



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
MINUTES

TUESDAY 15 JULY 2014

DAYLESFORD SENIOR CITIZENS' ROOM

VINCENT STREET

DAYLESFORD

6:00PM

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MINUTES

TUESDAY 15 JULY 2014

Daylesford Senior Citizens' Room

Vincent Street, Daylesford

Commencing 6:00PM

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AARON VAN EGMOND

CHIEF EXECUTIVE OFFICER

15 JULY 2014

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

IN ATTENDANCE: Chief Executive Officer Aaron van Egmond, Acting General Manager Corporate Services Paul Brumby, General Manager Community Services Kathleen Brannigan, General Manager Infrastructure Bruce Lucas, Manager Community and Economic Development Adam McSwain, Governance Officer Mary Dancuk.

STATEMENT OF COMMITMENT

“WE THE COUNCILLORS OF HEPBURN SHIRE
DECLARE THAT WE WILL UNDERTAKE ON EVERY OCCASION
TO CARRY OUT OUR DUTIES IN THE BEST INTERESTS
OF THE COMMUNITY
AND THAT OUR CONDUCT SHALL MAINTAIN THE STANDARDS
OF THE CODE OF GOOD GOVERNANCE
SO THAT WE MAY FAITHFULLY REPRESENT
AND UPHOLD THE TRUST PLACED IN THIS COUNCIL BY THE
PEOPLE OF HEPBURN SHIRE.”

3. APOLOGIES

Nil

4. DECLARATIONS OF CONFLICTS OF INTEREST

Councillor Kate Redwood declared a direct Conflict of Interest in **Agenda Item 11.2 – Hepburn Wind – Charge in Lieu of Rates** as a shareholder in Hepburn Wind and as a former Director of Hepburn Wind from 2010-2012.

Councillor Redwood left the meeting at 6:31 pm and returned to the meeting at 6:37 pm. Councillor Redwood was absent while this matter was considered.

5. CONFIRMATION OF MINUTES

RECOMMENDATION

- 5.1 That the Minutes of the Ordinary Meeting of Council held on 17 June 2014 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the *Local Government Act 1989*.

MOTION

- 5.1. *That the Minutes of the Ordinary Meeting of Council held on 17 June 2014 (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 Neil Newitt

Carried

6. NOTICES OF MOTION

Nil

7. ITEMS OF URGENT BUSINESS

Nil

8. PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor Don Henderson, Creswick Ward

This month has not been quite so busy for appointments as Mayor.

I attended a forum regarding the treatment of asylum seekers at the City of Darebin.

The Shire position regarding this item was laid out and appreciated by all who attended. As a small rural Shire, we are welcoming of people from all cultures and creeds as long as they obey the laws of this country. Many people have relayed to me their appreciation of the stance this Shire has taken regarding the proper treatment of these people. The City of Darebin has given us a small token of appreciation and I will hand this to the Chief Executive Officer (CEO).

Along with Cr McClenaghan, I attended celebrations and presentations held by Glenlyon CFA. There are generations of people who served this brigade over many years. The Glenlyon CFA has served the community both within the borders and often far beyond.

Recently, I attended a gathering of public housing tenants and told them what Council had planned for the future regarding facilities and their inclusion in deliberations.

A funding announcement at the Creswick Library was made by Minister Bull and the \$450,000 added to Council's contribution will mean that the Creswick Hub can proceed. Since some of the building is in poor structural shape, this is a much needed grant. I thank Crs May and McClenaghan and the many staff for their support on the day.

The refurbishment will also make our Creswick Town Hall a more user friendly space, so this is a win for all.

Along with Mr Lucas and our CEO, I attended a VicRoads meeting with the new CEO of the organisation Mr John Merrett. I was pleased to see that Mr. Merrett wants to make the organisation more community focussed and accountable. I have known Mr. Merrett since employing him in 1986. Since then he has headed up the National Safety Council, WorkSafe, Environment Protection Authority (EPA) and is looking forward to the challenge of attempting to sort out the many problems that exist in the organisation. I can assure you that John is a very focussed and hard working person who really cares about the community. He has offered to meet with us to discuss issues regarding the Midland Highway going through our major towns. Of one thing

I am sure is that there will be zero tolerance of any corruption and favouritism under his watch and I understand from speaking with him that he intends to find any such behaviour and deal with it.

I have been working with prospective candidates from across political parties to ensure that our Council is to the forefront in any considerations from political parties.

On this note the leader of the Opposition, Daniel Andrews was in Daylesford today to announce an election pledge of a \$10 million upgrade of the Daylesford Secondary College.

COUNCILLOR REPORTS

Councillor Sebastian Klein, Coliban Ward

Two reports for the month as I was away from the last Council meeting to attend (on behalf of the Victorian Local Governance Association - VLGA) the Australian Local Government Association, National General Assembly where the main topic of conversation was the removal by the Federal Government of indexation from the Financial Assistance Grants (FAGs) that local government is critically reliant upon.

It seemed a very long time since the last general assembly where the main topic was constitutional recognition of local government. Indeed, it seems that times have changed and that we are further than ever from the recognition of local government as a tier of government in its own right.

This has also been a hot topic as I have visited councils from Casey to Campaspe and beyond on behalf of the VLGA. There are a number of councils seriously questioning their viability in the face of rate capping and the reduction in FAGs and more than ever, to many councillors and staff, it seems that local government's legitimacy is being eroded, this time through limitations in financing.

Back home, I attended the 100th anniversary awards dinner of the Trentham CFA. It was a great opportunity to explore the history of both the local brigade and of the CFA and fire services more broadly. In Trentham our CFA members are not only the protectors of life and property, but they are also a significant part of the spirit of the town – their good humour and ability to play both the larrikin and the steadfast defender of the community are well valued.

Also in Trentham, I have been spending time connecting with the community to discuss the proposed new hub. It is true that it was probably a surprise to the community when the Mechanics institute Committee opted to replace the old building entirely. Upon explaining the rationale and the amount of work that has contributed to this decision, most people appear to understand but would like to have input into both the design of the new building, but also would like to preserve different aspects of the old.

The VLGA has also released a new 21 point draft action plan which is open to consultation from members at the moment. This is not a list of actions that the VLGA plans to do alone, rather we seek to represent these points to other related bodies in the sector and work on the authorities like the state government to achieve these ends together. The VLGA is determined that this plan should be owned by all of our members and the broader sector and so I encourage everyone to have a look and get your feedback in as soon as possible.

Other things I attended included:

- Ward meetings
- Trentham Hub Reference Group Meetings
- Victorian Local Governance Association (VLGA) board meetings
- VLGA Resources and Finance Committee meetings
- "Think Aboriginal Women for Local Government" Video Launch
- The HART Reconciliation Awards
- Sustainability Victoria BioEnergy Breakfast
- Special Council Meeting to hear budget submissions
- Trentham FORUM Meeting
- Ward Equity meetings in Trentham
- Farewell afternoon tea for former General Manager Corporate Services, Evan King
- Victorian Adaptation and Sustainability Pathways Ministerial Advisory Committee meeting
- Victorian Adaptation and Sustainability Pathways Ministerial Advisory Committee MOU subcommittee meetings and Roundtable Meetings with various Ministers, councils and CEOs on behalf of the VLGA.

Councillor Greg May, Creswick Ward

No report.

Councillor Bill McClenaghan, Holcombe Ward

Since the last Council Meeting, I have attended an all-staff meeting here in Daylesford Town Hall, the first Municipal Emergency Management Planning Committee Meeting for 2014 and a lively meeting in the Drummond Hall for residents of Scobles Road regarding the condition of their road and the possibility of an upgrade.

The event of the month was undoubtedly the centenary celebration of the Glenlyon Fire Brigade on Saturday 21st of June with a memorabilia display, unveiling of memorial plaques and a book launch in the morning, with a commemorative community dinner in the Fire Station motor room that evening.

The Daylesford Fire Brigade has already celebrated its hundred and fiftieth anniversary after being founded in 1861 but many smaller communities like Glenlyon had to wait another fifty years or more before forming their own Bush Fire Brigades. In February 1914, Mr. Edward Griffiths advertised a meeting in the Daylesford Advocate to be held at the Glenlyon Shire Hall for the formation of a Bush Fire Brigade in Glenlyon. Thirty five volunteers were recruited immediately. Edward Griffiths began as Secretary but shortly became the Captain and public subscriptions were called for to purchase the most basic equipment like beaters, rakes, axes and saws. Over five pounds was raised (when the average weekly wage was about three pounds) and some water bags and rakes were also donated.

By June / July of 1914, the Great European War had yet to begin and the world was about to change forever. Victoria enjoyed "peace and prosperity" after Federation with the 1890's depression and the Boer War becoming distant memories. Life was good in Glenlyon and the Glenlyon Shire was quite large, completely surrounding the tiny Borough of Daylesford that appeared like a belly-button within it. The Shire Secretary effectively ran the entire Shire instead of the multi-million dollar municipal administrations of today. Councillors had wards or "ridings" that were small enough to get around on horseback and have good community engagement. Barkly Street featured the Shire Hall, built from local timber, the General Store, the

primary school and a planted avenue of young Dutch elm and English oak trees. There was a pub in town and stone churches with large congregations. Add to all of that the new Glenlyon Bush Fire Brigade in early 1914.

One hundred years later in June 2014, the old Shire has gone and Glenlyon is one small town within Hepburn Shire; the reverse of what it all once was. However the former Glenlyon Shire Hall still stands there, managed by the Glenlyon Progress Association. The school and Catholic Church have closed, the pub is gone but the Anglican Church and the General Store are still open. The elm and oak trees have grown amazingly into a green and leafy avenue that defines the town with a special ambiance and identity that is the envy of many other towns. After several relocations, a new Glenlyon Fire Station was built in 2013, centred within this historic avenue as an early 100th birthday present.

In 1943, the Brigade had the use of the Shire's one truck but received its own truck in 1944 from the Forests Commission. In 1945, the newly created Country Fire Authority took charge of combating fires in Victoria and Glenlyon became part of their Region 15, based in Ballarat. Last year, a new truck was provided by the CFA to go with the new Fire Station.

To mark the Glenlyon Fire Brigade's centenary, two local volunteer historians, Anne Dobbs and Margret Lockwood have compiled its captivating and comprehensive history in an excellent book entitled "Saving the Glen". Tonight, I have great pleasure in presenting a signed copy to Hepburn Shire Council, as well as a mounted picture post card with a photo of current Brigade volunteers.

Congratulations to the Glenlyon CFA upon their hundredth anniversary, still going from strength to strength. The volunteers come from all parts of the community; newcomers as well as from many local families who have served their Brigade for generations and all volunteers are still dedicated to "Saving the Glen".

Councillor Pierre Niclas, Birch Ward

No report.

I do want to acknowledge the great result today for Daylesford Secondary College and I hope that as a result of this announcement ALL other political parties will follow suite and commit themselves to correcting the terrible

conditions our young people have been subjected to by way of the conditions that have and still exist at that school.

Councillor Kate Redwood AM, Birch Ward

What a useful discipline it is to review the month past and reflect on what has been achieved! I usually start this process by summarising Council meetings and activities that I have been a part of. This month the calendar on my computer has mysteriously been scrubbed. I rely on my memory for continuity.

Upgrade of Daylesford Secondary College

As reported in my last report, the need to upgrade the physical infrastructure of the Daylesford Secondary College is urgent. The campaign to influence the major players in the Victorian State election has continued over the last month. It is therefore very pleasing that today the ALP has announced its commitment of \$10 million to upgrade Daylesford Secondary College. This would not only mean a state of the art school for our students to attend, but would influence the decision of teachers to teach there and families to send their children there. Quality school facilities can also deliver secondary benefits in terms of economic development.

Council, of course, interfaces with Daylesford Secondary College through the ARC. Councillors will be pleased to know that the recent holiday program has been a huge success with circus, disco and many other activities for children of all ages. Circus Oz people have run workshops, and the Daylesford Neighbourhood Centre is to be commended for what they have done to breathe life into an echoing and freezing facility. The recently installed heating in the foyer transforms that area. This was celebrated with a gathering of young and old last Friday. Well done Cr Klein.

Progressing the proposed Vic Park facility

Community fundraising for the Vic Park facilities project continues to roll out. There have been continuing discussions with Vic Park users regarding the management model, and comparisons made with similar facilities to learn what has been successful and why in other shires. Discussions have been held with representatives of the Central Highlands Football League about transition arrangements during construction of new facilities, with the major submission from the officers seeking \$1.5 million in state government funding due to be submitted in a week or so.

Public Arts Panel

The second meeting of the Public Arts Panel considered the most appropriate way to utilise the \$40,000 allocated in the 2014/15 Council budget. After an animated and very positive discussion, the members of the Panel undertook to present their advice in writing. A consolidation of ideas will be presented to the next meeting of the Public Arts Panel on 25 July.

International Women's Day Advisory Committee

A meeting was held with the continuing International Women's (IWD) Day Advisory Committee, and guests including the nominations panel members, and representatives of the Spa Quilters who are assisting with the Heather Mutimer Women's Honour Roll for Hepburn Quilt. I am delighted that all members are continuing with the Committee. The meeting reviewed nomination processes for the honour roll and has made recommendations regarding changed criteria which are presented in a report to tonight's Council meeting. The IWD Advisory Committee members also developed a list of possible invitees for keynote speakers for next year's IWD event. This will be voted on by members of the advisory committee when it next meets on 24 July.

Hepburn Business and Tourism Association (BATA)

The BATA breakfast has become a very constructive forum for local developments and networking between Council and the business community. Justin Fiddes spoke to the last meeting about signage in Vincent Street and other planning matters. BATA are keen to work closely with Council on a range of issues. A priority is banner brackets.

Wombat Hill Botanic Gardens Masterplan

I have recently hosted landscape experts from Melbourne and Auckland who invited themselves to visit our Wombat Hill Botanic Gardens. This was an opportunity to have a joint conversation with members of the Friends of Wombat Hill regarding the brief for the masterplan for the gardens which is funded in the 2014/15 Council budget. Our General Manager Infrastructure Bruce Lucas was on leave, but I will be passing on the expert advice received for consideration.

Forum on Asylum Seeker Policy

As Councillors would be aware, on Saturday 9 August there will be a forum regarding asylum seeker policy held at the Daylesford Town Hall from 2.00 pm. Speakers will be Anna Bourke MLA, David Manne, and Julian Burnside. AO

QC. The forum is a public meeting and all are invited. It is clear that people in our community feel passionately about this issue. Council has been commended for adopting a unanimous position on the need for more humane and internationally compliant policies regarding asylum seekers.

Councillor Neil Newitt, Cameron Ward

Councillors, yesterday I attended the monthly Daylesford & Macedon Ranges Regional Tourism Board meeting where I received the latest visitation figures for the region.

Across the Daylesford Macedon Ranges region, I can report that both domestic and international visitor numbers are up over the previous year.

Specifically, for the Hepburn Shire region, I can report the following numbers:

- Domestic overnight visitors are up 31.6%
- Domestic number of night stays are up
- Domestic daytrip numbers are up 20.1%

Overall Daylesford Macedon Ranges specific figures:

- Visitors stayed an average 1.9 nights
- 20.4% are aged 45 - 54 years
- 20.3% are aged 35 - 44 years

Visitors' spend:

- \$279 million last year
- \$193 per night

Largest visitor market:

- Melbourne 44.1% (45.2% Overnight stays)

Interestingly, Melbourne visitors proportionally spend more overnight visits than compared to Regional Victorian visitors (31.5% and 26.6%)

Although these statistics are supplied through Tourism Victoria, it is great to hear from the new industry representatives who have recently joined the board that they also note they had seen an increase in visitor numbers from last year.

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 Bill McClenaghan

Seconded: Councillor Greg May

Carried

9. PUBLIC PARTICIPATION TIME

This part of the Ordinary Meeting of Council allows for the tabling of petitions by Councillors and Officers and 30 minutes for the purpose of:

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

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

Questions received may be taken on notice and responded to later. Likewise, some questions of an operational nature may be responded to through usual administrative procedure. Separate forums and Council processes are provided for deputations or for making submissions to Council.

9.1. PETITION – OBJECTING TO ‘RAVE DANCE PARTIES’ BEING HELD AT 439 YANDOIT CREEK ROAD, YANDOIT

SUMMARY

Council has received a Petition with 40 signatures from local residents which reads:

‘We the undersigned object to a number of issues related to the holding of ‘rave dance parties’ at the former Jajarawong property at 439 Yandoit Creek Road. Most recently on the Queen’s Birthday long weekend of the 7th, 8th, and 9th of June a large three day event ‘rave party’ was held at the above property. The music started on Friday evening and continued NONSTOP at high volume until Monday afternoon at 4pm. Following complaints to both Daylesford Police (on Saturday night) and Castlemaine Police (on Sunday night) Police attended and asked the organisers to turn the volume down. As soon as the Police left the volume went back up again, showing contempt and complete disregard for local residents and the Police’s authority.

We object to both the extreme volume and duration of the rave music being amplified across the district. It was disruptive for locals who also wanted to enjoy the long weekend and sleep at some stage through the nights. This is a closely populated rural area which is why we believe this is an inappropriate venue to hold such loud and lengthy ‘parties’. Surely such events are more suited to remote properties. This is the third such event held at this address and on this occasion there was no community consultation or notification

that this event was taking place or that hundreds of people were to be attending.

We the local community strongly object to these events being held in the future in Yandoit and would like the assistance of Hepburn Shire Council and the Victoria Police to ensure this doesn't happen again.'

MOTION

That Council:

- 9.1.1. *Receives the petition objecting to 'rave dance parties' being held at 439 Yandoit Creek Road, Yandoit and that the petition lay on the table for one month.*
- 9.1.2. *Refers the petition to the Chief Executive Officer for preparation of a report for consideration at the August Council meeting.*
- 9.1.3. *Advises the head Petitioner of the above process.*

Moved: Councillor Pierre Niclas

Seconded: Councillor Neil Newitt

Carried.

9.2. QUESTIONS

Nil

9.3. REQUESTS TO ADDRESS COUNCIL

Nil

10. STATUTORY PLANNING REPORTS

There are no Planning Applications for consideration at the July 2014 Council meeting.

11. OFFICERS' REPORTS

11.1. RESPONSE TO PETITION – TEMPORARY CLOSURE OF THE EXCELSIOR BRIDGE GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the General Manager Infrastructure, I Bruce Lucas have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider the petition objecting to the proposed temporary closure of the Excelsior Bridge over Jim Crow Creek on the Hepburn - Newstead Road at Shepherds Flat tabled at the Ordinary Meeting of Council on Tuesday 17 June 2014.

BACKGROUND

Council received the petition at the Ordinary Meeting of Council held on Tuesday 17 June 2014. The petition has 117 signatures and reads:

'In a matter of a few weeks, the Hepburn Shire Council plans to close the bridge on Hepburn Newstead Road in Shepherds Flat. There has been no consultation with the residents. The road will be closed for a minimum 3 months over winter. The impact of this closure is far reaching. It will affect the operation of small business in the area, what usually is a 10 minute drive to Daylesford will now take 25 minutes via Carrolls Lane or Basalt Road. There are people with existing chronic medical conditions, shift workers who work nights, etc. It is not right or fair to expect these people to have to travel dangerous unsealed roads for 3 months or more. We propose that the Council keeps the bridge open and builds a second bridge next to the existing one. By signing this petition you are requesting that Hepburn Shire Council does not close the bridge on Hepburn Newstead Road.'

Council resolved that it:

- 9.1.1 *Receives the petition requesting Council to not close the Hepburn Newstead Road Bridge and that the petition lay on the table for one month.*
- 9.1.2 *Refers the issues raised by the petition to the General Manger Infrastructure for consideration prior to commencement of proposed bridge works.*
- 9.1.3 *Advises the head Petitioner of the above process.*

ISSUE/DISCUSSION

In response to the petition, this report considers the following key points in relation to the bridge replacement:

- The need for replacement
- Planning undertaken
- Options to build a second bridge and maintain public access during construction
- Detour routes and the safety of them.

The Need for Replacement

The need to replace the Excelsior Bridge was identified as part of preparing the 2013/14 Council Budget in early 2013. A structural engineering assessment was undertaken which revealed significant defects and deterioration.

The assessment identified that the concrete edge beams of the existing bridge have decayed to the point where they can support neither guard rails nor legal vehicle loads in accordance with Australian Standards. In more recent months, concerns with the structural integrity of the bridge abutments have also been identified.

As an interim safety measure, the bridge has been restricted to a single lane carriageway by using concrete jersey barriers. This reduces the loads on the bridge, keeps errant traffic away from the guard rails and keeps heavy vehicles off the edge beams. Traffic management signage and a reduced speed limit are in place as part of this interim safety measure which complies with the Australian Standards AS 1742 and AS 5100. A Memorandum of Authorisation has been obtained from VicRoads for the traffic management scheme.

Planning Undertaken

The budget for these bridge works was committed by Council in June 2013 within its bridge renewal program. Subsequently, Council awarded a contract for the replacement of the Excelsior Bridge at its 16 July 2013 Council meeting. Since awarding the contract, Council has been working with the contractor on the detailed planning in order to achieve minimal impact on road users at a reasonable cost.

Prior to and since receiving the petition, officers have continued to work with the contractor to reduce the impact of the proposed road closure on local residents and businesses. With the support of the contractor since receiving the petition, the period of the closure has been further reduced to a seven week period. This is achieved by delaying the proposed closure to

commence at 6.00am on 4 August 2014 and keeping the re-opening date as 19 September 2014 as originally planned. It should be noted that this option is likely to see the bridge re-opening under site restrictions whilst some works are finished. This is a positive outcome for local residents and businesses.

Options to Build a Second Bridge

The petition seeks Council to maintain public vehicle through access on the Hepburn - Newstead Road at Jim Crow Creek in Shepherds Flat during bridge reconstruction. In theory, this could be achieved either by:

1. A temporary vehicular crossing through the creek bed and replacement of the existing bridge.
2. A new permanent bridge alongside the existing bridge and subsequent demolition of the existing bridge.

Council officers have investigated both options and results are summarised below.

Option 1 would involve constructing a temporary creek crossing and safe access roads alongside the existing bridge. This could allow public vehicle through access whilst the bridge replacement works are completed as planned. This option is not considered feasible for the following reasons:

- Constructing a compliant temporary crossing at the site would be expensive and time consuming. This is due to the terrain involved, and the investigations and approvals that would be required.
- Any temporary creek crossing would need to be designed and constructed to meet Australian Standards, including guard rails and a sealed surface. This would add a significant cost to the project.
- The works would require vegetation removal and additional works within the waterway, both of which require permit processes at further cost.
- Aboriginal Affairs - Ballarat has advised Council that this option would require an Aboriginal Artefact Assessment as it would involve site disturbance outside the existing bridge footprint. This would result in time delays and additional costs.
- Assuming the necessary approvals were able to be obtained, the cost of this option is estimated at a minimum of \$180,000 above the current contract value.

Option 2 of a new permanent bridge would involve realignment of the road either side of the bridge and significant earthworks and additional construction. This option could allow through traffic over the existing bridge while the new bridge is built. The existing bridge would subsequently need to

be demolished. This option is not considered feasible for the following reasons:

- The existing road is already on the edge of the road reserve on both approaches, with privately held land alongside. Realignment to achieve acceptable sight lines would require acquisition of some private land.
- The cost of additional earthworks and construction of the realigned road and bridge approaches would be significantly more expensive than option 1.
- Detailed planning for the reconstruction of the existing bridge is already underway and significant costs would be incurred in restarting planning for a bridge alongside the existing one.
- Like option 1, this option would also require an Aboriginal Artefact Assessment.
- Assuming the necessary approvals were able to be obtained, the cost of this option is estimated to be well in excess of option 1.

Based on the above assessment, neither option for a second bridge are considered feasible from a time or cost perspective.

Detour Routes and the Safety of Them

Council has taken steps to provide a range of detour options for effected residents and road users. Options include both the sealed road network managed by Council and VicRoads, and selected gravel roads managed by Council. In particular, Council has undertaken resheeting works on Basalt Road and Carrolls Lane in relation to the planned bridge reconstruction.

The Chief Executive Officer, General Manager Infrastructure and Manager Strategic Project Delivery have met with a representative group of residents from the petition and discussed at length the concerns regarding the proposed closure and also concerns with the suitability of the detour route along Basalt Road. Following this meeting, the Chief Executive Officer and General Manager Infrastructure also drove Basalt Road with a nominated resident representative to further discuss specific concerns.

As a result of the group discussions and a further site inspection, additional works have been arranged to increase roadside delineation, signage and tree trimming to improve sight distances on some curves.

Council has also approached VicRoads for a permanent speed zone reduction on Basalt Road. Whilst the response from VicRoads advises Council to use warning signage and localised treatments along the road, a formal speed reduction to 80km/hour has been approved on some parts.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Council's Meeting Procedures Local Law No 1 states that a petition presented to the Council must lay on the table until the next ordinary meeting of the Council and no motion, other than to receive the petition may be accepted by the Chairperson, unless the Council agrees to deal with it earlier.

FINANCIAL IMPLICATIONS

Given the site is very steep, the construction of a temporary creek crossing and safe access road to meet current standards for a public access road is very difficult and expensive to achieve. Assuming the necessary approvals were able to be obtained, the cost to provide a temporary crossing for the proposed seven week road closure period is estimated at \$180,000 above the current contract value.

The option of constructing a complete new bridge on a new alignment would be significantly more expensive from a construction and land acquisition point of view. As such, neither option is considered feasible for Council.

RISK IMPLICATIONS

Council has a responsibility to ensure public roads are constructed to meet current standards and also to maintain existing roads and assets in accordance with its Road Management Plan.

Council has considered the risk implications for the proposed detour routes and implemented reasonable measures to improve the safety on the roads it manages. Whilst it is believed many motorists will make use of the sealed road network, Council has taken steps to provide shorter gravel road options. In using any road, all motorists have a responsibility under road laws to drive according to the prevailing conditions.

Council has also planned a program of regular inspections along the Council controlled roads on the detour routes for the duration of the bridge reconstruction project. These inspections are over and above Council's Road Management Plan requirements to further monitor road condition and safety during the period of increased use.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

It is acknowledged that the short term temporary closure of the Hepburn-Newstead Road at Shepherds Flat will create some inconvenience for local property owners and service providers, and will also impact emergency service responses.

Unfortunately with the site being located where the surrounding road network is sparse and the difficulties and cost associated with a temporary crossing or second bridge, maintaining public vehicle access during reconstruction is not feasible. Council has and continues to work to minimise the impact on local property owners and businesses as far as is reasonably possible for the period of the road closure.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council has informed all emergency services, school bus operators, VicRoads, service agencies and other stakeholders and sent letters to over 100 local property owners advising of the planned road closure to reconstruct the bridge. In addition, public notices have been placed in local papers including the *Ballarat Courier*, *The Advocate*, *Maryborough Advertiser*, *Castlemaine Mail* and *The Local*. Information has also been provided on both Council's and VicRoads' websites. Furthermore, detour signage is being arranged to advise passing motorists on the approach roads.

CONCLUSION

Council notes the concerns of residents as detailed in the petition and also discussed in subsequent meetings with Council officers. However, it also acknowledges the difficulties with the site. Following detailed consideration of all the options and the practicality of constructing a temporary creek crossing or second bridge, it is concluded that this is not feasible. Council has taken reasonable steps to provide a range of detour options, including the sealed road network and some improvements to the shorter gravel roads.

OFFICER'S RECOMMENDATION

That Council:

- 11.1.1 Receives and notes the report which responds to the matters raised in the petition.
- 11.1.2 Notes that Council officers are continuing to work with residents and the contractor to further minimise the impact of the planned road closure for the bridge reconstruction as far as is reasonably possible.
- 11.1.2 Writes to the petition organisers to advise of the above actions.

MOTION

That Council:

- 11.1.1. Receives and notes the report which responds to the matters raised in the petition.*
- 11.1.2. Notes that Council officers are continuing to work with residents and the contractor to further minimise the impact of the planned road closure for the bridge reconstruction as far as is reasonably possible.*
- 11.1.3. Writes to the petition organisers to advise of the above actions.*

Moved: Councillor Pierre Niclas

Seconded: Councillor Kate Redwood

Carried.

Councillor Kate Redwood declared a direct Conflict of Interest in this report and left the meeting at 6.31 pm.

**11.2. HEPBURN WIND – CHARGE IN LIEU OF RATES
CHIEF EXECUTIVE OFFICER**

In providing this advice to Council as the Chief Executive Officer, I Aaron van Egmond have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to determine the charge in lieu of rates for Hepburn Wind for the 2013/14 financial year.

BACKGROUND

At the Ordinary Meeting of Council held on 20 August 2013, Council resolved to rate Hepburn Wind using the Capital Improved Value. In response to this decision of Council, Hepburn Wind under Section 94 (4) (a) of the *Electricity Industry Act 2000* elected to be charged in lieu of rates.

Under the provisions of the *Electricity Industry Act 2000*, Council with the agreement of Hepburn Wind are required to agree on a charge in lieu of rates using the stipulated formula.

The stipulated formula is based on \$40,000 fixed yearly payment plus an annual fee of \$900 per Megawatt of rated capacity – both in June 2005 values, and to be indexed annually to the Melbourne CPI.

Council's Wind Energy Facility Guidelines (July 2009) allows for consideration to be given to reducing or removing the fixed component of the charge based on Hepburn Wind's demonstrated community enterprise ownership.

Following Hepburn Wind's request to be charged in lieu of rates, Council Officers and Hepburn Wind representatives met to attempt to establish a mutually acceptable agreement for a charge in lieu of rates.

At this meeting it was discussed what the expectations and limitations of both parties were. Also discussed was the potential to partner more closely with respect to Hepburn Wind's Community Grants and Council's Community Grants programs (in particular Sustainability Grants).

Hepburn Wind representatives prepared 2 briefing papers following this initial meeting.

1. Various Options for Payments by Hepburn Wind in lieu of Rates

2. Hepburn Wind and Hepburn Shire Council potential fund partnership

It was anticipated that Council Officers and Hepburn Wind representatives would meet again to attempt to establish a mutually acceptable position.

Several attempts have been made to coordinate the meeting however Hepburn Wind representatives have been unable to meet. A meeting has been scheduled for 24 July 2014.

In addition Hepburn Wind representatives were invited to meet with Councillors at a Council Briefing to discuss their position; however they were unable to attend at the time specified.

ISSUE/DISCUSSION

In accordance with the Electricity Industry Act 2000 and the Hepburn Shire Council's Wind Energy Facility Guidelines there is a range of charges that can be levied by Council on Hepburn Wind in lieu of rates.

1. In Accordance with the *Electricity Industry Act 2000*

The maximum that can be charged in lieu of rates in accordance with the Electricity Industry Act 2000 is \$54,200.24. The \$54,200.24 is comprised of the fixed charge of \$40,000 indexed to \$49,622.55 and the per mega watt charge of \$900 indexed to \$1,116.51 multiplied by the 4.1 Megawatt capacity of the facility. At this level the payment in lieu of rates would be \$4.93 per Megawatt generated an hour (MWh).

Fixed	\$49,622.55
Per megawatt (4.1)	\$4,577.69
Total	\$54,200.24

2. Practice 2011-13

At the Ordinary Meeting of Council held on the 19 July 2011 Council resolved to reduce the fixed component of the charge in lieu of rates from \$40,000 to \$10,000 in recognition of Hepburn Winds contribution to the environment and the community. The \$10,000 indexed is now \$10,372.99. The per megawatt charge is as explained previously. At this level the payment in lieu of rates would be \$1.33 per Megawatt generated an hour (MWh).

Fixed	\$10,372.99
Per megawatt (4.1)	\$4,577.69
Total	\$14,950.68

3. Waiver of fixed component

Hepburn Shire Council's Wind Energy Facility Guidelines allows for consideration to be given to removing the fixed component of the charge based on Hepburn Wind's demonstrated community enterprise ownership. If the fixed component of the charge was waived, the charge in lieu of rates would consist of the per megawatt charge only. At this level the payment in lieu of rates would be \$0.42 per Megawatt generated an hour (MWh).

Fixed	\$0
Per megawatt (4.1)	\$4,577.69
Total	\$4,577.69

In determining what is fair and equitable in terms of a charge in lieu of rates consideration must be given to equity for all rate payers in the Shire as well as equity across the industry.

The below table provides a comparison of what some other wind farms are being charged in Victoria per Megawatt of generation capacity. The following figures should be used as a guide only.

Wind Farm	Capacity (Mw)	Total (\$)	\$ per Mw
Hepburn Wind Farm (11-13)	4.1	\$ 14,586	\$ 3,558
Hepburn Wind Farm(1)	4.1	\$ 54,200	\$13,220
Hepburn Wind Farm(2) *	4.1	\$ 14,950	\$ 3,646
Hepburn (3)	4.1	\$ 4,578	\$ 1,117
Chepstowe Wind Farm	6.15	\$ 40,907	\$ 6,652
Wonthaggi Wind Farm	12.0	\$ 50,800	\$ 4,233
Codrington Wind Farm	18.2	\$ 56,380	\$ 3,098
Toora Wind Farm	21.0	\$91,000	\$4,333
Challicum Hills Wind Farm	52.5	\$109,147	\$ 2,079
Portland Wind Farm	102.0	\$164,032	\$ 1,608
Waubra Wind Farm	192.0	\$264,841	\$ 1,379

*Recommended option. Figures are provided for comparative purposes only.

Community Grants Partnership

As part of discussions to date regarding the charge in lieu of rates officers have been exploring opportunities for Hepburn Wind and Hepburn Shire to contribute towards a joint community grants program. The pooling of funds could leverage grant funding and facilitate the development of a significant renewable energy project within the Hepburn Shire.

The briefing paper prepared by Hepburn Wind outlines how this concept could be further developed.

Hepburn Wind makes a significant contribution to the community by way of its Community Fund. The contribution made by Hepburn Wind to this fund is \$30,000 per annum. This community contribution is between 8 and 20 times in excess of other Wind Farms per MW. The following table provides a comparison.

Wind Farm	Capacity (Mw)	Community Fund (\$)	\$ per Mw
Hepburn Wind Farm	4.1	\$ 30,000	\$ 7,317
Challicum Hills Wind Farm	52.5	\$50,000	\$ 952
Portland Wind Farm	102.0	\$90,000	\$ 882
Waubra Wind Farm	192.0	\$69,180	\$ 360

**Figures provided by Hepburn Wind.*

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

In making this decision, Council is guided by the *Local Government Act 1989*, the *Electricity Industry Act 2000* and Council's *Wind Energy Facility Guidelines*.

Council Plan 2013-2017:

Strategic Objective – Sustainable Environment and a Vibrant Economy

Key Strategic Activity:

16. Develop opportunities for increased renewable energy generation and minimisation of energy consumption within the Hepburn Shire Council in order to reduce our reliance on non renewable energy generation.

FINANCIAL IMPLICATIONS

Hepburn Shire Council 2013/14 Budget includes income consistent with the current method adopted by Council.

RISK IMPLICATIONS

None anticipated.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The support of Hepburn Wind through alternate charge mechanisms will benefit the environment, community and encourage other renewable energy sources.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Officers have been working with Hepburn Wind to agree on an appropriate charge in lieu of rates as is required by the *Electricity Industry Act 2000*.

CONCLUSION

Under Section 94 (4) (a) of the *Electricity Industry Act 2000* Hepburn Wind has elected to be charged in lieu of rates.

Under the provisions of the *Electricity Industry Act 2000*, Council with the agreement of Hepburn Wind are required to determine on a charge in lieu of rates using the stipulated formula.

Council's Wind Energy Facility Guidelines and the *Electricity Industry Act 2000* allow for consideration to be given to varying the charge having given regard to other factors presented by the parties.

Hepburn Wind's demonstrated community enterprise ownership, contribution to renewable energy and community grants program provides sufficient impetus to vary the fixed component of the charge in lieu of rates as per current practice.

OFFICER'S RECOMMENDATION

That Council:

- 11.2.1 Charges Hepburn Wind in lieu of rates a fixed yearly charge and a variable charge per megawatt of rated capacity in accordance with the *Electricity Industry Act 2000*.
- 11.2.2 Agrees that Hepburn Wind has demonstrated it is a community owned enterprise focused on renewable energy and therefore Council declares that the charge in lieu of rates be varied in accordance with the Wind Energy Facility Guidelines.
- 11.2.3 Sets the payment in lieu of rates for the 2013/14 financial year at \$14,950.68 made up of \$10,372.99 fixed and \$4,577.69 variable both indexed annually to the Melbourne Consumer Price Index.
- 11.2.4 Reviews the charge in lieu of rates in 2 years.
- 11.2.5 Continues to explore partnership opportunities between Hepburn Wind and Hepburn Shire Council's Community Grants program.

MOTION

That Council:

- 11.2.1. Charges Hepburn Wind in lieu of rates a fixed yearly charge and a variable charge per megawatt of rated capacity in accordance with the Electricity Industry Act 2000.*
- 11.2.2. Agrees that Hepburn Wind has demonstrated it is a community owned enterprise focused on renewable energy and therefore Council declares that the charge in lieu of rates be varied in accordance with the Wind Energy Facility Guidelines.*
- 11.2.3. Sets the payment in lieu of rates for the 2013/14 financial year at \$14,950.68 made up of \$10,372.99 fixed and \$4,577.69 variable both indexed annually to the Melbourne Consumer Price Index.*
- 11.2.4. Reviews the charge in lieu of rates in 2 years.*
- 11.2.5. Continues to explore strategic opportunities between Hepburn Wind and Hepburn Shire Council.*

Moved: Councillor Greg May

Seconded: Councillor Pierre Niclas

Carried.

Councillor Kate Redwood returned to the meeting at 6:37 pm.

**11.3. ADOPTION OF PROPERTY VALUATIONS 2014
ACTING GENERAL MANAGER CORPORATE SERVICES**

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

PURPOSE

The purpose of this report is to outline the process for the 2014 property valuations and seek Council's approval to adopt the revaluation to be used for the purposes set out in the *Valuation of Land Act 1960* and the *Local Government Act 1989*.

BACKGROUND

Section 11 of the *Valuation of Land Act* requires Council to make a general revaluation of rateable land within the Shire as at 1 January in every even calendar year. The last revaluation of the Shire was as at 1 January 2012.

ISSUE/DISCUSSION

Council's property valuations are completed under contract by Rating Valuation Services Pty Ltd. Rating Valuation Service has officially returned the final revaluation data for use in the 2014/15 and 2015/16 rating periods. A valuation report has been sent to the Valuer General for approval and Council is currently awaiting final sign off.

Council must adopt the 2014 General Revaluation of all rateable properties within the municipality. Attached is the report received from Council's valuer Rating Valuation Services Pty Ltd (refer Attachment 1). The valuer's report splits the land into four classifications and explains the factors behind any increases or decreases.

Council has previously been given a preliminary briefing relating to the progress and outcomes of the 2014 revaluation. Overall, valuations for rateable properties within the Hepburn Shire Council have increased by 8.6% (6.5% in 2012 and 6.0% in 2010).

Rate notices are anticipated to be issued in early August 2014, at which point ratepayers will be informed of their new property valuation. If any ratepayer feels their property has been incorrectly valued, objections can be lodged in the two months after the issue of the rate notice. Initial objections will be considered by the contract valuer with a further avenue of appeal to VCAT if the matter remains unresolved.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

The revaluation of properties every two years is a legal requirement. The general revaluation of all rateable properties has been completed in accordance with section 13DC (1) of the *Valuation of Land Act 1960*.

FINANCIAL IMPLICATIONS

The new capital improved values have been used as the base for rate calculations in the Budget 2014/15.

RISK IMPLICATIONS

None noted.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Council appreciates the varying property valuations and demographics of the Shire and consequently sought to keep the increase of revenue to be raised from rates in the 2014/15 Budget as low as possible, without compromising service.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

As per the Hepburn Shire Community Engagement Framework level 3 engagement has been undertaken.

Revaluations were a topic discussed during the 2014/15 Budget setting processes. Council undertook a wide ranging Budget consultation process with a series of information sessions held in each local ward enabling ratepayers to get an insight into the proposed Budget and ask questions of Councillors and officers. A Fact Sheet on Revaluations has been produced and is available on Council's website www.hepburn.vic.gov.au.

The website also contains general information about rates and charges.

CONCLUSION

The 2014 Revaluation has been completed in accordance with the *Valuation of Land Act 1960*.

OFFICER'S RECOMMENDATION

That Council:

- 11.3.1 Adopts the return of the revaluation of all properties within the Shire as at 1 January 2014 from Rating Valuations Services Pty Ltd.
- 11.3.2 Understands that the adopted Valuations will be used for the purposes set out in the Valuation of Land Act 1960 and Local Government Act 1989, subject to any subsequent amendment to the valuation permissible under these Acts.

MOTION

That Council:

- 11.3.1. Adopts the return of the revaluation of all properties within the Shire as at 1 January 2014 from Rating Valuations Services Pty Ltd.*
- 11.3.2. Understands that the adopted Valuations will be used for the purposes set out in the Valuation of Land Act 1960 and Local Government Act 1989, subject to any subsequent amendment to the valuation permissible under these Acts.*

Moved: Councillor Sebastian Klein

Seconded: Councillor Kate Redwood

Carried.

ATTACHMENT 1 - FORM 2 REPORT OF GENERAL VALUATION

REPORT OF GENERAL VALUATION

Valuation summary

Area	Date valuation was returned to rating authority—	Date of previous valuation returned to rating authority—	Name of Rating Authority— Hepburn Shire Council	Basis of rating— CIV		
	11 June 2014	31 May 2012				
1,470 Sq kms approx	Level of value date—	Level of value date of previous valuation—				
	01 Jan 2014	01 Jan 2012				
	Residential (RATEABLE)	Commercial (RATEABLE)	Industrial (RATEABLE)	Rural (RATEABLE)	Non Rateable leviable	Total
Number of assessments with buildings	7460	357	77	582	91	8567
Number of assessments without buildings	1705	14	15	528	36	2298
Total Net Annual Value	\$139,651,500	\$15,507,700	\$1,727,900	\$32,875,000	\$3,654,200	\$193,416,300
Total Site Value	\$1,437,763,000	\$79,326,000	\$15,559,000	\$535,564,000	\$27,280,000	\$2,095,492,000
Total Capital Improved Value	\$2,791,242,000	\$243,121,000	\$27,098,000	\$657,500,000	\$73,084,000	\$3,792,045,000

Summary of previous valuation details as amended to the end of the rating year immediately preceding the current valuation

	Residential (RATEABLE)	Commercial (RATEABLE)	Industrial (RATEABLE)	Rural (RATEABLE)	Non Rateable leviable	Total
Number of assessments with buildings	7460	357	77	582	91	8567
Number of assessments without buildings	1705	14	15	528	36	2298
Total Net Annual Value	\$125,986,750	\$14,878,300	\$1,607,860	\$32,428,800	\$3,413,925	\$178,315,635
Total Site Value	\$1,230,685,500	\$71,274,000	\$13,815,500	\$526,964,000	\$23,631,500	\$1,866,370,500
Total Capital Improved Value	\$2,517,903,000	\$232,522,000	\$25,024,000	\$648,576,000	\$68,278,500	\$3,492,303,500

General Comments

1. List and comment on the percentage change between this and the previous revaluation for each of the following land classifications—
 - (a) residential

Group	NoOfProps	ExistingSV	ProposedSV	SV Shift%	ExistingCIV	ProposedCIV	CIV Shift%	ExistingNAV	ProposedNAV	NAV Shift%
Residential	9165	\$1,230,685,500	\$1,437,763,000	117%	\$2,517,903,000	\$2,791,242,000	111%	\$125,986,750	\$139,651,500	111%

The Site Value shift for residential properties was 17 per cent. The two highest valued towns in Daylesford and Trentham had similar increases of around 18 per cent with Clunes having the highest increase of 28 per cent though this was from a low base. Creswick overall showed an increase of only 9 per cent though this was affected by the Forest Resort subdivision which remained flat. The increases show there is still good demand for vacant land ranging from development for tourist accommodation to the establishment of lower cost housing in areas such as Clunes.

Capital Improved Values were fairly similar of around 13 per cent except for Creswick-9 per cent- which was affected the same as site values with the flat market in the Forest Resort development. The added values of improvements were stable with the increase in CIV due to the increase in Site Value.

The NAV shift was in line with CIV movements.

(b) commercial

Group	NoOfProps	ExistingSV	ProposedSV	SV Shift%	ExistingCIV	ProposedCIV	CIV Shift%	ExistingNAV	ProposedNAV	NAV Shift%
Commercial	371	\$71,274,000	\$79,326,000	111%	\$232,522,000	\$243,121,000	105%	\$14,878,300	\$15,507,700	104%

The increases for site value followed a similar trend as the Residential with Clunes starting from a low base having the biggest increase of 25 per cent with the other locations around the 10 per cent increase. There is a lack of land sales in assessing site values, though sales evidence of improved properties are used to support the site values.

The CIV and NAV shifts were similar for each District with Clunes having the smallest increase as the market there is somewhat depressed with a large number of vacancies. The Daylesford increase was held back with the continued decline in the REX development which is now in receivership

(c) industrial

Group	NoOfProps	ExistingSV	ProposedSV	SV Shift%	ExistingCIV	ProposedCIV	CIV Shift%	ExistingNAV	ProposedNAV	NAV Shift%
Industrial	92	\$13,815,500	\$15,559,000	113%	\$25,024,000	\$27,098,000	108%	\$1,607,860	\$1,727,900	107%

There are only a small number of Industrial properties with shifts more or less reflecting the Commercial sector.

(d) rural production

Group	NoOfProps	ExistingSV	ProposedSV	SV Shift%	ExistingCIV	ProposedCIV	CIV Shift%	ExistingNAV	ProposedNAV	NAV Shift%
Rural	1110	\$526,964,000	\$535,564,000	102%	\$648,576,000	\$657,500,000	101%	\$32,428,800	\$32,875,000	101%

The Rural Section has seen little activity with very few sales. Asking prices are usually well above any market indicators with the added doubt on issue of Planning permits stifling activity. Values have remained at 2012 levels with no indication of any increases in the near future.

- (2) Specify the impact of any amendments to planning schemes, local laws, etc. on the valuation.

The doubt on issue of planning Permits has had an effect on the market with many properties withdrawn until a clearer picture emerges. Of late the issue of permits has increased with some properties having had Non Issue of a permit reversed and there now seems a greater likelihood of an issue of a permit. Obviously some people are purchasing without any knowledge of the planning issues and these further cloud the market. The decreasing of value due to Doubt on Permit can only be done on an individual basis.

- (3) Comment on development in the area of the rating authority, recent trends, geographical, social and other factors influencing general levels of valuation of properties in the area of the rating authority.

There have not been any major developments in the Municipality.

The market in Daylesford especially at the top end is influenced somewhat by the Holiday Market with properties sold at higher levels with presumably a business value approach. Often these properties come back on the market and are unable to sell at the original price.

The Trentham market has continued to expand with its travelling time to Melbourne an asset, coupled with the tourist aspect.

Creswick and Clunes are more the working class towns with little if any influence from the Holiday market.



Signed:

Name and Title: Valuer (Rating Valuation Services)

Date: 11th June 2014

11.4. AMENDMENT TO SCHEDULE OF FEES AND CHARGES 2014/15 - HOME AND COMMUNITY CARE

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 adopts revised low income fees for two Home and Community Care Services - Planned Activity Group and Respite Care.

BACKGROUND

The Home and Community Care (HACC) program is jointly funded by the Commonwealth, Victorian Government and Council. The Department of Health currently administers the HACC program and sets maximum fees that clients can be charged for each service type for low, medium and high income ranges.

ISSUE/DISCUSSION

Council's adopted budget for 2014/15 sets the level of fees and charges for all Council services. Council's adopted fees and charges schedule for HACC services includes two fees in the low fee range that exceed the Department of Health's HACC Schedule of Fees. These are:

- Planned Activity Group (Low Fee) - Council adopted fee is \$13.20 while the maximum fee chargeable is \$7.30 per day (plus cost of meal if bought from another source).
- Respite Care (Low Fee) - Council adopted fee is \$3.00 per hour while the maximum fee chargeable is \$2.90 per hour.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Under the terms of the Funding and Service Agreement for the HACC Program, Council is required to comply with the HACC Schedule of Fees.

FINANCIAL IMPLICATIONS

Charging the reduced fees will have a minor impact on budgeted fee income for Respite Care while the impact on Planned Activity Group fee income will be more significant. Planned Activity Group expenditure will be

closely monitored and adjusted as required, to offset the reduced fee income.

RISK IMPLICATIONS

Not applicable.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Not applicable.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Clients have yet to be notified of the 2014/15 HACC fees and will be informed following the July Council meeting, with the new fees being introduced from 1 August 2014.

CONCLUSION

In order to comply with the HACC Schedule of Fees, Council's adopted fees and charges for Planned Activity Group and Respite Care need to be amended.

OFFICER'S RECOMMENDATION

11.4.1 That Council approves revised fees for Planned Activity Group (low fee) of \$7.30 per day plus cost of meal if bought from another source and revised fee for Respite Care (low fee) of \$2.90 per hour.

MOTION

11.4.1. *That Council approves revised fees for Planned Activity Group (low fee) of \$7.30 per day plus cost of meal if bought from another source and revised fee for Respite Care (low fee) of \$2.90 per hour.*

Moved: Councillor Pierre Niclas

Seconded: Councillor Sebastian Klein

Carried.

**11.5. DAYLESFORD & MACEDON RANGES REGIONAL TOURISM BOARD AND HEPBURN SHIRE COUNCIL THREE YEAR MEMORANDUM OF UNDERSTANDING
GENERAL MANAGER COMMUNITY SERVICES**

In providing this advice to Council as the Manager Community and Economic Development, I Adam McSwain have no interests to disclose in this report.

PURPOSE

The purpose of this report is to recommend that Council enters into a Memorandum of Understanding (MOU) with Daylesford & Macedon Ranges Regional Tourism Board Inc (DMRRTB) for 2014/15 to 2016/17.

BACKGROUND

Established in July 2010, the Victorian Government recognises Regional Tourism Boards as the peak tourism organisation for the region. The role and direction of the Regional Tourism Boards is to consider the holistic development of tourism within regions, including:

- To set the strategic direction for the region;
- Ensure that the agreed strategic direction is communicated to all stakeholders; and
- Act as the conduit between industry in the region and Tourism Victoria, local and state government.

At its January 2014 Council meeting, Council agreed to enter into an interim one year MOU with DMRRTB. This interim MOU was to allow for the negotiation of a three year performance based MOU between Council and DMRRTB.

ISSUE/DISCUSSION

In Hepburn Shire, the tourism sector plays a significant role in supporting the local economy. For the financial year ending June 2013, the tourism sector provided the second highest level of gross revenue generated at \$112.564 million and was the largest employment generator accounting for 16.2% of jobs. (Source: REMPLAN 2013)

Attached to this report is a copy of the proposed MOU (Attachment 2) to cover the 2014-15, 15-16 and 16-17 financial years along with a copy of DMRRTB's Strategic Plan (Attachment 3) for the same period.

The MOU covers the following areas:

DMRRTB's Role

DMRRTB is the Peak Regional Tourism Board for the Daylesford and Macedon Ranges region. DMRRTB's key objectives are to:

- Increase year round visitation to the region, growing yield from these visitors;
- Build a richer Daylesford and Macedon Ranges experience through the development of new products and services that make the most of the key regional strengths;
- Develop the region as a best practice tourism industry that enhances the visitor experience;
- Support the creation of a sustainable and engaged regional tourism industry, enabled for growth;
- Be an effective and sustainable organisation.

Financial Contribution

Through this MOU, Council agrees to provide three years funding to DMRRTB, commencing on 1 July 2014 and concluding on 30 June 2017.

Council's contribution in 2013/14 was \$75,000 and it is proposed that funding increases by 2.7% annually for CPI. The proposed contribution for 2014/15 is \$77,025, 2015/16 contribution is \$79,105 and 2016/17 to be negotiated.

DMRRTB also receives a minimum of \$200,000 per annum from Tourism Victoria as well as revenue from visitvictoria.com listings, \$77,025 from Macedon Ranges Shire Council (for 2014/15) and \$35,000 from Hume City Council (for 2014/15).

Board Membership

Council will continue to have a representative on DMRRTB's Board. Council's current representative is Cr Neil Newitt.

Reporting

DMRRTB will provide Council with detailed, written half-year and end-of-year reports. The reports will focus on the broader region and on activities undertaken within Hepburn Shire. Additionally, Council will receive a quarterly summary of regional and municipal visitation and visitor spend and an annual presentation from DMRRTB highlighting regional and municipal results.

Key Performance Indicators and Activity Delivery

Key Performance Indicators (KPIs) and targets to achieve DMRRTB's key objectives will be agreed with Council prior to the commencement of each

financial year. For the 2014/15 financial year the KPIs are listed in Schedule B of the MOU (Attachment 2).

These KPIs include:

- Develop and implement four marketing priority campaigns - a winter campaign for winter 2014/15, a weddings and ceremonies campaign for August 2014, a cycle and trails campaign for December 2014 and an international tourism campaign for January 2015.
- Develop and implement an enhanced product offering as part of a Cycles and Trails Strategy - product development plan finalised by October 2014.
- Develop and implement a region-wide Festivals and Events Strategy - Strategy already developed and currently being implemented.
- Develop and Implement a comprehensive industry development program - program includes four social media workshops, six digital marketing workshops, two international tourism seminars, two tourism excellence workshops and arranging for two businesses to be part of Tourism Victoria's international mentoring program.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Council Plan 2013-2017:

Strategic Objective - Sustainable Environment and a Vibrant Economy

Key Strategic Activity:

12. Support and develop existing business within Hepburn Shire and continue to explore opportunities to diversify Hepburn Shire's economic base.

FINANCIAL IMPLICATIONS

The proposed financial contributions towards DMRRTB through this MOU are:

2014/15 - \$77,025

2015/16 - \$79,105

2016/17 - To be negotiated.

RISK IMPLICATIONS

None noted.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Tourism makes a significant contribution to the economy of Hepburn Shire and is the largest employer. Through its marketing and strategic support, including publication of the Official Visitors Guide DMRRTB plays an important role in promoting the region.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council officers met with DMRRTB staff to have input into the MOU. Additionally, the MOU has received input from Tourism Victoria, Macedon Ranges Shire Council and Hume City Council.

CONCLUSION

The MOU between the Daylesford & Macedon Ranges Regional Tourism Board and Hepburn Shire Council provides a detailed agreement that outlines the roles and responsibilities of both organisations. The MOU contains a number of KPIs that will be negotiated annually and provide a framework for assessing DMRRTB's performance.

OFFICER'S RECOMMENDATION

- 11.5.1 That Council authorises the Chief Executive Officer to sign the Memorandum of Understanding between Hepburn Shire Council and the Daylesford & Macedon Ranges Regional Tourism Board Inc. for the 2014/15, 2015/16 and 2016/17 financial years.

MOTION

- 11.5.1. *That Council authorises the Chief Executive Officer to sign the Memorandum of Understanding between Hepburn Shire Council and the Daylesford & Macedon Ranges Regional Tourism Board Inc. for the 2014/15, 2015/16 and 2016/17 financial years.*
- 11.5.2. *That the Daylesford & Macedon Ranges Regional Tourism Board provides Hepburn Shire Council with financial reports quarterly and audited financial statements annually.*
- 11.5.3. *That quarterly meetings be held between Daylesford & Macedon Ranges Regional Tourism Board and Hepburn Shire Council to report on achievement of Key Performance Indicators listed in the Memorandum of Understanding.*
- 11.5.4. *That Clause 3.19 – Reporting in the Memorandum of Understanding be amended requiring the Daylesford & Macedon Ranges Regional Tourism Board to provide Hepburn Shire Council with an annual marketing plan and budget forecast.*

Moved: Councillor Kate Redwood

Seconded: Councillor Neil Newitt

Carried.

AMENDMENT

- 11.5.1. *That Council authorises the Chief Executive Officer to sign the Memorandum of Understanding between Hepburn Shire Council and the Daylesford & Macedon Ranges Regional Tourism Board Inc. for the 2014/15, 2015/16 and 2016/17 financial years.*
- 11.5.2. *That the Daylesford & Macedon Ranges Regional Tourism Board provides Hepburn Shire Council with financial reports quarterly and audited financial statements annually.*
- 11.5.3. *That a quarterly meeting be held between Daylesford & Macedon Ranges Regional Tourism Board and Hepburn Shire Council to report on achievement of KPIs listed in the Memorandum of Understanding.*
- 11.5.4. *That Clause 3.19 – Reporting of the Memorandum of Understanding be amended requiring the Daylesford & Macedon Ranges Tourism Board to provide Hepburn Shire Council with an annual business plan and annual budget.*

Moved: Councillor Bill McClenaghan

Lapsed.

**ATTACHMENT 2 - MEMORANDUM OF UNDERSTANDING BETWEEN
DAYLESFORD & MACEDON RANGES REGIONAL TOURISM BOARD INC AND
HEPBURN SHIRE COUNCIL – 2014/15 TO 2016/17**

Memorandum of Understanding

between

**Daylesford & Macedon Ranges
Regional Tourism Board Inc**

and

Hepburn Shire Council

2014/15 to 2016/17

1. Parties to this agreement

1.1 The Parties to this Memorandum of Understanding (MoU) are:

a) Daylesford & Macedon Ranges Regional Tourism Board Inc (“DMR RTB”) (ABN 63 924 206 247, Reg No A0054865P), of 98 Vincent Street, Daylesford

and

b) Hepburn Shire Council (“Council”) (ABN 76 845 763 535) of 76 Vincent Street, Daylesford.

2. Preamble

2.1 DMR RTB Inc is the peak Regional Tourism Board for the Daylesford & Macedon Ranges region, focussing on the development and growth of the tourism industry in the region, strategic tourism investment and advocacy for the region.

2.2 DMR RTB’s aim is to make the Daylesford & Macedon Ranges Region the ultimate destination for naturally rejuvenating experiences by leading the growth and development of the tourism industry across the region.

2.3 DMR RTB’s key objectives are to:

- a) Increase year round visitation to the region, growing yield from these visitors;
- b) Build a richer Daylesford and Macedon Ranges experience through the development of new products and services that make the most of key regional strengths;
- c) Develop the region as a best practice tourism industry that enhances the visitor experience;
- d) Support the creation of a sustainable and engaged regional tourism industry, enabled for growth;
- e) Be an effective and sustainable organisation.

2.4 To achieve its objectives, DMR RTB will work with all key stakeholders to ensure a consistent approach and application to tourism development and marketing across the region. Key stakeholders include Partner Councils, Tourism Victoria, Local Tourism Associations, Product Groups and the wider industry.

2.5 DMR RTB is responsible for ensuring regular and formal communication with its key stakeholders.

3. Agreement

The Parties to this MoU as signatories to the document agree to the following:

Association Membership

3.1 DMR RTB is an independent, incorporated Association. It operates under its Board Charter and Rules and Purposes of Association, July 2010 (“Rules”) which detail its Membership structure.

- 3.2 By entering into this MoU, Hepburn Shire Council will become a Member of the incorporated Association and as such, can nominate a representative to DMR RTB's Board of Directors ("Board"). The nominated representative will be considered a member of the Board, following the Board's endorsement of the nomination.

Board Membership

- 3.3 Once appointed to the Board, the Council's representative:
- a) Will be bound by DMR RTB's Board Charter and Rules and that the Rules are bound by the Associations Incorporation Reform Act 2012 and other Victorian and National legislation (Appendix 1).
 - b) Will be required to attend regular Board meetings, the frequency to be at the discretion of the Board of Directors.
 - c) May be appointed to sub-committees and required to attend planning sessions that result in additional meetings and responsibilities over and above their usual Board
 - d) Will be bound by confidentiality.
 - e) Will not be paid any fees for attendance at Board meetings, including any out-of-pocket expenses associated with attending to Board matters.

Financial Contribution

- 3.4 Hepburn Shire Council agrees to:
- a) Provide three years of funding support to DMR RTB, commencing on 1 July 2014 and concluding on 30 June 2017.
 - b) The funding schedule is outlined in Schedule A to this MoU.
- 3.5 Hepburn Shire Council agrees that the financial commitment will be administered by DMR RTB.
- 3.6 Hepburn Shire Council agrees that annual financial commitment will be paid within 30 days of receipt of an invoice from DMR RTB which will be delivered no later than 10 days following the execution of the MoU.
- 3.7 Hepburn Shire Council acknowledges that DMR RTB will enter into a separate Agreement with Tourism Victoria to provide funding throughout the term of this MoU. For the benefit of this MoU, Tourism Victoria:
- a) Has committed to provide a minimum \$200,000pa in funding to DMR RTB over the period 1 July 2013 to 30 June 2016.
 - b) Has renewed its commitment to allocate all revenue generated from visitvictoria.com/dmr to DMR RTB.
 - c) Afforded assurances to DMR RTB that it will continue to provide:
 - Access to cooperative programs.
 - A licence to use Tourism Victoria marketing IP and assets.
 - Access to Tourism Victoria research databases.
 - Access to State Government media and other specialist agencies, which includes free media planning and Government media buying rates.
 - Access to Tourism Victoria staff expertise across all disciplines, including investment, digital, product development and marketing.

- 3.8 Hepburn Shire Council understands that if, at any stage, Tourism Victoria withdraws its financial support to DMR RTB, Council will also have the right to withdraw its funding support and terminate this MoU.
- 3.9 DMR RTB agrees to boost its own financial contributions through pursuing grant applications and additional revenue raising activities aimed at industry and/or consumer participation.

Activity Delivery

- 3.10 DMR RTB is responsible for the delivery of its plans and meeting key performance targets. The agreed Key Performance Indicators for 2014/15 are set out at Schedule B. Key Performance Indicators for 2015/16 and 2016/17 will be agreed with Council prior to the commencement of each financial year.
- 3.11 Hepburn Shire Council agrees to support, where relevant, the involvement of their Economic Development personnel in appropriate DMR RTB activities. Hepburn Shire Council will determine the relevance of DMR RTB activities in consultation with DMR RTB personnel.
- 3.12 DMR RTB agrees to ensure regular and formal consultation and communication regarding the development and delivery of its Annual Plan with all key stakeholders including Partner Councils, Tourism Victoria, Local Tourism Associations, Product Groups and the wider industry.
- 3.13 DMR RTB agrees that it will work with all Partner Councils, Local Tourism Associations and industry groups to develop and deliver activities designed to raise awareness of specific tourism-related experiences associated with one or more municipalities.
- 3.14 DMR RTB acknowledges the importance of clearly defined roles and responsibilities between a Regional Tourism Organisation and a Local Tourism Association. To that end, DMR RTB will work with Tourism Hepburn to clarify the respective roles, and realign these roles where necessary.
- 3.15 Hepburn Shire Council acknowledges that DMR RTB, either independently or in collaboration with Tourism Victoria, has responsibility for marketing of the Daylesford and Macedon Ranges region as one of the State's key tourism destinations.
- 3.16 Hepburn Shire Council agrees to collaborate with DMR RTB on the delivery of all agreed activities that relate to the municipality.
- 3.17 DMR RTB agrees to work with Hepburn Shire Council to establish an annual industry development program that is open to industry participation.
- 3.18 DMR RTB agrees to coordinate quarterly meetings with Hepburn Shire Council officers.

Reporting

- 3.19 DMR RTB will provide a detailed, written half-year and end-of-year report to Hepburn Shire Council. This report will focus on the broader Daylesford and Macedon Ranges Region as well as provide a summary of activities undertaken within the Hepburn Shire. These reports will highlight key achievements and outcomes against DMR RTB's Annual Plan and against the agreed KPI's with Council. The report will include (but is not limited to):

Activity	Half-year Report	Annual Report
Industry and community engagement activities including workshops, forums, focus groups	✓	✓
Advocacy activities	✓	✓
Marketing activities	✓	✓
Online, print and broadcast publicity delivered	✓	✓
Industry and Product development activities	✓	✓
Ad hoc and special projects undertaken	✓	✓
Financial Report	x	✓
Board Membership and Board attendance	x	✓
Management and staff	x	✓
Industry Engagement	x	✓

- 3.20 DMR RTB agrees to make an annual presentation to Council key stakeholders, highlighting annual regional and Hepburn Shire municipality results.
- 3.21 DMR RTB will provide to Council, on a quarterly basis, a summary of regional and Hepburn Shire municipality visitation and visitor spend.
- 3.22 DMR RTB agrees to provide the results of any other major research project relating to the tourism industry that it receives or commissions.

Dispute Resolution

- 3.23 Both parties agree that the level of dispute resolution for disputes arising from this MoU should be commensurate with the nature of the dispute, and in the first instance should be addressed by a Council senior manager and DMR RTB's General Manager.
- 3.24 If a dispute remains unresolved, it will be first referred to a joint meeting of the Chairperson of the Board, two Hepburn Shire Council representatives who are not represented on the Board, and a representative from Tourism Victoria. Tourism Victoria will convene and manage this process.
- 3.25 Final dispute resolution, if required, will be referred to a Committee consisting of: a representative from the DMR RTB Board, a representative from the original resolution

meeting group, a Hepburn Shire Council representative, Tourism Victoria representative, and independent industry representative.

Indemnity

- 3.26 Council will release and indemnify DMR RTB, its servants and agents from and against all actions, proceedings, claims and demands which may be brought by any person in respect of the performance of this MOU by Parties other than Hepburn Shire Council. This includes any negligence or wrongful act by employees or agents or parties other than Hepburn Shire Council and any breach of this MOU on the part of DMR RTB staff, servants and agents except to the extent that the negligence or breach is caused by, or contributed to, by the officers, employees of agents of Hepburn Shire Council.
- 3.27 DMR RTB will release and indemnify Council, its servants and agents from and against all actions, proceedings, claims and demands which may be brought by any person in respect of the performance of this MoU by Parties other than DMR RTB. This includes any negligence or wrongful act by employees or agents or parties other than Council and any breach of this MoU on the part of Council staff, servants and agents except to the extent that the negligence or breach is caused by, or contributed to, by the officers, employees of agents of DMR RTB.
- 3.28 DMR RTB agrees to maintain with a reputable insurer, appropriate insurance including:
- a) Worker's compensation insurance for an amount required by Victorian Law.
 - b) Public liability insurance for \$10,000,000 or more per claim.
 - c) Professional indemnity insurance for \$1,000,000 or more per claim.
- 3.29 This MoU shall be governed by the Laws of the State of Victoria, and DMR RTB and Hepburn Shire Council warrant that in its dealings it will comply with the relevant legal principles of Victorian and Commonwealth legislation.

Term of MoU

- 3.30 This MoU lapses on 30 June 2017 and may be renewed or negotiated by further agreement between the Parties.
- 3.31 Negotiations to renew the MoU must commence no later than December 2016.

Parties Agree to be Bound

- 3.32 It is the intention that this MOU be binding on the parties without the right of withdrawal from the arrangement except where there is a fundamental breach of any term of condition of this MoU.

4. Signatories

Hepburn Shire Council and the **Daylesford & Macedon Ranges Regional Tourism Board** agree to be signatories to this Memorandum of Understanding.

Signed on behalf **Hepburn Shire Council**

Name:

Title:

Date:

Signature

In the presence of:

Name:

Title:

Date:

Signature

Signed on behalf of **Daylesford and Macedon Ranges Regional Tourism Board Inc**

Name:

Title:

Date:

Signature

In the presence of:

Name:

Title:

Date:

Signature

SCHEDULE A

Funding Commitment

It is agreed that the following funding commitments will apply:

	2014-2015	2015-2016	2016-2017
Hepburn Shire Council	\$77,025*	\$77,025 + CPI	To be negotiated

* CPI based on Goods & Services increases. An increase of 2.7% has been used for 2014-15.

SCHEDULE B

Key Performance Indicators

DMR RTB agrees to the following overarching targets for 2014/15:

Strategy	KPI	2014-2015 Target
<p>Increase year-round visitation to the Daylesford & Macedon Ranges region, growing yield from these visitors</p>	<p>Produce and distribute the 2015 Visitors Guide to promote the regional strengths and tourism experiences</p> <p>Manage and develop the DMR App as a digital version of the Visitors Guide</p> <p>Increase number of regional tourism operators listing on the Visit Victoria website</p> <p>Develop and implement the 2014/15 Marketing Plan priority campaigns:</p> <ul style="list-style-type: none"> • Winter campaign • Weddings and Ceremonies campaign • Cycle and Trails Campaign • International Tourism campaign <p>Develop and implement annual PR program</p>	<p>Creative brief finalised by July 2014; 70,000 produced and distributed by December 2014</p> <p>Total downloads: 2,500; Total listings: 1,200</p> <p>Number of business listings: 200</p> <p>Campaign developed and implemented for winter 2014/15 Campaign developed and implemented from August 2014 Campaign developed and implemented from December 2014 Campaign developed and rolled out from Jan 2015</p> <p>DMR RTB generated coverage - Target 40 pieces Number of DMR RTB driven or supported journalist familiarisation visits – target 25</p>
<p>Build a richer Daylesford & Macedon Ranges experience through the development of new products and services that make the most of the regional</p>	<p>Develop and implement an enhanced product offering as part of a Cycles and Trails strategy</p> <p>Develop and implement a Product Development Plan to increase international visitation</p> <p>Develop and implement a region-wide Festivals & Events Strategy</p>	<p>Product development plan finalised by October 2014</p> <p>Strategy endorsed and implemented by November 2014</p> <p>Festivals & Events Strategy developed and successfully implemented. Increase number of events listed on Visit Vic/Events Vic website to: 90</p>
<p>Develop the region as a best</p>	<p>Support participation of regional tourism operators in the annual RACV Victorian Tourism Awards</p>	<p>Number of regional submissions in 2014 Awards: 9</p>

<p>practice tourism industry that enhances the visitor experience</p>	<p>Develop and implement a comprehensive Industry Development Program</p>	<p>Minimum of 4 Social Media Workshops Minimum of 6 Digital Marketing Workshops Minimum of 2 International Tourism Seminars Minimum of 2 Tourism Excellence workshops Participation in Tourism Vic International Mentoring Program: 2</p>
<p>Support the creation of a sustainable and engaged regional tourism industry, enabled for growth</p>	<p>Implement a tiered industry Partnership Program</p> <p>Conduct an annual Regional Tourism Conference for whole-of-industry</p>	<p>Industry participation target: 195 partners Industry financial contributions: \$260,000</p> <p>Conference to be held in May 2015. Minimum target of 50 attendees.</p>
<p>Be an effective and sustainable organisation</p>	<p>Full membership of the Board</p> <p>Financial tactical buy-in by industry to activities</p> <p>Establish and maintain staff with functional and regional experience with the appropriate level of administrative and financial support.</p>	<p>All new appointments finalised by August 2014</p> <p>Target financial contribution of \$260,000</p> <p>Staff team and administrative support in place from 1 July 2014.</p>



DAYLESFORD & MACEDON RANGES

regional tourism board

Board Charter

(June 2014)

General Principles

On behalf of its stakeholders, the Board is responsible for the stewardship and sustainability of Daylesford & Macedon Ranges Regional Tourism Board (DMR RTB).

DMR RTB is an incorporated association, operating under the relevant Victorian legislation. This Charter is designed to be read with Rules of Association which also set out the organisation's purposes.

The Board should exercise leadership, enterprise, integrity and sound business judgement in directing the organisation so as to provide assurance of its continuing and lasting prosperity. Directors should apply and endeavour to achieve the highest possible standards of corporate governance

In discharging their responsibilities the Board and individual directors have a duty to act in the best interests of DMR RTB as a whole, irrespective of personal, professional, commercial or other interests, loyalties or affiliations. When serving as directors, members' first duty and loyalty must be to the organisation.

I. Governance defined – the role of the Board

Governance might be described as:

The exercise of corporate leadership through the establishment and monitoring of necessary controls and strategic direction-setting so that the organisation is equipped to respond to the changing circumstances and situations in the external and internal environments in order to meet the expectations and demands of its stakeholders.

In summary the Board:

1. Provides leadership to the organisation ensuring that it gains and maintains prosperity in the best interests of the organisation and its stakeholders.
2. Ensures an appropriate mix of directors through the appointment of such individuals.
3. Establishes the organisation's purpose, values and strategies.
4. Determines the appropriate culture for the organisation and models behaviours that both reflect and promulgate the desired culture.
5. Employs the General Manager and monitors management and organisation performance against board established criteria.
6. Identifies and monitors the management of corporate risks.
7. Ensures that the organisation complies with all internal and externally imposed compliance requirements.
8. Ensures that internal processes and procedures are designed to provide effective controls and serve as the basis for reporting to the board as required.

The Board must ensure that the organisation is well managed, without the Board itself becoming involved in day-to-day operations except as required by its legislation or as a consequence of exceptional circumstances.

Governance is different from Management

Whereas the Board sets governance-level policies and establishes the strategic direction, the General Manager designs and manages the day-to-day operational processes. The General Manager is thus the agent of the Board. The Board is responsible for determining organisational 'ends' or outcomes and the General Manager's role is to design the "means' or methods to achieve those ends.

Two levels of organisational policy

- (a) Governance-level policy. Policies at this level are developed and adopted by the Board and relate to high-level, organisation-wide matters. These include policies in respect of the Board's operating processes and duties, and its delegation to the General Manager for the organisation's day-to-day management. These policies are a reflection of the Board's desire to meet its duty of care under law and its moral responsibility to provide good governance on behalf of all interested parties.
- (b) Management-level policy. These are developed by the General Manager and relate to the operational management of the organisation. The Board is not required to approve policies at this level. Management-level policies flow logically from the governance policies.

2. Board Membership

The Board will consist of a minimum number of 5 members, as follows:

- Independent Chairperson
- One representative from each Council that has executed a written agreement, contract or memorandum of understanding for that Council's financial contribution to DMR RTB. The nominated representative will be considered a member of the Board following the Board's endorsement of the nomination.
- Up to six skills-based members, appointed to the Board on the basis of their qualifications, experience or industry standing.

3. Responsibilities of the Board of Directors

Enacting the Governance Responsibilities

The Board is responsible for protecting the rights and interests of its members and stakeholders and is accountable to them for the overall management of the organisation. In discharging its obligations and duties, the Board should assume responsibility in at least the following areas:

a) Meeting legal requirements

The Board's first duty is to the legal entity. In meeting this duty the Board must ensure that all legal requirements under the relevant Acts are met and that the entity is protected from harmful situations and circumstances in the interests of current and future stakeholders. In particular directors have the following obligations:

- a. To act in good faith in the interests of all stakeholders of DMR RTB
- b. To exercise their powers for a proper purpose
- c. To avoid conflicts of interests
- d. To act honestly
- e. To act with reasonable care and diligence
- f. Not to make improper use of either their position on the Board or information gained while in that role.

Directors, either individually or collectively, are potentially liable if they act illegally or negligently.

b) Directorship

The Board will:

- a. Assist DMR RTB to make appropriate appointments to the Board by ensuring that constituent bodies are fully conversant with the role, responsibilities, work programme and performance of the Board.
- b. Provide a thorough orientation process for new directors.

c) Governance philosophy and approach

The Board will govern DMR RTB with an emphasis on:

- a. a future focus rather than a preoccupation with the present or past;
- b. strategic issues rather than administrative detail;
- c. pro-activity rather than reactivity;
- d. encouraging a diversity of opinions and views;
- e. the development and expression of a collective responsibility for all aspects of the Board's performance;
- f. continuing improvement in Board and individual director effectiveness; and the interests of DMR RTB as a whole.

d) Strategic leadership

The Board will:

- a. Formulate, authorise and monitor DMR RTB's vision, mission and strategic objectives.
- b. Provide input that assists in identifying and understanding emerging trends and issues likely to affect the wellbeing of DMR RTB and its stakeholders.
- c. Review DMR RTB's situation and agree the broad framework within which the strategic and business plans will be prepared each year.
- d. Recommend any significant shifts in the broad strategic direction of DMR RTB to the stakeholders.
- e. Ensure that the General Manager is continually striving for above average performance after taking into account risk.
- f. Ensuring there are adequate internal controls and ethical standards of behaviour.
- g. Ensure the development of medium-term and annual business plans.
- h. Review and approve DMR RTB's financial objectives, plans and actions, including significant capital allocations and expenditures.
- i. Monitor the effectiveness of the governance policies under which it operates and make changes as required.

e) Direction of executive performance

The Board will:

- a. Select, appoint, monitor and, if necessary, replace the General Manager.
- b. Maintain an up to date framework for defining the Board's expectations of the General Manager's performance including the setting of a clear, annual performance agreement.
- c. Provide regular, honest and rigorous performance feedback to the General Manager on the achievement of such expectations.
- d. Ensure there are positive conditions for the motivation of the General Manager and ensure that there is adequate training to support her/him in their role.

f) Compliance and integrity

The Board will:

- a. Ensure ethical behaviour and compliance with the Board's policies, State and Federal laws and regulations, audit and accounting principles and DMR RTB's stated values and its governance documents.
- b. Ensure the integrity of DMR RTB's internal control and management information systems so that its decision-making capability and the accuracy of its reporting are maintained at a high level at all times.

g) Board focus

The Board will:

- a. Ensure that the Board makes the best possible use of its meetings by dealing only with matters that have governance-level significance, by focusing primarily on the future and, within a defined policy framework, by delegating appropriate matters to the General Manager.
- b. Ensure that reports and proposals for the Board are timely, contain content and are formatted so as to reinforce and support the Board's governance role.
- c. The Chairperson will establish the agenda for each Board meeting although each Director is free to suggest the inclusion of item(s) on the agenda. To the extent possible (given some matters worthy of the Board's attention may be unforeseen) agendas will be based on a schedule of subjects agreed at the beginning of each year and documented in the form of an annual work agenda.

h) Board meetings

As a general rule, the Board will meet regularly, for a minimum of four meetings per year. Frequency will be determined by the Chair in consultation with the Board.

i) Material transactions

The Board will review and approve transactions that are not consistent with the ordinary course of business (i.e. of considerable size, or of an unusual nature).

j) Monitoring and enhancing Board effectiveness

The Board will assess annually its own effectiveness in fulfilling this charter and other Board responsibilities, including the effectiveness of individual directors.

k) Assurance of accountability

The Board will:

- a. Serve the legitimate collective interests of the current stakeholders of DMR RTB and account to them fully.
- b. Remain up to date in terms of stakeholders' concerns, needs and aspirations.
- c. Report to the stakeholders on the performance of all DMR RTB's entities and account for the Board's stewardship of that performance.

l) Interaction with the media

In all contact with the media the Chairperson and/or the General Manager shall be the sole spokespersons on all operating matters relating to DMR RTB. The Chairperson may delegate aspects of this responsibility as appropriate.

m) Other

The Board will perform such other functions as are prescribed by law or assigned to the Board under DMR RTB's governing documents.

4. Expectations of Directors

To execute these governance responsibilities, directors must, so far as possible, possess certain characteristics, abilities and understandings:

a) Directors responsibilities

Directors must act in DMR RTB's best interest at all times regardless of personal position, circumstances or affiliation. They should be familiar with DMR RTB's constitutional arrangements and be aware of, and fulfil, the statutory and fiduciary responsibilities of a director.

The Code of Ethics and Proper Practice, and *The Conflict of Interests* policies provide direction to directors and the Board in addressing key ethical issues.

Directors are expected to be punctual and attend regularly for the full extent of Board meetings and be willing to contribute between meetings if required. They should come fully prepared for Board meetings.

b) Strategic orientation

Directors should be future oriented, demonstrating vision and foresight. They are expected to think conceptually, taking a 'helicopter' or 'big picture' perspective. They should be able to synthesise and simplify complex information and ideas. Their focus should be on strategic goals and policy implications rather than operational detail. They need to understand and focus on issues that are central to the success of DMR RTB.

c) Integrity and accountability

Directors must demonstrate high ethical standards and integrity in their personal and professional dealings, and be willing to act on - and remain collectively accountable for - all Board decisions even if these are unpopular or if individual members disagree with them. Directors must be committed to speaking with one voice on all policy and directional matters and keep matters discussed confidential as appropriate.

d) Informed and independent judgement

Each member of the Board must have the ability to provide wise, thoughtful counsel on a broad range of issues. He or she must have (or be able to develop) a sufficient depth of knowledge about DMR RTB's business in order to understand and question the assumptions upon which strategic and business plans and important proposals are based, and to be able to form an independent judgement as to the probability that such plans can be achieved, or proposals successfully implemented. Each director must be willing to risk rapport with fellow directors in taking a reasoned, independent position.

e) Financial literacy

Because the Board must monitor financial performance, directors must be financially literate. They should be able to read financial statements and understand the use of financial ratios and other indices used for evaluating DMR RTB's performance. To achieve this appropriate training and support may be provided.

f) Industry and sector knowledge

Each director is expected to bring a level of industry and sector knowledge sufficient to contribute to the board's deliberations and considerations on behalf of the organisation and its Members.

g) Participation

Each director is expected to enhance the Board's deliberations by actively offering questions and comments that add value to the discussion. Each director should strive to be at ease with fellow

directors participating in a constructive manner that acknowledges and respects the contribution of others at the table including the executive team. Directors must be able to accept challenge from others without becoming defensive. In order to foster teamwork and engender trust directors should be willing to reconsider or change their positions after hearing statements of others' reasoned viewpoints.

**ATTACHMENT 3 - DAYLESFORD & MACEDON RANGES REGIONAL TOURISM
BOARD – THREE YEAR STRATEGIC PLAN 2014 TO 2016/17**



DAYLESFORD & MACEDON RANGES

regional tourism board

3 Year Strategic Plan

2014/15 to 2016/17

(Approved)



Who We Are

Daylesford and Macedon Ranges Regional Tourism Board is an incorporated company established by Tourism Victoria in 2010 to improve the visitor experience, visitor numbers and economic impact of tourism within the region.

We operate as a not-for-profit business, where all profits are reinvested back into activities that develop and promote the region. Local government and Tourism Victoria are key financial stakeholders in the organisation, providing core funding that underpins the organisation's operations.

The purposes for which DMR RTB Inc is established are to act as the peak Regional Tourism Board for the Daylesford and Macedon Ranges Marketing region, focussing on the development and growth of the tourism industry in the region, strategic tourism investment and advocacy for the region.

Our vision is to make the Daylesford and Macedon Ranges region the ultimate destination for naturally rejuvenating experiences.

Our mission is to deliver the vision by leading the growth and development of the tourism industry across the region.

Our Region

The Daylesford & Macedon Ranges region is one of eleven key tourism regions within the Victorian Government's iconic, tourism Jigsaw Campaign.

The region is diverse, incorporating the municipalities of Hepburn, Macedon Ranges, Hume, Melton and Mitchell. The region is located within easy access of Melbourne, and the major regional centres of Ballarat, Bendigo and Geelong.

Less than an hour's drive from Melbourne, the region is renowned for its natural mineral springs, spa and wellbeing experiences, gourmet food, boutique wines, award-winning accommodation and beautiful nature trails and parks. The region boasts a wide range of distinct villages including Woodend, Macedon, Sunbury, Bacchus Marsh, Gisborne, Lancefield, Kyneton, Trentham, Lyonville, Daylesford, Hepburn Springs, Creswick, Clunes, Leigh Creek, Gordon, Glenlyon and Romsey.

Tourism Victoria's Jigsaw campaign positions the region as the State's premier Spa & Wellbeing region because of its unique natural resources and tourism offerings. Through extensive branding and promotional activities associated with the *Daylesford. Lead a double life* campaign, the region has achieved iconic status as Australia's spa and wellbeing destination; a reputation supported by being home to 85% of the nation's mineral springs.

Our Industry

According to local visitor information centre data, there are almost 2,000 tourism associated businesses throughout the region, and in the year ended June 2013, tourism visitors directly spent around \$480,000 on tourism consumption, up by 2.2% on the previous year..

Tourism is an important industry for the region, generating regional employment and economic prosperity that flow on to other businesses because of the number of businesses that rely on direct and indirect benefits of tourism. In 201/12, it is estimated that tourism directly represented 6.5% of the total Daylesford & Macedon Ranges economy, compared to an average of 4.5% for regional Victoria.

Tourism encompasses a wide range of businesses including accommodation, cafes, restaurants, wineries, breweries, tour operators, parks and gardens, retailers, art galleries, bus companies, vehicle hire companies, museums, health/spa retreats, hotels, conference centres, caterers, laundries, nurseries, golf courses, historic properties, festivals, events and markets.

These businesses vary greatly in their size and scale. Common challenges that unite them include having a mainly domestic market with a small number of international visitors, finding ways to entice visitors to increase their length of stay, and being able to offer unique and diverse product at different price points.

Our Visitors

The Daylesford and Macedon Ranges region typically attracts between 3 - 3.6 million visitors each year. For the year ended June 2013, the region attracted 3.43m visitors. Domestic travellers coming to the region for a daytrip made up the majority of all visitors (2.8m), followed by domestic overnight visitors (572,000). International overnight visitors (59,500) were the smallest group of visitors to the region.

In line with the rest of regional Victoria, visitation to the Daylesford and Macedon Ranges has seen little growth over the last 5 years.

Domestic daytrips: For the year ended June 2013, the region received nearly 2.8m domestic daytrip visitors, up by 7.4% on the previous year. These visitors represent 10.4% of domestic daytrips to regional Victoria, up by 1.3% on the previous year. Holiday and leisure (38.7%) was the largest purpose for domestic daytrip visitors to the region, followed by visiting friends and relatives (32.7%). The biggest age group of visitors to the region was 25-34 years (25.9%), followed by 35-44 years (18.1%). Domestic daytrip visitors spent \$241m in the region and on average visitors spent \$86 per trip to the region.

Domestic overnight travel: For the year ended June 2013, the region received 572,000 domestic overnight visitors, down by 14% on the previous year. Visitors spent 1.3m nights in the region, down by 12.9% on the previous year. These visitors represent 5.0% of domestic overnight visitors to regional Victoria and 3.8% of nights in regional Victoria. Compared to the previous year, the region's share of visitors was down by 0.7% and the share of nights was down by 0.6%. Visitors stayed on average 2.3 nights in the region. The majority of domestic overnight visitors were from intrastate (73.8%) - 36.4% from Melbourne and 37.4% were from regional Victoria – with 26.2% of visitors from interstate – 21.5% from NSW, 6.3% from SA and 12.2% from other States.

International overnight travel: For the year ended June 2013, the region received 59,500 international overnight visitors, down by 0.8% on the previous year. Visitors spent 500,000 nights in the region. These visitors represent 18.6% of visitors to regional Victoria and 9.1% of nights in regional Victoria. The region's share of international overnight visitors was up by 0.3% on the previous year.

The priority target market for maintaining and increasing the region's tourism-related visitation is the *Lifestyle Leaders* segment. This segment represents 30% of the Australian population and represents people who are progressive, open-minded individuals who like to stay ahead of the game. This segment currently represents 37.7% of all visitors to the region.

Our major challenges and opportunities

In 2013, Tourism Victoria supported the engagement of an independent consultant to undertake a review of DMR RTB. The DMR Board accepted the review's key recommendations, including:

- That DMR RTB should develop a strategic Tourism Masterplan for the region based on achieving specific outcomes through agreed actions.
- That the roles of the respective tourism and sector organisations across the region be clarified, agreed and formally documented.
- That strategic alliances be established with neighbouring RTBs, as well as local, State and Federal Government tourism bodies and agencies
- That the DMR Board membership an independent Chair, local government stakeholder representation and skills-based industry representatives.
- That a comprehensive Industry and Stakeholder Communications Plan be developed to ensure two-way dialogue between DMR, industry and key stakeholders.

In undertaking this review, and through ongoing discussions with stakeholders and the region's tourism industry, the following key challenges and opportunities have been identified:

Challenges

- Lack of focused product development in the region
- In line with the general trend for regional Victoria, there has been little or no growth in tourism visitation to the region, and some parts of the market have declined.
- The region is experiencing increasing competition for the spa and wellness market from other intrastate and interstate markets.
- The diversity of the offerings and destinations across the region can be confusing for consumers
- Dispersing visitors throughout the region and connecting destinations within the region, particularly beyond the self-drive market.
- Lack of market-ready product to target international markets, particularly China.
- Lack of industry support for, and engagement with, DMR; and lack of engagement with local tourism associations and industry groups.

Opportunities

- Identification of new product pillars, recognising the diversity of offering across the region
- Proximity to Melbourne
- Recognising the region’s romantic brand strength, capture the weddings and civil ceremonies market
- Regional Festivals and Events to provide further motivation to visit the region
- Service excellence support – upgrading industry skills and visitor servicing standards
- Opportunity to unite the region through the development of a Destination Masterplan

Our Brand and Products

Whilst the development of the region’s key product groupings and experiences will continue to develop and evolve over time, the current primary groupings are:

1. Well-being and rejuvenation
2. Food and wine
3. Natural landscapes and creative local communities
4. Home-grown, immersive experiences through festivals and events
5. Unique range of accommodation

These primary product groupings translate into the following key experiences for our visitors:

Product Pillar	Positioning	Current Key experiences
Well-being and rejuvenation	Australia’s leading spa and well-being destination	Hepburn Bathhouse and Spa Rocklyn Ashram, Daylesford Shizuka Ryokan Peppers Mineral Springs Retreat Salus Day Spa (Lakehouse) Daylesford Day Spa Prani Glow Day Spa Acqua Viva Day Spa
Food and wine	One of Australia’s true local food and wine cultures	Food and wine festivals Farmers Markets Restaurants and cafes Produce / farm gate trails Wineries and cellar doors Artisan producers Renowned chefs
Homegrown immersive experiences through festivals and events	Unique, authentic experiences inspired creative communities and the people who live here.	Exhibitions Galleries Open Studios Iconic regional Festivals and Events including: <i>Clunes Booktown, Chillout, Woodend Winter Arts Festival</i> and many more.

Natural landscapes and creative local communities	Rich and diverse experiences in natural settings, where the seasons play a role in creating different experiences	The region's distinctive villages Garden of St Erth Hanging Rock Goldfields Track Cycling and walking trails Mineral springs Picnic races Fruit-picking Forests and lakes
Unique range of accommodation	A broad range of quality, boutique accommodation from luxury to family friendly to dog friendly.	Hotels Motels Holiday-let apartments, cottages and houses Bed and breakfasts Caravan and holiday parks Farm stays Retreats and lodges Holiday accommodation booking services

Recognising the need to continue the development of tourism product and experiences across the region, a number of opportunities are currently in development, including Weddings and Ceremonies; Business events and conferences; Cycle and Walking trails; and Dog-friendly tourism.

Strategies to develop and promote these and other specific-interest products and experiences will be developed and will be aligned to strategies within both State Government (Tourism Victoria) and local government.

Business Objectives and Priority Strategies

DMR RTB has identified five core Business Objectives that will enable the organisation to improve the visitor experience, visitor numbers and yield across the region. Against each Business Objective we have identified a number of Priority Strategies and accompanying measures of success.

1. Increase year round visitation to the Daylesford & Macedon Ranges region, growing yield from these visitors.

Strategies

Develop and implement an annual marketing plan, focussed on the agreed product groupings and experiences, targeting priority market segments.

Implement a strong, year-round PR program to tell the stories of the region, showcasing the diverse experience offerings across the region.

Conduct product-specific campaigns to establish the region as a location-of-choice for target markets

Development of a Digital Strategy to enhance and promote the visitor experience.

Success measures

Achievement of visitation targets as agreed in the annual marketing plan;

Increasing dispersal of visitors across region and throughout the year, measured through an annual industry survey.

Increase in visitor expenditure

2. Build a richer Daylesford & Macedon Ranges experience through the development of new products and services that make the most of key regional strengths.

Strategies

Implementation of a Product Development Plan, based on agreed regional Product Pillars and a regional product gap analysis.

Development of a region-wide Festivals & Events Strategy, aimed at aligning DMR resources with events that are significant tourism growth drivers

Identify funding opportunities for investment and development in the region

Success Indicators

Prioritised product development list in place by August 2014

Product development plans in place and resourced for priority sectors by December 2014.

Increased yield from visitors to region

3. Develop the region as a best practice tourism industry that enhances the visitor experience

Strategies

Establish a visitor satisfaction survey and program of location-specific visitor service audits to establish a performance benchmark

Develop and implement a visitor service improvement program for identified destinations and/or product sectors

Promote the Victoria Tourism Excellence Program for operator business improvement

Investigate a regional tourism business award program, to be a stepping stone towards the Victorian Tourism Awards and the Australian Tourism Awards

Success indicators

Repeat visitation intention

Victorian Tourism Awards entrants and winners

Visitor satisfaction and advocacy levels

4. Support the creation of a sustainable and engaged regional tourism industry, enabled for growth

Strategies

Develop a tiered industry partnership program based on the provision of a scale of benefits and access to marketing opportunities.

Facilitate regular member networking events to share industry knowledge, experiences and market intelligence.

Nurture partnership programs that encourage co-operation between industry partners for mutual benefit.

Development of an industry development strategy and delivery of a comprehensive industry development program of workshops, training, information sharing and mentoring.

Success indicators

Total number of industry partners

Feedback on performance of DMR RTB, benchmarked against other RTBs.

Tourism Victoria satisfaction levels

Industry buy-in to tactical marketing activities

5. Sustainable organisation

Strategies

Identify and implement the most appropriate business model to achieve long-term financial sustainability based on adding value to all stakeholders.

Establish 3 year funding arrangements with Tourism Victoria and Local Government

Develop a 5 year DMR Tourism Masterplan, incorporating the Marketing Plan, Infrastructure Development Plan, Tourism Management Plan, Events and Festivals Strategy and Digital Strategy.

Establish a risk management system, to minimise the impact of realised risk, to be overseen by the Board. This system to include best practice Crisis Management Planning.

Measures of Success

3 year Funding agreements in place with Tourism Victoria and Local Government stakeholders

Business model developed and implemented.

Tourism Masterplan developed and endorsed by stakeholders and industry.

Risk Management plan developed and implemented.

Implementation

This Strategic Plan outlines Daylesford & Macedon Ranges Regional Tourism Board's key directions for the development of tourism in the region over the next 3 years. It will be reviewed on an annual basis (in consultation with all stakeholders and industry), and a rolling three year Strategic Plan will be produced on an annual basis.

An Annual Business Plan will be developed each year, drawn from the three year Strategic Plan, and will set out the key activities, projects and priorities to be delivered in any given year, along with an allocation of resources to deliver these activities. The annual budget forms part of the Annual Business Plan.

11.6. SPORTS GROUND IRRIGATION
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 for Council to consider water allocations for nine sports grounds which support participation in regional football, soccer and cricket competitions.

BACKGROUND

To calculate the appropriate allocation of water for each location a formula, developed by South Australian Water, was applied to calculate how many kilolitres of water are required to maintain safe playing surfaces. The average temperature and rainfall for each location along with the grass type and surface area were used to calculate an appropriate level of irrigation.

ISSUE/DISCUSSION

The table below details irrigation recommendations for 2014/15 based on the analysis.

Sports ground	Usage	Kilolitres
Clunes Oval	110%	4,701
Creswick DLRR Oval	70%	3,225
Creswick DLRR Pitch	70%	1,284
Creswick Hammon Park	70%	2,629
Daylesford Oval 1	100%	3,785
Daylesford Oval 2	70%	2,484
Hepburn Oval	100%	3,549
Newlyn Oval	100%	4,516
Trentham Oval	100%	3,228
Total		30,301

Note: Hepburn Oval is on bore water.

The percentage usage is based on water required to maintain surfaces:

- for surfaces used only one season (e.g. only football) – 70%;
- for surfaces that are used year round (e.g. football and cricket) – 100%;
and,
- for surfaces that are used year round and also have a turf wicket – 110%.

Meetings have been held with all of the clubs affected by these recommendations and they all support this approach.

To implement these recommendations, an agreement with user groups will be established. This agreement will detail Council and the club's responsibilities for irrigation, fertilising, top dressing and mowing of the sports ground. The suitability of the watering allocation will be monitored by Council Parks and Gardens staff and adjusted as required.

In order to ensure monitoring of the water used, additional in-line water meters will be installed at each of these sports grounds.

The proposed water allocations will be put in place while strategies for reducing potable water use on sports grounds are developed.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Council Plan 2013-2017:

Strategic Objective – Active and Engaged Communities

Key Strategic Activity:

- 4 Implement a proactive and planned approach to the maintenance, renewal and upgrade of recreation assets.

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

FINANCIAL IMPLICATIONS

Council currently pays for irrigation of ovals at Clunes, Creswick and Daylesford, while historically Trentham, Newlyn and Hepburn pay for their own water use.

The cost of implementing the sports ground irrigation recommendations will be accommodated within the Parks and Gardens recurrent budget.

RISK IMPLICATIONS

The water allocations should be adequate to provide a safe playing surface which will be tested for moisture content and adjustments to irrigation will be made as necessary.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Further work is being carried out by Council officers to identify opportunities to reduce potable water being used on sports grounds. This project will focus on achieving water and cost savings over the years to come.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council's Recreation Coordinator met with the user groups of each of the sports grounds affected by these recommendations, to discuss the proposed water allocations. All groups were supportive of the approach taken to sports ground irrigation.

CONCLUSION

As part of the work to "clarify roles and responsibilities of Council and sporting groups and level of support Council will provide", Council officers have investigated the level of support we currently provide in water allocation. By using the Code of Practice to determine the minimum number of kilolitres required to maintain safe playing surfaces, water allocations are able to be redistributed to the identified sports grounds.

OFFICER'S RECOMMENDATION

That Council:

- 11.6.1 Allocates the following sports ground irrigation levels to each of the sports grounds listed:

Sports ground	Usage	Kilolitres
Clunes Oval	110%	4,701
Creswick DLRR Oval	70%	3,225
Creswick DLRR Pitch	70%	1,284
Creswick Hammon Park	70%	2,629
Daylesford Oval 1	100%	3,785
Daylesford Oval 2	70%	2,484
Hepburn Oval	100%	3,549
Newlyn Oval	100%	4,516
Trentham Oval	100%	3,228
Total		30,301

- 11.6.2 Agrees that this allocation be reviewed and adjusted each year to ensure a fair distribution of the irrigation budget and to ensure that surfaces are maintained to a safe standard.

MOTION

That Council:

- 11.6.1. *Allocates the following sports ground irrigation levels to each of the sports grounds listed:*

Sports ground	Usage	Kilolitres
Clunes Oval	110%	4,701
Creswick Doug Lindsay Recreation Reserve Oval	70%	3,225
Creswick Doug Lindsay Recreation Reserve Pitch	70%	1,284
Creswick Hammon Park	70%	2,629
Daylesford Oval 1	100%	3,785
Daylesford Oval 2	70%	2,484
Hepburn Oval	100%	3,549
Newlyn Oval	100%	4,516
Trentham Oval	100%	3,228
Total		30,301

- 11.6.2. *Agrees that this allocation be reviewed and adjusted each year to ensure a fair distribution of the irrigation budget and to ensure that surfaces are maintained to a safe standard.*

Moved: Councillor Greg May
Seconded: Councillor Pierre Niclas
Carried.

**11.7. COMMUNITY PLANNING POLICY AND STRATEGY
GENERAL MANAGER COMMUNITY SERVICES**

In providing this advice to Council as the Community and Cultural Development Officer, I Kate Gerritsen have no interests to disclose in this report.

PURPOSE

The purpose of this report is to recommend that Council adopts the draft Community Planning Policy (Policy) and Strategy (Strategy) and rescinds the Community Planning Framework (2007).

BACKGROUND

Council's Community Planning Framework was adopted in 2007. This framework is now out of date and no longer relevant. In its place, the Policy sets out why Council supports community planning. The Strategy provides a methodology for Council to work with communities to produce community plans.

ISSUE / DISCUSSION

Copies of the Community Planning Policy and Strategy are attached (Attachments 4 and 5).

Key areas covered in the Policy and Strategy include:

- Council's commitment to community planning
- The purpose and benefits of community planning
- A process flowchart for communities and Council to develop a community plan
- Council's community engagement principles and the application of these when working with communities during community planning
- Roles and responsibilities of community and Council in community planning
- Content of community plans
- Support for community groups to implement community plan priorities
- Funds to support community plan priority projects
- Evaluation of the community planning program to ensure continuous improvement.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Council Plan 2013-2017:

Strategic Objective - Active and Engaged Communities

Key Strategic Activity:

1. Work with and support communities and residents to implement community driven projects through community planning, provision of advice, information and community grants, acknowledging the significant contribution made by community volunteers.

Action: Prepare Community Planning Strategy and Policy.

FINANCIAL IMPLICATIONS

The Policy and Strategy recommend that Council provides a Community Planning Fund to support communities to deliver one priority project that has been identified in a recently developed or reviewed community plan. In the 2014/15 financial year, an allocation of \$10,000 has been provided for the Community Planning Fund.

RISK IMPLICATIONS

The Strategy clearly sets out the roles and responsibilities of Council and communities and provides a mechanism for communication between parties. In doing so, it reduces the risk of unmet expectations in the community.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Community planning provides a forum for public participation where community members identify who they are, what is important to them in their region and what they would like to see happen in the future. As such, the program aims to deliver inclusive engagement methods that result in diverse participation.

The Policy and Strategy recognise that communities who are empowered to act on what is important to them are stronger and more successful.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Development of the Community Planning Policy and Strategy commenced in September 2013. Consultation with community members was undertaken from October to December 2013 through a survey and individual conversations. In addition, Council officers surveyed other Victorian Council officers working in community planning, participated in state-wide forums and sought input from Hepburn Shire Council's Leadership Team.

CONCLUSION

The Community Planning Policy and Strategy provides a framework to assist Council to continue to work with communities to produce community plans. It will assist Council to understand community priorities and include these in Council planning processes.

OFFICER'S RECOMMENDATION

That Council:

- 11.7.1 Adopts Policy 75 (C) – Community Planning Policy.
- 11.7.2 Adopts the Community Planning Strategy.
- 11.7.3 Makes the Community Planning Policy and Strategy available on Council's website.
- 11.7.4 Rescinds the Community Planning Framework (2007) and removes it from Council's website.

MOTION

That Council:

- 11.7.1. Adopts Policy 75 (C) – Community Planning Policy.*
- 11.7.2. Adopts the Community Planning Strategy.*
- 11.7.3. Makes the Community Planning Policy and Strategy available on Council's website.*
- 11.7.4. Rescinds the Community Planning Framework (2007) and removes it from Council's website.*
- 11.7.5. Where appropriate, the Community Planning Strategy states that Council will formally acknowledge Community Plans.*

Moved: Councillor Kate Redwood

Seconded: Councillor Neil Newitt

Carried.

ATTACHMENT 4 - POLICY 75 (C) – COMMUNITY PLANNING POLICY

POLICY NUMBER:	75
NAME OF POLICY:	COMMUNITY PLANNING POLICY
DATE AMENDED:	July 2014
DATE OF NEXT REVIEW:	July 2018
DATE ADOPTED:	15 July 2014
RESPONSIBLE OFFICER:	Manager Community and Economic Development
REFERENCES:	<i>Hepburn Shire Council Plan: 2013-2017</i> <i>Hepburn Shire Council Community Planning Strategy</i> <i>Hepburn Shire Council Community Engagement Framework</i>

Best Value Principles

Hepburn Shire Council has the responsibility to provide its ratepayers with best value, with all services provided by Council meeting the expectations in terms of quality and cost. In providing this, all services need to be accessible, responsive to the needs of the community, considerate of the natural environment and subject to continuous improvement.

To achieve the best over life outcome for Council's expenditures, which meets quality and service expectations, there will be periodic review of services against best on offer in both the public and private sectors.

All Council staff members are responsible for supporting best value principles in their normal day to day actions to ensure services are recognised by the community as delivering best value.

1. Introduction

Community planning is a forum for public participation where community members identify community vision and values, what is important to them and what they would like to see happen in their community in the future.

Hepburn Shire Council adopted a Community Planning Framework in 2007 as a way of empowering communities to make decisions and act on what is important for them. The premise of this method is that communities that are empowered to do this will be stronger and more successful.

The Hepburn Shire Council Plan (2013-2017) includes as one of its five strategic objectives:

'In partnership with communities, Community Services will identify community priorities and work to deliver services, programs and projects that promote community health and well-being.'

A Key Strategic Activity is to:

'Work with and support Communities and residents to implement community driven projects through community planning, provision of advice, information and community grants, acknowledging the significant contribution made by community volunteers.'

2. Scope

This policy applies to the whole of Hepburn Shire and replaces previous policies or sections of policies relating to community planning.

3. Purpose

The purpose of this policy is to describe Hepburn Shire Council's community planning program.

The aims of this Policy are to:

- Provide a strategic direction for the development of community plans in the Hepburn Shire
- With the Community Planning Strategy, provide a mechanism for initiating, facilitating, developing and reviewing community plans for all communities in Hepburn Shire

- Guide how community plans will be used by Council and incorporated into Council planning and budgeting processes.

4. Definitions

4.1 Community Planning

Community planning is a forum for public participation where community members identify community vision and values, what is important to them and what they would like to see happen in their community in the future.

Community planning can also be called, or can be seen as being a part of, 'Community Governance', 'Participatory Planning' or 'Public Participation'. Community planning has been the method adopted by a large number of Victorian Local Governments as a means of identifying local community priorities.

4.2 Community

This usually refers to a group of people living in a particular local area. It can also refer to a social unit of any size that shares common values.

4.3 Community Planning Group

This is usually made up of members of the community who have participated in the community planning process and are willing to take on a leadership role in their communities by taking action to achieve community priorities listed in the plan.

Members of a community planning group may also be involved in other local committees.

The community planning process only requires the establishment of a community planning group if another group does not already exist in the community to work on community plan priorities.

4.4 Community Plan Priorities

This is the list of priorities identified in the community plan as being important to the community at the time the plan was developed. It is recognised that these priorities may change and should be reviewed to ensure they remain relevant to the community.

5. Policy

5.1 Why community planning?

Hepburn Shire Council values active and engaged communities. Council respects community aspirations and the desire of residents to work toward self-directed goals.

Community planning in the Hepburn Shire is a mechanism to develop and strengthen partnerships within local communities and with all levels of government. Community plans assist Council and other government bodies to understand what is important to each community.

“Local government in Victoria, following on the lead of the UK and New Zealand, are moving toward more devolved processes of decision-making in recognition of the benefits for citizens and government alike.”ⁱ

“Local government’s communities now have a stronger expectation that they will be involved in the decisions which affect them”ⁱⁱ

5.2 Community Planning Strategy

Council’s Community Planning Strategy will guide and inform the community planning process. The Strategy sets out: the roles and responsibility of community members, Council Staff (including contractors) and Councillors in community planning; the process for creating a community plan; guidelines for community engagement (as per Hepburn Shire Councils Community Engagement Framework); the structure and content of community plans; and how community plans will be communicated and integrated into Council processes.

6. Implementation

The Manager of Community and Economic Development will be responsible for implementing this Policy.

7. Evaluation

In line with Council’s Best Values Principles (Page 1) Council will review its community planning program annually.

Evaluation will include the collection of data and anecdotal evidence on the effectiveness of the community planning program to ensure continuous improvement.

Evaluation results will be made available to those who have participated in community planning.

8. Review

The Policy will be reviewed every four years.

ⁱ Hepburn Shire Council Community Planning Framework, 2007

ⁱⁱ Australian Centre for Excellence in Local Government 2012, *Evolution in Community Governance*, vol. 1, February 2012, p. 11

ATTACHMENT 5 -

COMMUNITY PLANNING STRATEGY 2014:2018

PURPOSE

The Community Planning Strategy will provide direction to Hepburn Shire Council to work with communities in our Shire to develop community plans.

WHAT IS COMMUNITY PLANNING

Community planning is a forum for public participation where community members identify who they are, what is important to them in their region and what they would like to see happen in their region in the future.

BENEFITS OF COMMUNITY PLANNING

Council has recognised community planning as an effective mechanism for Hepburn Shire Council and communities to ascertain and act on community aspirations. The benefits of community planning can be seen across three inter-related areas:

Connecting Communities

- Community members meet each other and/or further develop their connections
- Similar concerns/projects of interest are identified
- Common values are identified and documented

Developing resilience

- Generosity and helpfulness is developed amongst community members
- Community successes are recognised and celebrated
- Community members coordinate to help each other

Connecting with Council

- Communities present their plan to Councillors and plans are acknowledged at council meetings
- Community plan outcomes are considered as part of Council Plan reviews and budget processes



HEPBURN SHIRE COUNCIL'S COMMITMENT TO COMMUNITY PLANNING

Hepburn Shire Council Plan (2013-2017)

Strategic Objective – Active and Engaged Communities

Key Strategic Activities:

“Work with and support Communities and residents to implement community driven projects through community planning, provision of advice, information and community grants, acknowledging the significant contribution made by community volunteers.”

and

“In partnership with communities, Community Services will identify community priorities and work to deliver services, programs and projects that promote community health and well-being.”

At minimum, Hepburn Shire Council will work with one community per year to produce a new community plan and one community will review and update an existing community plan.

The strategy and policy for community planning indicates a desire to create community plans with as many communities as possible. To date nine communities in Hepburn Shire have completed community plans.

DEVELOPING A COMMUNITY PLAN

Council will work with communities to develop processes for creating community plans, and engaging with their communities that are effective in each community.

The following flow chart shows a general progression for developing a community plan:

► COMMUNITY PLANNING STRATEGY 2014:2018



COMMUNITY ENGAGEMENT PRINCIPLES

Hepburn Shire community planning will adopt the internationally recognised 'best-practice' principles of community engagement established by the International Association of Public Participation (IAP2).

Council's Community Engagement Framework (2010-2013) expresses a commitment to open, participatory and transparent governance. The framework incorporates the five levels of engagement recognised in the IAP2 model for community engagement:



Inform: when we will provide information in an unbiased, neutral manner

Consult: when we will listen to issues, concerns and ideas

Involve: when we will listen and advise how ideas have been incorporated (or not) into decisions

Collaborate: when we actively work with the community in developing solutions

Empower: when we actively develop mechanisms that will enable individuals or groups to make decisions and accept those decisions.

Community planning provides opportunities for Council to inform, consult, involve and collaborate with communities.

Additionally the principles we will apply when we engage with the community are:

- We will model our values of accountability, respect, excellence, trust and, where appropriate, fun
- We will clearly define the purpose and scope of the engagement
- We will be inclusive and where possible remove barriers to inclusion, such as location, time constraints, language, age or mobility issues
- We will provide, accurate and relevant information in a timely manner

See Appendix 2: Methods of community engagement identified in the Hepburn Shire Community Engagement Framework (2010-2013).

WHICH COMMUNITIES PARTICIPATE IN COMMUNITY PLANNING?

The guidelines for establishing which communities will develop a new community plan are:

- The defined area will support a population of at least 300 residents
- Small communities are encouraged to link with neighbouring communities with common values
- The community must have willing and active participants who will work to assist the community planning process

THE ROLE OF COMMUNITY PARTICIPANTS IN COMMUNITY PLANNING

The role of community members is to lead and participate in discussions within their communities to ensure a community plan fully represents their community. Within the community planning process community members will:

- Participate in developing a community engagement strategy
- Work within Council's Community Engagement Framework guidelines and work respectfully with other community members to ensure an inclusive and positive process
- Provide information and assistance to ensure a timely completion of the community planning process

THE ROLE OF HEPBURN SHIRE COUNCIL IN COMMUNITY PLANNING

The role of Council is to partner with the community on community planning, with the outcome being a plan that is decided upon, and owned by, the community. Within the community planning process Council will:

- Facilitate and resource community engage strategies in line with Council's Community Engagement Framework, within a defined budget
- Provide administration support to community planning
- Assist communities in gaining approval for, developing and implementing the priority projects identified in community plans
- Support communities through provision of advice from relevant Council officers
- Support communities to connect to organisations external to Hepburn Shire Council where needed



WHAT INFORMATION IS INCLUDED IN A COMMUNITY PLAN?

The content of Hepburn Shire community plans will be as diverse as the residents who make up our communities. Each community is able to direct aspects of the plan content, however all community plans must be structured as simple, plain language documents that can be accessible to all. The following aspects will be included in a designed template provided by Council:

- A community snapshot – including information about the towns demographic, social-economic profile and relevant issues.
- A community map – indicating where community services, facilities and infrastructure exist, crown land, Council land and leased public spaces, potential areas of change or improvement
- A short description of the community planning process and engagement strategy undertaken to develop the plan
- Summarised priority projects, including; a description of the project and its order in the priority list; indication if project can be delivered by Council and/or the community; any Council and/or community resource commitments that have been made to the project; the next steps needed to implement the priority. See examples in Fig 3.4.
- A list of existing community groups and/or services and contact details
- A list of action or project groups established through the community planning process if applicable and contact details

Fig. 3.4



WHAT HAPPENS AFTER THE COMMUNITY PLAN IS COMPLETE?

Presentation of the community plan to the community

After the completion of a community plan Council will distribute the plan to all addresses on Council's database within the defined community. In conjunction with community planning participants, the plan will also be distributed by other local networks which may include: links from community websites and newsletters, school newsletters, availability in community venue such as community centre, hall, noticeboard, newsagent or post office.

Presentation to Council

Each community will have the opportunity to present their finalised plan to Hepburn Shire Councillors at a Council briefing session. Those involved in the plan can nominate to be part of the group present, with the aim of diverse representation of the community.

Community Plans will be formally acknowledged by Councillors at the next available ordinary meeting of Council following the community presentation.

Community Groups Network

Council's community planning program will provide networking for community planning groups and support the development of new groups arising from the community planning process through:

- Assistance with establishing a community planning group including the payment of incorporation fees and establishment of model rules for incorporation
- Maintaining a email list of community planning groups and encouraging networking between all groups responsible for community plans
- Alerting community planning groups to relevant opportunities and events
- Celebrating new and reviewed community plans amongst a network of community groups and volunteers
- Assisting applications to the Community Planning Fund

COMMUNITY PLANNING FUND

Purpose of the Community Planning Fund

The purpose of the Community Planning Fund is to provide financial assistance to a priority project identified in a newly created, or reviewed, community plan. The Fund provides \$5,000 towards the implementation of a community project that will be completed in the year following the application to the Fund (total funds available \$10,000 per annum).

Eligibility

The following eligibility criteria apply to applications to the Community Planning Fund:

- Projects must be identified within a recently completed or reviewed Hepburn Shire community plan. The plan must be complete and have been presented to the community and Council
- The application must be made by an incorporated not-for-profit group within the Shire or able to be sponsored by such a group
- The applicant must have financial systems to account for money
- The applicant must have all permits, permissions and approvals for the project
- The proposed project cannot be the funding responsibility of the State or Federal government
- The applicant must not have any outstanding community grant acquittals or unpaid invoices due to Council
- The project must not have commenced or already been completed

Application process

- The Community Planning Fund will accept applications in conjunction with Council's Community Grants program
- Applications to the Community Planning Fund will be by invitation from Council
- Applicants to the Community Planning Fund must meet all of the eligibility criteria and submit a complete application as requested by Council
- Applicants will be advised of the outcome of Community Planning Fund decisions in conjunction with Community Grant decisions

Appendix 1: Indicative community planning cycle

	2013	2014	2015	2016	2017	2018	2019
Creswick	review				review		
Newlyn/Rocklyn				review			
Yandoit/Franklinford/Clydesdale	review				review		
Daylesford		review				review	
Glenlyon			review				review
Clunes				review			
Lyonville			review				review
Trentham				review			
Bullarto/Musk	New				review		
Smeaton		New				review	
Hepburn Springs			New				review
Community 1				New			
Community 2					New		
Community 3						New	

- The first 11 communities have completed community plans, have plans in progress or have indicated a desire to produce a plan.
- The table shows how communities who would like to participate in community planning in the future can be incorporated from 2016 onwards.
- This table is indicative only. The initiation of a community plan or review depends on community need, capacity and desire. See page 6 'Which communities participate in community planning?' for further details.

Appendix 2: Methods of community engagement incorporated in Hepburn Shire's Community Engagement Framework (2010-2013)

IAP2 spectrum of Public Participation	Tools and techniques
<p>When we inform the community we will consciously try to provide information in an unbiased, neutral manner</p>	<p>Media Release Advocate Page Published record of Council decision Advertising Inform Customer Service Team Community Newsletters Website Information Information Sheet Brochure Poster Messages on rates notice Letter to specific parties Group email Telephone call Message on Hold Site signage Community Plans</p>
<p>When we consult the community we will listen to your issues, concerns and ideas</p>	<p>Public meeting Public exhibition and submission Drop in sessions Survey (in person) Survey (online) Information Session Breakfast / Luncheon presentation Site meeting Social media (i.e. facebook) Semi-structured interview Speak out</p>

<p>When we involve the community we will listen to you and advise how your ideas have been incorporated (or not) into decisions.</p>	<p>Facilitated Workshops Focus Group Reference Group Open House Kitchen Table discussion</p>
<p>When we collaborate with the community we will actively work with you in developing solutions.</p>	<p>Council Advisory Committees Community Planning Groups</p>
<p>When we empower the community We will actively develop mechanisms that will enable you to make decisions. We will accept your decisions.</p>	<p>MOUs Delegated Decisions (S86 Committees) Ballots</p>

**11.8. APPOINTMENT OF DEPUTY MUNICIPAL EMERGENCY RESOURCE OFFICERS
GENERAL MANAGER INFRASTRUCTURE**

In providing this advice to Council as the General Manager Infrastructure, I Bruce Lucas have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to appoint two new Deputy Municipal Emergency Resource Officers to support the MERO and act in his absence in the event of an emergency.

BACKGROUND

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

Clause 21(1) states: 'a municipal council must appoint a person or persons to be the Municipal Emergency Resource Officer (MERO) or Municipal Emergency Resource Officers', to coordinate the use of municipal resources for emergency response and recovery.

Under the Act (Clause 21(1)), the MERO / Deputy MEROs have the responsibility to represent Council in an emergency situation and to commit Council resources to assist the response and recovery agencies.

ISSUE /DISCUSSION

The Deputy MERO position became vacant in January 2014 following the restructure of third level management. Two new positions have since been created reporting to the General Manager Infrastructure, Darren Dumesny, Manager Strategic Project Delivery and Grant Schuster, Manager Strategic Asset Management.

In the event that the MERO is absent / on leave during an emergency event, the deputy MEROs would be required to represent Council in an emergency situation and to commit Council resources to assist the response and recovery agencies.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

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

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

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

RISK IMPLICATIONS

The appointment of Deputy MEROs will address any legislative risk implications in the event that the MERO is absent during an emergency.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Not applicable.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Not applicable.

CONCLUSION

Under the *Emergency Management Act 1986*, a municipal council must appoint a person or persons to be the Municipal Emergency Resource Officer (MERO) or Municipal Emergency Resource Officers, to coordinate the use of municipal resources for emergency response and recovery, in the event that the MERO is absent

OFFICER'S RECOMMENDATION

That Council:

- 11.8.1 Appoints Darren Dumesny as Deputy Municipal Emergency Resource Officer (Deputy MERO).
- 11.8.2 Appoints Grant Schuster as Deputy Municipal Emergency Resource Officer (Deputy MERO).
- 11.8.3 Updates the contact directory of Council's Municipal Emergency Management Planning Committee and other relevant emergency management documentation.

MOTION

That Council:

- 11.8.1. *Appoints Darren Dumesny as Deputy Municipal Emergency Resource Officer (Deputy MERO).*
- 11.8.2. *Appoints Grant Schuster as Deputy Municipal Emergency Resource Officer (Deputy MERO).*
- 11.8.3. *Updates the contact directory of Council's Municipal Emergency Management Plan and other relevant emergency management documentation.*

Moved: Councillor Bill McClenaghan

Seconded: Councillor Kate Redwood

Carried.

11.9. APPLICATION FOR APPROVAL TO OPERATE B-DOUBLE AND HIGHER MASS LIMIT VEHICLES ON LOCAL COUNCIL ROADS
GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the Manager Strategic Asset Management, I Grant Schuster have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider applications for consent to use B-Double and/or Higher Mass Limit (HML) vehicles on local Council roads.

BACKGROUND

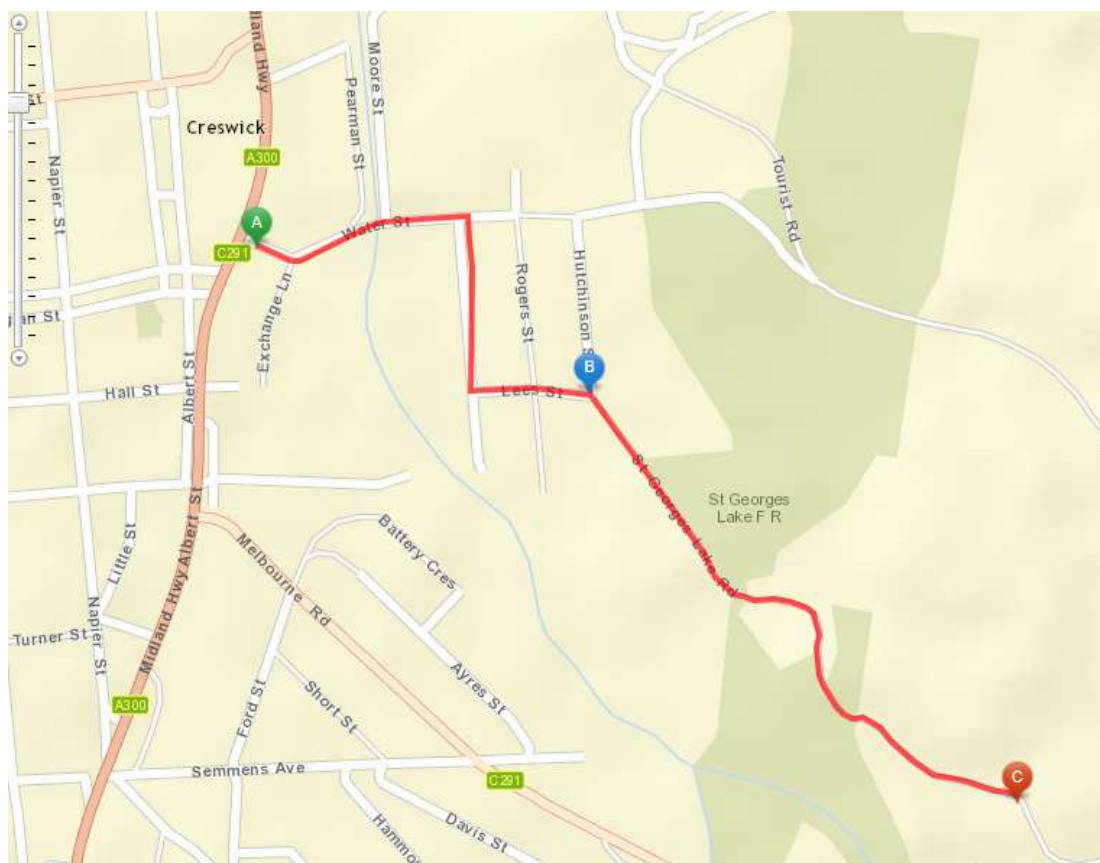
At the 17 June 2014 Council meeting, council deferred the consideration of Route 1 - Water St, Moore St (North), Lees St & St Georges Lake Rd in Creswick as requested by Clearwater Logging & Transport Pty Ltd, pending receipt of further and better particulars.

Ref	Organisation	Vehicles	Roads	Time Frame	Usage
12016	Clearwater Logging & Transport Pty Ltd	B-Doubles at HML	<u>Route 1 (as per the application)</u> Water St, Moore St (North), Lees St & St Georges Lake Rd in Creswick	Until 19/05/2014	10 – 15 trips per week

ISSUE/DISCUSSION

Council officers have further assessed the route as per the application and other possible alternatives as directed by the Council on 17 June 2014. We present an assessment of the route as per the application and two other alternatives.

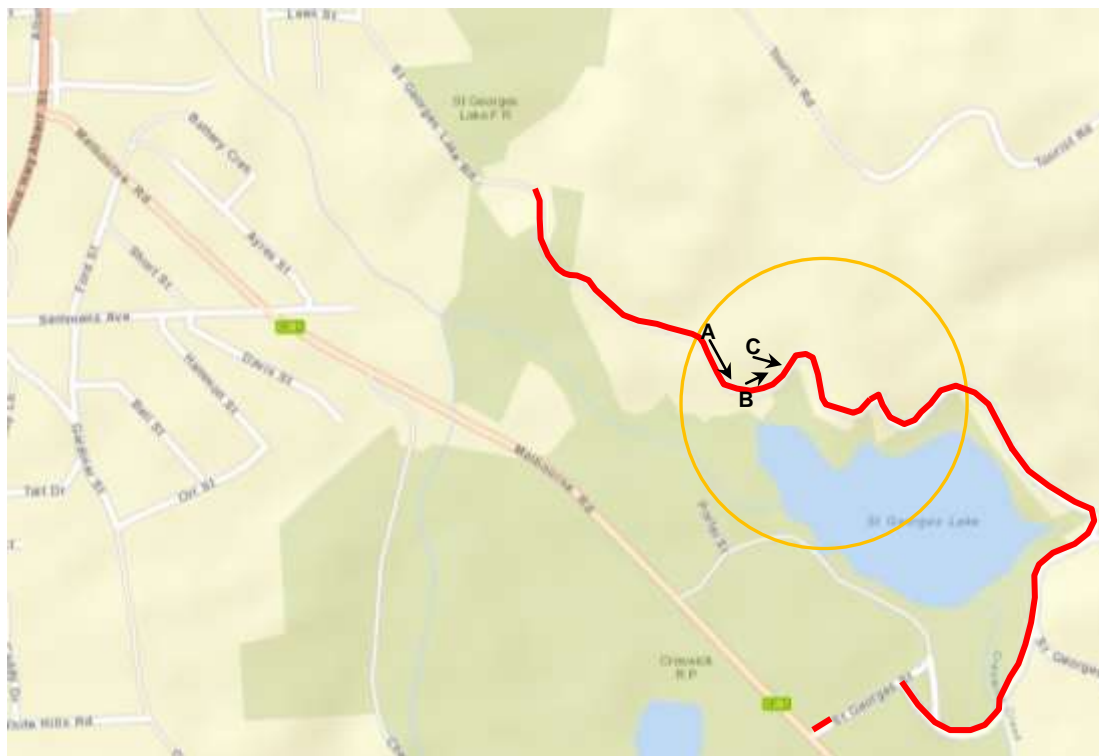
Route as per the Application: Route 1 - Water St, Moore St (North), Lees St & St Georges Lake Rd in Creswick



This route is considered to be the best available option, although it needs to cross some residential areas within the Creswick Township. Therefore it is recommended to approve the use of this route subjected to following conditions:

- Travelling time is to be limited to 9:00am to 6:00pm to minimise the disturbance to the residential area
- The use of compression breaks is to be avoided
- It is the responsibility of the permit holder to pay attention to:
 - Overhead cables
 - Overhanging trees
 - Steep inclines/declines, tight corners and narrow roads
- Must not cut-down or trim any trees.

Alternative 1 for Route 1 - St Georges St and St Georges Lake Road in Creswick



It has been observed that this route contains narrow road tracks with very tight corners. It was also noted that the presence of cliffs on both sides of the track prevents widening the road due to expected high costs involve in the exercise.

Some photos of such tight corners and existing cliffs are given below:

PHOTO – A



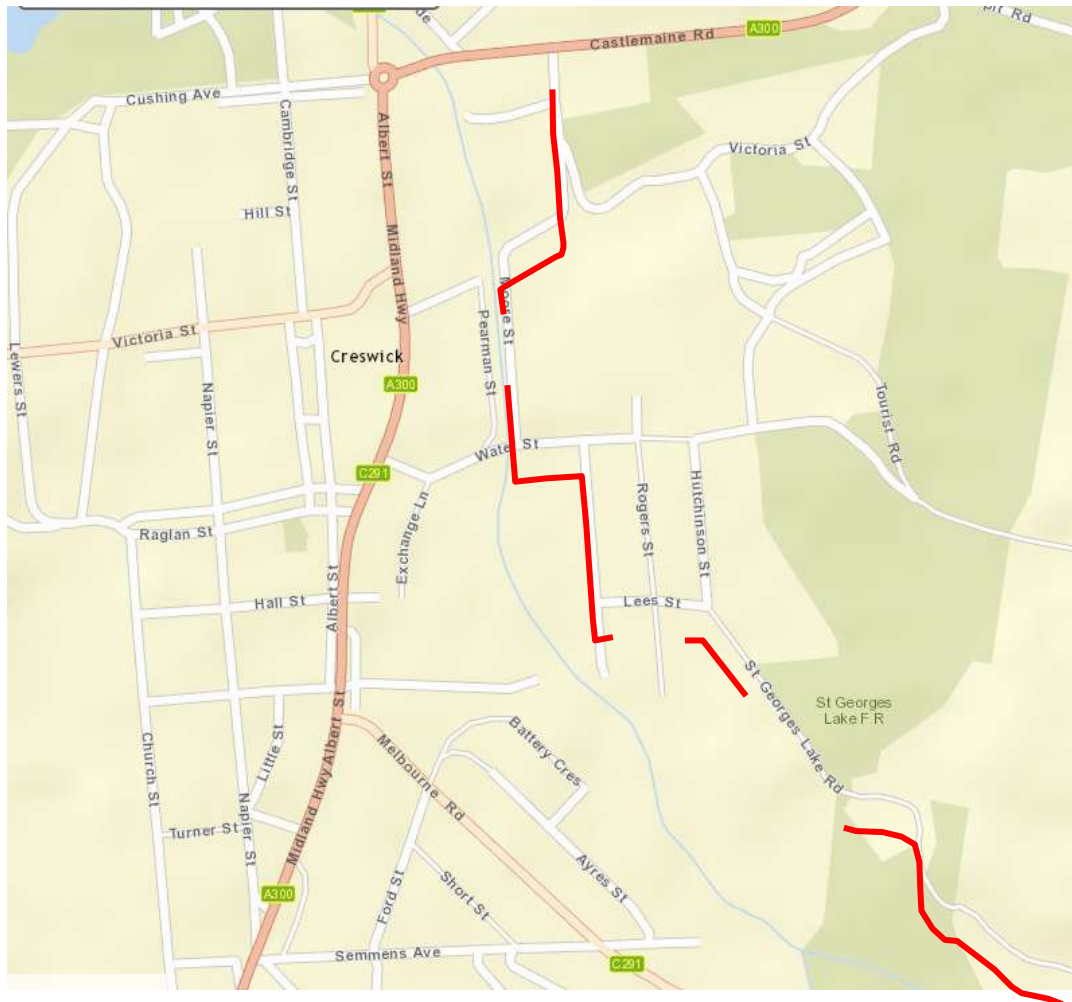
PHOTO – B



PHOTO – C



Alternative 2 for Route 1 – Moore Street, Water Street, Moore Street, Lees Street and St Georges Street in Creswick



This route is considered not suitable due to:

- presence of the age care village on the north side of Moore Street
- load limit on the culvert at north side of Moore Street is not known.



Existing Culvert on Moore St



Age Care Village

Summary

Route	Comments
<p><i>Route as per the Application:</i> <i>Route 1 - Water St, Moore St (North), Lees St & St Georges Lake Rd in Creswick</i></p>	<p>This route contains:</p> <ul style="list-style-type: none"> ○ crossing residential areas in Moore St and Lees St. <p>To minimise the disturbance, it is recommended to:</p> <ul style="list-style-type: none"> ○ restrict the travelling time ○ use of compression brakes is to be prohibited
<p><i>Alternative 1:</i> <i>St Georges St and St Georges Lake Road in Creswick</i></p>	<p>This route:</p> <ul style="list-style-type: none"> ○ contains narrow road tracks with very tight corners ○ presence of cliffs on both sides of the track prevents widening the road
<p><i>Alternative 2 :</i> <i>Moore Street, Water Street, Moore Street, Lees Street and St Georges Street in Creswick</i></p>	<p>This route is considered not suitable due to:</p> <ul style="list-style-type: none"> ○ presence of the age care village on the north side of Moore Street ○ load limit on the culvert at north side of Moore Street is not known

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Council Plan 2013-2017:

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

There are no expected financial implications from granting approval to Clearwater Logging & Transport Pty Ltd.

RISK IMPLICATIONS

Moore Street (North) and Lees Street are located in a residential area and may have some impact on the roads and road users. However, the impact is

believed to be minimal, since the travelling time is to be limited. The proposed conditions for Council's approval seek to minimise this risk.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Possible environment impacts have been avoided/minimised by prohibiting any tree cutting or trimming.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

No external engagement was undertaken in relation to these requests. Relevant internal roads and natural resource management staff have been involved in assessing these requests.

CONCLUSION

It is recommended that Council:

- Grants approval for Clearwater Logging & Transport and Shelton Timber to use B-Double vehicles at Higher Mass Limits on proposed routes with the following conditions:
 - *Route 1 - Water St, Moore St (North), Lees St & St Georges Lake Rd in Creswick*
 - *The hours of operation are limited to 9:00am to 6:00pm*
 - *The use of compression brakes is to be avoided*
 - *It is the responsibility of the permit holder to pay attention to:*
 - Overhead cables
 - Overhanging trees
 - Steep inclines/declines, tight corners and narrow roads
 - *Must not cut-down or trim any trees.*

OFFICER'S RECOMMENDATION

That Council:

11.9.1 Approves Clearwater Logging & Transport to use B-Double vehicles at Higher Mass Limits on:

- *Route 1 - Water St, Moore St (north), Lees St & St Georges Lake Rd in Creswick*

with the following conditions:

- the hours of operation are limited to 9:00am to 6:00pm
- the use of compression brakes is to be avoided

- it is the responsibility of the permit holder to pay attention to:
 - overhead cables
 - overhanging trees
 - steep inclines/declines, tight corners and narrow roads
- must not cut-down or trim any trees.

MOTION

That Council:

- 11.9.1. *Approves Clearwater Logging & Transport to use B-Double vehicles at Higher Mass Limits on:*
- *Route 1 - Water St, Moore St (north), Lees St & St Georges Lake Rd in Creswick*
- with the following conditions:*
- *the hours of operation are limited to 9:00am to 6:00pm*
 - *the use of compression brakes is to be avoided*
 - *it is the responsibility of the permit holder to pay attention to:*
 - *overhead cables*
 - *overhanging trees*
 - *steep inclines/declines, tight corners and narrow roads*
 - *must not cut-down or trim any trees.*
- 11.9.2. *Clearwater Logging & Transport provides to Council monthly logs of all truck movements along this route including time and truck type.*
- 11.9.3. *The days of operation for this route exclude Saturdays and Sundays and Public Holidays.*

Moved: Councillor Pierre Niclas

Seconded: Councillor Kate Redwood

Carried.

Councillors Don Henderson and Bill McClenaghan requested that their dissent be recorded.

**11.10. ADVICE FROM THE INTERNATIONAL WOMEN'S DAY ADVISORY COMMITTEE –
SELECTION CRITERIA**

CHIEF EXECUTIVE OFFICER

This recommendation to Council is based on advice from the International Women's Day Advisory Committee.

PURPOSE

The purpose of this report is to provide Council with advice from the International Women's Day (IWD) Advisory Committee about the IWD Honour Roll Selection Criteria.

BACKGROUND

At its meeting held on Thursday 26 June 2014, the International Women's Day Advisory Committee resolved to recommend to Council the amendment of the selection criteria.

ADVISORY COMMITTEE'S RECOMMENDATION

That the IWD Honour Roll Selection Criteria be amended to the following:

International Women's Day Honour Roll – Selection criteria

Each eligible nominee will be assessed against the following considerations:

Expanding the possibilities and horizons of women towards an equal society by:

- *Advancing gender equity*
- *Exhibiting leadership qualities and sharing of individual skills and knowledge*
- *Creating an environment towards which long-term and sustainable change is possible*
- *Contributing creative, unique or innovative ideas or initiatives.*

To support this nomination please provide a list of achievements and projects.

OFFICER'S RECOMMENDATION

- 11.10.1 That Council endorses the recommendation from the International Women's Day Advisory Committee to amend the Hepburn Shire International Women's Day Honour Roll Selection Criteria.

MOTION

11.10.1. *That Council endorses the recommendation from the Hepburn Shire International Women's Day Advisory Committee to amend the Hepburn Shire "Heather Mutimer Honour Roll for Women" Selection Criteria.*

Moved: Councillor Kate Redwood

Seconded: Councillor Bill McClenaghan

Carried.

**11.11. ADOPTION OF CRESWICK WARD TOWNSHIP AND DISTRICT COMMUNITY PLAN
AND ESTABLISHMENT OF CRESWICK WARD COMMUNITY COMMITTEE
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 adopts the draft Creswick Ward Township and District Community Plan and establishes the Creswick Ward Community Committee, as an advisory committee to Council.

BACKGROUND

The Creswick Ward Community Committee (previously the Creswick Development Committee) was established as an Advisory Committee to Council to oversee the implementation of the Creswick Community Development Plan 2003- 2006. Updated Terms of Reference were adopted by Council in 2010 and new members appointed. This Committee developed a new Creswick Ward Community Plan in the first half of 2013. Membership of the Committee lapsed and new members were not re-appointed while a review of Council Advisory Committees was undertaken.

ISSUE/DISCUSSION

During development of the Creswick Ward Township and District Community Plan (2013 – 2017), it was stated that the draft plan would be submitted to Hepburn Shire Council (Attachment 6).

Following Council's review of Advisory Committees, it is proposed that a new Creswick Ward Community Committee be established, as an Advisory Committee to Council, to provide advice about the implementation of the Creswick Ward Township and District Community Plan. While it is anticipated that the Committee will include representatives from across the Creswick Ward, it is also proposed to provide opportunities for representatives from smaller communities to be involved, as needed.

The Terms of Reference have been revised to reflect the themes and aspirations outlined in the draft Plan (Attachment 7).

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Council Plan 2013-2017:

Strategic Objective - Active and Engaged Communities

Key Strategic Activity:

1. Work with and support communities and residents to implement community driven projects through community planning, provision of advice, information and community grants.

FINANCIAL IMPLICATIONS

There are no financial implications for Council in adopting the Plan.

RISK IMPLICATIONS

None noted.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The Creswick Ward Township and District Community Plan recognises the interests and aspirations of the community, seeks to stimulate economic and social development within the community and promote co-ordination of community initiatives.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Development of the Plan involved three community workshops facilitated by Here Studio, consultation with primary school children and community surveys.

CONCLUSION

The draft Creswick Ward Township and District Community Plan was developed by the former Creswick Ward Community Committee and is the result of extensive community engagement. The establishment of a new Creswick Ward Community Committee to provide advice to Council will support the outcomes of the Creswick Ward Township and District Community Plan.

OFFICER'S RECOMMENDATION

That Council:

- 11.1.1 Endorses the Creswick Ward Township and District Community Plan 2013 – 2017.
- 11.1.2 Approves the Terms of Reference for the Creswick Ward Community Committee.
- 11.1.3 Notes that officers will proceed to call for nominations for the Creswick Ward Community Committee.

MOTION

That Council:

- 11.11.1. *Acknowledges the Creswick Ward Township and District Community Plan 2013 – 2017.*
- 11.11.2. *Approves the Terms of Reference for the Creswick Ward Community Committee.*
- 11.11.3. *Notes that officers will proceed to call for nominations for the Creswick Ward Community Committee.*

Moved: Councillor Sebastian Klein

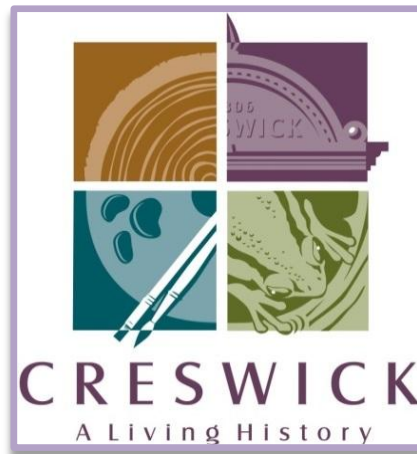
Seconded: Councillor Greg May

Carried.

▶ ORDINARY MEETING OF COUNCIL
15 JULY 2014

Hepburn
SHIRE COUNCIL

**ATTACHMENT 6 - CRESWICK WARD TOWNSHIP & DISTRICT COMMUNITY PLAN
2013 - 2017**



CRESWICK WARD TOWNSHIP & DISTRICT COMMUNITY PLAN

2013 - 2017

GIVING VOICE TO COMMUNITY ASPIRATIONS

FINAL Draft January 2014

Contents:

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Thanks

The CWCC would like to make known its appreciation and thanks to all those who assisted with input via the feedback sheets and meeting attendance. Special thanks are due to the children at the local primary schools, where over 180 pupils contributed to the democratic process by their involvement. They are the future citizens of this area, and therefore will eventually take over the roles we all presently hold.

Introduction:

This Community Plan is presented by the Creswick Ward Community Committee following extensive public consultation. All members of the Creswick Ward Community Committee (CWCC), an advisory committee to Hepburn Shire Council are volunteers. Members are appointed by Council as individuals and do not represent any particular group.

The aim of the Creswick Ward Community Committee, (CWCC) is to work with the community to review and revise the existing plan and to develop a new plan 2013 - 2017 that specifically:

- Recognises the interests and aspirations of the community
- Provides guidance for development in order to stimulate appropriate economic and social development within the community
- Identifies ways to provide improved coordination of initiatives within the community
- Provides advice and recommendations to Council about major projects, including capital works that support the outcomes of the Creswick Ward Community Plan 2013-2017.

As well as providing advice to Council for consideration on the implementation of this Community Plan, the Committee plays a strategic and facilitative role in working with community to coordinate implementation of the Plan. This Plan also names projects and initiatives identified by the community as a priority for future consideration.

The CWCC has made a commitment to develop transparent and accessible processes to enable all individuals, groups, businesses and Council officers to communicate using a known and agreed process, to promote and advance this Plan.

Profile of the Creswick Ward:

Creswick A Living History

The historic Victorian gold mining town of Creswick is a picturesque town with a resident population of more than 3,000 people. Prior to white settlement, aboriginal inhabitants were the Dja Dja wurrung.

Creswick lies at the heart of the central goldfields, just 16kms north of Ballarat and neighbouring the iconic tourism regions of Clunes, Daylesford, the Hepburn spa country, and the Macedon Ranges.

Built on the proceeds of rich gold deposits mined from the 1850's, Creswick today proudly displays fine examples of the grand architecture of the era. A stroll down the main street will reveal a

number of historic buildings including the former State Savings Bank, Post Office, Library, and Havilah Masonic Lodge.

Far from being 'just' a mining town, Creswick is the Australian birthplace of reforestation. John La Gerche began re-planting forest areas ravaged by mining activity in 1882. Today, much of La Gerche's work survives around Creswick including magnificent plantings lining local streets and a 40min walk which highlights his work.

Creswick has a rich heritage and has produced some of Australia's most influential bureaucrats, politicians and business people including John Curtin, Australia's 14th Prime Minister, and the multi-talented Lindsay family.

Creswick District Today

At the 2011 Census, there were 2,942 people in Creswick of these 48.2% were male and 51.8% were female. The median age of people in Creswick was 43 years. In the year before the Census, 26.3% of people did voluntary work through an organisation or a group.¹

Creswick has a rich heritage, demographically, industrially, architecturally and naturally. Set amid large natural forests, hills and lakes, the district provides a picturesque setting for towns, villages and private properties. There are excellent aged care and health services and many community groups that cater for every interest. Many locals volunteer in the diverse range of community organisations in and around Creswick.

Creswick Today

The main town of Creswick bustles with people, mostly locals but increasingly visitors who come to enjoy its natural surroundings, fine dining and genuinely warm community. Activities in the district are supported by an array of sporting and service clubs, lodges and community organisations. The main town of Creswick is serviced by trains to Ballarat and Melbourne and a frequent bus service to Ballarat.

The Community Consultation Process

A series of three community workshops were held to give the community an opportunity to voice their opinions of the present Community Plan, express ideas for change and to work with the Creswick Ward Community Committee to produce a new Plan for the next 4 years.

The meetings provided a face to face forum where folk could work together, using the methods and tools provided, to demonstrate our ability to work co-operatively to achieve a common outcome – an enhancement of the town and district that we all value and love to live in. The meetings were facilitated by Ammon Beyerle and Michelle Emma James from Here Studio.

¹ Australian Bureau of Statistics, Census 2011, Creswick State Suburbs.

Discussion and feedback papers were circulated and available for people attending the consultation meetings, and also for those unable to attend. In addition, the input of schoolchildren was also canvassed by a CWCC member. The feedback provided valuable insight into what the community priorities were. (A summary of workshop outcomes and survey results are available in the Background Report)

Main Themes & Aspirations - what our community says:

- That the processes of communication between Council, individuals and groups will better enable maintenance and improvement of the natural and cultural values within the district;
- We need to enhance the health and welfare of the whole community while maintaining the character of the area, both environmentally and sustainably;
- We should have a raised public profile where our arts, history, heritage streetscapes, and environment are enhanced as we strive to improve employment, health and recreational opportunities for all members of our community;
- We want to have an attractive district with a vibrant business centre, restored historical buildings, attractive youth facilities and industries that support employment;
- That the Creswick district is known as a vibrant, creative, caring and united community, successful in promoting and completing innovative and sustainable projects with consultation and community participation.

Our Vision:

Creswick Ward is a creative, vibrant community, united in achieving a sustainable, caring and passionate future where all things thrive and are valued.²

Our guiding principles:

The CWCC has endorsed the following principles as a means of working co-operatively together in a partnership between the Council and the Community. We will:

- Promote good communication that is inclusive and readily accessed.
- Work together, collaborating at all levels, reviewing and assisting continuously.
- Be inclusive – of age, gender, race, religion, and sexual preference.
- Practise sustainable environmental protection and development.
- Practise sustainable heritage protection and enhancement.
- Show respect to all - “look and listen and share” co-operation, consensus and compromise.

² Developed by community members at a community consultation evening

Goals for 2013– 2017

Goal 1: Develop and promote Community Participation and Partnerships,

We aim to:

1. Encourage the community to work together and provide greater opportunities for participation and partnerships in community initiatives
2. Develop an endorsed framework for projects to provide consistency of approach, and enable regular feedback in a two-way process between Council Officers and Groups/Organisations and the CWCC

This will be achieved by:

A Enabling networks and partnerships to work together, sharing ideas and resources in an open, positive manner

B Encouraging participation to enrich community arts, employment, recreation, buildings, industries and tourism

Goal 2: Create and improve the liveability of Creswick District for all people

We aim to:

1. Provide an environment that is safe, with facilities and services to support a healthy growing community.
2. Enable key community stakeholders to share ideas and opinions via the CWCC for support and endorsement.

This will be achieved by:

A Exploring ideas and projects which enhance the liveability of the town and district and seek endorsement from stakeholders

B Encouraging recreational and leisure facilities suitable for all ages and capacities to promote healthy living in our valued natural environment

Goal 3 : Support sustainable economic development

We aim to:

1. Improve the economic prosperity of the Creswick district through the development of business, employment, education, environmental and residential opportunities.

2. Develop positive relationships with adjacent communities of interest. In order to leverage greater momentum for shared and economic benefit.

This will be achieved by:

A Giving priority to projects that advance educational, environmental, employment, recreational and tourism opportunities

B Encouraging business and employment opportunities so that the local community is encouraged to use and support local goods and services.

Goal 4: Develop and enhance Arts, Heritage and Culture.

We aim to:

1. Preserve, maintain and enhance our environmental and built heritage assets including the arts and cultural assets of Creswick and district
2. Increase awareness, accessibility and use of our environmental and built heritage assets.

This will be achieved by:

A Using the Creswick branding – “Creswick A Living History” – and visual logo to celebrate the diversity and potential of Creswick

B Promoting festivals and events that highlight the importance of History and Heritage, Arts and Culture to our identity and place

Goal 5 : Promote Environmental Sustainability

We aim to:

1. Preserve, maintain and enhance the natural environment of Creswick and District.
2. Minimise wastefulness, secure our future water requirements and inform and educate our community.

This will be achieved by:

A Encouraging good environmental practices, increase recycling efforts and endorse projects that will support this goal.

B Promoting a collective ‘working together’ approach to meet environmental challenges that face us and build the resilience needed to deal with them.

How we will work together:

The responsibility for the success of this Community Plan rests with everyone in our community.

To achieve these stated aspirations needs the engagement, commitment and partnerships between the many community groups, agencies, government, individuals and business.

To support the success of this plan, the CWCC will work with Council to encourage networking and positive relationship building. The resourcing of skill development in the area of project implementation and preparation will assist more effective project management leading to longer term success.

~~Good things happen when people share their skills and knowledge and work together~~

How we will evaluate and communicate

As a community we need to measure our progress to ensure we are on the track to achieving our stated aims. The use of regular reporting and review against the milestones, as set within the scope of the project, will maintain momentum and enable a better outcome. Where community funds are given for projects, there is a level of governance expected. A review and reporting template will be considered as an aid to evaluation and reporting via this process. The CWCC, together with Council officers, will establish this template after the acceptance and endorsement of the Plan.

The CWCC will establish an annual Community Consultation Workshop on the Community Plan. The purpose of this workshop is to enable all projects to report back to the CWCC and community. This will enable the community to have greater knowledge about the Projects and to offer feedback and assistance as required.

All priority projects in the Plan will report on achievements, with a brief presentation at the Annual Community Consultation Meeting. This will enable groups to bring any problems forward during the year, providing an avenue of flexibility and support. Other initiatives, not as yet funded, can also be brought before this public meeting in order to harness support and feedback.

The outcome of this public consultation meeting will be advised to the community via the Hepburn Shire Council page on line and within the Advocate Newspaper together with a short article in the Town Newsletter, the Creswick District News.

Appendix

- | | |
|---|----------|
| (1) Objectives/Projects named in the Community Consultation Meetings | p. 9-10 |
| (2) future aspirations and ideas identified during community consultation 2013 | |
| • Long term projects (2017 onwards) | p. 10 |
| • Short term projects (2013-2017) | p. 11-12 |
| (3) Previous Members Creswick Ward Community Committee | p.13 |

Appendix 1

Objectives/Projects named in the Community Consultation Meetings

In alphabetical order

Arts and Food Hub

Creswick – Centre for Hepburn Shire Administration

Daylesford the Show Place of the Shires

Affordable Housing

By-pass for heavy transport

Community Children’s Farm established

Freight train facilities services promoted and used

Heritage buildings maintained – with visible plaques

High School / TAFE /Training Centre

Industrial Estate

Mineral Waters in Township capped

Old Hospital to be visible again from the Main Street

Population not to exceed 4000

Re-construction of Lindsay Old Home

Re-creation of the fernery at Park Lake

Responsible Planning Schemes (retaining character of township)

Streetscape in Albert Street

Township flood-proofed

Tree Landscaping at the Cemetery

Vibrant Lindsay Arts Trail & Magic Pudding Playground

Waterslide and Café

Projects selected at Workshop #1

In alphabetical order.

Aquatic Centre for Creswick and District

Arts Hub

By-Pass for Trucks

Heritage Buildings and Environment (Heritage)

Improved public transport

Local Employment

Local Food Produce/Shopping

Protection of Environment (Natural)

Walking/ Cycling Trails

Projects ADDED in the 2nd Workshop.

100th Anniversary ANZAC 2015

Creative Creswick

Creswick of the Lindsay Art Trail/Magic Pudding Playground

Development of Park Lake

Fruits of the Forest Festival

Appendix 2

Longer term projects (2017 onwards)

These projects are not endorsed, but are amongst those identified from feedback sheets and at the Community Meetings. Other long-term projects are not excluded, and can be proposed, aligned with the Goals and Objectives of our Community Plan, and brought to the CWCC for consideration. Template forms will be available if requested. These projects may be able to be staged so that two or more smaller projects build upon each other over time.

Aquatic Centre

Creative Creswick – arts hub

Native reforestation of pine plantations

Post – primary school (K-10 or secondary college)

Traffic management (by-pass and ring road)

Light industrial estate

Potential Years 1 - 4 Projects

It is important to choose projects which are achievable within the timeframe and budget and involve the participation of all members of the Community.

Festivals

e.g. fruits of the forest, 4 seasons festival

Streetscape improvements (more trees, restoration of heritage buildings)

Lindsay Arts Trail and Magic Pudding Playground

Local food and markets

community gardens & markets

availability of local food and wines, organic produce

Environmental protection:

- Flood mitigation
- Planning overlays
- Community disaster plan

Annual youth leadership program

Vocational training (including hospitality)

Walking/cycling tracks/paths

- Promotion
- Creswick Trails (mountain bike)
- Linked pathways

Better facilities at St Georges Lake

Traffic management

advocacy for re-routing trucks via Dean & Gilles Rd

Public transport

- Advocacy for increased train and bus services

Light industry

- Strategic Planning for light industrial land

Economic development – business opportunities

- Promote small business opportunities

Heritage

- Quality presentation of Gold history
- Heritage buildings restoration and improvement
- Town Hall upgrade

Environmental Sustainability

- Renewable energy (solar panels, bio-energy, recycled water treatment)

Positive Ageing

- Alternative options for independent living
- Age friendly communities (footpaths, seats, shade)

Arts Hub

Appendix 3

Previous Members Creswick Ward Community Committee

(Term expired June 2013)

9 members / 2 Councillors / 1 Manager Community Services *11 members*

1. Audrey Winther
2. Barry Coveney
3. Brian Turville
4. Cr Don Henderson
5. Cr Greg May
6. John Edwards
7. Judy Henderson
8. Maggie Robson
9. Margaret Giles
10. Michael Veal
11. Kathleen Brannigan

**ATTACHMENT 7 - TERMS OF REFERENCE – CRESWICK WARD COMMUNITY
COMMITTEE – ADVISORY COMMITTEE**

CRESWICK WARD COMMUNITY COMMITTEE – ADVISORY COMMITTEE

DATE AMENDED:	July 2014
DATE OF NEXT REVIEW:	July 2018
DATE ADOPTED:	15 July 2014
RESPONSIBLE OFFICER:	General Manager Community Services

Purpose

The purpose of the Creswick Community Advisory Committee is to provide advice to Council on the implementation of the Creswick Ward Community Plan and play a strategic and facilitative role in working with the community to coordinate implementation of the Plan.

The Committee will act as an advisory body to Council and make recommendations to Council for consideration. Final decision making will rest with the Council

Principles

The Committee will work with Council to encourage networking and positive relationship building by:

- Promoting good communication that is inclusive and readily accessed.
- Working together, collaborating at all levels, reviewing and assisting continuously.
- Being inclusive – of age, gender, race, religion, and sexual preference.
- Practicing sustainable environmental protection and development.
- Practicing sustainable heritage protection and enhancement.
- Showing respect to all - "look and listen and share" co-operation, consensus and compromise.

Terms of Office

Community members will be appointed for a term of two (2) years.

Appointments of members to fill casual vacancies that occur are to be ratified by Council.

The Committee may invite other community members to participate in projects, related to specific communities in the Ward, where there are no representatives from that community on the Committee.

Meetings

At least four (4) meetings will be held each year.

The Committee will facilitate an annual community consultation for a review of achievements and discussion of new priorities.

Committee support will be provided by Council officers.

Chair

The Committee will, on an annual basis, appoint a Chairperson from amongst its members.

Members

Members will be appointed by Council and may at any time be removed from the Committee by resolution of Council. The Committee will comprise up to ten (10) community members and the two Creswick Ward Councillors.

Members must have demonstrated skills in one or more of the following:

- Economic development;
- Community development and participation;
- Arts, heritage or culture;
- Environmental sustainability;
- Health promotion or recreation
- Community planning processes and outputs
- Involvement in the community
- Communication skills
- Team work.

Quorum

Quorum for meetings will be half the current Committee members plus one.

Reporting

The Committee will forward minutes of meetings and any recommendations to Council.

The Committee will make at least one presentation to Council annually.

**11.12. APPOINTMENT OF MEMBERS TO SPECIAL COMMITTEES
ACTING GENERAL MANAGER CORPORATE SERVICES**

In providing this advice to Council as the Manager Strategic Asset Management, I Grant Schuster have no interests to disclose in this report.

PURPOSE

The purpose of this report is to provide Council with recommendations for members to be appointed to the Creswick Museum Special Committee and the Lee Medlyn Home of Bottles Special Committee and to provide an update on advertising for new members for the Drummond Hall Special Committee.

BACKGROUND

The terms of appointment for some members are expiring over the next two months. Council officers have recently advertised for applications from members of the public to be appointed to the following special committee to fill vacancies:

Creswick Museum Special Committee – four vacancies

Three community members' terms of appointment expire on 4 August 2014.

One community member resigned December 2013.

Lee Medlyn Home of Bottles Special Committee – three vacancies

Three community members' terms of appointment expire on 6 August 2014.

Drummond Hall Special Committee – three vacancies

One community member's term of appointment expires on 29 August 2014.

Two community members resigned. A call for nominations to be appointed to the above Special Committees for a fixed term of two years was undertaken via a public advertisement in *The Advocate* newspaper, on Council's website and via a letter to existing committee members whose term of appointment is due to expire.

This report presents the proposed nominations based on the applications received.

ISSUE/DISCUSSION

The following nominations (in order of date of receipt of applications) were received by the closing date:

Creswick Museum Special Committee:

- Ms Wendy Ohlsen
- Mr Doug McCallum
- Mr John Sewell AM
- Ms Margaret Fullwood.

As per the Instrument of Delegation for the Creswick Museum Special Committee, a minimum of seven members is required.

Three applications have been received from existing or former members of the Committee and one application is from a new member. As there are no identified concerns, it is proposed to appoint all applicants.

Lee Medlyn Home of Bottles:

The following nomination was received by the closing date:

- Ms Jan Turner.

In addition, the following applications were received after the closing date on 7 July 2014:

- Ms Janet Rowe
- Ms Barbara Webb.

As per the Instrument of Delegation for the Lee Medlyn Home of Bottles Special Committee, a minimum of seven members is required.

As these applications have been received from current members and there are no identified concerns, it is proposed to appoint all applicants.

Drummond Hall Special Committee:

No nominations were received by the closing date.

As per the Instrument of Delegation, the Drummond Hall Special Committee shall comprise of at least five members. Currently there are three Committee members whose terms of appointment expire on 28 August 2015.

Council officers will readvertise for nominations for the Drummond Hall Special Committee.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

None identified.

RISK IMPLICATIONS

None identified.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

None identified.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The call for nominations to the above Special Committees has been undertaken via a public advertisement in *The Advocate* newspaper, on Council's website and via a letter to existing committee members whose term of appointment is due to expire.

CONCLUSION

Appointment of four committee members to the Creswick Museum Special Committee and two members to the Lee Medlyn Home of Bottles Special Committee will enable the Special Committees to continue to operate in accordance with their Instruments of Delegation.

Drummond Hall Special Committee has three current committee members. Council officers will readvertise for nominations to this committee.

OFFICER'S RECOMMENDATION

That Council:

11.12.1 Resolves to appoint the following persons as members to the Creswick Museum Special Committee for a period of two years, commencing after the Annual General Meeting on Monday 4 August 2014 until the Annual General Meeting on Monday 3 August 2016:

- Ms Wendy Ohlsen
- Mr Doug McCallum
- Mr John Sewell AM
- Ms Margaret Fullwood.

11.12.2 Resolves to appoint the following persons as members to the Lee Medlyn Home of Bottles Special Committee for a period of two years, commencing after the Annual General Meeting on Wednesday 6 August 2014 until the Annual General Meeting on Wednesday 5 August 2016:

- Ms Jan Turner
- Ms Janet Rowe
- Ms Barbara Webb.

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

Due to an administrative oversight, a membership nomination received on 24 June 2014 from Mr Paul Ford was inadvertently omitted from the Officer's Report and Recommendation.

The following alternative Officer's Recommendation for Item 11.12.1 was circulated to Councillors prior to the meeting.

11.12.1 Resolves to appoint the following persons as members to the Creswick Museum Special Committee for a period of two years, commencing after the Annual General Meeting on Monday 4 August 2014 until the Annual General Meeting on Monday 3 August 2016:

- Mr Paul Ford
- Ms Wendy Ohlsen
- Mr Doug McCallum
- Mr John Sewell AM
- Ms Margaret Fullwood.

MOTION

That Council:

11.12.1. *Resolves to appoint the following persons as members to the Creswick Museum Special Committee for a period of two years, commencing after the Annual General Meeting on Monday 4 August 2014 until the Annual General Meeting on Monday 3 August 2016:*

- *Ms Wendy Ohlsen*
- *Mr Doug McCallum*
- *Mr John Sewell AM*
- *Ms Margaret Fullwood*

11.12.2. *Resolves to appoint the following persons as members to the Lee Medlyn Home of Bottles special committee for a period of two years, commencing after the Annual General Meeting on Wednesday 6 August 2014 until the Annual General Meeting on Wednesday 5 August 2016:*

- *Ms Jan Turner*
- *Ms Janet Rowe*
- *Ms Barbara Webb.*

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

Moved: Councillor Bill McClenaghan

Seconded: Councillor Pierre Niclas

Carried.

11.13. RECORD OF ASSEMBLIES OF COUNCILLORS – JUNE 2014

ACTING GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

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

BACKGROUND

The Local Government Act 1989 defines Assembly of Councillors as
...a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -

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

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

Assemblies of Councillors		
Date	Location	Committee Name
3 June 2014	Council Chamber, Daylesford	Councillor Briefing
11 June 2014	Council Chamber, Daylesford	Councillor Briefing
17 June 2014	Yandoit Mechanics Institute	Councillor/CEO Meeting
17 June 2014	Yandoit Mechanics Institute	Pre Council Meeting Briefing
19 June 2014	Creswick RSL	Municipal Emergency Management Planning Committee
27 June 2014	Council Chamber, Daylesford Town Hall	Public Art Panel

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

- 11.13.1 That Council receives and notes the Records of Assemblies of Councillors for the month of June 2014.

MOTION

11.13.1. *That Council receives and notes the Records of Assemblies of Councillors for the month of June 2014.*

Moved: Councillor Kate Redwood

Seconded: Councillor Neil Newitt

Carried.

ATTACHMENT 8 - RECORDS OF ASSEMBLIES OF COUNCILLORS – JUNE 2014

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 3 June 2014
Time: 11:00 am

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

Councillors present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Cr Pierre Niclas | <input checked="" type="checkbox"/> Cr Don Henderson <i>Arrived at 12:05 pm</i> |
| <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 | Adam McSwain, Manager Community & Economic Development |
| <input checked="" type="checkbox"/> GM Corporate Services Evan King | Kate Gerritsen, Community & Cultural Development Officer |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | Grant Schuster, Manager Strategic Asset M'ment |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas | Steve Millard, Projects Co-ordinator |
| | Justin Fiddes, Manager Planning |

Other, please specify:

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Cr Kate Redwood – Agenda Item 7	Left 2:34pm Returned 3:27pm

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature: Evan King

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

Confidential
Councillor Briefing Agenda
Tuesday 3 June 2014



Tuesday 3 June 2014 11:00 am		Council Chamber Daylesford Town Hall	
Chair	Mayor	Cr Don Henderson	
Attendees	Councillors	Cr Pierre Niclas, Cr Kate Redwood AM, Cr Neil Newitt, Cr Sebastian Klein, Cr Greg May, Cr Bill McClenaghan	
	Officers	Chief Executive Officer, General Manager Corporate Services, General Manager Infrastructure, and other officers as required	
Apologies	General Manager Community Services		

Time		Title	Action Officer	
1.	11:00 am	Verbal Presentation Review of Council Plan 2013:2017	Chief Executive Officer	Page 3
2.	11:30 am	Verbal Presentation Recommendations from the Public Art Panel Meeting – 30 May 2014	Manager Community Development Community and Cultural Development Officer	Page 4
3.	12:00 pm	Verbal Presentation Hepburn Mineral Springs Reserve – Former Caretaker’s Cottage	General Manager Infrastructure	Page 5
	12:30 pm	Lunch Break Lunch will be provided	Audit and Risk Advisory Committee to attend	
4.	1:00 pm	Verbal Presentation Audit and Risk Advisory Committee – Annual Discussion with Councillors	General Manger Corporate Services Mr Jim Paulyshyn Ms Carol Pagnon Mr Robert Taylor	Page 6
5.	1.30 pm	Verbal Presentation Community Grants Program – Round Two 2013/14 – Unsuccessful Grants	Manager Community and Economic Development	Page 7
6.	2:00 pm	External Presentation Hepburn Wind	Two Directors from Hepburn Wind	Page 8
7.	2:30 pm	Report Hepburn Wind – Charge in Lieu of Rates	General Manager Corporate Services	Page 9

Confidential
Councillor Briefing Agenda
Tuesday 3 June 2014



Time		Title		Action Officer	
8.	3:00 pm	Verbal Presentation	Mount Beckworth Enforceable Undertaking and Proposal from the Environment Protection Authority (EPA)	General Manager Infrastructure	Page 11
9.	3:30 pm	Report	Two Lot Subdivision and Dwelling on each lot – 5688 Midland Highway, Mount Franklin – PA 385 Attachment 1	Chief Executive Officer Manager Planning	Page 12 Page 15
10.	4:00 pm	Report	Review of Policy 16 (C) – Heritage Conservation Policy and Guidelines Attachment 2	Chief Executive Officer Manager Planning	Page 17 Page 19
11.	4.15 pm	Verbal Presentation	Strategic Planning Program – Priority List and Resourcing	Chief Executive Officer Manager Planning	Page 23
12.	4:45 pm	CLOSE OF MEETING			Page 24

DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor Kate Redwood hereby disclose
 a conflict of interest in the following matter Hepburn liquid rates

This matter is being considered at a meeting of

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

on 3/6/14

The class of the interest is (tick appropriate box)

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

Please select from the following types of indirect interest:

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

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

The nature of the interest is as follows:

Shareholder + member of Hepburn Land
has a board member of Hepburn Land for
2010 - 2012

Print Name: KATE REDWOOD
 Signed: Kate Redwood
 Date: 3/6/14

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 10 June 2014
Time: 2:00 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 type="checkbox"/> Cr Sebastian Klein | |

Members of Council Staff present:

- | | |
|--|--|
| <input checked="" type="checkbox"/> CEO Aaron van Egmond | <input checked="" type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> GM Community Services Kathleen Brannigan | Grant Schuster, Manager Strategic Asset M'ment |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas | Karen Ratcliffe, Property Officer |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature: 

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

Confidential
Councillor Briefing Agenda
Tuesday 10 June 2014



Tuesday 10 June 2014 2:00 pm		Council Chamber Daylesford Town Hall	
Chair	Mayor	Cr Don Henderson	
Attendees	Councillors	Cr Pierre Niclas, Cr Kate Redwood AM, Cr Neil Newitt, Cr Greg May, Cr Bill McClenaghan	
	Officers	Chief Executive Officer, General Manager Community Services, General Manager Infrastructure, and other officers as required	
Apologies	Cr Sebastian Klein		

Time		Title	Action Officer	
1.	2:00 pm	Verbal Presentation Hepburn Community and Council Services Hub – Revisit Site Selection	General Manager Community Services Manager Strategic Asset Management	Page 2
2.	3:30 pm	Report Wesley College Clunes – Licences to Use Parts of The Warehouse – Clunes and Clunes Town Hall	General Manager Infrastructure Property Officer	Page 3
3.	3:45 pm	Verbal Presentation Clunes Caravan Park – Council to Sign Consent to Mortgage	General Manager Infrastructure Property Officer	Page 6
4.	4:00 pm	External Presentation Hepburn Health Service	Ms Mary Malone, Board Chair Ms Trish Collocott, Chief Executive Officer	Page 7
5.	5:00 pm	CLOSE OF MEETING		Page 8

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor/CEO Meeting

Date: Tuesday 17 June 2014

Time: 2:00 pm

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

Councillors present:

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

Members of Council Staff present:

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

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature: 

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

COUNCILLOR + CEO MEETING

Tuesday 17th June 2014

Yandoit Mechanics Institute

2:00PM

PRESENT: Councillors Don Henderson, Councillor Kate Redwood AM, Pierre Niclas, Neil Newitt, Greg May, Bill McClenaghan
CEO, Aaron van Egmond

CHAIR: Councillor Don Henderson

APOLOGY: Councillor Sebastian Klein

No.	Time	Agenda Item	Presenter
1.	2:00PM	Current Hepburn Shire School Crossing Funding (both VicRoads & Council arrangements)	Cr Pierre Niclas
2.		Planning fee waiver guidelines	Aaron van Egmond
3.		Rates Notices	Aaron van Egmond
4.		Rates/charges in lieu for Hepburn Wind.	Cr Bill McClenaghan
5.		Lease of Bullarto Tennis Court site	Cr Bill McClenaghan
6.		Disposal of E Waste	Cr Bill McClenaghan
7.		Expectations of Hepburn Shire Council for new amalgamated waste management group	Cr Bill McClenaghan
8.		All Staff meeting details	Cr Bill McClenaghan
9.		Excelsior Bridge	Cr Bill McClenaghan
10.		Menacing dog update	Cr Bill McClenaghan
11.		Update on streetscape seating	Cr Neil Newitt
12.		Over servicing by Contractor. Report back on findings and action taken re previously raised concerns.	Cr Bill McClenaghan
13.		Doug Lindsay Recreation Reserve. Outstanding fees and charges. What the Management Committee is doing. How the ground is faring this winter	Cr Bill McClenaghan
14.		CEO Appraisal Dates - please confirm your preferences with Michelle + 24 th June is now out	Aaron van Egmond

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Pre Council Meeting Briefing

Date: Tuesday 17 June 2014

Time: 3:30 pm

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

Councillors present:

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

Members of Council Staff present:

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

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature: 

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

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Municipal Emergency Management Planning Committee

Date: Thursday 19 June 2014

Time: 9:30 am

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

Councillors present:

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

Members of Council Staff present:

- | | |
|---|---|
| <input type="checkbox"/> CEO Aaron van Egmond | Manager Strategic Program Delivery,
Darren Dumesny |
| <input checked="" type="checkbox"/> GM Community Services Kathleen Brannigan | Senior Environmental Health Officer,
Terry Crisp |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas | Technical & Fleet Services Officer, Kevin
Clohesy |
| <input checked="" type="checkbox"/> Other, please specify:
Manager Strategic Asset Management,
Grant Schuster | |

Conflict of Interest Disclosures:

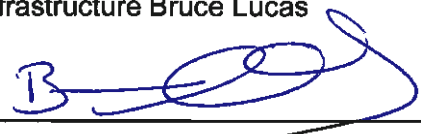
Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature:  2/7/14.

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



MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE 2014 AGENDA

**Thursday 19 June 2014
9.30am to 11.30am - Creswick RSL**

Attendees:

Leanne Curran	Daylesford Police	Cr Bill McClenaghan	HSC
Sgt Dean Towk	Creswick Police	Bruce Lucas	HSC
Stephen Latter	Hepburn Health	Kathleen Brannigan	HSC
Barry Nicholls	Ambulance Victoria	Kevin Clohesy	HSC
Graham McGrath	Ambulance Victoria	Adam McSwain	HSC
Debra Shaddock	Red Cross	Terry Crisp	HSC
Monte Heintz	Coliban Water	Darren Dumesny	HSC
Dean Jones	CFA	Grant Schuster	HSC
Alan Hives	CFA Local (Creswick)	Stacey Sherman	SES
Alfred Mason	CFA	Gavin Kelly	SES
Geoffrey Gray	CFA	Kevin Henderson	Goulburn Murray Water
Malcolm Bruce	CFA	Gordon Cornell	WICEN
Gerard Coffey	CFA	Kyra Winduss	Parks Victoria
Merydth Whitehead	DEPI	Jeni Taylor	IFMP
Brian Hamer	DHS Grampians		

Apologies:

Cameron Butcher	Central Highlands Water	Sgt Andrew Guiney	Daylesford Police
Evan King	HSC	Sgt Wayne Gatt	Daylesford Police
Tony Grimme	SES	Neville Pearce	Coliban Water
Margaret Holt	Central Highlands Water	Matt Beel	Trentham Police
Karen Doyle	Parks Victoria		

Item No.	Time	Agenda Item	Presenter
1	9.30am	Welcome & Apologies	Cr Bill McClenaghan
2	9.35am	<ul style="list-style-type: none"> • Adoption of Minutes of Meeting – 21 November 2013 • Business Arising from Minutes 	Cr Bill McClenaghan
3	9.50am	Incoming Correspondence	All
4	10.00am	Overview of Organisation Changes	Bruce Lucas
5	10.10am	MEMP Audit	Bruce Lucas
6	10.30am	Review of Fire Season	Bruce Lucas
7	10.45am	Progress on Creswick Flood Mitigation Works	Bruce Lucas
8	10.55am	Launch of Clunes Flood Guide	Stacey Sherman
9	11.10am	Excelsior Bridge Closure & Detour	Bruce Lucas
10	11.20am	General Business <ul style="list-style-type: none"> • Implications of NBN Roll Out 	All
		Close	

Next Meeting: 20 November 2014

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Public Art Panel
Date: Friday 27 June 2014
Time: 3:30 pm

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

Councillors present:

- | | |
|--|--|
| <input type="checkbox"/> Cr Pierre Niclas | <input type="checkbox"/> Cr Don Henderson |
| <input checked="" type="checkbox"/> Cr Kate Redwood AM | <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 checked="" type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | Adam McSwain, Manager Community and Economic Development |
| <input type="checkbox"/> GM Infrastructure Bruce Lucas | Kate Gerritsen, Community and Cultural Development Officer |

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"/> Other, please specify: |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | Kate Gerritsen, Community and Cultural Development Officer |
| <input type="checkbox"/> GM Infrastructure Bruce Lucas | |

Signature: 

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



PUBLIC ART PANEL AGENDA

Friday 27 June 2014

12.00 pm – 2.00pm

Council Chambers Town Hall, Daylesford

AGENDA

Attendees: Cr Kate Redwood AM, Brad Hooper, Carol Oliver, Elizabeth Liddle, Frances Guerin, Glenn Mack, Kareena Hodgson, Kim Percy, Louiseann Zahra-King, Corey Pugh, Sue Walker, Ian Head, Petrus Spronk

Apologies:

Item No.	Time	Agenda Item	Presenter
1	12.05pm	Welcome & Apologies	Cr Kate Redwood
2	12.10pm	Questions relating to Council documents and policies circulated 30-05-2014 <ul style="list-style-type: none"> - Public Art Policy - Public Art Panel Terms of Reference - Respectful behaviours policy 	Cr Kate Redwood
3	12.20pm	Potential sculpture for inclusion in Smeaton Park masterplan	All
4	12.50pm	Discussion - \$40,000 allocation in 2014-15 HSC Budget for Acquisition, Maintenance and Replacement of Public Art	All
5	1.10pm	Overview of Streetscape project	Adam McSwain
6	1.30pm	Feedback from artists on EOI process	Petrus Spronk, Kate Gerritsen
7	2.50pm	Conclusion and close	Cr Kate Redwood

12. COUNCIL SPECIAL COMMITTEES

12.1. MINUTES OF SPECIAL COMMITTEES

ACTING GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the Acting General Manager Corporate Services, I Paul Brumby 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 Committees.

BACKGROUND

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

ISSUE/DISCUSSION

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

- Minutes from the Dean Recreation Reserve and Tennis Courts Special Committee – 01/05/2014.
- Minutes from The Warehouse – Clunes Special Committee – 15/05/2014.
- Minutes from Creswick Museum Special Committee – 02/06/2014.
- Minutes from the Lee Medlyn Home of Bottles Special Committee – 04/06/2014.
- Minutes from The Warehouse – Clunes Special Committee – 19/06/2014

These minutes have been previously 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

- 12.12.1 That Council receives and notes the following minutes of the Special Committees which have been distributed under separate cover:
- Dean Recreation Reserve and Tennis Courts Special Committee – 01/05/2014.
 - The Warehouse – Clunes Special Committee – 15/05/2014.
 - Creswick Museum Special Committee – 02/06/2014.
 - Lee Medlyn Home of Bottles Special Committee – 04/06/2014.
 - The Warehouse – Clunes Special Committee – 19/06/2014.

MOTION

12.1.1. *That Council receives and notes the following minutes of the Special Committees which have been distributed under separate cover:*

- *Dean Recreation Reserve and Tennis Courts Special Committee – 01/05/2014.*
- *The Warehouse – Clunes Special Committee – 15/05/2014.*
- *Creswick Museum Special Committee – 02/06/2014.*
- *Lee Medlyn Home of Bottles Special Committee – 04/06/2014.*
- *The Warehouse – Clunes Special Committee – 19/06/2014.*

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

13. COUNCIL ADVISORY COMMITTEES

13.1. MINUTES OF ADVISORY COMMITTEES

ACTING GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the Acting General Manager Corporate Services, I Paul Brumby, 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:

- Municipal Emergency Management Planning Committee – 19/06/2014.
- Public Art Panel – 27/06/2014.

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

13.1.1 That Council receives and notes the following minutes of the Advisory Committees which have been distributed under separate cover:

- Municipal Emergency Management Planning Committee – 19/06/2014.
- Public Art Panel – 27/06/2014.

MOTION

13.1.1. *That Council receives and notes the following minutes of the Advisory Committees which have been distributed under separate cover:*

- *Municipal Emergency Management Planning Committee – 19/06/2014.*
- *Public Art Panel – 27/06/2014.*

Moved: Councillor Kate Redwood

Seconded: Councillor Pierre Niclas

Carried.

14. CONFIDENTIAL ITEMS

14.1. 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

14.1.1 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:

New Crown Land Lease – Boathouse Cafe, Lake Daylesford Reserve, Daylesford; and

14.1.2 89(2)(h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person.

Councillor Greg May left the meeting at 8:17 pm and returned at 8:19pm

MOTION

14.1.1. *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:*

New Crown Land Lease – Boathouse Cafe, Lake Daylesford Reserve, Daylesford; and

14.1.2. *89(2)(h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person.*

Moved: Councillor Sebastian Klein

Seconded: Councillor Kate Redwood

Carried.

The Meeting closed to Members of the Public at 8.19 pm.

15. RE-OPENING OF MEETING TO PUBLIC

RECOMMENDATION

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

MOTION

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

Moved: Councillor Sebastian Klein

Seconded: Councillor Kate Redwood

Carried.

The Meeting re-opened to Members of the Public at 8:22 pm.

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

That Council:

- 14.2.1 Grants to Spa Country Pty Ltd a lease for the Boathouse Cafe, Lake Daylesford Reserve, Daylesford for an initial term of five years and two further terms of five years each, in accordance with the*
- 14.2.2 Formally consents to the assignment of the lease from Spa Country Pty Ltd to Malcross Investments Pty Ltd.*
- 14.2.3 Authorises the Chief Executive Officer and the Mayor to execute the lease and the assignment of the lease, and affix the Common Seal of Council.*
- 14.2.4 Authorises officers to formally seek Ministerial Consent to endorse the new 15 year lease including the assignment.*

16. CLOSE OF MEETING

The Meeting closed at 8:22 pm.
