



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

TUESDAY 18 FEBRUARY 2014

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

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**Hepburn Shire Council
Ordinary Meeting of
Council**



MINUTES

TUESDAY 18 FEBRUARY 2014

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

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AARON VAN EGMOND
CHIEF EXECUTIVE OFFICER
18 FEBRUARY 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, Birch Ward Councillor Pierre Niclas, Cameron Ward Councillor Neil Newitt, Coliban Ward Councillor Sebastian Klein, Creswick Ward Councillor Greg May, Holcombe Ward Councillor Bill McClenaghan.

IN ATTENDANCE: Chief Executive Officer Aaron van Egmond, General Manager Corporate Services Evan King, General Manager Community Services Kathleen Brannigan, General Manager Infrastructure Bruce Lucas, Manager Planning Justin Fiddes, Sustainability Officer John van Rooden, 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

Nil

5. CONFIRMATION OF MINUTES

RECOMMENDATION

- 5.1 That the Minutes of the Ordinary Meeting of Council held on 21 January 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 21 January 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 Pierre Niclas

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

Hepburn Shire received a grant of \$30,000 which was announced by MP Mr Simon Ramsay. The youth grant will be used to develop strategies to engage youth throughout the Shire.

Highlights of January were of course the many aspects of Australia Day celebrations.

Daylesford Town Hall was filled with old and new Australians on Australia Day eve. Quite a number of new citizens were welcomed to our country and the Hepburn Shire and enjoyed an evening with us.

Bob Kennedy was a much applauded and deserving recipient of the Hepburn Shire Citizen of the Year award, whilst Dylan Godfrey was Young Citizen was his efforts with the CFA.

Friends of Wombat Hill were to take Community Event of the Year, and this year the panel could not separate them and the Friends of Smeaton who put on a magnificent 175th anniversary of the arrival of Captain John Hepburn to the area. Well done to the Daylesford Rotary Club award winners.

I attended the Creswick Australia Day event at Park Lake. This event was run this year by a number of Creswick organisations and auspiced by the Creswick Railway Workshops Association. There were around 600 people attending the breakfast. This was one of the biggest crowds ever. There was music and a re-enactment of a presentation of the original silver cup that was presented in 1889 upon the opening of the Park Lake Botanical Reserve. The ghost of Thomas Cooper presented the cup. Creswick koala jugglers and even a whack the rat game for the children. The rat game was a bit of a flop as the rats were too light. Room for improvement next year. One of the big successes this year was the fact that the budget was almost halved despite feeding and entertaining more people.

Next was the attendance at John Curtain Hostel to share a huge cake with those older folk who were unable to attend the main event.

Creswick Museum launched the *Spirit of China in Creswick* exhibition. The exhibition is well worth a visit as there are some unique items on display.

I attended an assembly at Creswick Primary School to welcome into office the new leaders for the year.

Yesterday, along with Cr McClenaghan, I attended a Municipal Association of Victoria (MAV) regional forum. Important and urgent information around future road funding was explained. I will leave this item for our MAV representative to expand upon.

COUNCILLOR REPORTS

Councillor Kate Redwood AM, Birch Ward

This has been a month of highs and lows.

The work of the International Women's Day Committee has been a great pleasure, and I am confident that our Hepburn Shire International Women's Day function on 6 March will be enjoyable for many. As you know, Mary Crooks AO, the Executive Director of the Victorian Women's Trust is to be our guest speaker and I have had lots of good feedback about her from women around the Shire.

The removal of ancient trees and historic gardens at 37 Raglan Street, Daylesford would rate as the most significant low since I have been on Council here. I have been overwhelmed by distraught residents who cannot understand how Council dropped the ball in allowing the trees and gardens to be removed. We certainly need to strengthen our policy and procedures regarding significant trees.

Great to see the work associated with the resurfacing of Vincent Street and the follow on works for the Streetscape beginning to happen. It is concerning that the trouble spots downhill from the pedestrian crossing are already indicating that they are unstable. I will be continuing to work with our officers and with the Daylesford & Hepburn Springs Business and Tourism Association (BATA) and traders on the issues of built form and the treatment of the area adjacent to the pedestrian crossing.

Concerns regarding the Daylesford Visitor Information Centre received a great deal of attention during the month. Great that these issues seem now to be at rest with the positive arrangements that the administration are putting in place recognised.

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

14/01/2014	CEO/Mayor's meeting
17/01/2014	Meeting with Robyne Head
21/01/2014	CEO/Mayor's meeting

21/01/2014	Councillor only meeting Councillor/CEO meeting Pre Council briefing Council Meeting
22/01/2014	Council Staff and Designers re streetscape projects International Women's Day Advisory Committee Birch Ward meeting
23/01/2014	Budget Bid meeting with Evan King
24/01/2014	Australia Day celebrations - Lumeah Lodge Practice run for Australia Day citizenship celebration Funding presentation by Andrew Ramsay for Youth Grant
25/01/2014	Australia Day function - M C for the event
28/01/2014	CEO/Mayor's meeting
01/02/2014	Cornish Hill Committee of Management AGM
03/02/2014	BATA monthly meeting - discussion re visitor information centre
04/02/2014	Councillor briefing
06/02/2014	Wombat Hill Botanic Gardens Advisory Committee meeting
10/02/2014	ARC Advisory Committee meeting cancelled at last minute Daylesford ALP Branch local government report
11/02/2014	Special briefing regarding Hepburn Council and Community Services Hub
12/02/2014	Facilitated Winter Spring Festival consultation with representatives of organisations in Creswick
18/02/2014	CEO/Mayor's meeting Councillor only meeting Councillor/CEO meeting Pre Council briefing Council meeting

Councillor Neil Newitt, Cameron Ward

January 26 saw Australia Day celebrations across the Shire. In Clunes I attended the dawn walk up to the lollipop tree on Mt Beckworth.

Around 40 people made the walk up Mt Beckworth (many for the first time) with a large number of those being young children. Around 60 people attended the flag raising and breakfast that followed the walk.

Later that evening was the annual community picnic in Collins Place with many commenting on the bonus of the welcome shade provided by The Warehouse - Clunes building.

On 5 February, the Lee Medlyn Home of Bottles Committee met with much discussion around the upcoming asbestos removal (now underway). As part of future plans for the area, the Committee also resolved to continue to request Council to have a dump point constructed at the site.

On 10 February I attended the Daylesford and Macedon Ranges Regional Tourism Board (DMRRTB) February meeting and then met at length with Judith Isherwood, the new General Manager, Daylesford and Macedon Ranges Tourism. I can report to Council that DMR are eager to meet with Council to start planning our future tourism focus.

Councillor Sebastian Klein, Coliban Ward

The stand outs for my month were participating in streetscape planning across the Shire and community hub planning in Trentham. Both of these have the potential to be significant and lasting contributions to community infrastructure, and it is certainly the case that the community is highly engaged in the community hub conversation as the project nears fruition. It is great to see this forming up nearly five years after it first appeared in the community planning process. It is my view and the view of the community that this would be one significant part of the commitment to even up ongoing council support for community facilities between wards across the Shire.

These projects would have been at home amongst the swag of great progressive projects on show at the Local Government Professionals (LGPro) annual dinner and awards. Having seen the 'Marveloo' all abilities accessible portaloo, youth projects and veteran memorials, my respect for the quality of public servants across the sector is increased for having seen these passionate and active professionals on full show for all to see. It was great to see that our own Ellie Beer, Coordinator of our libraries, is part of their current leadership program. For those that haven't had a conversation with me for

the past month or two - I was elected by the Board of the Victorian Local Governance Association (VLGA) to fill the extraordinary vacancy of the role of President. I hope that as the Mayor suggests, my situation in this role might bring benefit to Hepburn as well as to the broader sector.

On a sadder note, I would like Council to note and pay their respects at the passing of Ivor Bowen. Ivor will be well and fondly remembered for his tireless commitment to passing on his considerable skills in film, theatre and more recently for his exceptional forays into painting and drawing.

Other events I attended included:

- Streetscape planning meeting in Trentham
- Trentham hub planning meeting
- Memorial for Ivor Bowen
- Australia Day afternoon tea at the Trentham Aged Care Facility
- Australia Day in Trentham Town Square
- Meetings with community members regarding development proposal on Mulcahys Road
- Rail Trail and Bullarto meeting place
- Ward meeting in Trentham
- On behalf of the VLGA, I attended the launch of the Helen MacPherson-Smith Trust community gardens manual launch
- Second Trentham hub meeting
- LGPro Annual Dinner at Jeff's Shed Melbourne Convention and Exhibition Centre) on behalf of the VLGA

Councillor Greg May, Creswick Ward

Since my last Councillor report, Mother Nature has thrown up some very trying and difficult conditions in our region and elsewhere in the state. Difficult for people generally, but particularly difficult for our primary producers. Although hot dry conditions are fine for the harvesting of the many different grain crops grown in our Shire, the heat and almost complete lack of rain puts pressure on horticultural and stock producers alike. Fortunately farmers are a resilient lot and will need every bit of their resilience in future years to cope with the challenges of climate change and the very uneven playing field of

world commodity prices and subsidised agriculture in other competitor countries.

Back in January I attended the final day of the three day Victorian Country Tennis Championships hosted by the Mt Prospect Tennis Association in Creswick.

This was a very successful event drawing hundreds of visitors to Creswick for a weekend. The very same event will be held in Creswick again in January 2015.

On 29th of January, I attended the Creswick Museum's launch of the *Spirit of China in Creswick* exhibition at the Creswick Town Hall. A very good crowd was entertained by two particularly agile Chinese dragons and later were able to view the exhibition in the museum itself. The exhibition included a variety of artefacts and information about the Chinese people who settled in Creswick during the gold rush days and was particularly well presented and well worth a visit.

Last Wednesday I attended a meeting in Creswick to discuss planning for interested Creswick Ward community groups to seek funding under the Winter and Spring components of the 4 Seasons event funding. The meeting was well attended and small working party was elected to coordinate the community groups applications.

Councillor Bill McClenaghan, Holcombe Ward

On Sunday 26th January, I attended the usual Australia Day event in Glenlyon for evening flag lowering, and am happy to report that we didn't halve our operating costs out there this year. We just kept them way down with the usual volunteer run event.

As late as yesterday, the Municipal Association of Victoria (MAV) held the first Rural South Central Region Forum for the year in Ballarat. Member Councils attend from Ballarat City, Geelong City and the Shires of Surf Coast, Golden Plains, Pyrenees, Moorabool and Hepburn together with the Borough of Queenscliffe. MAV Councillor representatives, Mayors and CEOs attend these Forums.

Federal road funding was the hot topic for this Forum and an MAV officer provided a comprehensive briefing in PowerPoint format. I have a spare copy here to table and I will have it scanned and forwarded.

A big change in road funding was first reported to the Australian Local Government Association (ALGA) last November. Three billion dollars per year is to be allocated by the Commonwealth, as compared to \$350 million per year nationwide for the 'Roads to Recovery' program. The funds come from heavy vehicle funding reform through the creation of the National Heavy Vehicle Regulator, based in Queensland.

Major road funding will not be provided however to individual Councils but to designated Regions. Victoria is the only State in Australia that doesn't have any Regional Road Groups to prioritise road funding but MAV is now facilitating the formation of Regional Road Groups by March this year.

Councils are under great pressure from the major transport companies to grant access to local roads for heavy vehicles like B-Doubles and B-Triples as their number one priority issue. The National Heavy Vehicle Regulator is now responsible for issuing heavy vehicle permits over 4.5 tonnes to access local roads rather than VicRoads. Our problem is that local roads are constructed to take 5 or 6 tonne farm trucks that used to service local farms, not 50 - 60 tonne heavy transports that do a lot of damage to local roads. Yet the trend is towards promoting cost effective / high productivity heavy vehicle transport solutions.

In other states, Councils are represented by Mayors and CEOs on Regional Road Groups, which meet up to twice a year to prioritise works through their Regional Road Plan. We in Victoria will ultimately decide what the "regions" are and a meeting is called by MAV for 6th March to determine ten Regions through its STEP Asset Management Program.

The National Heavy Vehicle Regulator started operation on 10th of this month and will determine local road access decisions for heavy vehicles on local roads with a 28 day turnaround time. Councils will have to notify the Regulator of all applications and will decide whether to approve, refuse or propose an alternative route to what was applied for. Councils can apply for federal heavy vehicle funding for road upgrades to allow for heavy vehicle use.

This Council has grappled with heavy vehicle access issues in the past, particularly through residential Daylesford. This new scenario with the National Regulator will speed and clarify where heavy vehicles may travel and have upgrade funding available.

In addition to this Mr Mayor, I am pleased to again table the MAV Annual Report for 2012 - 2013. This hard copy is well laid out in colour format but is also available on the MAV website together with details of all MAV activities, State Councils, policies and services for all those inclined to look.

Councillor Pierre Niclas, Birch Ward

22/01/2014 Birch Ward Meeting

This was the first of our Ward meetings for 2014 and although not heavily attended, it was an opportunity for Cr Redwood and I to catch up with the local Daylesford Library Team Leader and clear up a few misunderstandings / misinformation with respect to the future location / importance of the library service to Council.

The root of these misunderstandings were all around the possible location and development of a new Hepburn Shire Council Administration and Customer Services office, something that has not been fully scoped out yet but is something that is desperately needed by this Council if it is to deliver the financial and staff performance objectives committed for delivery within the term of this Council.

25/01/2014 Australia Day Eve Civic Reception

The 2014 Hepburn Shire Australia Day eve ceremony was once again held at the beautiful Daylesford Town Hall and I am pleased to report was another great success. Although there were many great moments throughout the evening, I was particularly proud of our Mayor's very open and honest speech which I believe set the tone for the evening's proceedings. Yes, although shameful in parts there were also many great moments so we must always remember and refer to our past to ensure we never repeat those mistakes again.

I would like to personally congratulate all the worthy recipients of various Shire based and Rotary based awards. In particular thank you Bob Kennedy for all that you do in this Shire.

I want to once again congratulate and welcome those new members of this Australian family and also take the opportunity to congratulate the CEO and his team for the wonderful evening which was clearly enjoyed by all.

1/02/2014 Public Meeting – Cornish Hill Reserve Committee

I was very pleased to be able to assist in the Cornish Hill Reserve Committee election where the old committee was thanked and released and a completely new committee was elected unopposed. I would like to congratulate Mr Terry Bellair who was once again voted in as Chairman of this hard working group.

3/02/2014 Daylesford & Hepburn Springs Business and Tourism Association (BATA)

A very timely meeting was arranged with some key representatives of the Daylesford & Hepburn Springs BATA group held at the Daylesford Town Hall.

This meeting was to provide more detailed information to Daylesford & Hepburn Springs BATA regarding the changes implemented at the Daylesford Visitor Information Centre, the strategy behind those changes and the anticipated improvements that will be achieved from these changes. The meeting went very well with the Daylesford & Hepburn Springs BATA representatives very satisfied with the position and strategy taken by Council on this matter.

11/02/2014 Workshop – Hepburn Community and Council Services Hub

Councillors were provided with the first real details associated with the possible development and delivery of a new Hepburn Shire Council Administrative and Customer Services facility, something that as mentioned earlier, is desperately needed by this Council if it is to deliver the financial and staff performance objectives committed for delivery within the term of this Council.

This briefing was designed to present 'first draft' options around location selection, next steps in the community consultation and 'buy-in' process associated with this project. Although this is very early days with 'nothing in and nothing out' with respect to how the final product will look, it was encouraging to see that the project is heading in the right direction and being well managed by our Officers.

11/02/2014 Resurfacing Works – Vincent Street, Daylesford

This date is certainly worth mentioning, not because it was a holiday of some kind or someone's birthday but because work finally began on the resurfacing of Vincent Street, Daylesford, something that 18 months ago did not seem at all likely or possible. I am certain that once this first stage of this important project is delivered in full, all users of this key strip of real-estate, both locals and visitors will be very happy with the final product.

RECOMMENDATION

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

MOTION

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

Moved: Councillor Neil Newitt

Seconded: Councillor 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 – REDRESS THE DEMONSTRATED INEQUITY AND UNFAIR TREATMENT OF THE RATEPAYERS AND CITIZENS OF TRENTHAM AND COLIBAN WARD

SUMMARY

A Petition was tabled at the meeting with 604 signatures from local residents which reads:

“TO THE COUNCILLORS AND CHIEF EXECUTIVE OFFICER, HEPBURN SHIRE COUNCIL

WE, the undersigned ratepayers and citizens of Trentham and Coliban, HEREBY PETITION the Hepburn Shire Council (‘the Council’) to redress the demonstrated inequity and unfair treatment of the ratepayers and citizens of our town and Ward by the Council over the past several years.

WE THEREFORE ASK the Council to make formal and binding commitments to:

- Provide, on equitable basis, basic community facilities including, as a minimum, community hall (or equivalent), meeting venues and sportsgrounds;
- Provide recurrent and maintenance support for community facilities equivalent to other wards and towns across the municipality; and
- Provide other municipal services equivalent to those provided in to other wards and towns across the municipality.

WE FURTHER ASK the Council to commit the necessary resources to achieve full equity, as above, within the next 2 budget years.

WE ALSO CALL on our elected representatives, local, State and Commonwealth, together with the Trentham Community FORUM Inc and other community leaders to pursue all action necessary, including representations to the Minister for Local Government, to ensure action on this petition.”

MOTION

That Council:

- 9.1.1. *Receives the petition requesting Council to redress the demonstrated inequity and unfair treatment of the ratepayers and citizens in Trentham and Coliban Ward 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 March 2014 Council Meeting.*
- 9.1.3. *Advises the head Petitioner of the above process.*

Moved: Councillor Sebastian Klein

Seconded: Councillor Pierre Niclas

Carried.

9.2. QUESTIONS

**Question: From Mr Andrew Robertson
 Trentham Community FORUM Inc**

Open Space Levy

In the period since November 2011, the Trentham FORUM has asked a number of questions regarding open space in the Hepburn Shire and in particular about the Open Space Levy. Whilst we appreciate the advice provided by Council to date, there are some gaps in the information provided and I now seek to follow these up.

I would like to go back to two of several questions I asked at the Council meeting in Trentham in February 2012.

Both of these questions required follow up from Council and this may have been overlooked with the passage of time.

For the benefit of those Councillors who may not be aware, Hepburn Shire Council charges a 5% levy on developers who create subdivisions of more than two lots. This charge is made under the Subdivision Act 1988 and is charged on the value of the land prior to subdivision.

The first question was:

- *Does Council have a stated policy and objectives with regard to open space, both new and existing? If so, what are they and if not, why not and when will these objectives be developed and incorporated into the HSC Planning Scheme?*

to which the reply was:

- *No – Council does not have a policy in regard to open space new and existing. There will be a funding budget bid for the preparation of a recreation strategy which would cover open space – new and existing*

My question now is:

- **Has Council in the last two years developed a policy in regard to open space both new and existing? If so, how has this affected expenditure on funds collected by Council through the Open Space**

Levy. If not, after two years, why not and when might we expect such a policy to be developed.

A second question was:

- *Does HSC have a detailed audit of all open space within the Shire? If so, does it indicate location, area, type of space [park, forest, playground etc], extent of use, condition?*

to which the reply was:

- *Partly completed*

My question now is:

- **Has the audit been completed? If so, what was the outcome and is the information available to ratepayers of the Shire. If not, after two years, why not and again when might we expect it to be completed.**

Answered by Mayor Cr Don Henderson

Answer 1:

Council has not developed a policy in regard to open space both new and existing. The best avenue for developing a prioritised action plan for open space both new and existing would be to include it in a Recreation Strategy. Hepburn Shire Council's current Recreation Strategy was developed in 2006. The review and update of the 2006 Recreation Strategy will be considered as part of the review of the Council Plan 2013-17.

Answer 2:

The audit of all open space within Council is part of the development of asset management plans for all classes of assets. The scheduling of these plans has been determined by the financial value and associated risk of each asset class and the focus has been on Roads (completed) and Buildings (In progress). To inform the development of these asset plans, Council has been working on quantifying usage levels in order to rank assets within each class.

9.3. REQUESTS TO ADDRESS COUNCIL

Mr Ian MacBean, Secretary, Trentham Community FORUM Inc addressed Council in relation to the Petition tabled at **Agenda Item 9.1 – Redress the Demonstrated Inequity and Unfair Treatment of the Ratepayers and Citizens of Trentham and Coliban Ward** to provide additional context for the Petition around the following framework:

1. Reason for the Petition
2. What the Petition does and doesn't reveal
3. What do we want Council to do?
4. Where to next?

10. STATUTORY PLANNING REPORTS

10.1. PETITION – RESPONSE TO PETITION – OBJECTION TO PROPOSED CFA FIRE STATION IN MAIN ROAD (393 KINGSTON ROAD, KINGSTON) – PA 0160

CHIEF EXECUTIVE OFFICER

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

PURPOSE

The purpose of this report is for Council to consider the petition objecting to the proposed Country Fire Authority (CFA) Fire Station site in Main Road Kingston, which was tabled at the Ordinary Meeting of Council held on Tuesday 17 December 2013.

BACKGROUND

Council received the petition objecting to the proposed CFA Fire Station site in Main Road Kingston at the Ordinary Meeting of Council held on Tuesday 17 December 2013. Council resolved to refer the petition to the Manager Planning for preparation of a report for consideration at the January 2014 Council meeting.

An extract from the minutes of the Ordinary Meeting of Council held on 17 December 2013 is attached (refer Attachment 1).

ISSUE / DISCUSSION

Council will consider Planning Application - PA0160 at tonight's Ordinary Meeting of Council.

Officers will communicate the outcome of Council's decision regarding Planning Application PA0160 – Development and use of an Emergency Services Facility (Rural Fire Station Facility) including the creation of a new access from RD1Z at 393 Kingston Road, Kingston to the head petitioner.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Not applicable

FINANCIAL IMPLICATIONS

Not applicable

RISK IMPLICATIONS

Not applicable

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Not applicable

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council officers will notify the head petitioner of the outcome of Council's decision regarding Planning Application PA160.

CONCLUSION

Council received a petition objecting to the proposed CFA Fire Station site in Main Road Kingston at the Ordinary Meeting of Council held on Tuesday 17 December 2013. Council will consider Planning Application PA160 at tonight's meeting and the head petitioner will be notified of the outcome of Council's decision.

OFFICER'S RECOMMENDATION

10.1.1 That Council receives and notes the report which responds to the matters raised in the petition.

MOTION

10.1.1. That Council receives and notes the report which responds to the matters raised in the petition.

Moved: Councillor Kate Redwood

Seconded: Councillor Greg May

Carried.

**ATTACHMENT 1 - EXTRACT – MINUTES – ORDINARY MEETING OF
COUNCIL – 17 DECEMBER 2013 – AGENDA ITEM 9.1**

9.1. PETITION – OBJECTION TO PROPOSED CFA FIRE STATION SITE IN MAIN ROAD, KINGSTON – PA160

SUMMARY

A Petition has been received with 20 signatures from local residents which reads:

“We request that the Hepburn Shire Council reject the proposal for the development of the CFA Fire Station (and 24m communication tower) in the Main Road of Kingston for the following reasons:

- The proposed CFA development is inappropriate for the site, which is situated within the Avenue of Honour on the Main Road of Kingston. It is out of character with the streetscape and amenity of the Kingston township, which includes many heritage buildings and would have a detrimental visual impact.
- The proposed level of car parking is not adequate for the amount of cars required to be parked on site for such a facility. This will mean cars will need to park on the nature strip within the heritage listed Avenue of Honour trees which is inappropriate.
- The 24m communication tower will have a looming presence and will detract from the Heritage value of the Avenue of Honour.
- The design of the building and choice of materials is out of keeping with the Heritage values of the area and clashes with the traditional design of many adjacent buildings.
- Trucks entering an 80km zone road without the assistance of a service road will cause a traffic hazard.

As residents, we feel that we should have been consulted in the decision making for the location of the new site. We strongly feel that the CFA Fire Station should not be developed on the Main Road but on a side street that will not negatively affect this important heritage precinct’.

RECOMMENDATION

- 9.1.1 That Council receives the petition objecting to the proposed CFA Fire Station Site in Main Road (393 Kingston Road), Kingston and that it lay on the table for one month.
- 9.1.2 Refers the petition to the Manager Planning for preparation of a report for consideration at the January 2014 Council meeting.
- 9.1.3 Advises the head Petitioner of the above process.

MOTION

That Council:

- 9.1.1. *Receives the petition objecting to the proposed CFA Fire Station Site in Main Road (393 Kingston Road), Kingston and that it lay on the table for one month.*
- 9.1.2. *Refers the petition to the Manager Planning for preparation of a report for consideration at the January 2014 Council meeting.*
- 9.1.3. *Advises the head Petitioner of the above process.*

Moved: Councillor Greg May
Seconded: Councillor Neil Newitt
Carried.

**10.2. PLANNING APPLICATION PA 0160 - DEVELOPMENT AND USE OF AN EMERGENCY SERVICES FACILITY (RURAL FIRE STATION FACILITY) INCLUDING THE CREATION OF A NEW ACCESS FROM A RD1Z AT 393 KINGSTON ROAD, KINGSTON
CHIEF EXECUTIVE OFFICER**

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

PURPOSE

The purpose of this report is for Council to consider Planning Application PA 0160 - Development and use of an emergency services facility (rural fire station facility) including the creation of a new access from a RD1Z at 393 Kingston Road, Kingston (PA 0160).

BACKGROUND

The planning application was brought before the Delegated Planning Committee for consideration at its meeting on 10 December 2013.

Officer's original recommendation was to issue a Notice of Decision to Grant a Permit, however following a request from the applicant, an alternate recommendation was tabled and endorsed by Council, deferring the consideration of PA 0160 to allow the applicant, land owner and objectors to seek mediation.

An extract from the meeting minutes detailing the determination is attached (refer Attachment 2).

ISSUE / DISCUSSION

Following the 10 December 2013 Delegated Planning Committee Meeting, the applicant has advised that they are still in discussion with the landowner over the sale of the land. The applicant has requested that the application be placed on hold pending the outcome of the discussions.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

This application meets Council's obligations as the Responsible Authority under the *Planning and Environment Act 1987*.

FINANCIAL IMPLICATIONS

Any application determined by Council or under the delegation of Council, and, which is subject to appeal rights, may incur costs.

RISK IMPLICATIONS

Not applicable.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Not applicable.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The application was advertised in accordance with the requirements of Section 52 of the *Planning and Environment Act 1987*.

CONCLUSION

The applicant will continue to liaise with the landowner in relation to the purchase of the land required for the proposed CFA Station.

It is recommended that the application be placed on hold until a final outcome or resolution is reached. At that time officers will list the application for consideration at an Ordinary Meeting of Council, or advise Council and all objectors to the application that it has been withdrawn.

OFFICER'S RECOMMENDATION

That Council:

- 10.2.1 Places Planning Application PA 0160 on hold until a final outcome or resolution is reached between the applicant and landowner on the sale of the land.
- 10.2.2 Makes the final determination on the application if the applicant seeks approval for the proposed use/development.
- 10.2.3 Writes to all parties to the application if it is withdrawn to advise of its withdrawal.

MOTION

That Council:

- 10.2.1. *Places Planning Application PA 0160 on hold until a final outcome or resolution is reached between the applicant and landowner on the sale of the land.*
- 10.2.2. *Makes the final determination on the application if the applicant seeks approval for the proposed use/development.*
- 10.2.3. *Writes to all parties to the application if it is withdrawn to advise of its withdrawal.*

Moved: Councillor Greg May
Seconded: Councillor Sebastian Klein
Carried.

**ATTACHMENT 2 - EXTRACT – MINUTES – DELEGATED PLANNING
COMMITTEE – 10 DECEMBER 2013 – AGENDA ITEM 7.2**



7. PLANNING APPLICATIONS FOR REVIEW

7.2 PLANNING APPLICATION PA 0160 - DEVELOPMENT AND USE OF AN EMERGENCY SERVICES FACILITY (RURAL FIRE STATION FACILITY) INCLUDING THE CREATION OF A NEW ACCESS FROM A RDZ1 AT 393 KINGSTON ROAD, KINGSTON 11864/P

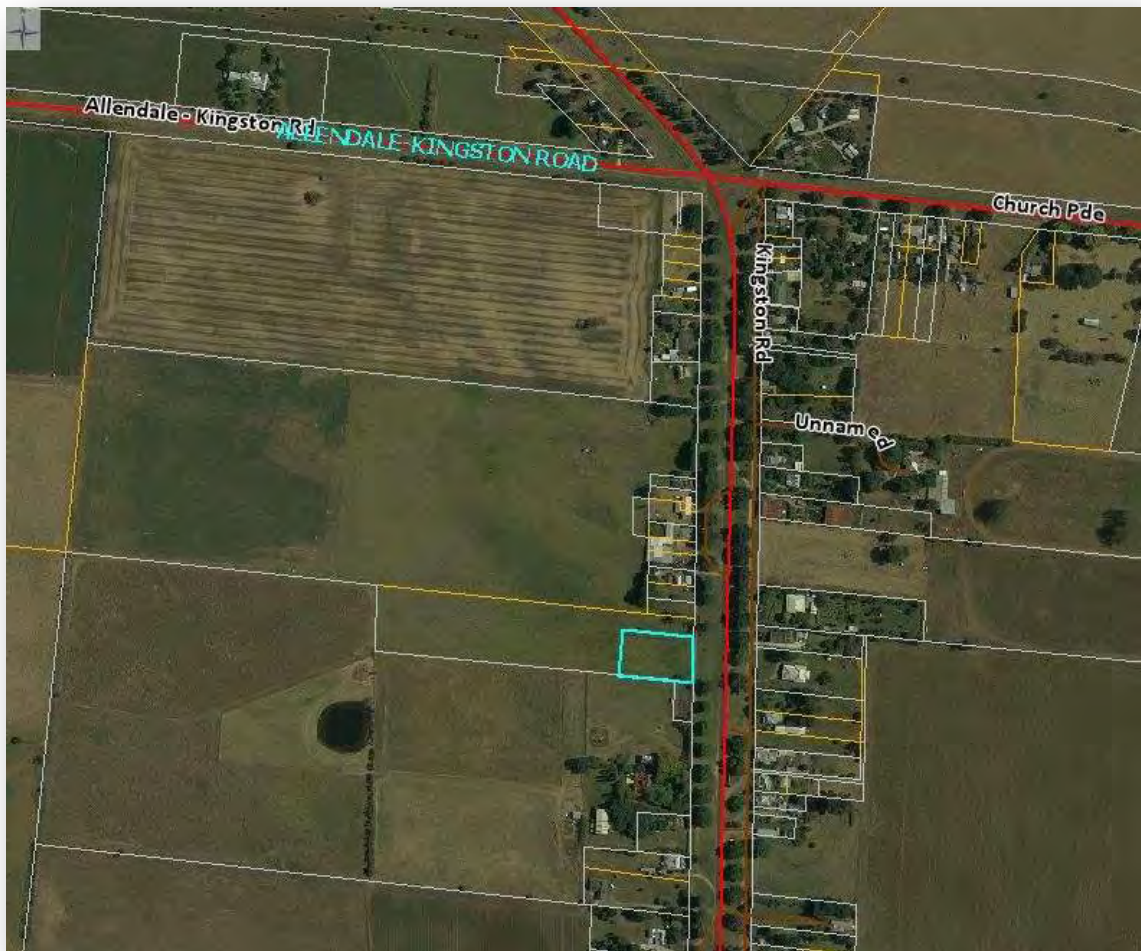
In providing this advice to Council as the Planning Officer, I Alan Todd have no interests to disclose in this report.

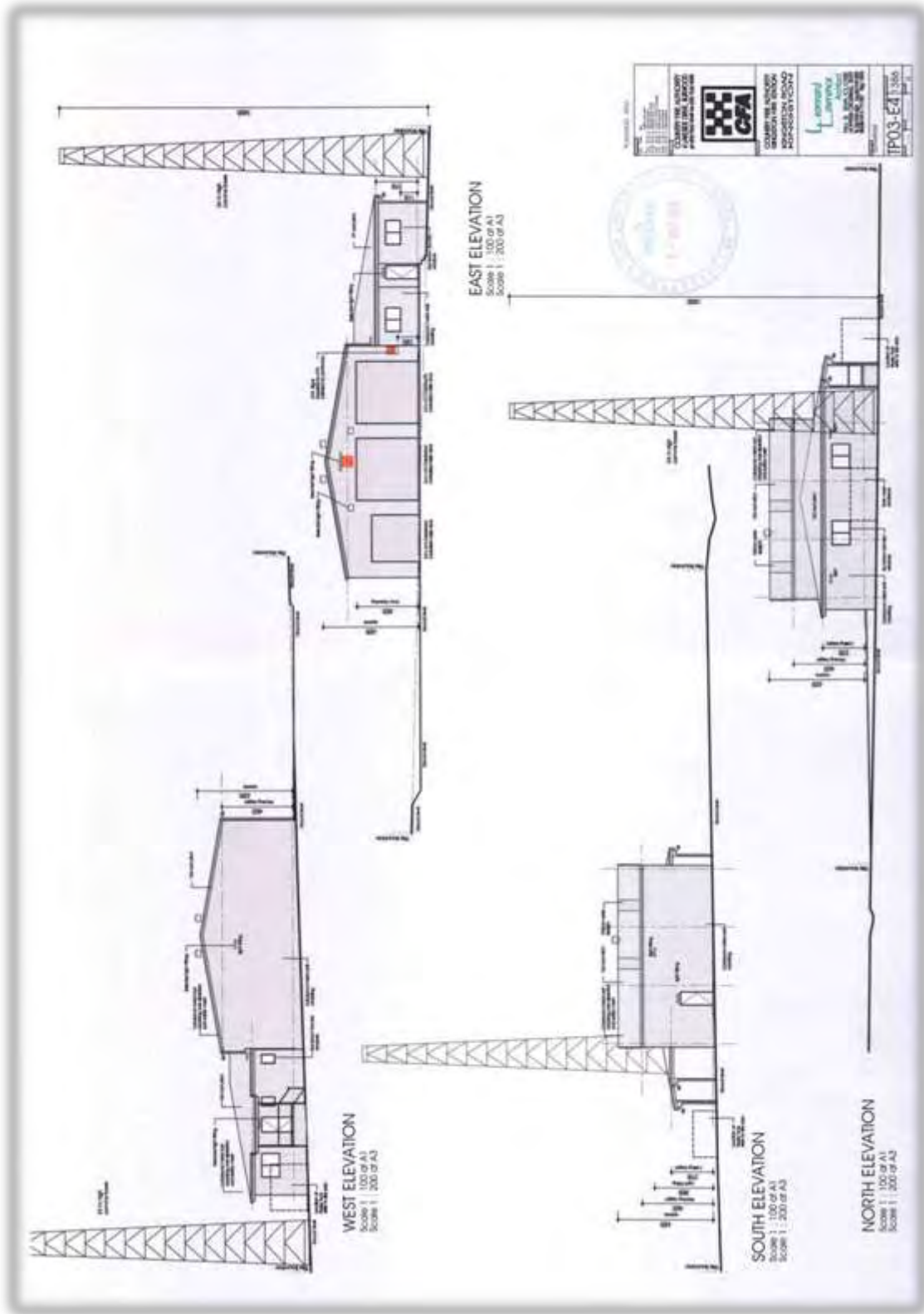
PURPOSE

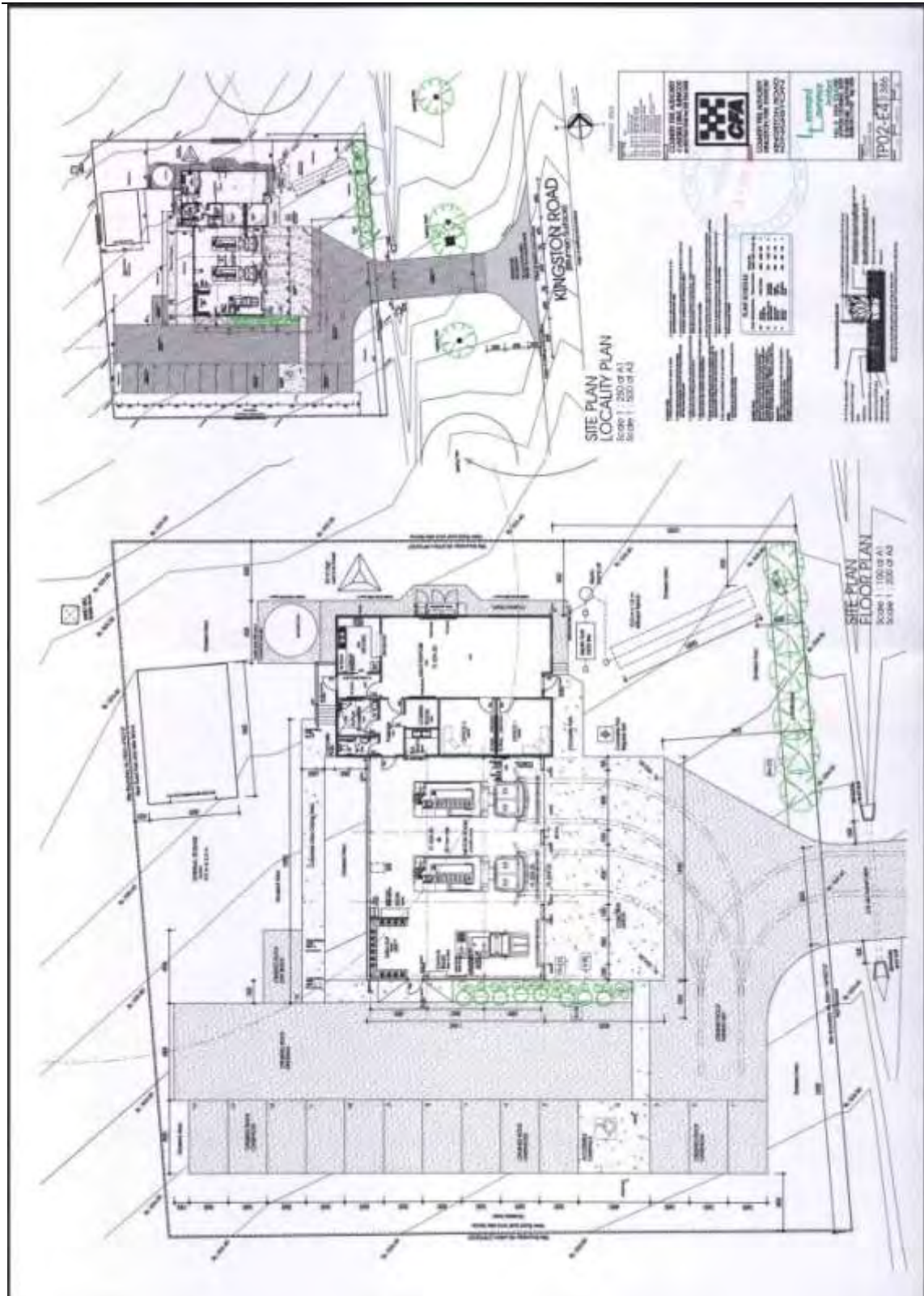
The application is being brought before the Delegated Planning Committee as there are more than five objections received to the application.

Applicant:	Mr Michael Dewing for the CFA
Location:	393 Kingston Road, Kingston
Proposal:	Development and use of an Emergency Services Facility (Rural Fire Station Facility) including creation of a new access from a RDZ1.
Zoning:	TZ - Township Zone
Overlay Controls:	ESO1 – Environmental Significance Overlay – Schedule One HO 385 - Heritage Overlay – Schedule 385
Application Lodgment:	8/7/2013, revised 2/10/2013
No of Objections received:	Six (6)
No. Of Statutory Days:	49 days
Recommendation:	Issue a Notice of Decision to Grant a Permit

Site Location Map:







BACKGROUND

The application proposes the Use and Development of an Emergency Services Facility (CFA Station) at 393 Kingston Road, Kingston.

Following concerns raised by council officers, the original design and layout of the site has been amended. The amendments include:

- an increase in the provision of onsite car parking, from 6 to 15 car spaces;
- clarification that the single crossover to Kingston Road will not impact on existing trees on the road reserve and;
- clarification that the proposed use of the building will not include its use as a regional training centre.

The amendments were advertised in accordance with Section 52 of the Planning and Environment Act 1987. In addition to the above, the use of the site will include:

- normal emergency callouts (5 year annual average of 65.2 with 4 members attending the station), 1.25 per week.
- weekly training sessions (weekend mornings) attended by on average 12 members.
- brigade meetings held three times a year, attended by an average of 20 members.
- maintenance of equipment and hose drying to be carried out during daylight hours only, with maintenance generally carried out within the building.

Service and mechanical repairs of vehicles, and truck or vehicle washdowns will not be carried out on the site, but will take place at the Regional Maintenance Facility.

The built form of the development, as shown on the application plans, is a steel clad gable roofed structure incorporating a 3 bay motor room, three offices, uniform turn out area, storeroom, multi purpose room, communications room and kitchen area. No specific finished colour for the buildings has been proposed. This would be to further responsible authority approval as a condition on permit and would be muted in tone.

A concrete apron across the front of the building is proposed, with crushed rock surface treatment for all other areas subject to vehicle traffic, including the crossover to Kingston Road.

A 24m high steel lattice communications tower is also proposed, adjacent to the building.

SUBJECT SITE AND LOCALITY

The subject site is described as Reserve No1, PS 719907P, 393 Kingston Road, Kingston. The reserve was created by subdivision under section 35 of the *Subdivision Act 1988*. The creation of a reserve, (not a lot as defined under the *Subdivision Act 1988*) is a subdivision not requiring a planning permit under the provisions of Clause 62.04 of the Hepburn Planning Scheme (a subdivision by an authority acquiring the land which does not create an additional lot).

The reserve has an area of 2118m². The land is generally level, and, as part of a larger landholding, was most recently used for agriculture (cropping).

The surrounding land along the Kingston Road is used for a mix of residential and semi-rural agricultural purposes. Notably an Avenue of Honour runs along Kingston Road and which abuts the subject site.

ISSUE/DISCUSSION

The application was advertised by mail to adjoining and adjacent owners, a notice in the local newspaper and by placing a sign on the site. Six objections have been received to date. None of the original objections were withdrawn as a result of re-advertising the amended plans. The objections can be summarised as follows:

- The proposed use and development is not appropriate at this location.

Many of the objectors have raised concerns with the location of the proposed facility and have suggested that there are better suited locations within the Kingston area, including expanding next door to the existing CFA shed. The role of any Planning Officer is to assess the specific application before Council and decide if it is acceptable against the provisions of the Hepburn Planning Scheme. An alternative location is not a relevant planning issue as such. Detailed assessment against the relevant provisions of the Hepburn Planning Scheme is considered below. Having said this, the CFA had investigated land adjacent to the existing CFA station, however were unable to secure the extra land required to meet the needs of the new proposed station.

- Increase in the traffic/noise/safety in the area to unacceptable levels.

This issue is a concern from some of the objectors, particular mention being made of the existing 80km/hour speed limit on the road. The application was referred to VicRoads (the authority responsible for the safe

operation of the road) who had no concerns or requirements. Noise from traffic is considered normal to the vicinity of a main road. A general amenity condition specific to noise will be included on a permit if one is to be issued.

The Environment Protection Act 1970 provides further guidance and protection against unreasonable residential and commercial noise.

- Neighbourhood Character including Visual Impact, Streetscape and Heritage

Objections have been raised regarding the proposed facility being out of character with the existing character of the area. There is no statement of preferred neighbourhood character available for Kingston, so any description of the existing character, and appropriateness of new buildings to that character, will carry an element of subjectivity. Having said this, it is not considered that an unashamedly utilitarian structure such as the proposed building is clearly at odds with the character of this location. Detailed further plans will be required to ensure the colour of finishes, and landscape planting soften any impact the building may have on the neighbourhood.

Objections were raised in relation to the visual impact of the associated 24m communications tower. The tower will be seen, and cannot be realistically screened. The tower is a necessary communication tool needed for an emergency services facility. The open lattice nature of the construction is required to allow for access which will provide a visual lookout tower.

The streetscape in the vicinity has as its most striking feature the trees which form the Avenue of Honour. The avenue is also of heritage significance, being covered by Schedule 385 to the Heritage Overlay.

Consideration has been given to the impact on the avenue. The building is set back 17m from the front boundary, with screen planting along part of the front. Permit conditions will require this screening to be further extended across the width of the front. The crossover access is required to be between avenue trees, to avoid impacting on them. Further conditions will require the surface treatment of the crossing to be such that it is not visually intrusive on the avenue.

The purpose of the Township Zone is not limited to providing for single detached dwellings on lots. The zone allows consideration of a variety of non residential uses including community uses in appropriate locations to

serve local community needs. The proposed use is considered to achieve this objective.

One objection stated that the proposal did not meet the requirements for industry or warehouse. The use is not an industrial or warehouse use. The proposed facility is defined as an Emergency Services Facility as contained in the Clause 74 - definitions of the Hepburn Planning Scheme. An Emergency Services facility is defined as "land used to provide facilities for emergency services, such as fire prevention and ambulance services. It may include administrative, operational or storage facilities associated with the provision of emergency services."

- Wash down and water quality.

The Applicant has advised that the CFA will not be washing and servicing appliances and equipment (other than washing and drying of hoses), on this site. A condition would be included on any permit issued restricting this and capturing any residue from the washing and drying of hoses to an underground piped system and conveyed via a gross pollutant trap into an approved point of discharge to the satisfaction of the Responsible Authority.

- Inadequate provision of car parking.

The applicant was advised that the provision of carparking originally proposed was inadequate for the purpose. At that time, it was understood that the facility would be used as a regional training centre, with over 40 attendees on a regular basis. Revised plans were submitted showing fifteen car parking spaces, with clarification that the facility will not be used for regional training purposes. The supplied information indicates that a maximum of twenty people would be likely to be on site at any one time, and that this level of use would occur only occasionally throughout the year. Regular turn outs and training is unlikely to see more than twelve people on site at any one time. Fifteen spaces is considered adequate for this.

- Amenity impacts from lights at night

Appropriate baffling to prevent light spill will be required as part of standard amenity conditions.

- Inadequate consultation from the CFA

This is not a matter over which Council has any control. The application was assessed in accordance with the requirements of the Hepburn

Planning Scheme including the requirement for notification of the application in accordance with Section 52 of the Planning and Environment Act 1987.

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

REFERRAL AUTHORITIES

The application was referred to the following authorities in accordance with the relevant legislation. A summary of their responses are included.

Section 55 Referral

Central Highlands Water – No objection subject to conditions.

Goulburn Murray Water – No objection subject to four conditions.

VicRoads – No objection and no conditions.

Section 52 Notice

Nil

REFERRAL WITHIN COUNCIL

Engineering – No objections subject to conditions.

Environmental Health Officer - No objections subject to conditions.

Heritage Adviser – No objection subject to conditions relative to screening, tree protection and details of materials and colours.

STATE PLANNING POLICY FRAMEWORK (SPPF)

Clause 11 – Settlement

Planning is to anticipate and respond to the needs of existing and future communities through provision of zoned and serviced land for housing, employment, recreation and open space, commercial and community facilities and infrastructure. The land is zoned Township which allows consideration of an Emergency Services Facility. The proposed facility is considered to accord with this policy as there is a recognised need for fire stations to service rural emergency needs.

Clause 13.05 – Bushfire

The objective of this Clause is to assist to strengthen the community's resilience to Bushfire. The strategies to support this objective for the development and use of a new Fire Station at this location include:

- *Prioritise the protection of human life over other policy considerations in planning and decision-making in areas at risk from bushfire.*
- *Ensure that planning schemes support bushfire management and prevention and emergency services actions and activities.*

- *Ensure the risk to existing residents, property and community infrastructure from bushfire will not increase as a result of future land use and development.*
- *Ensure that planning schemes support bushfire management and prevention and emergency services actions and activities.*

This policy is a State Planning Policy. Importantly, applying this policy, planners must prioritise the protection of human life over other policy considerations in planning and decision making. It is considered that the approval of such a facility accords with the aim and intent of this policy.

LOCAL PLANNING POLICY FRAMEWORK (LPPF)

Clause 21.01-6 Infrastructure and Transport

Under the heading of Community Facilities, the policy recognizes the importance of community facilities for both larger urban centres and smaller villages. The proposed facility is considered an important element to providing an improved and better equipped fire station to provide fire protection for Kingston and surrounding areas on a site that has good road access.

Clause 21.03-2 Key Land Use Themes

The major strategic directions of the vision are:

- *to support future urban and residential development in townships that have local facilities and services including reticulated water and sewerage and provide a high level of amenity and community infrastructure.*

Clause 21.05 – Settlement and Housing

Under the heading of retaining townscape character, this clause encourages in its strategies that:

- *new buildings and works should be in keeping with the townscape and heritage character of the town centres, having regard to building height, bulk, form and design.*

In addition, new development should minimise the impact of vehicle traffic on the character of the town. The proposed fire station building is considered to achieve these outcomes.

ZONE AND OVERLAY PROVISIONS

Township Zone

The purpose of the zone includes:

- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *To provide for residential development at a range of densities with a variety of dwellings to meet the housing needs of all households.*
- *In appropriate locations, to allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs*

The proposed use and development is defined by the Planning Scheme as an 'Emergency Services Facility'. The Zone allows consideration of non-residential uses that serve community needs, in appropriate locations. Historically, non residential uses such as what is being proposed have been centrally located in built up urban areas. The key factors in determining to support this proposed use and development at this location is the degree of impact of the new facility at this location and whether it is reasonable in the context of the existing area.

The building itself is a modest footprint on the site and the use of muted tones to Council approval will limit the impact of the development. The building is located to provide set backs from the front boundary, which reduces impact on the streetscape. The expected level of traffic movement is not such as would result in any inappropriate traffic related safety or amenity outcomes. Noise levels emanating from the site would be considered to be minimal and infrequent given the nominated usage of the facility.

There will be no washing and servicing appliances and equipment (other than washing and drying of hoses, using water only) on this site. All stormwater will be managed and controlled on site in accordance with Council's requirements and as per the recommended conditions.

There is a recognised need for Emergency Services Facilities (Fire Stations) to service rural community needs.

Environmental Significance Overlay 1 – Proclaimed Catchment Protection

The environmental objectives of the overlay are achieved with the containment and treatment on site of all wastewater through discharge to an approved septic system. Storm water is discharged by way of an approved drainage plan in accordance with engineering and recommended conditions.

Heritage Overlay Schedule 385

Schedule 385 identifies the Avenue of Honour comprising approx 190 trees along Kingston Road. English and Dutch Elms, planted in remembrance of fallen servicemen from the First World War. A permit is required for building

and works on the land affected by the overlay. While this does not affect the application site itself, it does affect the crossover and access to the site.

Of primary concern was the protection of the Avenue in the formation of the crossover. The application was referred to Council's heritage adviser who, subject to further approval for the material and colour of the access road surface, supports the application as it is not considered to have an adverse impact on the significance or appearance of the heritage place.

Of particular relevance to this site is the recent replanting of trees in the road reserve adjoining the subject site. Given the immaturity of the recently replanted trees, the development of the crossover will not impact on the roots of the trees and therefore will not impact the health of the trees which when fully grown will contribute to the existing Avenue of Honour trees.

Particular Provisions

Clause 52.06 Car Parking

Clause 52.06-2 requires that a new use must not commence or the floor area of an existing use must not be increased until the required car spaces have been provided on the land. The proposed use is not specified within the table at Clause 52.06-5, therefore the number of car spaces required must be to the satisfaction of the Responsible Authority.

The proposal provides fifteen car spaces including one disabled space. The car spaces and access ways all comply with the minimum dimensions of Clause 56 Table 2. It is considered that the number of car spaces provided on the land is a sufficient number to cater for the traffic volumes generated at the site which generally will be up to 12 members at any one time.

The applicant has stated that 3 times per year up to 20 members will attend brigade meetings. In such circumstances, extra vehicles may spill on to the road reserve, which given its size will cater for those extra vehicles. Given the infrequent number of brigade meetings, such occurrences will not detrimentally affect the health of the trees forming the Avenue of Honour.

Clause 52.29 Land Adjacent to a Road Zone Category 1

The purpose of this provision is to ensure appropriate access to identified roads. A permit is required to create or alter access from a RDZ1. In deciding on an application, consideration must be given to:

- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- The views of the relevant road authority.



- The effect of the proposal on the operation of the road and on public safety.

The application was referred to VicRoads who did not object to the proposed facility. No concern was expressed about the effect of the proposal on the operation of the road, or on public safety.

RISK IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Potential appeal to VCAT against any Council decision.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The application was advertised in accordance with Section 52 of the Planning and Environment Act 1987.

CONCLUSION

When taking into consideration the zoning of the land, the State and Local provisions of the Hepburn Planning Scheme and the impact of the proposed use and development at this location as demonstrated in this report, the proposal is considered to accord with the relevant provisions of the Hepburn Planning Scheme and a permit is recommended to issue.

OFFICER'S RECOMMENDATION :	
<i>That the Delegated Planning Committee having considered all the matters required under Section 60 of the Planning and Environment Act 1987 resolves to Issue a Notice of Decision to Grant a Permit for the Development and use of an Emergency Services Facility (Rural Fire Station) and Creation of an Access from a RDZ1 in accordance with the amended plans, dated 2/10/2013 at 393 Kingston Road, Kingston subject to the following conditions:</i>	
7.2.1	NO CHANGE <i>The development as shown on the endorsed plans must not be altered without the consent of the responsible authority.</i>
7.2.2	AMENDED PLANS <i>Prior to the commencement of the development, amended plans must be submitted to and approved by the responsible authority. Once approved, the plans will be endorsed, and will then form part of the permit. The plans must be generally in accordance</i>

	<p>with the plans submitted with the revised application of 2/10/2013, but modified to show:</p> <ul style="list-style-type: none"> (a) Screen planting to extend across the front of the site. (b) Any proposed front fencing to be shown as rural post and wire style. (c) Crossover to be shown clearly equidistant between the Avenue of Honour trees. (d) Material and colour of cross over and access way surface treatment to the further approval of the responsible authority. The crossover must be designed to avoid the existing roots of the vegetation within the road reserve and incorporate a design that at maturity do not damage the crossover. (e) Schedule of colours for all external building surfaces to be shown on plans as courlourbond green to the further approval of the responsible authority. (f) Fully detailed planting schedule for landscape works, including species, pot size and height at maturity, to the satisfaction of the responsible authority (g) Full details of tree protection measures to be undertaken to protect the trees adjacent to the crossover during construction.
<p>7.2.3</p>	<p>COMPLETION AND LANDSCAPING</p> <p>Before the use/occupation of the development starts or by such later date as is approved by the responsible authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.</p>
<p>7.2.4</p>	<p>LANDSCAPING MAINTENANCE</p> <p>The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority, including that any dead, diseased or damaged plants are to be replaced.</p>
<p>7.2.5</p>	<p>COUNCIL’S ENGINEERING DEPARTMENT</p> <p><u>Stormwater Drainage</u></p> <p>All underground and surface drainage works that are considered necessary by the Responsible Authority shall be constructed in accordance with professionally prepared plans and computations to be provided by the developer and approved by the Responsible Authority prior to the commencement of construction. The drainage works shall include the provision of an onsite stormwater</p>

	<p>detention system designed to ensure that the post development runoff does not exceed pre development runoff from the development. The drainage works shall be installed to transport stormwater runoff from the subject land and surrounding land or adjoining road(s) to an approved point of discharge. No stormwater shall drain or discharge from the land to adjoining properties. The drainage system must be completed prior to occupation to the satisfaction of the Responsible Authority.</p> <p>Return period for a Detention system is to be 1 in 10 years where there is overland escape path and 1 in 100 years if the failure of the detention system will cause property damage or inundation of freehold titles.</p>
7.2.6	<p><u>Access</u></p> <p>Vehicle access/crossing to the land must to be located and constructed of material to the satisfaction of the Responsible Authority. Detail construction plans for vehicle access/crossing construction shall be submitted to and approved by the Responsible Authority. All works must be completed prior to commencement of the use.</p>
7.2.7	<p><u>Parking</u></p> <p>All parking areas are to be designed in accordance with Australian Standard "AS2890: Parking Facilities".</p> <p>The areas shown as driveway and car parking spaces shall be constructed and surfaced with an approved material for all-weather use and completed prior to occupation to the satisfaction of the Responsible Authority.</p>
7.2.8	<p><u>Signage</u></p> <p>Appropriate signage to the satisfaction of the responsible authority shall be provided.</p>
7.2.9	<p>COUNCIL'S ENVIRONMENTAL HEALTH DEPARTMENT</p> <p>An application to install a septic tank system must be submitted prior to any works commencing.</p>
7.2.10	<p>An EPA approved Septic Tank System must be installed in accordance with the Code of Practice: Onsite Wastewater Management.</p>

CENTRAL HIGHLANDS WATER CORPORATION	
7.2.11	<i>The Fire Station and effluent disposal system shall be located strictly in accordance with the Land Capability Assessment by Strata Geoscience and Environmental dated June 2013.</i>
7.2.12	<i>The owner shall install a wastewater management system that provides a level of treatment of wastewater in accordance with the recommendations in section 6 of Land Capability Assessment by Strata Geoscience and Environmental dated June 2013.</i>
7.2.13	<i>Prior to a Building Permit being issued for a dwelling the owner shall enter into an agreement with Central Highlands Region Water Corporation (CHW) and the responsible authority under Sections 173 and 174 of the Planning and Environment Act 1987, requiring that:</i>
	<p><i>a) The owner shall have any wastewater treatment facility and effluent disposal system for the development inspected annually by a qualified environmental health officer (“the EHO”) and shall provide annually to both the Shire and to CHW a written report from the EHO on the condition of the wastewater treatment and effluent disposal system.</i></p> <p><i>(b) The Owner shall have the wastewater treatment facility desludged at least once every 3 years or as otherwise determined by the EHO and evidence of this desludging shall be provided in the EHO report referred to in Clause (a) herein.</i></p> <p><i>(c) The Owner shall carry out any works considered necessary by the EHO to ensure the satisfactory operation of the wastewater treatment facility and effluent disposal system.</i></p> <p><i>(d) The owner will maintain all drainage lines at all times to divert surface water and subsurface water clear of the effluent disposal field.</i></p> <p><i>(e) The Owner and the Shire agree to do all things necessary to register a memorandum of this Agreement on the title of the land pursuant to Section 181 of the Planning and Environment Act 1987.</i></p> <p><i>(f) The Owner shall meet all costs of inspections, reports and works referred to in Clauses (a), (b), (c) and (d) herein and all</i></p>

	<p>costs of the Shire in relation to stamping and registration of this Agreement.</p> <p>(g) The Owner shall not sell or enter into any contract to sell the land until this Agreement has been registered pursuant to Clause (e) herein.</p>
7.2.14	<i>The landowners shall meet all costs of preparing and recording this agreement.</i>
7.2.15	<p>WASHING DOWN</p> <p><i>The use and development hereby permitted does not allow the washing and servicing of appliances and equipment (other than washing and drying of hoses, using water only) on this site to the satisfaction of the responsible authority.</i></p>
7.2.16	<p>WASHING OF HOSES</p> <p><i>All surface drainage from the washing of the hoses on site is to be collected into an underground piped system and conveyed via a gross pollutant trap into an approved point of discharge to the satisfaction of the Responsible Authority.</i></p>
7.2.17	<p>GOULBURN MURRAY WATER CORPORATION</p> <p><i>All wastewater from the proposed building must be treated and disposed of using an EPA approved system, installed, operated and maintained in compliance with the relevant EPA Code of Practice and Certificate of Approval.</i></p>
7.2.18	<i>The wastewater disposal area must be located at least 100 metres from the nearest waterway and at least 20m from any bore.</i>
7.2.19	<i>The wastewater disposal area must be kept free of buildings, driveways and service trenching and must be planted with appropriate vegetation to maximise its performance. Stormwater must be diverted away. A reserve wastewater disposal field of equivalent size to the primary disposal field must be provided for use in the event that the primary field requires resting or has failed.</i>
7.2.20	<i>All construction activities must follow sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).</i>

<p>7.2.21</p>	<p><i>Prior to the Use/Development commencing a Construction Management Plan is to be submitted to the responsible authority. The Construction Management Plan must include measures to control storm water and sediment runoff during the construction of the proposed facility.</i></p>
<p>7.2.22</p>	<p><i>Prior to the Use/Development commencing a plan must be submitted to the responsible authority showing a rain bank or water storage basin which will act as a retarding device to slowly release storm water during heavy rain events.</i></p>
<p>7.2.23</p>	<p>GENERAL AMENITY PROVISION <i>The use and development must be managed so that the amenity of the area is not detrimentally affected, through the:</i></p> <ul style="list-style-type: none"> <i>(a) transport of materials, goods or commodities to or from the land;</i> <i>(b) appearance of any building, works or materials;</i> <i>(c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;</i> <i>(d) presence of vermin;</i> <i>e) others as appropriate.</i>
<p>7.2.24</p>	<p>CONTROL OF LIGHT SPILL <i>External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the responsible authority.</i></p>
<p>7.2.25</p>	<p>NUMBER OF CAR SPACES REQUIRED <i>No fewer than fifteen (15) car spaces must be provided on the land for the use and development, including one (1) space clearly marked for use by disabled persons.</i></p>
<p>7.2.26</p>	<p>LANDSCAPING MAINTENANCE <i>The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority, including that any dead, diseased or damaged plants are to be replaced.</i></p>
<p>7.2.27</p>	<p>ONGOING SOIL EROSION CONTROL <i>All works must be undertaken in a manner that minimises soil erosion, and any exposed areas of soil must be stabilised to</i></p>

	<p>prevent soil erosion, to the satisfaction of the responsible authority.</p>
<p>7.2.28</p>	<p><i>This permit will expire if the permitted development is not started within two years of the date of this permit, or is not completed within four years of that date, or the permitted use is not started within two years of the completion of the development, or is discontinued for a period of two years.</i></p> <p><i>The responsible authority may extend these periods if a request is made in writing before the permit expires, or:</i></p> <ul style="list-style-type: none"> • <i>Within six months afterwards if the development has not been started, or the development is complete but the use has not started, or the use has been discontinued for a period of two years.</i> • <i>Within twelve months afterwards if the development started lawfully before the permit expired.</i>

Officer tabled a new recommendation at the meeting:

Officer Recommendation:

That in accordance with the request received by the applicant, the Delegated Planning Committee defer consideration of Item 7.2 PLANNING APPLICATION PA0160 – DEVELOPMENT AND USE OF AN EMERGENCY SERVICES FACILITY (RURAL FIRE STATION FACILITY) INCLUDING THE CREATION OF A NEW ACCESS FROM A RDZ1 AT 393 KINGSTON ROAD, KINGSTON, until the Ordinary Meeting of Council in February 2014 to allow the applicant, the land owner and the objectors to seek mediation in order to try and resolve the outstanding objections to the proposed application.

Motion:

That in accordance with the request received by the applicant, the Delegated Planning Committee defer consideration of Item 7.2 PLANNING APPLICATION PA0160 – DEVELOPMENT AND USE OF AN EMERGENCY SERVICES FACILITY (RURAL FIRE STATION FACILITY) INCLUDING THE CREATION OF A NEW ACCESS FROM A RDZ1 AT 393 KINGSTON ROAD, KINGSTON, until the Ordinary Meeting of Council in February 2014 to allow the applicant, the land owner and the objectors to seek mediation in order to try and resolve the outstanding objections to the proposed application.

Moved: Cr B McClenaghan
Seconded: Cr G May
Carried

10.3. PLANNING APPLICATION 0127 - 110 FOULKES CRESCENT, CLUNES CHIEF EXECUTIVE OFFICER

In providing this advice to Council as the assessing officer, I Alan Todd have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to determine the application for Home Occupation - (research/production of wood heating pellets) at 110 Foulkes Crescent, Clunes.

BACKGROUND

The permit applicant has been operating a small industry researching and developing production of composite wood pellets for specialised wood heating appliances at his home. The research and development was being carried out, without planning approval, in shipping containers present on the land. An application for a planning permit was lodged for home occupation on 3 June 2013.

Clause 52.11 (Home Occupation) of the Hepburn Planning Scheme is defined as 'an occupation carried on in a dwelling, or on the land around a dwelling, by a resident of the dwelling. It may include a use defined elsewhere, but not a brothel'. For the purposes of Home Occupation, the dwelling is understood to include outbuildings normal to a dwelling.

Council requested further information in relation to accurate and scaled site plans and dimensions of buildings. Further plans were submitted. These plans were considered to have shortcomings as they were not dimensioned or scaled.

The application was advertised to adjoining and adjacent landowners and occupiers in accordance with the requirements of section 52 of the *Planning and Environment Act 1987*.

Council was notified by a neighbour who had concerns that the application was not correctly advertised. Council officers investigated this and confirmed that the advertising was carried out by the applicant in accordance with our instructions. Council received the applicant's statutory declaration showing advertising had been carried out on 23 September 2013. An objection from an adjoining neighbour was received by Council on 14 October 2013.

The applicant was provided an opportunity to re-submit plans which are appropriately scaled and dimensioned and advised on 25 November 2013 that the application would need to go to a Council meeting, as the officer

recommendation was for refusal. The applicant was also offered the opportunity to withdraw the application, with a full fee refund. This offer has not been taken up, and no further plans have been received to date. The plans submitted with the application are attached (refer Attachment 1).

ISSUE / DISCUSSION

The purpose of Clause 52.11 (Home Occupation) is:

- to ensure that the amenity of the neighbourhood is not adversely affected by an occupation conducted in or from the dwelling.

The requirements to be met when assessing an application include, but are no limited to:

- The occupation must not adversely affect the amenity of the neighbourhood in any way including:
 - The appearance of any building, works or materials used.
 - The parking of motor vehicles.
 - The transporting of materials or goods to or from the dwelling.
 - The hours of operation.
 - Electrical interference.
 - The storage of chemicals, gasses or other hazardous materials.
 - Emissions from the site.

The decision guidelines of Clause 52.11-2 state that in deciding on an application:

- consideration needs to be given to whether the site is suitable for the particular home occupation and is compatible with the surrounding use and development.

As in all planning applications, consideration must also be given under the provisions of clause 65 to the purpose of the zone, the amenity of the area, the orderly planning of the area and to any matters raised by objectors.

A visit to the site established that the use is of a small scale industrial character, with machinery capable of causing noise nuisance required during the hours of operation. The machinery noise expected from the use is not of the “occasional” nature such as might be expected from a hobby use of machinery, or normal domestic cutting of firewood.

Surrounding uses are limited to residential uses, consistent with the low density residential zoning of the land. No evidence was found of other small scale industrial uses in the immediate vicinity.

Adjoining occupiers have objected to the proposed use. Matters raised in objection which are considered valid planning concerns are:

- the noise associated with the use and;
- the unsightly nature of machinery and outbuildings associated with the use.

The proposed use of the land is for research, development and production of composite wood based pellets for domestic fuel. This use is not supported by the purpose of the zone, and is not considered to be compatible with surrounding uses.

The application for home occupation involves the running of machinery capable of causing noise concerns during unspecified hours of operation. This is considered to have an unacceptably adverse effect on the amenity of the neighbourhood. The amenity of the neighbourhood is also considered to be adversely affected by the appearance of buildings (shipping containers) and materials used for the proposed home occupation.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

This application meets Council's obligations as Responsible Authority under the *Planning and Environment Act 1987*.

FINANCIAL IMPLICATIONS

Any application determined by Council or under delegation of Council, and, which is subject to appeal rights, may incur costs.

RISK IMPLICATIONS

Not applicable

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Not applicable

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The application was advertised in accordance with the requirements of Section 52 of the *Planning and Environment Act 1987*.

CONCLUSION

The application for home occupation will lead to a loss of amenity to the area and adjoining property owners and is not compatible with surrounding land uses. It is recommended that the application be refused.

OFFICER'S RECOMMENDATION

10.3.1 That Council Having caused notice of Planning Application PA 0127 to be given under section 52 of the Planning and Environment Act 1987, and having considered all the matters required under section 60 of the Act decides to refuse to grant a permit under the provisions of clause 52.11 of the Hepburn Planning Scheme in respect of the land known and described as 110 Foulkes Crescent, Clunes for the Home Occupation with the application dated 3 June 2013 for the following reasons:

- The proposal will have an adverse effect on the amenity of the area.
- The proposal is not in accordance with the orderly planning of the area.

The Applicant, Mr Andrew Webb, addressed Council in support of his application.

MOTION

10.3.1. *That Council Having caused notice of Planning Application PA 0127 to be given under section 52 of the Planning and Environment Act 1987, and having considered all the matters required under section 60 of the Act decides to refuse to grant a permit under the provisions of clause 52.11 of the Hepburn Planning Scheme in respect of the land known and described as 110 Foulkes Crescent, Clunes for the Home Occupation with the application dated 3 June 2013 for the following reasons:*

- *The proposal will have an adverse effect on the amenity of the area.*
- *The proposal is not in accordance with the orderly planning of the area.*

Moved: Councillor Kate Redwood

Seconded: Councillor Neil Newitt

Lost.

MOTION

10.3.2. *That Council defers consideration of Planning Application PA 0127 110 Foulkes Crescent, Clunes for one month.*

Moved: Councillor Kate Redwood

Seconded: Councillor Bill McClenaghan

Carried.

**ATTACHMENT 3 - APPLICATION PLANS – PA 0127 –
110 FOULKES CRESCENT, CLUNES**



Google earth

miles 60
km 100

HEPBURN SHIRE COUNCIL
File No:

Rec'd Date: - 7 JUN 2013

Rec'd By: EA

Action By:

Reg No:



- ① CONTAINER 20FT/6m. STORAGE
 FROM ROAD 51m. High 2.5m - 9FT.
 FROM SIDE FENCE 11m
- ② CONTAINER 40FT/12m STORAGE
 FROM ROAD 67m
 FROM SIDE FENCE 18m
 High 2.66m - 9.6 FT
- ③ CONTAINER 40FT/12m
 Home Occupation
 FROM ROAD 113m
 FROM SIDE FENCE 15m
 High 2.5m - 9FT.
- ④ GROUND ELEVATED 1.5m
 with LARGE Boulders clay fill.
 DRIVEWAY GRAVEL leveled.
- ⑤ GROUND ELEVATED 800mm.

WORKSHOP + COVERED AREA
 + 2 silos
 covered AREA 12m x 5m
 steel webbs Flat TRUSS
 steel posts concrete Footing
 clear/tint Roof sheets



Department of Sustainability and Environment

Owners Corporation Search Report

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Produced: 11/05/2013 10:15:08 PM

**OWNERS CORPORATION 1
PLAN NO. PS604563M**

The land in PS604563M is affected by 1 Owners Corporation(s)

Land Affected by Owners Corporation:

Common Property 1, Lots 1, 2.

Limitations on Owners Corporation:

Limited to Common Property

Postal Address for Service of Notices:

110 FOULKES CRESCENT CLUNES VIC 3370
OC002371C 13/10/2008

Rules:

Model Rules apply unless a matter is provided for in Owners Corporation Rules. See Section 139(3) Owners Corporation Act 2006

Owners Corporation Rules:

NIL

Additional Owners Corporation Information:

OC002371C 13/10/2008

Notations:

NIL

Entitlement and Liability:

NOTE - Folio References are only provided in a Premium Report.

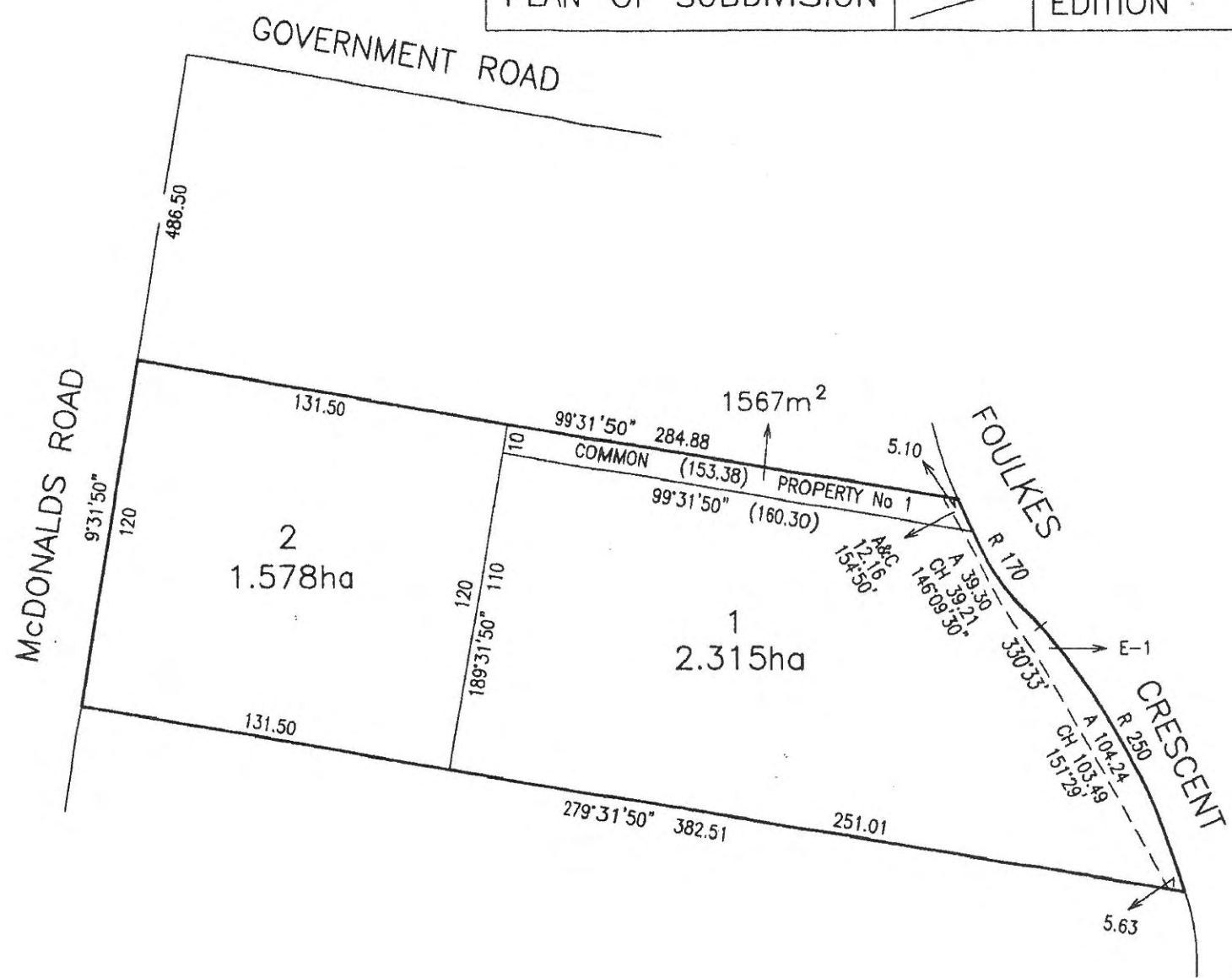
Land Parcel	Entitlement	Liability
Common Property 1	0	0
Lot 1	150	150
Lot 2	100	100
Total	250	250

From 31 December 2007 every Body Corporate is deemed to be an Owners Corporation. Any reference to a Body Corporate in any Plan, Instrument or Folio is to be read as a reference to an Owners Corporation.

Statement End.

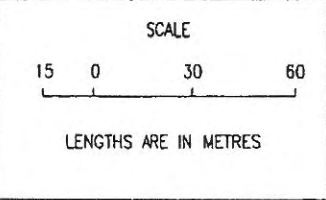
PLAN OF SUBDIVISION	STAGE NO. /	LTO use only EDITION	Plan Number PS604563 M
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0 10 20 30 40 50 60 70 80 90 100 110 120 130 140 150 mm



Sheet 2 of 3 Sheets

ICON SURVEYS PTY LTD
 LICENSED LAND SURVEYORS
 PO BOX 71, BEAUFORT 3373
 p 5349 2658 f (03) 8660 2881
 m 0417 509 656
 iconsurveys@bigpond.com



ORIGINAL

SCALE	SHEET SIZE
1:1500	A3

LICENSED SURVEYOR (PRINT) BRIAN ANTHONY MCKINLEY

SIGNATURE..... DATE / /

Page 58 REF 570 VERSION 04

DATE / /

COUNCIL DELEGATE SIGNATURE

Original sheet size

VOLUME 11095 FOLIO 755

Security no : 124045777483U
Produced 11/05/2013 10:01 pm

LAND DESCRIPTION

Lot 1 on Plan of Subdivision 604563M.
PARENT TITLE Volume 09233 Folio 675
Created by instrument PS604563M 10/10/2008

REGISTERED PROPRIETOR

Estate Fee Simple
Sole Proprietor
ANDREW DONALD WEBB of 110 FOULKES CRESCENT CLUNES VIC 3370
AG329591Q 05/02/2009

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE PS604563M FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 110 FOULKES CRESCENT CLUNES VIC 3370

OWNERS CORPORATIONS

The land in this folio is affected by
OWNERS CORPORATION 1 PLAN NO. PS604563M

DOCUMENT END

OWNERS CORPORATION SCHEDULE

Stage No.

Plan Number

PS 604563 M

Owners Corporation 1

Plan No. 604563 M

Land affected by body corporate: LOTS 1, 2 & COMMON PROPERTY No 1

Limitations of Owners Corporation: Limited to Common Property

Notations:

Lot Entitlement and Liability			Lot Entitlement and Liability			Lot Entitlement and Liability		
Lot	Entitlement	Liability	Lot	Entitlement	Liability	Lot	Entitlement	Liability
1	150	150						
2	100	100						
TOTAL	250	250						

Sheet 3 of 3 Sheets

ICON SURVEYS PTY LTD
 LICENSED LAND SURVEYORS
 PO BOX 71, BEAUFORT 3373
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 m 0417 509 656
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LICENSED SURVEYOR (PRINT) BRIAN ANTHONY MCKINLEY

SIGNATURE DATE / /

REF 570 Page 60

VERSION 04

DATE / /

COUNCIL DELEGATE SIGNATURE

Original sheet size A3

11. OFFICERS' REPORTS

11.1. FINANCIAL REPORT – AS AT 31 DECEMBER 2013 GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

The purpose of this report is to present to Council the financial performance for the 2013-2014 financial year as at 31 December 2013.

BACKGROUND

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

ISSUE / DISCUSSION

Income Statement

The year to date operating result is a \$10.5 million surplus. The surplus is high at this time of year due to the raising of \$16.2 million in annual rates and charges in August 2013.

The surplus is \$1.9 million more than year to date (YTD) budget. This has been driven by Local Government Infrastructure Funding received in advance \$1.0 million, the receipt of \$0.9 million for The Warehouse - Clunes and miscellaneous grants received but not included in the budget \$0.4 million.

Please refer to the Income Statement attached for full details.

Balance Sheet

Cash at 31 December 2013 totals \$14.2 million.

Total debtors are \$11.4 million comprising \$1.9 million in non rate debtors and \$9.5 million in rate debtors. Of the \$9.5 million in rate debtors \$0.6 million relates to rates and charges from prior years. This arrears balance has reduced by \$0.8 million since 30 June 2013 due to debt collection activities.

Please refer to the Balance Sheet attached for full details.

Capital Works & Projects

To date \$2.5 million of the \$7.8 million capital works budget has been spent.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

None noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

The report on the financial performance of Council for the six months to 31 December 2013 has been reported.

OFFICER'S RECOMMENDATION

11.1.1 That Council receives and notes the Financial Report for the six months from 1 July 2013 to 31 December 2013.

MOTION

11.1.1. That Council receives and notes the Financial Report for the six months from 1 July 2013 to 31 December 2013.

Moved: Councillor Kate Redwood
Seconded: Councillor Sebastian Klein
Carried.

**ATTACHMENT 4 - FINANCIAL REPORT FOR PERIOD ENDING
31 DECEMBER 2013**

Income Statement
For the period ending 31 December 2013

	YTD Budget 2013/14 \$'000	YTD Actual 2013/14 \$'000	Variance YTD Budget to YTD Actual \$'000	
Revenues from ordinary activities				
Rates & charges	16,231	16,188	(43)	0%
User Fees, Statutory fees & fines	682	665	(17)	-2%
Grants - Recurrent	2,856	2,620	(236)	-8% ¹
Grants - Non recurrent	199	2,500	2,301	1154% ²
Contributions	4	19	15	0%
Other revenue	725	1,073	348	48% ³
Total revenue	20,698	23,065	2,368	11%
Expenses from ordinary activities				
Employee benefits	4,856	4,864	9	0%
Materials and services	3,834	3,811	(22)	-1%
Bad and doubtful debts	3	41	38	1531% ⁴
Depreciation/amortisation	2,600	3,084	484	19% ⁵
Finance costs	160	164	4	3%
Other expenses	586	548	(38)	-6%
Total expenses	12,037	12,513	475	4%
Surplus (deficit) for the year	8,660	10,553	(1,892)	-22%

1. This variance is driven by the 50% prepayment of Grants Commission funding which was received in (June 2013)

2. This variance is a timing issue only and is the result of receiving funding in advance of the budget receipt date.

Funds received or invoiced in advance include:

LGIF Local Government Infrastructure Funding \$1M

HSC Hub \$60k

The Warehouse - Clunes \$911k.

Creswick flood mitigation plan \$165k

Engage youth \$15k

Transport Trial Glenlyon \$34k

Smart run community transport \$42k

Trentham community facility planning \$27k

Sustainability projects \$10k

Walk to School November \$10k

3. Increased other revenue is driven by:

Lease income \$110k

Interest income \$37k

Insurance reimbursement \$38k

Implementation and admin costs of the Fire Service Levy \$62k

Workcover reimbursements \$53k

Other minor reimbursements

4. This variance is due to taking up a doubtful debt for reduction in turn over rent at the bath house, which relates to variation 3 above.

5. Actual depreciation expense greater than budget as it is based on 2013 Year End actuals, which included asset revaluation.

Balance Sheet as at 31 December 2013

	31/12/2013 Actual \$000's	31/12/2012 Actual \$000's	Movement year on year	
Assets				
Current assets				
Cash and cash equivalents	14,198	12,650	1,549	12%
Trade and other receivables	11,369	9,302	2,067	22% 1
Other Assets	28	75	(47)	-62% 2
Total current assets	25,596	22,027	3,569	16%
Non-current assets				
Financial assets	250	521	(271)	-52% 3
Investments in associates accounted for using the equity method	-	120	(120)	-100% 4
Property, plant and equipment, infrastructure	204,540	188,401	16,138	9% 5
Total non-current assets	204,790	189,042	15,747	8%
Total assets	230,385	211,069	19,317	9%
Liabilities				
Current liabilities				
Trade and other payables	(1,155)	(811)	(345)	43% 6
Trust funds and deposits	(1,032)	(943)	(89)	9%
Provisions	(1,946)	(2,071)	125	-6%
Interest-bearing loans and borrowings	(1,694)	(244)	(1,450)	593% 7
Total current liabilities	(5,828)	(4,069)	(1,759)	43%
Non-current liabilities				
Provisions	(525)	(580)	54	-9%
Interest-bearing loans and borrowings	(3,048)	(3,641)	592	-16% 7
Other Liabilities	(188)	(1,628)	1,441	-88% 8
Total non-current liabilities	(3,761)	(5,849)	2,087	-36%
Total liabilities	(9,589)	(9,918)	329	-3%
Net Assets	220,796	201,151	19,645	10%
Equity				
Accumulated surplus	(132,612)	(116,934)	(15,678)	13% 9
Surplus YTD	(10,553)	(9,095)	(1,458)	16% 10
Reserves	(77,631)	(75,122)	(2,509)	3% 11
Total Equity	(220,796)	(201,151)	(19,644)	10%

1. Trade & other receivables higher than this time last year mainly due to the introduction of the Fire Services levy collected with the rates.

2. Inventory on hand (diesel) is less than budgeted.

3. Reclassification of financial assets.

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

Balance Sheet as at 31 December 2013

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

Cashflow Statement
For the period ending 31 December 2013

	31/12/2013 Actual
	\$'000
Cash flows from operating activities	
<i>Receipts</i>	
Rates & charges	7,943
Statutory & user fees and fines	665
Grants	4,335
Other revenue	861
Interest	171
	13,976
<i>Payments</i>	
Employee costs	(5,410)
Materials & consumables	(5,659)
Finance costs	(164)
Other expenses	(548)
	(11,782)
Net cash provided by operating activities	2,194
Cash flows from investing activities	
Proceeds from property, plant and equipment	60
Payments for property, plant and equipment	(5,524)
Net cash used in investing activities	(5,464)
Cash flows from financing activities	
Proceeds from borrowings	1,423
Repayment of borrowings	(317)
Net cash provided by (used in) financing activities	1,106
Net decrease in cash & cash equivalents	(2,164)
Cash & cash equivalents at beginning of year	16,285
Cash & cash equivalents at end of period	14,198

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

11.2. REVIEW OF POLICY 37 (C) - COUNCILLOR STAFF RELATIONSHIP POLICY

GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to consider and adopt Policy 37 (C) Councillor Staff Relationship Policy.

BACKGROUND

Policy 37 (C) – Councillor Staff Relationship Policy was last reviewed in February 2012. The review and update of policies ensures they remain relevant and consistent with legislation.

ISSUE / DISCUSSION

The purpose of this policy is to clarify the roles of Councillors, the Chief Executive Officer and Council staff and to acknowledge the importance of these roles in the development and implementation of the Council Plan.

The observance of the Councillor/Staff Relationship protocols is seen as integral in the achievement of the Council Plan Objectives.

Policy 37 (C) – Councillor Staff Relationship Policy has been reviewed with the following proposed amendments:

- Rewording of the purpose of the policy including the replacement of Council's Corporate Plan with Council Plan.
- Amendment to the Communication section to ensure consistency with the Councillor Code of Conduct.
- Revision to the role of the Chief Executive Officer to ensure consistency with the *Local Government Act 1989*.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Policy 37 (C) – Councillor Staff Relationship Policy has been reviewed to ensure relevance, consistency with legislation and other policies.

FINANCIAL IMPLICATIONS

There are no financial implications associated with adopting this policy.

RISK IMPLICATIONS

The Councillor Staff Relationship Policy has been drafted in consultation with Councillors and staff to ensure that it assists with the clarification of the relative roles of Councillors and staff and that the policy will form the basis for an ongoing healthy relationship where both Councillors and staff are treated appropriately and with due respect.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

There are no environmental, social or economic implications associated with adopting this policy.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Councillor Staff Relationship Policy will be placed on the Hepburn Shire Council website and available to the public.

CONCLUSION

Policy 37 (C) – Councillor Staff Relationship Policy has been reviewed with proposed amendments to communication to align the guidance with the Councillor Code of Conduct and revision to the role of the Chief Executive Officer to ensure consistency with the *Local Government Act 1989*.

OFFICER'S RECOMMENDATION

That Council:

- 11.2.1 Adopts Policy 37 (C) Councillor Staff Relationship Policy February 2014.
- 11.2.2 Makes Policy 37 (C) Councillor Staff Relationship Policy February 2014 available for public inspection on Council's website.

MOTION

That Council:

11.2.1. Adopts Policy 37 (C) Councillor Staff Relationship Policy February 2014.

11.2.2. Makes Policy 37 (C) Councillor Staff Relationship Policy February 2014 available for public inspection on Council's website.

Moved: Councillor Bill McClenaghan

Seconded: Councillor Kate Redwood

Carried.

**ATTACHMENT 5 - POLICY 37(C) – COUNCILLOR STAFF RELATIONSHIP
POLICY**



POLICY NUMBER 37 (C)

Councillor Staff Relationship Policy

DATE AMENDED: February 2014
DATE OF NEXT REVIEW: February 2018
DATE ADOPTED: February 2014
RESPONSIBLE OFFICER: Chief Executive Officer
REFERENCES: *Local Government Act 1989*

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.

Introduction

It is recognised that a successful Council can only exist as a result of effective teamwork and co-operation between the Councillors, the Chief Executive Officer, and the Council's staff. This policy details the procedures and protocols required to achieve a climate of mutual respect between all facets of the organisation.

Scope

The following accepted definitions of the primary roles of Councillors and Council staff will form the basis for the protocols to be used in the day-to-day operations of the Council organisation.

Purpose

The purpose of this policy is to clarify the roles of Councillors, the Chief Executive Officer and Council staff and to acknowledge the importance of these roles in the development and implementation of the Council Plan and the realisation of the community's expressed needs and desires.

The observance of the Councillor/Staff Relationship protocols is seen as integral in the achievement of these objectives.

Definitions

The following accepted definitions of the primary roles of Councillors and Council staff will form the basis for the protocols to be used in the day-to-day operations of the Council organisation.

Role of Councillors

It is recognised that the role and function of Councillors is:

- Determining policy, setting objectives and establishing the strategic directions of Council.
- Providing a link with the community and addressing the needs and aspirations of the Shire through the development of appropriate service standards.
- Clearly separating the role and functions of Councillors from that of the Chief Executive Officer, as defined in the Local Government Act 1989.
- Undertaking the responsibility for the regular monitoring and review of the performance of the organisation and its Chief Executive Officer.
- Providing pro-active civic leadership and advocacy for the community.

- Fostering democratic participation, community cohesion, the development of active citizenship, a sense of local identity and civic pride and the building of better communities.
- Being a co-operative and effective member of the Council team.

To achieve that position, Councillors need to:

- Accept that their role is a leadership, not a management or administrative one.
- Acknowledge that the Chief Executive Officer is primarily responsible for staff.
- Acknowledge that they have no capacity to individually direct members of staff to carry out particular functions.
- Refrain from using their position to improperly influence members of staff in their duties or functions, or to gain an advantage for themselves or others.
- Refrain from publicly criticising staff in a way that casts aspersions on their professional competence or credibility.
- Take no part (direct or indirect) in any personnel matter relating to a staff member or any appointment of staff except in the case of position of Chief Executive Officer.
- Neither seek nor encourage the involvement of any member of staff in promoting the election of any candidate for election as a Councillor.
- Councillors should maintain at all times a professional relationship with staff.

Role of the Chief Executive Officer

The specific role of the Chief Executive Officer has been defined as follows in Section 94A of the Local Government Act 1989 as follows:

“Section 94A - Functions of the Chief Executive Officer

- (1) A Council’s Chief Executive Officer is responsible for –
 - (a) establishing and maintaining an appropriate organisational structure for the Council; and
 - (b) ensuring that the decisions of the Council are implemented without undue delay; and
 - (c) the day to day management of the Council’s operations in accordance with the Council Plan; and
 - (ca) developing, adopting and disseminating a code of conduct for Council staff; and
 - (d) providing timely advice to the Council; and

- (e) carrying out the Council's responsibilities as a deemed employer with respect to Councillors, as deemed workers, which arise under or with respect to the Accident Compensation Act 1985 or the Accident (Workcover Insurance) Act 1993
- (2) The Chief Executive Officer may appoint as many members of Council staff as are required to enable the functions of the Council under this Act or any other Act to be carried out and to enable the Chief Executive Officer to carry out her or his functions.
- (3) The Chief Executive Officer is responsible for appointing, directing, managing and dismissing Council staff and for all other issues that relate to Council staff.
- (4) A reference to Council staff in this section does not include a reference to the Chief Executive Officer.

The Chief Executive Officer is the only Council officer directly responsible to the Council. The performance of the organisation is, therefore, his/her responsibility and the performance measures of the position, as detailed in the provisions of his/her employment contract, will reflect this.

The Role of Staff

For their part, staff will recognise that Councillors have a primary role in:

- Representing the community.
- Setting objectives and strategies to achieve the Council Plan objectives.
- Monitoring the progressive achievement of those objectives and strategies.

In doing so, staff will:

- Acknowledge the leadership role of Councillors and accept that their own role is in the areas of management and administration.
- Be responsive to requests from Councillors for information and professional advice required to carry out their role.
- Provide professional advice and then accept and implement the decisions of Council.
- Refrain from lobbying the Councillors or using personal influence to gain an advantage for themselves or others.
- Refrain from public criticism of Councillors.

- When a consultative process has begun and a Councillor has been involved in that process, staff will ensure that the Councillor is informed of any substantial developments relating to that particular issue.

Policy

The Councillor Staff Relationship Policy has been drafted in consultation with Councillors and Staff to ensure that it assists with the clarification of the relative roles of Councillors and Staff and that the policy will form the basis for an ongoing healthy relationship where both Councillors and Staff are treated appropriately and with due respect.

Bearing in mind the respective roles of Councillors, the Chief Executive Officer and Council staff, it is important to have agreed protocols or procedures for Councillors in their day to day dealings with Council staff.

Any enquiries regarding this policy should be directed to the Chief Executive Officer.

Communications

As a representative of the community Councillors need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. There may be times when a Councillor as an individual disagrees with a majority decision of the Council and wants the community to know that. The appropriate time and place for communicating diverging views is when an item is being debated in the Council Chamber. This provides the best opportunity for informed decision-making and for both the community and the media to better understand the diversity of Councillor views and perspectives in context.

Obviously Councillors are entitled to present their own views, particularly at election time, but in doing so, Councillors should acknowledge that:

- as a member of the Council there is respect for the decision making processes of the Council which is based on a decision of the majority of the Council;
- an overriding concern ought to be in achieving a balance in the matters that are communicated and strive to achieve an outcome that presents the Council as effective and cohesive;
- the Mayor or some other specifically designated person is authorised to speak to the media and others on behalf of the Council;
- information of a confidential nature ought not be communicated unless it is no longer treated as confidential;

- information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
- information concerning adopted policies, procedures and decisions of the Council is conveyed accurately

Request for Information

All requests for information should be directed to the Chief Executive Officer, the relevant General Manager or Manager, or the Executive Services Team. Even if the matter concerns an officer other than those specified, all requests for information should go to the abovementioned officers.

Dealing with Correspondence Received

When a Councillor receives a letter or email addressed to them personally, they will need to make a judgement as to whether the correspondence should be formally registered by the Shire or if the correspondence was simply of a personal nature to them as an individual.

All correspondence relating to Council business received directly by Councillors should be forwarded to the Executive Services Team who will then arrange to have it registered and then pass it on to the appropriate officer to action. Once the item has been actioned, a copy of any report or correspondence generated will be supplied to the Councillor. If the Councillor is not satisfied with the way in which the matter has been dealt with, he or she should raise their concerns with the appropriate General Manager or the Chief Executive Officer.

Staff Matters

If a Councillor has any concerns in regard to the way in which he or she has been dealt with by a Council officer, those concerns should only be raised with the relevant General Manager or the Chief Executive Officer who has exclusive responsibility for all personnel matters.

Privacy Policy

All forms of correspondence will be treated in accordance with the Hepburn Shire Council Privacy Policy 30 (C).

11.3. BIO ENERGY FROM WASTE FEASIBILITY STUDY GENERAL MANAGER COMMUNITY SERVICES

In providing this advice to Council as the Sustainability Officer, I John van Rooden have no interests to disclose in this report.

PURPOSE

The purpose of this report is to recommend that Council endorse the Bio Energy from Waste Feasibility Study Summary Report.

BACKGROUND

The main objectives of the study were to:

Investigate the local biomass resource options and quantities available and determine its suitability for use as waste to energy in various technologies.

- Investigate the known demand for energy from major users across the Hepburn Shire
- Match demand with potential biomass resource supply.
- Investigate the most appropriate biomass to energy technologies and economically model the long-term viability.

The main drivers to undertake the study were identified as:

- Reduction in greenhouse gas emissions within Council and the broader community
- Investigate the opportunity to reduce the volume of green waste at transfer stations and to be used as a valuable resource
- Potential for lower energy costs
- Improved local employment opportunities
- Enhance resilience in the community from locally sourced renewable energy alternatives
- Hepburn Shire seen as a leader in renewable energy solutions, including bio energy
- Enhance the profile of the Hepburn Shire
- The potential to attract project funding.

ISSUE / DISCUSSION

The key findings of the feasibility study were:

- The most useful biomass resource available is green woody waste from Council transfer stations.

- The nature of the biomass resource and the relatively small demand, indicates the most cost effective usage is as a heat source, requiring minimal processing of the biomass resource.
- Electricity generation involving more complex technologies are not economically feasible at this scale.
- There is a good match of suitable bio mass resources available to the identified demand.
- Changes to Council's practices on the acceptance of green waste at transfer stations could markedly increase the supply of biomass feedstock.

Two business case scenarios explored across the Shire, stood out as being economically viable over the longer term:

- A small direct combustion boiler system at the Hepburn Health Service – Trentham Campus.
- Two district heating systems, one based at Daylesford and another at Hepburn Springs, with larger direct combustion boiler systems, piping heat to larger users in each location. This option would require 50% grant funding for viability.
- Increases in natural gas prices over time will improve the economical viability of these options as an alternative source of energy.
- Businesses engaged in the feasibility study appear willing to engage in the process (at no cost disadvantage)
- Municipal waste to energy opportunities should be further investigated

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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 with the Hepburn Shire Council in order to reduce our reliance on non-renewable energy generation'.

Action: Develop a Bio Energy Feasibility Study

FINANCIAL IMPLICATIONS

The Study indicates a district heating system located in both Daylesford and Hepburn Springs has the potential to provide a substantial net present value of an estimated \$840,000 over 20 years, assuming an 8% discount rate. This is predicated on 50% grant funding.

The capital cost of the district heating system is anticipated to be \$1,800,000. Progressing the bio energy project will be subject to reaching an acceptable MOU/partnership model between the suppliers of feedstock (Council) and potential users of bio energy that is mutually beneficial to all parties.

The results of the Pitt and Sherry study are at a feasibility level and require further detailed analysis before major investment could be considered.

RISK IMPLICATIONS

The assumptions contained in the business cases, particularly regarding the cost of green waste feedstock, the anticipated cost of natural gas, feedstock handling and process costs together with heating infrastructure costs will greatly impact on the economic viability of the project.

Ensure sufficient supply of feedstock either free or at an acceptable price to meet the ongoing demand for heat.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

It is anticipated the bio energy district heating systems have the potential to reduce community greenhouse gas emissions by 1042 tonnes carbon emissions per year. Based on the assumptions in the study this implies the heating cost saved is equivalent to \$39.53/tonne over 20 years and a NPV of approximately \$824,000.

Changes to Council practices in the cost of receiving green waste at transfer stations could have a major impact on the availability of feedstock and the potential to reduce the fuel load during the fire season.

There will be increased transportation traffic and associated noise in the delivery of feedstock to system boilers close to the energy demand sites.

Emissions from particulates and removal of ash by products from the waste burning operations and odour from storage at both transfer stations and demand site will require attention, but should not be a problem to overcome with modern technology.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The results of the study have been communicated with potential users who have participated in the study. The study then needs to be made available for public and business comment and input.

A detailed analysis will need to be undertaken to advance the project from a business case, technical and funding perspective. This will include stakeholders such as Council officers, potential energy users, funding bodies, regulatory agencies, technology suppliers and the community.

CONCLUSION

At the feasibility level, there is a demonstrable business case for a bio energy from waste as a renewable energy solution for the Hepburn Shire, with identified economic and environmental benefits. In conjunction with potential partners, Council has the opportunity to conduct detailed analysis to further explore the opportunities.

OFFICER'S RECOMMENDATION

That Council:

- 11.3.1 Endorses the Summary Report – Bio Energy from Waste Feasibility Study.
- 11.3.2 Notes that any progression on a bio energy project will be presented to Council for consideration.

MOTION

That Council:

- 11.3.1. Endorses the Summary Report – Bio Energy from Waste Feasibility Study.*
- 11.3.2. Notes that any progression on a bio energy project will be presented to Council for consideration.*

Moved: Councillor Sebastian Klein
Seconded: Councillor Kate Redwood
Carried.

**ATTACHMENT 6 - SUMMARY REPORT – BIO ENERGY FROM WASTE
FEASIBILITY STUDY – OCTOBER 2013**

Hepburn

SHIRE COUNCIL

SUMMARY REPORT BIO ENERGY FROM WASTE FEASIBILITY STUDY

OCTOBER 2013

BASED ON THE
Bio Energy from Waste Feasibility Study DOC/13/38952

PREPARED BY:
Dr Steve Edwards
Pitt & Sherry (Operations) Pty Ltd

FOR:
Hepburn Shire Council

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01. EXECUTIVE SUMMARY

BACKGROUND

As identified in Councils' Environmental Sustainability Strategy 2011-2015, Hepburn Shire Council has committed to transition to becoming a carbon negative community by 2025.

This can be achieved by reducing energy usage through more energy efficient devices and urban/property design and transitioning to using locally based renewable energy solutions where possible.

Council has a crucial role to play in this transition and is reflected in the 'Sustainable Environment and Vibrant Economy' strategic objective in the Council Plan. Council has embarked on energy efficiency retrofits of Council buildings and incorporating environmentally sustainable design principles in new Council building projects. Further, 600 streetlights will be upgraded to energy efficient alternatives. The feasibility of transitioning the Council heavy vehicle fleet to biodiesel as an alternative is being investigated as a means to reduce the use of fossil fuels and green house gas emissions.

Council is keen to investigate the opportunities for locally sourced renewable energy solutions. This is recognised as a key strategic activity as stated in the Council Plan – 'develop opportunities for increased renewable energy generation and minimisation of energy consumption with the Hepburn Shire Council in order to reduce our reliance on non-renewable energy generation'.

Biomass-to-energy projects had been identified by Council as having the potential to be part of a suite of potential solutions to fulfil this aim. Local biomass streams, including those that pass through Council waste transfer stations and other operational facilities provide the opportunity to utilise current waste streams as valuable renewable energy resources, minimise greenhouse gas emissions and help overcome waste disposable issues.

COUNCIL DRIVERS

The main drivers for Council were identified as:

- Reduction in greenhouse gas emissions within Council and the broader community

- Potential of lower energy costs
- Improved local employment opportunities
- Enhance resilience in the community from locally sourced energy alternatives
- Hepburn Shire seen as a leader in renewable energy solutions, including bioenergy
- Enhance the profile of the Hepburn Shire
- The potential to attract project funding

Local employment opportunities and community resilience, which can be a major benefit from biomass to energy projects, must be underpinned by economic viability to ensure the projects long-term sustainability.

STUDY OBJECTIVES

Council commissioned consultants, Pitt and Sherry to conduct a feasibility study into Bio Energy from Waste. The study was undertaken by Dr Steve Edwards and Jack Gilding, with the objectives to:

- Investigate the local biomass resource options and quantities available and determine its suitability for use as waste to energy in various technologies.
- Investigate the known demand for energy from major users within the Hepburn Shire
- Match demand with potential biomass resource supply.
- Investigate the most appropriate biomass to energy technologies and economically model the long-term viability.

The results of the Pitt and Sherry study are at a feasibility level and require further detailed analysis before major investment be considered.

This report is a summary report to Council of the findings from the details feasibility study produced by Pitt and Sherry. Refer to TRIM DOC/13/38952

KEY FINDINGS

- The most appropriate biomass resource available was green woody waste from Council transfer stations and other local sources at no cost.
- Due to the nature of the biomass resource and the relatively small demand within the Shire, the most cost effective means of energy usage is as a heat source, requiring minimal processing of the biomass resource.
- Other forms of energy use such as electricity generation involving more complex technologies are not economically feasible at this scale.
- There was a good match of suitable bio mass resources available, closely matching the demand identified.
- Changes to Council policies on the acceptance of green waste at transfer stations could markedly impact on the volume of additional resource available.
- Of all the business case scenarios explored two were economically viable over the longer term:
 - A small direct combustion boiler system at the a Trentham site
 - Two district heating systems, one based at Daylesford and another at Hepburn Springs, with larger direct combustion boiler systems, piping heat to larger users in each location. This option would require 50% grant funding for viability.
- The expected increase in natural gas prices over time will markedly improve the economical viability of these options as an alternative source of energy.
- Businesses engaged in the feasibility study appear willing to engage in the process (at no cost disadvantage)
- Municipal waste to energy opportunities should be further investigated

SUGGESTED COURSE OF ACTION:

1. Release the Feasibility Study to gain community/business input.
2. Establish council support for detailed further plan of action.
3. Establish a working group to oversee project progress.
4. Negotiate with potential customers to determine price sensitivity and willingness to a Heads of Agreement level.
5. Negotiate with potential technology suppliers to firm up details of supply, sites, emissions and waste control and requirements for fuel supply.
6. Establish the potential funding opportunities
7. Re-examine the business case at a detailed feasibility level.
8. Determine the nature of the entity that will manage/own the future bioenergy provider. This will require detailed legal advice and will assist with deciding the form of the commercial and contracting entity.
9. Formulate detailed enactment plans accordingly.

02. POTENTIAL BIOMASS SOURCES

BACKGROUND

Biomass energy can be produced from plants, wood, residues such as sawdust and animal wastes. It can be used directly (for example, burning wood for heating and cooking) or indirectly, by converting it to a liquid or gas fuel (for example, producing methane, or natural gas, from animal manures).

There are many biomass energy and waste-to-energy streams that can be commercially harvested.

Green plant waste was identified in the study as one of the most plentiful sources of biomass for energy material available within the shire, principally from Council transfer stations and through other sources such as green waste from Rijk Swann, Hancock Plantation waste and chipped waste from tree felling contractors

Green waste refers to plant waste from gardens and industry including vegetative matter from prunings and thinning, bulbs and stalks, seeds, leaves, stems and trunks of trees and sawdust. The concept of green waste, where the material contains its normal water content differs from dry wood products.

Benefits of green waste are:

- Relative availability in suitable quantities to meet local demand
- Cost free at Council transfer stations
- Suitable feedstock for cost effective bio- energy production to support local demand
- Relative ease in storing and transportation
- The supply of resource is relatively concentrated, minimizing transport costs
- Reduction of green waste disposal issues at Council transfer stations
- Converting a “problem” waste streams into a valuable renewable energy resource

Green Waste at Council Transfer Stations

Green waste is collected at Creswick, Daylesford and Trentham council transfer stations. This is mulched annually on-site by a commercial contractor at a cost of around \$15,000 p.a. and either sold to the public, or remains on-site. Included in the mulched waste are some planks and furniture waste and as such the waste contains a variety of contaminants such as plastics foams, material, screws and metal from fittings and other sources.



A public education program to reduce contaminants may enjoy a high level of acceptance, were the waste stream to be used as an alternative renewable energy source.

There are currently substantial piles of mulched waste spanning several years at Daylesford. When the quantity becomes too large, these are bulldozed into the adjoining valley where they form a mulch cover for the sides of the existing waste transfer station. This operation is getting close to its limit due to its potential to encroach on nearby operations.

Current policy is that residents are charged to deposit green waste at the transfer stations, except in the November pre-fire-season clean up period. Transfer station staff indicated that the current charge is a disincentive to take green waste to the transfer stations and that if there was no charge, the amount available for processing could increase very substantially.

Council Chipped Tree Waste

Roadside clearing of waste from Council operations is chipped and collected at the Daylesford Council Depot. This amounts only to one large pile a year and is mainly reused for mulching.



Chipped Tree Waste – Creswick

The more substantial source is the private contractor Tree Top Tower Hire who have contracts for much of the powerline clearing in the Shire. This material is mainly stored at their depot but some is sold or given away as mulch. It is a much cleaner source of green waste than material deposited by the public at transfer stations.

Seed farm, Musk

As a seed producer there is a variety of sources of waste, potentially providing a substantial source bio-energy material. Waste includes Leek- stalks, heads, Kohlrabi bulbs, stalks, seeds of Radish, Fennel, Rocket, lettuce and others along with seed cleaning waste and Coco peat. R&D waste material includes wet mass of Lettuce, Cabbage, carrots, Gherkins and Grass silage.

Hancock Plantations

Hancock Plantations is the largest tree plantation holder in the region, holding over 60% of the stock in Victoria and processing around 110,000 tonne in the region. Approximately 7% of Victoria’s plantation stock is in the Hepburn Shire. Hancock’s primary product is fibre that goes to Geelong as export woodchip but at final harvesting there is a component that is too small or short to remove. All needles and fine material is left on site as part of

nutrient conservation to preserve soil condition. They estimate that they could make 30,000 tonne of biomass chip available at commercial rates, estimated at around \$60-\$65 per tonne.

Timber Training Australia, Creswick

This private training facility has a substantial sawmill and timber drying kiln. The sawmill is only used for training courses and at the moment there are only one or two courses a year so the production of sawmilling waste is limited. Sawdust and timber offcuts are given away so disposal is not a cost.

SUMMARY OF AVAILABLE GREEN WASTE BIOMASS

The energy available from identified potential sources was predominantly woody biomass totalling 22,400GJ per year as identified in the following chart. Additional material of at least 45,000GJ per year could be produced for biomass to energy purposes at a cost from local Hancock plantations.

Table 1:

Biomass Source	GJ/year
Depot fresh prunings	179
Creswick TS fresh prunings	725
Private wood chip	904
Daylesford TS fresh prunings	1,116
Trentham TS semi decomposed	1,905
Daylesford TS semi decomposed	6,975
Seed Farm biomass	10,601
Hancock Plantations (at cost)	45,196
Total (Excluding Hancocks)	22,405

Table 1 - Available energy from sources within the Shire

BIOMASS STORAGE AND PROCESSING

It is anticipated the woody biomass fuel would be dealt with at each Council Transfer Station as it is now – stockpiled and then mulched at intervals to remove larger (>25mm) fuel pieces. For conventional boilers magnetic separation of metals is desirable but not essential.

Movement to a single location is usually the simplest way to deal with small volumes and storage is best in a covered area or hopper to reduce incoming moisture and resulting decomposition.

The suggested system to minimise capital costs and fit in with existing loading and moving equipment and the scale of operations is a large covered concrete pad with a single solid rear wall of around 1.2m high for loaders to push against.

Overhead cover needs to be only “carport” type shelter open at the sides - to ensure rain does not enter the stored biomass. The roof should be sufficiently high to ensure loaders to do not damage it in normal operation. They would require an improvement to the feed supply system / mulching system at the transfer stations.

Usually the economic benefits of biomass for energy are in savings of space for disposal, and saving of processing costs in disposal. These benefits often come with economies of scale that this resource does not have. Perhaps more importantly for Hepburn the alternative here - the “business as usual” alternative is a relatively cheap disposal cost.

BIO-ENERGY – VS - COMPOSTING

An alternative use of the council and other biomass waste streams is for composting. Composting on a commercial scale is not a simple enterprise. A predominantly woody biomass stream requires other components to be added to it to provide commercially viable compost. Office overheads and marketing add further impediments to a commercially viable operation for the level of the locally available resource.

ALTERNATIVE BIOMASS SOURCES CONSIDERED

These include:

- Sewage gas that captures the methane emitted from the solid organic components of sewage. - *Locally, sewerage processing is controlled by Central Highlands Water and it is estimated the energy resource available is 7kW which is only 10% of the available waste identified above.*
- Landfill gas that captures the methane emitted from landfills. - *There is limited capacity for this at Council transfer stations.*
- Agricultural-related wastes such as livestock wastes. When animal manure is mixed with water and put in an airtight digester, methane gas (or biogas) is produced. The biogas can be burned directly for cooking or heating, or used as fuel in electricity generators. - *There is limited supply of this resource within Hepburn Shire.*
- Food industry wastes and abattoir wastes can also be used to produce biogas in digesters. - *This is limited within Hepburn Shire.*
- Agricultural crops - *Waste potatoes from local producers are left on site for use as a beneficial soil conditioner or as animal feed. The use of this material as a bio-energy source together with offsite transportation clearly is not the best sustainable use of this resource. Cereal processing byproducts at the Unigrain facility in Smeaton are used beneficially as stock feed.*
- Urban biomass such as food-related wastes, garden organics, paper and cardboard material, and timber from construction and demolition sites. - *This would entail a green waste collection and separation system to be put in place.*
- Wood-related wastes such as wastes produced in the harvesting and processing of wood such as sawmill and pulp-mill residues. - *Wood processing is limited within the Hepburn Shire. The Jubilee Lake Road Mill used its sawdust waste to power its own operations.*

03. ENERGY USAGE IN THE HEPBURN SHIRE

Bio-energy has a number of possible uses, the easiest to access for some biomass sources is the simple use of heat from direct combustion. Various other possibilities arise with different technologies – the use of the heat for electricity generation is the other major outcome, regardless of the technology used. Hence heat and electricity are the major use focus of larger energy users within Hepburn Shire.

Details of heating, cooling and electricity usage was collected from major commercial and other energy users in the Shire. There was a focus on major users only and in part a focus on areas that may have the potential for collective or district energy use systems. This is because of the known economies of scale of such systems. It is

generally difficult to make them feasible where the usage is small.

Energy users from across the four major locations within the Shire were forthcoming in providing energy data and this allowed quantification of the energy demand for heating and electricity. Due to the small scale demand identified the cogeneration of electricity was not deemed economically feasible and was not further investigated.

Energy use for the major users identified was 21.1million MJ of gas and 5.1million kWh of electricity distributed according to the figure below.

TABLE 2: DEMAND FINDINGS

Major site usage is detailed below. Values for some are estimates (see legend).

Site	Yearly gas	Yearly electricity	15 hour day heating bias	24 hour heating day
	MJ	kWh	kWt	kWt
Town Hall	480,356	68,960	54	15
Visitor Centre	411,646	22,512		13
Daylesford Pool	6,882	27,576		0
Duke Street Offices	157,593	38,172		5
Clunes Pool		8,672		
Creswick Service Centre		30,750		
Trentham Pool		20,400		
Daylesford Site	6,520,151	1,146,808	331	207
Trentham Site	2,858,375	502,750	145	91
Hepburn Springs Site 1				154
Hepburn Springs Site 2	2,366,313	424,743	138	75
Hepburn Springs Site 3	347,854	59,904		11
Lake House all sites	195,888	478,480	10	6
Creswick Site 1	6,021,630	1,475,592	-	191
Hepburn Springs Site 4	1,737,890		88	55
Clunes Site		598,284	199	
Creswick Site 2		206,020		50
Musk Site	1,875,000			
	21,104,578	5,109,623		
MW Rating (24/7)	0.67	0.58		

Table 2: Energy usage values for major sites in Hepburn. Electricity consumption for the Trentham site has been **estimated** pro rata from a similar site's consumption, heating values for the highlighted Clunes and Hepburn Springs sites have been estimated from electricity bills and physical size respectively. All others reflect data provided for the most recent year given. The lower 24/7 rating is for this amount of energy consumed over a year on continuous running. It is intended to give a view to the scale of operations. Columns to the right indicating heating rates are estimates calculated from known billing to estimate the thermal (hence kW) demand.

Full details of the specific energy demand requirements for users identified in the above table are to be found on the full “Bio-energy from Waste Feasibility Study Report” prepared by Pitt and Sherry.

GREENHOUSE GAS EMISSION BENEFITS

If all sites identified above required the total of 21,104 GJ of natural gas for heating were to use biomass for heating purposes, greenhouse gas emissions would reduce from approximately 1,080 tonnes CO₂-e to 38 tonnes CO₂-e. Biomass also is a renewal fuel source, unlike the fossil fuel - natural gas.

Melbourne University / Timber Training Centre

While this opportunity was considered in the study, the sites are set up for a relatively high peak demand and it appears that usage is currently low and this will be the case for the foreseeable future.

ELECTRICITY PRODUCTION FROM BIOMASS

Electricity generation from biomass can be achieved by driving an engine but can also be done by capturing the heat after direct combustion using steam turbines or organic Rankin cycle (ORC) devices. The latter are still relatively expensive devices, with known high capital costs for such systems (~\$4000 per kWe installed for the unit sizes relevant here – or around \$1m capital to generate 250kWe). Systems that generate electricity have not been considered in the study because of the lack of economy of scale usually needed to make these profitable.

04. MATCHING SUPPLY AND DEMAND

Due to the relatively small scale of demand sites identified, the generation of electricity and cooling from bio-energy sources would not be economically viable. Therefore, the focus of this study was comparing the likely energy produced from a waste to energy facility for heating requirements only. The heating demand was then compared to the energy content of the suitable biomass resource available leading to an estimate of feasibility of use.

As can be seen from the table above on page 9 the yearly demand from all identified site requiring gas for heating totals 21,104,578 MJ of energy or approximated 21,100 GJ. This is matched well with the 22,405 GJ of energy content contained in the biomass resource identified in the table on page 6.

It is possible that biomass volumes could be increased by the following factors:

- For council biomass within an order of magnitude (say less than 10 times) through altered collection pricing and practices

- For other biomass there is a known addition of Hancock plantation biomass and possible bluegum biomass that may equate to a doubling or tripling of current levels but at an economic cost

Biomass by its nature is not energy dense and therefore it is not usually feasible to transport biomass significant distances for use as an energy source unless there is some other economic incentive to do so. There is a strong impelling financial reason to focus on biomass sourced from the region.

Harvesting is also an issue of significant impact on financial feasibility. While in this case forest floor waste is not available it is often seen as attractive for biomass energy generation projects. Numerous studies now confirm that it is not feasible to harvest the forest floor waste profitably for energy generation.

05. BIOMASS TECHNOLOGY SOLUTIONS

The biomass resource identified in this study is predominantly wet woody biomass with some drier higher calorific value (energy content) material, such as seeds and wetter lower calorific value vegetative material. It is also significantly contaminated and in a manner that would be difficult to control.

The overall water content of the woody biomass component of the available resource is however not too high and the resource is suited to immediate combustion – either in a direct fired boiler situation or through a pyrolysis system. Both of these options will not be significantly inhibited by the metal wastes and will make beneficial use of the other contaminating materials.

Excluding the Hancock Plantations stock the identified resource supports an approximately 1MW thermal installation. European manufacturers (and now some Australian manufacturers) will provide packaged small boilers with feed hoppers and systems to suit. What appears evident from the quantification of the biomass stream is that a large number of multiple usage sites will not be feasible unless other (plantation) biomass is added to the stream.

Various bio-energy processes were examined in the study including:

- Direct combustion in small distributed boiler systems and larger district heating systems
- Pyrolysis process in distributed/larger district systems
- Anaerobic digestion
- Pellet manufacturing
- Electricity generation

The relatively small scale of demand sites identified means the only economically viable option was the production of heat from a waste to energy facility. Therefore, the generation of electricity or cooling technologies were eliminated for further consideration in this study.

Two technologies have been identified likely to work with the biomass resource available – conventional Direct Combustion and Pyrolysis.

PREFERRED TECHNOLOGY - DIRECT COMBUSTION

Direct heat generation by burning biomass in a boiler that is intended solely to produce heat is perhaps the simplest process. The process requires that the feed stock have a moisture content of less than 50% or combustion is difficult and inefficient. It is easier to design clean burning equipment for lower water (higher energy) content feed stocks. The identified resource meets this moisture content requirement.

Heat from direct combustion can be used to generate hot water or steam and this steam can be piped to other sites for use.

Economic feasibility is achieved only for direct combustion in centralised district heating systems, due to the small scale identified and only when the resource is free.

Direct Combustion equipment pricing in this study is based on previous experience for conventional boiler systems. The prices used are indicative and would be subject to high levels of variation depending on supplier and type of equipment employed and on exchange rates. Accurate system costing would require significant further investigation.

To make use of the heat generated the location of the heat generating facility should be close to the usage site (generally within a km or so). The heat usage in this case is most concentrated in the urban areas of the Shire.



Figure 1 - AESI CMT series as an example unit



Figure 2 - Containerised Small boiler unit

The direct combustion systems would comprise conventional smaller boilers, each suited to the size of the task and with its own fuel hopper. The systems can be come in a modular (containerised) form for the smaller units and hence are primarily automatic. They would require an improvement to the feed supply system / mulching system at the transfer stations to remove larger (>25mm) fuel pieces.

Feed would be delivered to each site to a hopper (possibly once per week - or less frequently). Maintenance involves ash removal and a check of the air filters and would be hopefully part of the delivery cycle.

PYROLYSIS

The pyrolysis process is a partial combustion process – treating the resource material at very high temperature in a low oxygen atmosphere causes partial decomposition, creating of liquids and gases that can be used as fuels. Pyrolysis can be complete (gasification) or incomplete producing byproducts (fuel or biochar).

The scale is too small to warrant investment in fuel refining that would be required for partial pyrolysis other than biochar production.

Due to the relatively small size of the demand sites, the economic viability of the pyrolysis process, by means of small modular energy production units is not encouraging as it is overshadowed by high operating costs.

A typical system operates 14 hours a day with a need for a dedicated operator to load and unload the system (hence 2 shifts). The system also has a high electrical consumption and a requirement for diesel to preheat for 2 hours each day on start up.

OTHER TECHNICAL SOLUTIONS

Other options have been considered for the sake of completeness.

Anaerobic Digester

This process is a decomposition process requiring a feedstock with a certain amount of protein or nitrogenous material and the absence of significant quantities of lignin. This form of feedstock was not sufficiently available as identified in this study. The green waste resource identified has a low nutrient level and biological decomposition is not usually feasible. Additionally, metallic waste contamination makes stable anaerobic composition difficult.

Biological degradation occurs, usually in a tank or underground vessel which is sealed to ensure oxygen does not enter. Decomposition under these conditions produces methane gas, a primary component of natural gas, which burns well and can be captured, handled, stored and readily transported as with any gaseous fuel. It is often used to power engines to produce electricity but can just as easily be burned for heat in boilers or in turbines.

Pellet Manufacturing

Pellet manufacturing offers the opportunity to supply high quality, high energy content, uniform and free flowing feedstock for use in a wide variety of direct combustion systems.

Pellet manufacturing involves many steps, crude resource collection and sorting, resource stream mixing, grinding, moisture control and pellet formation, drying and storage. Pellet production is problematic where a higher water content, mixed, contaminated resource is being used. Thus the quality of green waste resource identified does not make it a suitable and economic viable resource for pelletising.

06. BUSINESS CASE SCENARIOS

DRIVERS

Drivers for the community and Council are generally shared by the more commercially focussed enterprises. In general businesses and other organisations are motivated by business goals including - savings, avoiding increasing energy costs, being seen to being green, etc.

In consultations with larger energy users with Hepburn Shire, there was a genuine desire to look to the future, beyond economic factors, and this is easier where the net effect at least does not reduce savings, increase energy costs or decrease the market perception or strength of branding.

The feasibility study investigated the economic case for biomass to energy opportunities with the constraint expressed by almost all local enterprises – that their costs of heating should not rise. To this end economic modelling was performed with an end-sale price of heat to these businesses at their current rate.

The preferred appropriate bio-energy technology is the direct combustion of green waste to supply hot water through distributed or district systems to end users. These types of systems have the strongest ability to present an economically viable business case compared to the alternatives considered. This is due to the nature of the biomass resource available and the relatively small scale demand for energy from larger users within Hepburn Shire.

The study considered the following alternative business case scenarios:

- District Direct Combustion systems in Daylesford and Hepburn Springs
- The above District System with grant funding
- Trentham site stand alone system
- Localised small direct combustion systems
- Daylesford and Hepburn District Systems including increased gas pricing

Each scenario is detailed below.

BUSINESS CASE SCENARIOS CONSIDERED

Scenario 1 - District Direct Combustion System

Two district systems are suggested, each would use one larger boiler in one site. Each would distribute through a piping system to a variety of sites of approximately 2000m in length. Piping costs are estimated at \$275 per metre, down from a base price of \$350 assuming pipe will be able to run overland for some sections. A piped municipal system requires detailed design and is shown connected as shown in the aerial views shown toward the end of this report. System labour costs are lower than the other scenarios considered as is electrical consumption compared with multiple sites. The expected life of the heating system is 20 years.

The sites analysed for a district system are Daylesford and Hepburn Springs. Transport of fuel to each of these sites is required. The hoppers for these systems are fairly large and transport would be relatively infrequent.

- **DAYLESFORD** - This system would be designed to replace current gas usage at the Town Hall, Visitor Centre, Duke St Offices and other Daylesford sites. The breakdown of costs for installation are shown in the 'Business Case Scenarios Financial Analysis', table which follows.
- **HEPBURN SPRINGS** - There would be a small unit located at Hepburn Springs with piping to a number of sites.

The projected 20 year financial analysis (& 8% cash rate) summary for this scenario is:

Capital cost \$	Net cash flow \$	Payback – yrs	IRR	NPV \$
1,815,000	1,535,000	11 yrs	8%	-16,055

The full results of this business case for this option including the underlying assumptions are shown as the first scenario in Table 3 'Business Case Financial Analysis'.

This does not present a compelling business case.

Scenario 2 - District System with Grant Funding

To achieve a payback of investment would require grant assistance. Scenario two in the financial analysis highlights that a 50% capital grant would make the project economically viable and provide a payback of approximately 6 years.

There are however three of the localities noted that could not be included in district systems. These stand alone sites are located in Trentham, Clunes and Creswick.

The projected 20 year financial analysis (& 8% cash rate) summary for this scenario is:

Capital cost \$	Net cash flow \$	Payback – yrs	IRR	NPV \$
1,815,000	2,442,500	5yrs	23%	824,222

The full results of this business case for this option including the underlying assumptions are shown as the second scenario in Table 3 ‘Business Case Financial Analysis’.

A compelling business case

Scenario 3 - Trentham – Stand Alone Site

The Trentham site has a significant annual gas consumption. The consumption patterns over 7 months of the year includes a background usage of gas throughout summer indicating a proportion of this is used for hot water. The unit would require a feed hopper but not a distribution system for the heat as this currently exists.

As this site currently uses LPG its heating costs are relatively high and this may be a good pilot site for a small stand alone system.

A business case analysis of the Trentham site as a single site produces economic results, which suggest it would provide marginal profitability. This is highlighted in the third scenario in the ‘Business Case Financial Analysis’ table below.

The assumptions are that the price that might be paid for energy at this site is much higher than other sites as the

current usage is for LPG, which is considerably more expensive than natural gas. At an LPG price per L of \$0.70 this equates to \$28 per GJ or following boiler efficiencies around \$35 per GJ of delivered heat. In the analysis the cost breakdowns make an allowance for establishment costs for fuel storage as would be required to be borne by a single trial site. There is an allowance for fuel preparation costs and approximately 25% of a full time labour costs to care of this single system.

The projected 20 year financial analysis (& 8% cash rate) summary for this scenario is:

Capital cost \$	Net cash flow \$	Payback – yrs	IRR	NPV \$
395,500	595,500	8 yrs	14%	145,031

The full results of this business case for this option including the underlying assumptions are shown as the third scenario in Table 3 ‘Business Case Financial Analysis’.

A worthy business case

Scenario 4 - Small Direct Combustion Boilers – multiple systems.

Under this scenario smaller direct combustion boilers would be installed in a number of demand sites identified as an alternative to a district system. In the business case financial analysis it has been assumed the boiler systems would be installed in a number of sites over four years as details below.

Year 1: Dayleford Town Hall, VIC and Duke St office

Year 2: Other Daylesford sites

Year 3: Hepburn Springs sites

Year 4: Trentham, Clunes and Creswick sites

The dispersed systems with energy generation at multiple sites suffer from a high labour and operating cost which could be reduced if taken over by site staff, however this is unlikely to be done as part of a commercial energy supply agreement. The electrical costs are estimated consumptions of the units for feed systems and blowers.

The projected 20 year financial analysis (& 8% cash rate) summary for this scenario is:

Capital cost \$	Net cash flow \$	Payback – yrs	IRR	NPV \$
2,183,500	977,900	15 yrs	5%	-395,025

The full results of this business case for this option including the underlying assumptions are shown as the fourth scenario Table 3 ‘Business Case Financial Analysis’.

This does not present a compelling business case.

Scenarios 5-7 - District Systems allowing for increased gas pricing

In future, gas pricing is expected to be tied to international market pricing and to rise consistently for some years. Table 4 - “Energy Price Sensitivity” explores two different gas price rise scenarios for the District Direct Combustion system scenario, both with and without 50% capital grant funding.

It can be seen that even without grant funding that the business cases for the district system becomes even more convincing, with anticipated payback periods of up to four years in all cases.

Electricity Pricing

It is currently extremely difficult to have confidence in electricity energy price predictions. Electricity was expected to rise significantly over the next three years but with challenges to infrastructure expansion and an altered renewables landscape there is significant doubt about this and reduced prices are predicted by some. Electricity pricing is expected to remain static in real terms and has little effect on these options as they are to provide heat only.

Cost Impediments for Electricity Only Businesses

Electricity only user sites do not have a means to circulate the heat from bio-energy sources.

Sites with an existing boiler and hot water circulation can be simply modified to accept the alternative source of heat.

Where sites are heated by electricity, then the heat circulation equipment must be installed at additional cost. In some cases it results in significant disruption to structures, pipes are larger than wires, and heavier. For some sites it will not be possible without major changes that clients will not consider acceptable, even if they were affordable.

Other Sites Considered - System Requirement Details

Clunes

Wesley College in Clunes consumes electricity solely, but the usage is quite large. Assuming that half of the usage is heating and cooling (common) and that the heating component is spread across 5 months of the year, then with an allowance for electrical heating efficiency of reverse cycle units we expect the combined heat load to average 100kW. The unit would require a feed hopper and distribution system for the heat as these do not currently exist.

Creswick

Novotel in Creswick consumes substantial amount of gas per year. The hotel uses 90% of this and the consumption drops only slightly in the summer months. This is a significant indicator that usage will likely be significant for cooking and hot water as well as heating an indoor pool. This could be substituted for biomass fired hot water. At this point in time the facility has only recently upgraded its facilities and changing would be difficult.

The peak monthly usage at the Novotel is 185kw so the real time peak (not averaged over a month) is likely to be as much as twice this level. The unit would require a feed hopper but not a distribution system for the heat as this currently exists.

Although the economically viability of this site was not modelled, it has a similar demand requirement to others sites. Thus, it is expected that a stand alone direct combustion boiler system at the resort could have a payback period of approximately 5 years.

Other major user in Creswick is the Woollen Mills, however these are electricity only users and usage is not high enough to fund an alteration to systems.

TABLE 3: BUSINESS CASE SCENARIOS FINANCIAL ANALYSIS

System Scenarios	Capital Cost	Maint.	Labour	Electricity Consumption	Mulch & Labour saving	Heat saving	Net Cashflow	Payback period	NPV	IRR
Based on 20 year projection and 8% cash rate										
Scenario 1: Two District direct combustion systems one located in Daylesford and the other in Hepburn Springs	-1,815,000	-120,000	-400,000	-400,000	-285,000	4,570,000	1,535,000	11 yrs	-16,055	8%
Scenario 2: Two District direct combustion systems one located in Daylesford and Hepburn Springs with 50% grant funding	-1,815,000	-120,000	-400,000	-400,000	-285,000	4,570,000	2,442,500	5 yrs	824,222	23%
Scenario 3: Single direct combustion boiler - Trentham site boiler comparing to LPG as an alternative fuel	-395,500	-120,000	-500,000	-120,000	-190,000	1,920,000	595,500	8 yrs	145,031	14%
Scenario 4: Multiple small boilers Yr 1 Daylesford Town Hall, VIC , Duke St Yr 2 Daylesford Site Yr 3 Hepburn Springs sites Yr 4 Trentham, Clunes and Creswick sites	-2,183,500	-120,000	-1,685,000	-920,000	-285,000	6,179,200	977,900	15yrs	-395,025	5%

Business Case Assumptions:

- The business case has been assessed assuming that the supply of material currently seen will continue.
- Operating costs have been applied from known requirements for the various technologies and/or the estimated time taken to sort and store the resource.
- The financial yield from applying the technology and receiving the heat or electricity is converted to a sum noted as “Annual Heat Savings”. For some technologies this may be a sale to a customer (as in a district system where an entity sells the heat to the customer) and for others it is a reduction in existing heating costs for that user. The rates being paid across the Shire were very consistent and so the current \$/MJ or \$/kWh have been used to describe this saving in \$ terms.
- Future Natural Gas/LPG/Electrical pricing increases have not been factored in this table but are included in the latter table.
- Most of the identified options involve provision of heat, and this has assumed for its economic value as a saving or as a sale that a gas price of \$12 per GJ applies and that this is currently processed on site through an inexpensive but modern boiler of 80% thermal efficiency. This means that the clients pay \$15 per GJ of heat delivered. The heat has been valued at this base rate for the study

TABLE 4: BUSINESS CASE SCENARIOS 5 -7 – ENERGY PRICE SENSITIVITY - FINANCIAL ANALYSIS

System Scenario	Capital Cost	Maint.	Labour	Electricity Consumption	Mulch & Labour saving	Heat saving	Net Cashflow	Payback period	NPV	IRR
Based on 20 year projection and 8% cash rate										
District direct combustion systems - Daylesford & Hepburn Springs with 50% grant funding and 6% pa rise in natural gas prices	-1,815,000	-120,000	-400,000	-400,000	-285,000	8,405,600	6,278,380 (inc 50% grant funding)	4 yrs	2,144,767	32%
District direct combustion systems - Daylesford & Hepburn Springs - No grant funding and 6% pa rise in natural gas prices	-1,815,000	-120,000	-400,000	-400,000	-285,000	8,405,600	5,370,880	4 yrs	602,100	16%
District direct combustion systems - Daylesford & Hepburn Springs - No grant funding and 15% pa rise in natural gas prices in 1 st 7 years only	-1,815,000	-120,000	-400,000	-400,000	-285,000	9,400,900	6,395,900	4 yrs	1,980,710	21%

Business Case Assumptions:

- Values of the first and second scenario assume a 6% p.a. real increase in gas prices (tripling over the 20 year timeframe). This assumes that the earned price for heat provided follows the real increase in gas prices.
- Values of the third first scenario assumes a 15% p.a. real increase in gas prices (with a plateau at 7 years). This assumes that the earned price for heat provided follows the real increase in gas prices.

PROPOSED DAYLESFORD DISTRICT HEATING SYSTEM



Figure 3 - Boiler located at Town Hall. Total Pipe length 1120m. Hepburn House could be an additional site

PROPOSED HEPBURN SPRINGS DISTRICT HEATING SYSTEM



Figure 4 - Boiler located at Hepburn Bath House. Total Pipe length 810m if Bellinzona included.

07. PLANNING RESTRICTIONS

It is anticipated that planning issues will be low risk items. The footprint of these technologies is relatively small – less than 100m² would be required for the larger district system outside of underground piping.

Traffic – the existing truck movements that cart waste in to the transfer stations will not be expected to increase. The existing movements out of the transfer stations will be diverted to cart the fuel inwards to the new locations. Hence the increase in traffic will be minimal around the transfer stations. There will be new truck movements where the units are situated and only in some cases will these substitute deliveries that already happen. Ensuring that the type of trucks used is similar to existing deliveries for these urban areas may be a consideration.

Noise – unloading of the trucks is perhaps the most contentious area – A partly covered unloading bay will be required. The boiler units are generally no louder than current heating equipment but housing of these and in particular housing of conveying systems for boiler feed will require attention.

Emissions – particulate emissions from waste burning operations and odour from storage are both areas that require attention, however both are well understood and form part of conventional engineering solutions at some additional cost. The technology surrounding both boiler emissions from waste combustion has dramatically improved over the last 20 years and in Europe there are a large number of plants in urban areas operating on more difficult fuels with no emission issues. It is expected this should be a concern, but not a problem.

These plants are clean burning plants that for which the emissions experience has been likened to that of a well tuned car. No visible smoke or soot with only some condensation in colder months.

The Hepburn Regional Waste Management Group had assessed sites for a large scale green waste processing facility and decided that there were none suitable due mainly to EPA requirements. This is an argument in favour of continuing the current practices at transfer stations and using the waste stream directly in forms proposed below.

08. BIO-ENERGY SOLUTIONS COMPARED TO SOLAR

This feasibility study identified the generation of heat as the most cost effective use of biomass as an energy source based on the supply and demand profile identified within Hepburn Shire. The use of alternative renewable energy sources was not extensively modelled by Pitt and Sherry in this study.

Organisations could opt to consider Solar energy as an alternate source of renewable energy in order to reduce green house gas emissions from operations and provide

economic benefits. Solar energy could be used for heating purposes or to power other appliances or electrical equipment. Photovoltaic Solar systems can be an attractive option for organisations which currently use electricity for heating and other purposes.

As a means of comparison and contrast to biomass energy options, the economics of solar power for commercial purposes are provided below.

Solar System Size	Mid range estimated Price \$	Average daily production	Annual electricity savings @ \$0.20/kWh	Simple rate of return	Simple payback period
10 kW	\$18,500	36kWh	\$2,628	14.20%	7 yrs
30 kW	\$56,000	108kWh	\$7,884	14.07%	7 yrs
50kW	\$88,000	180kWh	\$13,140	14.93%	7 yrs

NOTES:

- System price estimates as at September 2013 and include rebate from Renewable Energy Certificates, installation and GST. *Source - Clean Energy Council, Australia website.*
- Average daily energy production assumes a system installed in Melbourne with optimal solar access. *Source - Clean Energy Council, Australia website.*
- The annual electricity saving is the avoidance of drawing power from the grid at an average tariff of 20 cents/kWh and makes no allowance for income from feed in tariffs

As a strictly economic case biomass does not compete with solar. Solar generally has better payback periods than biomass assuming either form of energy could be used as a energy source. Grant funding for bio mass energy projects could dramatically improve the economic viability and payback period for end users. Biomass should be viewed as a complementary opportunity, not a replacement i.e. it is not an either-or situation.

CARBON OFFSETS

If the focus was to reduce green house gas emissions, carbon offsets could be purchased through providers such as Hepburn Wind. The cost at June 2013 was 4 cents/kWh through the purchase of Large Generator Certificates through Hepburn Wind.

09. MUNICIPAL WASTE TO ENERGY OPPORTUNITY

As an aside to the focus of this Feasibility Study into Bio Energy from waste, it is important to mention there are now technologies on the market which have the capability to convert Municipal Waste into energy in the form of heat and/or electricity.

One such system on the market is the GEM waste conversion unit manufactured by MSW Power in the US. The unit is a containerised system which has the capability to convert waste in the form of paper, wood (e. g. pallets), plastic, agricultural waste, and food into clean electricity in a highly-efficient and environmentally-friendly manner.

Waste conversion is via a gasification process at high temperatures at which harmful compounds are unstable and therefore harmful emissions avoided.

This system can process 2.7 tonnes of municipal waste daily, reducing volume by 95%, generating 72 kWe of electricity and 187 kWth of heat (dependent on feedstock). Currently 2,688 tonnes pa or 7.3 tonnes daily of municipal waste is collected via the Hepburn Shire kerbside collection system.

As of March 2013 these units were costed at \$1,100,000 US, excluding freight and installation. The economic viability and pay back of these systems depends very much of the waste feedstock, price of alternative energy sources such as electricity and natural gas, waste disposal costs(including transportation), installation and operating and maintenance costs.

This is an option which should be explored further to establish its viability to reduce waste disposal costs, the generation of clean energy and reduction in green house gas emissions.



Figure 5 - GEM waste conversion unit

11.4. BIO DIESEL FOR HEAVY VEHICLES FEASIBILITY STUDY GENERAL MANAGER COMMUNITY SERVICES

In providing this advice to Council as the Sustainability Officer, I John van Rooden have no interests to disclose in this report.

PURPOSE

The purpose of this report is to recommend that Council endorse the Bio diesel for Heavy Vehicles Feasibility Study conducted by Last Waltz Consulting Pty Ltd and LH Ditchfield Consulting.

BACKGROUND

The Study was conducted as a collaboration between the Shires of Hepburn, Golden Plains and Pyrenees. Hepburn Shire was nominated as the lead Council and Local Government Victoria (LGV) funded this study as the principle sponsor.

The objectives of the feasibility study are:

- Reduction of green house gas emissions and sourcing of an alternative fuel from local, renewable sources to contribute toward regional resilience.
- Comparative analysis on the current bio diesel sources and provide recommendations on the most sustainable bio source taking into consideration availability, 'Food v Fuel' and cost.
- Audit and analysis of all heavy plant and vehicles to assess compatibility for conversion.
- A costed assessment for conversion of heavy fleet vehicles to bio diesel including sources of fuel, strength and maturity of the market.
- Identification of benefits derived from a collaborative approach to the project and potential sharing of bulk fuel supplies/arrangements.
- Delivery of feasibility study to convert heavy fleet vehicles to bio diesel and work towards implementation.
- Assessment of funding streams available for further activities.

ISSUE / DISCUSSION

The key findings of the feasibility study were:

- Hepburn Shire Council diesel usage in our heavy vehicle fleet was 128,000 litres in 2012-2013 (Daylesford 71,000L & Creswick 57,000L).

- Bio diesel blends up to 20% (B20) are gaining acceptance from engine manufacturers without impacting on engine warranties without impacting on engine performance.
- Since 2007 the Cities of Ballarat and Hobsons Bay have successfully transitioned their truck and plant fleets to B20 bio diesel.
- Adopting B20 bio diesel in our fleet would reduce Greenhouse gas emissions by 46 tonnes – 13.5 % reduction of our heavy vehicle emissions or 2% of overall Council emissions.
- Supply of bio diesel would be cost neutral compared to mineral diesel and is not impacted by supply quantity or bulk buying opportunities. Smaller distributors do not have any issues with supply.
- The most cost effective feedstock currently are used vegetable oils and tallow, which have little impact on other food markets as they are waste products. Soy based fuel as a by product of soy protein meal is another sustainable option.
- Depot infrastructure upgrades amount to \$61,500, the bulk of which would deliver a necessary capital works upgrade to an underground tank at Creswick.
- Plant items manufactured prior to 2004 are considered not suitable for conversion to bio diesel. This impacts 6 vehicles out of 66 in our fleet. In the event of warranty concerns for new plant, the use of bio diesel should be deferred for up to six (6) months in new plant.
- Implement strict maintenance regimes to ensure fuel filters are changed at the manufacturers' prescribed intervals or more often as agreed.
- If consideration were given to include the diesel car fleet in the transition to bio diesel in the future, consideration will need to be given to fuel storage capacities and supply frequency.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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 with the Hepburn Shire Council in order to reduce our reliance on non-renewable energy generation'.

Conforms to a strategic activity of Council's performance target to reduce carbon emissions by 5%

FINANCIAL IMPLICATIONS

The supply of bio diesel would be cost neutral compared to mineral diesel and is not impacted by supply quantity or bulk buying opportunities.

Depot infrastructure upgrades amount to \$61,500. This includes \$13,000 at Daylesford to convert the existing tank to bio diesel and install a 2,000L tank for mineral diesel. A further \$48,500 at Creswick to replace the use of the existing underground tank with an 8,000L above ground tank for bio diesel. Ultimately, an additional small tank should be installed for mineral diesel use to enable the underground tank to be decommissioned.

There is a concern regarding the integrity of the Creswick underground tank and is considered a necessary capital works upgrade, irrespective of the transition to bio diesel.

It is suggested the transition to bio diesel project could be completed in two stages.

Stage One, being the transitioning of Daylesford Depot to bio diesel, funded through the acquittal of up to \$15,000 of LGV funds from the feasibility study. Stage Two, incorporating the necessary upgrades to the Creswick Depot.

There is no identifiable State or Federal capital expenditure funding opportunities for bio diesel projects. However, a collaborative funding initiative across a number of LGAs at this phase of the State political cycle may improve the prospect of funding opportunities.

RISK IMPLICATIONS

In the event of warranty concerns for new plant, the use of bio diesel can be deferred for up to six (6) months in new plant.

Strict maintenance regimes should be implemented to ensure fuel filters are changed at the manufacturers' prescribed intervals or more often as agreed.

It is prudent, as with any fuels, to prevent exposure of bio diesel to moisture and cold weather conditions whilst in storage. Tanks holding B20 should be clear of free water and drained regularly to remove water. If drainage is not carried out regularly microbial growths may form, blocking filters and injectors. B20 should not be stored for long periods of time. Low turnover of product can cause microbial growth and oxidization and can lead to gumming in the fuel leading to filter or injector blockages.

B20 has different cold flow properties than most hydrocarbons-only diesel fuels; usually a higher pour point, cloud point, and cold filter plugging point (CFPP). Depending on the source of bio component these properties can be improved or negatively impacted. Tallow and used cooking oil (UCO) have a higher cloud point.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Adopting B20 bio diesel in our fleet would reduce Greenhouse gas emissions by 46 tonnes which is 13.5 % reduction of our heavy vehicle emissions or 2.3% of overall Council emissions.

The report raised concerns about the integrity of the underground tank at Creswick. Therefore, transitioning to bio diesel can be incorporated in a necessary capital upgrade at the Creswick Depot.

The conversion to locally sourced, sustainable, bio diesel feedstock demonstrates Council's commitment to reduce dependence of fossil fuels and greenhouse gas emissions

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Any implementation of the transition to bio diesel will involve stakeholders such as relevant Council staff who have been involved in the project, partner Councils, suppliers and the community.

CONCLUSION

At the feasibility level, there is a clear environmental benefit in transitioning to bio diesel for the Council's heavy vehicle fleet with no material impact on vehicle performance or maintenance. The transition can effectively be undertaken at limited additional cost, due the necessary upgrades required at Creswick depot and LGV Feasibility Study funds acquittal used to fund the upgrade at Daylesford.

OFFICER'S RECOMMENDATION

That Council:

- 11.4.1 Endorses the Feasibility of Bio Diesel for Heavy Fleet Vehicles report.
- 11.4.2 Notes that any future progression on a transition to bio diesel for heavy fleet vehicles form part of the annual budget process.

MOTION

That Council:

11.4.1. *Endorses the Feasibility of Bio Diesel for Heavy Fleet Vehicles report.*

11.4.2. *Notes that any future progression on a transition to bio diesel for heavy fleet vehicles form part of the annual budget process.*

Moved: Councillor Sebastian Klein

Seconded: Councillor Bill McClenaghan

Carried.

**ATTACHMENT 7 - REPORT – FEASIBILITY OF BIO DIESEL FOR HEAVY
FLEET VEHICLES – JANUARY 2014
(Issued under Separate Cover)**

11.5. RENAMING OF THE CLUNES COMMUNITY AND INTERPRETIVE CENTRE SPECIAL COMMITTEE

GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

The purpose of this report is to recommend that Council rename the Clunes Community and Interpretive Centre Special Committee.

BACKGROUND

At the August 2013 Council meeting, Council resolved to establish a special committee under section 86 of the *Local Government Act 1989* for the purpose of “*Exercising Council's functions and powers to perform Council's duties in relation to the management, administration and operation of the Clunes Community and Interpretive Centre (CCIC) located at 36 Fraser Street, Clunes*”.

Following the completion of the construction of the CCIC, the *What's in a Name Competition* was launched. Community members were invited to submit suggested names for the CCIC. Council resolved to name the CCIC The Warehouse – Clunes at the December 2013 Council meeting.

ISSUE / DISCUSSION

In order to align the name of the centre (The Warehouse – Clunes) with the name of the Special Committee (Clunes Community and Interpretive Centre Special Committee), it is proposed to change the name of the Special Committee to The Warehouse – Clunes Special Committee.

The change in name of the Special Committee will provide clarity to the community on the purpose of this special committee.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Community members will be informed of the name change of the Special Committee through the minutes of the Council meeting.

CONCLUSION

In order to provide consistency between the name of the centre (The Warehouse – Clunes) and the Special Committee (Clunes Community and Interpretive Centre Special Committee), it is proposed to change the name of the Special Committee to The Warehouse – Clunes Special Committee.

OFFICER'S RECOMMENDATION

That Council:

- 11.5.1 Determines to vary the Clunes Community and Interpretive Centre Special Committee instrument of delegation by way of name change to The Warehouse – Clunes Special Committee.
- 11.5.2 Authorises the Chief Executive Officer and the Mayor to sign and seal the instrument of delegation.

MOTION

That Council:

- 11.5.1. Determines to vary the Clunes Community and Interpretive Centre Special Committee instrument of delegation by way of name change to The Warehouse – Clunes Special Committee.*
- 11.5.2. Authorises the Chief Executive Officer and the Mayor to sign and seal the instrument of delegation.*

Moved: Councillor Neil Newitt

Seconded: Councillor Greg May

Carried.

**ATTACHMENT 8 - INSTRUMENT OF DELEGATION –
THE WAREHOUSE – CLUNES**

Hepburn Shire Council
Instrument of Delegation
The Warehouse - Clunes Special Committee

Hepburn Shire Council (**Council**) delegates to the special committee, in accordance with section 86 of the Local Government Act 1989, established by resolution of Council passed on **18 February 2014** and known as "The Warehouse - Clunes Special Committee" (**the Committee**), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on **18 February 2014**
2. the delegation:
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 remains in force until Council resolves to vary or revoke it, or until 30 September 2017; and
 - 2.3 is to be exercised in accordance with the attached schedule and the guidelines or policies which Council from time to time adopts; and
3. all members of the Committee will have voting rights on the Committee.

The COMMON SEAL
of the HEPBURN SHIRE COUNCIL
was affixed in the presence of

..... : **Mayor**

Cr Don Henderson

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

Mr Aaron van Egmond

This eighteenth day of February 2014.

SCHEDULE

Powers and functions

To exercise Council's functions and powers to perform Council's duties in relation to the management, administration and operation of The Warehouse - Clunes located at 36 Fraser Street, Clunes (**the Stated Property**), and for those purposes:

1. to do all things necessary or convenient to be done for or in connection with the performance of those functions, duties and powers;
2. to enter into any contract for an amount up to five thousand dollars (\$5,000);
3. to incur expenditure on any one matter up to ten thousand dollars (\$10,000);
4. to consider and recommend (but not set) to council the conditions, fees and charges for hire or use of the Stated Property;
5. every person of the Committee shall be a person authorised to enforce the provisions of Council's Local laws and regulations (so far as they are applicable to the Stated Property only) relating to the control and management of municipal places.

Exceptions, conditions and limitations

The Committee is not authorised by this Instrument to:

1. Enter into contracts, or incur expenditure, for an amount which exceeds the approved amounts, without written approval from Council.
2. Exercise the powers which, by force of section 86 of the *Local Government Act 1989*, cannot be delegated.
3. Delegate any of its powers or functions.

Membership of the Committee

1. The Committee shall be comprised of at least nine voting members, comprising:
 - 1.1 The Cameron Ward Councillor as President and Chairperson for the committee.
 - 1.2 One representative of the William Barkell Memorial Arts & Historic Centre Inc (Clunes Museum)
 - 1.3 Two representatives of the volunteers in The Warehouse - Clunes
 - 1.4 Up to three additional community and/or user group representatives;
 - 1.5 Hepburn Shire Council's Coordinator Libraries
 - 1.6 Hepburn Shire Council's Coordinator Records and Customer Service
 - 1.7 Hepburn Shire Council's Coordinator Visitor Services; and
 - 1.8 Hepburn Shire Council's The Warehouse – Clunes Team Leader who will be the Secretary for the committee.
2. Representatives of user groups and members of the community are to be appointed by Council upon receiving a written application or nomination.
3. Council may at any time, remove a member from the Committee, appoint a member to the Committee or disband the Committee.
4. All members, other than Councillors and Council staff, shall be appointed by Council for a maximum duration of three years.

Indemnity

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

Rescinded Delegations

This Instrument of Delegation replaces and rescinds all previous delegations to special committees appointed by Council to manage the Stated Property, including but not limited to the following special committees:

1. Clunes Museum Special Committee
2. Clunes Museum Committee of Management

Winding Up

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

Responsibilities

Procedural Responsibilities

The Committee shall:

1. Ensure that all members, including new members in future, have an understanding of the Instrument of Delegation, sections 76-79, 86-93 and other relevant sections of the *Local Government Act 1989* and Local Laws of Council, as they apply to the Committee.
2. Ensure that all procedures and guidelines applicable to the Committee, as issued by Council, are followed.
3. Seek assistance and/or clarification from Council, where necessary, to understand its responsibilities under this section.

Council's Responsibilities

Council shall:

1. Be responsible for all major maintenance of the property.
2. Consider requests for major maintenance at the Stated Property as part of the annual budget process and in line with priorities across all assets.
3. Consult with the special committee on the timing of any such maintenance that may impact on the use of the Stated Property so that clashes with planned uses shall be minimised or avoided.
4. Provide assistance to the Committee to enable it to understand and undertake its responsibilities under this Instrument.
5. Arrange to publicly advertise meeting and other notices when requested by the Committee.
6. Insure the Stated Property against loss or damage.
7. Maintain public liability insurance cover for the Committee and its volunteers when it is performing its duties under this Instrument of Delegation.
8. Advise the Special Committee of changes to the Hall Hire insurance administration fee for uninsured hirers within 14 days of it being approved in the annual budget.
9. Publicly advertise the dates and location of the special committee meetings each year as per the dates set out in the Annual Meeting minutes.

Office Bearers

Council's The Warehouse - Clunes Team Leader will be the Secretary for the committee.

The Cameron Ward Councillor will be the President and Chairperson of the committee.

The Coordinator Libraries will effectively perform the role of 'Treasurer' and will have financial responsibility for The Warehouse - Clunes operational budget within Council's financial management system.

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

- Vice President

Duties of Chairperson

The Chairperson shall:

1. Ensure the Committee operates in accordance with the *Local Government Act 1989*, Council's Meeting Procedures Local Law, this delegation and any other relevant laws.
2. Provide the required notice of meetings in accordance with the *Local Government Act 1989*. This is to be achieved by informing all members of the Committee (via email or post), no later than 14 days prior to the date of the meetings
3. Chair the meetings of the Committee.

In the event that the Chairperson is absent, the Vice President will perform the role of Chairperson.

Duties of Secretary

The Secretary shall:

1. Conduct the correspondence of the Committee
2. Save all documents belonging to the Committee to Council's record management system (TRIM)
3. Keep correct minutes of all proceedings and records of the Committee
4. Accurately record all written motions/resolutions in the minutes.
5. Carry out the directions of the Committee (under motion/resolution)
6. Forward a copy of the minutes of all meetings to Council's Corporate Services Governance / Admin Officer within fourteen (14) days of each respective meeting for provision to Councillors.
7. Immediately call a Special Meeting upon receiving the requisition to do so.
8. Arrange for the public advertisement of the proposed dates of all Committee meetings, including regular meetings and the Annual Meeting.

Meetings

1. The Committee shall at its Annual Meeting each year appoint a time and place for regular meetings. Such meetings shall be held at intervals of not more than three (3) months. Should it be necessary to alter the times or place of a regular appointed meeting all members of the Committee shall be given at least forty eight (48) hours notice in writing of the new time or place.
2. All meetings of the Committee must be advertised to the public by Council and be conducted as open meetings. A meeting may be closed by resolution of the Committee to deal with an item of business of a sensitive or confidential nature (refer to provisions of the *Local Government Act 1989*).
3. The quorum of the Committee shall be an absolute majority of the members.
4. Each member shall be entitled to one vote and in the event of equality of votes the Chairperson shall have a casting vote as well as a deliberative vote.
5. The Committee shall hold an Annual Meeting during the month of August each year. The Annual meeting shall be advertised by Council in the local newspaper at least fourteen (14) days prior to the meeting date.
6. The Secretary of the Committee shall, on receipt of a requisition signed by the Chairperson, or three (3) members, stating the object of such meeting, within fourteen (14) days call a Special Meeting. Written notice of such meeting shall be given to each member of the Committee specifying the object of the meeting and the time and place where the meeting shall be held.

7. No business, apart from that which is described in the object of a Special Meeting, can be conducted or acted upon by the Committee at a Special Meeting.
8. All motions/resolutions of the Committee, apart from usual, day to day meeting motions/resolutions; shall be reduced to writing before being voted upon.
9. No motion/resolution has any standing if made at a meeting where a quorum was not present.
10. Any contracts or other such instruments that the Committee enters into will have no legal effect upon Council unless preceding clauses (8) and (9) are followed.
11. The Committee shall cause minutes to be kept of all meetings and shall forward to Council's Corporate Services Governance / Admin Officer a copy of such minutes within fourteen (14) days of each meeting.

Conflicts of Interest

Committee members must observe the provisions of sections 76-79 of the *Local Government Act 1989* as they relate to a conflict of interest in matters of business handled by the Committee.

Finance

The Committee shall:

1. Ensure that all funds raised by the Committee are only expended on management, control, operation and improvement of the Stated Property.

Maintenance and Other Outgoings

The Coordinator Libraries shall be responsible for operating expenses in accordance with Council's internal budget. Council staff shall be responsible for managing maintenance activities using Council's Customer Request Management System in TechOne.

END SCHEDULE

11.6. RECORD OF ASSEMBLIES OF COUNCILLORS – 12 DECEMBER 2013 AND JANUARY 2014

GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

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

BACKGROUND

The Local Government Act 1989 defines Assembly of Councillors as

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

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

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

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

Assemblies of Councillors		
Date	Location	Committee Name
12 December 2013	Council Chamber, Daylesford	International Women's Day Advisory Committee
21 January 2014	The Warehouse - Clunes	Councillor/CEO Meeting
21 January 2014	The Warehouse - Clunes	Pre Council Meeting Briefing
23 January 2014	Council Chamber, Daylesford	International Women's Day Advisory Committee
23 January 2014	Council Chamber, Daylesford	Hepburn Mineral Springs Reserve Advisory Committee

ISSUE / DISCUSSION

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

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Local Government Act 1989, Section 80A

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

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

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

Information provided for noting.

OFFICER'S RECOMMENDATION

- 11.6.1 That Council receives and notes the Records of Assemblies of Councillors for 12 December 2013 and the month of January 2014.

MOTION

11.6.1. That Council receives and notes the Records of Assemblies of Councillors for 12 December 2013 and the month of January 2014.

Moved: Councillor Sebastian Klein

Seconded: Councillor Kate Redwood

Carried.

**ATTACHMENT 9 - RECORDS OF ASSEMBLIES OF COUNCILLORS –
12 DECEMBER 2013 AND JANUARY 2014**

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: International Women's Day Committee
Date: Thursday 12 December 2013
Time: 4.00pm

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

Signature: Michelle R Collett

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



HEPBURN SHIRE COUNCIL

INTERNATIONAL WOMEN'S DAY WOMENS HONOUR ROLL MEETING

Thursday 12 December 2013

The Chamber

4:00 PM - 5:00 PM

AGENDA

- CHAIR:** Cr Kate Redwood - Chair
- PRESENT:**
- Dr Lorene Gottschalk - Committee Member
 - Gillie Gough - Committee Member
 - Joan Rattray - Committee Member
 - Mabel Moran - Committee Member
 - Roma Wiseman - Committee Member
 - Vicki Adamson - Committee Member
 - Dallas Kinnear - Nominations Selection Committee Member
 - Jan Pengilly - Nominations Selection Committee Member
 - Margie Thomas - Nominations Selection Committee Member
- ACTION RECORDER:** Michelle Collett - Personal Assistant to the CEO
- APOLOGIES:**
- Suzanne Phillips - Committee Member
 - Cr Don Henderson - Friend of the Committee
 - Maria Abate - Communications Officer

	Time	Agenda Item	Purpose	Presenter
1.	4:00pm	Welcome, meeting opened		Chair
2.	4:05pm	Confirmation of minutes	Information & Discussion	Chair
3.	4.10pm	Key speaker update - Julia Gillard - The Honorable Elizabeth Evatt AO - Moira Raynor	Information & Discussion	Chair
4.	4.15pm	Potential key speakers? - Paula Gerber-Jones - Fay Marles - Others for consideration?	Information & Discussion	Chair
5.	4:20pm	Nomination Selection Committee Report	Information & Discussion	Chair
6.	4.50pm	Honour Roll Board		
6.	4.55pm	Matters arising	Information & Discussion	Chair
7.	5:00pm	CLOSE		

NEXT MEETING: To be confirmed

CHAIR: Cr Kate Redwood

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor/CEO Meeting
Date: Tuesday 21 January 2014
Time: 2 :00 pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) – The Warehouse - Clunes

Councillors present:

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

Members of Council Staff present:

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

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature: 

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

**AGENDA
COUNCILLOR / CEO MEETING**

Tuesday 21 January 2014 Commencing 2:00 pm		The Warehouse – Clunes	
Chair:	Mayor	Councillor Don Henderson	
Attendees:	Councillors	Kate Redwood, Neil Newitt, Sebastian Klein, Pierre Niclas, Greg May, Bill McClenaghan	
	Officers	CEO, Aaron van Egmond	
Apologies:	Councillors		
	Officers		
COUNCILLOR ONLY TIME			
12:30 pm			Councillors Only
AGENDA – COUNCILLOR / CEO MEETING			
2:00 pm			CEO & Councillors
1.	Media Updates	Aaron van Egmond	
2.	Management Restructure.	Cr McClenaghan	
3.	Contract Complaint re architectural drafting services	Cr McClenaghan	
4.	Wandering “menacing” dog	Crs Henderson & McClenaghan	
5.	Planning irregularities	Cr McClenaghan	
6.	Visitor Information Centres	Crs McClenaghan & Redwood	
7.	The Warehouse - Clunes. Use of new name	Cr McClenaghan	
8.	Leggatt Street, Daylesford planning issues	Cr McClenaghan	
9.	VCAT update - Howe Street	Cr McClenaghan	
10.	Kingston Fire Station	Cr May	
11.	Daylesford Vincent Street streetscape	Cr Redwood	
12.	Planning Reports	Aaron van Egmond	
13.	Recreation Facilities Review	Cr Redwood	
14.	Manager titles	Aaron van Egmond	
3:30pm	Pre-Council Meeting Briefing 21 January 2014	Councillors and Officers	
5:00 pm	Meal Break		
6:00 pm	Council Meeting – Clunes		



RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Pre Council Meeting

Date: Tuesday 21 January 2014

Time: 3:30 pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) – The Warehouse – Clunes

Councillors present:

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

Members of Council Staff present:

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

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Cr McClenaghan item 11.2	Left 4:38 Returned 4:50

Matters Considered: Council Meeting Agenda – 21 January 2014

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature: Evan King

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

DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor BILL MCCLENAGHAN hereby disclose a conflict of interest in the following matter ITEM 11.2 WASTE MANAGEMENT & RESOURCE RECOVERY STRATEGY

This matter is being considered at a meeting of

- Council Meeting
- Councillor Briefing
- Special Committee
- Audit and Risk Advisory Committee
- Assembly of Councillors TO DISCUSS MEETING AGENDA ITEMS

on TUE 21 JAN 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:

I OPERATE A WASTE MANAGEMENT BUSINESS THAT WOULD BE AFFECTED BY SOME CHANGES PROPOSED IN THE STRATEGY DOCUMENT

Print Name: BILL MCCLENAGHAN

Signed: [Signature]

Date: 21 JAN 14

DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor BILL McCLENNAGHAN hereby disclose a conflict of interest in the following matter ITEM 11.1 - PETITION re: BULLAR TO TO LYONVILLE RAIL TRAIL & BBQ SHELTER

This matter is being considered at a meeting of

- Council Meeting
 - Councillor Briefing
 - Special Committee
 - Audit and Risk Advisory Committee
 - Assembly of Councillors - PRE COUNCIL MEETING BRIEFING (IF APPLICABLE)
- on TUE 21 JAN 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:

I AM A DIRECTOR OF THE CENTRAL HIGHLAND TOURIST RAILWAY THAT LEASES PART OF THE LAND ON WHICH THE RAIL TRAIL IS PROPOSED.

Print Name: BILL McCLENNAGHAN

Signed: [Signature]

Date: 21 Jan 14



RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: International Women's Day Committee

Date: Thursday 23 January 2014

Time: 4.00pm

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

Signature: 

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



HEPBURN SHIRE COUNCIL

INTERNATIONAL WOMEN'S DAY WOMENS HONOUR ROLL MEETING

Thursday 23 January 2014
The Chamber
4:00 PM - 5:00 PM

AGENDA

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

	Time	Agenda Item	Purpose	Presenter
1.	4:00pm	Welcome, meeting opened		Chair
2.	4:05pm	Confirmation of minutes	Information & Discussion	Chair
3.	4.10pm	Keynote Speaker update - Mary Crooks AO	Information & Discussion	Chair
4.	4:20pm	Nominators	Information & Discussion	Chair
5.	4.25pm	Honour Roll Quilt	Information & Discussion	Organising Committee
6	4.30pm	Program	Information & Discussion	Chair
7	4.35pm	Invitations	Information & Discussion	Chair
8	4.40pm	The Event	Information & Discussion	Chair
9.	4.50pm	Matters arising	Information & Discussion	Organising Committee
10.	5:00pm	CLOSE		

NEXT MEETING: 27 February 2014 4-5pm
CHAIR: Cr Kate Redwood AM

12. COUNCIL SPECIAL COMMITTEES (SECTION 86)

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

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

PURPOSE

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

BACKGROUND

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

ISSUE/DISCUSSION

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

- Minutes from the Dean Recreation Reserve and Tennis Courts Special Committee – 7/11/2013.
- Minutes from Clunes Community and Interpretive (CCIC) Special Committee – 16/02/2014.

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

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

- Nil

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes and reports have been provided for noting.

OFFICER'S RECOMMENDATION

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

MOTION

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

Moved: Councillor Sebastian Klein

Seconded: Councillor Greg May

Carried.

13. COUNCIL ADVISORY COMMITTEES

13.1. MINUTES OF ADVISORY COMMITTEES

GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

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

BACKGROUND

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

ISSUE/DISCUSSION

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

- International Women's Day Advisory Committee – 23/01/2014.

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

MOTION

13.1.1. That Council notes the minutes of the Advisory Committees listed above which have been distributed under separate cover.

Moved: Councillor Kate Redwood

Seconded: Councillor Pierre Niclas

Carried.

**13.2. ADVICE FROM THE INTERNATIONAL WOMEN'S DAY ADVISORY COMMITTEE – NAMING OF HONOUR ROLL FOR WOMEN
CHIEF EXECUTIVE OFFICER**

This recommendation to Council is based on a resolution by the International Women's Day Advisory Committee from a meeting held on 23 January 2014.

PURPOSE

The purpose of this report is to provide Council with advice from the International Women's Day Advisory Committee about naming the Hepburn Shire Honour Roll for Women.

BACKGROUND

At its meeting held on Thursday 23 January 2014, the International Women's Day Advisory Committee resolved to recommend to Council the naming of the Hepburn Shire Honour Roll for Women as per the recommendation below.

ADVISORY COMMITTEE'S RECOMMENDATION

That Council notes the recommendation from the International Women's Day Advisory Committee that the Hepburn Shire Honour Roll for Women be known as the Heather Mutimer Honour Roll for Women and approves this request.

OFFICER'S RECOMMENDATION

- 13.2.1 That Council endorses the recommendation from the International Women's Day Advisory Committee for the Hepburn Shire Honour Roll for Women to be known as the 'Heather Mutimer Honour Roll for Women'.

MOTION

13.2.1. That Council endorses the recommendation from the International Women's Day Advisory Committee for the Hepburn Shire Honour Roll for Women to be known as the 'Heather Mutimer Honour Roll for Women'.

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.

There were no Confidential Items for consideration at this meeting.

15. CLOSE OF MEETING

The Meeting closed at 8:05 pm.
