



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

TUESDAY 19 FEBRUARY 2013

**TRENTHAM MECHANICS INSTITUTE
HIGH STREET
TRENTHAM
6:00PM**

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**Hepburn Shire Council
Ordinary Meeting of
Council**



MINUTES

TUESDAY 19 FEBRUARY 2013

**Trentham Mechanics Institute
High Street, Trentham
Commencing 6:00PM**

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AARON VAN EGMOND
CHIEF EXECUTIVE OFFICER
19 FEBRUARY 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, 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 Infrastructure Bruce Lucas, General Manager Sustainable Development Barry Green, General Manager Community Services Kathleen Brannigan.

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

Coliban Ward Councillor Sebastian Klein

4. DECLARATIONS OF CONFLICTS OF INTEREST

Nil

5. CONFIRMATION OF MINUTES

RECOMMENDATION

- 5.1 That the Minutes of the Ordinary Meeting of Council held on 15 January 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 15 January 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 Don Henderson

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 a busy month at the start of a busy year. On Wednesday 16 January, we launched the “Advancing Country Towns” in Clunes that will deliver exciting community developments in Clunes, Creswick and Talbot.

Australia Day was busy with a 5.45am start and an energetic hike up Mt Beckworth to watch the sun rise over the dreaming hills of Smeaton and the rest of Hepburn Shire. From there to Creswick to the community breakfast and flag raising at Park Lake and finally to Glenlyon for another celebration of Australia Day and flag lowering. At the Australia Day eve civic function in Daylesford the day before, we welcomed eight new Australian citizens.

On 8 February, I attended a fundraiser at the new Daylesford Community Cinema and a performance by Dolly Diamond. This raised \$8,000 towards a new state of the art projection and sound system. The cinema will open soon and Dolly will be back for ChillOut.

Other than several regional meetings and various Mayoral engagements, this morning I attended a most informative talk on converting municipal waste to energy. Held at the University of Ballarat Technology Park, many community and local government representatives heard from Alisdair McLean of the Plasco Energy Group, who was invited to Australia to speak to us about an innovative waste to energy project in the City of Ottawa, Canada.

Ottawa generates about one million tonnes of garbage per year and most of it goes into landfill as the landfill solution is relatively cheap in North America. However, a new alternative waste treatment (AWT) plant is being built to convert about 110,000 tonnes of Ottawa's garbage into energy and other useful reusable products. This diversion will extend the life of Ottawa's landfill by 28 years and save the City \$250 million (Canadian).

The Plasco waste to energy system can process up to 150,000 tonnes of post recycled municipal garbage per year and will generate a total of \$500 million in financial and environmental benefits for Ontario, where 80 permanent jobs will also be created. The process involves heating the garbage in an oxygen free chamber (so it won't combust) to produce a synthetic gas (syngas) that is used to fuel engines that generate electricity. Garbage is heated to 1,000 degrees Celsius and is broken down into molecular size. Substances are separated and re-constituted so that one tonne of garbage produces:

- 7 – 15 kg of recovered metals
- 300 litres of water and

- 150 kg of commercial aggregate suitable for construction.

The process does create some waste but 95% of the garbage is converted into energy and useful products. One tonne of garbage also produces 1.3 megawatt hours (mwh) of electricity; 0.4 mwh consumed to power the process and 0.9 mwh for sale. Plasco have developed their plant in modules with three modules being the size of the Ottawa facility on a three hectare site. There is no big smoke stack as this is not an incinerator and the plant works very quietly.

This form of alternative waste treatment looks suitable for us here in Victoria and a plant could be built near Ballarat to service the City and all neighbouring Shires like Hepburn to deliver all of the economic, environmental and financial benefits as in Ottawa, Canada.

COUNCILLOR REPORTS

Councillor Greg May, Creswick Ward

During the weeks since my last councillor report, has come Australia Day. A day to celebrate, hopefully relax and perhaps reflect on how fortunate we all are to live in this country. Even though we all might work hard and have issues we are unhappy about, it only takes a few moments of the 7 pm news to reinforce the view that we live in a very good part of the world. On Australia Day I joined in the breakfast celebrations at Creswick's Park Lake. The event was attended by a large crowd of locals and visitors who were entertained, enjoyed a great breakfast and relaxed on the lawns.

I also attended a public meeting in Dean organised to discuss the proposed lease of the recreation reserve clubrooms. The meeting was attended by approximately 40 Dean residents who were all given the opportunity to voice their opinion and to complete written objections. I would like to pay compliment to Council Officer Grant Schuster who organised that meeting and conducted it in a very professional manner.

Also since my last report, fires have again been on all our radars with Creswick being under threat in recent weeks. On the evening of the Creswick fire, I spent some time at the Newlyn Community and Sporting Complex hopefully providing some assistance in the way of local knowledge. The complex was used as an evacuation centre for people threatened by the Creswick fire. I was impressed by the Hepburn Shire employees there who were involved in caring for and providing food and drinks to the many evacuees.

I also recently attended one of the workshops organised throughout the shire to enable residents to have an input into the upcoming Council Plan. Although I was unable to attend the Creswick workshop, I did attend the Clunes one and found a group of committed locals who all had their community at heart. If this gathering was indicative of the other workshops, then hopefully this process will help to mould the Council Plan as well as providing residents an opportunity to have some input.

Councillor Pierre Niclas, Birch Ward

22/01/2013 Meeting with Minister for Major Projects – The Hon Dr Denis Napthine MP

A deputation from Hepburn Shire Council including the Mayor, the CEO, the GM Corporate Services and two Councillors met up with Minister Napthine to discuss various contractual matters relating to the Hepburn Bathhouse and Spa and changes proposed by his Department.

Although this meeting and its contents are confidential, I am prepared to say that I was personally disappointed with the lack of flexibility demonstrated by the Minister and his Departmental representatives versus the many sensible alternatives presented by this Council's deputation.

The discussion continues.

25/01/2013 Australia Day Ceremony

This was my first Australia Day Ceremony at the Shire and in fact my second ever ceremony. The first time was when I became an Australian citizen at the age of 6 and since that time I've always wanted to attend one of these events and I am very glad I did.

Australia is very important to me, it is my home and I believe that I am a reasonable example of multiculturalism in action - my Father was French, my Mother was Italian and due to my Father's work, I was born in Egypt.

I could go on but I won't; instead I will recommend to all who have never attended one of these great events - whatever you do next year come and join us – it's a great event and you'll have a great time.

7/02/2013 Meeting with 4 members of the Hepburn Mineral Springs Reserve Advisory Committee

This meeting was called to provide up to date information to members of the Mineral Springs Advisory Committee around the process Council had adopted to ensure any development at the Caretaker's Cottage in the Reserve would

be in line with the Department of Sustainability and Environment, community and end user expectations.

By adopting the correct evaluation and redevelopment process, Council will ensure when updated and finished, this cottage will be something that this Shire can hold up as a fine example of what it is capable of doing for both the future benefit of the reserve and all Hepburn Shire residents.

11/02/2013 Breakfast meeting with Daylesford and Hepburn Springs Business & Tourism Association (BATA)

Cr Redwood and I attended a breakfast meeting with some key representatives from the Daylesford & Hepburn Springs Business & Tourism Association. I was very pleased with the openness of the meeting and the great ideas put forward by these BATA representatives that would certainly help to drive economic growth and individual's prosperity.

Going forward I would most certainly be happy to work with this group as well as the Daylesford Traders Association and any other key business groups to continue to drive for the very best economic outcomes for both Birch Ward as well as the wider Shire.

11 & 16/02/2013 Council Plan Community Workshops - Yandoit and Daylesford

What a great event to be part of, the very first time a Council anywhere in Australia has opened itself up to receiving residents' and ratepayers' direct input into the development of the new Council's 4 year. plan.

Both the locations proved to be a hot bed of good ideas that can be built on not just in those towns but across our good Shire.

For anyone who missed any of these great opportunities I strongly recommend you get on line and submit all your get ideas, place your vote for any good ideas on that website.

Councillor Kate Redwood, Birch Ward

This has been a disappointing month.

After the great effort put in by community, Council and Council officers to prepare a comprehensive and high quality submission for Vic Park. Multipurpose facility, it was extremely disappointing to not be shortlisted for funding from the Regional Australia Development Fund. The upside is that we now know that there is widespread support, in principle, for such a facility from other funding bodies. The community needs to know that this is not the

end of the line but a major setback. Further work will commence soon to achieve this much needed facility.

The Hepburn Bathhouse is a continuing concern for Council - particularly concerning changes to the financial arrangements introduced by state government without proper consultation. Councillors and senior officers met with the Minister for Major Projects and departmental officers. We were bitterly disappointed with the intransigent attitudes we encountered.

On the upside, the work being undertaken to prepare the Council Plan has set off to a great start with the community consultations. I, for one, am optimistic that we will achieve an integrated Plan that will prove to be an essential tool in shaping strategic directions.

We are thrilled that Christine Nixon will be our guest speaker for Council's International Women's Day function.

We are also delighted that the Governor of Victoria and his wife have accepted the invitation to attend the 150th celebrations of the Wombat Hill Botanic Gardens. They have asked to visit for two days and we will do our best to ensure that their visit is a success.

Over the last month I have attended the following Council commitments:

- Various councillor briefings
- Council Meeting (January)
- International Women's Day Advisory Committee - 2 meetings
- Hepburn Mineral Springs Reserve Gardener's Cottage briefing
- Meeting with community members re Open Studios
- Meeting with Minister Napthine (plus pre meeting)
- Yandoit Community Planning Meeting
- BATA breakfast meeting
- Australia Day Celebration and Citizenship Ceremony - Town Hall
- Australia Day Celebration - Lumeah Nursing Home
- Working Together - MAV workshop
- Vic Park Funding Bodies lunch and site visit
- Yandoit community meeting re Council Plan
- CEO performance appraisal
- Houston Street dust - meeting on site
- Rex Theatre fundraiser
- Industry Strategy for Hepburn Shire - meeting with staff
- Delegated Planning Committee
- Council Plan - Daylesford Meeting
- Wombat Hill Botanic Gardens - 150th working party

- Wombat Hill Botanic Gardens Advisory Committee
- Audit and Risk Advisory Committee
- Birch Ward meeting

Councillor Neil Newitt, Cameron Ward

As mentioned by my fellow Councillors, it has been a busy start to the year.

Along with the Mayor, I attended the launch of the Clunes Creswick Talbot “Advancing Country Towns” Initiatives with the Member for Western Victoria, Mr David O’Brien MLC (representing Deputy Premier, the Hon Peter Ryan, Minister for Regional & Rural Development) who outlined details of some projects and activities that are already going on in the communities to expand and help regional growth and various regional growth opportunities.

On Australia Day most councillors had activities to attend in their wards. I too went to the flag raising ceremony at Mt Beckworth in the morning and at the end of the day celebrated with a community BBQ in Collins Place.

On 12 February I attended the Daylesford & Macedon Ranges Regional Tourism Board Annual General Meeting where I became the representative of the Hepburn Shire Council. Noel Harvey, new Chair of the Tourism Board, former Mayor and former Chief Commissioner of Hepburn Shire who was appointed in November last year, has already had some quite positive results in what we will be looking at over the next twelve months.

Again, as most Councillors have already commented about the Council Plan workshops, I attended one in Clunes on Sunday afternoon 17 February. What you have all probably found is the people are quite passionate about wanting to retain the liveability of their towns, but they also clearly identified they wish to see ways to grow and attract people to these communities, particularly interested in ways that they can participate with Council around future planning, tourism and economic development opportunities that will come to this region.

Finally, I attended a meeting in Smeaton earlier this month around the idea that Smeaton will turn 175 years later this year. Two things I found really exciting coming out of this was not only the idea of celebrating the achievements of 175 years since Captain Hepburn came to the area, but from the 40 passionate people who attended, that group will form what will ultimately become a community plan for the Smeaton area. They are very passionate about where a community the size of Smeaton will be in the future. This is very timely considering Council is developing its Council Plan for the next four years and other communities are developing their community plans.

Councillor Don Henderson, Creswick Ward

Fires in Creswick recently highlighted the need for a disaster plan and CFA have offered to fund a project officer to do pilots in Creswick and Trentham.

The Creswick Ward Community Committee is having very robust discussions as they work towards reviewing the Community Plan.

I attended a very well attended public meeting to discuss the new plan.

The Council Plan meeting was also well attended.

I held a Ward meeting where the main topic was the lack of a strategy to deal with our waste stream.

Representing the Mayor, I attended a service at the Ballarat Botanic Gardens where I was joined by many people from all over Australia to remember those who were taken prisoner during all conflicts. There are to date over 36,000 listed on the memorial.

International Women's Day this year is well organised and I have been assisting the committee with this and invite all of the men to attend to pay tribute to the women in our shire who contribute in so many ways.

Dean residents have held two public meetings to voice their opposition to the leasing of the recreation reserve to the American Motorcycle Club.

I attended a Waste Strategy Steering Group meeting where community members expressed frustration at the lack of progress.

Creswick had its usual very successful Australia Day breakfast and it was pleasing to see Hepburn Shire Young Citizen of the Year, Creswick's Amy Harrison. Amy assists young people who are disabled to learn to ride and handle horses and really deserved the award for her selfless work for others.

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 Neil Newitt

Seconded: Councillor Pierre Niclas

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 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 – INTENTION TO LEASE THE DEAN RECREATION RESERVE BUILDING BY THE AMERICAN MOTORCYCLE CLUB

SUMMARY

A Petition has been received from 24 Dean residents objecting to Council's Intention to Lease the Dean Recreation Reserve Clubrooms by The American Motorcycle Club

"The undersigned below support the following views regarding the "Intention to Lease the Dean Recreation reserve building by the American Motor Cycle Club.

- The noise of Harley Davidson motorcycles would be excessive and disturb the peacefulness and tranquillity of Dean.
- That the community are entitled to access their own facility.
- That the ongoing presence of a motorcycle club would devalue properties in Dean."

MOTION

That Council:

- 9.1.1. *Receives the petition.*
- 9.1.2. *Refers the petition to the Manager Risk and Property for consideration.*
- 9.1.3. *Writes to the head petitioner Liz Kelly, informing her of the above process.*

Moved: Councillor Greg May
Seconded: Councillor Don Henderson
Carried.

9.2. QUESTIONS

Question 1: From Ms Georgie Patterson, Trentham

Given that the Shire provides and maintains Sportsgrounds in other towns within the Shire, why was Trentham told that they were to make a budget bid for some help with the costs for watering the oval during this extended dry period? Council needs to understand that the oval has been watered by volunteers with water being provided from private water storage and supplemented with town water. The Trentham Cricket Club has constructed a new pitch with new matting, supplied and laid some instant turf and then planted lawn seed and have been watering since early November. The costs of this have been met with fundraising (approx \$10,000-00). Do other ovals do this? This was bad enough but on 5 February a Council contractor was caught filling a bulky bin on the back of his ute. This was to be used at the BMX track and he was told to use the water at the Sportsground or the CFA. When I questioned this with the relevant council officer I was told that this would have been a one off incident. I believe that this has been a directive for Council workers and contractors working in Trentham and I am sure that we have been paying for water for the Shires uses before Tuesday's incident.

So my question is why doesn't Council give Trentham a fair go with the supply of water for the oval and how can we get better service from Council for what we see as a fair and reasonable request. I would also like to know why Trentham needs to go through the budget process for the water when to my knowledge no other sports facilities are required to do this.

Answered by Mayor Councillor Bill McClenaghan

The budget bid process is internal to Council.

Many of the sport and recreation clubs across Hepburn Shire undertake fundraising activities to pay for improvements. Council acknowledges and very much appreciates the huge volunteer effort that supports and maintains sport and recreation facilities.

The Council officer managing the BMX track construction suggested that the contractor use water from the CFA or Sportsground. Water from the Sportsground was used once prior to CFA giving approval to use their water.

Outside of this, Council's Works Department has advised that no water is taken from the Recreation Reserve for routine maintenance activities. There have been occasions where water has been utilised from other reserves in Trentham, however in these instances, Council is responsible for the water consumption charges.

Council pays for water at all other football ovals except Newlyn (watered from adjacent private dam) and Council staff physically water and/or there is an irrigation system in place at Daylesford No 1 oval, Clunes oval and Doug Lindsay Reserve. Council pays for water at other facilities.

This issue was also identified at the Council Plan workshop in Creswick on Sunday which came up with this Big Idea:

Clarify roles and responsibilities of council and sporting groups and the level of support council will provide for

- *building maintenance and renewal*
- *oval maintenance*
- *courts*
- *amenity.*

Question 2: From Ms Georgie Patterson, Trentham

I asked a question on behalf of the Forum about the hire of facilities fee waiver at the October 2011 meeting of Council and was told that it would be taken on notice and that I would get a response in due course. So

1. When I am likely to get a response and
2. Will Council give us a breakdown of all hirings for the Daylesford Town Hall for 2012 showing all those where a fee was paid and those where the fee was waived?

We will then be able to compare the subsidies Council gives community groups in Daylesford with what similar groups have to pay in Trentham.

Answered by Mayor Councillor Bill McClenaghan

In September 2011 Council adopted Policy 48 (C) Community Facility Hire Fee Waiver Policy. This policy applies to community facilities that are managed by Council and managed by Special Committees.

The policy provides guidance on who is eligible for a community facility fee waiver.

Council will be reviewing all Council Policies over the next 12 months including Policy 48 (C).

The review of Council policies has not been possible to this point as Council has been going through a detailed induction program.

A review of the cost to hire meeting space in the region has been undertaken in preparation for the review of Policy 48 (C).

Once the review of Policy 48 (C) has been completed it will be presented at an Ordinary Meeting of Council.

Over the last 12 months we have had 61 bookings in the Daylesford Town Hall (some bookings over multiple days of these bookings 41 have been granted a fee waiver).

Question 3: From Mr Graeme Rattray, Glenlyon

Surfacing of Holcombe and Swords Road has been done but a section at the intersection starting at Thomas Mole Lane 6.5 of a kilometre along Swords Road was just left but was started again after that section.

Why was that section left?

The drainage in some sections is not up to standard the gutters have not been done properly, I mentioned this at a meeting at the Glenlyon Shire Hall was told why are you complaining, you've got your road done.

Photos show 2 blocked culverts going up Holcombe Road towards Sandy Farm Road. There are other parts of the road that water has washed across.

Another photo shows how the gutter is washed out which was full of the new road surface, but not now.

This is only after 20 ml of rain.

Why weren't the gutters done properly in the first place?

Have the road works been completed or not as the road signs are still laying on the side of the road?

Answered by Mayor Councillor Bill McClenaghan

Council uses an Asset Management System to develop its annual and long term capital renewal works program including the gravel road resurfacing program.

This system gives a condition rating between 0-10 to each road following a detailed road inspection. A road that has a condition rating of 0 to 1 has a surface in very good condition and a road with a condition rating of 8 - 10 is in exceptionally poor condition.

Council uses the Condition Index Rating to guide the prioritisation of works within the annual budget allocation and aims to resurface gravel roads when the condition index is in the range of 6 to 7, as well as responding to specific community or safety concerns as they arise.

The two sections of Swords Road that were resurfaced had a condition index of 6 and the section that was not surfaced was deemed to be in very reasonable condition with a condition rating of 1.

This was confirmed on site during the works and determined that other road sections in our network were of a higher priority with the remaining funds available this year.

Council does, however, acknowledge some of the drainage concerns raised which have also been identified and assessed by staff. As a result of this

further drainage improvement works are scheduled for completion over the next couple of months.

9.3. REQUESTS TO ADDRESS COUNCIL

Request to speak in support of Agenda Item 10.3 – Trentham Avenues of Honour from Mr Andy Robertson.

I request that on behalf of the Trentham Historical Society, I be allowed 5 - 10 minutes to speak in support of Agenda item 10.3, Trentham Avenues of Honour, during the Public Participation time at the February 19 Council meeting to be held in Trentham.

Mr Robertson addressed the Council in support of Agenda Item 10.3 and the Officer's Recommendation.

10. OFFICERS' REPORTS

10.1. MONTHLY FINANCIAL REPORT – AS AT 31 JANUARY 2013

GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

The purpose of this report is to report on Council's financial performance for the 2012-2013 financial year up to 31 January 2013.

BACKGROUND

This report provides information on Council's operating performance for the period 1 July 2012 to 31 January 2013 based on the mid year review budget adopted by Council in December 2012.

ISSUE / DISCUSSION

INCOME STATEMENT

The year to date operating result is a \$15.1 million surplus. The surplus is \$1.2 million ahead of YTD budget. This is primarily due to the timing of receipt of flood reimbursements and non recurrent grants.

Refer to the Income Statement attached for full details.

BALANCE SHEET

Cash at 31 January 2013 totals \$15.2 million and debtors are \$8.8 million. Of this debtor balance, \$407,000 relates to rates and charges from prior years. This arrears balance has reduced by \$490,000 since 30 June 2012 due to debt collection activities.

Refer to the Balance Sheet attached for full details.

CAPITAL WORKS & PROJECTS

Details of the status of capital works and projects are contained in the attached capital works and projects report.

To date \$8.4 million has been spent or committed for capital works and \$1.1 million on other projects.

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 seven months to 31 January 2013 has been reported.

OFFICER'S RECOMMENDATION

10.1.1 That That Council receives and notes the Monthly Financial Report for the seven months from 1 July 2012 to 31 January 2013.

MOTION

10.1.1. That Council receives and notes the Monthly Financial Report for the seven months from 1 July 2012 to 31 January 2013.

Moved: Councillor Kate Redwood

Seconded: Councillor Don Henderson

Carried.

**ATTACHMENT 1 - FINANCIAL REPORT FOR PERIOD ENDING 31
JANUARY 2013**

Income Statement
For the period ending 31 January 2013

	Revised Budget 2012/13 \$'000	YTD Budget 2012/13 \$'001	YTD Actual 2012/13 \$'000	Variance YTD Budget to YTD Actual \$'000	
Revenues from ordinary activities					
Rates & charges	15,719	15,782	15,785	3	0%
User Fees, Statutory fees & fines	1,265	727	728	0	0%
Grants - Recurrent	4,118	1,907	1,992	85	4%
Grants - Non recurrent	5,617	1,350	1,870	520	39% ¹
Contributions	144	17	43	26	153%
Other revenue	14,203	9,160	10,032	873	10% ²
Total revenue	41,066	28,943	30,450	1,507	5%
Expenses from ordinary activities					
Employee benefits	10,887	6,610	6,536	75	1%
Materials and services	12,486	5,840	5,542	298	5%
Bad and doubtful debts	5	2	-	2	100%
Depreciation/amortisation	5,150	2,575	2,575	-	0%
Finance costs	271	100	183	(83)	-83% ³
Other expenses	819	555	539	15	3%
Total expenses	29,618	15,682	15,374	308	2%
Surplus (deficit) for the year	11,448	13,261	15,075	1,199	9%

1. This variance is due to timing of grants associated with Advancing Country Towns, Municipal Fire & Emergency Management and the Flood Mitigation project. These are not additional grants.

2. This variance is a result of flood recovery reimbursements being received in advance of YTD budget, including insurance reimbursement of \$230K received in January.

3. Timing of payments of loans.

Balance Sheet as at 31 January 2013

	31/01/2012	31/01/2013	Movement year on year		
	Actual	Actual			
	\$000's	\$000's			
Assets					
Current assets					
Cash and cash equivalents	9,274	15,180	5,906	64%	1
Trade and other receivables	8,865	8,848	(17)	0%	
Other Assets	29	21	(8)	-28%	2
Total current assets	18,168	24,049	5,881		
Non-current assets					
Financial assets	1,084	521	(563)	-52%	3
Investments in associates accounted for using the equity method	453	114	(339)	-75%	4
Property, plant and equipment, infrastructure	163,484	192,701	29,217	18%	5
Total non-current assets	165,021	193,336	28,315		
Total assets	183,189	217,386	34,197		
Liabilities					
Current liabilities					
Trade and other payables	(1,215)	(1,038)	177	-15%	6
Trust funds and deposits	(908)	(941)	(33)	4%	
Provisions	(1,767)	(3,248)	(1,481)	84%	7
Interest-bearing loans and borrowings	(194)	(218)	(24)	12%	8
Total current liabilities	(4,083)	(5,446)	(1,362)		
Non-current liabilities					
Provisions	(637)	(580)	57	-9%	
Interest-bearing loans and borrowings	(4,340)	(3,641)	699	-16%	8
Other Liabilities	-	(205)	(205)		9
Total non-current liabilities	(4,977)	(4,426)	551		
Total liabilities	(9,060)	(9,871)	(810)		
Net Assets	174,129	207,514	33,386		
Equity					
Accumulated surplus	(103,377)	(117,301)	(13,924)	13%	10
Surplus YTD	(3,579)	(15,075)	(11,496)	321%	11
Reserves	(67,173)	(75,137)	(7,964)	12%	12
Total Equity	(174,129)	(207,514)	(33,386)		

1. Cash is higher than at this time last year due to \$4.2 million in flood related reimbursements received in January 2013. Major amounts weren't received until February 2012 in the prior year. Further, a prepayment of approximately \$985,000 was received in June 2011 in Grants Commission Funds. The prepayment in June 2012 was \$2.05 million. Refer to cash flow statement for further information.

2. Inventory on hand (Diesel) is less than the same time last year

Balance Sheet as at 31 January 2013

3. *Legislation changed during the prior year and now funds are not required to be held separately for the long service leave provision. \$500,000 held previously in a bond expired during the prior year and therefore funds have been reallocated in the balance sheet to cash above.*
4. *The Central Highlands Regional Library of which Hepburn Council was a part of is in the process of winding 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. Further, the asset has been decreased based on future expected cash/asset flows from the City of Ballarat.*
5. *The significant increase is mainly due to capital works undertaken since January 2012, including significant flood recovery works. At 30 June 2012 a revaluation of some of Council assets was undertaken increasing their value by \$14.2 million. Offsetting these increases was the \$5.8million devaluation as a result of flood damage and annual depreciation.*
6. *The lower balance of trade payables is a result of timing.*
7. *The balance is associated with the Superannuation Defined Benefits liability owed by Hepburn Shire Council payable next financial year. This liability was raised on 30 June 2012.*
8. *The decrease is associated with repayment of borrowings. No new borrowings will be made in 2012-13.*
9. *This is prepaid income, which was recorded as at August 2012.*
10. *This movement is the surplus for the 2011/12 financial year.*
11. *Refer to comments in the Income Statement.*
12. *The increase is a result of adjustments at 30 June 2012. Council assets were revalued by \$14.2 million, however, offsetting this was a further \$5.8 million in flood impairment (damage) recognised.*

Cashflow Statement
For the period ending 31 January 2013

	31/01/12 Actual	31/01/13 Actual
	\$'000	\$'000
Cash flows from operating activities		
<i>Receipts</i>		
Rates & charges	8,057	9,290
Statutory & user fees and fines	723	634
Grants	4,265	3,863
Other revenue	1,010	9,715
Interest	384	331
	14,439	23,832
<i>Payments</i>		
Employee costs	(4,539)	(6,907)
Materials & consumables	(6,810)	(7,511)
Finance costs	(143)	(183)
Other expenses	(560)	(539)
	(12,052)	(15,139)
Net cash provided by operating activities	2,387	8,693
Cash flows from investing activities		
Proceeds from property, plant and equipment	31	29
Payments for property, plant and equipment	(5,592)	(6,688)
Net cash used in investing activities	(5,560)	(6,659)
Cash flows from financing activities		
Proceeds from borrowings	900	-
Repayment of borrowings	(271)	(326)
Net cash provided by (used in) financing activities	629	(326)
Net decrease in cash & cash equivalents	(2,544)	1,708
Cash & cash equivalents at beginning of year	11,818	13,473
Cash & cash equivalents at end of period	9,274	15,180

ATTACHMENT 2 - 2012-2103 CAPITAL WORKS PROGRAM

Financials							Construction
Financials	Revised Budget	COMMIT YTD 30/1/2013	VARIAMCE	Expected June 30 Forecast	Estimated Carryforward	PROJECT MANAGER	COMMENTS
ROADS							
Reseals (under contract)	\$1,575,000	\$1,522,788	\$52,212	\$1,575,000		Darren	Resealing completed. Second coat line marking in progress.
Reseal Preparation	\$85,000	\$70,873	\$14,127	\$85,000		John B	Works completed.
Gravel Resheets	\$230,000	\$148,496	\$81,504	\$230,000		John B	Works commenced and approximately 80% completed currently progressing in line with proposed resheet program expecting account to be fully expended
Shoulder Sealing	\$0	\$0	\$0	\$0		John B	Carry forward of \$225,000 transferred to Doug Lindsay Oval Resurfacing Project
Mossops Road Re-establishment stage 2	\$25,306	\$6,856	\$18,450	\$25,306		Richard	Vegetation assessment by end of Feb for planning permit. Fencing to be completed by June . Construction subject to budget bid 2013-14.
Transition Tapers for Seal Width changes and safety works	\$50,000	\$0	\$50,000	\$50,000		John B	A list of roads has been prepared for attention in the new year in response to Coroner enquires.
→ Clunes Mt Cameron Road Section 1	\$290,000	\$668,699	\$71,301	\$290,000		Darren/GB	Commencement date to be late Feb or early March. PC expected pre Easter.
→ Clunes Mt Cameron Road Section 2	\$450,000			\$450,000		Darren/GB	
→ Birch Creek Clunes Daylesford Road	\$0			\$0		Darren/GB	
Revaluation (Maloney)	\$99,320	\$453	\$98,868	\$75,000	\$24,320	Ross	Maloney Inspection for condition report of roads streets and footpaths. To be awarded early Feb. Purchase order to be raised.
Review of Road Management Plan	\$0	\$0	\$0	\$0		Richard/Ross	Endeavour to bring this projedct forward due to legal advice. First meeting to be held Feb 8.
Country Roads & Bridges Renewal							
13/14 Road design program	\$27,007	\$8,208	\$18,799	\$27,007		Ross/Darren	Commence design of the 2013 -2014 program mid Feb 2013.
→ Blackmores Rd Reconstruction Clunes	\$365,000	\$365,000	\$0	\$365,000		Darren	Construction commenced on 22 October. Practical completion achieved before Christmas. Some minor works to do under maintenance.
→ Mulcahys Rd Trentham	\$240,000	\$0	\$240,000	\$240,000		Nick/JBeer	All letters of agreement received. Construction dates to be confirmed by depot.
→ Springhill Tylden Rd Upgrade (cost shared with MRSC)	\$120,000	\$0	\$120,000	\$120,000		Bruce L	Macedon Ranges Shire Council have advised that works commenced early Jan and will be invoiced mid Feb 2013.
→ Luttet Street Reconstruction Creswick	\$127,800	\$0	\$127,800	\$127,800		Darren/Kirman	To be undertaken by Works Staff. Design work being undertaken internally.
→ Bald Hills Road Reconstruction	\$385,000	\$350,941	\$34,059	\$385,000		Darren/Kirman	Contract awarded. Possession of site on 29th Jan. Expect completion in March.
→ Clunes-Daylesford Reconstruction	\$283,521	\$285,400	-\$1,879	\$283,521		Darren/Kirman	Completed.
Kooroocheang-Swamp Road Bridge Replacement (1 Mill Country Rds Renewal) - Bridge 51	\$10,000	\$214	\$9,786	\$10,000	\$0	Kirman	Reduced scope of work and consultation with local farmers to ensure their requirements addressed
Zig Zag Rd Bridge	\$28,500		\$28,500	\$15,000	\$13,500	Kirman	Design of works 2012-2013 then works scheduled for 2013-2014 financial year
LGIF (LGIF drainage is below)							
Bleakley St Bridge Design & Construction (projects 9,10,11)	\$101,525	\$0	\$101,525	\$21,525	\$80,000	Darren/Inoka	Further public consultation required to rescope bridge design to reduce costs. Also considering non-bridge alternatives to increase public safety. Briefing back to Council. Expected to be delayed Joining Walkways future budget bid 2013-14
Trentham Sportsground Lighting Stage 2 - LGIF	\$69,000	\$77,434	\$0	\$69,000		Laura C	Light towers ordered, building permit application submitted. Concrete and reo ordered, electrician contracted.
Signage Renewal - LGIF	\$50,000	\$4,276	\$45,724	\$50,000		John C	Policy review (Draft circulated to Infrastructure Feb 6); new gateway frame signs (All but one installed by Feb); business directory boards (East St), order will be placed with supplier by COB Feb 8; and upgrade of some Shire Welcome signs. Met with Infrastructure on Jan 30 Kevin Clohesy conducting a review and will advise costs and timing
Street Tree Replacement - LGIF	\$25,000	\$0	\$25,000	\$25,000		John B/James	Trees on Order expect finish on time. To be done by works staff.

Financials	Revised Budget	COMMIT YTD 30/1/2013	VARIANCE	Expected June 30 Forecast	Estimated Carryforward	PROJECT MANAGER	COMMENTS
Pedestrian Path Hepburn - Newstead Road - LGIF	\$35,000	\$1,355	\$33,645	\$35,000		Richard R	Redesign options being considered. Still expected to be delivered on time.
Domino Trail Extension- LGIF	\$50,000	\$1,824	\$48,176	\$50,000		Darren D	Project scope & estimates completed . Works now to go externally.
WHBG East West Footpath Upgrade - LGIF	\$30,000	\$2,097	\$27,903	\$30,000		Richard/Nick H	Quotation excepted.
Victoria Park Netball Pavilion	\$103,000	\$105,272	-\$2,272	\$103,000		Darren/PC	Practical completion achieved.
Doug Lindsay Lighting and Fencing & sub station upgrade	\$27,000	\$48,792	-\$21,792	\$27,000		Darren D	McKnights to switch & aim lights, waiting on documentation from Origin Energy.
Doug Lindsay Soccer Pitch Top Soil & Seed	\$8,680	\$18,215	-\$9,535	\$8,680		Darren/PC	Works Completed. Now under maintenance. Final mow required. Funding shortfall expected to be made up via the soccer club.
Clunes School Footpath	\$61,777	\$61,827	-\$50	\$61,777		Peter/Graeme	Works Completed
BRIDGES							
Bridge Renewal Maintenance							
		\$204,069	\$213,931				
→ Hep Newstead Shivers Bridge & Guard Rail - Bridge 38	\$184,000			\$24,000	\$160,000	Darren	Bridge investigation report received. Early indications suggest serious problems beyond original scope of works. Currently seeking options.
→ Creswick Ascot Road - Bridge 141 (no guard rails)	\$35,000			\$35,000		Kirmani	Delay in commencement. Anticipate works in March
→ Fish Tail End Replacement	\$14,000			\$14,000		Kirmani	Co-ordinating all guard/fish rail projects for tender package over next 3 years. Anticipate completion by April.
→ Old Ballarat Rd - Clunes Evansford Rd Bridge 91	\$25,000			\$25,000		Kirmani	Co-ordinating all guard/fish rail projects for tender package over next 3 years. Anticipate completion by April.
Guardrail Project (carry over)	\$0			\$0		Kirmani	Co-ordinating all guard/fish rail projects for tender package over next 3 years. Anticipate completion by April.
Creswick Dean Culvert Replacement (bridge renewal)	\$160,000			\$160,000		Graeme B	25/1/13 - road now open for emergency vehicle access. One lane opening to traffic 1/2/13. Expected to be completed on time.
Bridge design	\$82,000	\$2,025	\$79,975	\$82,000		Ross/ Darren	To complete scope & design of 2013-2014 bridge projects
Bridge Replacement Design - 2nd part for Wheelers Bridge	\$154,000	\$1,210	\$152,790	\$40,000	\$114,000	Richard/Nic	(1) Consultant appointed to establish design acceptable to heritage authorities for repairs of bridge. (2) following approval of design seek quotes for design. Once design and engineers estimated completed and then seek future grants in 2014-2015
Andersons Mill Bridge Design	\$15,000	\$20,180	-\$5,180	\$15,000		Graeme B	Design only. Request for design fees sent to consultant designers.
FOOTPATHS & STREETS							
Footpath Improvement & Renewal							
		\$4,733	\$65,267				
Footpath Renewal Program (including Cosmo)	\$70,000			\$70,000		Richard	Pending new RDV grant application. Completion expected to be delayed.
DDA Access at Crossings	\$0			\$0		J Smeaton	Commenced audit (Daylesford Trentham, Hepburn & Hepburn Springs completed).Completion in February.
Audit of Parking Compliance (disabled & loading)	\$0			\$0		J Smeaton	Commenced audit (Daylesford Trentham, Hepburn & Hepburn Springs completed).Completion in February.
Creswick Creek Path (project 20)	\$250,000	\$0	\$250,000	\$0	\$250,000	Richard R	Council has \$125K budget allocation seeking grant eligibility from RDV. If grant not available project will need to be rescoped
Albert St, Daylesford Footpath - Special Charge Scheme	\$34,500	\$2,688	\$31,812	\$34,500		Richard R	Special Charge Scheme approved at Jan 13 Council Meeting. Letter to residents on payments & dates to be sent out. (Govt Gazette Notice)
Daylesford Avenue of Honour project	\$3,810	\$1,880	\$1,930	\$3,810		Bruce L	Works completed and awaiting invoices and finalising of costs
Ullina Avenue of Honour project	\$141	\$141	\$0	\$141		Bruce L	Project Completed in 2011 (\$141 to be accounted for by PM costs)
Daylesford Cenotaph Restoration project	\$4,628	\$0	\$4,628	\$4,628		Bruce L	Original proposed works significantly exceed budget and need to renegotiate changed scope of funding agreement.
Daylesford Streetscape Revitalisation Project	\$17,798	\$22,672	-\$4,874	\$17,798		Bruce L	Withdrawn from Funding agreement and commencing review of Strategy.
BUILDING							
Capital Building Renewal Program							
		\$194,956	\$110,630				
→ North Street Units	\$76,941			\$76,941		Graeme B	Works completed
→ Creswick Town Hall Public Toilets	\$10,000			\$10,000		Kevin B	Tactiles to be installed at later date
→ Duke St Fence Replacement	\$6,000			\$6,000		Richard R	Completed

Financials	Revised Budget	COMMIT YTD 30/1/2013	VARIANCE	Expected June 30 Forecast	Estimated Carryforward	PROJECT MANAGER	COMMENTS
→ HMSR Sound Shell Repairs	\$38,000			\$38,000		Kev B/James	Minor maintenance works commenced. Heritage Vic Permit now required for roof & gutter works and internal improvements.
→ Essential Services (Fire extinguishers)	\$20,000			\$20,000		Ross Mc	Quotes received and contractor appointed. Order to be written.
→ General Painting Works (swimming pool)	\$35,000			\$35,000		Ross / Kev B	Swimming pool painting funded by Seasonal pool renewal variation.
→ List as per Urgent Building Renewal Works	\$119,645			\$119,645		Ross	A number of projects one completed and a number have been quoted. Full year time frame to completion, packages being developed for start in January quotes and HSC staff undertake works
→ Duke Street - Office Accommodation Upgrading	\$77,000			\$37,000	\$40,000	Inoka S/Chris W	Consists of 3 combined projects, recabling, roof repairs & office accommodation. Office accommodation part consider rescoping to portable office to create more work stations
Cameron Court units	\$580,336		\$580,336	\$0	\$580,336	Kathleen B	Funds for EOI for transfer of community housing , will not be allocated 2012-13.
Clunes Community & Interpretative Centre Design & Construction	\$2,973,307	\$2,555,940	\$417,367	\$2,573,307	\$400,000	Darren D	Works in progress, approx. 10% complete.
DRAINAGE							
Drainage Works (Capital) -Clunes, Creswick, Daylesford, Trentham (LGIP \$165K & council \$35K)		\$111,692	\$141,337				
→ American Hotel	\$5,000			\$5,000		Graeme B	Project Complete
→ Tonnas Drainage	\$10,000			\$10,000		Graeme B	Design has commenced
→ Harvey St Creswick	\$8,000			\$8,000		Graeme B	Quotes being sought with Hammond St project
→ Fraser St Catchment design Clunes	\$20,000			\$20,000		GB/Rich	Design analysis Brief for quotes being prepared. Fraser St & Hammond St being done together.
→ Trehwella Ave Daylesford	\$3,000			\$3,000		Peter/GB	Works Completed
→ Allendale Drainage (Design) Vic Roads	\$15,000			\$15,000		Graeme B	Study only. Awaiting quote for design work
→ 128 Clunes Road Creswick(\$30k)	\$32,000			\$32,000		Graeme B	Drains now cleaned. Awaiting design report to determine adequacy of system.
→ 4 Hammond Street Creswick	\$5,000			\$5,000		Graeme B	Waiting on Design
→ Golf Links Road Easement Hepburn (easement)	\$145,029			\$145,029		Graeme B	Design complete. Easement agreements sent to owners of land of proposed pipeline
→ Fulcher Street				\$0		R & B PE	Design deferred to 2013-2014 program
→ 4 Vincent Street Daylesford	\$10,000			\$10,000		Graeme B	Works Completed
→ Drainage Farmers Arms Hotel / East Street Daylesford	\$15,871	\$15,871	-\$0	\$15,871		John B	Works Completed.
WASTE MANAGEMENT							
Waste Strategy - Capital Requirements	\$33,347	\$13,753	\$19,594	\$33,347		Tim G	On hold.
Waste Tender - Capital Requirements / Procurement A	\$10,173	\$5,262	\$4,911	\$10,173		Tim G	Completed. Contractor to start April.
Replacement of Litter Bin Receptacles	\$5,000	\$5,113	-\$113	\$5,000		Tim G	Role out of 50 bins commenced.
Mt Beckworth	\$217,500	\$192,481	\$25,019	\$217,500		Richard R	Land preparation & seeding complete. Final report to Council in February 2013.
RECREATION							
Trentham Football Netball Application	\$10,000	\$0	\$10,000	\$0	\$10,000	Laura C	Application to CFNP due in January 2013. Funding application submitted 31-01-13
Doug Lindsay Recreation Reserve Resurfacing	\$309,680	\$281,766	\$27,914	\$309,680		Bruce L	Works completed. Now under maintenance.
Crossing Borders Tracks and Trails	\$100,000	\$100,120	-\$120	\$100,000		Adam M	Project on track -Issues summary being presented to Council at Feb Briefing
Playground Replacement Equipment Program	\$22,000	\$32,354	\$9,646	\$22,000		Richard	Commenced with completion due end of Feb.
Playground Replacement Equipment Program	\$20,000			\$20,000		flood	Project Complete.
Calemben Park Creswick Tower Relocation	\$108,403		\$108,403	\$0	\$108,403	Adam M	Heritage application being re-submitted.
Bushfire Memorial - Daylesford Community Park	\$66,038	\$58,823	\$7,215	\$66,038		Tegan L	Project Complete.
Bullarto Railway Track Repair	\$50,000	\$20,000	\$30,000	\$50,000		Kathleen B	Invoice received from Daylesford Spa Country Railway.
Swimming Pool Upgrade - Trentham, Clunes, Daylesford	\$107,075	\$75,411		\$107,075		Laura C	Variation approved by DPCD, automated chemical dispensing systems ordered for Clunes & Daylesford. Quotes for other works being reviewed. Pool painting included.
			\$31,664				

Financials	Revised Budget	COMMIT YTD 30/1/2013	VARIANCE	Expected June 30 Forecast	Estimated Carryforward	PROJECT MANAGER	COMMENTS
Calambeen Park Walking track	\$23,825	\$8,303	\$15,523	\$23,825		Laura C	Extension approved to be completed March 2013. Order raised for seating & picnic tables.
Old shelter at Calambeen Park	\$16,610	\$15,100	\$1,510	\$16,610		Adam M	Balance for signage
Skate Park Improvement Program	\$4,000	\$4,545	-\$545	\$4,000		Adam M	Complete
Wombat Gardens Irrigation Bore / Power	\$12,834	\$12,251	\$583	\$12,834		Darren/PC	Acquitted to budget and Grant audited.
PLANT & EQUIPMENT							
Works Plant & Equipment	\$1,322,670	\$694,787	\$627,883	\$627,350	\$695,320	Kevin C	Program of purchasing commenced 2 trucks and jet patcher
Passenger & Commercial Fleet	\$403,000	\$3,830	\$399,170	\$203,000	\$200,000	Kevin C	Quotes and analysis of FBT commenced. Purchasing to begin after agreement on draft Motor Vehicle Policy.
Corporate Information System	\$313,536	\$255,479	\$58,057	\$313,536		Chris W	Go Live for Phase 3 has been delayed from 03/12/12 to 18/02/13. The delay is due to slower than expected data conversion/cleaning and user acceptance testing.
IT Hardware & Equipment	\$69,000	\$1,345	\$67,655	\$69,000		Chris W	3 rounds of Hardware leasing. To purchase 2 * servers by 30/06/2013
OTHER							
Creswick Flood Mitigation Plan Implementation	\$650,000	\$15,817	\$634,183	\$650,000		Bruce/Graeme	Schedule revised to accommodate works not being able to start for April - growing grass frog breeding season ending with works authority being sought.
Anne Street removal of AC in Road Reserve	\$6,500	\$6,042	\$458	\$6,500		Graeme	Works completed. Waiting on invoices.
Calambeen Park special projects	\$35,723	\$0	\$35,723	\$35,723		Laura C	Cost savings from YMCA staff not being required at tower. Funding proposed to be used on holding a Freeza Youth Event, YMCA fun day events and Community events at the Reserve
Wayfinding Initiative Clunes Talbot Creswick	\$15,000	\$0	\$15,000	\$15,000		Adam	Project underway, draft report feedback provided to Dept of Transport Awaiting timeframes from DOT re report - all DOT/Transport Connections funding
Smeaton Bowling Club Risk Mitigation Works	\$10,000	\$16,884	\$0	\$10,000		Kevin C	Project Completed
Trentham Spudfest Event Funding	\$5,000	\$5,000	\$0	\$5,000		John C	Will be implemented by Eco Dev & Tourism - Events Coordinator In May. MOU in place.
Small Town Tracks & Trails (mapping)	\$44,600	\$5,990	\$38,610	\$44,600		Kathy R	See comment re milestones - Meetings held with community projects to finalise scope. Quotes being sought and DSEapprovals sought.
Industrial Land Study	\$40,000	\$0	\$40,000	\$40,000		Kate J	Project Plan originally had \$30,000. Awaiting formal announcement from Minister including approval to proceed further.
Regional Victoria Living Expo	\$20,000	\$405	\$19,595	\$20,000		john c	Will need to source external contractor to assist as no spare staff resource.
RV Friendly Town (Parking)	\$7,500	\$0	\$7,500	\$7,500		John C	Documentation received. Unit ordered. Inoka checking sewer services. Design complete. Seeking quotes week ending 15/2.
Tree Maintenance & Removal	\$43,000	\$28,589	\$14,411	\$43,000		J Beer	Ongoing project throughout the year
Publication Quality Photography	\$2,500	\$2,273	\$227	\$2,500		John C	Project nearing completion, but extra work requested Feb 6.
Goldfield Heritage Region	\$10,167	\$0	\$10,167	\$10,167		John C	\$50,000 moved to Doug Lindsay Resurfacing Project. Scope to be defined. Advice from Chris Meddows-Taylor(Central Goldfields) asks for funding to be held pending agreement on governance and delivery model development.
Public Health & Wellbeing Plan	\$10,000	\$0	\$10,000	\$10,000		Terry C	Committee meeting 11/2/2013 will add updated comments after the outcome of this meeting
Planning Panels - Hepburn Planning Scheme	\$25,000		\$25,000	\$25,000		Kate J	Awaiting exhibition of amendment
Planning Panels - Significant Tree Register	\$5,000		\$5,000	\$5,000		Kate J	Awaiting approval of authorisation to exhibit
Rural Land Use Review & Strategy	\$25,000	\$0	\$25,000	\$25,000		Kate J	Brief being developed for EOI. See comment re milestones
Transport Trial for Glenlyon	\$20,000	\$0	\$20,000	\$20,000		Adam	MOU between Council and Hepburn Health finalised. Bus to commence in April 2013 See comment re milestones
Chinese Sister City	\$10,000	\$7,419	\$2,581	\$10,000		John C	Funding nearly all used. Bozhou City delegates visited in December 2012. Council briefing booked for March.

Financials	Revised Budget	COMMIT YTD 30/1/2013	VARIANCE	Expected June 30 Forecast	Estimated Carryforward	PROJECT MANAGER	COMMENTS
Bio-energy Pilot Study	\$20,000	\$0	\$20,000	\$20,000		John V	Awaiting funding announcement from Minister, ready to go for advertising of position as combined with RDV funding of \$75k. Funding frozen. See comment re milestones
Daylesford Brass Band * Creswick Municipal Band	\$3,000	\$3,000	\$0	\$3,000		Kathleen B	Completed.
BMX Track Completion - Trentham	\$20,000	\$0	\$20,000	\$20,000		Jane B	Survey of site and levelling completed. External contractors to complete shelter build and water bubbler. Track construction works to commence 4/2/13. Fill contractor has been engaged via World Trail.
Backflow Metres to Reserves & Commercial Buildings	\$33,000	\$36,853	-\$3,853	\$33,000		Richard R	Completed.
Wombat Trail Stage 1 (Project 15)	\$45,000	\$0	\$45,000	\$0	\$45,000	GB/Darren	Grant Applied For 21/08/2012 .Dates assume Grant received.2013/14. May not receive grant in enough time.
Lindsay Arts Trail - Stage 3 Design	\$64,809	\$62,385	\$2,424	\$64,809		Kathleen B	\$24,000 Carry Forward \$40,000 State Government Funds. Consultant engaged, inception workshop held. Design documentation and Council briefing scheduled 14/05/2013. Milestone 2 report submitted to RDV and payment approved.
Lindsay Arts Trail - Stage 4 Construction (Council \$)	\$200,000	\$0	\$200,000	\$0	\$200,000	Kathleen B	\$100,000 Council Funding
Freight strategy	\$3,145	\$3,415	-\$270	\$3,145		Richard R	Strategy adopted by Council
HPV Vaccination Program	\$2,795		\$2,795	\$2,795		Terry C	Evaluation Report submitted and approved by Cancer Council program on track. Further advice coming from Cancer Council in February 2013
Bushfire planning provisions	\$100,804	\$93,978	\$6,826	\$100,804		Justin F	Two amendments complete, seeking authorisation while structure plan technical reports are being finalised, Seeking final report from consultant
Neighbourhood Safer Places - Hepburn	\$232,947	\$221,494	\$11,453	\$232,947		Eric W	NSP building is completed. Vegetation management works & minor finish off works will be completed by 15 December. CFA to access site prior to 15 December. A formal designation report will be provided to Council in December
Victorian Local Sustainability Accord project	\$44,737	\$14,244	\$30,493	\$44,737		John V	Building energy Audit completed & report with recommendations provided to Council. Review building retrofit options
MSS Review	\$19,327		\$19,327	\$19,327		Justin F	Awaiting formal approval to exhibit from DPCD, aiming for exhibition Jan 13
HACC special projects	\$12,331	\$11,683	\$648	\$12,331		Scott K	current spend (9715) Gutter project current spend (6,666) invoicing for September now complete.
HACCPAC Mobile	\$52,646		\$52,646	\$25,000	\$27,646	Scott K	Business case currently under development Payment Plan as follows \$5,500 first payment as per signed letter of engagement - Project 50% complete - 40% payment Project 90% complete - 30% payment Project 100% complete - remaining balance.
HACC Seeding Training Grant	\$12,317		\$12,317	\$12,317		Scott K	Tri-Council Grant of ASM Training - Department of Health currently working on Training Calendar
HACC Bushfire Preparedness	\$12,516	\$9,020	\$3,496	\$12,516		Scott K	Balance \$3,525 - DoH to fund another bushfire project Dec 2012 amount to be added to new project - waiting for departmental feedback
HACC staff & IT support, Minor Capital funding	\$25,761	\$15,372	\$10,389	\$25,761		Scott K	Approximately \$5,000 for relief, \$5,000 for IT (assessment)
Trentham Library	\$40,707	\$40,152	\$555	\$40,707		Kathleen B	Library open, any remaining funds to purchase furniture, signage
Vic Park Review	\$15,000	\$15,000	\$0	\$15,000		Kathleen B	Final report received, report to Council re next steps Nov 2012
Preschools Project	\$26,349		\$26,349	\$26,349		Kathleen B	Funds to be used for development of Municipal Early Years Plan
Celebrating 150 years of Local Government	\$8,662	\$7,090	\$1,572	\$8,662		Tegan L	Project Complete
LEAP	\$2,090	\$1,313	\$777	\$2,090		Tegan L	Final expenditure to be used on Art Atlas training
Significant Tree Register	\$5,000		\$5,000	\$5,000		Justin F	Ready for exhibition, exhibited Dec and Jan
Economic Development Strategy implementation	\$14,142	\$1,434	\$12,708	\$14,142		John C	NBN Workshops. Business skills research. Shire-wide Social media for business workshops. TIRF application
Daylesford PAG modifications	\$65,303	\$3,206	\$62,097	\$65,303		Graeme B/Inoka	Project delayed due to design changes. Requoting in progress.

Financials	Revised Budget	COMMIT YTD 30/1/2013	VARIAMCE	Expected June 30 Forecast	Estimated Carryforward	PROJECT MANAGER	COMMENTS
Community Infrastructure Planning Trentham	\$10,000	\$45	\$9,955	\$10,000		Kathleen B	\$30,000 funding secured from DPCD. RFQ advertised, consultant interviews held 1/02/2013. Variation submitted to RDV and approved. Further meeting with steering committee to select consultant 11-2-13.
Advancing Country Towns	\$364,447	\$101,720	\$262,727	\$364,447		Mark H	See comments in milestones
→ Social Media Resident Attraction Project						Mark H	
→ Residential Land Analysis						Mark H	
Revegetation of Roadsides	\$50,000	\$3,206	\$46,794	\$50,000		Dale T	ESAC working group has recommended 9 projects for funding
Grazing Pilot Trial for Weed Control	\$10,000	\$0	\$10,000	\$10,000		Dale T	Preferred trial site identified - animal welfare considerations preclude trial starting until mid February
Contribution to Landcare Groups	\$24,000	\$0	\$24,000	\$24,000		Dale T	Groups identified. Grants to be made available when previous grants acquitted by groups; only 4 out of 13 acquittals received to date.
Sustainability Community Grants	\$13,000	\$0	\$13,000	\$13,000		John V	Grants applications closed 2nd Nov, assessed 28th Nov, projects completed Nov 2013
Other & Sustainability Rebate	\$12,000	\$600	\$11,400	\$8,000	\$4,000	Dale T	Rate rebate in an unresolved loop between Council and ESAC - probably wont be spent this FY. \$6,000 allocated for Local Government Energy Efficiency program co contribution
HMSR Victorian Mineral Water Committee							
Mineral Springs Lake Daylesford Bore	\$159,594	\$54,995	\$104,599	\$159,594		Sue H	Ceased drilling and evaluating outcome with DSE.
HMSR Parking & Traffic Strategy	\$15,500	\$14,516	\$984	\$15,500		Richard R	Consultation complete. Report being prepared for Feb 2013 Council meeting.
Hepburn Springs Pedestrian Strategy Implementation	\$25,000		\$25,000	\$25,000		Richard R	Awaiting outcome of Strategy Plan.
Lake Daylesford Central Springs Master Plan	\$6,618	\$6,200	\$418	\$6,618		Sue H	Masterplan adopted 20/11/12 Council meeting.
HSMR replace concrete channel (+ flood contribution)	\$38,940		\$38,940	\$38,940		Sue H	Delayed start by contractor due to commitments elsewhere.
Hepburn Emergency Bore	\$44,181	\$11,483	\$32,698	\$44,181		Darren/PC	Construction completed and old bore capped.
Total Budget	\$16,272,791	\$9,488,628	\$6,722,481	\$13,320,266	\$2,952,525		

10.2. CLUNES COMMUNITY 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: 3 January 2013 - 6 February 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 building will be created through the redevelopment and expansion of the existing Clunes Museum building, which once completed will incorporate the Clunes Library, the Clunes Museum, visitor information services and community activity and exhibition spaces.

Key focuses of the project over the next six months are the construction of the facility, ongoing engagement and consultation with the Clunes community and stakeholders, planning for the operation of the facility, relocation of the library to the new facility.

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

ISSUE / DISCUSSION

PROGRESS DURING REPORTING PERIOD

Construction

- Replace rotted joists in progress.
- Concrete footings and slab poured for Area 2 - new building (A copy of the construction site areas are shown in Attachment 3).
- Construction of lift well overrun sump completed.
- Treatment of rising damp continuing.
- Shop drawings of structural steel framing for part 1 completed.
- Shop drawings of structural steel framing for the remainder in progress.

- Mechanical shop drawings complete, awaiting architect approval.
- Re-bricking of the corner of the existing south-east wall complete.
- Structural steel and structural timber being installed in the refurbishment Area 1 and Area 2 (new building).
- Core filled block work to lift shaft in progress.
- Concrete upstand, removal of foundation and additional concrete works (grid 10) discovered when gutting existing building.

Tender specifications for the project included repair to the flooring in the first floor of the existing building. The option of replacing the flooring is currently being considered.

Administration, Funding and Reporting

- A working group of Council officers continues to meet regularly to review and further develop operational plans for the facility.
- All building fit out requirements documented and preferred suppliers for audio visual fitout and furniture are being actively sourced. It is expected that they will be appointed in the next 4 to 6 weeks.

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	\$2,352,289
Other (including multi-media & fit out).	\$351,000	\$428,824	\$128,582
Total	\$3,059,000	\$3,109,000	\$2,696,308

- 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	-	\$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	\$2,298,709
Contingency	\$113,000	\$62,341	-
Electricity supply	-	\$50,000	\$13,544
Tender	-	\$1,000	\$718
Sewer	\$12,000	\$40,000	\$29,318
Total	\$2,401,000	\$2,452,050	\$2,352,389

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

The *Hepburn Shire Council Plan 2009-2013* states:

‘We will create healthier, safer more vibrant communities’.

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.

A variation claim for \$17,301.90 for rebuilding a section of the south east wall in the existing building due to latent conditions has been assessed and recommended for payment.

The following variation claims are currently being assessed:

- Removal of foundations of old toilet block
- Removal of foundation and additional concrete works (grid 10)

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.	Continue to monitor safety plan.
The community is not involved in decision making in relation to operation of the facility	Engagement with the Community Reference Group and key users of the new building has commenced and is continuing in relation to the	Business plan and fit out requirements to be finalised in order to submit budget requirements for 2013-14.

Key Risks	Controls Implemented	Additional Controls / Next Steps
and therefore does not embrace and use the facility.	operation, governance and fit out of the building. Working group is meeting regularly to update business plan and fit out requirements.	
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.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

An alternative site for the relocation of Clunes town map in Collins Place will be identified as proposed new site not suitable.

A social procurement framework and reporting template has been provided to Nicholson's have provided the following report against social procurement targets:

Use of staff from local area - Utilised 80% of trades from the Ballarat and outlying areas to complete works.

Level of local content - Trades working to date - carpentry, concrete, structural steel, hydraulic, electrical.

Expenditure in local businesses and use of local tradespeople and suppliers- Local shops providing food & drink. Local trades have expressed interest which are evaluated on a case by case basis.

Work experience placements: Nicholson's have existing work experience program and would gladly open this to local young people.

Number of apprentices employed: Nicholson's employ three apprentices

Old glass bottles and clay jars have been unearthed from excavations and are currently securely stored on site, pending decision about future location.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

A Community Reference Group meeting was held on 4 February 2012.

- Meeting with Clunes Museum about future governance arrangements.

CONCLUSION

This report provides Council with an update on progress of the Clunes Community and Interpretive Centre project for the reporting period 3 January 2013 – 6 February 2013.

OFFICER'S RECOMMENDATION

10.2.1 That Council receives and notes the progress report for the period 3 January – 6 February 2013.

MOTION

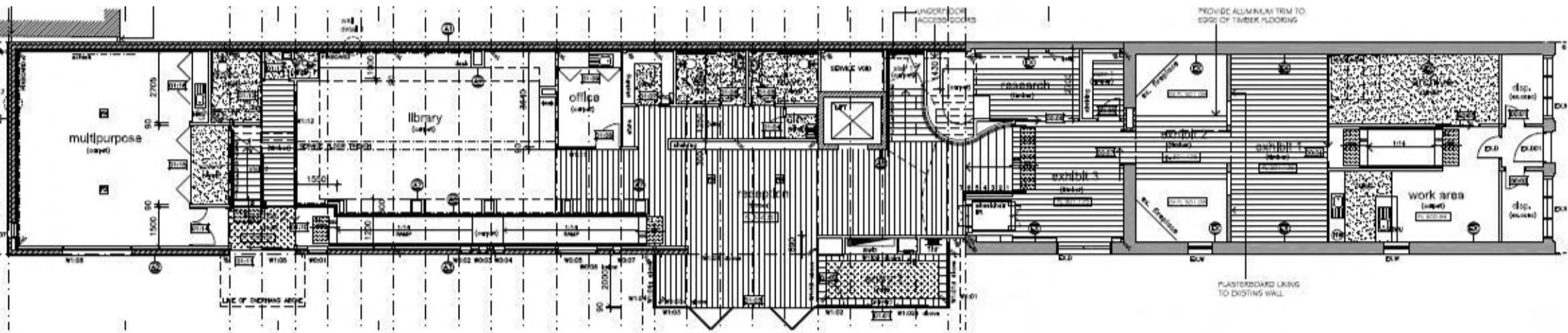
10.2.1. That Council receives and notes the progress report for the period 3 January – 6 February 2013.

Moved: Councillor Neil Newitt

Seconded: Councillor Greg May

Carried.

**ATTACHMENT 3 - CLUNES COMMUNITY AND INTERPRETIVE CENTRE
CONSTRUCTION AREAS 1, 2 AND 3**



AREA 3

AREA 2

AREA 1

REFURBISHMENT

10.3. PROPOSED TRENTHAM AVENUES OF HONOUR GENERAL MANAGER SUSTAINABLE DEVELOPMENT

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

PURPOSE

The purpose of this report is to seek Council's support for a group of residents to have two avenues of trees in Trentham recognised as Avenues of Honour in the Hepburn Planning Scheme. The trees were planted to honour Australia's World War 1 veterans/service personnel; the first in Bridge Street from Watson's Bridge to Victoria Street and the second in Cosmo Road from High Street to Drummond Street. The trees are currently protected under the Heritage Overlay in the Hepburn Planning Scheme, however the Statements of Significance do not currently mention the trees as Avenues of Honour.

BACKGROUND

Trentham residents have approached Council to seek support and to establish a working group/partnership to have the two avenues of Elm trees recognised as Avenues of Honour in the Hepburn Planning Scheme.

One of the aims of recognition is to provide the ability to seek State/Federal funding which coincides with the celebration of the centenary of ANZAC Day.

An important element in applying for grants is to have Council support to recognise that the avenues should be considered as Avenues of Honour. This report is seeking Council support to assist the community with submitting and obtaining grants based on the evidence attached and in recognition of the evidence as supported by the comments of Council's Heritage Advisor.

The funding will go towards the maintenance, marking of commemorative plates and other activities, as determined in the grant submission (when completed) and if approved.

ISSUE / DISCUSSION

A Group of Trentham Residents/Community has provided Council with background information and evidence which supports the recognition of the avenues of Elm trees as an Avenue of Honour.

The community has forwarded information relating to the significance of the trees to Council. This information is available in Attachment 4 – Exhibited Documents. Council's Heritage Advisor has considered the information presented and offered the following advice in support of their submission:

"In my opinion, the research on the Avenue of Honour in Trentham is valid. It is one of the few honour avenues that was planted considerably later than the majority of well known avenues. The honour avenue is already on the heritage overlay at HO835 and was identified in the Kyneton Heritage Study as an avenue of tree planting in the early to mid 20th century. Many of the war memorials were completed or half completed in stages, some after WW1. The Trentham Soldiers Avenue Committee 1918 having taken up this task. The citation states that there were 237 trees. Trentham is also unusual in having headstones as war memorials."

Further to this the evidence as recorded '**TRENTHAM AVENUE OF HONOUR SUMMARY OF EVIDENCE**' as attached clearly indicates that the Shire of Kyneton did recognise that the avenues were planted in commemoration of the World War 1 service personnel.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Not applicable

FINANCIAL IMPLICATIONS

The reason for Council to support the recognition is to allow the ability of the community/Council or other groups to seek grant money for plaques and restoration works. The criteria for seeking grant money is to have Council support to have the trees formally recognised as an Avenue of Honour on Heritage Victoria's register.

The impact will be the use of Council staff time to assist with the preparation of any grants for submission to the State/Federal Governments.

RISK IMPLICATIONS

If the report is deferred there is a risk of grants not being successful due to delays in not meeting the grant timelines.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

There are no adverse social, economic or environmental effects arising from this amendment.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council will work with community representatives of Trentham to seek grants from the State and Federal Governments for plaques, restoration and other ANZAC Centenary commemorations.

CONCLUSION

Based on the evidence presented in this report and on the advice of Council's Heritage Advisor, the report seeks Council's support for the residents of Trentham to seek recognition that the avenues were planted in recognition of World War 1 service personnel and should be recognised as Avenues of Honour.

The process of formal recognition in the Hepburn Planning Scheme will be undertaken through the Significant Tree Register Amendment and is not part of this report.

OFFICER'S RECOMMENDATION

That Council:

- 10.3.1 Supports the Trentham community's efforts to have the avenues of trees in Bridge Street from Watson's Bridge to Victoria Street and Cosmo Road from High Street to Drummond Street, Trentham recognised as Avenues of Honour.
- 10.3.2 Proceeds with the process of formal recognition of both avenues as Avenues of Honour in the Hepburn Planning Scheme.

MOTION

That Council:

- 10.3.1. Supports the Trentham community's efforts to have the avenues of trees in Bridge Street from Watson's Bridge to Victoria Street and Cosmo Road from High Street to Drummond Street, Trentham recognised as Avenues of Honour.*
- 10.3.2. Proceeds with the process of formal recognition of both avenues as Avenues of Honour in the Hepburn Planning Scheme.*

Moved: Councillor Don Henderson

Seconded: Councillor Kate Redwood

Carried.

**ATTACHMENT 4 - EXHIBITED DOCUMENTS
TRENTHAM AVENUE OF HONOUR SUMMARY OF EVIDENCE**

TRENTHAM AVENUE OF HONOUR SUMMARY OF EVIDENCE

1 KYNETON COUNCIL MINUTE BOOKS

1 June 1918

“... a letter was read from the Trentham Tree Planting committee inviting the support of Council by a subsidy of a pound for a pound tree planting in the streets of Trentham for the purpose of creating a lasting memory to the boys who have gone from the district to the front and incidentally to beautify and improve the town.”

Councilor Smith moved and Cn. Gleeson seconded that the Council co-operation to the extent of ten pounds, such work to be carried out under the supervision and subject to the control of Council.

5 July 1919

Tree Planting at Trentham

Engineers report

“I have been asked by the secretary of the Trentham soldiers avenue committee to bring before this Council the further planting of trees at Trentham. I would suggest this matter be referred to members of the Trentham riding to deal with, as it might be possible to meet the proposed workout of the Repatriation grant.

..motion seconded.

6 September 1919

Cn. Watson moved, C. Dwyer seconded that the tree planting in connection with the Soldiers Avenue be resumed on the same terms as last year viz, local committee to pay in to Council half the amount expended, such an amount not to exceed 5 pounds.

2 KYNETON GUARDIAN – REFERENCES TO AVE OF HONOUR 1918

Kyneton Guardian

6 June 1918

Kyneton Council notes

Tribute to Trentham soldiers

G.F. Daniel and Peter Drummond on behalf of several residents of Trentham, wrote stating that it was the intention of the people there to plant a number of trees in the streets as a tribute to the soldiers who had enlisted in that District. They stated that the residents would carry out the work under supervision of the engineer, and asked that it be subsidised by Council to the extent of (1pound for 1pound). On the motion of Councilor Smith it was decided to subsidise the work up to 50 (pounds) on the distinct understanding that it is to be under the control of Council.

Kyneton Guardian
8 July 1919

Kyneton Council reports

Tree Planting at Trentham

The engineer reported as follows:

“I have been asked by the Secretary of the Trentham soldiers avenue committee to bring before this Council the further planting of trees at Trentham. I would suggest this matter be referred to the members of the riding to deal with, as it might be possible to meet the proposed work out of the repatriation grant.- The suggestion was adopted.

Kyneton Guardian
11 September 1919

Kyneton Shire Council Report

General Business

“Councilor Watson moved that tree-planting in connection with the soldiers avenue at Trentham be resumed on the same terms as last year, viz, the local committee to pay into the Council half the amount expended, such an amount not to exceed 5 pounds, also that the report of the Trentham riding members recommend the payment of 12 pounds to the Trentham Mechanics Institute.... for rent....”

3 KYNETON SHIRE MINUTE BOOK

13 November 1937

Correspondence

67. From Trentham Progress Association forwarding a cheque for 5 pounds towards the cost of re:conditioning the Trentham Avenue of Honour and suggesting that Council might make a good job of it and that notice boards be erected at each end of the Avenue to indicate its object.

Cr Drummond

Cr.Rothe That the donation be received with thanks and the Association be assured of Council’s intention to comply with the wishes expressed in the letter.
Carried.

**4 TRENTHAM GAZETTE – REFERENCES TO AVENUE OF HONOUR
1937, 1938, 1939**

**Trentham Gazette
18 Nov 1937**

AVENUE OF HONOR

Council to Co-operate

On Saturday morning Kyneton Council received a letter from the Trentham Progress Association, advising that the association would donate 15 pounds towards the cost of restoring the Avenue of Honor at Trentham to a good state, the donation being made on condition that the Council provide the necessary funds to complete the work and that notices be erected at each end of the Avenue to indicate its object.

It was decided that the association be thanked for its offer, and be advised that conditions imposed would be carried out, and the work be put in hand as soon as possible.

**Trentham Gazette
16 Dec 1937**

KYNETON SHIRE COUNCIL

**Monthly Meeting Held
Trentham Riding**

..... that arrangements be made for the reconditioning of the Avenue of Honour, repairing tree-guards and replacing defective or dead trees in the proper season.

Trentham Gazette

19 May 1938

PROGRESS ASSOCIATION

Complaints to Council

The secretary of the Trentham Progress Association has asked the Kyneton Shire Council when the work of repairing the Trentham Avenue of Honour would be commenced.

It was also pointed out that the street drains at Trentham were in filthy condition, and that they were not, in their opinion, receiving proper attention.

The engineer said the matter of the trees would be attended to now that the winter was approaching.

Trentham Gazette
14 July 1938

AVENUE OF HONOUR

Tree Guards Need Repair

The Progress Association is anxious to have the tree guards repaired, and for the purpose 15 pounds has been given to the Kyneton Shire Council.

As there has been some delay, the Secretary of the Association wrote to the last meeting of Kyneton Shire Council, asking when the work would be commenced. He also pointed out if it were to be delayed further, the 15 pounds which had been forwarded as a donation towards the work be returned so that it would earn interest for the Association.

The engineer said the matter would be discussed in the following week by the Trentham members.

Trentham Gazette
15 September 1938

MONTHLY MEETING HELD

Engineer

The tree planting in Bridge St. has been completed.

Trentham Gazette
19 January 1939

HONOR AVENUE

Progress Association's contribution

The Trentham Progress Association secretary (Mr. W.M. Matthewson) asked the Kyneton Shire Council at its meeting on Saturday for a statement of costs for the work done to the Avenue of Honor at Trentham recently.

It was stated that the Association donated 15 pounds towards this work, which was estimated to cost 25 pounds. It was reported that sustenance men were engaged on the work, and if that were the case the avenue was possibly repaired cheaper than anticipated.

The Council referred the matter to the Trentham riding members and engineer to reply to communication.

10.4. REPORT ON THE HEPBURN SHIRE COUNCIL GENERAL ELECTIONS 2012

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 to update the Council on the conduct of the 2012 General Election.

BACKGROUND

The *Local Government Act 1989* Schedule 3 Part 5 – Miscellaneous Provisions (14) Report on the election by returning officer provides that the returning officer must prepare a report to the Chief Executive Officer on the conduct of the election within 3 months after Election Day. The report has to be submitted to the Council at the earliest practicable meeting of the Council held after the report is received.

ISSUE / DISCUSSION

In accordance with the provisions of the *Local Government Act 1989*, Hepburn Shire Council received the report on the Council General Election 2012 on the 25 January 2013. Information contained in the report includes:

- The municipal voters roll comprised 14,680 voters
- 15 nominations were received by candidates wishing to stand
- There was only one uncontested election
- Returning officer issued 112 replacement ballot packs
- 17 unenrolled declaration votes were issued
- 76.18% of ballot papers were counted
- 312 ballot papers were returned in the week following the close of voting
- The informal voting rate was 2.51 percent.

Further details of the election are contained in the full report attached including the certified record of ballot papers.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

The tabling of the Hepburn Shire Council General Election 2012 report at a Council meeting complies with *the Local Government Act 1989* and supports Council's commitment to good governance.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the tabling of this report. The cost of the 2012 Council general election was provided for in the 2012-2013 budget.

RISK IMPLICATIONS

All risks associated with the conduct of the 2012 Council general election were identified and mitigated where appropriate.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

There are no environmental, social or economic implications associated with the tabling of this administrative report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Community and stakeholder engagement is provided through the preparation and distribution of the Council meeting agenda and minutes.

CONCLUSION

As required by the *Local Government Act 1989*, the returning officer has provided Hepburn Shire Council with a report on the 2012 Council general election which is being submitted to Council through this report.

OFFICER'S RECOMMENDATION

10.4.1 That Council receives and notes the report on the Hepburn Shire Council General Elections 2012 as prepared by the returning officer.

MOTION

10.4.1. That Council receives and notes the report on the Hepburn Shire Council General Elections 2012 as prepared by the returning officer.

Moved: Councillor Neil Newitt
Seconded: Councillor Kate Redwood
Carried.

**ATTACHMENT 5 - ELECTION REPORT – HEPBURN SHIRE COUNCIL
GENERAL ELECTION 2012
(Issued Under Separate Cover)**

10.5. HEPBURN MINERAL SPRINGS RESERVE PEDESTRIAN AND TRAFFIC MOVEMENT PLAN

GENERAL MANAGER INFRASTRUCTURE

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

PURPOSE

The purpose of this report is to seek Council's support for the adoption of the Hepburn Mineral Springs Reserve Pedestrian and Traffic Movement Plan (The Plan) to guide improvements to pedestrian and vehicle movements into and around the Reserve. Please refer to Attachment 6 for a copy of the Plan.

BACKGROUND

Council received matching funding from the Department of Sustainability and Environment through the Victorian Mineral Water Committee in 2011 to undertake a review of the traffic and pedestrian movements through the Hepburn Mineral Springs Reserve (the Reserve). The Master Plan for the Reserve prepared by the Victorian Mineral Water Committee and the Reserve Management Plan adopted by Council both recommended that a Plan be developed to guide improvements to access and safety for pedestrians and vehicles.

During 2012, R.W. Stamp and Associates Pty Ltd, Traffic and Civil Engineers, were engaged by Council to assist in the development of the Plan. An Executive Summary at the beginning of the Plan provides an overview of the process, findings and recommendations.

ISSUE / DISCUSSION

The Plan makes recommendations to address outstanding issues around the quantity of parking in the reserve, vehicle traffic movement, the adequacy and location of parking, pedestrian access into and around the Reserve, signage and the integration of the pedestrian and vehicular movement. The Plan provides a cohesive framework for activity that can be undertaken over a number of years depending on the availability of funding and resources.

The preparation of the Plan involved a review of other relevant plans and strategies that relate to vehicular traffic, cycling and pedestrian movements around the reserve. In addition to the two plans mentioned above, other plans include the Hepburn Walking and Cycling Strategy 2011, and the Hepburn Mineral Springs Reserve Bathhouse Redevelopment Traffic & Parking Study, September 2001. Traffic and parking surveys were carried out

in July and August 2012 and January 2013 to determine the peak parking demand, adequacy of the existing parking supply and traffic movements to the Reserve.

Five Development Objectives were defined and inform recommendations for action as follows:

- 1 Improved pedestrian safety and access into and around the Reserve.
- 2 Improved appearance and amenity in the Reserve.
- 3 Improved signage and way-finding for pedestrians and vehicles.
- 4 Sufficient and appropriately located car parking for a variety of reserve users.
- 5 Cost effective and long term infrastructure development.

The Plan established that there is sufficient car parking in the Reserve for peak usage, although patrons need better information about where all parking options are located. People walk on the access road, with the traffic, in the absence of a defined pedestrian path or the knowledge of other walking paths in the Reserve. There are opportunities to improve the gateway into the Reserve including the open space on the western side of the entrance car park. Any infrastructure improvements must give consideration to the Heritage characteristics of the Reserve, its profile as a tourist destination and the natural park setting. Recommended actions emerging from the Plan include to:

- Introduce walking paths on both sides of the entrance car park and create a walking path between the Bathhouse and Locarno Spring, along the south side of the access road.
- Narrow the entrance road to reduce the speed of traffic entering the Reserve.
- Reduce car parking on the service road to the Bathhouse.
- Develop a walking path through the crown land on Mineral Springs Crescent and a bridge across the Spring Creek to improve pedestrian access to the Reserve entrance.
- Construct an all abilities accessible path from the parking area adjacent to the Pavilion Cafe that connects to the new asphalt path between Locarno and Sulphur Spring.
- Introduce way finding signage for pedestrians throughout the Reserve
- Introduce signage identifying the quantity of car parks available in different locations in the Reserve and speed limits.
- Subject to improvements to Forest Avenue, introduce one way traffic movements through the Reserve beyond the entrance Carpark.

- Better defined areas for bus carparking and larger vehicles.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

This project was identified in the Council's 2012-2013 Budget and preparing this Plan is consistent with the following initiatives in the *Hepburn Shire Council Plan 2009-2013*:

- 69 Ensuring our community can capitalise on and enjoy the benefits of our iconic mineral water resources for generations to come by proactively advocating for the responsible management of the resource and seeking representation on the Victorian Mineral Water Committee.
- 73 Developing management plans for Council owned and/or controlled natural environments such as Jubilee Lake, Lake Daylesford, Calembeen Park, Bath Street Reserve and the Hepburn Mineral Springs Reserve.

FINANCIAL IMPLICATIONS

The Plan includes an Implementation Plan with priority actions and preliminary costings. The Implementation Plan also describes the interdependency of different actions to ensure that the activities are undertaken in a logical sequence.

The implementation of actions in this Plan will require funding from Council, and it is possible that some projects could attract additional funding from external sources. The Plan is a resource for Council that can guide the strategic allocation of resources should they become available. The adoption of the Plan does not oblige Council to fund any project.

RISK IMPLICATIONS

The Plan will help Council manage risks in the Reserve (subject to available funds) that relate to pedestrian traffic on the access road. Currently, there is inadequate provision for pedestrians along the road and insufficient signage around speed and parking within the Reserve. The Plan provides qualified support for one way traffic through the Reserve subject to improvements on Forest Avenue to ensure the safe movement of larger vehicles through the hairpin bend west of the proposed exit.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The implementation of this Plan has the potential to have a positive impact environmentally, socially and economically. Improved pathways and signage into and around the Reserve should encourage greater pedestrian use of the Reserve and could reduce the use of cars.

The Hepburn Mineral Springs Reserve, including the Bathhouse and Spa Complex, is central to the tourism offer in the Shire, and subsequently the local economy. It is important that the Reserve presents as a high quality destination for visitors and residents.

Following the 2011 floods, there was significant damage to the Reserve. The legacy of the recovery work underway will be great improvements to the appearance of the entrance to the Reserve, the area between the Sulphur and Wyuna Springs and the retaining walls around the Pavilion Café and behind the Bathhouse Complex. Some of the work yet to be completed will be informed by recommendations of the Plan.

The Plan recommends safer and more accessible pathways, roads and linkages with better signage and a commitment to quality and longevity in undertaking works. This will augment the work already underway and complement this historic reserve which includes the Bathhouse Complex.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council released the draft Pedestrian and Traffic Movement Plan for public comment in late 2012 and held two public meetings attended by 8 people. In addition, key stakeholders consulted in the development of the final plan include the Department of Sustainability and Environment, Heritage Victoria, Managers of the Mineral Springs Bathhouse and Spa, the Hepburn Mineral Springs Advisory Committee and Council officers.

A summary of the feedback received and how comments have been dealt with in the final draft are included in Attachment 7.

CONCLUSION

Council and the Department of Sustainability and Environment have jointly funded this Plan which seeks to address issues relating to pedestrian movements and vehicles into and around the Hepburn Mineral Springs Reserve. This Plan has been informed by a review of relevant documents, input from key stakeholders and consultation with the community. Preliminary costings have been provided to Council for projects which have been prioritised. The Plan provides a guide to the implementation of actions in a logical sequence should the funds become available. The adoption of the Plan will provide a clear direction to Council to improve the safety of people using this popular recreation and tourism destination and increase the amenity of the Reserve.

OFFICER'S RECOMMENDATION

10.5.1 That Council adopts the Hepburn Mineral Springs Reserve Pedestrian and Traffic Movement Plan to guide improvements to pedestrian and vehicle movements into and around the Hepburn Mineral Springs Reserve.

MOTION

10.5.1. That Council adopts the Hepburn Mineral Springs Reserve Pedestrian and Traffic Movement Plan to guide improvements to pedestrian and vehicle movements into and around the Hepburn Mineral Springs Reserve.

Moved: Councillor Pierre Niclas

Seconded: Councillor Kate Redwood

Carried.

**ATTACHMENT 6 - HEPBURN MINERAL SPRINGS RESERVE
PEDESTRIAN AND TRAFFIC MOVEMENT PLAN**

Hepburn Mineral Springs Reserve

Pedestrian & Traffic Movement Plan February 2013



Prepared by RW Stamp & Associates Pty Ltd

Traffic & Civil Engineering for Hepburn Shire Council



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Acknowledgements

This Plan has been funded jointly by the Hepburn Shire Council and the Department of Sustainability and Environment. The Hepburn Mineral Springs Advisory Committee including Chairperson Councillor Rod May, Mr G Lawrence, Mrs J Beacham, Mr W Guest, Mr P Spronk and Mr J Webster have provided valuable advice and feedback during the research and drafting phases of this Plan. Mr Webster and Ms K Smith from the Hepburn Bathhouse and Spa also provided important information regarding the use of the Reserve by patrons of the facility.

Feedback from members of the local community at the community meetings and in written submissions assisted in identifying some of the key issues for local people in relation to access to the Reserve.

The preparation of this Plan by RW Stamp and Associates Pty Ltd was supported by Council staff including Richard Russell and Sue Howard.

EXECUTIVE SUMMARY

The Hepburn Mineral Springs Reserve provides a variety of facilities for passive recreation in a natural bushland setting in the centre of Hepburn. The major tourist attraction in the Reserve is the Hepburn Bathhouse and Spa and the Pavilion Café. There is an extensive network of walking trails to historic mineral spring sites and other natural features.

The Hepburn Mineral Springs Reserve is Crown Land and the Hepburn Shire Council is the Committee of Management. The Reserve is also listed on the Victorian Heritage Register as a site of social and cultural significance relating to its use over time a site for tourism, recreation and the collection of mineral water.

The Reserve has been the subject of a number of plans and reviews over the last decade. In June 2010 the Victorian Mineral Water Committee completed a Master Plan Review of the Victorian Mineral Springs Reserves. The Study developed key overarching directions and principles for the Reserves in terms of signage, landscape management, planting, weed control and use of material themes. The Master Plan informed the development of the Hepburn Mineral Springs Reserve Management Plan. This Plan contained more detail, and addressed issues around better pedestrian access into the Reserve; improved way finding signage; reduction of the road width to reduce vehicular speeds and integration of the roads and footways.

The aim of the Pedestrian and Traffic Movement Plan is to provide a framework, and plan of action for developing and improving pedestrian and vehicle use of the Hepburn Mineral Springs Reserve. Council engaged R W Stamp and Associates Pty Ltd, consulting traffic engineers, to assist in the preparation of this Plan. The Plan addresses and resolves outstanding issues around the quantity of parking in the Reserve, vehicle traffic movement, and pedestrian access into and around the Reserve, signage and the integration of the pedestrian and vehicular movement. The Plan provides an integrated framework for activity that can be undertaken over a number of years depending on the availability of resources.

The preparation of the Plan involved a review of other relevant plans and strategies that relate to vehicular traffic, cycling and pedestrian movements around the Reserve. In addition to the two plans mentioned above other plans include the Hepburn Walking and Cycling Strategy 2011, and the Hepburn Mineral Springs Reserve Bathhouse Redevelopment Traffic & Parking Study, September 2001.

Council released the draft Pedestrian and Traffic Movement Strategy Plan for public comment in late 2012 and held two public meetings inviting feedback. Key stakeholders consulted in the development of the final plan include the Department of Sustainability and Environment, Heritage Victoria, Managers of the Mineral Springs Bathhouse and Spa, the Hepburn Mineral Springs Advisory Committee (including representatives from the local community and a Hepburn Shire Councillor) and Council officers.

Traffic and parking surveys were carried out on Tuesday 31st July, Saturday 4th August 2012 and on Saturday 12th January 2013 to determine the peak parking demand, adequacy of the existing parking supply and traffic movements to the Reserve. The surveys indicated that the majority of the traffic entering and leaving the Reserve headed towards Hepburn and Daylesford on both the weekday and weekend. There are a total of 142 car spaces in the Reserve with ten spaces for

staff parking located on the service access road to the south of the main entrance. The peak parking demand on a weekday was 42 car spaces which occurred at 12.30 PM. At the weekend, the peak parking demand was 84 cars spaces at 2.30 PM.

There is an existing network of connecting walkways from the Pavilion Café to local roads in the centre of Hepburn Township, including a sealed walkway connecting Tenth Street to the Reserve using a high level bridge over Spring Creek. There is also a network of paths within the Reserve where improvements to connectivity and the consistency of surface treatments are recommended.

Based on the observations of vehicular and pedestrian activity in the Reserve, a review of the existing plans and issues identified through consultation with the key stakeholders, five Development Objectives have been identified. The Development Objectives have been used to guide a number of recommended actions that can contribute to a safer and better integrated traffic and pedestrian network in the Reserve.

Development Objectives

1 Improved pedestrian safety and access into and around the Reserve.

This objective seeks to improve pedestrian safety by reducing the conflict between pedestrians and vehicles. The actions to achieve this Development Objective were based on developing a main pedestrian spline through the Reserve separate to the vehicular traffic. Other actions include the provision of new and upgrading of existing pedestrian paths to improve the accessibility to and within the Reserve.

2 Improved appearance and amenity in the Reserve.

This objective seeks to improve the appearance and amenity of the Reserve. This objective underpins an approach to the implementation of actions, ensuring the design and the quality of work undertaken, and the materials used, contribute to the development of a high quality tourism and recreational destination. The safety and amenity of the Reserve shall be improved by reducing the impact of vehicles moving in both directions through the Reserve. A key recommendation emerging from this objective is one way traffic flow in the section of the Reserve east of the main car park and the upgrading of the rear access road to provide for two way traffic.

3 Improved signage and way-finding for pedestrians and vehicles.

This objective seeks to improve the legibility of the path network to people in the Reserve and looking for the Reserve. It also gives emphasis to the importance of well located information about the Reserve and its attributes for pedestrians and vehicles.

4 Sufficient and appropriately located car parking for a variety of Reserve users.

This objective establishes the adequacy and the location of the car parking in the Reserve. The parking surveys indicated that there was adequate parking to cater for the predicted peak parking demand in the Reserve. Staff car parking could be provided away from the Bathhouse by formalising some unpaved areas currently being used for car parking near the Café Pavilion.

5 Cost effective and long term infrastructure development

This objective underpins an approach to infrastructure development and renewal which strategic and long term taking account of the life-cycle costs of improvements to the Reserve.

Recommended Actions

A number of actions have been identified to assist Council develop better integrated pedestrian and vehicular movement around the Reserve. An Implementation Plan with cost estimates and priorities for action has also been prepared.

The following table is a summary of the recommended actions, priorities, estimated costs and a comment regarding the interdependency of the implementation of actions. Undertaking any work related to this Plan will be dependent on the availability of Council resources and external funding which will be allocated in line with Council's priorities. Actions undertaken should also be implemented within the context of other priorities articulated in the Reserve Management Plan.

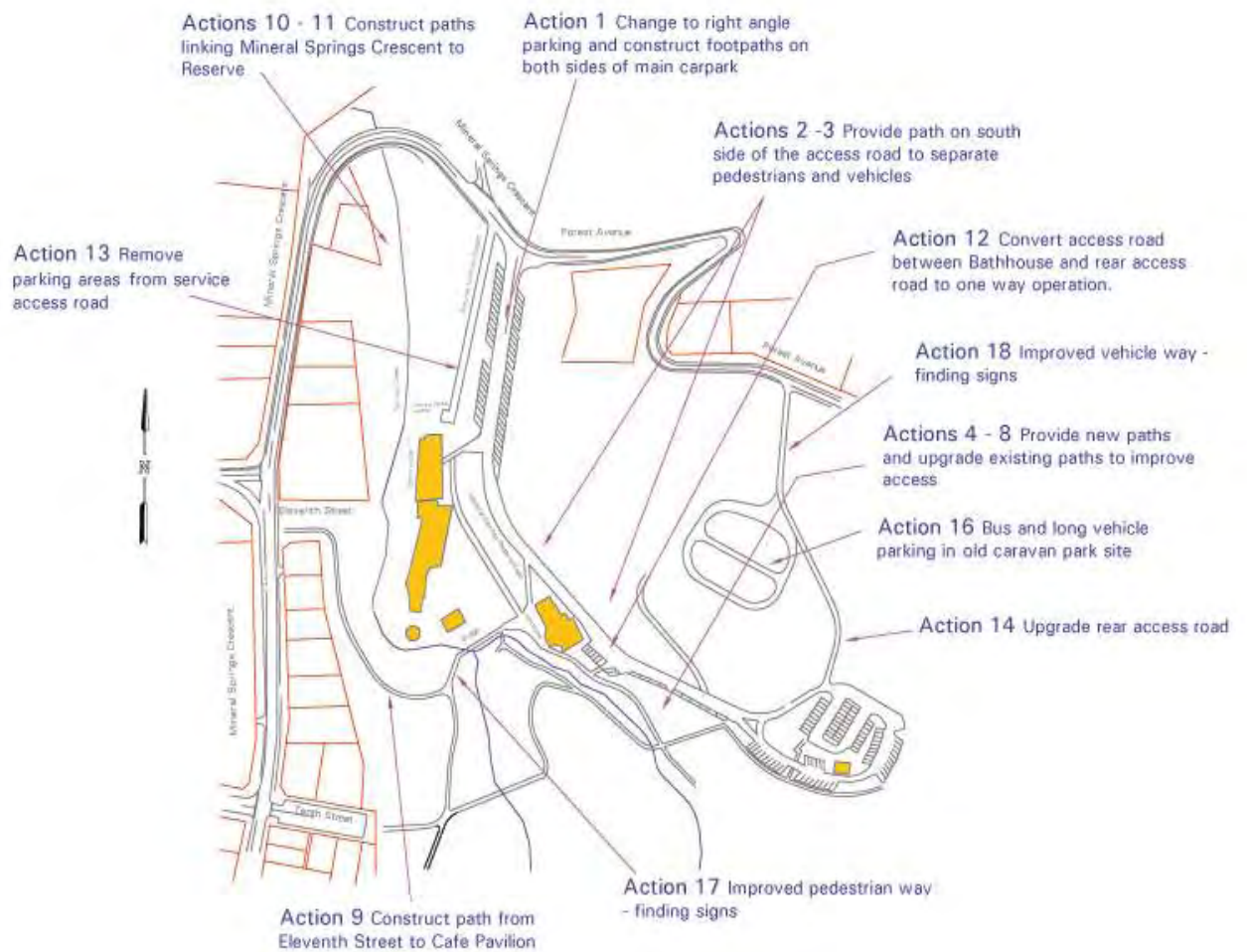
Summary Actions, Priority and Cost

Action	Description	Comment	Priority	Estimated Cost
1	Footpaths in main carpark	Action carried in conjunction with construction of retaining wall	High	\$ 52,500
2	Construct path on south side of access road between Bathhouse and the Pavilion Café	Provision of 1.5 metre wide path with two way traffic operation. A 2.0 metre wide path would be possible with one way traffic operation	High	\$ 51,750
3	Removal of 90° parking and construct direct pedestrian connection on south side.	Works can be carried out independent of other works	Medium	\$ 27,200
4	Footway on south side of access road near Locarno Spring	Path would remove pedestrians from access road. Works can be carried out independent of other works.	Medium	\$ 27,400
5	Pedestrian crossing on access road	Pedestrian crossing and raised platform outside Bathhouse can be carried out in conjunction with retaining wall works	High	\$ 2,500

6	DDA compliant path near Locarno Springs	Path would provide access for all persons to Locarno and Sulphur Springs. Works can be carried out independent of other works	High	\$ 15,900
7	Reconstruction of path between Picnic carpark and Locarno Springs	Replacement of existing path damaged by floods	Medium	\$ 12,700
8	Construction of path between Locarno Springs and Sulphur Springs	Works carried out recently	High	Works completed
9	Construction and sealing of path from Eleventh Street	Path provides link between Hepburn Town and Reserve. Vegetation recently cleared from path.	Low	\$ 71,000
10	Extension of path on south side of Mineral Springs Crescent	Pedestrians from Hepburn have to use outer edge of Mineral Springs Crescent to connect to path	Low	\$ 19,500
11	New path through Crown Land with bridge across Spring Creek	Pedestrians from Hepburn have to use outer edge of Mineral Springs Crescent to connect to path. New bridge over Spring Creek required.	Medium	\$ 245,000
12	One way traffic operation beyond Bathhouse	Depends on construction of rear access road and treatment of safety issues on Forest Avenue between rear access road and main entrance to Reserve.	Medium	\$ 11,500
13	Removal of parking areas from service access road	Two parking spaces retained for service vehicle parking	High	\$ 12,200
14	Reconstruction of rear access road	Works can be carried out independent of other works, but are only required to facilitate one way traffic flow through the Reserve	Medium	\$ 203,750
16	Bus and long vehicle parking	Parking provided in old caravan park site. Works can be carried out independent of other works	Medium	\$ 1,500
17	Improved pedestrian signage	Works can be carried out independent of other works	High	\$ 4,000

18	Improved vehicle signage	Works can be carried out independent of other works	High	\$ 2,800
19	Swale drain on north side of access road	Existing table drain being eroded away	High	\$ 8,500

Recommended Actions by Location



1. Introduction

The Hepburn Mineral Springs Reserve provides a variety of facilities for passive recreation in a natural bushland setting in the centre of Hepburn. The major tourist attraction in the Reserve is the Bathhouse and day spa and the Pavilion Café. There is an extensive network of walking trails to the historic mineral spring sites and other natural reserves.

The Victorian Mineral Water Committee in June 2010 prepared a Master Plan Review of the Victorian Mineral Springs Reserves. The Study developed key overarching directions and principles for the Reserves in terms of signage, landscape management, planting, weed control and use of material themes.

The Hepburn Shire Council is the Committee of Management of the Hepburn Mineral Springs Reserve. The Hepburn Shire, in association with the Department of Sustainability and Environment, completed a Reserve Management Plan based on the Masterplan Review.

One of the recommendations of the Reserve Management Plan was to prepare a detailed Traffic Management Plan which provided prioritised actions related to parking, traffic movement through the reserve, pedestrian movements including disabled access, bicycle access and the integration of the vehicular and pedestrian movements.

This Report provides a Pedestrian and Traffic Movement Plan for the Reserve. This Project has been funded by the Department of Sustainability and Environment and supported by the Victorian Mineral Water Committee.

In preparing the Strategy Plan, traffic and parking surveys have been carried out, consultations with the Hepburn Mineral Springs Advisory Committee and Management at the Bathhouse Complex have been undertaken, other relevant plans and strategies have been reviewed and the needs of multiple users of the Mineral Springs Reserve assessed.

1.1 Aim of the Pedestrian and Traffic Movement Plan

The aim of the Pedestrian and Traffic Movement Plan is to prepare a framework and plan of action for developing and improving safe pedestrian and vehicle use of the Hepburn Mineral Springs Reserve.

The following activities have been undertaken to help achieve this aim:

- Review the traffic flow through the Reserve including one way and two way operation.
- Assessment of the adequacy of car parking in the Reserve including layout and orientation of existing parking areas.
- Review the need for the use of the old caravan park site for staff and overflow parking.
- Review of the use of the service access road to the Bathhouse Complex.

The recommendations of the Plan seek to:

- Increase the pedestrian use at the Reserve through improved infrastructure.
- Reduce conflicts between pedestrian and car movements.
- Improve access to the Reserve by cars and pedestrians through way finding signage.
- Provide adequate facilities for access by special uses such as buses, taxis, service vehicles and disabled people.
- Minimise ongoing maintenance and provide cost effective life cycle actions.
- Provide an integrated action plan that can be delivered over time as resources become available.

1.2 Relevant Previous Studies

Over the last decade a number of plans have been prepared that impact directly on this strategic document. The key themes and recommendations impacting on this Plan arising from these other studies are as follows.

1.2.1 Hepburn Mineral Springs Reserve Pedestrian Connections

The Hepburn Mineral Springs Reserve Pedestrian Connection Study was prepared in October 2005 by Land Design Partnership for the Department of Sustainability and Environment. The Study was undertaken in cooperation with, and supported by the Hepburn Shire. The recommendations were reviewed during the preparation of this Report and included in the Actions in the Development Objectives.

The Study identified three options for pedestrian access to the Reserve. Option 1 proposed a link from Mineral Springs Crescent through the Public Reserve and across a new footbridge over Spring Creek to the Reserve. This path would provide a direct connection from the northern end of Hepburn to the Reserve without walking along the road.

Option 2 involved a pathway along the west side of the Spring Creek linking to the existing paths from Tenth Street or Eleventh Street. This option may have privacy issues with users of the Bathhouse.

A pathway along the main entry road to the Reserve was proposed in Option 3. This option would not provide access to the underutilised areas in the northwest section of the Reserve.

1.2.2 Victorian Mineral Springs Reserves Master Plan Review

The Victorian Mineral Water Committee in June 2010 prepared a Master Plan Review of the Victorian Mineral Springs Reserves. The Study developed key overarching directions and principles for the Reserves in terms of signage, landscape management, planting, weed control and use of material themes.

The Study identified that the renovation and expansion of the Bathhouse at the Hepburn Mineral Springs Reserve had raised the profile and potential to attract larger visitation.

The key strategies and actions identified for the Hepburn Mineral Springs Reserve included defining the entrance and circulation, undertaking a parking and traffic movement strategy which reviewed the staff parking and overflow visitor parking on the caravan park site, one way movement within the Reserve, service vehicle access and upgrading of pedestrian access to and within the Reserve.

1.2.3 Hepburn Mineral Springs Reserve Management Plan

The Hepburn Mineral Springs Reserve Management Plan was prepared in August 2009 and detailed directions about the future management, maintenance, improvement and use of the Reserve.

The Reserve Management Plan identified the need for better pedestrian access into the reserve, improved way finding signage, reduction of the road width to reduce vehicular speeds and integration of the roads and footways. Specific actions included to:

- Provide a clear delineation between vehicles and pedestrian / park users.
- Investigate one way traffic flow through the Reserve.
- Restrict vehicle access.
- Landscape car park areas more effectively.
- Create secondary activity node to reduce congestion.

1.2.4 Hepburn Walking and Cycling Strategy

The Hepburn Walking and Cycling Strategy was prepared in August 2011 to develop a range of opportunities to walk and ride throughout the municipality.

It identified Strategies for improving pedestrian links to and around the key recreation destinations such as the Hepburn Mineral Springs Reserve, developing loop trails from the town centres to provide 20 – 30 minute walks for residents and to identify opportunities to link into the Goldfields Track.

1.2.5 Hepburn Mineral Springs Reserve Bathhouse Redevelopment. Traffic & Parking Study, September 2001.

The Traffic and Parking Study was prepared to accompany the Planning Application for the redevelopment of the Bathhouse.

Traffic and parking surveys were carried on a Saturday to determine the existing peak parking demand which occurred at 2.30 PM when there were a total of 155 cars parked in the Reserve. The number of staff working on the day of the survey included 43 staff at the bathhouse site and 32 staff off site massage facilities. There were a total of 187 clients treated on the day of the traffic surveys.

It was predicted that the redevelopment of the bathhouse would result in 276 clients treated on a Saturday and there would be a total of 99 staff working on site. There would be an additional peak parking demand of 58 spaces required in the Reserve.

2. Existing Conditions

2.1. Study Area

The Hepburn Mineral Springs Reserve is located in the centre of the Hepburn township. The Reserve is approximately 30 Ha in size and located on Crown Land. The Spring Creek flows through the Reserve in a gully connecting to the three main springs. Mineral Springs Crescent and Forest Avenue act as the northern boundary of the Reserve. The Locality Plan is detailed in Figure 2.1.

Figure 2.1 Locality Plan



2.2 Land use and facilities in the Reserve

The Reserve includes the following uses and facilities:

- Bathhouse and Spa Centre.
- Sound shell.
- Pavilion Café serving light meals.
- Picnic area, BBQ, playground and toilets.
- Native bushland with a network of walking trails connecting to Tenth Street, Eleventh Avenue and the Goldfields Track.
- The Soda, Locarno and Sulphur mineral springs.
- Car parking areas adjacent to the main attractions.
- Disused caravan park area with access from Forest Avenue.

Heritage

The Hepburn Mineral Springs Reserve is listed on the Victorian Heritage Register. The Reserve is on the Register because of its social and cultural significance as a place for tourism, recreation and the collection of mineral water. The heritage registration means that the implementation of recommendations in the Plan need to be consistent with the heritage character of the Reserve, and Council will require a permit from Heritage Victoria to undertake some recommended actions.

The Hepburn Bathhouse and Spa

The Hepburn Bathhouse and Spa provides communal and private bathing, massage therapy, spa packages including a day retreat extending over a five hour period. It is open every day except Christmas Day, between 9.00 am and 6.30 pm. Staff are on site until 7.00 pm and cleaning contractors complete their work by 10.00 pm.

The peak days for use of the Bathhouse complex occur between Friday and Monday with the peak demand on Saturday afternoons. The period between Tuesday and Thursday is considered the off-peak days of the week.

The number of clients and staff attending the Bathhouse Complex during the week were discussed with the manager of the Bathhouse. The estimated number of clients and staff on each day are detailed in Table 2.1.

Table 2.1 The Hepburn Bathhouse and Spa clients and staff per day

Day of week	Clients	Staff
Off peak days (Tuesday – Thursday)	40 – 50 people	12 – 14 staff
Peak weekday (Friday and Monday)	100 people	20 staff
Saturday	320 people	40 staff

The Hepburn Pavilion Café

The Hepburn Pavilion Café provides light meals and tea and coffee. It is open between 11.00 AM and 4.00 PM on weekdays and between 10.00 AM and 4.00 PM on weekends. There are six staff working at the Café.

2.3 Road Network

Mineral Springs Crescent and Forest Avenue along the northern boundary of the Reserve form part of the Back Hepburn Road. In the vicinity of the entrance to the Hepburn Mineral Springs Reserve, Mineral Springs Crescent is a two way two lane road with a pavement width of six metres with unsealed shoulders.

In the section east of the Reserve entrance, the pavement width of Mineral Springs Crescent and Forest Avenue is 5.3 metres and there are several tight horizontal curves.

The speed limit on Mineral Springs Crescent and Forest Avenue is 60 km/h.

2.4 Vehicular Access to Mineral Springs Reserve

There are three access roads to the Hepburn Mineral Springs Reserve from Mineral Springs Crescent and Forest Avenue.

The main entrance provides two way access to the carpark adjacent to the Hepburn Bathhouse and Spa and the access road to the Hepburn Pavilion Café and picnic area carpark. At the entrance the pavement is ten metres wide with 45 degree angle parking on both sides of the carpark. There are no footpaths and the clients to the Bathhouse complex walk along the road pavement.

There is an unsealed road on the south side of the main entrance road providing access to a staff carpark, sewerage treatment plant and service vehicle access to the bathhouse. The unsealed access road is at lower level to the main entrance road and pedestrian access to the bathhouse is gained from ramps at the main entrance.

The third access road is located at the eastern end of the picnic area and connects to Forest Road. The road has a narrow seal varying from 2.8 to 3.8 metres in width and generally is in poor condition. It provides two way access from the picnic carpark to the disused caravan park on the upper level.

This access road was used by very few motorists. Several motorists appeared to be unsure of which direction to turn when they reached the Forest Avenue intersection. There were no direction signs on the approaches to the intersection.

2.5 Pedestrian Network

There are several connecting walkways from the Hepburn township to the Reserve. The location of the connecting walkways and paths in the Reserve are shown on Figure 2.2. There are also bush walking tracks at the Eastern end of the Reserve that connect to loop walks in the Dry Diggings Forest Reserve.

The pathways connect the local roads in Hepburn to the Pavilion Café and include the following.

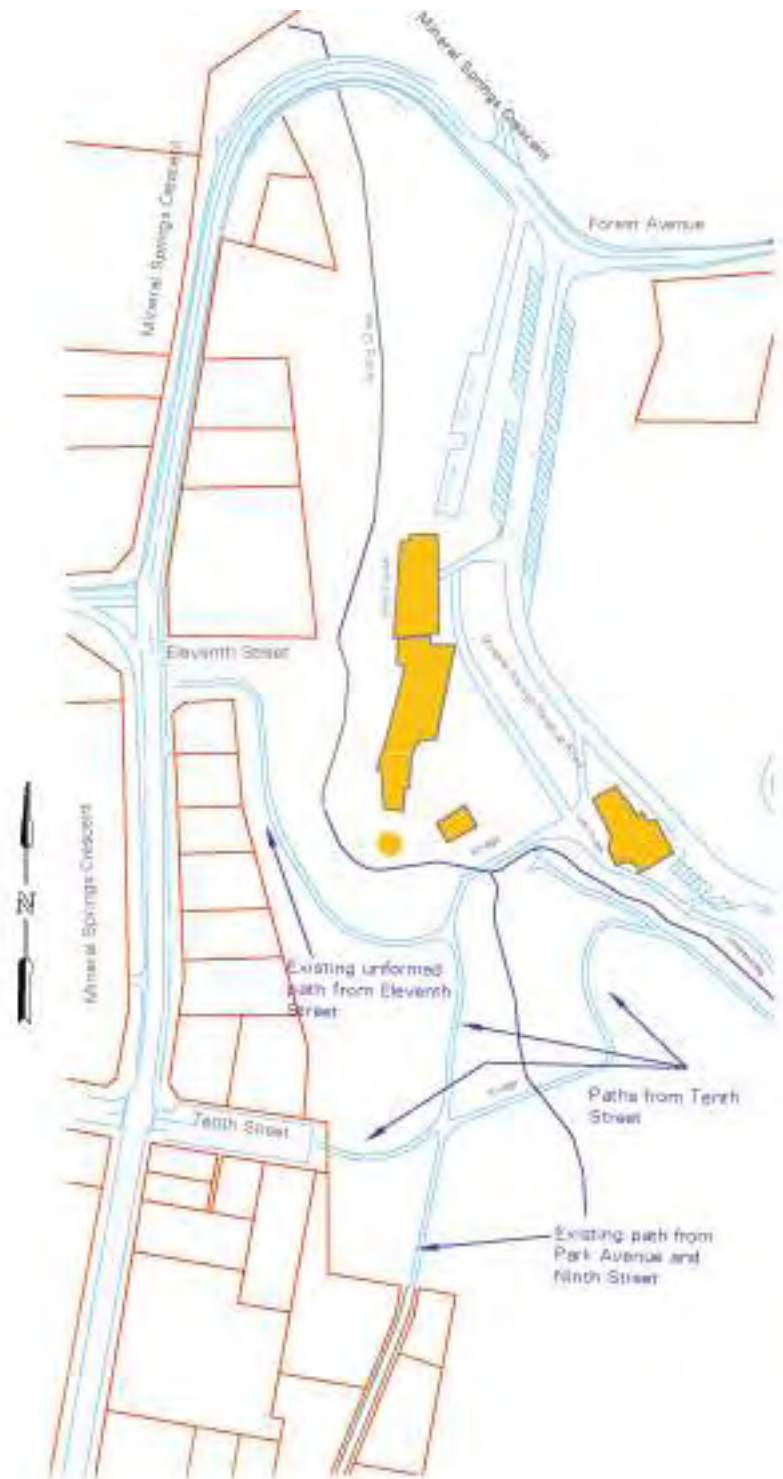
- A sealed walkway connecting Tenth Street to a high level bridge over Spring Creek. There are sealed pathways from the bridge along both sides of the creek.
 - On the west side of the creek, there is a concrete path with steps connecting to the Spring Creek bridge near the Pavilion Café.
 - The path on the east side of the creek has an asphalt surface and connects to the bridge over Spring Creek near the Locarno Springs.

There is a connecting path along the west side of Spring Creek to the bridge near the Pavilion Café.

- A formed walkway between Eleventh Street and the path between Tenth Street and the bridge near the Pavilion Café on the west side of the creek.
- A formed path between Park Avenue and the path from Tenth Avenue. Park Avenue is a sealed access road for the abutting properties connecting to Ninth Street.
- A sealed path along the east side of Spring Creek between the Locarno Springs and the Bathhouse. This path connects to a formed track along the east side of Spring Creek connecting to the Wyuna and Sulphur Springs.
- A formed path between the path on the east side of Spring Creek and the access road near the Picnic carpark. This path is steep and was damaged during the storms in 2011.

There are no pedestrian paths in the northwest area of the Reserve. The Hepburn Shire is planning to construct a path on the west side of Mineral Springs Crescent north of Eleventh Street.

Figure 2.2 Path Network



2.6 Traffic Volumes

Several automatic traffic counts have been carried out on Mineral Springs Crescent and Forest Avenue which are summarised in Table 2.2. The majority of the traffic is destined for the Mineral Springs Reserve.

Table 2.2 Traffic Volumes

Road	Two Way Average Daily Traffic (Vehicles / Day)		Two Way Average Hourly Volume (Vehicles / Hour)
Mineral Springs Crescent (80 metres Nth of Hepburn – Newstead Road)	979	1,575	87
Forest Avenue (70 metres east of Mineral Springs Crescent)	336	503	24
Back Hepburn Road (500 metres south of Mannings Road)	190	224	14

(Source: Hepburn Shire Council)

Turning movement counts were carried out at the intersection of Mineral Springs Crescent and Mineral Springs Reserve Road on Tuesday 31st July 2012 between 11.30 am and 4.30 pm and on Saturday 4th August 2012 between 10.30 am and 5.00 pm. The results of the turning movement counts are attached in Appendix B.

Tuesday 31st July 2012 Survey

The majority of the traffic accessing the Mineral Springs Reserve turned right into and left out from the south approach of Mineral Springs Crescent. The staff had parked in the carpark to the south of the main carpark by 11.30 AM. Several staff had left between 3.30 and 4.00 PM.

There were approximately five staff who had parked in the main carpark. It is understood that the staff are encouraged to park at the western end of the main carpark adjacent to the entrance from Mineral Springs Crescent.

Saturday 4th August 2012 Survey

A turning movement count at the intersection of Forest Avenue and the Mineral Springs Reserve Rear Access Road was carried out on Saturday 4th August 2012 between 10.30 AM and 5.00 PM.

On Saturday, the majority of the traffic accessing the Mineral Springs Reserve also turned right into and left out from the south approach of Mineral Springs Crescent. There were many people which were observed to travel to the picnic area and return within a short time.

There were only a few people who used the rear access road onto Forest Avenue. In the period between 10.30 AM and 5.00 PM only 13 cars left and nine cars entered the Reserve from Forest Avenue.

The staff had parked in the carpark to the south of the main carpark by 10.30 AM. There were only two cars which left the staff carpark during the survey period.

2.7 Car Parking

The carparking in the Mineral Springs Reserve is concentrated in the following four areas.

- Main carpark adjacent to the Hepburn Bathhouse and Spa. At the time of the survey in July - August, there were 35 spaces available to the Bathhouse

complex patrons. Ten spaces were closed due to the construction works associated with the relocation of the sewer pipe. Also four parallel parking spaces had replaced the eight angle spaces in the area where barriers had been placed in front of the embankment which subsided during the 2011 floods.

Construction of the retaining wall on the east side of the main carpark was being carried out at the time of the summer weekend parking survey in January 2013. There were 21 spaces and two disabled spaces on the west side. An area on the east side was made available for parallel parking. During the survey, nine cars were observed angle parking in this area.

There were two disabled spaces in the carpark near the entrance to the Bathhouse complex.

- Staff carpark south of the main carpark. The staff carpark had been constructed on the south side of the main carpark at a significant level difference. The access road and carpark was unsealed. Parking for ten cars was available in this area.
- The Hepburn Pavilion Café carpark. The area to the south of the Café provides right angle parking for eight carspaces including one for disabled parking. There is parallel parking on the south side of the access road between the Pavilion Café and the picnic carpark for ten cars.
- Picnic carpark. There were 79 carspaces including one disabled space in the carpark at the southern end of the Reserve. There are BBQ facilities, toilets and walks in the Reserve in this area. There were an additional ten spaces on the south side of the access road between the Café and Picnic Carparks making the total parking of 89 spaces.

2.7.1 Parking Surveys

A survey of the usage of the carparking in the Reserve was carried out on Tuesday 31st July 2012 between 11.30 AM and 4.30 PM and on Saturday 4th August 2012 between 10.30 AM and 5.00 PM. The last four characters of the number plates entering and leaving the carpark, the time and direction of the vehicles entering and leaving and the numbers of persons in each car were recorded. Also the location of the carparks used by the vehicles entering the Reserve was recorded.

The results of the parking surveys enabled the number of cars parked in each carpark, person occupancy and time of stay in the carparks to be determined.

There was concern that the parking in the Reserve was higher during the summer period than when the surveys were conducted in July – August. A survey of the cars parked in each carpark was carried out on Saturday 12th January 2013 between 10.30 AM and 4.00 PM.

2.7.2 Weekday parking demand

The results of the parking survey on Tuesday 31st July are summarised in Table 2.3 and Figure 2.3.

The peak parking demand on Tuesday 31st July occurred between 12 Noon and 12.30 PM when 42 cars were parked in all the carparks in the Reserve.

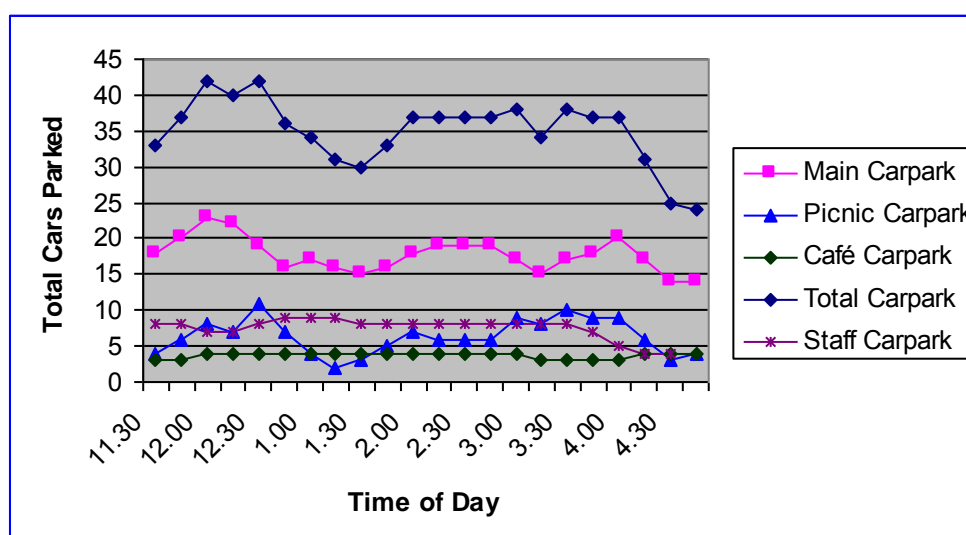
The peak parking associated with the Bathhouse occurred at 12 Noon with 19 cars parked in the main carpark. At 12.30 PM, there were 11 cars parked in the picnic area and four cars parked at the carpark adjacent to the café.

There were eight cars parked in the staff carpark at 12.30 PM.

Table 2.3 Car Parking Survey Tuesday 31st July 2012

Location	No of Spaces	Number of Occupied Spaces					
		11.30 AM	12.30 PM	1.30 PM	2.30 PM	3.30 PM	4.30 PM
Main Carpark	35	18	19	15	19	17	14
Staff Carpark	10	8	8	8	8	8	4
Café Carpark	8	3	4	4	4	3	4
Picnic Carpark	89	4	11	3	6	10	3
Total	142	33	42	30	37	38	25
Percentage Occupancy		23 %	30 %	21 %	26 %	27 %	18 %
Vacant Spaces		109	100	112	105	104	117

Figure 2.3 Parking Accumulation Tuesday 31-7-12



Location of parking within the Reserve

The location of the parking used by the cars entering the Reserve, length of stay and person occupancy in each carpark area on Tuesday 31st July 2012 is summarised in Table 2.4.

The results of the surveys indicated that most of the people parking in the main carpark were destined for a service at the Bathhouse. Bathing and therapies in the Spa are scheduled to last between 30 and 90 minutes and treatments in the Bathhouse last up to two hours. It is estimated that there were up to seven staff from the Bathhouse and the café parked in the main carpark.

Most cars using the Bathhouse and Spa had two people supporting the average car occupancy of 1.85 persons per vehicle.

Table 2.4 Weekday parking in Reserve (Tuesday 31st July 2012)

	Location of parking		
	Main Carpark	Café Carpark	Picnic Carpark
Average car occupancy	1.85	1.0	1.64
Average length of stay (mins)	100.6	139.1	45.2
Time of stay			
Less than 10 minutes	2	1	10
11 to 45 minutes	17	2	17
46 – 90 minutes	13	0	13
91 – 150 minutes	11	1	3
Greater than 151 minutes	17	3	2
Total cars	60	7	45

The carpark near the Cafe was used by staff and for short term visitors to the area. There were few cars using the picnic carpark for BBQ's and the walking trails.

A large number of cars were observed to enter the picnic carpark and only stay a short time. This may have been a result of poor direction signage to the exit onto Forest Avenue and signage of the facilities in the area.

2.7.3 Weekend parking demand

The results of the parking survey on Saturday 4th August 2012 are summarised in Table 2.5 and Figure 2.4.

The peak parking demand on Saturday 4th August occurred between 2.00 and 2.15 PM when 84 cars were parked in all the carparks in the Reserve.

The peak parking associated with the Bathhouse occurred at 2.00 PM with 56 cars. All the carspaces in the main carpark and 22 spaces on both sides of the road between the café and the picnic carparks were occupied at this time. There were 13 cars parked on the unsealed shoulder on the north side of the access road.

Table 2.5 Car Parking Survey Saturday 4th August 2012

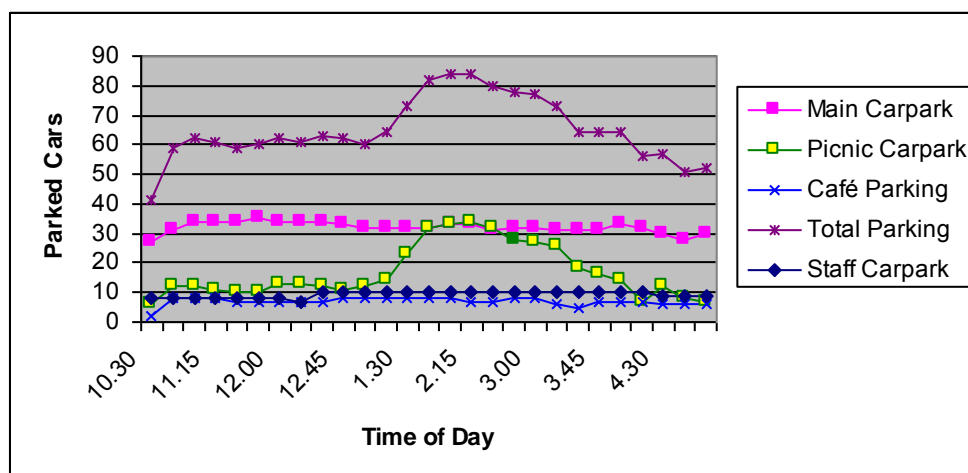
Location	No of	Number of Occupied Spaces
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	Spaces	11.00 AM	12 Noon	1.00 PM	2.00 PM	3.00 PM	4.00 PM	5.00 PM
Main Carpark	35	34	34	32	33	32	33	30
Staff Carpark	10	8	8	10	10	10	10	9
Café Carpark	8	8	7	8	8	8	7	6
Picnic Carpark	89	12	13	12	33	27	14	7
Total	142	62	62	62	84	77	64	52
Percentage Occupancy		44 %	44 %	44	59 %	54 %	45 %	37 %
Vacant Spaces		80	80	80	58	65	78	90

All the spaces in the café carpark were occupied throughout the day. Up to five of the spaces were used by staff from the café. The maximum number of cars parked in the picnic carpark was 11 cars between 2.00 and 2.30 PM.

There were ten cars parked in the staff carpark between 12 Noon and 4.00 PM.

Figure 2.4 Parking Accumulation Saturday 4-8-12



Location of parking within Reserve

The location of the parking used by the cars entering the Reserve, length of stay and person occupancy in each carpark area on Saturday 4th August 2012 is summarised in Table 2.6.

Table 2.6 Weekend parking in the Reserve (Saturday 4th August 2012)

Location of parking

	Main Carpark	Café Carpark	Picnic Carpark
Average car occupancy	2.1	1.86	2.3
Average length of stay (mins)	79.56	224.5	46.2
Time of stay			
Less than 10 minutes	23	0	63
11 to 45 minutes	52	1	71
46 – 90 minutes	31	1	35
91 – 150 minutes	22	1	19
Greater than 151 minutes	27	5	16
Total cars	155	8	204

The results of the surveys indicated that over two thirds of the people parking in the main carpark were destined for services from the Bathhouse complex. There were also some people who parked and enquired about the services offered at the complex. It is estimated that there were up to 20 staff from the Bathhouse complex parked in the main carpark.

The Pavilion Café carpark was used by staff from the Café. The parking in the picnic carpark included the access road between the café and picnic area. Parking on both sides of the road was used by people accessing the Bathhouse and Spa complex when the main carpark was full. There were a large number of people who entered the picnic carpark for a short time.

2.7.4 Summer Weekend parking demand

The results of the parking survey on Saturday 12th January 2013 are summarised in Table 2.7 and Figure 2.5.

Table 2.7 Car Parking Survey Saturday 12th January 2013

Location	No of Spaces	Number of Occupied Spaces					
		11.00 AM	12 Noon	1.00 PM	2.00 PM	3.00 PM	4.00 PM
Main Carpark	32	12	15	22	29	29	26
Staff Carpark	12	12	12	12	12	12	12
Café Carpark	8	6	8	6	7	8	8
Picnic Carpark	89	2	5	5	7	15	12
Total	141	32	40	45	55	64	58
Percentage Occupancy		23 %	28 %	32 %	39 %	45 %	41 %
Vacant Spaces		109	101	96	86	77	83

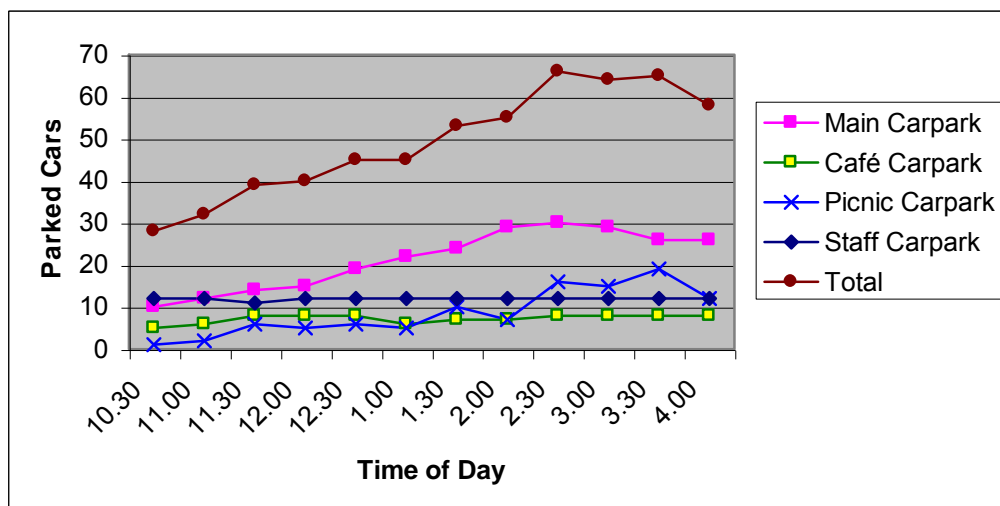
The peak parking demand on Saturday 12th January occurred at 2.30 PM when 66 cars were parked in all the carparks in the Reserve.

The peak parking associated with the Bathhouse occurred at 2.30 PM with 30 cars. All of the carspaces on the west side and eight angle spaces on the east side of the

main carpark and seven spaces on the south side of the road between the café and the picnic carparks were occupied at this time.

All the spaces in the café carpark were occupied throughout the day. Some of the spaces were used by staff from the café. The maximum number of cars parked in the picnic carpark was eight cars between 2.30 and 3.00 PM.

Figure 2.5 Parking Accumulation Saturday 12-1-13



2.8 Public Transport

There are no scheduled bus services to the Hepburn Mineral Springs Reserve. There is a bus parking area near the entrance to the Bathhouse complex for tourist buses. A taxi was observed picking up a person from the Bathhouse complex. There are no designated taxi parking spaces in the vicinity of the Bathhouse complex.

3. Pedestrian and Traffic Management Plan

3.1 Development Objectives

Recommendations emerging from this Plan are underpinned by five Development Objectives. The objectives are informed by a review of the relevant documentation, parking and traffic studies and consultations. The Development Objectives will be achieved through a number of actions. Over time there may be other works required in the Reserve and the Development Objectives adopted as part of this Plan can be usefully applied to other decision making processes. The Development Objectives are:

1. Improved pedestrian safety and access into and around the Reserve.
3. Improved appearance and amenity in the Reserve.
3. Improved signage and way-finding for pedestrians and vehicles.
4. Sufficient and appropriately located car parking for a variety of Reserve users.
5. Cost effective and long term infrastructure development.

3.2 Development Objective 1 - Improved pedestrian safety and access into and around the Reserve.

There is a lack of pedestrian paths connecting the parking areas to the facilities within the Reserve. Patrons accessing the Bathhouse and other facilities walk along the access road in conflict with the parking of vehicles and through traffic.

3.2.1 Improved pedestrian safety and reduced conflict between pedestrians and vehicles.

The following actions are designed to achieve improvements to pedestrian safety.

Action 1 Reduce conflict between pedestrians and vehicles in main carpark

The main carpark has angle parking on both sides of the access road. There are a total of 49 spaces and two disabled spaces in the existing layout. There are no pedestrian footways in the carpark and patrons to the Bathhouse walk along the access road in conflict with the parking and through vehicles.

The work to construct the new retaining wall on the east side of the main car park includes a footpath between the wall and parking spaces. Conversion of the angle parking to 90° parking and narrowing of the access traffic lanes to 3.5 metres would enable a footway to be provided on the west side in addition to the footway adjacent to the retaining wall.

The proposed layout of the carpark is detailed in Figure 3.1 and the cross section is detailed in Figure 3.2. Footpaths on both sides of the carpark will reduce the conflict between pedestrians walking along the traffic lanes and the parking vehicles. The narrower traffic lanes should be supported by a narrowing of the entrance to the Reserve. Work to develop a narrower entrance is an opportunity to better define the area as a gateway to the Reserve and improve landscaping and signage. A reduction in the road width at the main entrance also helps reduce the speed of vehicles.

Figure 3.1 Footpaths in main carpark

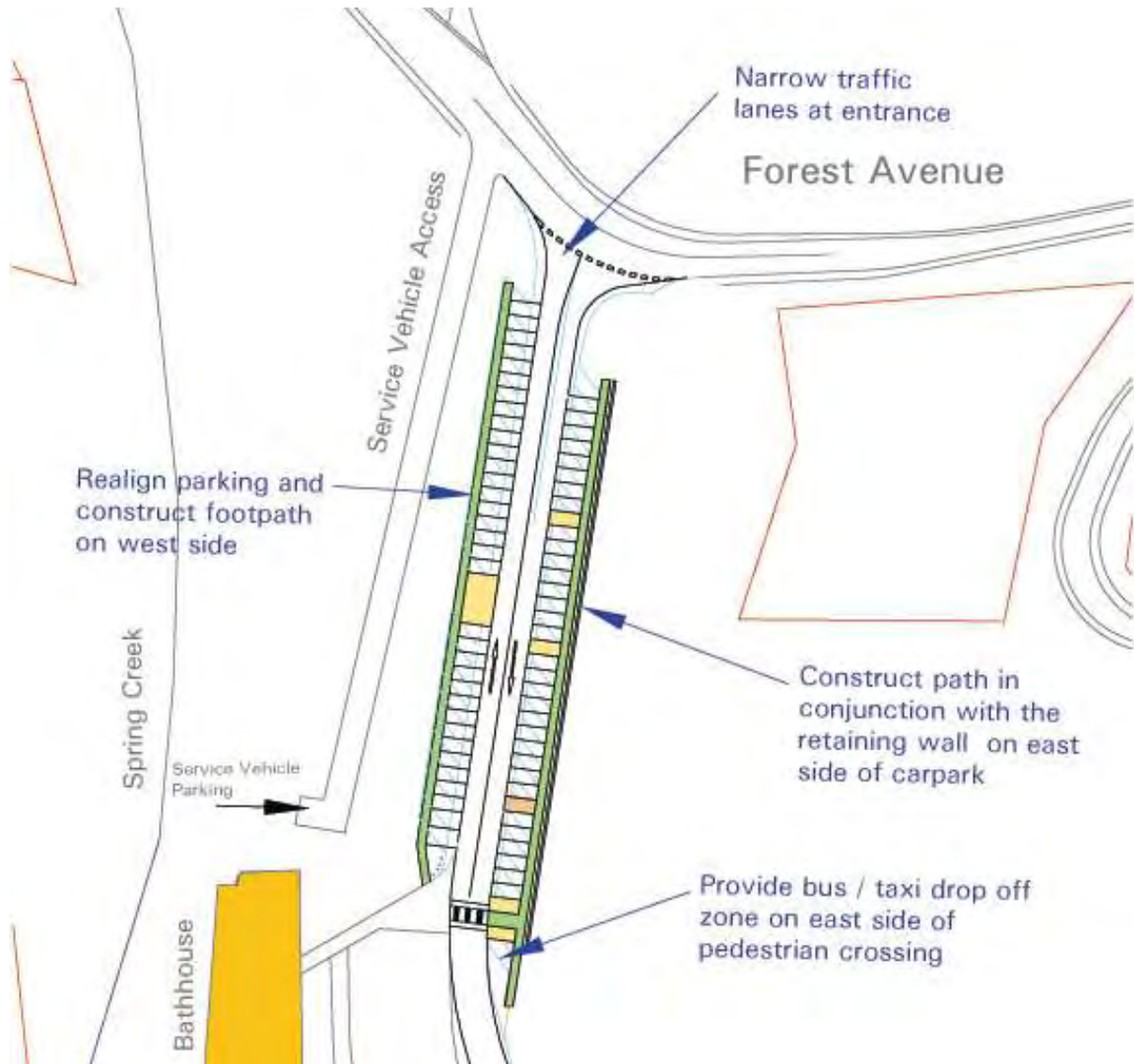
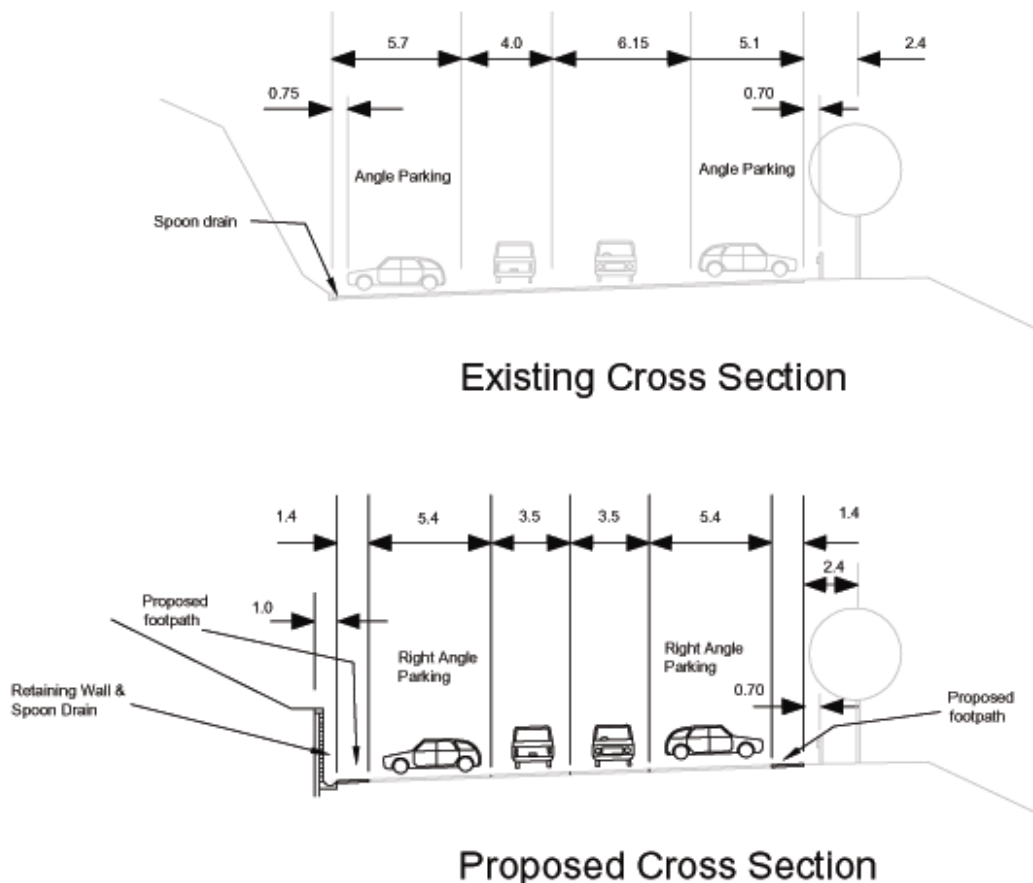


Figure 3.2 Proposed Carpark Cross Section



Action 2 Provision of path on the southwest side between Bathhouse and Spa and the Pavilion Café carparks.

The access road between the Bathhouse and Spa and the Pavilion Café carparks is 7.3 metres wide. There is a pedestrian path along the creek and in front of the Pavilion Café connecting the Soda Springs area to the Bathhouse complex.

Most pedestrians were observed to walk along the access road between the parking area south of the Pavilion Café to the Bathhouse complex entry. It is recommended that a path be defined along the southwest side of the access road to cater for pedestrians separated from the vehicular traffic.

The proposed cross section of the access road showing the proposed path is detailed in Figure 3.3.

Figure 3.3 Path on southwest side of access road between Bathhouse and Café Pavilion carpark

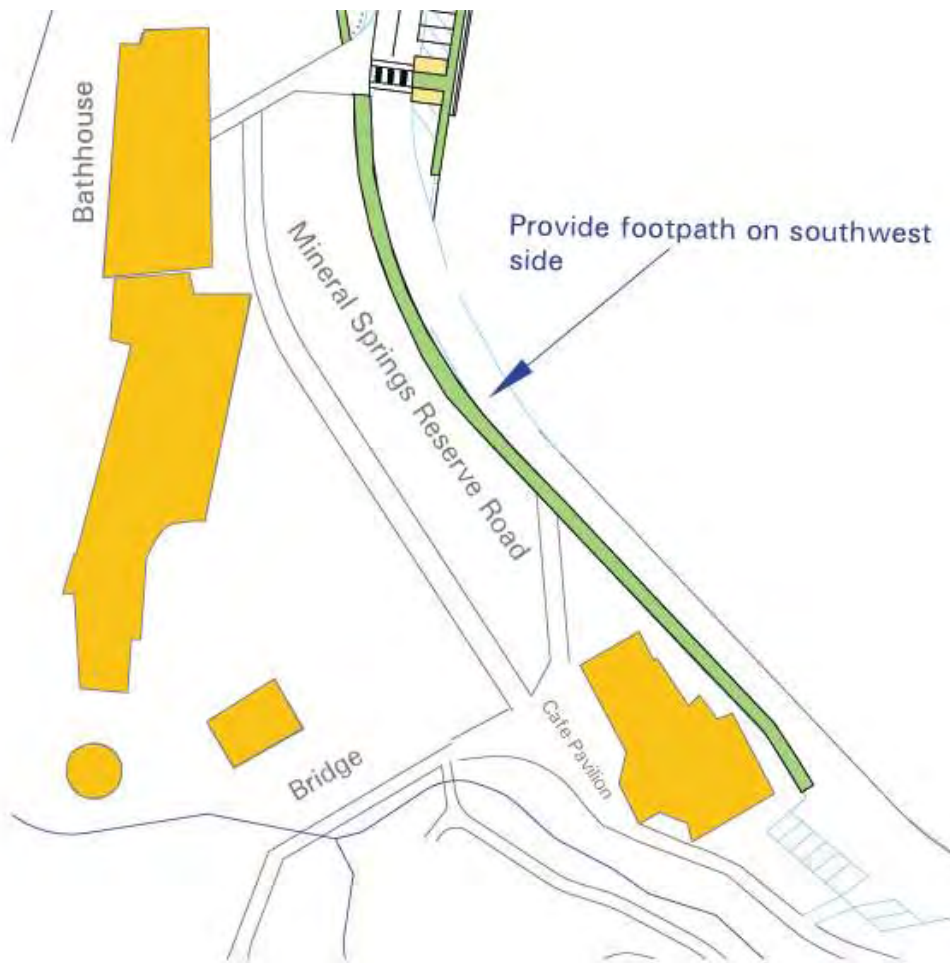
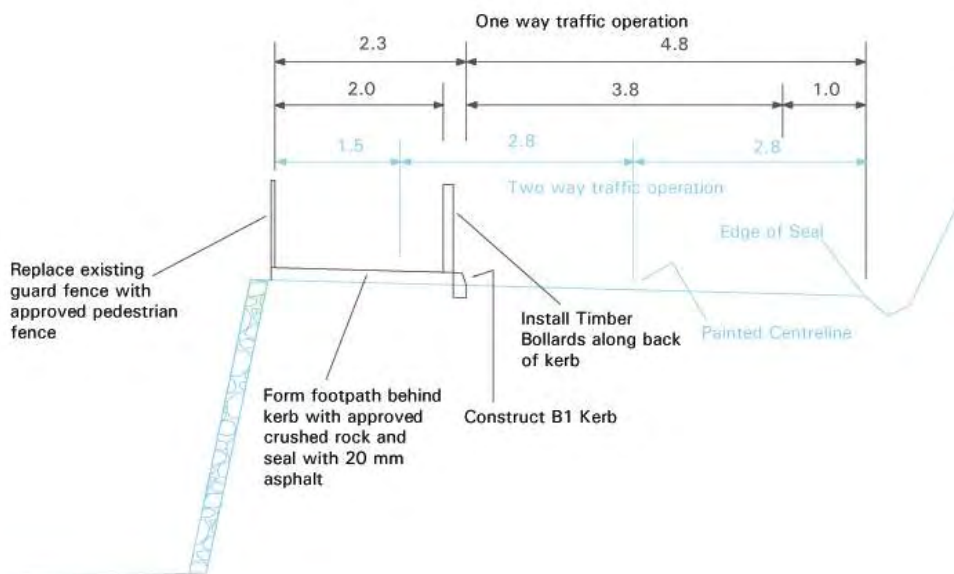


Figure 3.4 Cross section on access road



Action 3 Extension of footway across parking adjacent to Pavilion Café

The carpark adjacent to the Pavilion Café provides for seven cars and one disabled space. The parking spaces are orientated at right angles and disrupt the connectivity of the pedestrian access between the parkland near the Locarno Springs and the proposed path on the south side of the access road near the café.

Two options were prepared for modifications to the parking adjacent to the café to retain the parking and provide for the pedestrians. Option 1, detailed in Figure 3.4 maintains the existing arrangement and provides a path around the parking spaces.

Figure 3.4 Option 1 Existing parking and indirect pedestrian connection



Option 2, detailed in Figure 3.5, extends the pedestrian path across the parking area adjacent to the Café and replaces the right angle parking with parallel parking.

Figure 3.5 Option 2 Removal of 90° Parking and direct pedestrian connection



The existing carparking area could be converted into a picnic area or grassed area.

Option 2 would provide a direct connection between the paths and is the preferred alignment of the path. The parallel kerbside parking on the south side of the access road could be extended to provide an additional five spaces resulting in a net loss of parking of three spaces.

Action 4 New footway on south side of the access road near Locarno Springs

Parallel kerbside parking is provided on the south side of the access road between the Picnic carpark and the Pavilion Café. There is no footway in this area and patrons walk along the access road or along the grass verge at the back of the kerb and channel.

A new footway along the back of the kerb and channel on the south side of the access road is proposed to provide a continuous pedestrian spline through the Reserve between the main carpark at the Bathhouse and the Picnic carpark.

The proposed footway is detailed in Figure 3.6.

Figure 3.6 Footpath on south side of access road near Locarno Spring



Action 5 Pedestrian crossing of access road.

In the main carpark, pedestrian footways are proposed on both sides of the parking area. A pedestrian crossing is proposed at the eastern end of the carpark to connect the path on the north side of main entrance to the Bathhouse. A raised platform will be provided at the pedestrian crossing to reduce traffic speeds.

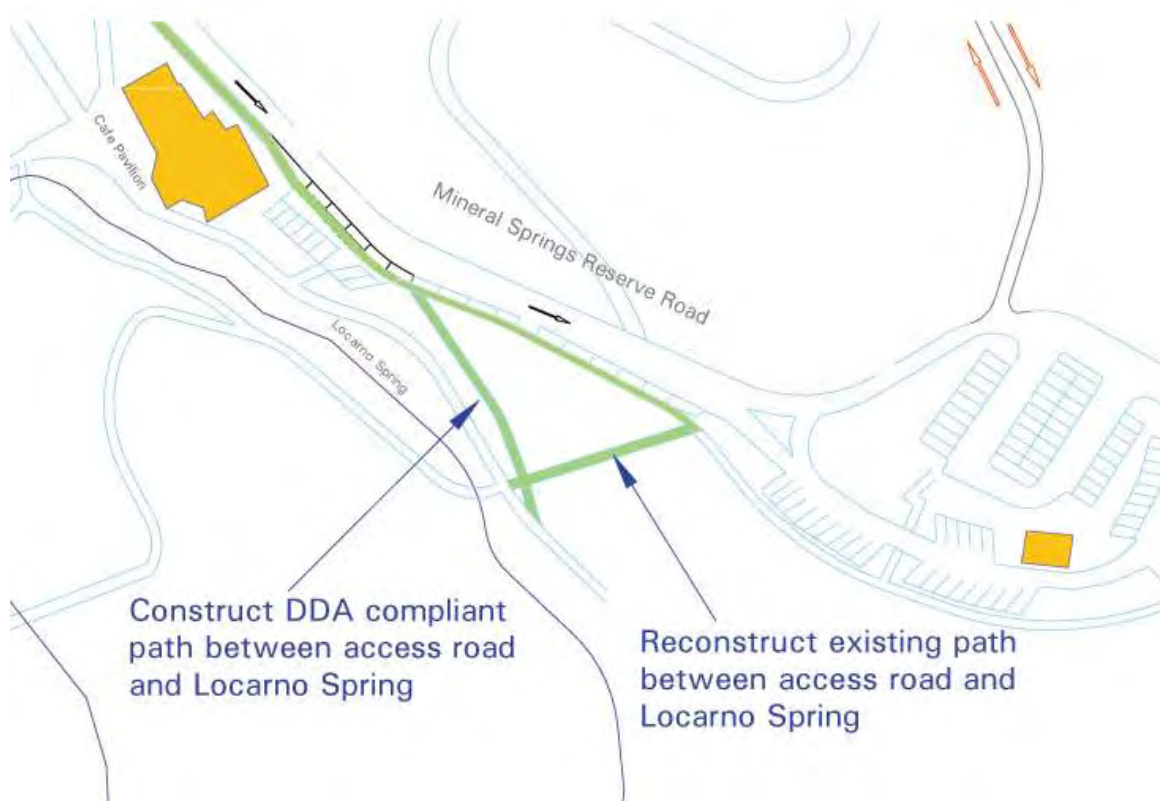
3.2.2 Improved pedestrian access

The following actions involve the construction of new footways which would improve the access within and to and from the Reserve.

Action 6 DDA Compliant footway near Locarno Spring

There are no all abilities accessible footways improving access to the Locarno Springs from the parking on the access road. It is proposed to provide an accessible footway between the pedestrian spine adjacent to the access road to the main pedestrian link in the Reserve, East Pavilion Cafe and Locarno Spring. This footway, which is detailed on Figure 3.7, will have relatively flat grades between the trees.

Figure 3.7 DDA compliant path near Locarno Spring



Action 7 Reconstruction of existing footway between Picnic carpark and Locarno Spring

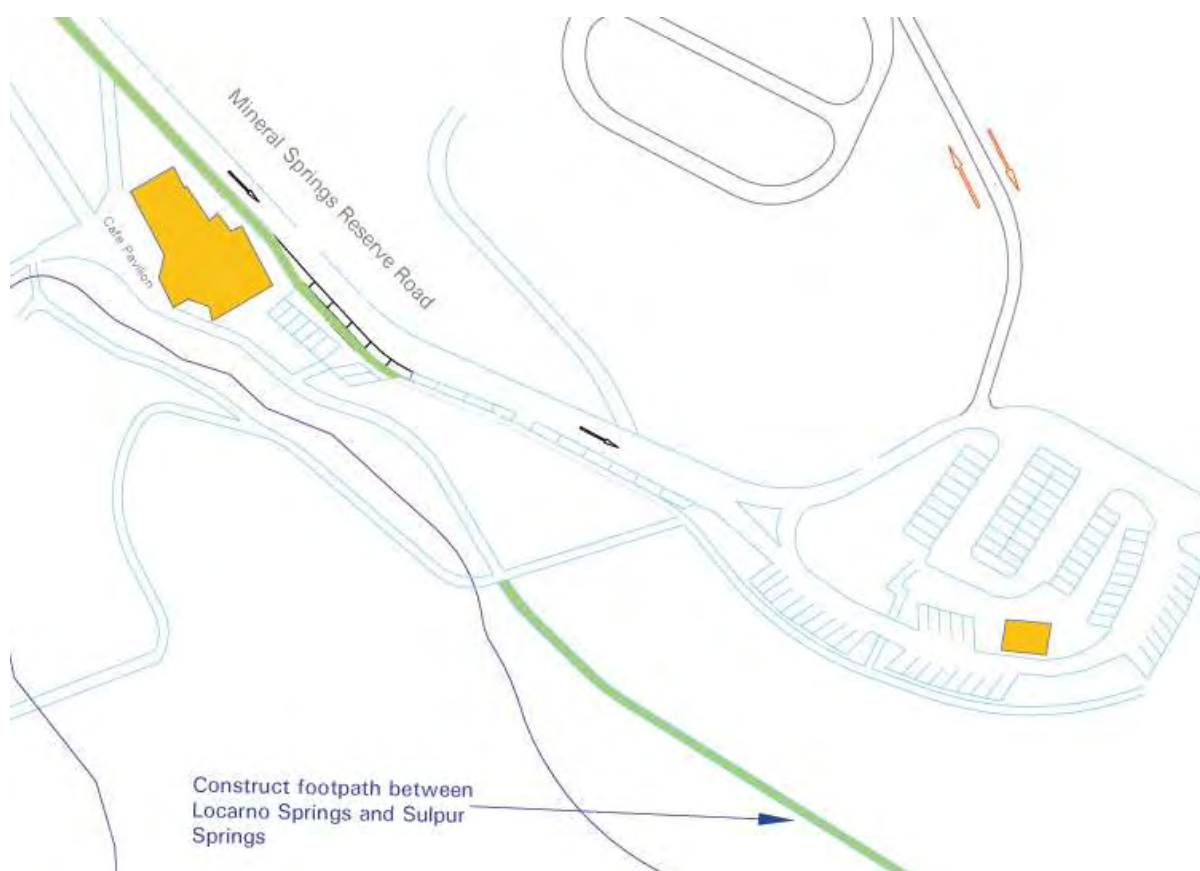
The steep footway between the Picnic carpark and the Locarno Spring was damaged subsequent to the 2011 floods. This footway is relatively steep, but provides an important link from the car park to the Springs for many visitors. It is proposed to reconstruct and seal the path, which will be complemented by the path described in Action 6. The alignment of the path is detailed on Figure 3.7.

Action 8 Construction of footway between Locarno Springs and Sulphur Springs

There was an unformed track along the east side of Spring Creek between the Locarno Springs and the Wyuna and Sulphur Springs. The Victorian Mineral Springs Reserves Master Plan Review recommended an upgrade of the path between the Locarno and Sulphur Springs.

The track has been reconstructed with a sealed surface recently. The alignment of the path is detailed on Figure 3.8.

Figure 3.8 Sealed footway between Locarno Springs and Sulphur Springs



Action 9 Construction and sealing of path from Eleventh Street

There are existing footpaths connecting Tenth Street and Eleventh Street to the Mineral Springs Reserve. The footpath from Tenth Street is sealed and connects to the bridge over Spring Creek near the Pavilion Café.

There is an existing unformed path between Eleventh Street and the path from Tenth Street cut into the edge of a steep embankment. The path has street lights along the route but it is not known if they are still in working order. There is a fence along the south side of the path in poor condition.

Extensions to the walking paths along Mineral Springs Crescent are on the Western side of the road. Access to the Eleventh Street path from the West would require crossing the road

near the Newstead Road intersection. Pedestrians should be encouraged to access the Reserve via the safer Tenth Street path. The Eleventh Street path should be retained for local access to the Reserve. It is recommended that the path, fences and surrounds be maintained so they are safe in the short term, and consideration be given to sealing the path in the longer term. This path would provide an additional connection to the Reserve from Hepburn and provide a walking trail loop. The location of the path is detailed in Figure 3.9.

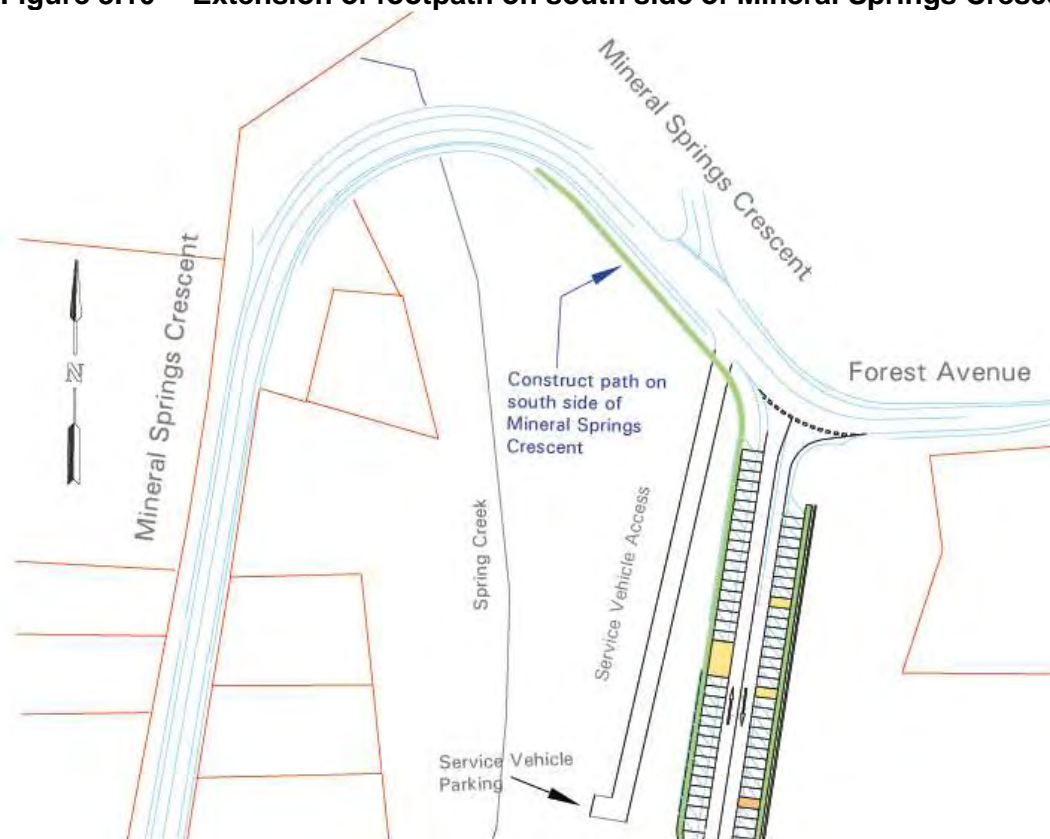
Figure 3.9 Construction of path from Eleventh Street



Action 10 Extension of footpath on south side of Mineral Springs Crescent

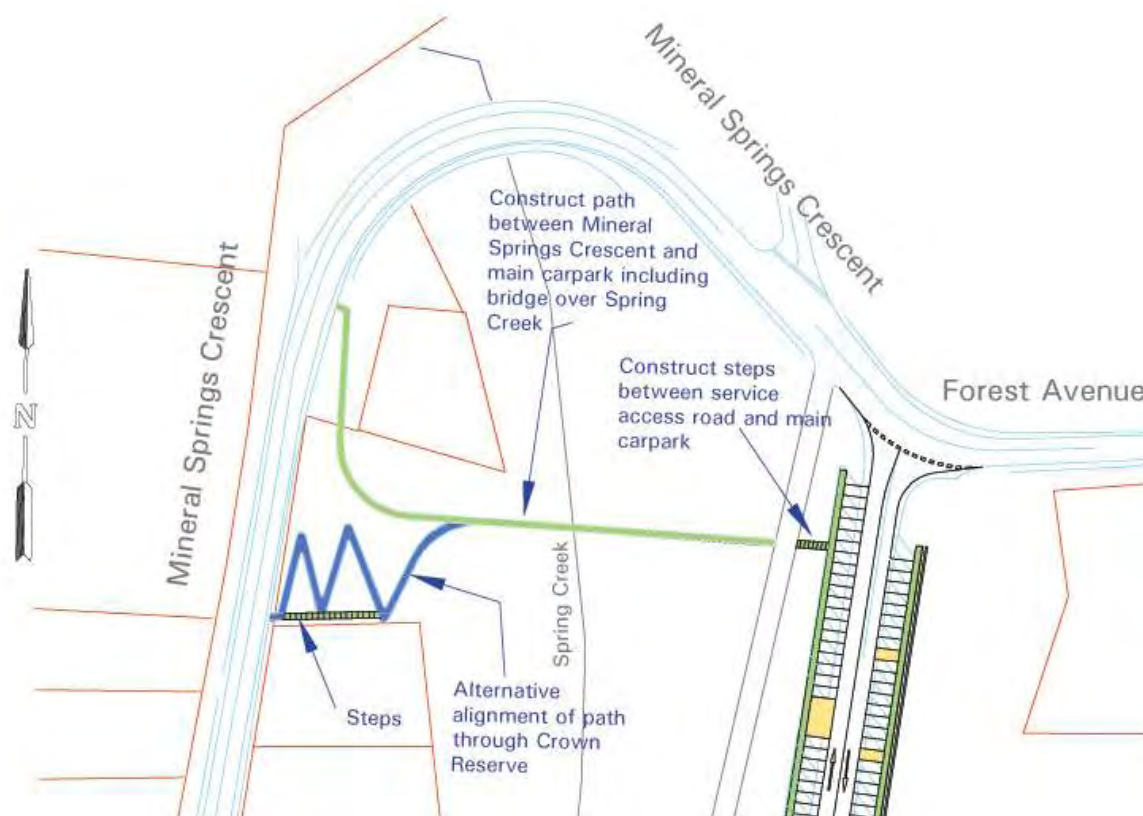
The Hepburn Shire propose to construct a footpath along the west side of Mineral Springs Crescent. There is a short section of footpath on the south side of Mineral Springs Crescent behind the guard fence at the bridge over Spring Creek.

It is recommended that a sealed path be constructed on the south side of Mineral Springs Crescent between the Spring Creek bridge and the entrance to the Reserve. The extension of the path along the west side of the Mineral Springs Crescent, which is detailed on Figure 3.10 and the construction of the path between the Spring Creek and the Reserve entry would provide for pedestrians from Hepburn.

Figure 3.10 Extension of footpath on south side of Mineral Springs Crescent**Action 11 New footpath through Crown land to the Reserve.**

There is a parcel of vacant Crown Land on the east side of Mineral Springs Crescent and the north side of Spring Creek that could provide another access point to the Reserve. Several studies including the Hepburn Mineral Springs Reserve Pedestrian Connections, Hepburn Mineral Springs Reserve Management Plan and the Hepburn Walking and Cycling Strategy recommend that a footpath be constructed through this land and connect to the Mineral Springs reserve via a new footbridge over the Spring Creek. The land is very steep in parts and a path provides an opportunity to improve access to the Reserve; the landscape and general amenity of the area.

The alignment of a new path through this Crown land can be resolved at another time, but two possible options exist. A footpath entering the site from the south, and closest to the Hepburn township, which would be very steep in parts and sections would have to be connected with steps. An alternative alignment would include a path on the east side of the house on Mineral Springs Crescent near the bridge over Spring Creek. This path would be relatively flat and could still connect to the proposed footbridge over Spring Creek into the Reserve. The alignment of both paths is detailed in Figure 3.11.

Figure 3.11 Footpath between Mineral Springs Crescent to Reserve.

3.3 Development Objective 2 - Improved appearance and amenity of Reserve

The following actions are aimed at improving the appearance and amenity within the Reserve. Any actions undertaken should give consideration to the improvement in the context of its location. If additional work is required to improve the general amenity of the area then this work should be addressed at the same time.

3.3.1 Traffic flow through Reserve

Action 12 One-way traffic movement beyond Bathhouse and Spa carpark

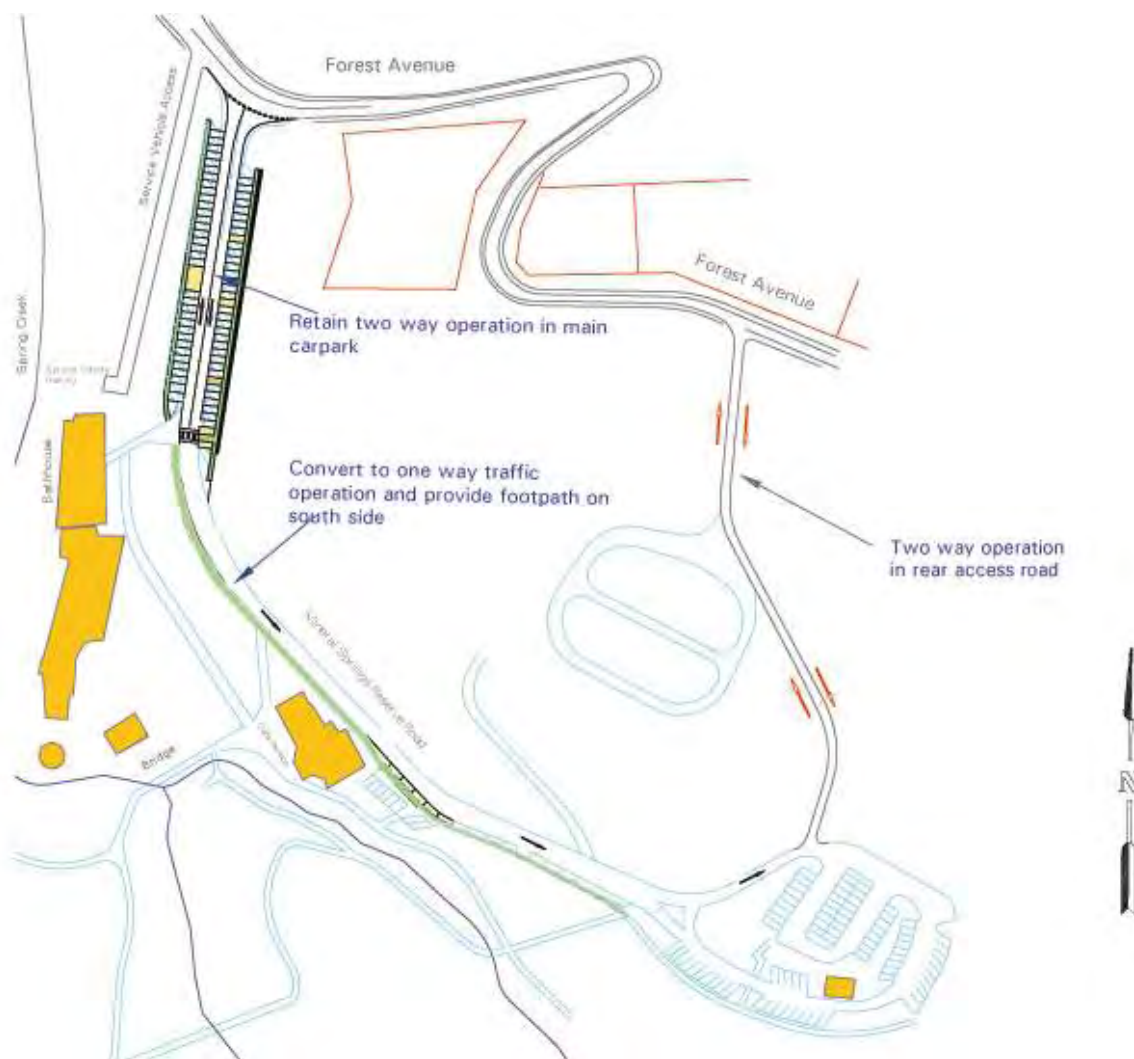
The Hepburn Mineral Springs Reserve Management Plan, August 2009 and the Victorian Mineral Springs Reserves Master Plan Review 2010 recommended the investigation of one way traffic flow through the Reserve. The one way eastbound operation between the main car park and the Picnic car park is also supported by the Hepburn Mineral Springs Advisory Committee.

The results of the parking surveys indicated that the main car-park was used overwhelmingly by people accessing the Bathhouse and Spa. The implementation of a one-way traffic flow would require the Bathhouse complex users to travel through the Reserve to exit onto Forest Avenue. It is considered that some of the Bathhouse users may drive out from main carpark against the one way traffic flow. It is recommended, therefore, that two way traffic flow be retained in the main carpark.

All the traffic using the Reserve south of the main carpark would have to exit onto Forest Avenue. The proposed one way traffic circulation in the Reserve is detailed in Figure 3.12. Forest Avenue between the rear access road and the main entrance has a winding alignment with a very tight hairpin bend and a steep downgrade. A large bus would require all of the available road pavement to negotiate the hairpin bend at a low speed and would therefore be crossing over the unbroken line marking the road in this location.

The diversion of all vehicles from the Reserve onto this section of Forest Avenue will be unsafe until the road can be changed to accommodate large vehicles. It is considered that while one way operation in the Reserve would be possible, it should not be implemented until the safety issues with the alignment of Forest Avenue between the rear access road and the main entrance are addressed.

Figure 3.12 Proposed one way traffic circulation



Action 13 Staff carparking on service access road

The existing access road for service vehicles to the Bathhouse is located on the west side of the main carpark with a separate entry from Mineral Springs Crescent. The access road is unsealed.

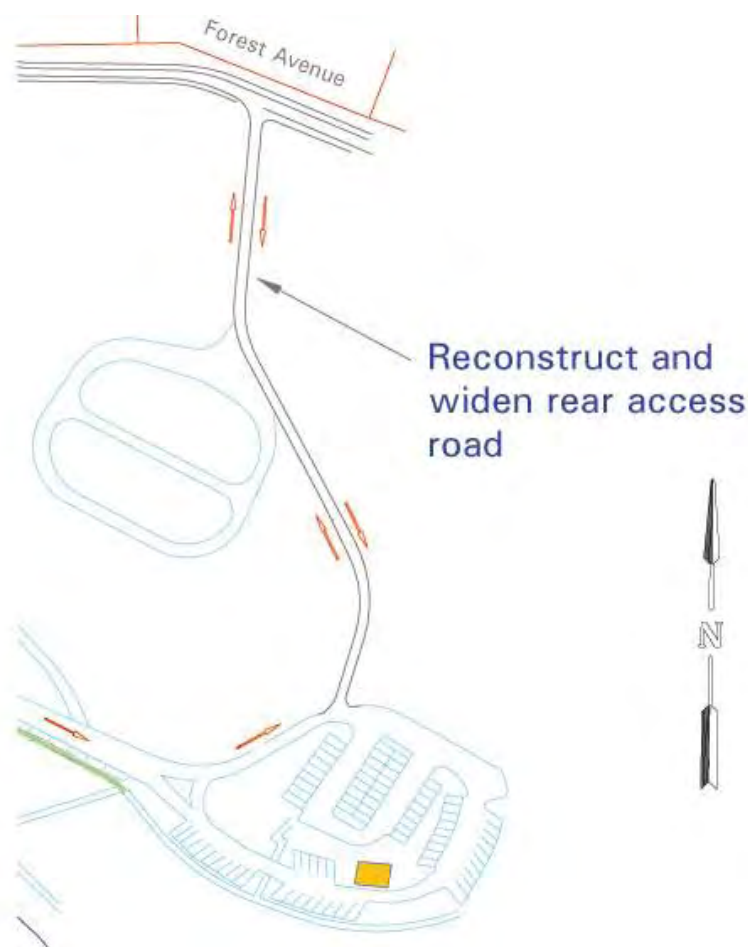
There are two car parking areas on the west side of the access road which provides twelve spaces for staff and service vehicle parking. It is recommended that the staff parking areas be removed from the west side of the service access road and a small area for two vehicles be retained at the southern end of the road for service vehicle parking.

Action 14 Rear access road to Forest Avenue

The rear access between the picnic carpark and Forest Avenue will be retained for two way traffic operation. The existing road has a sealed pavement varying between 2.6 and 3.6 metres in width.

As detailed in Figure 3.13, it is proposed to widen the pavement of the rear access road to 6.2 metres including the opening in the old fence.

Figure 3.13 Rear Access Road



3.3.2 Improve client access to facilities and services

Action 15 Encourage staff carparking away from businesses

The parking surveys indicated that staff from the Bathhouse complex and the Pavilion Café used the main carpark and the Café carpark during the day. The parking survey indicated that 17 cars on Tuesday 31st July and 27 cars on Saturday 4th August stayed in the main carpark for a time longer than 150 minutes. It is estimated that there were five staff on Tuesday 31st July and 20 staff on Saturday 4th August parked in the main carpark. There was adequate parking in the main carpark for the patrons of the Bathhouse and the staff during Tuesday 31st July.

Some of the treatments provided at the Bathhouse and Spa last up to five hours and include a lunch at the Pavilion Café. Rather than introduce timed parking restrictions to free up car parking during peak times close to services and facilities, it is recommended that staff be encouraged by Management to park further into the Reserve. Timed parking restrictions are not recommended in the Reserve.

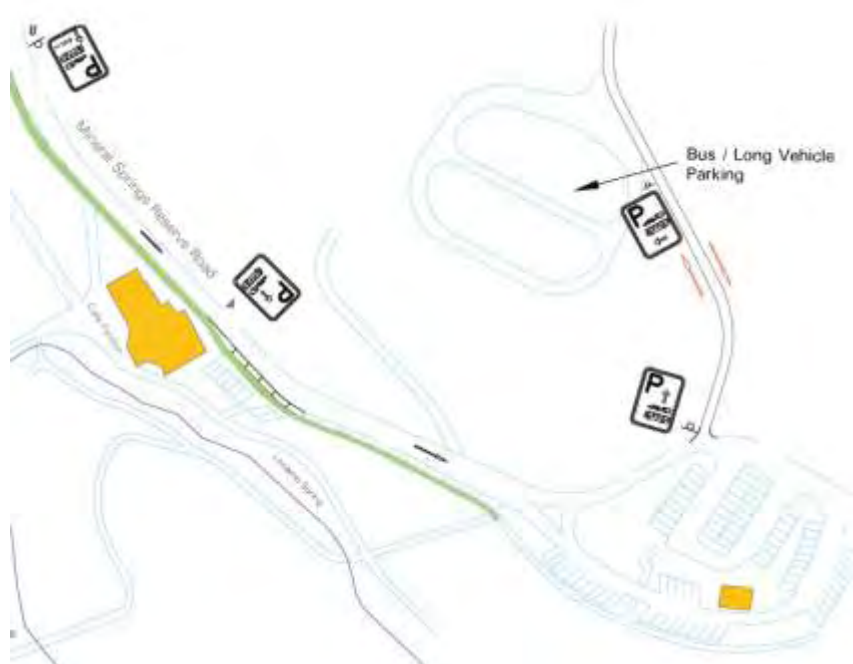
The change of the car spaces to 90° parking would increase the number of spaces in the main carpark which would ease demand during peak periods at the Bathhouse complex.

Action 16 Bus and long vehicle parking

There are no facilities for buses and long vehicle parking in the Reserve. Buses have been observed parking in the Picnic carpark across a series of angle parking spaces. Designation of long vehicle parking should be made in the old caravan park area. Use of the old caravan park site for bus parking was recommended in the Victorian Mineral Springs Reserves Master Plan Review, 2010.

The proposed location of the bus and long vehicle parking is shown in Figure 3.14.

Figure 3.14 Bus and long vehicle parking



3.4 Development Objective 3 - Improved signage and way – finding for pedestrians and vehicles

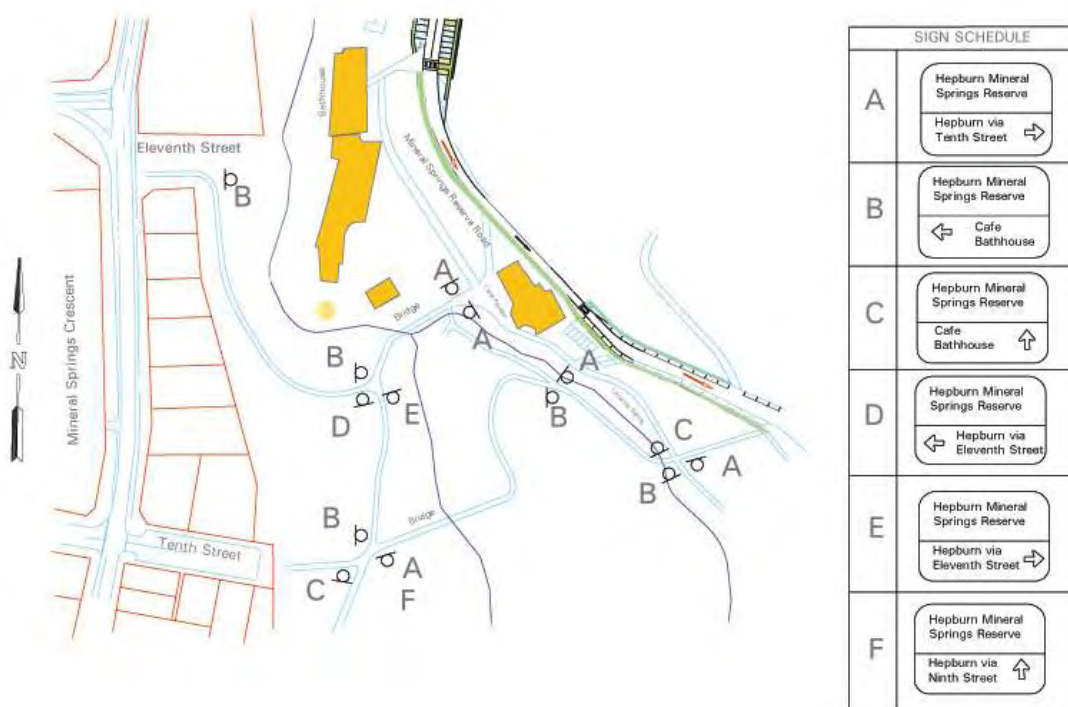
There is a lack of signs indicating the facilities within the Reserve and the car parking areas. Also there are small signs at the pedestrian paths where they connect to Ninth Street, Tenth Street and Eleventh Street. Additional direction signs are required to highlight the pedestrian connections to the Hepburn Township and the car parking and facilities within the Reserve.

The type of signs to be used on the approaches to, and within the Reserve will be discussed with Heritage Victoria and the Department of Sustainability and Environment.

Action 17 Improved pedestrian way – finding signage

Additional way – finding signage is required throughout the Reserve to highlight the locations of the pedestrian paths and the connections to the Hepburn township. The way – finding signage should highlight the length and approximate walking time to the facilities within the Reserve. The proposed way – finding signage for the pedestrian walkways are shown on Figure 3.15. The design and location of signage will require the approval of DSE and Heritage Victoria.

Figure 3.15 Pedestrian way – finding signage.

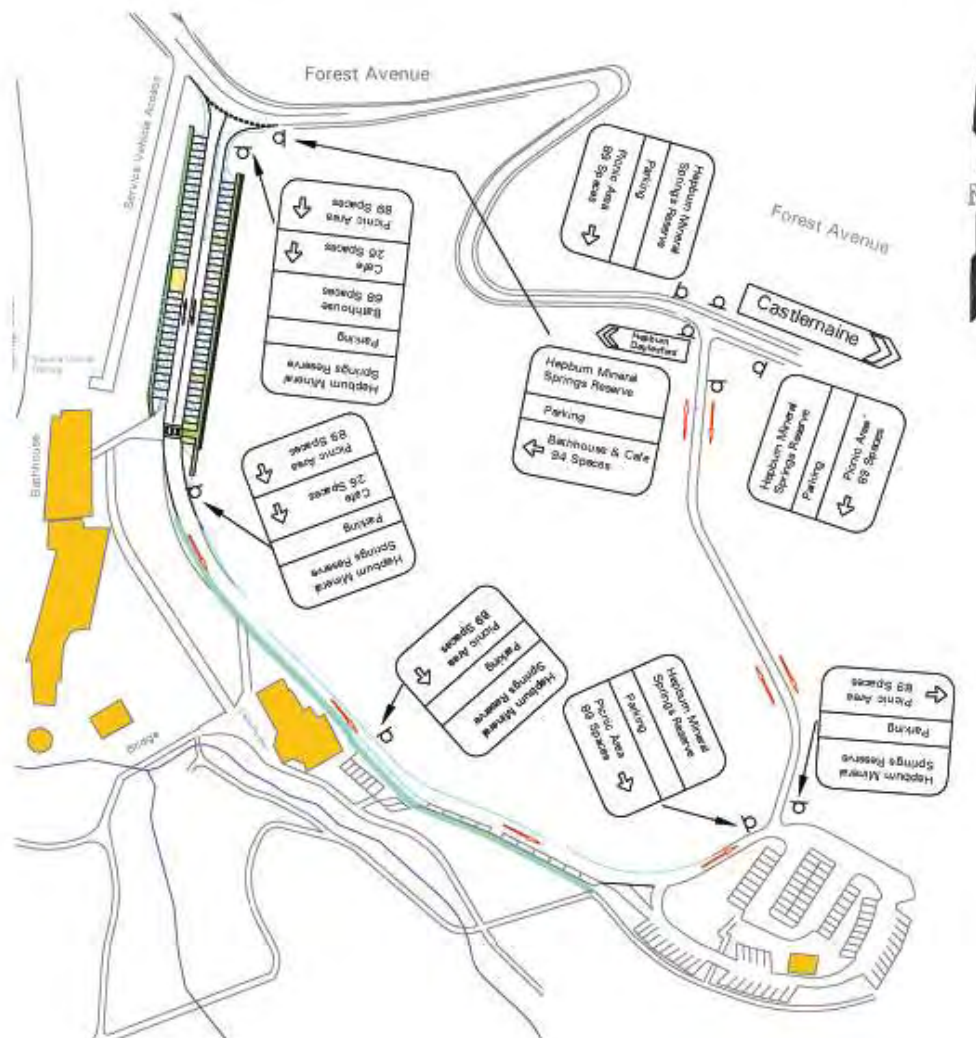


Action 18 Improved vehicle way – finding signage

There is a lack of way – finding signs to the carparking areas and the facilities within the Reserve. Improved signage indicating the number of spaces in each area should be

installed to highlight the facilities in each area. The proposed way – finding signage is shown on Figure 3.16.

Figure 3.16 Parking way – finding signage.



3.5 Development Objective 4. Sufficient and appropriately located car parking for a variety of Reserve users.

The construction of a carpark on the site of the old caravan site for staff, bus and overflow visitor parking was recommended in the Victorian Mineral Springs Reserves Master Plan Review, 2010, Hepburn Mineral Springs Reserve Management Plan 2009 and the Hepburn Mineral Springs Reserve Bathhouse Redevelopment Traffic and Parking Study 2001.

This proposal would free up some spaces in the main carpark by relocating the staff parking. Approximately half the number of staff that were estimated in the 2001 Traffic and Parking Study are actually working at the Bathhouse complex.

The results of the parking surveys indicated that there was sufficient parking in the main carpark for the people using the Bathhouse complex during the weekdays, including staff. At weekends, the main carpark is full at peak times and staff could be accommodated using overflow parking on the access road between the café and picnic carparks.

Construction of additional parking on the site of the old caravan park is not needed based on current usage and it is recommended that additional carparking on the site of the caravan park not be constructed at this stage. As indicated in Action 16, provision for bus and long vehicle parking will be made in the old caravan site.

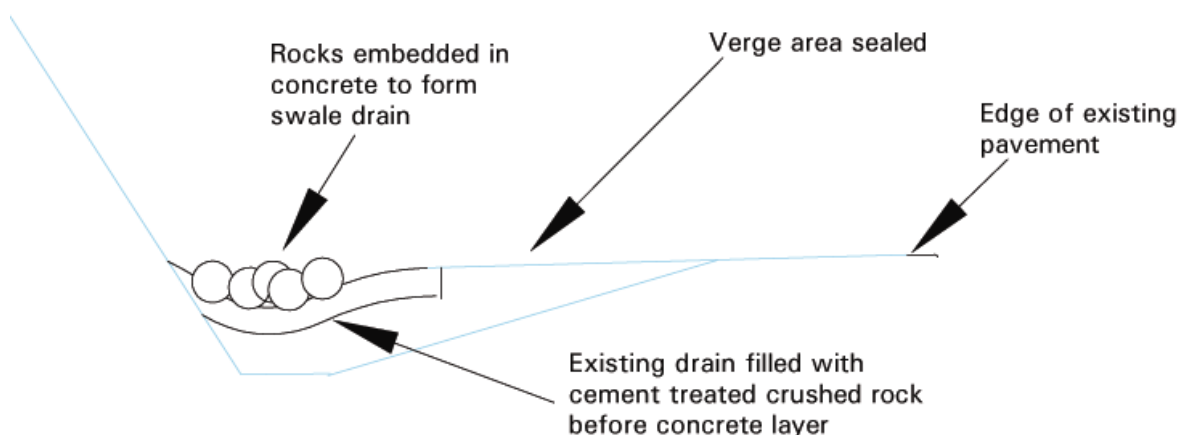
3.6 Development Objective 5 - Cost effective and long term infrastructure development

Action 19 Swale drain on north side of access road

There is a table drain along the edge of the unsealed shoulder at the base of the embankment on the north side of the access road between the Café Pavilion and the Picnic carpark. The water is eroding this table drain which will become a major maintenance issue in the future.

It is proposed to construct a swale drain consisting of large rocks bedded in a concrete base to prevent the erosion and slow down the velocity of the water flowing in the drain. The cross section of the swale drain is shown in Figure 3.17.

Figure 3.17 Swale drain on north side of access road



Action 20 Edge of parking spaces in Picnic carpark

In the Picnic carpark the edge of the parking areas are delineated with red gum sleepers. Some of these red gum sleepers are in poor condition and the steel spikes which hold the sleepers in place could create a hazard to pedestrians.

Replacing the red gum sleepers with concrete kerb or a formed asphalt edge would be expensive but would provide a very durable long term solution. A staged replacement of the red gum sleepers with either concrete kerb or an asphalt edge should be considered.

Action 21 Path construction

The paths within the Reserve should be regularly maintained. The usage of the paths will determine the type of surfacing. The Paths along the main spline through the Reserve and those paths with a high usage and providing for DDA users should be constructed with an asphalt surfacing for consistency of appearance. The paths should be constructed with asphalt surfacing of 25 mm on a base layer of 100 mm thick crushed rock.

Paths which are subject to lower usage could be left unsealed to match to surrounding landscape appearance.

In areas where light maintenance vehicles would use the pedestrian paths, the thickness of the base layer should be increased to 150 mm in thickness.

4. Consultation

This Plan has been prepared in consultation with key stakeholders including the Department of Sustainability and Environment and Heritage Victoria. The Victorian Mineral Water Committee would have been consulted, given their stewardship of the Masterplan for the Reserve, but the Committee is not sitting at this time.

Hepburn Shire Council has an Advisory Committee for the Reserve that includes a Councillor, Council officers and members of the community. The Committee has played an active role in guiding the development of the document. The current lessees of the Bathhouse and Spa complex have also been involved in the preparation of the Plan and provided valuable feedback particularly in relation to patronage of the facilities.

In late 2012 the Council made public a draft copy of the Plan for comment. Two public meetings were held attended by a small number of interested people, and four written responses were received providing valuable feedback on the Plan.

5. Implementation Plan

The implementation of actions to deliver on the aim of this Plan have been summarised, prioritised and estimates of the cost of each of the actions has been prepared. The Implementation Plan is summarised in Table 5.1 and Figure 5.1. The detailed design plans of the actions are attached in Appendix C and the estimated costs of the actions are attached in Appendix D.

Funding for the Implementation of the Plan may come from a number of sources. Council may determine from year to year to provide funds for the maintenance and the development of the Reserve depending on its priorities. Opportunities also exist to apply to the Department of Sustainability and Environment and the grants program of the Mineral Water Committee. The State and Federal Governments run grants programs to support the development of infrastructure that can benefit local communities and contribute to social, recreation and economic outcomes. All of these avenues should be pursued to help deliver on this Plan.

Table 5.1 Summary Actions

Action	Description	Comment	Priority	Estimated Cost
1	Footpaths in main carpark	Action carried in conjunction with construction of retaining wall	High	\$ 52,500
2	Construct path on south side of access road between Bathhouse and the Pavilion Café	Provision of 1.5 metre wide path with two way traffic operation. A 2.0 metre wide path would be possible with two way traffic operation	High	\$ 51,750
3	Removal of 90° parking and construct direct pedestrian connection on south side.	Works can be carried out independent of other works	Medium	\$ 27,200
4	Footway on south side of access road near Locarno Spring	Path would remove pedestrians from access road. Works can be carried out independent of other works.	Medium	\$ 27,400
5	Pedestrian crossing on access road	Pedestrian crossing and raised platform outside Bathhouse can be carried out in conjunction with retaining wall works	High	\$ 2,500
6	DDA compliant path near Locarno Springs	Path would provide access for all persons to Locarno and Sulphur Springs. Works can be carried out independent of other works	High	\$ 15,900

7	Reconstruction of path between Picnic carpark and Locarno Springs	Replacement of existing path damaged by floods	Medium	\$ 12,700
8	Construction of path between Locarno Springs and Sulphur Springs	Works carried out recently	High	Works completed
9	Construction and sealing of path from Eleventh Street	Path provides link between Hepburn Town and Reserve. Vegetation recently cleared from path.	Low	\$ 71,000
10	Extension of path on south side of Mineral Springs Crescent	Pedestrians from Hepburn have to use outer edge of Mineral Springs Crescent to connect to path	Low	\$ 19,500
11	New path through Crown Land with bridge across Spring Creek	Pedestrians from Hepburn have to use outer edge of Mineral Springs Crescent to connect to path. New bridge over Spring Creek required.	Medium	\$ 245,000
12	One way traffic operation beyond Bathhouse	Depends on construction of rear access road and treatment of safety issues on Forest Avenue between rear access road and main entrance to Reserve.	Medium	\$ 11,500
13	Removal of parking areas from service access road	Two parking spaces retained for service vehicle parking	High	\$ 12,200
14	Reconstruction of rear access road	Works can be carried out independent of other works	Medium	\$ 203,750
16	Bus and long vehicle parking	Parking provided in old caravan park site. Works can be carried out independent of other works	Medium	\$ 1,500
17	Improved pedestrian signage	Works can be carried out independent of other works	High	\$ 4,000
18	Improved vehicle signage	Works can be carried out independent of other works	High	\$ 2,800
19	Swale drain on north side of access road	Existing table drain being eroded away	High	\$ 8,500

Figure 5.1 Summary of Actions by Location



Summary and Conclusions

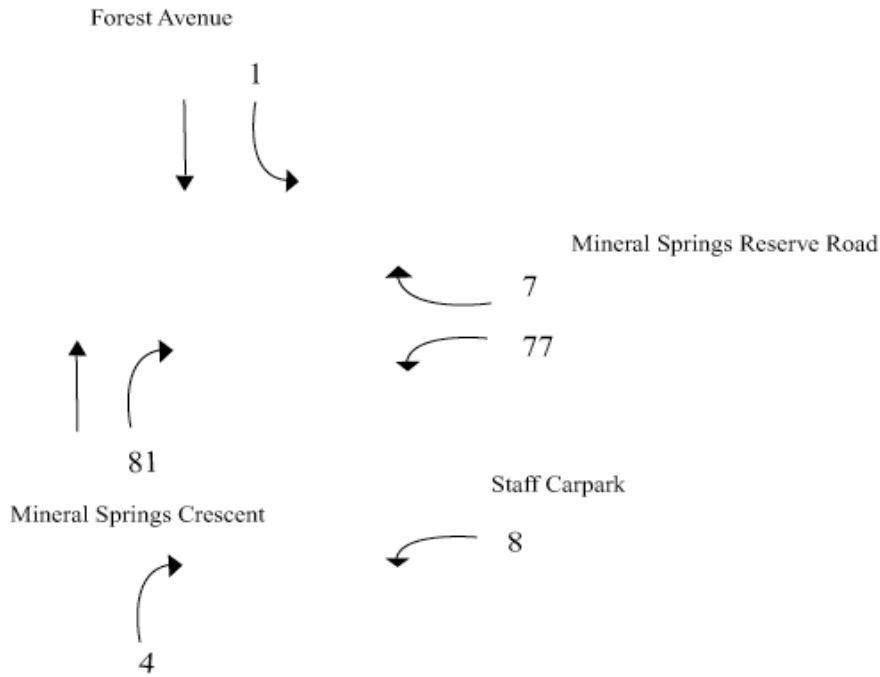
- The Hepburn Shire Council is the Committee of Management for the Hepburn Mineral Springs Reserve. The Hepburn Shire in association with the Department of Sustainability and Environment recently completed a Reserve Management Plan. One of the recommendations of the recently completed Reserve Management Plan was to prepare a detailed Traffic Management Plan.
- Traffic and parking surveys were carried out on a weekday and weekend to determine the peak parking demand, adequacy of the existing parking supply and traffic movements to the Reserve.
- The surveys indicated that the majority of the traffic entering and leaving the Reserve headed towards Hepburn and Daylesford on both the weekday and weekend.
- There were a total of 142 car spaces in the Reserve with ten spaces for staff parking located on the service access road to the south of the main entrance. The peak parking demand on a weekday was 42 car spaces which occurred at 12.30 PM. At the weekend, the peak parking demand was 84 cars at 2.30 PM.
- The Traffic Management Plan prioritised actions for parking, vehicle traffic movement, pedestrian access and the integration of the pedestrian and vehicular movements.
- Five Development Objectives were identified and underpin the recommended actions to improve pedestrian and traffic movements in the Reserve.
- Development Objective 1 seeks to improve pedestrian safety by reducing the conflict between pedestrians and vehicles. The Actions to achieve this Development Objective were based on developing a main pedestrian spline through the Reserve separate to the vehicular traffic. Other Actions included the provision of new and upgrading of existing pedestrian paths to improve the accessibility to and within the Reserve.
- Development Objective 2 seeks to improve the appearance and amenity of the Reserve. The Actions included the implementation of one way traffic flow in the section of the Reserve east of the main carpark at the Bathhouse and the upgrading of the rear access road to provide for two way traffic.
- Development Objective 3 seeks to improve the signage and way – finding for both pedestrians and vehicles.
- Development Objective 4 seeks to review the adequacy and the location of the car parking in the Reserve. The parking surveys indicated that there was adequate parking to cater for the predicted peak parking demand on weekdays and at the weekends. Management of the Bathhouse Complex will need to work with staff and encourage their use of parking areas away from the service road and car parks near facilities.

- Development Objective 5 looked at cost effective infrastructure options for the long term development. Actions included the staged replacement of the red gum sleepers in the Picnic carpark and standards for the construction of paths.
- The implementation of recommendations arising from this Plan will be subject to the availability of funding. This Plan has been prepared to assist Council and other agencies identify what is needed to improve accessibility and safety in the Reserve. An Implementation Plan forms part of the document and includes preliminary scoping and costing of projects and their priority should funds be available.

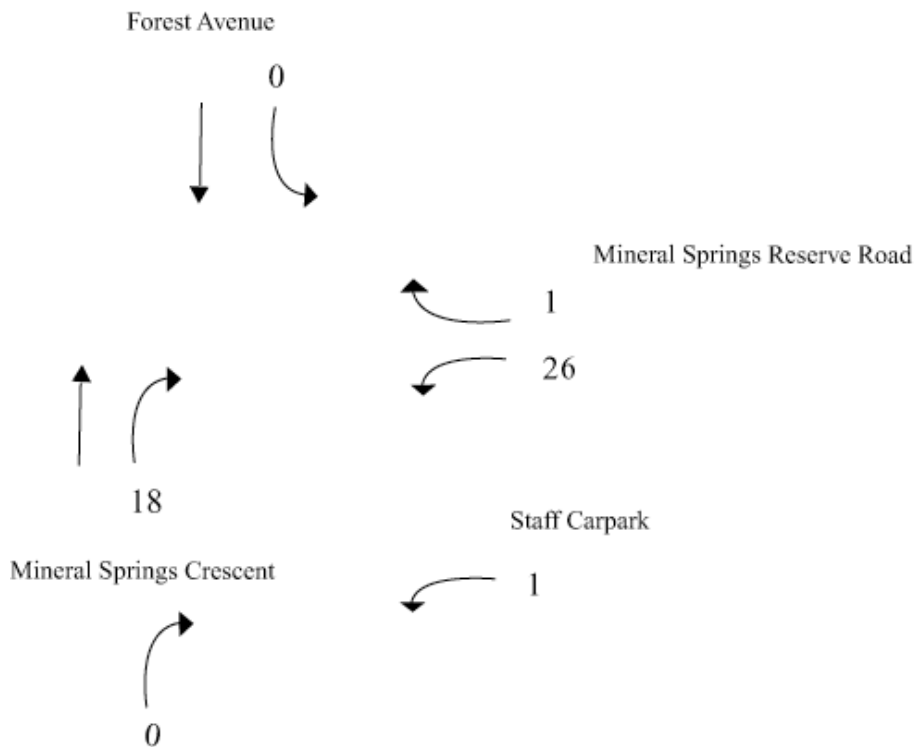
Appendix A Traffic Volumes

Intersection Turning Movements

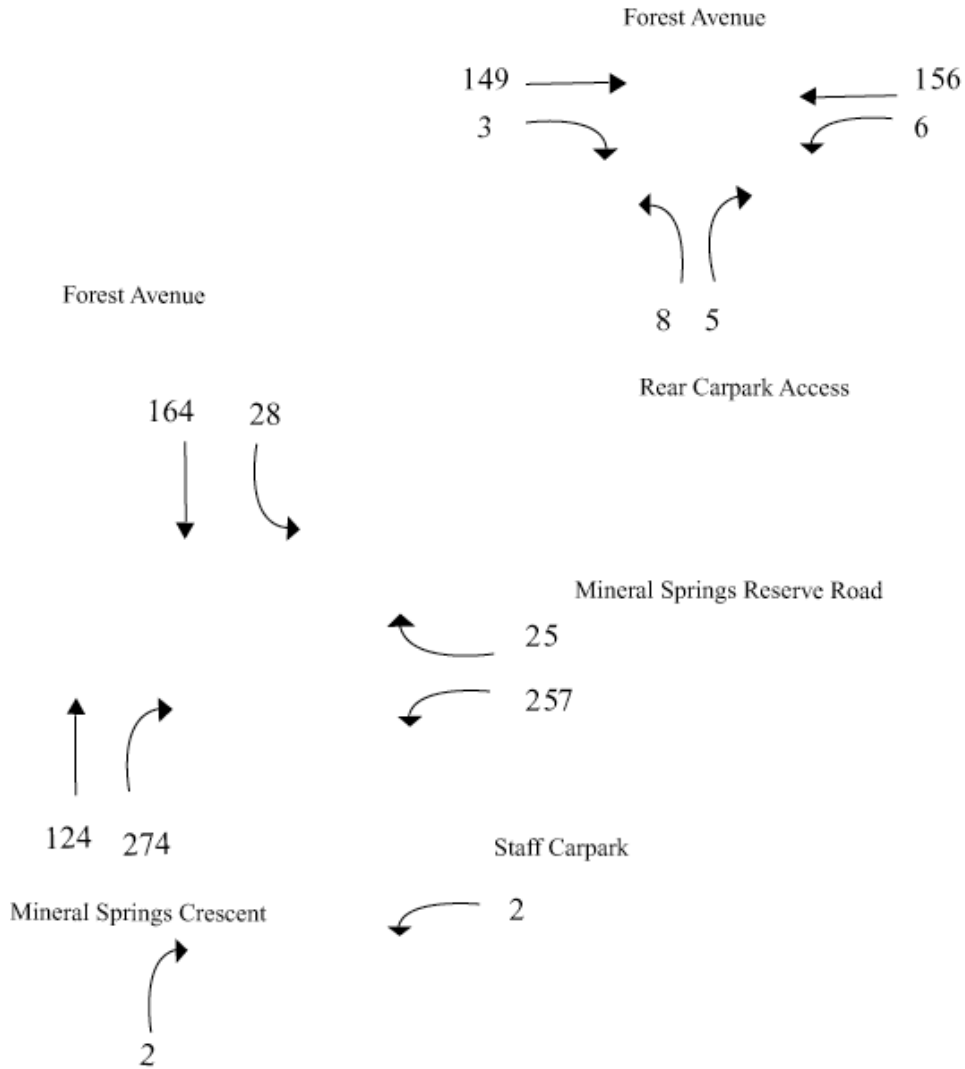
Tuesday 31st July 2012 11.30 AM – 4.30 PM



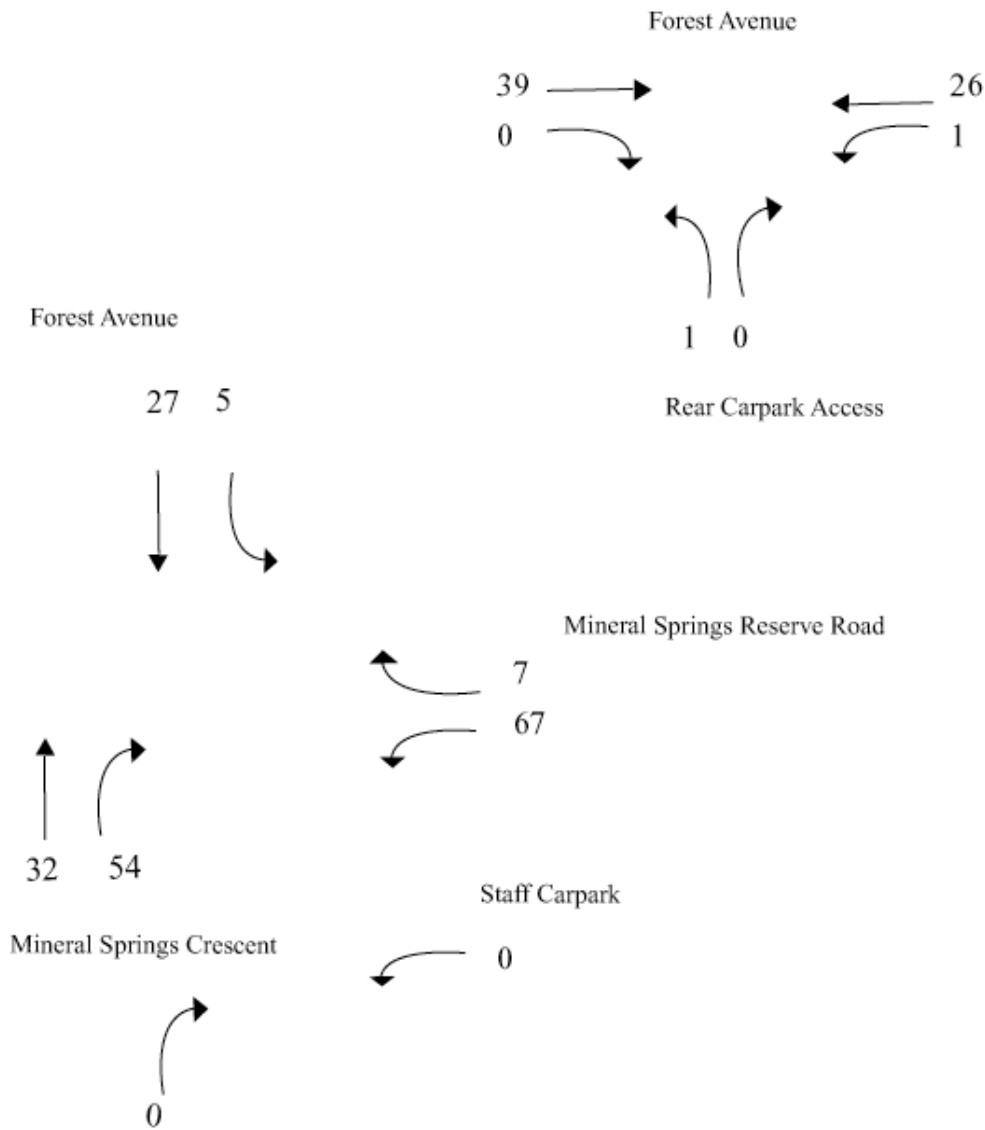
Peak Hour Intersection Turning Movements
Tuesday 31st July 2012 12.45 – 1.45 PM



Intersection Turning Movements
Saturday 4th August 2012 10.30 AM – 5.00 PM



Peak Hour Intersection Turning Movements
Saturday 4th August 2012 2.30 – 3.30 PM



**ATTACHMENT 7 - SUMMARY OF THE COMMUNITY ENGAGEMENT
PROCESS**

Hepburn Mineral Springs Reserve Traffic and Pedestrian Movement Strategy.

Summary of feedback received through the community consultation process December 2012

Contributor	Comment	Impact on Plan
DSE	Feedback was provided by the DSE in terms of the extent to which the Draft Plan responds to the recommendations that were made in the Victorian Mineral Water Committee Master Plan Review	
	The review of relevant previous studies (Section 1.2) does not reference the MPR.	Report has been amended
	It is noted also that neither the VMWC nor DSE are listed as stakeholders in relation to the project.	Report has been amended
	The listed development objectives (beginning of Section 3) are not in contradiction with the objectives of the MPR Actions, and importantly these objectives reflect the opportunity to improve the appearance and amenity of the Reserve. We believe it is appropriate that the proposed actions which relate to traffic movement are couched primarily in terms of improving pedestrian movement and safety	Noted
	Actions relating to Development Objective 1 (improved pedestrian safety and access) have the strongest potential resonance with the overall objectives of the MPR. Specific recommendations about the Actions were made as follows:-	
Action 1 Footpaths in main carpark	Support	
Action 2 Construct path on south side of access road between Bathhouse and Pavilion Café.	Support with review of cross section (Figure 3.4) to enhance the opportunity for integrated planting, especially tree planting, along the main road.	
Action 3 Removal of 90° parking and construct direct pedestrian connection on south side.	Support with preferred Option 2	
Action 4 Footway on south side of access road near Locarno Spring.	Support	

Contributor	Comment	Impact on Plan
	Action 5 Footway on north side of access road behind kerbside parking.	DSE does not support path on Northern edge of the road. Path has been deleted from the Plan.
	Action 6 Pedestrian crossings on access road.	Support
	Action 7 DDA compliant path near Locarno Springs.	Support but consideration must be given to impact on landscape.
	Action 8 Reconstruction of path between Picnic car-park and Locarno Springs.	Support
	Action 9 Construction and sealing of path from Eleventh Street.	Support
	Action 10 Extension of path on south side of Mineral Springs Crescent.	Broadly supports but lower amenity connection than is proposed in Action 11; may be redundant if Action 11 is undertaken
	Action 11 New path through Crown Land with bridge across Spring Creek - which has a closer relationship with the landscape of the Reserve, and avoids the road environment of Mineral Springs Crescent.	Supports as a higher priority than Action 10
	Action 12 One way operation beyond Bathhouse	Support
	Action 13 Staff car parking on the service road.	Do not support. Plan revised to eliminate staff parking from the service road
	Actions 14 – 16 Bus and long vehicle parking	Support
	Actions 17 and 18 Improved pedestrian signage. Improved vehicle signage	Support
	Action 19 Additional parking on north side of road	Qualified support. The Plan has been modified and parking on the northern side of the road has not been formalised
	Actions 20-23 Sealing of service access road, Swale drain on north side of access road.	Do not support sealing service road and has been removed from the report. Support swale drain
	Some other local pedestrian access points may not have been addressed.	Additional pedestrian access points into the Reserve have been included in the Plan

Consultation 1	Query re ped v traffic counts	Only traffic counts undertaken and required.
	Council should better maintain the path to 11 th street	Improvements in the plan should accommodate vehicle use for maintenance.
	Volunteers should be encouraged to participate in work in the Reserve	Noted
	Support the concept of pedestrian spine, but safe access to the links beyond the reserve need to be considered.	Noted
	Any improvements to paths, roads and the entrance should give consideration to the broader context and the need for other landscape improvements.	Support, and plan amended
	Support the one way traffic through the Reserve. Large vehicles should be encouraged to turn right from the old Caravan Park exit as the distance to Daylesford is the same either way.	The distance to Daylesford is not the same. More work will be required including negotiations with tourist bus companies if this option is to be pursued.
	Reduce the use of the service road to the Bathhouse and re-emphasis the open space values of the area	Support and plan amended
Source of funding for the improvements should be identified.	Possible funding sources to be included in the Plan.	
Consultation 2	Capacity for overflow parking in Caravan Park to be retained	Support
	Parking for service vehicles only on the service road.	Support and plan amended
	Bus Parking in the Caravan Park rather than the Picnic Car-Park	Support and Plan amended and there remains capacity to accommodate buses in the Picnic Car Park.
	Will signage be illuminated	Directional signage on the roads will include reflective materials. Other signage may be illuminated depending on location.
	Report should be sent to Heritage Victoria for comment	Report provided to HV for comment.
	DSE should provide guidelines for the signage in the Reserve.	DSE will be consulted and will give guidance regarding style and location of signage.
	Open space at the entrance Reserve should be better presented, more prominent and provide a link across the creek	Support

	There should be arrows at the end of the bridge.	Noted
	Report needs a bibliography	Noted
	Report should be sent to the Victorian Mineral Water Committee	Draft plan provided to the DSE. The Mineral Water Committee is not sitting at this time.
	Report needs acknowledgements	Support and plan amended
	Report needs details about pavement finishes.	Support and plan amended to provide some pavement details.
Submission from the Hepburn Mineral Reserve Advisory Committee	Majority of actions in the plan are supported subject to the flowing comments. The Committee would also welcome the opportunity to comment on the final draft before it is presented to Council given their long involvement with the Reserve.	Noted
	Include the Hepburn Mineral Springs reserve Pedestrian Connections- Oct 2005	Support and plan amended
	Change text re pathways near the roadway bridge pg 12	Support and plan amended
	Action 11 – suggests that new pathway through the Reserve should be less direct and include turns and twists that fit with the landscape	Noted and supported. The plan provides alternate routes to be confirmed at a later time.
	Action 13 – recommend that the service road be narrowed; that there be no provision for staff car parking and be gravel only.	Support and plan amended
	Action 20 – sealing the service road not required.	Support and plan amended
	Action 22 – do not introduce more concrete kerbing in the Reserve. Red gum sleepers should be retained in the picnic car park.	Noted and supported in specific locations.
	Action 23 – main paths in the Reserve should be asphalt, but minor paths should be gravel in keeping with the more informal nature of the Reserve.	Support
	Retain old caravan park for over flow car parking	Support
Priority pedestrian access should not be path on the south side of the of the crescent but there are safer options i.e. that as indicated in Fig 3.10	Noted	

Submitter 1	The plan does not reference the VMWC Master plan	The Master plan was used in the preparation of the Plan and it is the primary reference document for the Hepburn Mineral Springs Reserve Management Plan 2009 – the key document referenced in the Plan.
	DSE, HV and the Victorian Mineral Water Committee not identified as key stakeholders.	Plan amended
	DSE should be acknowledged as the funder of the project	Plan amended
Submitter 2	Concern about the proposed one way traffic movement through the Reserve. All traffic would be directed through the old caravan park and most would seek to make a left turn into Forest Avenue. This is the most direct route to Hepburn and Daylesford and includes a tight hairpin bend. Long vehicles, like buses and trucks would need to cross over the unbroken lines to negotiate these turns. Until this bend is safer Council should not endorse one way traffic through the Reserve.	Support and plan amended.
	The Reserve could also be a detour for any long vehicles seeking to avoid the hairpin bend.	There is no intention to encourage large vehicles into the reserve to avoid the hairpin bend

10.6. APPLICATION TO RENEW B-DOUBLE PERMIT – DAYLESFORD AND HEPBURN MINERAL SPRINGS CO – STANBRIDGE STREET, DAYLESFORD
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 for Council to consider the renewal of a permit to use Stanbridge Street, Daylesford for B-Double and commercial trucks (heavy vehicles) to access the East Street, Daylesford industrial precinct.

BACKGROUND

Council issued a two year permit in 2010 for Mitch Watson of Daylesford and Hepburn Mineral Springs Co to operate heavy vehicles and B-Doubles in Stanbridge Street, Daylesford subject to the following conditions:

- Hours of operation 9.00am to 5.00pm
- The use of compression brake to be avoided
- Whenever possible, vehicles should use the East Street/Midland Highway route.

Daylesford and Hepburn Mineral Springs Co has sought to renew the permit with revised operating hours of 5.30 am to 9.00 pm.

ISSUE / DISCUSSION

Access to the East Street industrial precinct is restricted by a railway bridge which has a height limit of 3.7 metres. This height restriction prevents trucks that operate at the legal height of up to 4.6 metres from using East Street to access the industrial precinct. The alternative route for trucks over 3.7 metres to access East Street is Central Springs Road or Stanbridge Street. Of these two streets Stanbridge Street has lower grades whereas Central Springs Road has steeper grades and a more difficult truck route alignment.

There is concern from residents regarding the use of Stanbridge Street as a heavy vehicle access route to the industrial precinct; however, there is no available alternative. An investigation into improving height clearance of the railway bridge and installation of measures to discourage trucks using Stanbridge Street are high priorities in Council's recently adopted Freight Strategy. To discourage heavy vehicles, a low cost signage treatment is currently being installed. Other works including a reconfigured intersection alignment will form part of Council's 2013-2014 budget deliberations.

Daylesford and Hepburn Mineral Springs Co has written to Council seeking to have their permit for the use of Stanbridge Street renewed along with a request to have the permit hours of operation changed to 5.30 am to 9.00pm to coincide with his truck driver rosters and hours of operation.

Given the concerns of residents in relation to the use of Stanbridge Street for heavy vehicle traffic, an extension beyond normal working hours is not considered appropriate at this time. Therefore, the recommendation is not to extend the hours of operation of the permit.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Council's Freight Strategy 2012 provides a framework for the consideration of issues relating to heavy vehicle movements around the Shire. The Strategy has recommendations relating specifically to this location and a plan of action for Council to improve outcomes for residents and businesses around the East Street industrial precinct.

FINANCIAL IMPLICATIONS

The main financial implications arising from this request for a permit renewal relates to wear and tear on the road. Due to the minimal expected B-Double and commercial truck movements, this consent is not expected to have significant detrimental impact on the road. Evidence gathered through the Council's road asset management system indicates there is no significant or unanticipated deterioration of the road during the time of the previous permit.

RISK IMPLICATIONS

No specific risks are believed to be associated with granting consent for the renewal of this permit to use Stanbridge Street. The lawful use of this road which is a 50 kph speed zone, by B-Doubles and commercial trucks, is not expected to increase risks that may already exist.

The Daylesford skate park is located on Stanbridge Street but is some distance from the road and has been operating during the operation of the previous permit. The new playground located beside Stanbridge Street, is accessed from Duke Street where parking is provided for users of the park.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Council is obliged to provide an acceptable access route for industries located in East Street but also respect the wishes of residents in Stanbridge Street. Stanbridge Street is the most economical route for Daylesford and Hepburn Mineral Springs Co to transport goods to and from their factory in East Street in comparison to Central Springs Road. The granting of a conditional permit

is an endeavour to balance the needs of Daylesford and Hepburn Mineral Springs Co and the amenity of the Stanbridge Street residents.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

During the Freight Strategy public consultations it was acknowledged that Stanbridge Street is not the preferred route to access the industrial precinct and until the East Street bridge provides high clearance, the use of Stanbridge Street remains the only practical option. This permit request will effectively continue the current arrangement and is not expected to create any changes to the current amenity of the residents.

CONCLUSION

The Daylesford and Hepburn Mineral Springs Co seeks to renew its permit to use Stanbridge Street in Daylesford for B-Double and commercial trucks. Council is not able to provide a more suitable access to the East Street industrial precinct at this time for this business. Residents in Stanbridge Street are concerned about the use of their street by heavy vehicles and Council is seeking to investigate better access options through the implementation of the 2012 Freight Strategy. The Daylesford and Hepburn Mineral Springs Co have also requested that their permit hours be extended from 5.30am to 9.00pm. It is recommended that the permit be renewed for one year and that the current conditions be retained for use of the road between 9.00am to 5.00pm.

OFFICER'S RECOMMENDATION

10.6.1 That Council consents to the issue of a permit to Daylesford and Hepburn Mineral Springs Co to operate B-Doubles and Commercial Trucks in Stanbridge Street, Daylesford for 12 months from 20 February 2013 subject to the following conditions:

- Hours of operation 9.00 am to 5.00 pm
- The use of compression brakes to be avoided
- Whenever possible, vehicles should use the East Street/Midland Highway route. Hours of operation remain from 9.00am to 5.00pm and the use of compression brakes to be avoided.

MOTION

That Council:

10.6.1. *Consents to the issue of a permit to Daylesford and Hepburn Mineral Springs Co to operate B-Doubles and Commercial Trucks in Stanbridge Street, Daylesford for 12 months from 20 February 2013 subject to the following conditions:*

- *Hours of operation 9.00 am to 6.00 pm excluding signed school zone times*
- *The use of compression brakes to be avoided*
- *Whenever possible, vehicles should use the East Street/Midland Highway route. Hours of operation remain from 9.00am to 6.00pm excluding signed school zone times and the use of compression brakes to be avoided.*

10.6.2. *Informs the applicant and all other B-Double permit holders for Stanbridge Street, Daylesford that further B-Double permits beyond 20 February 2014 may not be consented to, in accordance with Council's Freight Strategy.*

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

AMENDMENT

That Council:

10.6.3. *Consents to the issue of a permit to Daylesford and Hepburn Mineral Springs Co to operate B-Doubles and Commercial Trucks in Stanbridge Street, Daylesford for 12 months from 20 February 2013 subject to the following conditions:*

- *Hours of operation 9.00 am to 7.00 pm excluding signed school zone times*
- *The use of compression brakes to be avoided*
- *Whenever possible, vehicles should use the East Street/Midland Highway route. Hours of operation remain from 9.00am to 7.00pm excluding signed school zone times and the use of compression brakes to be avoided.*

10.6.4. *Informs the applicant and all other B-Double permit holders for Stanbridge Street, Daylesford that further B-Double permits beyond 20 February 2014 may not be consented to, in accordance with Council's Freight Strategy.*

Moved: Councillor Pierre Niclas

Seconded: Nil

Lapsed.

10.7. DAYLESFORD ARC MANAGEMENT ARRANGEMENTS 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 recommend that Council enter into a contract with the Daylesford Neighbourhood Centre (DNC) for management of the Daylesford ARC.

BACKGROUND

At Hepburn Shire Council's Ordinary Meeting on 22 May 2012, Council resolved:

To enter into an arrangement with Daylesford Neighbourhood Centre (DNC) to manage and develop the ARC in accordance with the working vision articulated 31 July 2011 that:

'The Arts, Recreation and Culture precinct on Smith Street, Daylesford – the ARC – will be a community managed shared-use facility whereby Daylesford Secondary College, Hepburn Shire Council and the community to provide a diverse, balanced and appealing mix of physical, cultural and social activities with maximum participation by the whole Hepburn Shire community'.

ISSUE / DISCUSSION

After negotiations with Daylesford Secondary College and the Daylesford ARC Advisory Committee, the DNC Committee of Management agreed at an Extraordinary Meeting held on 3 December 2012 to seek to manage the ARC on a one year trial basis.

The one year trial period is proposed to commence on 1 March 2013 and expire on 28 February 2014. The contract will include a Council option for a further three year term subject to DNC demonstrating the establishment of a viable business model.

The benefits of this arrangement are:

- potential for increased youth activities;
- existing DNC programs that can be conducted at the ARC;
- increased community ownership through having a local management group;

- the ability to utilise existing DNC partnerships; and,
- increased marketing through DNC current promotions and facility.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Healthy Safe and Vibrant Communities:

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

FINANCIAL IMPLICATIONS

Hepburn Shire Council has provided a subsidy towards the operating costs of the Daylesford ARC since it commenced operating. DNC has advised that a \$25,000 subsidy for operating the facility is required. This subsidy will provide the opportunity to trial programming and increase visitation to the facility.

DNC has also requested Council cover the one-off cost of purchasing equipment for the facility from the YMCA. This equipment is valued at \$5,696 (at cost and depreciated).

RISK IMPLICATIONS

DNC is an incorporated association as well as a Registered Training Organisation and receives funding from Department of Human Services. It runs a range of accredited training, hobby and leisure programs plus auspices and supports a number of community activities and programs.

Clear performance measures around utilisation, range and number of programs/activities, financial viability and community satisfaction will be incorporated into the contract.

DNC will be required to submit a risk management plan prior to commencing management of the facility.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

By entering into a management arrangement with DNC, there is an expectation that usage of the ARC will increase through additional programming and community activities.

Additionally, increased participation and use of the facility will provide a greater sense of community ownership.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Daylesford ARC Advisory Committee has previously provided advice to Council recommending this management arrangement.

The Daylesford Neighbourhood Centre has worked with the YMCA, the Daylesford Secondary College and Council Officers to work through the management arrangements.

In managing the facility the DNC will broaden the membership of its programming subcommittee to include interested community members and establish a user group forum.

CONCLUSION

That Council enter into a contract with the Daylesford Neighbourhood Centre to manage the Daylesford ARC on a 12 month trial basis with an option for a further three years.

OFFICER'S RECOMMENDATION

That Council:

- 10.7.1 Awards a one year contract with an option for a further three years to the Daylesford Neighbourhood Centre to manage the Daylesford ARC.
- 10.7.2 Provides a subsidy of \$25,000 towards the operation of the ARC in the 2013-2014 Budget,
- 10.7.3 Authorises the Chief Executive Officer and Mayor to sign and seal the contract document.

MOTION

That Council:

- 10.7.1. *Agrees to award a one year contract with an option for a further three years to the Daylesford Neighbourhood Centre to manage the Daylesford ARC, subject to the provision of a business plan and cash flow statement to be presented to the next Council meeting for consideration.*
- 10.7.2. *Provides a subsidy of \$25,000 towards the operation of the ARC in the 2013-2014 Budget only.*

Moved: Councillor Kate Redwood

Seconded: Councillor Greg May

Carried.

10.8. DAYLESFORD COMMUNITY PARK EDIBLE GARDEN GENERAL MANAGER COMMUNITY SERVICES

In providing this advice to Council as the Recreation Coordinator, I Laura Campbell have no interests to disclose in this report.

PURPOSE

The purpose of this report is to recommend that Council enter into a licence with the Daylesford Neighbourhood Centre, which auspices the Daylesford Community Food Gardeners, to utilise the land at the south-west corner of the Daylesford Community Park.

BACKGROUND

The Daylesford Community Park is located on the Corner of Duke and Stanbridge Streets, Daylesford.

Plans to develop this site as a community park originated in 1997 following installation of the Daylesford Skate Park at the site. Since that time a Master plan and Design Report for the park have been developed. In 2011-2012 a playground, toilet block, pathways, car parking, shade sails and the Bushfire Memorial were installed at the park.

Further to the work already completed, the Master plan also proposes edible plantings in the south west corner of the park (refer Attachment 8). The Daylesford Community Food Gardeners (DCFG) are seeking to establish an edible garden for this section of the park.

ISSUE / DISCUSSION

In order for an edible garden to be developed at the park, Council is required to approve entering into a licence. As the DCFG are not incorporated, they have negotiated to be auspiced by the Daylesford Neighbourhood Centre (DNC) for the purposes of this licence.

Subject to an agreement with Council, the DCFG have been awarded a \$3,000 sustainability grant towards the development of the edible garden.

Development and design for this edible garden has included consultation with Council officers, members of the Daylesford Community Park Project Reference Group, the Daylesford Community Food Gardeners and Hepburn Health Service Rural Access workers. In line with the overall vision for the park, the edible garden has been designed to be universally accessible. The garden is proposed to be 20m long and 10m wide.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Healthy, Safe and Vibrant Communities

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

FINANCIAL IMPLICATIONS

Subject to an agreement with Council for the use of the Daylesford Community Park, the DCFG have been awarded a \$3,000 sustainability grant. This grant will be used to install a water tank connected to the existing toilet block that will collect rain water to use on the garden.

Installation costs including watering, on-going management and maintenance of the edible garden will be undertaken by the DCFG.

RISK IMPLICATIONS

A risk assessment for the site was developed by the DCFG in conjunction with Council Officers. The risk assessment provides control measures for volunteers completing work on the garden and for community members using the park while the garden is unattended.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The edible garden will also act as a community strengthening project through helping to beautify the park, further attract use of the park, provide a passive recreation space and provide a food source for the broader community.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

An edible garden at the Community Park is part of the Master plan for the reserve.

The design and development of the garden has involved Council officers, members of the Daylesford Community Park Project Reference Group, the Daylesford Community Food Gardeners and Hepburn Health Service Rural Access workers.

CONCLUSION

The Daylesford Community Food Gardeners, auspiced by the Daylesford Neighbourhood Centre are seeking to enter into a licence with Council for the use of the south-west corner of the Daylesford Community Park.

OFFICER'S RECOMMENDATION

That Council:

- 10.8.1 Agrees to enter into a licence for the use of the south-west corner of the Daylesford Community Park by the Daylesford Community Food Gardeners auspiced by the Daylesford Neighbourhood Centre.
- 10.8.2 Requests that Council Officers work with Daylesford Neighbourhood Centre and Daylesford Community Food Gardeners to develop a licence for the south-west corner of Daylesford Community Park.

MOTION

That Council:

- 10.8.1. Agrees to enter into a licence for the use of the south-west corner of the Daylesford Community Park by the Daylesford Community Food Gardeners auspiced by the Daylesford Neighbourhood Centre.*
- 10.8.2. Requests that Council Officers work with Daylesford Neighbourhood Centre and Daylesford Community Food Gardeners to develop a licence for the south-west corner of the Daylesford Community Park.*
- 10.8.3. As part of this licence the Daylesford Community Food Gardeners be required to report back to Council every six months on the performance of this garden, who has benefitted from their hard work and what future plants they plan on putting in this garden to assist the local community.*

Moved: Councillor Kate Redwood

Seconded: Councillor Don Henderson

Carried.

**ATTACHMENT 8 - AERIAL PHOTO – LOCATION OF PROPOSED
DAYLESFORD COMMUNITY PARK EDIBLE GARDEN**



Proposed lease area - roughly 20m X 10m

Hepburn
Victoria
The State of Victoria

Hepburn Shire Council shall not be liable in anyway, for loss of any kind including damages, costs, interest, loss of profits arising from error, inaccuracy or incompleteness of this information. The State of Victoria does not warrant the accuracy or completeness of information in this publication and any person using or relying upon such information does so on the basis that the State of Victoria shall bear no responsibility or liability for any errors, faults, defects or omissions in the information.

Title	:
Created By	:
Date	: Monday, 18 February 2013
Projection	: MGA Zone 55, GDA 1994
Map Scale	: 1:1,108

10.9. RECORD OF ASSEMBLIES OF COUNCILLORS – JANUARY 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

This report summarises Assemblies of Councillors for 18 December 2013 and January 2013.

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
18 December 2012	Wombat Hill Botanic Gardens	Wombat Hill Botanic Gardens Advisory Committee
15 January 2013	Council Chamber, Daylesford	Councillor/CEO Meeting
15 January 2013	Council Chamber, Daylesford	Pre Council Meeting
16 January 2013	Council Chamber, Daylesford	International Women's Day Women's Honour Roll Committee
21 January 2013	Mayor's Room, Daylesford	Preparation for Meeting with Minister Napthine
22 January 2013	Council Chamber, Daylesford	Councillor Briefing

22 January 2013	Council Chamber, Daylesford	Councillor/CEO Meeting
29 January 2013	Council Chamber, Daylesford	MAV <i>Working Together to Deliver</i> Workshop 2

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

10.9.1. That Council receives and notes the Records of Assemblies of Councillors for 18 December 2012 and January 2013.

MOTION

10.9.1. That Council receives and notes the Records of Assemblies of Councillors for 18 December 2012 and January 2013.

Moved: Councillor Neil Newitt
Seconded: Councillor Pierre Niclas
Carried.

**ATTACHMENT 9 - RECORDS OF ASSEMBLIES OF COUNCILLORS –
JANUARY 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: 18 December 2012

Time: 9.00am – 10.30am

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) – Friends Shed – Wombat Hill Botanic Gardens

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 type="checkbox"/> Other, please specify: |

Signature: 

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 36**

Tuesday 18 December 2012
9.00am – 10.30am
Friends Shed – Wombat Hill Botanic Gardens

AGENDA

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

Item No.	Time	Agenda Item	Presenter
1.	9.00am	Welcome & Apologies	Cr Kate Redwood
2	9.05am	Adoption of Minutes of Meeting No 35 – 20 November 2012	Bruce Lucas
3.	9.10am	Matters Arising from Minutes	Bruce Lucas
4.	9.15am	Parks & Gardens Report – James Lowe	James Lowe
5.	9.25am	FWHBG Report	FOWHBG
6.	9.35am	150th Celebrations • Draft 150th Commemorative Booklet	Gael Shannon
7.	9.45am	Draft WHBG Brochure	Gael Shannon
8.	9.55am	Update on Rustic Cascade & Footpath Upgrade	Bruce Lucas
9.	10.00am	Priorities Activities List	All
10.	10.30am	CLOSE	

Next Meeting: 19 February 2013

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 15 January 2013
Time: 2:30 pm

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 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 checked="" 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"/> GM Sustainable Development Barry Green |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | <input type="checkbox"/> Other, please specify: |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Cr Kate Redwood – Agenda item 2.1	

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"/> GM Sustainable Development Barry Green |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | <input type="checkbox"/> Other, please specify: |

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 15 January 2013 Commencing 2:30 pm	Council Chamber Daylesford Town Hall	
Chair:	Mayor	Councillor Bill McClenaghan
Attendees:	Councillors	Pierre Niclas, Kate Redwood, Neil Newitt, Sebastian Klein, Don Henderson, Greg May
Apologies:		
	Officers	CEO, Aaron van Egmond
AGENDA – COUNCILLOR/CEO MEETING		
2:30 pm		Councillors/CEO Only
1.	Hepburn Bathhouse & Spa – Belgravia’s Compensation Claim - Meeting with Minister Naphthine – Tuesday 22 January 2013	
1.1	Which two Councillors will also attend meeting	Mayor
1.2	What Council’s position on Bathhouse matter will be	Mayor
1.3	Pre-meeting proposed – Monday 21 January 2013 – 5:00 pm	
2.	Wind Farm	Mayor and CEO
2.1	Meeting and with Moorabool Shire Council - 20 December 2012 and letter	
2.2	Moorabool Shire Council Meeting – Thursday 31 January 2013 - Mayors and CEOs and senior planner or other interested party to attend meeting	
3.	Hepburn Wind – Request from Simon Holmes a Court to present to Councillor Briefing	CEO
4.	Memorandum of Understanding – Goulburn-Murray Water	CEO
5.	Flood Recovery Newsletter	CEO
6.	Waste Management Review	CEO
7.	CEO’s Performance Review – changed to 5 February 2013	CEO
3:30pm	Discussion – Council Meeting Agenda 15 January 2013	Councillors and Officers
5:00 pm	Meal Break - Daylesford	
6:00 pm	Council Meeting - Glenlyon	

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Pre-Council Meeting
Date: Tuesday 15 January 2013
Time: 3:30 pm

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 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 checked="" type="checkbox"/> Cr Sebastian Klein | |

Members of Council Staff present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> CEO Aaron van Egmond | <input type="checkbox"/> GM Sustainable Development Barry Green |
| <input type="checkbox"/> GM Corporate Services Evan King | <input type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> GM Community Services Kathleen Brannigan | John van Rooden, Sustainability Officer |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas | Darren Dumesny, Senior Project Engineer |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered: Ordinary Council Meeting Agenda – 15 January 2013
Agenda Item 12.2 and Confidential Agenda Item 13.2 not 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"/> GM Sustainable Development Barry Green |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | <input type="checkbox"/> Other, please specify: |

Signature:  _____

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



Hepburn Shire Council

DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor Kate Redwood hereby disclose
a conflict of interest in the following matter: Proposal from
Moprahob Shire to participate in a further
wind noise study of Hepburn Wind

This matter is being considered at a meeting of Council/ Special Committee of Assembly of Councillors
Councillors + CEO
(insert name of any Special Committee)
on 15/1/2013

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) OR
- indirect interest because of conflicting duty (section 78B) OR
- indirect interest because of receipt of gift(s) (section 78C) OR
- 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:

was a director of Hepburn Wind
from 2009 - 2012 + hold shares
in Hepburn Wind

Print Name: KATE REDWOOD
Signed: Kate Redwood
Date: 15/1/2013



Hepburn Shire Council
DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor GREG MAY hereby disclose
a conflict of interest in the following matter: RECREATION ADVISORY COMMITTEE
RECOMMENDATION REGARDING GRANT APPLICATION
FOR NEWLYN RECREATION RESERVE NETBALL UPGRADE

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

JANUARY 2013 COUNCIL MEETING - GLENLYN
(insert name of any Special Committee)
on JANUARY 15, 2013

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) OR
- indirect interest because of conflicting duty (section 78B) OR
- indirect interest because of receipt of gift(s) (section 78C) OR
- indirect interest through civil proceedings (section 78D) OR

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

The nature of the interest is as follows:

SECRETARLY NEWLYN COMMUNITY & SPORTING COMPLEX
CLOSE ASSOCIATIONS WITH NEWLYN FOOTBALL, NETBALL
CLUB.

Print Name: GREG MAY
Signed: [Signature]
Date: 15/1/2013



Hepburn Shire Council
DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor NEIL NEWITT hereby disclose
a conflict of interest in the following matter:

AUSTRALIA DAY AWARDS 2013

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

ORDINARY MEETING OF COUNCIL

(insert name of any Special Committee)

on 15 JANUARY 2013

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) OR
- indirect interest because of conflicting duty (section 78B) OR
- indirect interest because of receipt of gift(s) (section 78C) OR
- 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:

MY 12 YR OLD DAUGHTER IS ON CHILDREN'S BOOKTOWN
COMMITTEE - BEING CONSIDERED FOR
AUSTRALIA DAY AWARD

Print Name:

NEIL NEWITT

Signed:

[Signature]

Date:

15/1/2013

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: INTERNATIONAL WOMEN'S DAY WOMEN'S HONOUR
Date: 16/1/2023 ROAD MEETING
Time: 4pm

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

Councillors present:

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

Members of Council Staff present:

- | | |
|---|--|
| <input type="checkbox"/> CEO Aaron van Egmond | <input 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:
MARIA TAYLOR |

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 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:
MARIA TAYLOR
EA TO CEO |

Signature: _____ *[Handwritten Signature]*

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



HEPBURN SHIRE COUNCIL
INTERNATIONAL WOMEN'S DAY
WOMENS HONOUR ROLL MEETING

Wednesday 16 January, 2013

Council Chamber

4:00 PM - 5:00 PM

AGENDA

PRESENT: Dr Anne Gleeson - Committee Member
 Roma Wiseman - Committee Member
 Joan Rattray - Committee Member
 Mabel Moran - Committee Member
 Dr Lorene Gottschalk - Committee Member

CHAIR: Cr Kate Redwood - Chair

check **OBSERVER:** Cr Don Henderson

ACTION RECORDER: Maria Taylor - Acting Executive Assistant - CEO

	Time	Agenda Item	Purpose	Presenter
1.	4:00pm	Welcome & Meeting Open		Chair
2.	4:01pm	Conflict of Interest Guide	Information & Discussion	Chair
3.	4:02pm	Minutes of previous meeting – 12 December 2012	Information & Discussion	Panel
4.	4:03pm	Business Arising	Information & Discussion	Chair
5.	4:10pm	Report on Council decision	Information & Discussion	Chair
6.	4:15pm	Announcement of guest speaker - communications plan	Information & Discussion	Chair/Secretary
7.	4.30pm	Event organisation: <ul style="list-style-type: none"> • Invitation list • Requests for gifts • Other 	Information & Discussion	All
8.	5:00pm	CLOSE		

NEXT MEETING: ?

CHAIR: Cr Kate Redwood



RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Preparation for Meeting with Minister Napthine on Tues 22 January 2013

Date: Monday 21 January 2013

Time: 5:00 pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) Mayor's Room

Councillors present:

- Cr Pierre Niclas
- Cr Kate Redwood
- Cr Neil Newitt
- Cr Sebastian Klein
- Cr Don Henderson
- Cr Greg May
- Cr Bill McClenaghan

Members of Council Staff present:

- CEO Aaron van Egmond
- GM Corporate Services Evan King
- GM Community Services Kathleen Brannigan
- GM Infrastructure Bruce Lucas
- GM Sustainable Development Barry Green
- Other, please specify:

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered: Hepburn Bathhouse & Spa

Agenda Attached

Name and title of Officer responsible for this written record:

- CEO Aaron van Egmond
- GM Corporate Services Evan King
- GM Community Services Kathleen Brannigan
- GM Infrastructure Bruce Lucas
- GM Sustainable Development Barry Green
- Other, please specify:

Signature: Evan King

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

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor Briefing
Date: Tuesday 22 January 2013
Time: 1:00 pm

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 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 checked="" 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 checked="" type="checkbox"/> GM Corporate Services Evan King | <input checked="" type="checkbox"/> GM Sustainable Development Barry Green |
| <input checked="" type="checkbox"/> GM Community Services Kathleen Brannigan | <input checked="" type="checkbox"/> Other, please specify:
<i>Grant Schuster, Manager
RISK & Property.</i> |

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"/> GM Sustainable Development Barry Green |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | <input type="checkbox"/> Other, please specify: |

Signature: *Evan K.*

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

Councillor Briefing Agenda

Tuesday 22 January 2013



Tuesday, 22 January 2013 1:00 pm		Council Chamber Daylesford Town Hall
Chair	Mayor	Cr Bill McClenaghan
Attendees	Councillors	Cr Pierre Niclas, Cr Kate Redwood, Cr Neil Newitt, Cr Sebastian Klein, Cr Don Henderson, Cr Greg May
	Officers	Chief Executive Officer, General Manager Corporate Services, General Manager Infrastructure, Acting General Manager Sustainable Development, General Manager Community Services and other officers as required
Apologies		

	Time	Title	Action Officer	
1.	1:00 pm	Verbal Presentation Council Plan Review	Chief Executive Officer	
2.	3:00 pm	Verbal Presentation Accommodation Review	Chief Executive Officer	
8.	5:00 pm	CLOSE OF MEETING		

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 22 January 2013
Time: 5:30 pm

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 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 checked="" 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"/> GM Sustainable Development Barry Green |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | <input type="checkbox"/> Other, please specify: |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered: Calembeen Park and Buy Local Campaign

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"/> GM Sustainable Development Barry Green |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | <input type="checkbox"/> Other, please specify: |

Signature: 

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



RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: MAY - WORKING TOGETHER TO DELIVER

Date: 29/1/13

Time: 9-30

- 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 checked="" type="checkbox"/> Cr Kate Redwood | <input checked="" type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Neil Newitt (1-17 PM) | <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"/> GM Infrastructure Bruce Lucas |
| <input checked="" type="checkbox"/> GM Corporate Services Evan King | <input checked="" type="checkbox"/> GM Sustainable Development Barry Green |
| <input checked="" type="checkbox"/> GM Community Services Kathleen Brannigan | <input type="checkbox"/> Other, please specify: |

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"/> GM Sustainable Development Barry Green |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | <input type="checkbox"/> Other, please specify: |

Signature: Evan King

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



**Working Together to Deliver
Day Two**

Date: 29 January 2013
Location: Council Offices, Daylesford
Time: 9.30 am – 4 pm

Meeting Purpose:

By the end of the series of workshops, Councillors and senior managers will have:

- Agreed how they will work together in the key areas of vision and strategy setting, community engagement and performance management
- Strengthened their working relationships
- Enhanced their leadership to deliver the Council's vision and plan
- Developed clarity about their separate and joint leadership roles and responsibilities

Session Outline:

Morning session

- Review – what do we want and how do we want to work together
- Different roles – officers and councillors
- Future backwards

Afternoon Session

- Our brand – perceptions of the Council (and actions/responses)
- Dealing with conflict
- Performance management

Agenda/Running Sheet

9.30 am	Welcome	Mayor
9.35 am	Purpose of session Session overview	Facilitator (SB)
9.40 am	Reflection on last session Reminder of topics covered Paired conversations What do you remember from the last session? Were there any standouts? Actions/ideas implemented since last session?	Facilitator Powerpoint Whole group discussion
10.00 am	Different roles – councillors and officers Why does it feel like we come from different planets? What do we expect of the other group? What will we bring/contribute to the other group? What does this mean for the way in which we work together?	Facilitator PowerPoint (and handout) Small groups – councillors only and officers only Butchers' paper Whole groups share



10.30 am	Morning Tea	
10.45 am	Future Backwards What are our key strategies for the next four years – using a robust planning process Link in with Council Plan	Facilitator Small groups
12.30 pm	Lunch	
1.15 pm	Perceptions of the Council Brand – what do you want your council to stand for? <ul style="list-style-type: none"> ▪ <i>Historically what has Council done well?</i> ▪ <i>Where has Council's performance fallen short of community expectations?</i> ▪ <i>How can we improve our processes for the future?</i> 	Facilitator Whole group
2.00 pm	Dealing with conflict How do we currently deal with conflict? What might be some other ways? Does this change any of our agreements about how we want to work together?	Facilitator Small group exercises
3.30 pm	Performance management Who is interested in what we do? Are we reporting on what matters? What do we need to do to make this simpler, clearer and meaningful?	Facilitator Whole group discussion
4.15 pm	Where to from here? What do we do now? Summary and reflection	Facilitator Around the room
4.30 pm	Thanks and close	CEO/Mayor



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 and Advisory Committees, as provided by the Committees over the past month, for your information:

- Minutes from the Lee Medlyn Home of Bottles Special Committee General Meeting 05/12/2012.
- Minutes from the Glenlyon Recreation Reserve Special Committee General Meeting 04/12/2012.
- Minutes from the Clunes Museum Special Committee General Meeting 10/12/2012.

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 Committees (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 Committees (Section 86) listed above which have been distributed under separate cover.

Moved: Councillor Neil Newitt

Seconded: Councillor Don Henderson

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:

- International Women's Day Women's Honour Roll Committee 16/01/2013.

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 of the Advisory Committees listed above which have been distributed under separate cover.

MOTION

12.1.1. That Council receives and notes the minutes of the Advisory Committee listed above which has been distributed under separate cover.

Moved: Councillor Don Henderson

Seconded: Councillor 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 H353-2012 – Construction of Gabion Retaining Walls, Rock Beaching and Associated Miscellaneous Work in Creswick Creek at Walter Street, Creswick

Contract H358-2012 – Restoration of the Creek Embankment and Construction of Rock Beaching and Associated Miscellaneous Work in Creswick Creek, Opposite Clunes Bowling Club; 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 H353-2012 – Construction of Gabion Retaining Walls, Rock Beaching and Associated Miscellaneous Work in Creswick Creek at Walter Street, Creswick

Contract H358-2012 – Restoration of the Creek Embankment and Construction of Rock Beaching and Associated Miscellaneous Work in Creswick Creek, Opposite Clunes Bowling Club; 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 Pierre Niclas

Seconded: Councillor Greg May

Carried.

The Meeting closed to Members of the Public at 7:55 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 Kate Redwood

Carried.

The Meeting re-opened to the Public at 8:27 pm.

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

MOTIONS

That Council:

- 14.1.1. *Awards the Tender for Contract H353-2012 - Construction of gabion retaining walls, rock beaching and associated miscellaneous work in Creswick Creek at Water Street, Creswick for the lump sum price of \$163,664.00 (excluding GST) to MadCat Constructions Pty Ltd.*
- 14.1.2. *Awards the Tender for Contract H358-2012 - Restoration of the creek embankment and construction of rock beaching and associated miscellaneous work in Creswick Creek, opposite the Clunes Bowling Club for the lump sum price of \$396,807.00 (excluding GST) to Services South East Pty Ltd.*

15. CLOSE OF MEETING

The Meeting closed at 8:28 pm.
