum building, which will incorporate the Clunes Library, the Clunes Museum, visitor information services, community activity and exhibition spaces.

Nicholson Construction Pty Ltd (Nicholson Construction) was awarded the tender to construct the Clunes Community and Interpretive Centre at the Ordinary Council meeting on 18 September 2012.

ISSUE / DISCUSSION

PROGRESS DURING REPORTING PERIOD

Construction

This reporting period has seen the connection of roof plumbing to the drainage system completed. While Conditional Practical Completion for the builder has been issued, the final builders claim has not been paid. This is pending finalisation of building defects and the issue of the Certificate of Occupancy.

A partial Certificate of Occupancy from the Building Surveyor has been issued as the first floor of old museum is not yet approved for occupancy.

The security, fire, electrical and communications systems have been handed over to Council and the upgrade of the Telstra connection has also been completed.

Additional joinery for the museum and library is in progress.

Building fitout

The installation of audio visual equipment has been completed.

Administration, Funding and Reporting

Budget

Budget Item	Original Budget	Revised Budget	Actual (including Commitments)
Design Phase	\$307,000	\$228,126	\$215,562
Construction Phase	\$2,401,000	\$2,452,050	\$2,409,093
Other (including multi-media & fit out).	\$351,000	\$428,824	\$256,655
Total	\$3,059,000	\$3,109,000	\$2,881,310

- Note a further \$50,000 Living Libraries grant has been received, increasing the total budget

Design Phase Budget - Progress and Variations

Budget Item	Original Budget	Revised Budget	Actual (including Commitments)
Contract	\$200,000	\$198,800	\$198,800
Contingency	\$107,000	\$21,200	\$8,636
Tender	\$0	\$8,126	\$8,126
Total	\$307,000	\$228,126	\$215,562

Construction Phase Budget - Progress and Variations

Budget Item	Original Budget	Revised Budget	Actual (including Commitments)
Contract	\$2,276,000	\$2,298,709	\$2,300,025
Contingency	\$113,000	\$62,341	\$29,693
Electricity supply	\$0	\$50,000	\$39,339
Tender	\$0	\$1,000	\$718
Sewer	\$12,000	\$40,000	\$39,318
Total	\$2,401,000	\$2,452,050	\$2,409,093

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Council Plan 2013-2017:

Strategic Objective - Quality Community Infrastructure

Key Strategic Activity:

8. Effectively deliver the Capital Works program to improve community infrastructure and facilities.

Action: Complete the Capital Works program.

FINANCIAL IMPLICATIONS

The Clunes Community and Interpretive Centre development has been made possible through funding contributions from the Federal Government Regional Development Australia Fund, the Victorian State Government Living Libraries program, Hepburn Shire Council and the Clunes Museum.

Variations approved to date total \$44,891 with additional variations of \$15,216 and a deduction of \$9,826 still being resolved with Nicholson Construction.

Expenditure against the Prime Cost and Provisional Sum schedule items within the Contract have been resolved with savings of \$16,368 compared with allowances included in the contract. Items to the value of \$41,000 have been deleted with some savings as these items had also been allowed for in the building fit out budget (reception desk, kitchen equipment and track system). An amount of \$11,000 had been allowed for signage, however this is being undertaken as a separate project.

RISK IMPLICATIONS

The following summarises the key risks and actions taken during the reporting period in relation to the project.

Key Risks	Controls Implemented	Additional Controls / Next Steps
Potential injuries to workers and the public resulting from renovation works.	Ongoing monitoring against the Site Safety Plan by Senior Project Engineer. Non-compliances have been advised to site superintendent and corrective actions taken.	Continue to monitor safety plan.
Construction is delayed resulting in delays in opening the facility and community dissatisfaction with council's project management.	Regular progress reviews with builders. Detailed project timeline is updated every three weeks and circulated to Project Control Group. Senior Project Engineer monitors progress against timelines and reports any issues to the Project Control Group.	Continue to monitor timelines.
Variations in construction costs result in budget being exceeded.	Regular contractor meetings to discuss progress and variations. Variations need to be advised to the project manager in advance of	Continue regular contractor meetings and negotiation on variations.

Key Risks	Controls Implemented	Additional Controls / Next Steps
	them being undertaken and detail provided to support claims. All variations are disclosed to CEO and in this monthly council report.	
Transition and change for current volunteers and staff at the museum, library and information centre is poorly managed.	Key stakeholders are represented on Community Reference Group. Regular Fact Sheets produced and distribute to Clunes community.	Volunteer recruitment strategy has been developed and recruitment process commenced. Team Leader for will assist with the transition.
Operating the facility when it is operational results in Council staff being diverted from other tasks and a reduction in services in other areas.	Staff structure agreed and costs included in recurrent budget. Governance arrangements approved by Council. CCIC Team Leader in place. Library and information officer recruitment underway.	Special Committee nomination process underway.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Council officers are exploring the possibility of displaying the old glass bottles and clay jars unearthed from excavations in the CCIC as a way of cross-promoting The Lee Medlyn Home of Bottles. They remain securely stored on site, pending further discussion and exhibition planning.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Community Reference Group met on 2 September 2013.

CONCLUSION

This report provides Council with an update on progress of the Clunes Community and Interpretive Centre project for the reporting period 11 September - 8 October 2013.

OFFICER'S RECOMMENDATION

10.4.1 That Council receives and notes the progress report for the period 11 September – 8 October 2013.

MOTION

10.4.1. That Council receives and notes the progress report for the period 11 September – 8 October 2013.

Moved: Councillor Neil Newitt

Seconded: Councillor Greg May

Carried.

10.5. ADOPTION OF ROAD MANAGEMENT PLAN GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the Manager Assets and Engineering Services, I Richard Russell have no interests to disclose in this report.

PURPOSE

The purpose of this report is to consider the adoption of the Road Management Plan - Version 4 - October 2013, in accordance with the *Road Management Act 2004* and the *Road Management (General) Regulations 2005*.

BACKGROUND

The Victorian Road Management Act came into effect in July 2004 and includes a requirement for Council to conduct a review of its Road Management Plan (RMP) within twelve months of each general election.

The purpose of the *Road Management Act 2004* is to:

- Set out the powers, duties and functions of road authorities in relation to the inspection, maintenance and repair of roads;
- Establish the legal framework for the management of roads and define the rights, powers and duties of road authorities and other persons or bodies (such as utilities) which install, maintain or operate infrastructure on roads or carry out such works on roads; and
- Enable authorities to develop and publish management plans incorporating the performance of their duties in relation to the inspection, maintenance and repair of roads, having regard to the type of road, the resources available to the authority and its budgetary and policy priorities.

The legislation establishes a statutory framework for road asset management including:

- enabling road authorities to develop road management plans;
- setting policies and priorities and the use of available resources; and
- clarifying the basis of civil liability for road management, having regard to authorities' individual asset management plans.

Council's current RMP (version 3) was adopted by Council in June 2009. Council is required to have completed a review and endorsed the RMP by 27 October 2013. At the July 2013 meeting, Council resolved to put the revised

Road Management Plan out for public exhibition in accordance with the *Road Management Act 2004* and Section 223 of the *Local Government Act 1989*.

ISSUE / DISCUSSION

In conducting the current review of its RMP, Council must ensure that the standards and priorities given to the inspection, maintenance and repair of the roads and classes of roads to which the Plan applies are appropriate.

The most important aspects of the review are to ensure that information is current and accurate. It should also ensure that maintenance service levels are reasonable and in keeping with Council's capacity to respond to and rectify identified defects. This ensures the stated levels of service are achievable and result in maximising public safety and minimising Council's liability for failure to meet these targets.

The significant changes are summarised below:

- General Section (Cl 1 – 9) – the general section of the plan has been re-written to provide a clear and concise outline of the purpose of the RMP and associated responsibilities.
- Levels of Service – these relate to
 - Inspection Frequencies
 - Defect types
 - Intervention levels
 - Response Times

and have been reviewed to provide greater clarity and a more responsive approach to dealing with hazards in a structure hierarchy, whilst at the same time being cognisant of financial and resource constraints.

- 'Exceptional Circumstances' Clause – inclusion of a clause to manage Council's risk exposure if unable to meet specified response times in the unforeseeable natural disasters and events, or due to a lack of financial or physical resources.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

The adoption of the Road Management Plan (Version 4) will enable Council to satisfy the requirements of the *Road Management Act 2004*.

The adoption of the revised Road Management Plan (Version 4) is also supported by:

Council Plan 2013-2017:

Strategic Objective - Quality Community Infrastructure

Key Strategic Activity:

8. Improve sealed and unsealed local roads through the delivery of maintenance and improvement works.

Action: Review the Council's Road Management Plan.

FINANCIAL IMPLICATIONS

It is expected that there will be minimal financial implications as a result of the proposed amendments to the RMP as it has been reviewed to account for Council resource availability.

RISK IMPLICATIONS

It is expected that the proposed amendments involving more regular inspections, more clearly defined intervention levels and improved response times will reduce risk in terms of Council's liability exposure.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The RMP, when adopted, is part of the management of Council's road and footpath network and provides minimum service levels for roads and footpaths. The Plan is a public document and provides clarity to our community about minimum maintenance service levels to maximise public safety.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

A public notice inviting submissions on the draft RMP (Version 4) was placed in *The Courier, Ballarat* on 20 July, *The Advocate* on 24 July, *Victorian Government Gazette* on 25 July and Council's website on 24 July 2013 in accordance with the *Road Management Act 2004* and Section 223 of the *Local Government Act 1989*.

No submissions were received.

CONCLUSION

A review of Council's RMP is required to be completed within 12 months of a general Council election. The review resulted in a number of changes to the existing RMP and submissions were invited on the revised plan during July / August.

With no submissions received, the final stage in the review process is for Council to adopt the RMP (Version 4 - October 2013) and place a notice in the *Victorian Government Gazette* advising of Council's adoption of the new RMP.

OFFICER'S RECOMMENDATION

That Council:

- 10.5.1 Adopts the Hepburn Shire Council Road Management Plan (Version 4 – October 2013).
- 10.5.2 Places an advertisement in the Victorian Government Gazette confirming Council's adoption of the Road Management Plan (Version 4 - October 2013).
- 10.5.3 Makes the Hepburn Shire Council Road Management Plan (Version 4 - October 2013) available for public inspection on Council's website.

MOTION

That Council:

- 10.5.1. Adopts the Hepburn Shire Council Road Management Plan (Version 4 – October 2013).*
- 10.5.2. Places an advertisement in the Victorian Government Gazette confirming Council's adoption of the Road Management Plan (Version 4 - October 2013).*
- 10.5.3. Makes the Hepburn Shire Council Road Management Plan (Version 4 - October 2013) available for public inspection on Council's website.*

Moved: Councillor Pierre Niclas

Seconded: Councillor Greg May

Carried.

**ATTACHMENT 4 - DRAFT ROAD MANAGEMENT PLAN
(VERSION 4 – OCTOBER 2013)**



HEPBURN SHIRE COUNCIL

ROAD MANAGEMENT PLAN

Version 4

October 2013

Records Sheet

Document: Road Management Plan

Revision: *Version 4*

Printed: 9 October 2013

Last Saved Date: 15 October 2013

Last Saved By: rwr

Ref: N:\ENGINEER\Asset Management\STEPS\Road Management Plan\Road management Plan V03 draft.doc

History

Version 01 – Adopted by Council	21 December 2004
Draft Gazetted	23 December 2004
Final Gazetted	3 March 2005
Version 02 – Adopted by Council	15 November 2005
Draft Gazetted	18 August 2005
Final Gazetted	24 November 2005
Version 03 – Adopted by Council	16 June 2009
Draft Gazetted	16 April 2009
Final Gazetted	2 July 2009 (Proposed date at the time of printing)

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1. Introduction

This Road Management Plan outlines how Council manages its road network and provides a means for scheduling proactive inspections and prioritisation of maintenance of the road infrastructure to ensure that it is kept in the safest condition practicable within budgetary constraints.

The plan has been developed, along with periodic reviews in accordance with the Road Management Act 2004.

2. Key Stakeholders

Those who use the road network and/or are affected by this RMP include

- Residents and businesses residing and located within the municipality
- Tourists and visitors to the municipality
- Users of all types of vehicles from large trucks to cyclists and mobility scooters.
- All pedestrians
- Emergency authorities
- Utility agencies
- Government Agencies that provide funding for management of the network
- Council as the responsible road authority

3. Responsibility of Road Users

All road users have a duty of care under Section 106 of the Road Management Act 2004, with particular obligations prescribed in Section 17A of the Road Safety Act 1986 that requires the following:

A person who drives a motor vehicle on a highway must drive in a safe manner having regard to all the relevant factors, including (without limiting the generality) the:

- (a) physical characteristics of the road;
- (b) prevailing weather conditions;
- (c) level of visibility;
- (d) condition of the motor vehicle;
- (e) prevailing traffic conditions;
- (f) relevant road laws and advisory signs;
- (g) physical and mental condition of the driver.

A road user other than a person driving a motor vehicle must use a highway in a safe manner having regard to all the relevant factors.

A road user must:

- (a) have regard to the rights of other road users and take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users;

(b) have regard to the rights of the community and infrastructure managers in relation to road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve;

(c) have regard to the rights of the community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve.

In sub-section (3), "infrastructure manager", "non-road infrastructure", "road infrastructure" and "road reserve" have the same meanings as in section 3(1) of the Road Management Act 2004.'

4. Roads for which the Plan Applies

4.1 Road Register

Council has a Road Register that records the details of all municipal roads and pathways for which it is responsible.

The Register includes:

- The name of each public road;
- The Locality; and,
- The classification.

Various utilities make use of the road reserve to provide their services. These are considered only to the extent where they impact on the road asset infrastructure.

Road lighting is not a council owned asset, however it is considered to the extent whereby Council funds the installation and maintenance of the street lighting.

Council where possible with existing vegetation within the road reserve and abutting the road carriageway will maintain a 5.0m high clear zone in rural areas extending to the back of the roadside drainage.

Within urban areas, a 2.4m high clear zone where footways are located will form part of its vegetation clearance strategy.

Within rural areas Council does not carry out routine maintenance outside of the drainage zone. Any work outside of this zone is carried out with particular reference to the Council's Roadside Management Plan.

4.2 Hierarchy

All Council maintained roads have been classified into groups to determine the frequency of inspection and the priority of maintenance given to a particular road.

The classification of the road is determined by:

- Number of vehicles using the road,
- Strategic value of the road.
- The type of traffic using the road

4.3 Classifications

The classifications are:

Arterial

Roads on the register classified as arterial are VicRoads classified arterial roads and as such the maintenance of the roads is the responsibility of the state authority nominated under the Act.

Link Roads

Link roads provide a strategic link between identifiable points of interest, may carry a large volume of vehicles, have a high percentage of heavy vehicles and a high percentage of the vehicles will be travelling the entire length of the road.

Collector Roads

The collector roads provide a means of transporting traffic from the local access roads and connecting them to the main transport infrastructure. The traffic volumes are typically medium to low.

Local Access Roads

Local access roads provide the predominant road classification hierarchy throughout the municipality and typically provide access to the properties along the length of the road with little or no through traffic. The traffic volumes on these roads are therefore typically low.

Maintained Tracks

Maintained Tracks are formed only access ways for which Council has accepted responsibility.

The tracks for which Council has agreed to accept the care and maintenance of are listed in the Hepburn Shire Road Register and classified as Maintained Tracks.

Refer to Hepburn Shire Road Register for a listing of tracks for which Council is the controlling authority.

4.4 Footpaths

Footpath maintenance standards will be determined by their location and pedestrian usage.

Unlike with the road hierarchy, the pathway hierarchy will be separated into two precincts.

They are: **Commercial Precincts**

Urban precincts

Commercial precincts comprise paths located within the following urban areas and along the roads listed below:

URBAN AREA	Street Name	From	To
Clunes	Fraser Street	Service Street	Templeton Street
	Service Street	Bailey Street	Fraser Street
Creswick	Albert Street	Hall Street	Victoria Street
Daylesford	Vincent Street	Stanbridge Street	Albert Street
	Albert Street	Vincent Street	Bridport Street
Trentham	High Street	Cosmo Road	Market Street

Urban precincts are all other areas within the township areas outside the commercial precincts comprising the townships of:-

- Clunes,
- Creswick
- Daylesford
- Glenlyon
- Hepburn,
- Hepburn Springs,
- Newlyn,
- Smeaton &
- Trentham

5. Roads for which the Plan does not Apply

This plan does not include the following:

- Any road, driveway or pedestrian pathway on private property and/or providing access from private property to a public road;
- Any unconstructed road which Council does not maintain but which provides access from private property to a public road;
- Roads or tracks, whether the road or track is located within a road reserve or not that are not constructed to Council's minimum standards and are not listed on Council's Road Register;
- Any access track or driveway location within a road reserve, that was not constructed by or on behalf of Council that only provides access to adjoining private property and are not already listed on Council's Road Register
- National Highway/Freeway;
- Arterial Roads
- Roads or tracks maintained by the Department Environment and Primary Industries or Parks Victoria; and
- Railway Structures and associated assets set out in a Road/Rail Safety Interface Agreement as being the responsibility of others.

6. Demarcation and Transfer of Responsibility

6.1 Arterial Roads

VicRoads is the responsible road authority for all declared arterial roads within the municipality. These include highways, main roads and tourist roads.

Demarcation of maintenance responsibilities for arterial roads is as specified in the Ministerial Code of Practice for the Operational Responsibility for Declared Freeways and Arterial Roads and the Code of Practice for the Operational Responsibility for Public Roads.

A separate maintenance agreement may be entered into where areas of significance are located outside of Council's zone of responsibility. (E.g. Council may decide to take on the care and maintenance of street trees for an avenue of honour where it is situated outside of the zone of Council responsibility.)

A complete list of Arterial roads is included in the Road Register.

6.2 Boundary Roads

Where a road falls on a boundary between two shires a memorandum of understanding has been agreed upon to allocate a single Responsible Road Authority for the inspection and maintenance of the road.

Capital expenses for the roads will be shared equally by the adjoining shires.

Council has agreements with neighbouring Local Government Authorities which are listed below:

- City of Ballarat
- Moorabool Shire Council
- Macedon Ranges Shire Council
- Mt Alexander Shire Council
- Central Goldfields Shire Council
- Pyrenees Shire Council

A complete list of boundary roads and the designated Responsible Road Authority for each of the roads is detailed in Council's Road Register.

6.3 Rail Infrastructure

At any road / rail interface the responsibility for care and maintenance shall be in accordance with the Rail Safety Interface Agreements between the rail operators and Council. Safety interface agreements shall be entered into in accordance with the requirements of the Rail Safety Act 2006.

6.4 Non Road related Assets That are the Responsibility of Others

The responsibility for the care and maintenance of non road-related infrastructure located within the road reserve is as follows:

Items	Responsible Authority
Electricity poles, cables and service pits	Powercor or designated authority
Communications poles, service pits and cables	Telstra or designated service provider
Reticulated water pipes, valves and inspection points	Water Authority
Sewer service pits, pump stations and pipes	Water Authority
Gas service points and pipes	Gas Authority
Advertising	Property owner
Veranda/Balcony	Property owner

The provision and maintenance of these assets is to conform to the Management of Infrastructure in Road Reserves Code of Practice – October 2008.

This plan is supported by the Budget set each year by Council. Funds are provided for both operating and capital components and budget levels are determined after consideration of various inputs including:

- Levels of Service requested by the community;
- Condition reports;
- Cost benefit analysis; and
- Council's Strategic Resources Plan.

Current levels of funding for road maintenance and road improvements have been built using past expenditure results and asset condition needs.

Continued monitoring and review of asset condition and customer requests will form the basis of future budget requirements as part of Council's asset and resource planning.

7. Exceptional Circumstances (Force Majeure)

Council will make every effort to meet its commitments under its Road Management Plan.

However there may be situations or circumstances that affect Council's business activities to the extent that it cannot deliver on the service levels of the RM Plan. These include but are not limited to: natural disasters, such as fires, floods or storms, or a prolonged labour or resource shortage, due to a need to commit or redeploy Council staff and/or equipment elsewhere.

In the event that the Chief Executive Officer of Council has considered the impact of such an event on the limited financial resources of Council and its other conflicting priorities, and determined that

the RM Plan cannot be met, then pursuant to Section 83 of the Wrongs Act, the CEO will write to Council's officer in charge of its Plan and inform them that some, or all of the timeframes and responses in Council's RM Plan are to be suspended.

Once the scope of the event/s have been determined, and the resources committed to the event response have been identified, then there will be ongoing consultation between the CEO the officer responsible for the RM Plan, to determine which parts of the RM Plan are to be reactivated and when.

Council statements to residents about the suspension or reduction of the services under the RM Plan will include reference to how the work that will be done will be prioritised, and the period for which it is likely to be affected.

8. Plan Review

This Road Management Plan will be reviewed in accordance with Sections 303 and 304 of the Road Management (general) Regulations 2005 and will be conducted every four years in line with Council elections.

If at any time there are significant changes made to the Road Management Plan the amended Road Management Plan is required to go through a formal approval and consultation process in accordance with the Road Management Act 2004.

9. References

Road Management Act 2004

Road Management Act Regulations

Ministerial Code of Practice as gazetted under the Road Management Act

Hepburn Shire Council Documents

Asset Management Policy

Council Plan

Council Budget

Council Strategic Resource Plan

Road Asset Management Plan

Risk Management Policy

Roadside Management Plan 2003

10. Maintenance and Repair

10.1 Levels of Service

Service levels are based on:

- Community feedback and expectations via
 - State Government's Community Satisfaction Survey results;
 - Council's Customer request System; and
 - Elected Council representatives.
- Budget constraints;
- Level of risk;
- Legislative requirements that impact on the way assets are managed; and
- Design standards and Codes of Practice

These are used to determine the

- Frequency of inspections;
- Intervention Levels; and,
- Response Times

10.2 Inspection Schedules

A schedule of programmed inspections on the road infrastructure is used to measure the condition of the road and document any hazards that may have arisen since the last inspection. The frequency of the inspections varies depending on classification of the road and usage, community expectations, potential risk and available resources.

Inspections are of the utmost importance as they are used to ensure a prioritised and timely intervention in removing hazards as part of Council's maintenance regime.

Refer Appendix 12.1 for a complete inspection schedule.

An annual night time inspection, with primary focus on signs and guideposts, will be done on all roads except maintained tracks.

Reactive inspections are conducted as a result of customer requests and/or notifications attaining to a hazard/defect identified in the RM Plan and are to be done within 20 working days of receipt of request/notification.

10.3 Maintenance Works

Council carries out routine maintenance works on its road network. These works are programmed after the input of data on road condition issues is received via:

- Regular road inspections
- Community and other requests for road repairs

Hazards/defects have been identified which are deemed to have a direct impact on vehicle and pedestrian safety. Intervention levels for each hazard/defect have also been determined.

Refer Appendix 12.2 for a complete list of defined hazards/defects and intervention levels.

10.4 Temporary Measures

When any maintenance works are identified that need to be carried out and it is not practical or feasible to undertake the works within the required timeframes, it may be necessary for temporary measures to be undertaken to reduce the risk to road users.

These temporary measures may take the form of:

- Minor physical works to temporarily make the site safe, and/or
- Highlighting the defect/hazard through the use of appropriate signage or visually distinctive pavement markings and regular inspection of the site.

10.5 Response Times

Response times have been determined for a range of identified hazards.

They are based on classification of the road and usage, community expectations, potential risk, available resources and the specific nature of the hazard.

Refer Appendix 12.2 for a complete list of response times.

10.6 Programmed Maintenance

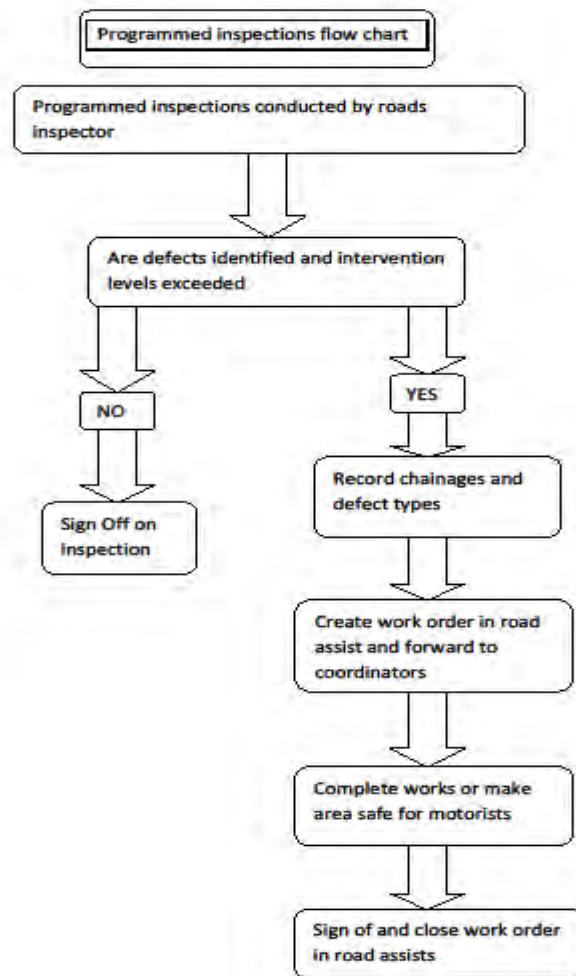
Each year budget allocations are dedicated to preventative maintenance on the road infrastructure. Planned routine maintenance is essential to reduce the amount of reactive maintenance on the roads. The type of works may include:

- Reseals
- Edge sealing or edge break repairs
- Shoulder grading
- Regulation
- Minor pavement stabilisation
- Footpaths
- Drainage

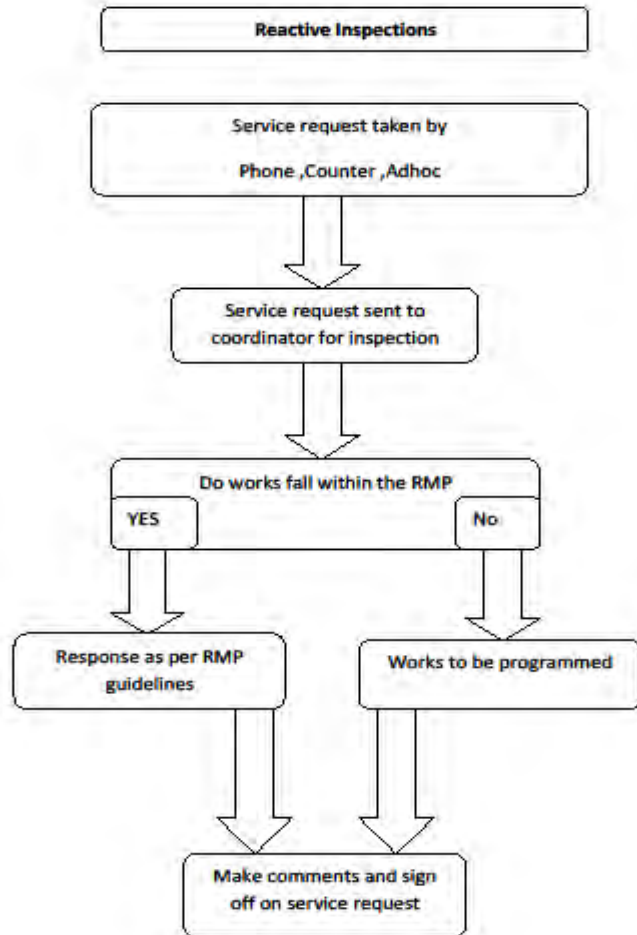
The roads are ranked according to their hierarchy and their current condition and the works allocated according to a cost benefit analysis to ensure that the funds are used in a location where the greatest benefit will be derived from the works.

11. Maintenance procedures.

Programmed Inspections



Reactive Inspections



12. Appendices

12.1 Appendix 1 – Scheduled Inspections

Roads

Road Classification	Frequency
Link	3 months
Collector	6 months
Local access	Sealed – 12 months Unsealed - 6 months
Maintained Track	As required

Footpaths

Location	Frequency
Commercial Areas	Annually
Urban areas	Every 2 years
Local access	Sealed – 12 months Unsealed - 6 months
Maintained Track	As required

12.2 Appendix 2 – Service Standards

Infrastructure	Defects	Intervention Levels	Response Times
Sealed Roads	<p>Potholes/</p> <p>Edge Repair (Break)</p> <p>Shoulder Defects</p>	<p>Potholes > 300mm diameter or \geq 75mm depth.</p> <p>Reduction in original sealed width > 250mm over 20m length or 300mm in isolation</p> <p>Potholes > 100mm in depth and > 450mm in width</p> <p>Drop off from the edge of seal > 75mm over 20m or > 100mm over 2m</p>	<p>Link -2 weeks Collector - 2 weeks Local access - 4 weeks Maintained Trk - NA</p> <p>Link - 4 weeks Collector - 4 weeks Local access - 8 weeks Maintained Trk - NA</p> <p>Link - 4 weeks Collector - 8 weeks Local access - as resources permit Maintained Trk - NA</p>
Unsealed Roads	Potholes/Corrugations	<p>Potholes > 100mm in depth and > 500mm in width over 20% of the road surface</p> <p>Corrugations > 40 mm in depth for a length > 20m of road length.</p>	<p>Link -4 weeks Collector - 4 weeks Local access - 8 weeks Maintained Trk - as resources permit</p>
General	<p>Signs</p> <p>Guide Posts</p> <p>Obstructions/hazards</p>	<p>Missing or damaged regulatory or warning sign or reflectivity reduced by > 50%</p> <p>Missing or damaged guideposts or reflectors</p> <p>Obstruction or hazard which has detrimental impact on road safety</p>	<p>Link -1 week Collector - 2 weeks Local access - 4 weeks Maintained Trk - as resources permit</p> <p>Link -2 weeks Collector - 3 weeks Local access - 6 weeks Maintained Trk - as resources permit</p> <p>All - As soon as reasonably possible but within 24 hrs</p>

Infrastructure	Defects	Intervention Levels	Response Times
Footpaths	Lip	Sealed surface vertical displacement between two adjacent surfaces >10mm in commercial areas and 20mm in urban areas	Commercial – 20 working days Urban – 30 working days
	Potholes	Gravel surface potholes >300mm diameter and > 25mm deep	Commercial – 20 working days Urban – 30 working days
	Protrusions	Protrusion or hazard which has detrimental impact on footpath safety	All - As soon as reasonably possible but within 24 hrs

10.6. APPLICATION FOR A B-DOUBLE PERMIT – CRESWICK-LAWRENCE ROAD AND CLUNES-DAYLESFORD ROAD GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the Manager Assets and Engineering Services, I Richard Russell have no interests to disclose in this report.

PURPOSE

The purpose of this report is to consider an application from Central Pre Mix Concrete Pty Ltd to use Creswick-Lawrence Road and Clunes-Daylesford Road for B-Double truck access.

BACKGROUND

Council has received a request from Central Pre Mix Concrete Pty Ltd for the use of B-Doubles on Creswick-Lawrence Road (north of the crushing plant) and Clunes-Daylesford Road from Creswick-Lawrence Road to the Creswick-Newstead Road at Smeaton to cart quartz from the crushing plant at Lawrence.

ISSUE / DISCUSSION

Central Pre Mix Concrete Pty Ltd has indicated the number of B-Double movements is currently unknown and will be governed by the capacity of the processing plant. Central Pre Mix Concrete Pty Ltd has proposed the maximum trips of 4 to 5 per day and is seeking authorisation for 24 hour access.

Creswick-Lawrence Road is a local access road and Clunes-Daylesford Road is a link road in Council's road hierarchy.

Both roads have relatively low traffic volumes being approximately 55 and 110 vehicles per day respectively.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Council Plan 2013-2017:

Strategic Objective – Sustainable Environment and a Vibrant Economy

Key Strategic Activity:

12. Support and develop existing businesses within Hepburn Shire and continue to explore opportunities to diversify Hepburn Shire's Economic Base.

Council's Freight Strategy 2012 provides a framework for the consideration of issues relating to heavy vehicle movements around the Shire. The freight strategy does identify the Clunes-Daylesford Road as a potential freight road.

B-Double trucks are required to hold a permit issued by VicRoads subject to the consent of the local municipality to operate on local roads which would include Creswick-Lawrence and Clunes-Daylesford Roads.

FINANCIAL IMPLICATIONS

The main financial implications arising from this request for a permit relate to wear and tear on the Council managed roads. The permit is conditional on Central Pre Mix Concrete Pty Ltd accepting responsibility for the cost of additional road maintenance.

RISK IMPLICATIONS

The alignment of the roads is such that trucks should use these roads with due regard for local traffic. Trucks and semi trailers can legally use these roads and the use of B-Doubles would reduce the number of heavy vehicle movements.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Whilst the use of B-Double trucks may provide an economic benefit for the operator by reducing fuel use, a condition of this permit is that Central Pre Mix Concrete Pty Ltd be responsible for the costs of additional road maintenance where it can be demonstrated their activities have caused road deterioration.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There has not been any formal community consultation as part of evaluating this consent above that previously completed as part of developing Council's Freight Strategy.

CONCLUSION

Council has received a request for consent to operate B-Doubles from Central Pre Mix Concrete Pty Ltd on Creswick-Lawrence Road (north of the crushing plant) and Daylesford-Clunes Road from Creswick-Lawrence Road to the Creswick-Newstead Road at Smeaton.

It is recommended that the permit be granted for one year from 15 October 2013.

OFFICER’S RECOMMENDATION

That Council:

10.6.1 Consents to the issue of a permit to Central Pre Mix Concrete Pty Ltd to operate B-Doubles at Higher Mass Limits in

- Creswick-Lawrence Road from 869 Creswick-Lawrence Road to the Daylesford-Clunes Road
- Daylesford-Clunes Road from Creswick-Lawrence Road to the Creswick-Newstead Road at Smeaton

for 12 months from 15 October 2013 for the truck registrations:

SMT-794	TEM-899	UBZ-147	TSO-227
UVU-097	WHM-153	XDT-880	XQM-642
YLJ-731	YLJ-732	YTX-782	

with trailers:

53961S	53963S	56595S	56596S
57229S	61330S	61331S	61337S
667825S	63233S	63234S	76118S
77714S	77715S	81106S	81107S
81108S	81109S	U44540.	

10.6.3 Consent is conditional on Central Pre Mix Concrete Pty Ltd accepting responsibility for the costs of additional road maintenance where it can be demonstrated their activities have caused road deterioration. An agreement to this effect must be signed as a condition of this permit.

MOTION

10.6.1. That Council defers for one month Agenda Item 10.6 – Application for a B-Double Permit – Creswick-Lawrence Road and Clunes-Daylesford Road to negotiate a better outcome for Council with Central Pre Mix Concrete Pty Ltd for additional road maintenance costs where it can be demonstrated that their activities have caused road deterioration.

Moved: Councillor Don Henderson

Seconded: Councillor Neil Newitt

Carried.

10.7. BASIN RESERVE, DAYLESFORD – VARIATION OF LEASE WITH VICTORIAN INDEPENDENT SPEEDWAY DRIVERS ASSOCIATION INC (VISDA)

GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the General Manager Corporate Services, I Evan King have no interests to disclose in this report.

COUNCIL IS CONSIDERING THIS REPORT IN ITS ROLE AS COMMITTEE OF MANAGEMENT FOR BASIN RESERVE

PURPOSE

The purpose of this report is for Council to consider varying the lease with Victorian Independent Speedway Drivers Association Inc (VISDA) for the lease of a part of the Basin Reserve.

BACKGROUND

The Basin Reserve is Crown land and Council is the responsible land manager as the Committee of Management. The Reserve has been used since at least 1987, likely since the mid-1950's, as a speedway racing track. The Speedway season runs from September – May with around 14 race meetings per year. VISDA advise that attendance at a regular race day is 300-400 people with special events attracting up to 1,000 people.

On 16 August 2011, after an extensive community consultation process, Council agreed to enter into a new lease with VISDA for Basin Reserve for the period of 1 October 2011 – 30 September 2016. Part 13.1 (a) (i) of the lease requires that VISDA provide Council with a Certificate of Currency demonstrating liability coverage of \$30 million.

ISSUE / DISCUSSION

Historically VISDA has obtained its insurance through Speedway Australia, the governing body of speedway racing in Australia. This year, Speedway Australia made changes to the classification of their categories. Their new categories reflect national and international competition classes which do not include many of the racing classes of regional level racing. As a result, VISDA no longer qualifies to be insured by Speedway Australia. After extensive investigation, VISDA has concluded that there is an overseas provider who can offer \$30 million in liability insurance however, at \$20,000 it is cost prohibitive. Other like speedways, such as Nagambie Speedway Club Inc and Stawell Speedway are only required to provide \$20 million in liability insurance. VISDA has been able to source \$20 million in liability insurance

and is requesting that Council change the condition in their lease which states they must provide a Certificate of Currency for \$30 million so that they only need to provide a Certificate of Currency for \$20 million.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Policy Number 9: Council Owned and Controlled Property requires that appropriate written occupancy arrangements be in place which support good governance objectives and principles.

FINANCIAL IMPLICATIONS

There is no financial implication to Council.

RISK IMPLICATIONS

Council's Manager Risk and Property agrees that \$20 million of liability coverage is sufficient coverage for the type of facilities at the Basin Reserve.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Reducing the liability insurance required from \$30 million to \$20 million will provide sufficient liability coverage for VISDA and enable the club to continue to provide social connection and community participation for the community.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

No further community or stakeholder engagement was sought as this is an operational issue.

CONCLUSION

VISDA no longer qualifies for liability insurance through Speedway Australia, the governing body for speedway racing in Australia, due to changes to the way Speedway Australia classifies its activities. For VISDA to obtain \$30 million in liability insurance, the financial pressure on the club would likely result in the collapse of the club. Other like clubs are only required to provide \$20 million of liability insurance. VISDA is requesting that Council change the lease to reduce the required amount of liability insurance from \$30 million to \$20 million.

OFFICER'S RECOMMENDATION

That Council:

- 10.7.1 Agrees to vary part 13.1 (a) (i) of the lease with Victorian Independent Speedway Drivers Association (VISDA) to reduce the amount of liability insurance required by VISDA from \$30 million to \$20 million.
- 10.7.2 Authorises the Chief Executive Officer and the Mayor to sign and seal an Addendum to the lease with Victorian Independent Speedway Drivers Association on behalf of Council.

MOTON

That Council:

- 10.7.1. Agrees to vary part 13.1 (a) (i) of the lease with Victorian Independent Speedway Drivers Association Inc (VISDA) to reduce the amount of liability insurance required by VISDA from \$30 million to \$20 million.*
- 10.7.2. Authorises the Chief Executive Officer and the Mayor to sign and seal an Addendum to the lease with Victorian Independent Speedway Drivers Association on behalf of Council.*

Moved: Councillor Pierre Niclas

Seconded: Councillor Greg May

Carried.

**10.8. RECORD OF ASSEMBLIES OF COUNCILLORS – SEPTEMBER 2013
GENERAL MANAGER CORPORATE SERVICES**

In providing this advice to Council as the General Manager Corporate Services, I Evan King have no interests to disclose in this report.

PURPOSE

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

BACKGROUND

The Local Government Act 1989 defines Assembly of Councillors as

...a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -

(a) the subject of a decision of the Council; or

(b) subject to the exercise of a function, duty of power of the Council that has been delegated to a person or committee –

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

Assemblies of Councillors		
Date	Location	Committee Name
15 August 2013	Duke Street Meeting Room	Wombat Hill Botanic Gardens Advisory Committee
3 September 2013	Council Chamber, Daylesford	Councillor Briefing
10 September 2013	Council Chamber, Daylesford	Councillor Briefing
17 September 2013	Council Chamber, Daylesford	Councillor/CEO Meeting
17 September 2013	Council Chamber, Daylesford	Pre Council Meeting
19 September 2013	Council Chamber, Daylesford	International Women's Day Women's Honour Roll Committee

ISSUE / DISCUSSION

1. The *Local Government Act 1989* (as amended) requires the record of an Assembly of Councillors to be reported at an Ordinary meeting of the Council.
2. The *Local Government Act 1989* (as amended) requires the record of an Assembly of Councillors to be incorporated in the minutes of that Council Meeting.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Local Government Act 1989, Section 80A

FINANCIAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

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

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

Information provided for noting.

OFFICER'S RECOMMENDATION

- 10.8.1 That Council receives and notes the Records of Assemblies of Councillors for 15 August 2013 and September 2013.

MOTION

10.8.1. That Council receives and notes the Records of Assemblies of Councillors for 15 August 2013 and September 2013.

Moved: Councillor Kate Redwood

Seconded: Councillor Neil Newitt

Carried.

**ATTACHMENT 5 - RECORDS OF ASSEMBLIES OF COUNCILLORS –
SEPTEMBER 2013**

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Wombat Hill Botanic Gardens Advisory Committee

Date: 15 August 2013

Time: 9.00am – 11.00am

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) - Duke Street Meeting Room

Councillors present:

- | | |
|--|---|
| <input type="checkbox"/> Cr Bill McClenaghan | <input checked="" type="checkbox"/> Cr Kate Redwood |
| <input type="checkbox"/> Cr Don Henderson | <input type="checkbox"/> Cr Pierre Niclas |
| <input type="checkbox"/> Cr Sebastian Klein | <input type="checkbox"/> Cr Greg May |
| <input type="checkbox"/> Cr Neil Newitt | |

Members of Council Staff present:

- | | |
|--|--|
| <input type="checkbox"/> CEO, Aaron van Egmond | <input checked="" type="checkbox"/> GM Infrastructure, Bruce Lucas |
| <input type="checkbox"/> GM Corporate Services, Evan King | <input type="checkbox"/> GM Sustainable Development, Barry Green |
| <input type="checkbox"/> GM Community Services, Kathleen Brannigan | <input checked="" type="checkbox"/> Other, please specify:
James Lowe |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|--|---|
| <input type="checkbox"/> CEO Aaron van Egmond | <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas |
| <input type="checkbox"/> GM Corporate Services, Evan King | <input type="checkbox"/> GM Sustainable Development, Barry Green |
| <input type="checkbox"/> GM Community Services, Kathleen Brannigan | <input checked="" type="checkbox"/> Other, please specify:
<i>James Lowe</i> |

Signature: *B. Henderson*

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



**WOMBAT HILL BOTANIC GARDENS
ADVISORY COMMITTEE
MEETING No 40**

**Thursday 15 August 2013
9.00am – 11.00am
Duke Street Meeting Room**

AGENDA

Attendees: Cr Kate Redwood, Bruce Lucas, Gael Shannon, Lisa Gervasoni, Stephen Davis, James Lowe, Robert Hewat, David Marshall, Michael O'Neil

Apologies:

Item No.	Time	Agenda Item	Presenter
1	9.00am	Welcome & Apologies	Cr Kate Redwood
2	9.02am	Adoption of Minutes Meeting 39 – 27 June 2013	Cr Kate Redwood
3	9.05am	Matters Arising from 27 June Meeting	Cr Kate Redwood
4	9.10am	Parks & Gardens Report	James Lowe
5	9.20am	FWHBG Report • Remaining 150 th Booklets	FOWHBG
6	9.30am	Review of Terms of Reference • Draft Mission Statement	All
7	10.00am	Review of Priority Works	All
8	10.30am	Annual Stakeholder Meeting	All
9	10.40am	General Business	All
	11.00am	CLOSE	

Next Meeting: 17 October 2013 – Annual General Meeting of Stakeholders

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: BRIEFING MEETING

Date: 3/9/13

Time: 10-30

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

Councillors present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Cr Pierre Niclas (left 2-30) | <input checked="" type="checkbox"/> Cr Don Henderson |
| <input type="checkbox"/> Cr Kate Redwood | <input checked="" type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Neil Newitt | <input checked="" type="checkbox"/> Cr Bill McClenaghan |
| <input checked="" type="checkbox"/> Cr Sebastian Klein (left 3-16) | |

Members of Council Staff present:

- | | |
|--|---|
| <input type="checkbox"/> CEO Aaron van Egmond | <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas |
| <input checked="" type="checkbox"/> GM Corporate Services Evan King | <input type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> GM Community Services Kathleen Brannigan | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Cr McClenaghan item 3	left 11-54 Returned 1-00pm

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|---|--|
| <input type="checkbox"/> CEO Aaron van Egmond | <input type="checkbox"/> GM Infrastructure Bruce Lucas |
| <input checked="" type="checkbox"/> GM Corporate Services Evan King | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | |

Signature: Evan King

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

Confidential
Councillor Briefing Agenda
Tuesday 3 September 2013



Tuesday 3 September 2013 10:30 am		Council Chamber Daylesford Town Hall
Chair	Mayor	Cr Bill McClenaghan
Attendees	Councillors	Cr Pierre Niclas, Cr Neil Newitt, Cr Sebastian Klein, Cr Don Henderson, Cr Greg May
	Officers	Chief Executive Officer, General Manager Corporate Services, General Manager Community Services, General Manager Infrastructure, and other officers as required
Apologies	Cr Kate Redwood AM	

10 30 am	Photos for Annual Report
----------	---------------------------------

	Time	Title	Action Officer	
1.	11:00 am	Verbal Presentation Councillor Code of Conduct	Chief Executive Officer & General Manager Corporate Services	Page 3
2.	11:30 am	Report Speed Zones in Townships	General Manager Infrastructure & Manager Assets & Engineering Services	Page 4
3.	12:00 pm	Report Green Waste Reival at Transfer Stations for Fire Season Preparation	General Manager Infrastructure & Manager Assets & Engineering Services	Page 6
	12 30 pm	Lunch Break – Lunch will be provided		
4.	1:00 pm	Verbal Presentation Council Support for Festivals and Events – 2013 Update	General Manager Community Services, Manager Economic Development & Tourism & Events Coordinator	Page 9

Confidential
Councillor Briefing Agenda
Tuesday 3 September 2013



Time		Title		Action Officer	
5.	1:30 pm	Report	Swiss & Italian Festa – Memorandum of Understanding	General Manager Community Services, Manager Economic Development & Tourism & Events Coordinator	Page 10
			Attachment 1		Page 12
6.	2:00 pm	Report	Creswick Four Seasons Events Funding	General Manager Community Services, Manager Economic Development & Tourism & Events Coordinator	Page 20
			Attachment 2		Page 22
			Attachment 3		Page 27
7.	2:30 pm	Verbal Presentation	Community, Sustainability, Anzac Centenary and Landcare Grants Assessment Panel – Recommended Panel Members	General Manager Community Services & Manager Community Development	Page 34
8.	3:00 pm	Report	Proposed Sale of Land to Adjoining Landowner – Part of Florence Denbigh Pratt Reserve – Rear of Table Hill Road, Daylesford	General Manager Corporate Services, Manager Risk & Property & Property Officer	Page 35
9.	3:30 pm	Report	Motion from Special Committee – Addition of Land to Glenlyon Recreation Reserve	General Manager Corporate Services & Manager Risk & Property	Page 38
10.	4:00 pm	Verbal Presentation	Special Committee Review - Delegated Planning Committee	Chief Executive Officer & Manager Planning	Page 42
11.	4:30 pm	Verbal Presentation	Planning Update	Chief Executive Officer & Manager Planning	Page 43
12.	4:45 pm	CLOSE OF MEETING			Page 44
	5.30 pm	Citizenship Ceremony			



Hepburn Shire Council
DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor BILL MCCLEENAGHAN hereby disclose
a conflict of interest in the following matter: ITEM 3 - 'GREEN WASTE
RECEIVAL AT TRANSFER STATIONS FOR FIRE
SEASON PREPARATION' IN CONFIDENTIAL BRIEFING
SESSION

This matter is being considered at a meeting of ~~Council Special Committee~~ Assembly of Councillors

on TUESDAY 03 SEP 13
(insert name of any Special Committee)

The class of the interest is (tick as appropriate):

- a direct interest
- OR
- an indirect interest (see below)

The following is the type of indirect interest:

- indirect interest by close association (section 78)
- indirect financial interest (section 78A)
- indirect interest because of conflicting duty (section 78B)
- indirect interest because of receipt of gift(s) (section 78C)
- indirect interest through civil proceedings (section 78D)

[NB all references to sections are references to sections in the *Local Government Act 1989*].

The nature of the interest is as follows:

AS A WASTE MANAGEMENT CONTRACTOR, I
AM ALSO INVOLVED IN DISPOSING OF GREEN
WASTE AT COUNCIL'S WASTE FACILITIES AS
WELL AS PRIVATELY SOURCED GREEN WASTE.

Print Name: BILL MCCLEENAGHAN
Signed: [Signature]
Date: 03 Sep 13

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor Briefing
Date: Tues 10 September 2013
Time: 11:30 am

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

Councillors present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Cr Pierre Niclas | <input checked="" type="checkbox"/> Cr Don Henderson |
| <input type="checkbox"/> Cr Kate Redwood | <input checked="" type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Neil Newitt | <input checked="" type="checkbox"/> Cr Bill McClenaghan |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | |

Members of Council Staff present:

- | | |
|--|--|
| <input checked="" type="checkbox"/> CEO Aaron van Egmond | <input checked="" type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> GM Corporate Services Evan King | Manager Finance, Paul Brumby |
| <input checked="" type="checkbox"/> GM Community Services Kathleen Brannigan | Manager Assets & Engineering Services, Richard Russell |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas | Natural Resource Management Officer, Dale Tonkinson |
| | Property Officer, Karen Ratcliffe |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|---|--|
| <input type="checkbox"/> CEO Aaron van Egmond | <input type="checkbox"/> GM Infrastructure Bruce Lucas |
| <input checked="" type="checkbox"/> GM Corporate Services Evan King | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | |

Signature: 

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

Confidential
Councillor Briefing Agenda
Tuesday 10 September 2013



Tuesday 10 September 2013 11:00 am		Council Chamber Daylesford Town Hall	
Chair	Mayor	Cr Bill McClenaghan	
Attendees	Councillors	Cr Pierre Niclas, Cr Neil Newitt, Cr Sebastian Klein, Cr Don Henderson, Cr Greg May	
	Officers	Chief Executive Officer, General Manager Corporate Services, General Manager Community Services, General Manager Infrastructure, and other officers as required	
Apologies	Cr Kate Redwood AM		

Time		Title	Action Officer		
1.	11:30 am	Report & Verbal Presentation	Annual Statutory Accounts – 2012-13	General Manager Corporate Services & Manager Finance	Page 3
			Attachment 1		Page 5
2.	12:00 pm	External Presentation	Trentham Community Facilities Review	General Manager Community Services Mr Mark Hands – Public Place Review Steering Committee Members: Mr Ian MacBean Mr Andy Robertson	Page 6
3.	12:30 pm	Verbal Presentation	Community Hub Discussion	General Manager Community Services	Page 7
	1 00 pm	Lunch Break – Lunch will be provided			
4.	1.30 pm	External Presentation	Asset Report - Roads	General Manager Infrastructure & Manager Assets & Engineering Services Mr Peter Moloney – Moloney Asset Management Systems	Page 8

Confidential
Councillor Briefing Agenda
Tuesday 10 September 2013



Time		Title		Action Officer	
5.	2:15 pm	External Presentation	Native Vegetation Reforms	General Manager Infrastructure & Natural Resource Management Officer Mr Nick Jaschenko/ Mr Paul Ryan – DEPI	Page 9
6.	2:45 pm	Verbal Presentation	Hepburn Roadside Assessment Project	General Manager Infrastructure & Natural Resource Management Officer	Page 10
7.	3:05 pm	Verbal Presentation	Central Victorian Mineral Springs Groundwater Management Plan	General Manager Infrastructure & Natural Resource Management Officer	Page 11
8.	3:25 pm	Verbal Presentation	Council Actions Management System	General Manager Corporate Services	Page 12
9.	3:55 pm	Report	Expression of Interest – Lake Daylesford Boathouse Attachment 2	General Manager Corporate Services & Property Officer	Page 13 Page 16
10.	4:25 pm	Report	Policy Review – 60 (C) Plaques and Memorials on Public Land and Buildings Attachment 3	General Manager Corporate Services	Page 18 Page 20
11.	5:00 pm	CLOSE OF MEETING			Page 25

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor/CEO Meeting
Date: Tuesday 17 September 2013
Time: 2:00 pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) – Trentham Mechanics Institute

Councillors present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Cr Pierre Niclas | <input checked="" type="checkbox"/> Cr Don Henderson |
| <input checked="" type="checkbox"/> Cr Kate Redwood | <input checked="" type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Neil Newitt | <input checked="" type="checkbox"/> Cr Bill McClenaghan |
| <input type="checkbox"/> Cr Sebastian Klein | |

Members of Council Staff present:

- | | |
|---|--|
| <input checked="" type="checkbox"/> CEO Aaron van Egmond | <input type="checkbox"/> GM Infrastructure Bruce Lucas |
| <input type="checkbox"/> GM Corporate Services Evan King | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|---|--|
| <input checked="" type="checkbox"/> CEO Aaron van Egmond | <input type="checkbox"/> GM Infrastructure Bruce Lucas |
| <input type="checkbox"/> GM Corporate Services Evan King | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | |

Signature: 

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

**AGENDA
COUNCILLOR / CEO MEETING**

Tuesday 17 September 2013 Commencing 12:30 pm		Trentham Mechanics Institute
Chair:	Mayor	Councillor Bill McClenaghan
Attendees:	Councillors	Kate Redwood, Neil Newitt, Don Henderson, Pierre Niclas, Greg May
	Officers	CEO, Aaron van Egmond
Apologies:	Councillors	Sebastian Klein
	Officers	
COUNCILLOR ONLY TIME		
12:30 pm		Councillors Only
AGENDA – COUNCILLOR / CEO MEETING		
2:00 pm		CEO & Councillors
1.	Items of urgent business for September Council Meeting: - Plaque for Mayor Hugh Vercoe of Matamata-Piako District Council (NZ) - Daylesford Secondary College student's proposal to renovate old change rooms and toilets at Lake Daylesford	
2.	Hepburn Fire Station update	
3.	Dangerous dogs on the loose	
4.	Funding for Vic Park Daylesford Where to now.	
5.	Letter from Minister Powell re money allocated by LGAs to ALGA for the abandoned referendum	
6.	Call for Mayor and CEO to meet Minister Powell with other Councils	
7.	Planning update from the CEO	
8.	CEO appraisal - touch base	
9.	Daylesford Police Station	
10.	Acquitting Grant Funds. Supplying details of what the money is actually spent on. Specific questions on Youth Grant to ARC.	
3:30pm	Pre-Council Meeting Briefing 17 September 2013	Councillors and Officers
5:00 pm	Meal Break	
6:00 pm	Council Meeting – Trentham	

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Pre Council Meeting Briefing

Date: Tuesday 17 September 2013

Time: 3:30 pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) – Trentham Mechanics Institute

Councillors present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Cr Pierre Niclas | <input checked="" type="checkbox"/> Cr Don Henderson |
| <input checked="" type="checkbox"/> Cr Kate Redwood | <input checked="" type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Neil Newitt | <input checked="" type="checkbox"/> Cr Bill McClenaghan |
| <input type="checkbox"/> Cr Sebastian Klein | |

Members of Council Staff present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> CEO Aaron van Egmond | <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas |
| <input checked="" type="checkbox"/> GM Corporate Services Evan King | <input checked="" type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> GM Community Services Kathleen Brannigan | PAUL BRUMBY
JUSTIN FIDDES |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Council Meeting Agenda – Tuesday 17 September 2013

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|---|--|
| <input type="checkbox"/> CEO Aaron van Egmond | <input type="checkbox"/> GM Infrastructure Bruce Lucas |
| <input checked="" type="checkbox"/> GM Corporate Services Evan King | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | |

Signature: Evan King

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

DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor BILL MCCLENNAGHAN hereby disclose a conflict of interest in the following matter ITEM 10.8 - FREE GREEN WASTE SERVICE AT TRANSFER STATIONS IN PREPARATION FOR SUMMER FIRE DANGER PERIOD.

This matter is being considered at a meeting of

- Council Meeting
- Councillor Briefing
- Special Committee
- Audit and Risk Advisory Committee
- Assembly of Councillors

on TUE 17 SEP 2013

The class of the interest is (tick appropriate box)

- a direct interest
- OR
- an indirect interest (see below)

Please select from the following types of indirect interest:


- Indirect interest - close association (section 78)
- Indirect financial interest (section 78A)
- Indirect interest – conflicting duty (section 78B)
- Indirect interest – applicable gift(s) (section 78C)
- Indirect interest – party to matter (civil proceedings) (section 78D)
- Indirect interest – impact on residential amenity (section 78E)

NB All references to sections are references to sections in the *Local Government Act 1989*.

The nature of the interest is as follows:

AS A WASTE MANAGEMENT CONTRACTOR, I TAKE QUANTITIES OF GREEN WASTE FROM CLIENTS INTO TRANSFER STATIONS AND AM AFFECTED BY ANY FEES CHARGED - OR NOT CHARGED - AS THE CASE MAY BE.

Print Name: BILL MCCLENNAGHAN

Signed: 

Date: 17 Sep 13



HEPBURN SHIRE COUNCIL

INTERNATIONAL WOMEN'S DAY WOMENS HONOUR ROLL MEETING

Thursday 19 September 2013

The Chamber

4:00 PM - 5:00 PM

AGENDA

- CHAIR:** Cr Kate Redwood AM - Chair
- PRESENT:**
- Gillie Gough - Committee Member
 - Joan Rattray - Committee Member
 - Mabel Moran - Committee Member
 - Roma Wiseman - Committee Member
 - Suzanne Phillips - Committee Member
 - Vicki Adamson - Committee Member
 - Dr Lorene Gottschalk - Committee Member
 - Cr Don Henderson - Friend of the Committee
 - Maria Abate - Communications Officer
- ACTION RECORDER:** Michelle Collett - Personal Assistant to the CEO
- APOLOGIES:** N/A

I	Time	Agenda Item	Purpose	Presenter
1.	4:00pm	Welcome, meeting open & introductions		Chair
2.	4:05pm	Confirmation of minutes	Information & Discussion	Chair
3.	4:10pm	Appointment of Selection Committee	Information & Discussion	Chair
4.	4.15pm	Suggestions for key speaker	Information & Discussion	Chair
5.	4.40pm	Liaison with Daylesford Secondary College	Information & Discussion	Chair
6.	4.45pm	Matters arising	Information & Discussion	Chair
7.	4.50pm	Committee photo	Website	
8.	5:00pm	CLOSE		

NEXT MEETING: To be confirmed

CHAIR: Cr Kate Redwood

11. COUNCIL SPECIAL COMMITTEES (SECTION 86)

11.1. MINUTES OF SPECIAL COMMITTEES (SECTION 86) GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the General Manager Corporate Services, I Evan King, have no interests to disclose in this report.

PURPOSE

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

BACKGROUND

Special committees are established by Council and their function and responsibilities outlined in an Instrument of Delegation. Under the Instrument of Delegation, special committees are required to maintain minutes of meetings held and provide a copy of the minutes to Council for review.

ISSUE/DISCUSSION

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

- Minutes from Dean Recreation Reserve and Tennis Courts Special Committee – Annual General Meeting - 1/08/2013.
- Minutes from Dean Recreation Reserve and Tennis Courts Special Committee – General Meeting – 1/08/2013.
- Minutes from Lyonville Hall Special Committee – 28/08/2013
- Minutes from the Creswick Museum Special Committee – 2/09/2013.
- Minutes from Lee Medlyn Home of Bottles Special Committee – 4/09/2013.

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

The following recommendations have been received by Council and are presented for Council to consider adopting:

- Nil

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes and reports have been provided for noting.

OFFICER'S RECOMMENDATION

11.1.1 That Council receives and notes the minutes of the Special Committee (Section 86) listed above which have been distributed under separate cover.

MOTION

11.1.1. That Council receives and notes the minutes of the Special Committee (Section 86) listed above which have been distributed under separate cover.

Moved: Councillor Sebastian Klein

Seconded: Councillor Neil Newitt

Carried.

Councillor Neil Newitt left the meeting at 7:55 pm due to an indirect Conflict of Interest and returned at 7:59 pm.

11.2. APPOINTMENT OF COMMUNITY REPRESENTATIVES TO THE CLUNES COMMUNITY AND INTERPRETIVE CENTRE SPECIAL COMMITTEE GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the Team Leader for Clunes Community and Interpretive Centre, I Merle Alexander have no interests to disclose in this report.

PURPOSE

The purpose of this report is to recommend that Council appoint members to the Clunes Community and Interpretive Centre (CCIC) Special Committee.

BACKGROUND

At its August meeting Council adopted the CCIC Instrument of Delegation and appointed the Cameron Ward Councillor as a member and President of the Special Committee. The following staff members were also appointed:

- CCIC Team Leader;
- Coordinator Libraries;
- Coordinator Records and Customer Service; and,
- Coordinator Visitor Services.

The Instrument of Delegation states that the Committee shall be comprised of at least nine voting members and allows for appointment of:

- One representative of the William Barkell Memorial Arts & Historic Centre Inc (Clunes Museum);
- Two representatives of the volunteers in the CCIC; and,
- Up to three additional community and/or user group representatives

ISSUE / DISCUSSION

It will not be possible for Council to appoint the volunteer representatives until volunteers exist. As such, these will be appointed early in 2014.

Council advertised for community members to nominate for membership of the Special Committee which closed on 4 September 2013.

Two nominations from community representatives were received. One nomination was received for the representative of the William Barkell Memorial Arts & Historic Centre Inc (Clunes Museum).

Nominations were assessed based on skills and previous experience and all nominees are considered to bring a range of expertise and an understanding of the Clunes community.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

In order to achieve a fair and equitable appointment of community members, a public call was made for nominations.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The call for nominations to the Special Committee has been undertaken via a public advertisement on Council's website and in *The Advocate* newspaper.

CONCLUSION

Appointment of community members and a Museum representative will give life to Council's vision for a joint Council and community governance structure to oversee the direction and use of the CCIC for a diverse range of community activities. The committee will review, plan and implement projects and activities to achieve activation of the CCIC facilities.

OFFICER'S RECOMMENDATION

That Council:

11.2.1 Appoints the following members to the Clunes Community and Interpretive Centre Special Committee commencing on 15 October until 31 October 2015:

Representative of the William Barkell Memorial Arts and Historic Centre Inc (Clunes Museum): Phillip Taig;

Community members: Suzanne Camm and Jan Turner.

- 11.2.2 Pursuant to section 81(2A) of the Local Government Act 1989, exempts the above Special Committee members from being required to submit a primary return or ordinary return.

MOTION

That Council:

- 11.2.1. *Appoints the following members to the Clunes Community and Interpretive Centre Special Committee commencing on 15 October 2013 until 31 October 2015:*

Representative of the William Barkell Memorial Arts and Historic Centre Inc (Clunes Museum): Phillip Taig;

Community members: Suzanne Camm and Jan Turner.

- 11.2.2. *Pursuant to section 81(2A) of the Local Government Act 1989, exempts the above Special Committee members from being required to submit a primary return or ordinary return.*

Moved: Councillor Don Henderson

Seconded: Councillor Kate Redwood

Carried.

12. COUNCIL ADVISORY COMMITTEES

12.1. MINUTES OF ADVISORY COMMITTEES

GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the General Manager Corporate Services, I Evan King, have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to note the minutes received from Council's Advisory Committees.

BACKGROUND

Advisory committees are established by Council and their responsibilities outlined in Terms of Reference. Advisory Committees are required to maintain minutes of meetings held and provide a copy of the minutes to Council for review.

ISSUE/DISCUSSION

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

- Hepburn Mineral Springs Reserve Advisory Committee – 25/07/2013.
- Wombat Hill Botanic Gardens Advisory Committee – 15/08/2013.
- International Women's Day Women's Honour Roll Committee – 19/09/2013.
- Hepburn Mineral Springs Reserve Advisory Committee – 26/09/2013.

These minutes have been provided to Councillors under separate cover.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes have been provided for noting.

OFFICER'S RECOMMENDATION

12.1.1 That Council receives and notes the minutes from Advisory Committees listed above which have been distributed under separate cover.

MOTION

12.1.1. That Council receives and notes the minutes from Advisory Committees listed above which have been distributed under separate cover.

Moved: Councillor Pierre Niclas

Seconded: Councillor Cr Kate Redwood

Carried.

13. CONFIDENTIAL ITEMS

13.1. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

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

- (d) Contractual matters; and
- (h) Any other matter which the Council or special committee considers would prejudice the Council or any person.

RECOMMENDATION

13.1.1 That the meeting be closed to members of the public under Section 89(2) of the Local Government Act 1989, specifically the following sub-sections:

- 89(2)(d) Contractual matters

Contract H430-2013 – Construction of a steel, reinforced and prestressed concrete pedestrian bridge over Creswick Creek, Clunes;

Contract H441-2013 – Planning and Design Services – Hepburn Community and Councils Services Hub; and

13.1.2 89(2)(h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person.

MOTION

13.1.1. *That the meeting be closed to members of the public under Section 89(2) of the Local Government Act 1989, specifically the following sub-sections:*

- *89(2)(d) Contractual matters*

Contract H430-2013 – Construction of a steel, reinforced and prestressed concrete pedestrian bridge over Creswick Creek, Clunes;

Contract H441-2013 – Planning and Design Services – Hepburn Community and Councils Services Hub; and

13.1.2. *89(2)(h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person.*

Moved: Councillor Kate Redwood

Seconded: Councillor Neil Newitt

Carried.

The Meeting Closed to Members of the Public at 8:04 pm.

14. RE-OPENING OF MEETING TO PUBLIC

RECOMMENDATION

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

PROCEDURAL MOTION

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

Moved: Councillor Don Henderson
Carried.

The Meeting re-opened to the Public at 8:24 pm

In accordance with Council's resolutions, the following information is provided to the public on matters during the confidential section of the Meeting.

13.2.1 Awards the Tender for Contract H430–2013 – Construction of a steel, reinforced and prestressed concrete pedestrian bridge over Creswick Creek, Clunes for the lump sum of \$505,487.28 to North-Vic Constructions Pty Ltd.

13.3.1 Awards the Tender for Contact H441-2013 – Planning and Design Services for the Hepburn Community and Council Services Hub to ClarkeHopkinsClarke Architects for the capped amount of \$214,125.00 for stages 1 to 7.

15. CLOSE OF MEETING

The Meeting closed at 8:24 pm.
