



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
DRAFT MINUTES

TUESDAY 18 AUGUST 2015

CRESWICK SENIOR CITIZENS' CENTRE
WATER STREET
CRESWICK

6:00PM

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MINUTES

TUESDAY 18 AUGUST 2015

Creswick Senior Citizens' Centre
Water Street, Creswick
Commencing 6:00PM

CONTENTS PAGE

1.	ACKNOWLEDGEMENT OF TRADITIONAL OWNERS.....	4
2.	OPENING OF MEETING.....	4
3.	APOLOGIES	5
4.	DECLARATIONS OF CONFLICTS OF INTEREST	5
5.	CONFIRMATION OF MINUTES.....	5
6.	NOTICES OF MOTION.....	5
7.	ITEMS OF URGENT BUSINESS.....	5
8.	PRESENTATION OF COUNCILLOR REPORTS	6
9.	PUBLIC PARTICIPATION TIME.....	14
9.1.	PETITIONS	14
9.2.	QUESTIONS.....	15
9.3.	REQUESTS TO ADDRESS COUNCIL	17
10.	STATUTORY PLANNING REPORTS.....	18
11.	OFFICERS' REPORTS.....	19
11.1.	REVIEW OF COUNCIL PLAN 2013-2017	19
	ATTACHMENT 1 - SUMMARY OF PROGRESS - COUNCIL PLAN 2013- 2017 ACTIONS	22
11.2.	DAYLESFORD COMMUNITY PARK MANAGEMENT PLAN.....	29
	ATTACHMENT 2 - DAYLESFORD COMMUNITY PARK MASTER PLAN	33
	ATTACHMENT 3 - DAYLESFORD COMMUNITY PARK MANAGEMENT PLAN	35
11.3.	REVIEW OF COUNCIL POLICIES.....	101

	ATTACHMENT 4 - POLICY SUMMARY - AUGUST 2015	105
	ATTACHMENT 5 - POLICY 74 (C) – PROTECTED DISCLOSURE	111
	ATTACHMENT 6 - POLICY 39 (C) – ACCESS AND INCLUSION.....	123
11.4.	SUBMISSION IN RESPONSE TO RATE CAPPING DRAFT REPORT	129
11.5.	2016/17 COMMUNITY SPORTS INFRASTRUCTURE FUND	133
	ATTACHMENT 7 - POTENTIAL SMALL AQUATIC PROJECTS.....	139
11.6.	REQUEST FOR APPROVAL TO OPERATE B-DOUBLE AND SEMI TRAILER COMBINATION VEHICLES AND HIGHER MASS LIMIT VEHICLES ON LOCAL COUNCIL ROADS.....	141
11.7.	PUBLIC SAFETY INFRASTRUCTURE FUND	154
11.8.	APPOINTMENT OF MEMBERS TO SPECIAL COMMITTEES.....	157
11.9.	RECORD OF ASSEMBLIES OF COUNCILLORS	164
	ATTACHMENT 8 - RECORDS OF ASSEMBLIES OF COUNCILLORS – 15 JUNE 2015 AND JULY 2015.....	167
12.	COUNCIL SPECIAL COMMITTEES (SECTION 86).....	176
12.1.	MINUTES OF SPECIAL COMMITTEES (SECTION 86).....	176
13.	COUNCIL ADVISORY COMMITTEES	179
13.1.	MINUTES OF ADVISORY COMMITTEES	179
14.	CONFIDENTIAL ITEMS.....	181
14.1.	CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC.....	181
14.2.	CONFIDENTIAL – H620-2015 – DAYLESFORD-CLUNES ROAD, SMEATON – PAVEMENT WIDENING AND RE-CONSTRUCTION, BITUMINOUS SURFACING, DRAINAGE AND ASSOCIATED WORKS, CH 17.340 KM TO CH 21.660 KM	
14.3.	CONFIDENTIAL – H623-2015 – MAIN ROAD, HEPBURN SPRINGS – PAVEMENT RE-CONSTRUCTION, BITUMINOUS SURFACING, DRAINAGE AND ASSOCIATED WORKS, CH 0.040 KM TO CH 0.812 KM	
15.	RE-OPENING OF MEETING TO PUBLIC	183
16.	CLOSE OF MEETING.....	183

AARON VAN EGMOND
CHIEF EXECUTIVE OFFICER
18 AUGUST 2015

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

IN ATTENDANCE: Chief Executive Officer Aaron van Egmond, General Manager Corporate Services Grant Schuster, General Manager Community Services Kathleen Brannigan, General Manager Infrastructure Bruce Lucas, Manager Community and Economic Development Adam McSwain, Manager Strategic Project Delivery Darren Dumesny, Governance and Corporate Support 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

Councillor Sebastian Klein

4. DECLARATIONS OF CONFLICTS OF INTEREST

Nil

5. CONFIRMATION OF MINUTES

RECOMMENDATION

5.1 That the Minutes of the Ordinary Meeting of Council held on 21 July 2015 (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 July 2015 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

Moved: Councillor Don Henderson

Seconded: Councillor Greg May

Carried.

6. NOTICES OF MOTION

Nil

7. ITEMS OF URGENT BUSINESS

Nil

8. PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor Kate Redwood AM, Birch Ward

This has been a month focusing on local issues – be it selling raffle tickets in Vincent Street for Christmas Cheer, visiting the Daylesford transfer station to observe its new arrangements and increasing activity, or attending the last home game for Daylesford Football Netball Club at Vic Park to help on the gate, before the bulldozers move in to demolish the old clubrooms.

In between times I, along with the CEO and members of the Trentham Hub reference group, met with our federal representative Catherine King to discuss funding. I also met with our state representative Mary-Anne Thomas to discuss state funding priorities. There is a range of state and federal programs offering grants at present and I am determined that we will leave no stone unturned to achieve as much funding as we can for our Shire.

As all know the community support for fundraising for Vic Park has been proceeding well with sales of bricks, donations from user groups and a huge fundraising effort held at the Daylesford Town Hall. It was great to have a Council table at the fundraiser, and thanks to Cr Niclas and Simone, our CEO Aaron van Egmond, and senior officers Adam McSwain and Kathleen Brannigan, for attending. \$25,000 was raised on the night, towards the target of \$250,000. Well done Bernie Jurcan and the hardworking committee of the Daylesford Football Netball Club.

This month has seen Words in Winter celebrated across the Shire and beyond. This festival is greatly enjoyed by a wide range of people in our community and it is great that Council supports it. I attended, and launched the Planetarium event in the Daylesford Town Hall, and presented the awards to the young writers. I was hugely impressed with the involvement of schools across the Shire, with our library staff, and with the volunteers all working together to achieve an event that had the children so excited and thrilled. Special thanks to Jen Bray, Alison Hadfield and Mary Anne Blanch.

There was a timber training forum held at the Novotel in Creswick. I was invited to do the welcome to attendees from across Australia. I have subsequently enrolled for one of their chainsaw courses.

Also in Creswick was a meeting of the Public Art Panel. As you know, this year's work is proposed to be located in Creswick ward and the Panel welcomed the opportunity to visit some of the identified possible sites. They were unanimous in supporting somewhere in Calemben Park. Thank you to Cr Henderson for his support.

The Clunes community dinner was booked out as usual. I was lucky to get seats for myself and partner, Neville. I was delighted to be there in the Clunes Town Hall together with Cr Newitt and Cr Niclas, for the announcement of the grant obtained

by Council to start the restoration of that historic building. My role, together with Cr Newitt was to present Clunes Citizen of the Year awards, and to see how much appreciated they were by recipients and their families and friends.

There have been a number of Trentham commitments. Three meetings according to my diary to discuss environmental projects concerning water, rail trail planning together with Cr Klein, and celebrating the Redbeard Bakery tenth anniversary, something of a beacon for the growing foodie world of Trentham.

There have been two ward meetings during the month – one at Yandoit, attended also by Cr Niclas and Cr McClenaghan (because of the cross over with Holcombe Ward) – a small and much more congenial meeting than the last one held there. There was also a ward meeting held at a card table outside the Town Hall in Daylesford (and I welcomed Cr May being there too), which proved to be a good way of talking to many people. This month has also seen a host of constituent meetings asking for assistance with many different matters ranging from planning concerns, help with a sustainability conference 'Local Lives Global Matters' support for landcare and their concern with the natural environment, and many others.

The Daylesford and Hepburn Springs Business and Tourism Association (BATA) held its AGM, attended by Cr Niclas and myself, and Rotary had its handover. Both groups contribute much to our communities and it is a pleasure to support them by attending their functions.

A ceremony at the Daylesford War Memorial, held this morning, commemorates the contribution of our armed forces in Vietnam. Cr McClenaghan and I attended this ceremony and laid a wreath.

COUNCILLOR REPORTS

Councillor Pierre Niclas, Birch Ward

August was Community Events month

7/08/2015 - Clunes Citizen of the Year Awards Community Dinner

One of the highlights of the last month was when my wife and I attended this year's Clunes Citizen of the Year Awards Community Dinner in the Clunes Town Hall.

What a great event it was, a packed house of very enthusiastic locals. It is easy to see why this small community seems to get right behind their towns events - the night was a very well organised event, the speaker very interesting and from the mix of winners and reasons for their nomination and final selection, Clunes has a great future ahead of it.

That said, I would like to congratulate all the worthy winners on the night, those who were not mentioned on the night but do great work for Clunes and the surrounds

and also congratulate the Clunes community as a whole for their civic focus and civic pride.

8/08/2015 - Daylesford Football Network Club - Victoria Park Fund Raising Dinner

Another great community event and with the imminent demolition of the old rooms and the commencement of the new Victoria Park Sports/Community Facility, this fundraiser was/is a very important step in the journey that the local Daylesford community is on to ensure it delivers on its commitment of the total fund raising required.

I am to believe that the night was a huge success with at least \$20,000 raised moving the total amount to around \$100,000 raised/committed to date.

The Niclas family are now proud owners of a brick - please consider taking up one of these bricks for your family. I'm advised that they will last forever!

This Council plans and delivers many different projects around the Shire and in particular Daylesford, however this project is very special as it has been something that community has been waiting for a long time.

18/08/2015 - Audit & Risk Advisory Committee - Internal Audit Reports on Councillor & Management Expenses and a Planning Department Operational Review.

Today the Audit & Risk Advisory Committee received the final reports on the pre-mentioned areas and I am very happy to report that in both the areas reviewed (from an audit and risk perspective), AFS & Associates Chartered Accountants have reported back to the Audit & Risk Advisory Committee that from an overall risk perspective, internal controls over these areas were operating effectively and that from an overall risk perspective they were 'no risk / low risk' respectively.

Well done to all for such a strong result.

Other events I attended were:

- 30/07/2015 Combined Ward meetings & Hepburn Health presentation in Yandoit
- 10/08/2015 Commercial Development Opportunities for Daylesford & Hep Springs
- 10/08/2015 Mineral Springs Reserve Advisory Committee
- 10/08/2015 Daylesford and Hepburn Springs Business and Tourism Association (BATA) AGM

Finally I'd like to thank Cr Redwood for holding the fort this month at our Ward meeting while I was interstate.

Councillor Neil Newitt, Cameron Ward

I attended, along with Mayor Redwood and Cr Niclas, the Clunes Community Dinner on 7 August. Apart from the annual dinner that attracted around 100, it was also the occasion of the announcement of the Clunes Citizen of the Year awards.

These awards acknowledge the volunteer achievements of both adults and the youth of Clunes.

Jane Hull was announced Clunes Junior Citizen of Year, her mother Alison Hull Clunes Female Citizen of the Year and Michael Cheshire was named Male Citizen of the Year.

An emotional Jane Hull on accepting her award acknowledged the honour she felt having her name added to her parents' names on the honour board.

The audience were also pleased to hear funding had been secured by Council from Heritage Victoria's Heritage Restoration Fund for the restoration of the Clunes Town Hall.

Built in 1872, the Town Hall is fast approaching its 150th birthday and the community was very happy to hear work will commence to restore the grand old lady to her former glory for the enjoyment and use of the community for the next 150 years.

On Thursday 14 August, I travelled with Community & Cultural Development Officer, Kate Gerritsen, and members of the Clunes Museum on a somewhat secret mission to Victoria Museum's volunteer awards, held at the National Gallery of Victoria (NGV).

Unbeknown to her, Pat Cook had been nominated for a volunteer award in recognition of her many years service to the Clunes Museum. Pat was surprised to see her name up in the auditorium at the NGV and I thank Ms Gerritsen and Ms Judith Fawcett for nominating Pat and arranging for us to attend the evening.

Interestingly, on that day, a visitor survey was released naming the NGV as the most popular destination with visitors to Melbourne. Much comment has been made in the media and again on the night that it is the cultural experience of museums, galleries, etc that is driving visitation to Melbourne and Victoria.

Also noted, was the strong connection made by travellers to the regional museums of Victoria, and this should be of interest and explored further in consideration of our own museums across the shire.

Councillor Don Henderson, Creswick Ward

Recently I met with Mary-Anne Thomas, Member for Macedon, who has offered to assist people in the Western half of the shire. This will give us a government contact

and whilst we have an active local member, Louise Staley, she is not a member of government.

A meeting was held in Creswick recently to promote the three towns of Creswick, Clunes and Talbot as tourist destinations. It will focus on the link from Ballarat to Maryborough.

I attended along with Cr May, a meeting of the Dean Recreation Reserve and Tennis Courts Special Committee for their AGM. I am pleased to report that this committee is doing a great job in caring for the reserve and is holding many functions and events.

I have been working with the Forest Resort around the Miss Muddy event and am pleased to report that RACV have now purchased the resort and this will be a positive event for the region.

I had the privilege of attending the reopening and planting of an Avenue of Honour to remember over a hundred Ballarat Orphanage boys who enlisted and fought in the World War I. I was pleased to see a Creswick man's name amongst those trees.

The Public Art Panel also met in Creswick to discuss possible sites for a major work of public art.

I attended the AGM of Creswick District Scouts.

Councillor Greg May, Creswick Ward

I have a brief Councillor report this month in which I'd like to highlight just a couple of events I attended recently. One event was held at Mt Rowan by Cultivate Agribusiness Central Highlands and was the first in a series of Agricultural Conversations they are conducting. The event was launched by Geoff Howard the State Member for Buninyong and involved a panel of industry professionals who all spoke about their experiences and the opportunities they thought available in the future in the agribusiness sector. A common theme to come from all of the speakers was that there are in fact great opportunities in the agribusiness and agricultural areas but all too often young professionals and university graduates were overlooking these opportunities to take up careers in other sectors in metropolitan areas.

On the 24th of July I was asked to launch a book, somewhat surprisingly in Eganstown. The launch was on the property of Tammi and Stuart Jonas who raise happy, tasty, heritage-bred pigs right here in the Hepburn Shire. The book is an Energy and Materials Assessment Workbook and is designed as a practical guide for farmers around efficient energy usage on farms and efficient use of farm inputs such as fertiliser, fuels, water and stock feeds. The book is a collaboration between the Federation University, Cultivate Agribusiness Central Highlands, Breaze Energy

Solutions and Sustainability Victoria. Jonai Farm, a small property, is a great example of how an energetic young couple have, in a few short years, created a sustainable local business, creating employment and producing an ethical, non factory farmed quality product.

I also recently attended the AGM of the Dean Recreation Reserve and Tennis Courts Special Committee along with Cr Henderson. The committee is continually fund raising and using those funds to continually add to and upgrade the facilities at the reserve. They also have several ideas to see the increased usage of the facility into the future.

Councillor Bill McClenaghan, Holcombe Ward

Starting this month's report with today, this morning Hepburn Shire took its turn to provide a cooked breakfast to students at Daylesford Secondary College. I volunteered to help do the cooking and serving.

On the last Sunday in July the Glenlyon community stages the Glenlyon Fine Food Fayre. I attended again as a customer to see a premier local foodie event that drags people in from far and wide.

I also officiated at the AGM of the Glenlyon and Upper Loddon Landcare Group. Volunteerism is very much alive in Glenlyon.

Today is also Vietnam Veterans Day (formerly Long Tan Day) and is 49 years after the battle of Long Tan at which Australian soldiers distinguished themselves by holding out against overwhelming odds until relieved. I attended a brief service at the Daylesford Cenotaph and together with the Mayor, laid a wreath.

Last Thursday was the MAV Rural and Regional Forum held in Melbourne. Rural shires from all over Victoria were there to consider major sector issues, particularly those affecting small rural shires

One of the topics at the Forum was the State Government's determination to implement rate capping in the 2016/2017 financial year. In addition to an excellent Officer's report in the agenda today, I would like to reiterate the following information.

There will be only one cap percentage State wide that will be something in the order of 3%. Another one of these "one size fits all" scenarios. Council fees and charges, levies and the State Government's Fire Services Levy (FSL) are not included in the rates cap, despite the fact that the FSL has increased between 12 - 32% since its introduction. The only component factored in will be a Council's revenue, not expenses whereby expenses are regarded as within a Council's power to regulate. Many councils, particularly the small rurals, raise most revenue from rates. There will

be only one cap based on "the average ratepayer" concept. This will be determined by dividing total Council revenue by the number of rateable properties expressed as a percentage. Hence the "one size fits all" issue.

The rates cap is supposed to show concern for the sustainability of councils, whilst attempting to constrain the cost of living in Victoria. It will be a balancing act between these opposing goals.

In developing future budgets under rates capping, Council will have four main options.

1. Can delivery of services be made more efficient?
2. Will Council continue to provide the same range of services or scale some back or even delete some?
3. Can Council attract alternative funding for service provision?
4. Will a rates rise above the set rates cap be needed? If so, an application for variation will be required. The Essential Services Commission, not Parliament will approve the proposal without altering it; either yes/approved or no/not approved.

Other possible options for coping with a rates cap will be implementing a user pays scenario/full cost recovery for all services (including HACCC), increased dependence on volunteers and increased borrowings – and/or sell off more of the farm.

If Council applies for a variation to raise rates above the cap, full justification will be required and a very tight timeline will be imposed from December in the year prior to adopting the next budget to the end of the following June.

And look out if something really goes wrong like a natural disaster or a deterioration of global financial markets triggers a further call on our defined benefits superannuation scheme that blows a rate capped budget. There are provisions however for extraordinary circumstances.

On Rates Capping, the Draft Report is out and the MAV Forum had the opportunity to hear from Dr Ron Ben-David, Chair of the Essential Services Commission. He faced some very robust questions from us at the Forum.

I will report more information from the Forum next month.

RECOMMENDATION

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

MOTION

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

Moved: Councillor Don Henderson

Seconded: Councillor Neil Newitt

Carried.

9. PUBLIC PARTICIPATION TIME

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

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

Community members are invited to submit written questions to the Chief Executive Officer before 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 Chief Executive Officer before 12 noon on the day of the Council Meeting.

If you are submitting a question, it is important to remember:

- Two questions per person, per meeting may be submitted.
- If the question has multiple parts, each will be treated as a separate question.
- A question may include an introduction of no more than 200 words.
- Each meeting is allocated a maximum of up to 30 minutes for Public Participation Time.
- You need to be present in the public gallery at the meeting in order to ask your question.
- A time limit of three minutes for each question will apply but the time may be extended at the discretion of the Chairperson.

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. PETITIONS

Nil

9.2. QUESTIONS

Question 1: From Ms Cate Evans, Trentham

When did Council formally resolve to build the Trentham Hub on the Mechanics Institute site?

Answered by Mayor Councillor Kate Redwood

Council resolved to endorse the draft concept design, proposed governance model and business plan for the Trentham Community Hub at its meeting on 16 September 2014. At the same meeting it noted that Officers will commence applying for external funding for the capital cost of the Trentham Community Hub.

The draft concept design is on the Trentham Mechanics Institute site.

Question 2: From Ms Cate Evans, Trentham

Council was given a Crown Grant of a block of land at 14A Victoria Street, Trentham in 2004. This land has lain vacant ever since. Being nearly 6000 square metres of flat land, it would make an ideal Hub site.

Reasons stated for railway site as "not ideal" via facilities review 2013

a) Practicality of obtaining continuous land possibly problematic

Solution: cut down a few trees, as would also need to be done on Mechanics site.

b) Current footpaths and access in poor condition

Solution: build a footpath. Current footpath on opposite side of Victoria is in new condition.

*Footpaths in High Street are in poor condition and on steep slopes. Footpaths would need to be fixed and new ones built in Bath Street and Albert Street to accommodate Hub on Mechanics site. More work and more expense.

Why demolish and place in landfill a culturally significant building, which is a sound 6 on the structural scale?

Answered by Mayor Councillor Kate Redwood

The Trentham Community Facilities Review (2013) recommended development of a multi-use community hub in Trentham, combining the operations and services of the Trentham Neighbourhood Centre, Mechanics Institute Hall, Library and providing a

Visitor Information Centre presence. It recommended that the Hub be built on the site of the existing Mechanics Institute.

Development of the Trentham Hub at the Mechanics Institute site was recommended as it addressed structural and maintenance issues at the Mechanics Institute.

It will improve access to a range of services by sharing resources and staff, enabling longer opening hours and provides the opportunity to focus volunteer efforts in one space.

Following extensive site analysis, the architects recommended demolition of the existing Mechanics Institute building to allow room for a new community hub due to its poor condition and amenity.

It is proposed to recycle as much of the current building as possible and where possible re-use elements in the new Mechanics (Hub) including floorboards. The history and relevance of the Mechanics Institute Hall has and will continue be acknowledged in the design.

**Question 3: From Mr Mick Alsop
 President, Creswick Football Netball Club**

Since the new oval was built at the Doug Lindsay Reserve there have been significant issues with the surface that has caused the football team to have to train and play at other venues every year since. This has significant cost implications, especially when losing home games to other venues.

On top of this is there are other intangible implications, in particular, the impact it has on our volunteers personal lives. Volunteers are often required to devote large amounts of time after hours working to relocate sporting equipment, canteen and bar items, etc, etc to allow for either training or game day to occur. Several volunteers are also having to take days of leave from work to ensure that the tasks required can be completed in time. Volunteers already devote a significant amount of time to assist with the running of the football and netball club so that the community can be involved in playing the sport that they love, but when this extra work is placed upon them as well, it is too much for them and/or their immediate families to cope with.

The club has also developed a reputation within the league as having an oval that is not fit for purpose so every time winter sets in, opposing clubs visit and meet with committee members in an attempt to relocate the game. This places committee members under excessive stressful situations especially when heated arguments arise from the opposing clubs.

On game day itself, when the oval is in the condition that it is, the atmosphere shifts significantly. The day is no longer about enjoying (playing or supporting) games of football but rather shifts to nothing more than a sledging match about the surface conditions the players are required to play the games on, and the associated safety issues related to it. Each week for the last 6 weeks of the season I have had to endure consistent complaints from players, parents and spectators on game days as well as during the week after the opposing club has played at Creswick.

It would be appreciated if you could let us know **what plans are being put in place to rectify the playing surface so that this issue doesn't continue for a fifth year.**

Answered by Mayor Councillor Kate Redwood

At the end of the 2014 season, Council worked with the Creswick Football Club to install a sub surface drainage system in the northern 50m arc.

This work was an agreed approach with the football club to gauge how successful the treatment may be prior to proceeding with additional works in partnership with the football club for other parts of the oval. The completed works are believed to have improved this area.

Council does not have any allocated funds to install a full sub surface drainage system in the current year, however has provided a commitment to work with the football club to undertake a staged approach to achieve this over a number of years.

The Mayor referred Mr Alsop to meet with Mr Lucas and/or Mr McSwain to work out a staged approach.

9.3. REQUESTS TO ADDRESS COUNCIL

Nil

10. STATUTORY PLANNING REPORTS

There are no Planning Applications for consideration at the August 2015 Council Meeting.

11. OFFICERS' REPORTS

11.1. REVIEW OF COUNCIL PLAN 2013-2017

GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to review the Council Plan 2013-2017 and consider whether it wishes to make changes to it.

BACKGROUND

Council adopted its Council Plan 2013-2017 at the ordinary meeting of Council on 18 June 2013.

The Council Plan 2013-2017 is publicly available at Council's service offices and on Council's website at <http://www.hepburn.vic.gov.au/council-plan-budget/>.

ISSUE/DISCUSSION

The Council Plan 2013-2017 is structured around five strategic objectives:

1. Active and Engaged Communities
2. Quality Community Infrastructure
3. Sustainable Environment and a Vibrant Economy
4. Sustainable Financial Management and Innovative Corporate Systems
5. High Performing Organisation

Under the strategic objectives are 27 key strategic activities and a range of actions, which together comprise the strategies for achieving the objectives. In addition, each strategic objective has strategic indicators that enable Council to monitor progress.

The summary of progress against the Council Plan actions as at the end of the 2014/15 financial year is attached.

The actions and indicators in the Council Plan, together with the annual budget and business plan actions are managed and monitored via the Performance Reporting System. Monitoring these actions together provides clear direction on what Council seeks to achieve both annually and over its four year term. Based on the combined system of using the Council Plan and annual budget to set priorities, no changes are recommended to the Council Plan 2013-2017.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Under Section 125 (7) of the *Local Government Act 1989*, at least once in each financial year, Council must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan.

Any adjustment to the strategic objectives, the strategies for achieving the objectives and the strategic indicators for monitoring the achievement of the objectives in the Council Plan 2009-2013 would require Council to advertise the changes and in accordance with the *Local Government Act 1989* ("the Act") s125 (9) a person has a right to make a submission under s 223 of the Act.

FINANCIAL IMPLICATIONS

If Council determines to make adjustments to the Council Plan 2013-2017, the Plan would need to undergo public consultation and some minor reformatting, which would incur some relatively small costs.

RISK IMPLICATIONS

The Council Plan provides clarity on the actions to be delivered over the term of each Council. Conducting an annual review enables Council to confirm that the actions remain appropriate.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

No changes expected based on the review.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Council Plan 2013-2017 was developed through an extensive and innovative engagement process that led to Council being recognised through an award from the International Association of Public Participation.

If Council determines to make adjustments to the Council Plan 2013-2017, the Plan would need to undergo further public consultation in relation to the changes.

CONCLUSION

The Council Plan 2013-2017 contains appropriate objectives, actions and indicators to continue to drive Council performance, and therefore no changes are recommended as a result of Council's review at the start of the 2015/16 year.

OFFICER'S RECOMMENDATION

11.1.1 That Council having reviewed its Council Plan 2013-2017, in accordance with section 125 (7) of the *Local Government Act 1989*, concludes that the Council Plan does not require, at this stage, an adjustment in respect of the remaining period of the Plan.

MOTION

11.1.1. *That Council having reviewed its Council Plan 2013-2017, in accordance with section 125 (7) of the Local Government Act 1989, concludes that the Council Plan does not require, at this stage, an adjustment in respect of the remaining period of the Plan.*

Moved: Councillor Pierre Niclas

Seconded: Councillor Neil Newitt

Carried.

ATTACHMENT 1 - SUMMARY OF PROGRESS - COUNCIL PLAN 2013-2017
ACTIONS

Hepburn Shire Council - Council Plan 2013-2017 - Review as at 30 June 2015

Ref.	Council Plan Actions	Status
1.	Work with and support communities and residents to implement community driven projects through community planning, provision of advice, information and community grants, acknowledging the significant contribution made by community volunteers.	
1.1	Prepare Community Planning Strategy and Policy	Complete
1.4	Develop Council's Public Art Policy	Complete
1.5	Implement Council's Public Art Policy through acquisition, maintenance and replacement of public art	Annual
1.6	Implement Daylesford and District Community Bus and investigate feasibility of additional community transport	Complete
1.7	Support community groups through provision of advice, information and community grants	Annual
1.8	Implement the Creswick Lindsay's Art Trail in conjunction with the Creswick streetscape revitalisation	Underway
2.	Engage our young people, invest in them now and create our community leaders for the future.	
2.1	Review and update the Youth Strategy	Underway
2.2	Implement priority projects from the Youth Strategy	Not started
2.3	Coordinate and deliver youth programs and events	Annual
3.	Improve and enhance the provision and management of infrastructure and services to support children and families.	
3.1	Develop the Municipal Early Years Plan	Complete
3.2	Implement key priorities from the Municipal Early Years Plan, including: <ul style="list-style-type: none"> • Facilitate Early Childhood Services network and delivery of joint training and education • Develop a guide to early years services and programs in Hepburn. 	Underway
4.	Implement a proactive and planned approach to the maintenance, renewal and upgrade of recreation assets.	
4.1	Clarify roles and responsibilities of council and sporting groups and level of support council will provide, including building, maintenance and renewal, oval maintenance, courts and amenity to ensure that equitable and consistent support is provided.	Underway
4.2	Complete the annual recreation asset renewal program in Council's budget	Annual
4.3	Undertake a service review of recreation facilities (Council Swimming Pools year 1)	Underway
4.4	Recreation projects prioritised and plans in place for development and implementation of priority projects	Annual

Note: Projects noted as 'Annual' have a recurring requirement each year, and are therefore unable to be marked as 'Complete' for the whole 2013-17 period.

Ref.	Council Plan Actions	Status
4.5	Implement the Walking and Cycling Strategy priority projects and initiatives	Annual
4.6	Support sport and recreation groups to plan for the future (Develop the Recreation & Open Space Strategy)	Underway
5.	Develop Hepburn's libraries as welcoming, multi-functional spaces that assist in the provision of integrated Council services and ensuring that vibrant and diverse programs and collections are maintained.	
5.1	Promotion and marketing of libraries	Annual
5.2	Develop a 10 Year Library Facility and Service Improvement Action Plan	Underway
5.3	Participate in collaborative partnerships for lifelong learning	Annual
6.	Provide high quality aged and disability services within the active service framework.	
6.1	Review and Update Code Red, Vulnerable Clients, Emergency Policy and Procedures	Complete
6.2	Implement Community Care Support traineeship program (including Recruitment and Retention Strategy)	Not started
6.3	Deliver and enhance services to clients by implementing Active Service Model and Care Plans	Underway
6.4	Implement aged and disability services communication strategy	Underway
7.	Improve the liveability and amenity of our Communities by delivering improved levels of service across all of Hepburn Shires Streetscapes, Parks and Gardens through the introduction of planned work schedules for areas such as town entrances, park furniture, sporting ovals and public reserves.	
7.1, 7.2	Develop and implement service standards for key town entrances	Underway
7.3, 7.4	Develop and implement service standards for sporting ovals	Underway
7.5	Implementation of the Daylesford Streetscape Revitalisation Project	Complete
7.6	Develop detailed design and documentation for streetscape revitalisation project for the towns of Clunes, Creswick, Glenlyon, Hepburn Springs and Trentham	Complete
7.7	Implement the streetscape revitalisation designs for the towns of Clunes, Creswick, Glenlyon, Hepburn Springs and Trentham – Budget	Underway
8.	Effectively deliver the Capital works program to improve community infrastructure and facilities.	
8.1	Complete Capital Works forward design program	Annual
8.2	Complete the Capital Works program	Annual
9.	Improve sealed and unsealed local roads through the delivery of maintenance and improvement works.	
9.1	Review the Council's Road Management Plan	Complete
9.2	Implement proactive inspection and repair of identified defects in accordance with the Road Management Plan.	Complete
9.3	Implement resurfacing of unsealed road network	Annual

Note: Projects noted as 'Annual' have a recurring requirement each year, and are therefore unable to be marked as 'Complete' for the whole 2013-17 period.

Ref.	Council Plan Actions	Status
9.4	Implement resealing of sealed road network	Annual
9.5	Review B-Double movements on Local roads to minimise routes through residential areas in accordance with the Freight Strategy.	Underway
10.	Effectively manage Council's Asset portfolio in order to improve service levels while progressively closing the asset renewal gap.	
10.1	Implement strategy to reduce the asset renewal gap	Underway
10.2	Review & update Asset Management Strategy	Underway
10.3	Review & update 5 year capital works programs	Annual
10.4	Introduce annual program of asset condition assessments	Complete
10.5.1	Develop Asset Management Plans: • Buildings	Underway
10.5.2	Develop Asset Management Plans: • Open Space	Underway
11.	Develop and Implement the Waste Management Strategy with a focus on converting Waste into Opportunity through education, technology and innovation.	
11.1	Complete Waste Strategy	Complete
18.5	Implement Waste to Energy pilot project (subject to business case development)	Underway
12.	Support and develop the existing businesses within Hepburn Shire and continue to explore opportunities to diversify Hepburn Shire's Economic base.	
12.1	Develop and implement Visitor Information Centre Volunteer recruitment strategy	Underway
12.2	Develop an Economic Development Strategy	Underway
12.3	Implement the Economic Development Strategy	Not started
12.4	Implement priority actions flowing from the Advancing Country Towns (ACT) Program	Underway
13.	Review Council's Compliance and Development functions with a focus on improving safety and legislative compliance, reducing processing times and increasing levels of customer satisfaction.	
13.1	Review and map planning permit process	Complete
13.2	Update Council's Domestic Animal Management Plan	Complete
13.3	Undertake all required inspections of registered food premises	Annual
13.4	Review and map building permit process	Complete
13.5	Complete a Domestic Waste Water Management Plan (DWWMP) for Hepburn Shire Council	Complete

Note: Projects noted as 'Annual' have a recurring requirement each year, and are therefore unable to be marked as 'Complete' for the whole 2013-17 period.

Ref.	Council Plan Actions	Status
13.6	Activate a Domestic Waste Water Management Plan (DWWMP) for Hepburn Shire Council	Underway
13.7	Undertake communication and education to raise awareness of the importance of safe food practices	Complete
14.	Monitor and update Council's planning scheme to meet the future needs of the community by providing a range of opportunities across the full suite of zones	
14.1	Undertake a review of the Hepburn Planning Scheme	Underway
15.	Facilitate the development of native flora, fauna and ecosystems protection strategy with a focus on the strategic revegetation to counteract incremental losses and invasion of weeds that threaten many native species.	
15.1	Survey and map the vegetation on Hepburn Shire Councils road reserves	Underway
15.2	Develop a native flora and fauna strategy with key stakeholders (Victorian Adaptation Sustainability Partnership)	Underway
16.	Develop opportunities for increased renewable energy generation and minimisation of energy consumption within the Hepburn Shire Council in order to reduce our reliance on non-renewable energy generation.	
16.1	Convert street lighting to energy efficient LED lighting	Complete
18.4	Develop a Bio Energy Feasibility Study	Complete
17.	Review and analyse Council's current operating emergency management framework for preparation, response and recovery areas with a view to delivering improved outcomes for communities affected by emergencies and natural disasters.	
17.1	Review Council's current arrangements to inform a strategy to better address emerging changes in emergency management	Complete
17.2	Develop a proactive communications program in conjunction with other emergency agencies	Complete
18.	Council will support and emphasise activities in the community and its own operations which embody the transition from business as usual to preparedness and resilience in the face of rising energy costs and a changing climate.	
18.1	Support Community groups through the provision of sustainability grants	Annual
18.2	Implement Creswick flood mitigation strategies	Underway
18.3	Implement Clunes flood mitigation strategies	Not started
16.3	Review the Hepburn Shire Sustainability Strategy	Underway
19.	Implement sustainable financial practices and policies that guide the future financial direction of Council and ensure long term financial stability.	
19.1	10 year Financial Plan reviewed and adopted by Council annually	Annual

Note: Projects noted as 'Annual' have a recurring requirement each year, and are therefore unable to be marked as 'Complete' for the whole 2013-17 period.

Ref.	Council Plan Actions	Status
19.2	Allocate a minimum of \$250,000 to cash each year to improve the working capital ratio	Annual
19.3	Maintain a Victorian Auditor General's Office low risk sustainability assessment annually	Annual
19.4	Allocate an additional \$250,000 to capital renewal to improve the renewal gap	Annual
19.5	Review and update the rating strategy	Not started
20.	Continue to pursue alternate revenue streams and procurement efficiencies within Councils operating budget with a view to reducing the reliance on rate revenue.	
20.1	Implementation of the Procurement Efficiency Program delivering 1% reduction in annual operating costs	Annual
20.2	Increased rental return from commercial leases	Annual
20.3	Review the Procurement Policy annually to ensure best practice procurement methods and legislative compliance	Annual
20.4	Partner with regional Councils to participate in collaborative purchasing to deliver best value procurement outcomes	Annual
21.	Improve Customer Service levels by ensuring improved reliability of Councils systems and increased innovation and efficiency through the utilisation of cutting edge technology and applications.	
21.1	Installation of a new phone system ensuring improved customer service levels	Underway
21.2	Develop and implement an information technology strategy	Underway
21.3	Update and test Council's Information Technology Disaster Recovery Plan ensuring data security and integrity	Underway
22.	Create and maintain a customer service culture throughout the organisation that ensures the delivery of consistent and quality customer focused services whereby our customers are dealt with promptly, courteously, efficiently and effectively at all times.	
22.1	Develop and implement a customer service charter that clearly articulates Council's customer service agreement with the community	Underway
23.	Work with our staff to develop an organisational culture of excellence utilising customised and relevant training that ensures increased job satisfaction and improved service delivery to the community.	
23.1	Develop a Human Resource Strategy	Complete
23.2	Implement key outcomes of the Human Resource Strategy	Underway
23.3	Undertake Staff Climate (pulse surveys)	Underway
23.4	Undertake a full benchmarked Staff Climate survey	Not started
24.	Review Council's Organisational structure regularly to ensure that productivity is maximised whilst maintaining quality, cost effective services to the community.	

Note: Projects noted as 'Annual' have a recurring requirement each year, and are therefore unable to be marked as 'Complete' for the whole 2013-17 period.

Ref.	Council Plan Actions	Status
24.1	Develop and implement Service Review Program	Underway
25.	Respond to the changing needs of the Hepburn Shire Council through the provision of timely, targeted and relevant internal and external communications, including advocacy on behalf of the community for important community concerns, projects and initiatives.	
25.1	Redevelop Council's Website and review branding	Complete
25.2	Distribute at least 2 Council newsletters per year	Annual
25.3	Implement an internal communication improvement program	Underway
26.	Improve the Occupational Health and Safety performance of Council through constant monitoring and identification of risks within the work environment.	
26.1, 26.2	Develop and implement construction site audit program	Complete
26.3	Review and maintain organisation wide risk registers	Underway
27.	Review Councils future office accommodation needs with a view to improving service delivery, environmental efficiency and universal access while progressing the rationalisation of redundant Council assets.	
27.1	Implement the Hepburn Council Services and Community Hub Business Case and Design project.	Underway
27.2	Undertake the sale of underutilised and surplus land and buildings in consultation with the community	Underway

Note: Projects noted as 'Annual' have a recurring requirement each year, and are therefore unable to be marked as 'Complete' for the whole 2013-17 period.

11.2. DAYLESFORD COMMUNITY PARK MANAGEMENT PLAN

GENERAL MANAGER COMMUNITY SERVICES

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

PURPOSE

The purpose of this report is for Council to endorse the Daylesford Community Park Management Plan and Master Plan to guide the future development of the site.

BACKGROUND

Council, in partnership with the Daylesford community, has been developing a management plan and master plan for the Daylesford Community Park (Corner Duke and Stanbridge Streets, Daylesford) over a number of years. The development of these plans was triggered by the construction of the Daylesford Skate Park at the site in 2000.

Both the management plan and the master plan, while not having been adopted by Council, have been used to guide the development of the Daylesford Community Park (Community Park). Through the implementation of these plans, there have been some modifications from the original master plan. A copy of the master plan and the management plan are attached.

In 2010, these plans were used by Council to secure funding of \$171,000 through the Federal Government Regional and Local Community Infrastructure Program. This funding was utilised to implement stage one of the project which included the construction of:

- A children's playground
- Car parking including two accessible car parks
- Two accessible toilets
- Walking paths linking from the front of the park to the toilets, playground and skate park
- Seating
- Shade Sails.

As part of implementing the stage one works, Council established a Community Reference Group. This Reference Group provided advice on project delivery e.g. playground design, path layout. Following the completion of the stage one works, this group has become an informal 'Friends of the Daylesford Community Park'.

More recently (2013), the Community Park has been further developed in line with the master plan and management plan with the establishment of a Community Food Garden at the site.

ISSUE/DISCUSSION

The management principles for developing the park, as outlined in the management plan, include:

- Access/Inclusion
- Healthy Community Activity
- Public Safety and Managing Risk
- Historical Interpretation
- Arts
- Sustainable Management.

Funding has been allocated in Council's 2015/16 budget for additional work at the Community Park. Following a meeting with the Friends of the Daylesford Community Park, the proposed elements to be developed are:

- Additional walking paths, focused on connecting with the community garden
- Additional shade sails, in particular providing shade over elements of the playground
- A nature play space located beside the current playground
- Additional tree planting and seating
- Renaming of the park.

Given the amount of work by Council and the community in developing both the plans and the Community Park itself, it is recommended that these plans are formally endorsed by Council. Endorsing these plans will provide Council and the community with a defined framework in which to continue developing the Daylesford Community Park.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2013:2017:

Strategic Objective – Active and Engaged Communities

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

In Council's 2015/16 budget, \$40,000 funding has been assigned for additional work on the Daylesford Community Park.

Ongoing maintenance to the park will be modified due to the nature of the planned works and in line with the management plan.

Future development of the site will be undertaken through a combination of budget bids to Council, seeking external grant funds and/or partnerships with the community.

RISK IMPLICATIONS

Risk planning forms an element of the management plan for the reserve.

As specific projects are undertaken suitable risk management arrangements will be put in place.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

This project will provide a positive social and environmental impact for the Daylesford community and the 'Friends of the Daylesford Community Park' group. It will support and reinforce the long term community commitment shown to developing this site.

Principles from the management plan will ensure future development of the site continues to improve access and provide for a family friendly space for the community to come together.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Development of the master plan and management plan has taken place over a number of years and involved considerable community engagement.

CONCLUSION

Over a number of years there has been a significant amount of work by both Council and the community in developing the Daylesford Community Park. By formally endorsing these plans Council will put in place the framework for the continued development of the site over a number of years.

OFFICER'S RECOMMENDATION

That Council:

- 11.2.1 Formally endorses the Daylesford Community Park Master Plan and Daylesford Community Park Management Plan; and
- 11.2.2 Acknowledges the significant community contribution in developing these documents and the Daylesford Community Park site.

MOTION

That Council:

- 11.2.1. *Formally endorses the Daylesford Community Park Master Plan and Daylesford Community Park Management Plan, and*
- 11.2.2. *Acknowledges the significant community contribution in developing these documents and the Daylesford Community Park site.*

Moved: Councillor Pierre Niclas
Seconded: Councillor Bill McClenaghan
Carried.

ATTACHMENT 2 - DAYLESFORD COMMUNITY PARK MASTER PLAN

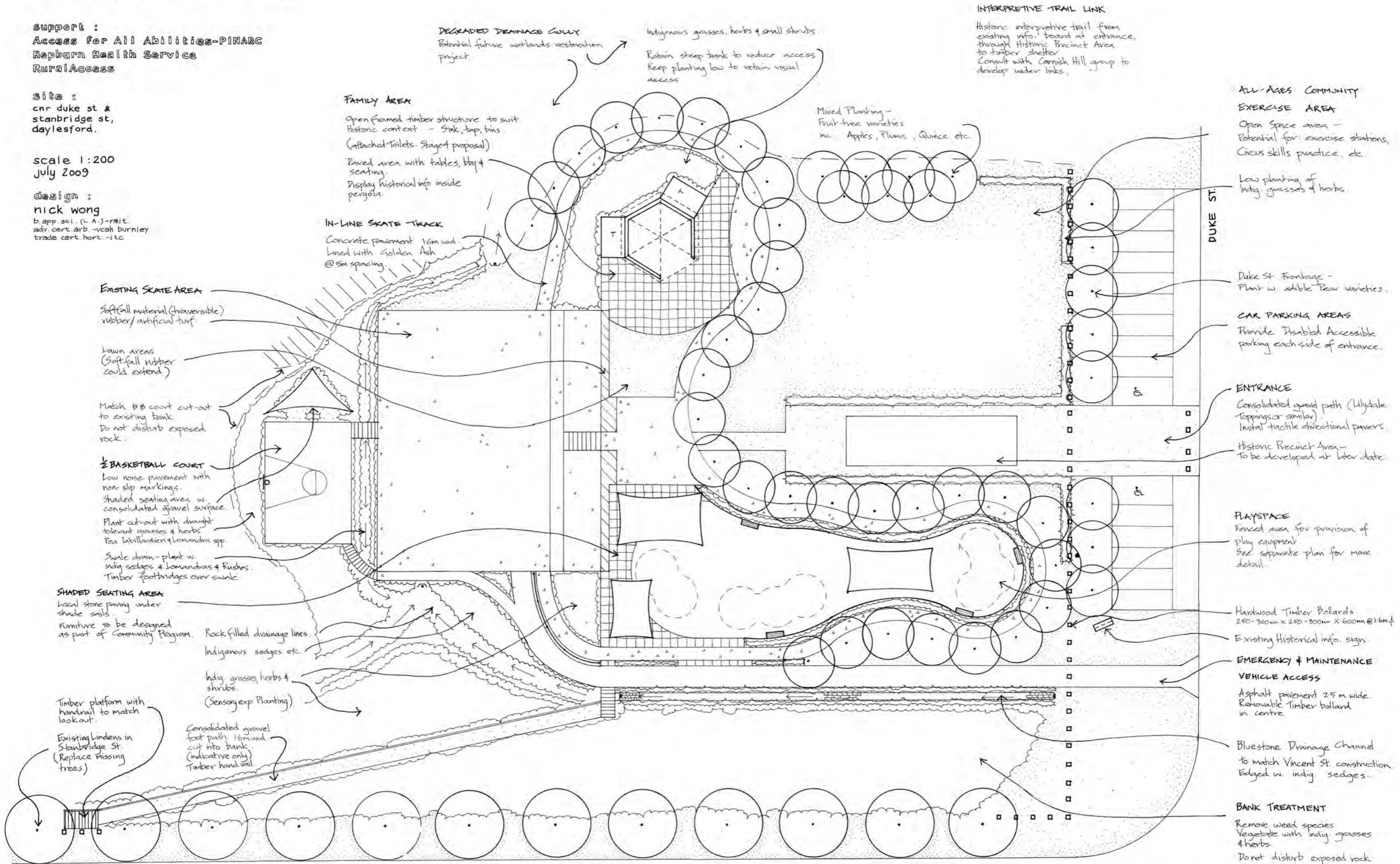
Hepburn Shire Council

support :
 Access for All Abilities-PINARC
 Hepburn Health Service
 RuralAccess

site :
 cnr duke st &
 stanbridge st,
 daylesford.

scale 1:200
 July 2009

design :
 nick wong
 b. app. sci. (L.A.)-rmit
 adv. cert. arb. -veah burnley
 trade cert. hort. -i.t.c



DAYLESFORD COMMUNITY RESERVE

ATTACHMENT 3 - DAYLESFORD COMMUNITY PARK MANAGEMENT PLAN

Daylesford Community Park

Management Plan

Report prepared by Peter O'Mara
Community Participant
petero@netconnect.com.au

updated 17 July 2015

Acknowledgements and Recognition

People of Daylesford

Adam McSwain – Manager, Community Services, Hepburn Shire Council

Laura Campbell – Recreation Officer, Hepburn Shire Council

Fiona Robson, Community Participant, RuralAccess

Fiona Porter – Worker, RuralAccess

Bev Watson– Worker, Rural Access

Nick Wong – Landscape Architect, Local parent

Donna O’Mara – Local parent

Patrick Jones – Local Parent, Daylesford Community Food Gardens

Georgina Williams – Local Parent, Homeschool Group

Cornish Hill Committee of Management

Daylesford and District Historical Society

Daylesford Primary School

Daylesford Secondary College

Hepburn Health Services

About the Author

Peter O’Mara is a volunteer community participant in the Daylesford Community Park project. Beginning in early 1996, he was initially involved in the establishment of the skate park facility and has undertaken various volunteer roles since. Peter was a key community liaison person for the development of the Daylesford Community Park masterplan. Peter is a local school teacher and youth worker and lives in Hepburn Springs.

Contents

Executive Summary	5
1. Introduction	11
1.1 Study Area	12
1.2 Background and Purpose of Plan	13
1.3 History of the Reserve	14
1.4 Existing Conditions, Values and Uses	16
1.4.1 Vegetation and Conservation	16
(a) Indigenous Plantings	17
(b) Non-indigenous Plantings	18
(c) Plant Management	18
(d) Weeds	19
1.4.2 Values and Use	20
1.5 Policy and Strategic Context	21
2. Park and Open Space Trends	24
3. Vision and Management Principles	26
3.1 Vision and Future Directions of the Reserve	26
3.2 Management Principles	28
4. Actions to achieve Management Principles	32

4.1	Activities	32
4.2	Access and Inclusion	33
4.2.1	Pathings	33
4.2.2	Ramps	34
4.2.3	Seating	35
4.2.4	Car Parking	36
4.3	Sustainable Management	38
4.4	Public Safety and Managing Risk	41
4.4.1	Public Safety	41
4.4.2	Managing Risk	44
4.5	Maintenance	47
4.6	Environment	50
4.7	Built Form	51
4.7.1	Proposed New Works and Capital Replacement	53
4.8	Historical Interpretation	56
4.9	Naming	59
4.10	Arts	61
4.11	Signage	62
4.12	Traffic Management	63
	References	64

Executive Summary

This management document has been developed to create a vision, set of principles and practical actions to optimally manage the Daylesford Community Park (DCP) into the future.

The site masterplan design by landscape architect Nick Wong provides foundation for future works but is adaptive to changing park infrastructure, community needs and funding scenarios. The masterplan was first developed in 2003 following extensive community consultation and facilitated youth leadership programs. The design masterplan has been continually upgraded to reflect changing community needs and finalised in 2010. In recent times, the park layout has been modified from Nick's original vision but always guided by his design tenets, especially that related to access.

The ideas within the masterplan, and work beyond, belong to generous inputs of many people over a fifteen year period.

Daylesford Community Park is a significant recreation facility in the local area. It is seen as a key component of the Hepburn Shire's strategy for addressing youth and family needs in the township of Daylesford and surrounds. The park attracts increasingly high visitation, and, as such, should be maintained to the highest levels under the management of Council. The need for an outdoor community recreational facility was first recognized in the 1996 Recreational Needs Study and resulted in the building of a skate park area in 1997. The future development of the park is a key element of the Hepburn Shire 2013-2017 Council Plan under the *Strategic Objective of Active and Engaged Communities*.

In 2001, an innovative 'Inclusivity' workshop was held at Daylesford Neighbourhood Centre in conjunction with accessibility services RuralAccess and PINARC to capture future community needs. The workshop attended by 130+ people set the foundation for the Daylesford Community Park as an inclusive, accessible community recreation space responsive to all abilities and ages. All principles and design applications held within the DCP Masterplan are informed by this commitment.

The masterplan provides a variety of settings for both active and passive recreation. The foundation principles of inclusion, belonging and accessibility provide a framework beyond just local recreational ideals. The masterplan envisages a facility of all age participation, community learning, historical reference, environmental enhancement, artistic possibility and aesthetic beauty.

The most active section of the reserve is the skate park and playground areas. These areas require constant attention to ensure that they meet community activity needs, safety and maintenance requirements. This has always been undertaken in consultation with local

community, access services and Hepburn Shire staff. The ongoing development of the reserve requires a strong working relationship with local parks and maintenance staff being a high priority. Although, primarily local-use focused, the reserve is now regularly been used for tourist activity and this should be considered in any future plans.

The reserve area has a long history, having been part of the land populated by the aboriginal clans of the Dja Dja Wurrung people. Gold was discovered in the 1850s which lead to an influx of European settlement, mainly Swiss Italian and Welsh, and a large contingent of Chinese. The site was previously occupied by Freemans Battery, a 50 head stamper operation, which serviced the adjacent Cornish Hill gold mines. The historic site was cleared in 1988 to be temporarily used by the Daylesford Primary School due to oval renovation works. Since that time, the site had been used for recreation purposes.

The management of this site as an important site of natural, recreational and historic significance is a key driver of this plan.

This management plan has been prepared in partnership with local community, Council staff, community organisations, access services and other stakeholder representatives including field assessments and local knowledge gathering with an environmental, recreational, historical and landscape management focus.

Consultation with local community has been undertaken in a variety of ways, providing opportunity for input through individual dialogue, site meetings, surveys, web based comments, facilitated workshops and community meetings.

From experience and consultation undertaken the following management principles were defined for the reserve;

1. Activities

- Reserve maintained for physical, cognitive or active play
- Promote positive community health activity
- Choices in types of activities that interest children of a range of ages and developmental stages
- Promote cross-age physical activities and opportunities
- Focus on providing appropriate surfaces for high activity areas
- Create activity space that helps connect people and inspires creativity, adventure and enjoyment
- Encourage passive recreation use for whole community

2. Access/Inclusion

- Develop a park for participation of all ages & abilities
- Provide supportive play spaces which reflect the needs of all people
- Create a Continuous Accessible Path of travel within the reserve
- Focus on providing accessible surfaces
- Provide accessible parking area
- Design an accessible environment that meets the needs of people who are blind or have low vision

3. Sustainable Management

- Involvement of community in planning, works and maintenance of the area
- Ensure roles of accountability and responsibilities are outlined in terms of management, maintenance and development between community, Hepburn Shire and other stakeholders
- Link in with sustainable management undertakings at Cornish Hill
- Ensure park management issues are addressed such as rubbish removal, equipment and path maintenance

4. Public Safety and Mangaing Risk

- Provide a safe and non-threatening environment for all park users
- Maintain clear viewing lines into the park from street and car park
- Maintain clear lines of vision within the park
- Open planned buildings and infrastructure
- Ensure clear lines of vision and movement within skate park area
- Ensure park users have multiple shading options

5. Maintenance

- Maintain and improve all areas of the park
- Provide for quality maintenance which addresses the high usage of the site
- Ensure park is maintained to ensure access for all
- Address conservation principles in terms of environmental sensitivity and sustainability

- Inspection schedules and response times
- Minimise possibility for non-approved graffiti opportunities

6. Environment

- Protect, maintain and enhance key environment assets
- New planting areas including shade trees and sensory gardens
- Use mix of non-indigenous & native planting
- Minimise on-site use of toxic chemicals
- Further develop community food garden area
- Wetlands restoration project of degraded gully and creek area
- Capture water from built forms and use on-site

7. Built form

- Built form to reflect recreational, historical and natural character of site
- Built form to reflect the capacity for access
- Installation to be undertaken with due care and attention to the values of the site
- Installation to consider future maintenance requirements & infrastructure placement
- Use appropriate materials

8. Historical Interpretation

- Protect and maintain historical landscape
- Interpret history including Aboriginal land ownership, gold mining and park development
- Interpret site history using appropriate style and design
- Build historic precinct area
- Encourage connecting links to Cornish Hill and Daylesford township
- Maintain views into Cornish Hill precinct

9. Naming

- Initiate process for naming of the Reserve
- Investigate naming reserve to link in with local history of site
- Consider local indigenous history
- Consider historical links to mining
- Engage local community and relevant community organisations

10. Arts

- Maintain existing artistic structures
- Encourage public art installments
- Develop park arts strategy
- Seek public funding for future projects

11. Signage

- Provide commonly themed signage that:
 - minimises visual disruption
 - identifies the reserve and activity nodes
 - interprets historical aspects of reserve
 - provides cues for the visually impaired

12. Traffic Management

- Provide clear delineation between vehicles and pedestrian/park users
- Landscape car park areas more effectively
- Provide better signage from main roads and Daylesford township

Key actions to address these principles include;

1. Undertaking a staged capital works and site improvement program
2. Develop a component based funding strategy
3. Use of Daylesford Community Park Masterplan as key planning document
4. Deciding on a park name
5. Introduce and develop new activity areas including outdoor exercise area
6. Finalise upgrade plans for skate park and seek funding to build
7. Create communication protocol between local community and Hepburn Shire staff
8. Develop non-chemical use strategies and protocols for site and immediate surrounds
9. Provide clear access guidelines and facility modifications for people with disability
10. Upgrade paths within the reserve
11. Ensure a Continuous Accessible Path of Travel within the reserve
12. Consult with local access service providers such as Rural Access
13. Providing a landscape management program that provides for controlled management of related areas
14. Create walking links to Daylesford township and main roads
15. Develop walking path to Thomas' Lookout on Cornish Hill
16. Development of a maintenance strategy and communication protocol
17. Inspection schedules for maintenance action including graffiti, rubbish removal, equipment and building upkeep
18. Upgrades to main entrance area on Duke Street
19. Installation of historical reference area and markers
20. Develop and maintain drainage solutions for all park areas including playground and skate park area
21. Construct emergency access road from DCP masterplan for designated vehicle use
22. Develop safety and emergency protocols with local police and ambulance services
23. Restrict vehicle public vehicle access into reserve and maintain Local Law 6-14.1 prohibiting drinking of alcohol at site
24. Develop Fire Management Plan in consultation with local services
25. Develop Historic Precinct Area and utilise Cornish Hill Conservation Management Plan for interpretative ideas

1. Introduction

Daylesford Community Park is a significant activity based recreation reserve in the local area. It is located at the foothills of the historical Cornish Hill mining precinct, in close walking distance to the central Daylesford township. Although the primary focus of the reserve is to meet local recreation needs it also is well used by visitors to the local area.

The reserve presents as an attractive parkland with developing activity infrastructure set against the backdrop of regrowth Cornish Hill bushland and sloping shale banks. As such, Council must take a lead role in the management, enhancement and protection of the landscape and amenity at the reserve in order to protect the site for both local enjoyment and tourism use in the area.

The Daylesford Community Park Management Plan was developed by community participant Peter O'Mara in order to responsibly resource a management regime for the future benefit of Daylesford Community Park reserve. The plan incorporates initial design considerations from Nick Wong's site masterplan (2003-10), new and emerging infrastructure developments, site maintenance and community participation.

In order to provide a relevant set of management principles and actions, the initial stage of this plan provides an introductory context through the investigation of present conditions, relevant strategic work, community ideas, current use and values, and a history of the reserve.

This document was prepared with input from local stakeholders, council staff, young people and interested community members, all whom have provided information and visions on current management regimes, issues, concepts and ideas for future improvement of the Daylesford Community Park.

A significant reference to this report has been the Cornish Hill Management Plan by Robert Kaufmann (1998). We met with Mr Kaufmann on numerous occasions, and phone conversation, during his community consultative phase to investigate possible links to the Cornish Hill mining history. The masterplan design includes many of his valuable inputs and suggestions. Mr Kaufmann was extremely instructive to our initial attempts to facilitate a working relationship with local historical organisations. We remain committed to further developing these relationships into the future.

The management plan is designed to act as an instructive tool for those involved in managing the reserve, local community and, for more detail on project background and historical information.

1.1 Study Area

The Daylesford Community Park is an area of land located on the corner of Duke and Stanbridge Streets, Daylesford, approximately 3.5Ha in size. The reserve is located about 600 metres south-east of the Daylesford Post Office, adjacent to the historical Cornish Hill area. The area is Crown land, zoned for recreational use, for which Hepburn Shire Council has been appointed Committee of Management.

The main activity area currently covers just under half of the gazetted community reserve area. This area is mostly grassed with a concrete skate park toward the eastern end. A drain runs under the skate park into a creek on the southern end. There remains possibility for expansion at the southern end toward Grant Street. This area is currently under-developed and overgrown although recently groomed for weed management in 2014. Adjacent to the area is Cornish Hill, a 38.5 hectare area of public land.

The siting of a community recreational facility is supported by its recreational use zoning and by the Cornish Hill Conservation Management Plan (page 92). This report by Robert Kaufman (1998) recognises the reserve as a site of *'active recreation with provision of infrastructure.'*

Aerial view of Daylesford Community Park boundaries



1.2 Background and Purpose of Plan

The purpose of the plan is to provide local community and Council with clear directions about the future management, improvement, maintenance, and usage of the Daylesford Community Park.

The plan makes considerable reference to Nick Wong's site masterplan, developed from 2003-10, and local community ideas. Underlying all developments is a resolute commitment to access for all people.

Council views the site as an important local recreation space with a strong local involvement and understands the need to ensure local people with an interest are able to effectively provide input on the management and future of the site.

The development of a management plan will allow resources invested at the reserve to be managed in the most effective way over time and ensure that all stakeholders can become involved in the ongoing improvement of the reserve in an inclusive, meaningful and practical manner.

The Plan includes some key infrastructure developments and provides recommendations on managing and maintaining the reserve in a way which reflects those values presented as part of the community discussions, consultation and undertakings that have taken place.

1.3 History of the Reserve

The reserve is part of the traditional land of the Dja Dja Wurrung people who occupied the land throughout the area before white settlement.

The introduction of settlers and gold miners in the mid to late 1800's significantly changed the traditional landscape with much of the land being devoid of trees through to the mid-1850's.

The general area was part of the significant local goldfields of Argus and Cornish Hill. Daylesford Community Park was the site of the Freemans Battery, originally constructed in 1886 to crush quartz from surrounding reef claims. The battery was enlarged in 1890 to a 50-head stamper. Operations were suspended in 1909.

The site also contained Freemans Dam which served as a local swimming pool for the Daylesford township until it collapsed into an unused mine in 1923.

In 1988, the site was cleared to provide activity space for the nearby Daylesford Primary School while their oval was re-developed.

It has been used as a recreational area since.

In 2001, a skate park facility was built on the reserve followed by shade sails (2011), childrens playground, toilets, accessible carpark, seating, gravel pathways and bushfire memorial sculpture (2012). In 2013, an accessible table was installed along with the establishment of local community food garden and water tank. A metal arbor and customised seat was installed in the food garden area in 2014.

A bushfire memorial sculpture, by artist Dr Anton Hasell, was installed in November 2012 to acknowledge the 2009 Daylesford/Musk Vale and Black Saturday fires.

The reserve has held significant community events including Small Day Out youth festivals (2003-4) and Daylesford Community Fair (2014).

Many interesting historical photos are available which could be used as part of an interpretive trail, highlighting the traditional owners of the land, the gold mining activity and local activities.



Early mining activity, including Freemans Battery in background

1.4 Existing Conditions, Values and Uses

1.4.1 Vegetation and Conservation

Daylesford is located in the upper reaches of the Sailors Creek catchment, which is a sub-catchment of the Loddon River within the North Central Catchment Management Authority. The township is dissected diagonally by two bioregions: Goldfields in the north (North-west) and Central Victorian Uplands bioregion in the south (south-east).

The primary activity area the reserve is a grassed. The upper northern roadside, adjacent to Stanbridge Street, has an existing stand of Lindens which are to be retained and any planting gaps filled. The understorey bank area needs clearing of broom and blackberry. Suggested replacement ground cover plants include Black-anther Flax-Lily (*Dianella revoluta* s.l.), Wattle Mat-rush (*Lomandra filiformis*), Grey Tussock-grass (*Poa sieberiana*) and Common Hovea (*Hovea heterophylla*). Mid Stratum plants might include Silver Wattle (*Acacia dealbata*), Silver Banksia (*Banksia marginata*), Sweet Bursaria (*Bursaria spinosa*) and Wedge-leaf-Hop Bush (*Dodonea cuneata*). All these plant choices are supported by the Cornish Hill Conservation Management Plan.

The bioregion is Central Victorian Uplands dominant vegetation type or Ecological Vegetation Class (EVC) and modeled as Valley Grassy Forest (47), and this is surrounded by Herb Rich Foothill Forest (23). The Valley Grassy Forest (47) has a State Conservation status of 'vulnerable', (second highest) and has dominant Eucalyptus species of Yellow Box (*Eucalyptus melliodora*), Narrow-leaf Peppermint (*Eucalyptus radiata* ssp. *radiata*), Messmate Stringybark (*Eucalyptus obliqua*) and Candlebark (*Eucalyptus rubida*).

Common understorey plants for Valley Grassy Forest (47) include Blackwood (*Acacia melanoxylon*) and Silver Wattle (*Acacia dealbata*), which are present on the site as mature trees and 1- 2m seedlings. Other smaller understorey species include Black-anther Flax-lily (*Dianella revoluta*) and Wattle Mat-rush (*Lomandra filiformis*), while Common Tussock-grass (*Poa labillardieri*) persists along walking tracks. There were no rare or endangered species observed at the site. There is no evidence of significant indigenous stands of remnant grasses or herbaceous flora. It must be noted that this is a highly disturbed site.

To the south of the main activity area, there is a mixed stand of indigenous Eucalypts and exotic Radiata Pines (*Pinus radiata*). Smaller understorey species present on the southern part of the reserve slopes and ridges include Black-anther Flax-lily (*Dianella revolute*), Wattle Mat-rush (*Lomandra filiformis*). Grey Tussock-grass (*Poa sieberiana*) and Common Hovea (*Hovea heterophylla*) are also present.

A mixture of indigenous and introduced vegetation has been included in the masterplan so as to represent the wider history of the local area. Plants with a distinctive scent, appearance or texture have been chosen as possible cues for orientation and direction. Dense plantings, such as those at the back of skatepark and Family/BBQ area, can be used for sensory purposes, direct traffic flow and prevent access to dangerous areas. The varied vegetation plantings within the masterplan allow for a number of additional benefits.

1.4.1 (a) Indigenous Plantings

A wide variety of indigenous plantings have been recommended in the design masterplan. Most significant to this is the inclusion of Common Grey Tussock-grass (*Poa labillardierii*), Grey Tussock-grass (*Poa sieberiana*), Spiny-headed Mat-rush (*Lomandra longifolia*), Wattle Mat-rush (*Lomandra filiformis*) and Black-anther Flax-lily (*Daniella revoluta*), all of which are common to the local area.

These grasses have also been suggested at other locations within the site such as the sensory garden adjacent to Family/BBQ area, northern bank and alongside the existing skate park facility. These sensory garden areas include a mix of indigenous and introduced herbs and shrubs as to provide a sensory experience for facility users. A linked sensory trail could be developed as a future educational initiative.

A future Wetlands Restoration Project has been included for the creek which runs under the skating facility and then down from the southern area of the reserve. An initial plant identification project has been undertaken by botanist Maryanne Faulks as to provide background information for possible planting options. The plant list includes remnant grasses, sedges, ferns, aquatics, shrubs, small trees and over-storey. The restoration project could be funded by the Department of Environment and Primary Industries (DEPI) or local 'green' initiatives.

1.4.1 (b) Non-indigenous Plantings

The retention of existing non-indigenous plantings has been a strong consideration of the design masterplan. The retention and repair of the existing linden trees along the Stanbridge Street boundary has been identified. Initially, along the rollerblading track, Golden Ash trees (see right) were recommended to be planted at five metre spacings as to provide both shade and enhance visual aesthetic.

Golden Ash are significant road plantings within the Daylesford township and are generally low maintenance with minimal branch fall. Additionally, these trees undergo an annual leaf fall as opposed to indigenous trees which have leaf and other associated debris fall year round. Local Hepburn Shire maintenance staff had recommended their inclusion for this reason during our initial consultative phases.

Any large tree trunks should be set back from pathways or paved areas.

In recent times, the number and placement of Golden Ash trees has been reduced. Currently four exist in proximity to the playground area to provide shade.

Also two Claret Ash trees have been planted along path to toilet area and within the vicinity of proposed Family/BBQ area. Further plantings should be considered.



1.4.1 (c) Plant Management

Any plantings need to be carefully managed along access pathways, most noticeably any Continuous Accessible Path of Travel that may develop overhanging foliage, and/or leaves/ seeds that fall as these can create difficulties for people with disabilities. Overhead and side clearance of trees and shrubs along the pathways is necessary to ensure equitable passage for all users, particularly persons with vision impairment or taller people.

The space directly above the path needs to be kept clear of low branches. The hazard-free zone must extend the full width of the path and to a minimum height of 2040mm (809 Vegetation AS 1428.1.1993).

Any future tree planting near activity areas and building infrastructures needs to take account of the size of their roots & limbs so as to leave adequate space for future needs. An example is the playground area in proximity to proposed Emergency Vehicle Access Road and/or rollerblade/bike track as recommended in Nick Wong masterplan.

1.4.1 (d) Weeds

The area surrounding the main activity area, including northern and southern banks, have moderate weed loads of Blackberry (*Rubus fruticosus*), also Cape Broom (*Gensita monspessulana*) and English Broom (*Cytisus scoparius*). The southern gully contains some exotic Willow trees (*Salix* spp). Local permaculturist, David Holmgren has encouraged that these be maintained to ensure bank stability and minimise erosion.

Removal of Cape Broom and English Broom as declared Noxious Weeds in this region under the Catchment and Land Protection Act (CaLP Act) should be high priority.

A non-chemical removal program is highly recommended.

Spiny-headed Mat-rush (Lomandra longfolia)



1.4.2 Values and Use

Daylesford Community Park fulfills two broad functions, one as a local recreational space for local people, promoting healthy activity, community learning and gathering. Secondly it serves as a place of historical interpretation, environmental action, artistic possibility and aesthetic enhancement.

All is available for locals and visitors alike.

The primary value is of access and inclusion for all people. All infrastructure design should adhere to the underlying principle that all activity be accessible for all members of the community, including people with a disability. These principles are the fundamental to Daylesford Community Park masterplan design.

Increasing park use has resulted in significant people and vehicular movement around the site and some loss of amenity simply due to the number of people visiting the area. The skate park area requires an immediate upgrade to meet increased use and emerging activity needs. Initial design plans to upgrade skate area have been formulated by local community with support of Hepburn Shire.

Local residents and visitors alike have also indicated that they have an expectation of more activity areas and gathering places across the site. Most of infrastructure needs are identified in site masterplan and 'Development and Funding' documents. The use of common, natural building elements combined with a consistent, sensitive management approach to natural areas are crucial.

The uses that need to be supported are those that fit with the values of the reserve and are focused on both physical and passive activity.

The ongoing building, upgrade and maintenance of activity areas, paths, drainage lines, plantings, removal of weeds, whilst maintaining vital recreational values, reflect the key use of the reserve as a place to enjoy recreational facilities and local surrounds.

1.5 Policy and Strategic Context

The area is Crown land managed by Council as Committee of Management under the Crown Land Reserves Act 1978. Regulations under the Act provide, amongst other things, for the control of activities and the protection of vegetation and soils.

A range of studies, legislation and existing policy influence the management of the study area. Key influences are listed below;

The Native Title Act, 1993 prevents actions on any Crown Land that might extinguish Native Title. The Act sets out provisions under which 'future act' may be validated. It is likely that works recommended at the site would proceed without difficulty however DPEI and possibly Council planning departments may need to give approval for more significant works such as walking trials.

Hepburn Shire Council Plan (2013-2017)

Strategic Objective – Active and Engaged Communities

Key Strategic Activities:

“Implement a proactive and planned approach to the maintenance, renewal and upgrade of recreation assets ”

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

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

Hepburn Shire Planning Scheme

21.03-2 Key Land Use Themes

Support for local tourism-recreation opportunities that add to the local economic base and ensure long-term sustainability of natural resources.

21.09 Environment and Heritage

The entire Shire is within water supply catchments. The maintenance of water quality and the quantity of water, in a local and regional context is critical in these areas

The objectives include;

- To protect remnant vegetation and habitat from unplanned loss, while enhancing linkages between habitat areas.
- To manage development where bushfire behaviour is likely to pose a threat to life and property

Hepburn Shire Risk Management Policy 2013-17

Key Related Points

“Each functional area is to be subject to a process of identification, assessment and management of risks and opportunities associated with that area’s processes performed to meet the objectives and commitments in the Council Plan 2013-2017 and its business plan.”

“The ongoing management of risks in all functional areas is to be documented in a risk register and action plan.”

“All new proposals and processes are to be subject to a risk assessment prior to implementation.”

“All risk management actions (e.g. risk assessments, risk registers, management reviews) are documented and recorded in Council’s web-based Advent Manager database.”

The Healthy Communities Public Health Plan (2005-8)

notes “Safe and Accessible Communities” is one of the three key themes for Council in terms of public health and that this is achieved through ‘...design elements in public open spaces and playgroups that encourage the use of amenities and social interaction’ (2.1.1)

Access and Inclusion Plan, 2005-15

The Plan aims to

- Maximise access for all citizens including those with a disability
- Enables participation by people with a disability in the life of the community with dignity and as few barriers as practicable
- Achieve as far as possible, equity of service delivery, the development of appropriate policies, and the implantation of those policies across all functions of Council
- Changes to the physical and social environment, which create access and equity, are the key to the inclusion of people with a disability in the community.
- Hepburn Shire Council will work towards providing accessibility to Council services and facilities for the entire community.

Appropriate access to the reserve and inclusion should be paramount in terms of decision making and detailed design.

- Hepburn Municipal Early Years Plan, 2015

The Plan aims to;

- enhance the provision and management of infrastructure and services to support children and families.
- strengthen local venues, facilities and ‘spaces’ where children will be active, healthy and safe.

Hepburn Shire Greenhouse Local Action Plan (2008)

The Greenhouse Local Action Plan specifies numerous ways of reducing greenhouse gas emissions through reduces energy consumption, more efficient infrastructure and reduction in waste.

This document has relevance in terms of new building design, on-site chemical use, community garden and in terms of protection and rehabilitation of vegetation to continue to improve CO2 absorption over time.

Sustainable Water Use Plan, 2007 set actions for Council to implement including;

- Influence – particularly in regards to it's water management of open space and community facilities
- Council to seek water sensitive urban design for new developments

These are relevant in terms of use of water capture, stormwater collection and sensitive design, including run-off from paths, car park, skate area, playground and proposed Family Area/BBQ infrastructure.

2. Park and Open Space Trends

Referencing the Lake Jubilee Reserve Management Plan (Hepburn Shire, 2009) and personal research, below are a list of broad trends that may assist to further inform the outcomes of this Management Plan. The site masterplan had shown great foresight and vision in relation to these trends and remains a vital document of ideas and reference.

1. Increased development and use of accessible linear open spaces as pathways or trails for walking, bike riding and skating
2. Recognition of need to promote healthy, active lifestyles in a sedentary society
3. Emphasis on Universal Access philosophy
4. Increasing levels of informal recreation with decreasing levels of more formal sport participation as people become more individual in their approach to leisure time
5. Move of traditional indoor sports (eg. basketball) to outdoor settings
6. Increased understanding of the need to provide diversity of settings and levels of development
7. Significant increase in protecting natural and cultural values and a commitment to environmentally sustainable management and development
8. Provide exercise opportunities for older people
9. Significant increase in embracing water conservation principles
10. An understanding of a partnership approach to management with Council having a limit on resources and the importance and promotion of local volunteerism
11. Increased understanding of the funding environment and availability of grants for a variety of works and programs

12. Inclusion of community food garden areas

13. Recognition of the high importance of weed management and revegetation with indigenous species to protect and promote habitat

Bushfire Memorial Sculpture (2012)



3. Vision and Management Principles

The following vision statement and management principles are provided for Daylesford Community Park in order to develop a broad direction for the future improvement of the reserve and to guide future decisions and actions at the reserve.

3.1 Vision and Future Direction for the Reserve

The following statements provide a vision for Daylesford Community Park focussing on values highlighted by research, community consultation and involvements undertaken over the last twenty years;

The reserve serves as a valued community space that encourages fun, creativity, inclusion, social connections and healthy living

Daylesford Community Park will be a place where the built and natural landscape is managed and enhanced for the enjoyment of local residents and visitors to the area

The reserve will provide infrastructure for activity such as childrens playground, skate park, exercise area, BBQ, seating and open space

Developments and management is undertaken in a sensitive and sustainable manner, with an understanding of the design masterplan

The reserve will provide an inclusive and accessible community recreation space that helps connect people and inspires creativity, adventure and enjoyment

The reserve will acknowledge the history of the site with a focus on local aboriginal people and previous mining activity

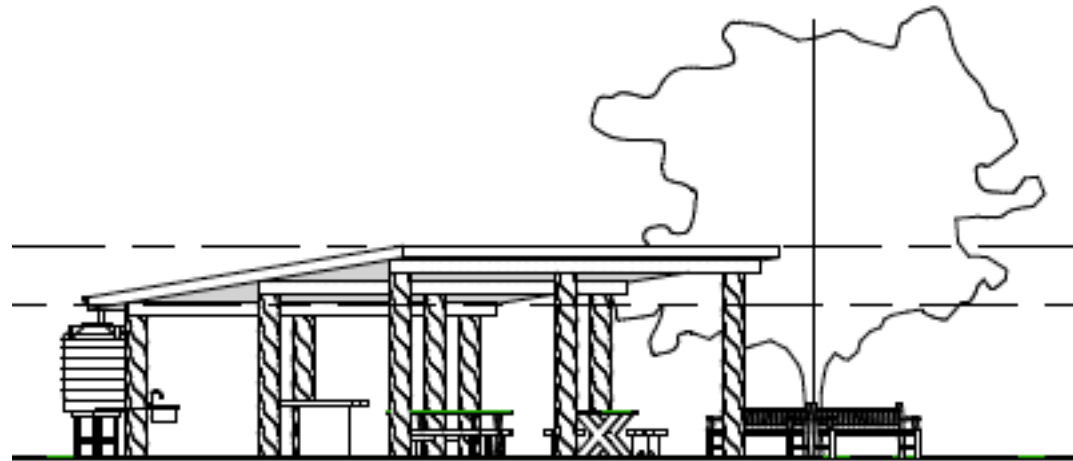
Indigenous species and locally relevant trees will provide the dominant landscape structure along with a non-chemical weed management program to reduce exotic species

The reserve will facilitate all age & abilities participation, community learning, historical reference, environmental enhancement, artistic expression and aesthetic beauty

The reserve will promote positive community health activity and local food gardening opportunities

The following pages present a series of management principles based on achieving the vision for Daylesford Community Park expressed above.

Proposed Family Area/BBQ (initial drawings)



3.2 Management Principles

1. Activities	<ul style="list-style-type: none"> - Reserve maintained for physical, cognitive or active play - Promote positive community health activity - Choices in types of activities that interest children of a range of ages and developmental stages - Promote cross-age physical activities and opportunities - Focus on providing appropriate surfaces for high activity areas - Encourage passive recreation use for whole community
2. Access and Inclusion	<ul style="list-style-type: none"> - Ensure a Continuous Accessible Path of Travel within reserve - All new infrastructure to meet access requirements - Use appropriate surfaces for high use areas - Delineate changing surface areas - Ensure new seating meets accessible design criteria (AS 1428.2) - Any ramps to have maximum gradient of 1:10 - Use tactile ground surface indicators (TGSIs) to warn people who are blind or vision impaired of potential hazards - All new parking to consider <i>AS 2890 Parking facilities Part 6: Off-street parking for people with disabilities</i> - Maintain working relationship with local access organisations (ie. RuralAccess)
3. Sustainable Management	<ul style="list-style-type: none"> - Involvement of community in planning, works and maintenance of the area - Ensure clear accountability and responsibilities are outlined in terms of management, maintenance and development between community, Hepburn Shire and other stakeholders - Provide Internal Council Reference Group
4. Public Safety and Managing Risk	<ul style="list-style-type: none"> - Provide a safe and non-threatening environment for all park users - Develop Public Safety and Risk Management Plan - Maintain clear viewing lines into the park from street and car park - Maintain clear lines of vision within the park - Open planned buildings and infrastructure - Ensure clear lines of movement and vision for all activity areas - Create a Risk Management Register - Develop clear incident reporting procedure and forms - Ensure park users have multiple shading options - Maintain local by-law prohibiting alcohol consumption on site - Construction of Emergency Access Road. - Meet regularly with local police about safety issues - Develop safety protocols in conjunction with local police, ambulance and CFA - Develop fire management plan

5. Maintenance	<ul style="list-style-type: none"> - Maintain and improve all areas of the park - Provide for quality maintenance which addresses the high usage of the site - Maintenance works should address sustainable management principles in terms of environmental outcomes - Ensure park is maintained to ensure access for all - Maintenance works should address conservation principles in terms of environmental sensitivity and sustainability - Develop clear inspection schedule and response times - Effective drainage across whole site
6. Environment	<ul style="list-style-type: none"> - Protect and maintain key environment assets - Control and manage invasive weeds with non-chemical weed removal and planting program - New planting areas including shade trees and sensory gardens - Use mix of non-indigenous & native planting - Further develop community food garden area - Capture water from built structures and use on-site - Wetlands restoration project of degraded gully and creek area
7. Built Form	<ul style="list-style-type: none"> - Built form on site to reflect recreational, historical and natural character of site - Built form to reflect the capacity for access to all people - Installation to be undertaken with due care and attention to the values of the site - Installation to consider future work requirements, maintenance & existing infrastructure - Use appropriate materials - Adopt unique materiality to minimise possibility for graffiti opportunities - All new infrastructure and building designs to utilise site masterplan
8. Historical Interpretation	<ul style="list-style-type: none"> - Protect and maintain historical landscape - Interpret history including Aboriginal land ownership, gold mining and park development - Interpret site history using appropriate style and design - Investigate naming reserve to link in with local history of site - Develop trail links into Cornish Hill - Maintain views into Cornish Hill precinct - Development of Historical Precinct Area
9. Naming	<ul style="list-style-type: none"> - Initiate process for naming of the reserve - Consider indigenous history - Consider historical links to mining - Involve local community and relevant organisations
10. Arts	<ul style="list-style-type: none"> - Maintain existing artistic structures - Encourage public art installments - Develop park arts strategy

	<ul style="list-style-type: none"> - Seek public funding for future projects - Encourage artistic rendering with new buildings and infrastructure - Develop youth and community art initiatives
11. Signage	<ul style="list-style-type: none"> - Provide commonly themed signage that: <ul style="list-style-type: none"> - minimises visual disruption - identifies the reserve and activity nodes - provides cues for the visually impaired - interpret historical aspects of reserve - designed to minimise graffiti and vandalism opportunities
12. Traffic Management	<ul style="list-style-type: none"> - Better pedestrian access to reserve - Provide clear delineation between vehicles and pedestrian/park users - Use plantings to provide visual cues to different areas - Provide better signage from main roads and Daylesford township - Develop and landscape entry car park

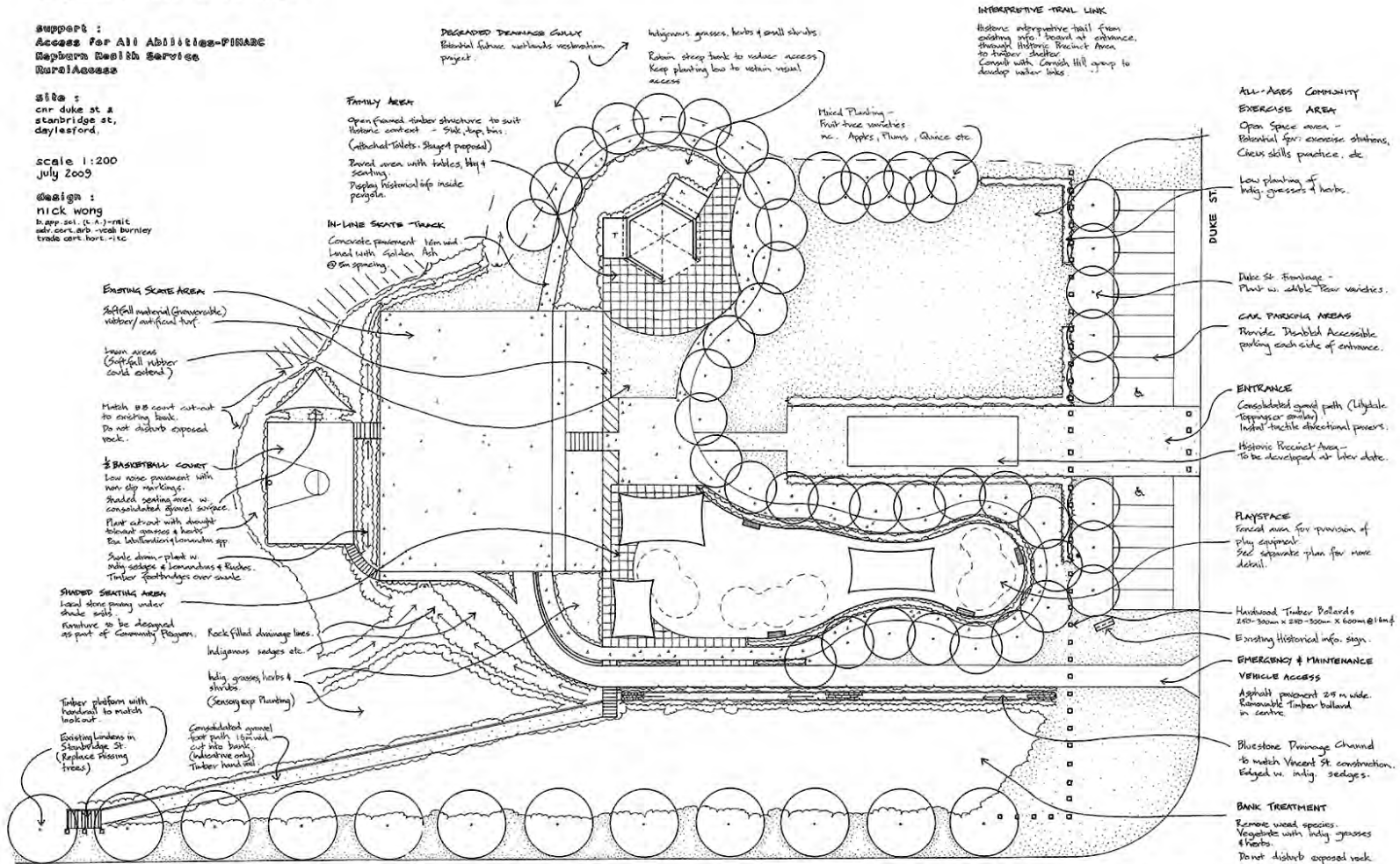
Hepburn Shire Council

Support :
Access For All Abilities-FINABE
Hepburn Resilb Service
WardAccess

Site :
 on Duke st &
 Stanbridge st,
 Daylesford.

Scale 1:200
 July 2009

Design :
NICK WONG
 11/11/09 (A.I.)-rmlc
 adv.corr.arp -veah burnley
 trade corr. hort. -rhc



DAYLESFORD COMMUNITY RESERVE

Nick Wong Masterplan Design (2010)

4. Actions to Achieve Management Principles

4.1 Activities

Reserve maintained for physical, cognitive and active play.

The reserve has a high focus on active recreational purposes and provide for people of all ages and abilities.

Appropriate activities include;

Skateboarding	Bike riding	Rollerblading	Natural Play	Walking
Running	Jumping	Sliding	Climbing	Throwing
Ball games	Exercise	Kicking	Catching	

Also the reserve is maintained for passive recreation purposes including;

- Enjoyment of outdoors
- Community and family gatherings
- Community Events
- Quiet reflection
- BBQ/Picnics
- Gardening

Suitable developments to provide for both activity modes

1. Redevelopment of skate park area including new ramps
2. Continued improvement of current playground area
3. Build natural play space areas
4. Development of more picnic facilities, shade and seating
5. Provision of water drinking facilities
6. Protection and enhancement of both indigenous and European landscapes
7. Development of facilities that improve accessibility

8. Appropriate safe and accessible car parking facilities to service main activity area
9. Continue to develop amenity and service infrastructure for reserve
10. Develop multi-age exercise area
11. Build internal rollerblading track
12. Develop basketball area at rear of skatepark
13. Further develop and enhance community food garden
14. Build and maintain appropriate surface areas

4.2 Access/Inclusion

4.2.1 Pathing

All paths should meet the standards as laid out in *Australian Standard AS 1428.1-2009; Design for access and mobility – General requirements for access – New building work*.

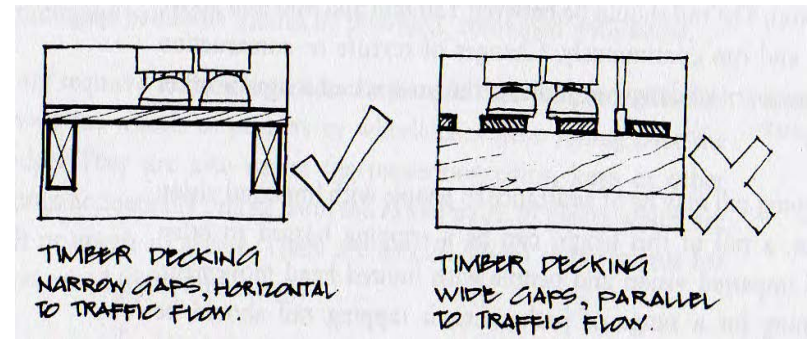
A mixture of a hard gravel, concrete and asphalt areas has been included in the park design to provide clear visual amenity and to delineate between functional spaces. Colour contrasts between pathways and surface area will also assist people with limited vision, particularly within the busier sections of the reserve. Hard surfaces such as compacted gravel, asphalt, concrete and slip resistant brick or tile paving are ideal.

Also the various alternative entry surfaces provide different hard surface access for people in wheelchairs, with prams and also emergency vehicles. The gravel areas will have a hard compacted base with a consolidate gravel surface (*ie.* Lilydale toppings) as to ensure access for wheelchairs, prams etc. Such paths need ongoing upgrade and renewal. The colour of any gravel chosen should be visually considered in relationship with the exposed shale rock of Cornish Hill adjacent to the reserve.

A continuous minimum width of 1.5m is recommended to achieve a Continuous Accessible Path of Travel. Wheelchair users require a path width of at least 1200mm. Wider sections of paths, at certain points, can be used as 'passing bays' for people using prams, mobility aids or wheelchairs. Where possible, a minimum width of 1.8m is preferred in high use areas as this allows sufficient space for two prams, persons using wheelchairs to pass each other or to accommodate a wheelchair turning circle. Where any path is possibly shared with pedestrians, in-line skaters, cyclists or skateboarders, it must be wide enough for simultaneous passing so that all speeds of traffic can flow without obstruction. An occasional passing area, every six metres, could be installed on high traffic areas.

All path slopes should be not be steeper than 1:20, with a cross slope not greater than 1:40. For steeper slopes, the path must be considered as a ramp, with a maximum slope of 1:10. Any such changes should be well signed including pavement markers.

Any timber decking used within the facility must meet specified requirements. The surface area must be relatively smooth (not rough sawn) with planks laid at right angles to the direction of travel. Gaps between planks should not exceed 10mm (to avoid catching heels, canes, small wheels etc.) and should not be less than 6mm (to avoid clogging). Algae growth on timber decking in wet areas (ie. between skate and basketball area) can make them slippery. Good ventilation and regular applications of mould-resistant treatments can help prevent this. A raised outside lip (~50mm) on the outside of any raised timber pathway is recommended to avoid any wheelchair, pram etc. from falling off the edge.

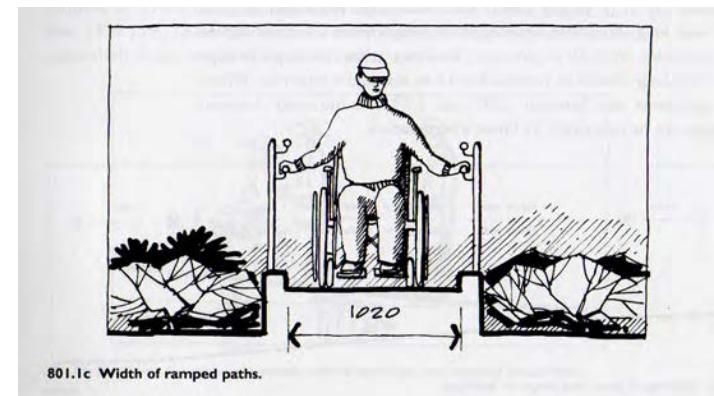


Extremely large open undefined pedestrian areas have been avoided within the masterplan as they can be disorientating for people with vision impairment. Use tactile ground surface indicators (TGSIs) to warn people who are blind or vision impaired of potential hazards. Where this is not possible, such as the main entrance and family area, pathways with contrasting edges or tactile cues are recommended to assist.

Any pathway planning and construction should be undertaken with the support and expertise of RuralAccess and other access advocacy groups within the local community. The Hepburn Access Group (Hepburn Health Service) should also be consulted.

4.2.2 Ramps

The maximum gradient of any ramp should be 1:10 which is suitable for some ambulant people with limited mobility and assisted wheelchair users. A gradient of 1:20 (5 per cent) is the maximum ramp gradient suitable for independent wheelchair users (AS1428.1993 Part1).



Any ramped path sections (gradients steeper than 1:20) should be exactly 1020mm wide with handrails both sides to enable independent wheelchair users to propel themselves using both handrails.

4.2.3 Seating

All design criteria for outdoor furniture is detailed in AS 1428.2.

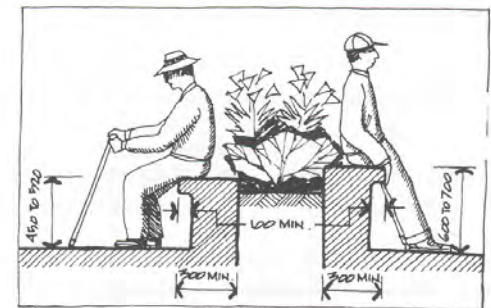
Several seating options currently exist but more need to be developed. A wheelchair picnic table & seating was added to the playground area in February 2013, initiated and built by students of the Daylesford Secondary College (DSC).

The Youth Reserve contains many seating options. The Family/BBQ area will contain both seating and tables for family or community activity. Also there will additional seating built under shade area near the skate area and adjacent to the children playground.

Additional seating has been included in the playground area and other specific localities depending on use function and development of the reserve. Some seating backs and arms are also recommended so as to assist an older person or those with mobility difficulties to rest, and easily rise, at a given point. Also, seating of various heights might be considered for children as well as adult participants.

Any retaining timber wall can provide informal and formal seating opportunities. One exists at rear of playground area. A wall height (~500-700mm) can provide a high seating option for half-sitting and for people to rest items on. The top flat surface of the wall should be at least 300mm with an overhang of at least 100mm to assist standing by placing the feet under the body's centre of gravity.

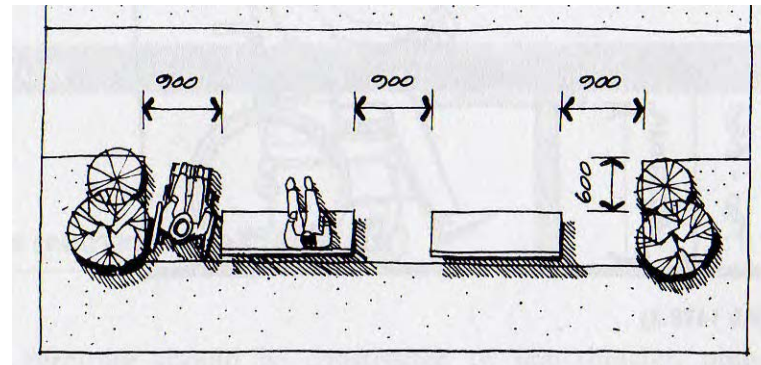
Indispersed along the timber wall will be specified lower seating areas (or low wall areas). Heights between 450mm and 520mm are ideal. Some of these chairs should be backed within a height range 750mm to 790mm.



805.3d Seat walls showing low and higher options (605)

The masterplan suggest accessible seating area to be included at the right side inside the playground area. The two seats would have a 900mm space left between (and at the end of these seats) to accommodate wheelchairs strollers or prams. A minimum space of 600mm

should be provided from the front edge of any seating to minimise any obstruction to the playground area or associated pathways (see below).



Any new seating furniture could be designed and built as a part of a Community Arts project. Ideas suggested have included mosaics, forged metal or local hardwoods. Funding could be sought from Hepburn Shire Council, Regional Arts Victoria or Australia Council.

Given the artistic reputation, skills and output of the local Daylesford area, it could lead to some innovative and creative outcomes.

4.2.4 Car Parking

All new parking should meet the requirements set out in *AS 2890 Parking facilities Part 6: Off-street parking for people with disabilities*.

An initial accessible car parking area, built by contractor Pipecon, was completed in February 2012. The site and design was formulated by local community, Hepburn Shire engineers in consultation with RuralAccess. The parking bay provides for two accessible car parks and two additional bays for park users. All users have direct access into the park via asphalt load bay and compact granite pathway. The area is clearly marked and bordered by wooden bollards.



Additional carparking has been proposed in the masterplan in Duke Street to provide a central access point, including two accessible parking bays. Placement and dimensions should be developed in consultation with RuralAccess and local community.

This consultation process should take place for all planning, site appraisal, development and implementation stages.

A low grade concrete ramp is recommended from car park to reserve with the path gradient and cross slope being kept to a minimum. If a kerb ramp is needed it should be designed with a maximum gradient of 1:10, minimum width of 1000mm and no less than 1330mm in length but no longer than 1520mm. Roll over kerbs are not an acceptable alternative to kerb ramps.

Generally, accessible car parking spaces should be 3600mm wide (3200 min.) which is suitable for assisted wheelchair users. The other car spaces should meet current recommendations and be clearly marked. All car spaces should be designed so people need not move behind parked cars, and expose themselves to danger from passing traffic. Parking spaces for people with disabilities should be clearly signposted and marked with international symbol of access. A different coloured kerb should be used to delineate the bay.

The car parking area would require underground drainage and any concrete treatments.

4.3 Sustainable Management

Involvement of community in planning, works and maintenance of the area

Provide for a local Advisory Group (Friends of Daylesford Community Park) and registration of volunteers.

Recognising the limitations of utilising Council resources exclusively for the ongoing management and development of the Daylesford Community Park and also understanding the importance of the reserve to the local community, it is recommended that an advisory be established.

This group could be utilised by Council and for the benefit of the reserve in the following ways;

- Assist Council in establishing an ongoing works/maintenance list
- Recommendations on strategic development of the reserve and decision making role on proposed developments
- Providing information and assistance on applying for funds and activity as an advocacy group to State and Federal government for funding for particular projects
- Acting as the community liaison point for Council, assisting communication and relationship with local community
- Developing a strong community attachment to the site through using the site for appropriate community gatherings, local events, individual and family participation
- Attract and facilitate in-kind community support and partnerships
- Assisting in developing better links between all stakeholders including neighbours, Council, RuralAccess, Cornish Hill Land Management Committee, DEPI, CFA and local community groups
- Develop opportunities for appropriate community working bees, allowing volunteers to register with Councils insurer

Provide Internal Council Reference Group

It is important that Council establish an internal reference group to co-ordinate management resources. This reference group should meet on a regular basis and involve those managers and co-ordinators who have direct responsibility in the management of the reserve. The group should discuss details of proposed and pending projects, maintenance and budgetary issues with regard to the directions established in the management plan.

The following framework is suggested;

- Meetings held regularly (ie. every 4 months)

- Involvement of the following roles; Recreation, Youth, Parks, Risk & Property, Assets and Engineering Services, Community Strengthening, Environment/Sustainability
- Invite members from advisory group, RuralAccess and local councillors to attend meetings
- Focus discussion on current project list, funding possibilities and maintenance
- Provide a chair who will drive reference group (most likely Recreation Officer) and follow up those responsible for various actions
- The Reference Group should provide a strategic role in terms of decision making about future projects
- A Council Officer should also be appointed as the liaison point for advisory group and local community

Ensure clear accountability and responsibilities are outlined in terms of management, maintenance and development between community, Hepburn Shire and other stakeholders

It is important to establish some structure which defines areas of responsibility for the Daylesford Community Park. The table below provides some clarity in terms of these roles and responsibilities for each organisation.

Organisation	Legal Framework	Responsibilities
Department of Environment and Primary Industries	DEPI is the government department given the responsibility of managing the reserve in behalf of the State Government as a gazetted Crown (Government) Allotment	Overall management responsibility falls to DEPI however, as is usual for a reserve such as this, local government play a key role in managing the reserve on a day to day basis for local community. Ultimately, legal responsibility for the reserve rests with DEPI and it is usual that any legal action taken in relation to the reserve would involve DEPI. DEPI generally provide minimal funding for works however where risk management issues exist, some funds can usually be applied for.
The Shire of Hepburn Council	Appointed by State Government to manage the reserve at a local level. Council has a direct relationship with DEPI and acts on behalf of the Crown in terms of their management actions. In this way, if negligence is shown, it is normal that both Council and DEPI would be pursued in any action.	Day to day maintenance, liaison with local community and other local stakeholders such as facility managers is expected of Council. Council's actions are guided by the Daylesford Community Park Management Plan and they have responsibility to manage the reserve in a safe manner, protecting the site. All new developments on the site are the

		responsibility of the Council.
DCP Advisory Group (yet to be formalised)	Appointed by Council and provides advice to Council on issues and initiatives for the reserve	To advise Council on issues and provide liaison point between Council and Community. To assist working bees, community days, funding applications etc..
Volunteers	If working on-site, these volunteers need to be appropriately supervised and registered with Council insurers	Undertaking working bees on appropriate tasks (ie. weed removal, food gardening, landscaping works)

Childrens Playground design (2012)



4.4 Public Safety and Managing Risk

4.4.1 Public Safety

Develop a Public Safety and Risk Management Plan

A Public Safety and Risk Management Plan should be developed to comply with Hepburn Shire Risk Management Policy 2013-17 and the Australian/New Zealand Standard for Risk Management. Also it should take into account the Public Safety section of A Handbook for Committees of Management of Crown Land (CFAL, 1998).

Management Objectives

- To provide a safe and enjoyable experience for all users of the reserve
- To provide clear procedure of any aggrieved person
- To ensure that adjoining property owners are not put at risk by the actions of users of Daylesford Community Park
- To ensure that park users, local community and emergency services are kept informed of issues in relation to public safety

A Public Safety and Risk Management Plan would;

- Indicate a level of responsibility, care and operational activity that the managers of the Daylesford Community Park should exercise for the management of public risk exposures for the Crown Land Reserve under their control
- Provide a source of information and procedures which can be used to establish a high standard of public safety and liability risk management
- Establish a standard against which the managers of Daylesford Community Park can be accessed
- Establish clear operational and communication pathways between community, Hepburn Shire and local emergency services

Provide a safe and non-threatening environment for all park users

Public safety has been a major consideration in the masterplan design process especially that relating to personal safety and emergency situations. The clear viewing lines from Duke and Stanbridge Streets encourage informal local community and police supervision opportunities. As best practiced, the design masterplan design provides un-impeded sightlines to key places within the reserve and priority needs to be given to their maintenance into the future.

In keeping with *Safer Design Guidelines For Victoria* (DSE) recommendations, the landscape design provides clear viewing lines from the majority of areas within the reserve. Additionally, the design incorporates numerous seating and viewing areas to allow parents and carers to view children participating in play areas and on equipment. Also the design has minimised possible “blind spots” where there might be reduced opportunity to see and be seen.

Also considered here are the principles of *Crime Prevention through Environmental Design (CPTED)* by the Queensland Government 2006, which informs and encourages communities to participate in creating and maintaining safe environments through design. The report supports balancing park amenity, community participation and visibility through potentialising passive surveillance. The public toilet has been relocated from the original plan with this in mind. The entrance to the toilet facility is clearly visible from within the site, most notably the playground area. The naturally elevated sightlines from Stanbridge Street allows for a relatively quick overall scan of the site. Any future plantings and maintenance schedule should retain this.

Plant Maintenance for Clear Sightlines

The plantings within the reserve also meet recommended DSE provisions of a clear field of vision (see right). The larger trees, Golden Ash, will require maintenance work during the growth phase and into maturity to ensure clear field of vision between 0.7 metre and 2.4 metres above ground level. As well as aesthetic appeal, the Golden Ash trees have been specifically chosen for its maintenance ease. Golden Ash are planted extensively throughout Daylesford along major roads. Recent site design modifications has seen that the number of the larger tree plantings have been significantly reduced.



Open Planned Buildings and Infrastructure

Safety a priority issue for all new buildings and infrastructure. For the proposed family area facility, an open planned construction has been suggested to maximise clear sightlines. Additionally, the design plan recommends that the area to rear of the building structure be landscaped using both elevation and planting options to make it difficult to loiter or gather.

All new building infrastructures should, where possible, be open planned. Any new activity areas or infrastructure should ensure clear lines of movement and vision for all users.

Lighting has also been a contentious issue, especially in relation to impact on surrounding neighbours of any night time usage. With this in mind, the Hepburn Shire planning permit for the skatepark area (1999) made clear stipulations that area was not to have any permanent lighting. This undertaking has been also implemented into the masterplan design.

Develop site safety protocols with local emergency services

Develop safety protocols in conjunction with local police, ambulance and CFA.

Managers, local emergency services and involved community should meet regularly to review safety practices (ie. every 6 months). Procedures needs to be clarified and implemented relating to reserve access to via locked gate at top entrance (cnr. Duke and Stanbridge Sts) to of site

Construction of Emergency Access Road

For emergency situations which may arise, strong consideration has been given in site masterplan to the construction of an accessible Emergency Path of Travel from the Duke and Stanbridge Sts corner entrance. Any detailed design, construction and maintenance work of the emergency vehicle access road should be done in consultation with local police, ambulance crews and also maintenance staff from the Hepburn Shire Council.

Path Connections from township to Reserve

A recent concrete path connect has been built along Stanbridge St from the Vincent St corner. This has been well used by local community and tourists alike. This path provides all weather travel and safe and direct passage for children from Daylesford Primary School. It is recommended that an additional path be built along Duke Street to reserve to provide alternative route with gentler slope gradient. The two paths combined would encourage young people and families to walk in a safe way from township area.

No Consumption of Alcohol at Reserve

Currently, drinking of alcohol is prohibited within the reserve area under Local Law 6-14.1 to provide a safe area for young people and families. It is highly recommended that this local law be continued in any future plans.

4.4.2 Managing Risk

The process of risk management assists decision makers to make informed choices, identify priorities and select the most appropriate action. Risk management procedures relating to Daylesford Community Park need to be consistent to ensure efficiency, consistency and the reliability of results. Engaging stakeholders, both internal and external, throughout the risk management process recognises that communication and consultation is key to identifying, analysing and monitoring risk.

An asset risk management approach is based on assessing the likelihood and consequence of a recreational asset failing. The aim of a risk assessment approach is to identify areas where the risk of failure and consequence is greatest.

The four primary stages of risk management are;

- Identification of risk
- Assessment of the risk
- Treatment of the risk
- Monitoring of risk

Five Attributes to enhance risk management

1. Council should fully accept accountability for their risks and develop comprehensive controls and treatment strategies.
2. There is now an increased emphasis on continuous improvement in risk management. Council should set its performance goals, its measures, and then review and modify processes as required. Council should also review and modify its systems, resources and capability/skills to ensure continuous improvement.
3. Individuals with accountability for risk management are identified. These individuals should be appropriately skilled, have adequate resources to check and improve controls, monitor risks, and the ability to communicate effectively with all stakeholders.
4. Decision making within Council, whatever the level of importance and significance, should include consideration of risks and the application of the risk management process as appropriate.

5. Frequent reporting to all stakeholders of the Council’s risk management performance should be included in the agencies governance processes. This reporting would be ongoing and highly visible.

Create a Risk Management Register

As keeping with Council Policy, a risk management register, including identification, assessment, action plan, works program and review, should be established and recorded in Council’s web-based Advent Manager database. All new proposals, processes and buildings should be subject to a risk assessment prior to implementation.

Develop Clear Accident Reporting Procedures

To support Risk Management Register, clear accident reporting procedures need to be available to park users and Council staff. These procedures should be readily available on the Council website, including contact details of responsible Council officer.

AS/NZS 4360:1999 – Risk Management Overview

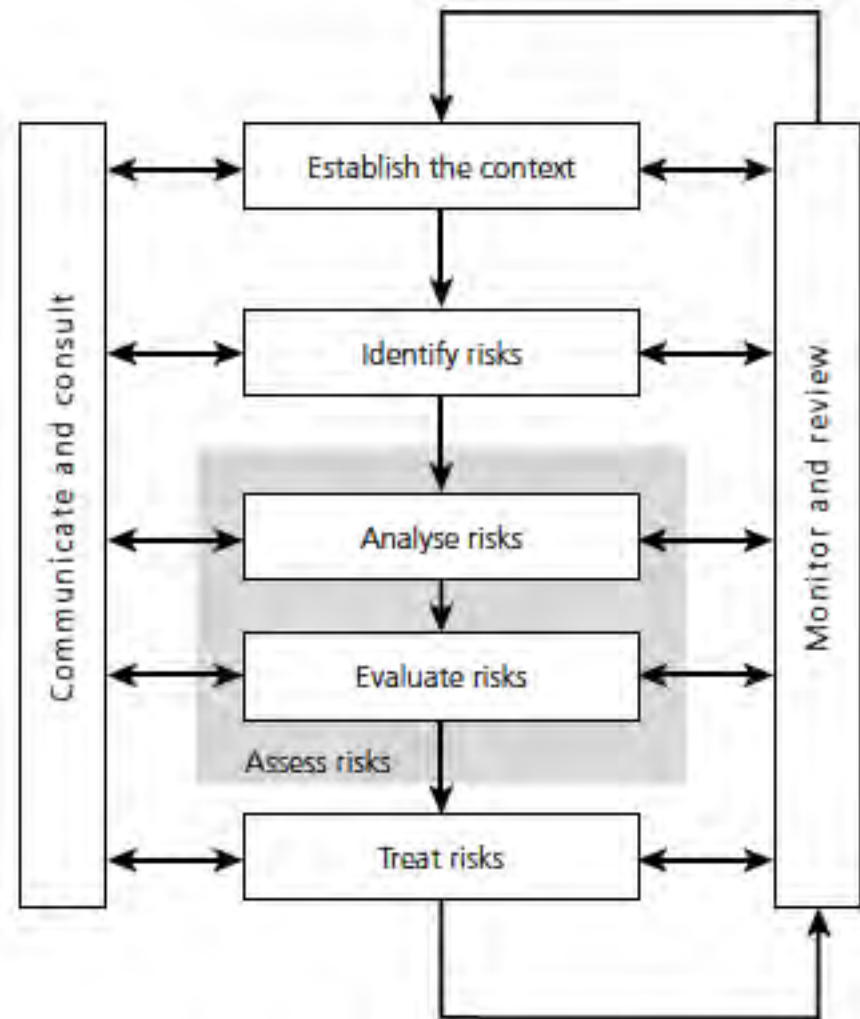


Figure 3.1 Risk management overview

Develop site-specific fire management plan

Daylesford has been assessed as having an extreme bushfire or grassfire risk in accordance with the Victorian Fire Risk Register.

A site-specific fire management plan should be developed for the Daylesford Community Park.

A Fire Management Plan should include the following objectives;

- To protect life and property within and adjacent to the Reserve from unplanned fire
- Reduce fuel loads within and adjacent to the Reserve
- Provide clear procedures about possible evacuations during fire episodes
- Establish working relationships with local CFA, DEPI and Victoria Police

Any plan should work in with the Cornish Hill Fire Management Plan (2015) and Hepburn Shire's Municipal Emergency Management Plan.

4.5 Maintenance

Replacement and repair to built form components needs to reflect the activity values of the reserve

Management and maintenance of pathways, facilities and installations will have a significant impact on the usability and accessibility of any park or outdoor area. The development of appropriate management and maintenance strategy that include regular review of all areas, ongoing maintenance and upgrade is required, as well as training for staff or volunteers responsible, is crucial if the area is to maintain its appeal and use for all.

Examples of supportive actions include;

- Regular mowing of grassed area
- Attention to weed incursion on pathways and gravel on skate park area
- Immediate repair to activity areas including playground and skate facilities
- Immediate attention to seating, picnic tables, shading, posts and pathway damage
- Immediate removal of graffiti from building infrastructure

Maintenance works should address conservation principles in terms of high activity, and landscape values

Many works undertaken at the reserve will involve external contractors. When works are undertaken, contractors should be made aware of the management plan and the intent of the plan to avoid accidental or inappropriate damage to the area.

1. Provide allocated budget for maintenance

Given the emerging nature of this reserve as a place of local recreational importance, it is recommended that a maintenance budget be provided on an annual basis. An annual budget would facilitate a secure mechanism to ensure the reserve continues to meet community expectation and demand. This can be allocated to scheduled works or be used to deal with maintenance issues as required.

2. Proactive inspection schedule for all maintenance issues

The need for regularly documented inspections, highlighting maintenance issues is very important even if funds are not directly available

or an issue is raised that requires resources outside the capacity of Council in the short term. Quarterly inspections should take place at Daylesford Community Park. Local Parks staff, possibly in partnership with community, should be trained in completing a checklist in order to highlight maintenance issues.

3. Effective drainage across whole site

Drainage remains a priority maintenance and safety issue across the whole Daylesford Community Park. The most problematic areas remain the children's playground and area at rear of the skate park. The skate park area has long been identified as a maintenance priority with water seepage causing concrete slab instability and weed incursion onto activity area. The childrens playground requires review of current drainage around play equipment and works needed to be undertaken to resolve. Any new activity area or building infrastructure should consider drainage in all design plans and implementation.

4. Graffiti monitoring and removal

Currently, graffiti is allowed on the skate park area after agreement was sought between local youths, Hepburn Shire and the Daylesford Police. Such agreement has assisted in the low incidence of graffiti within the Daylesford township including neighbouring properties. Any other graffiti on play equipment & other non-skate structures should be cleaned immediately to discourage further build-up. Most graffiti on the non-skate ramp structures tends to be incidental & minimised by expeditious removal. The facilities recommended within the masterplan, such as open planned Family Area/BBQ , allow for minimal graffiti opportunity. On large hard surfaces it is recommended that a roughened or uneven finishing surface is applied to discourage further graffiti.

Discussion of this issue should be considered in maintenance schedule on a year-to-year basis, or in the event of a significant increase.

Any change to the current graffiti arrangement should involve local youth, community and police.

5. Provision of Rubbish Bins and Recycle Amenities

Siting of rubbish bins and recycle amenities are not designated on the masterplan and will be subject to community consultation and other works programs. Currently a combined amenity is located central to the park with an another rubbish bin in proximity to skate park area. It is recommended that further bins are installed throughout the site and these be accessible to all people. Litter bins should be provided beside, but not obstructing, any accessible paved area. Any rubbish bin siting should be considered in consultation with

Hepburn Shire maintenance staff as to installation and easy removal. The colour of the bins should be selected in relation to the aesthetics of the whole site. If possible, recycle bin options should be included especially close to the family and skatepark areas.

In relation to accessibility, the height of the opening should be within a range of 700mm to 1200mm. A height of 900mm is preferable.

It is recommended that a bin removal schedule be implemented with adequate cover for high activity times during school and public holidays.

6. Tree inspection and senescent tree replacement program

A regular tree inspection schedule and possible replacement schedule should be implemented. Given emerging climatic variation it is important that all existing (and future) trees are maintained, including ongoing mulching, pruning and watering. Any additional landscape plantings should be included in any program. Possible partnership with local community could be considered including the Daylesford Community Food Gardeners and local Landcare groups.

7. Provision of clear local by-law relating to dogs

The current local by-law of requiring that 'all dogs be kept on a leash' within the reserve should be maintained, especially around key activity areas including childrens playground, skatepark, proposed basketball court and Family Area/BBQ facilities. Designated dog hitching posts could also be considered. Such areas should be clearly identified and monitored to ensure users are not placed at risk, particularly young children, older adults and people with disabilities.

A dog drinking tray has been built into the Bushfire Memorial sculpture and another should be considered at front of reserve.

A 'Dog Tidy Bag Dispenser' is located at the park entrance for community use.

4.6 Environment

Daylesford Community Park provides a unique opportunity to create a reserve landscape of environmental sensitivity, improvement and enhancement. The site masterplan has many positive attributes that suggest a way to achieve this. A primary consideration is to protect and maintain key environmental assets. It is important that any site project provides a balance between human activity and local environmental needs. Any project should be looking to future climatic scenarios and low impact environmental use.

The Daylesford Community Park Management Plan highlights numerous environment enhancing actions.

These include;

- New planting options including landscaped areas, shade trees and sensory gardens
- Revegetation of certain areas of disturbed land using local indigenous plants
- Future development of community food garden area
- Building accessible vertical herb garden
- Control and managing invasive weeds with non-chemical removal program
- Capturing water from built structures to be used on-site
- On-site waste water processing initiatives
- Wetlands restoration project of degraded gully and creek area

Local indigenous planting options can be located in Section 1.4.1 Vegetation and Conservation of this plan.

4.7 Built Form

Built form to reflect recreational, historical and natural character of the site

There is a need to provide further built form in and around the reserve and adjacent areas.

Given the majority of built form on the site will be established within the reserve, it is recommended to consider the Masterplan design and reflect the history of the site, relation to Cornish Hill, new infrastructure developments and recent community contributions.

Built form to reflect the capacity for access to all people

As the site has access and inclusion as a major management principle, new built forms should meet this purpose in all design and building works. Any future built works should involve a community consultation phase; thoughtful design and diligent action to ensure these principles are adhered to. It is recommended to involve local access advocacy group RuralAccess in any community process and to engage with the Hepburn Shire's Access and Inclusion Policy.

Installation to be undertaken with due care and attention to values of the site

As most built form will likely be done by external contractors or local community it is important to have clear communication of site values as referenced in the Daylesford Community Park Management Plan. It is advised that all building participants are provided with a works document consisting of site information, construction guidelines and inspection schedule. The work document should be supported by on-site meetings with appointed Council officers and involved community members.

Installation to consider future work requirements, maintenance & existing infrastructure

All new works should be considered against infrastructure placement recommended in masterplan. Where conditions change, including relocation, discussions should be held to ensure continuity of accessible park use, visual aesthetic, quality maintenance, landscape needs and local heritage. Already location and amenity changes have occurred (ie. public toilets) with careful and open deliberation between Council, local community, relevant authorities, RuralAccess and contractors. Such open consultation has lead to successful revised site placement outcomes.

Continue to ensure buildings meet public safety requirements

All new built form should provide open visual access from outside and within the reserve as highlighted in masterplan.

Use appropriate materials

Materials used in built structures has varied over time. Natural materials are recommended as referenced in masterplan and also to ensure relationship with adjacent landscape. Any building material should be considered against existing forms. Rough-cut timbers, local stone, recycled metal and rendered earth all have strong community support. Any treated timber should be discontinued in future built works. It is also recommended to use unique materiality to discourage graffiti opportunities. As for the skate park area, which does allow graffiti, concrete should be used for all new ramps and additional infrastructure.

Built form will generally consist of;

- Themed signage for the purpose of
 - providing directional guidance around the reserve and along trails
 - interpreting historical aspects of the reserve
 - risk management
- Childrens Playground
- Skate Park
- Public Toilets
- Family Area/BBQ Shelter
- Art installations
- Metal and Timber seating and picnic table settings
- Gravel Pathways
- Timber walkways and platforms
- Accessible car parking
- Walking paths- granitic sand or gravel in all areas
- Drinking taps
- Metal Arbor

The recommended improvements to the reserve focus on capital replacement or improvement to existing infrastructure.

A number of projects will depend upon successful applications to government for supplementary funding or local partnerships. All projects will be subject to Council's budget consideration.

The following pages provide a list of works focusing on new, and improvements to, built form and infrastructure at the reserve;

4.7.1 Proposed New Works or Capital Replacement

* order and works suggestions are all interchangeable

C1: Skate Park upgrade

- 8 new concrete skate ramps & ledges
- 2 steel staircase railings
- 3 existing metal ramps removed
- Grind pole modified and relocated concrete bank.
- Fix rear drainage issues
- Construct concrete entrance path

C2: Improve Childrens Playground

- Additional play equipment
- Install more shade sails
- Build further seating
- Revamp landscaping + plantings
- Design and build natural play space

C3: Enhance Community Gardens + Landscaping

- Increase edible garden
- Design and build accessible wall garden
- Plant nut trees on Duke Street verge
- Increase indigenous plantings
- Plant more shade trees
- Improve accessible paths and seating

C4: Family Area

- Build open framed timber shelter
- Install ground paving
- Provide accessible seating + picnic tables
- Build BBQ facilities
- Include water tank
- Build accessible water taps + sink

C5: Basketball Activity Area

- Develop basketball court + ring area
- Fix ear drainage
- Create landscaped native plant area
- Install accessible seating + shade sails

C6: Inclusive Activity Areas + Paths

- Complete Continuous Path of Access
- Improve condition of all paths
- More accessible seating
- Install tactile ground surface indicators (TGSIs)
- Develop outdoor Community Exercise Area
- Develop walking path to Thomas' Lookout (Cornish Hill)
- Build North/East timber walkway + platforms

C7: Historical Precinct

- Build historically referenced entrance + internal sculpture
- Create historical interpretative signage
- Install historical pavers + markers

C8: Vehicle access & parking

- Complete car parking bays (Duke Street)
- Landscape car park frontages
- Build Emergency Vehicle Access Road
- Design and build bluestone drainage channel

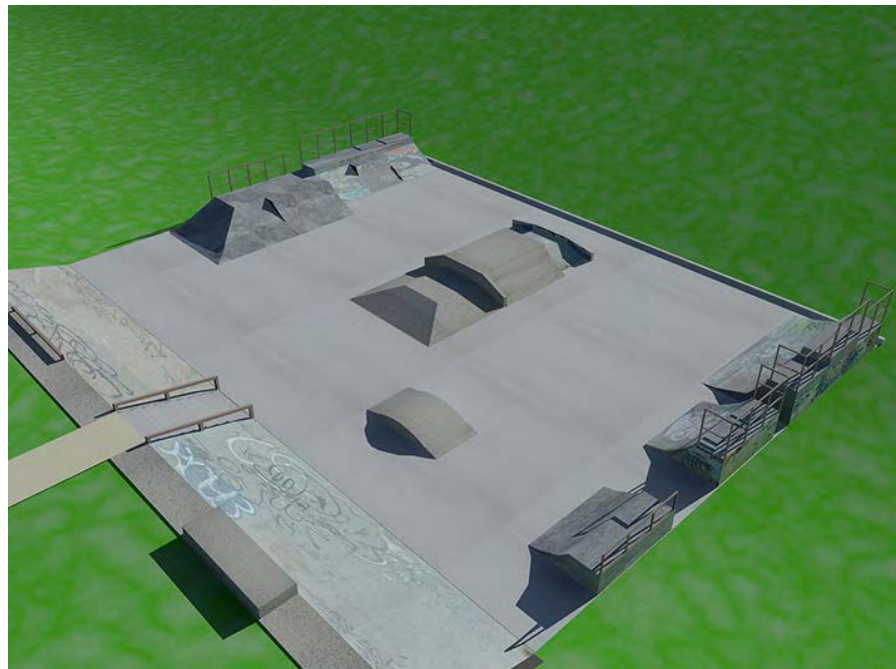
C9: Wetlands restoration

- Develop and implement gully restoration project

C10: BMX Track

- Design and build jump-styles track on adjacent land
- Excavate land area for track
- Install shelter, shade and seating

Draft design for skate park revamp (2015)



4.8 Historical Interpretation

The reserve area has a long history, having been part of the land populated by the indigenous clans of the Dja Dja Wurrung people.

The Dja Dja Wurrung belong to the Kulin nation and their country covers an area of 2500 square kilometers. Evidence suggests that they have lived in Central Victoria for possibly 40,000 years or longer. The local Dja Dja Wurrung people around Daylesford area were known the Munal gundidj. The Dja Dja Wurrung moities are the Eagle (Bunjil), Crow (Waa) and the bat. Locally, nearby Mt Franklin (Lalgambook) is believed to be an important ceremonial site. Examples of their stone weapons, found at Mount Franklin, are displayed at the Daylesford Museum.

With the arrival of Europeans, the aboriginal people were displaced from their land, and moved onto reserves administered by the Loddon Aboriginal Protectorate. The last of the local Dja Dja Wurrung were moved to Corranderk Mission, near Healsville, in 1864 and only one remained by 1876. Others had earlier been dispersed to other areas or succumbed to poor health. No evidence of aboriginal use of the reserve site exists.

In more recent times, the recreation reserve is the former site of the historically significant Freeman's Battery, used to crush quartz from surrounding quartz reef claims. The 50 head battery was connected to three separate mines by connecting tramlines. It is regarded by many as Daylesford's most historically significant mining site.

In keeping with the site's historical links to mining, the landscape masterplan has incorporated features such as a historical precinct area (near entrance), history markers, bluestone draining channels, hardwood timber bollards and rough stone drainage lines.

Initial masterplan drawings (2003) held a strong visual aesthetic toward creating a 'industrialised' look at the site. This included gabion stone walls, 'mullock heap like' native grass mounds and a significant Freemans Battery Memorial sculpture featuring large quartz blocks. Many of these ideas have been scaled back over time, mostly due to neighbouring resident concerns, but still have site relevance. The integrity of the whole project is highly dependant on such aesthetic principles being instructive to all design, planning and construction undertakings.

In recognition of the historical significance of the site, all initial masterplan considerations were developed in consultation with Hepburn Shire Heritage Advisor, Amanda Jean in 2003. Her recommendations of site infrastructure placement, and Robert Kaufman's provisions that any development to be considered 'in regard to the visual impact of the site' (p92) were influential in all design phases.

The interpretation of historical information is encouraged throughout the site. The masterplan has retained existing historical information sign at the north-west entrance to the site. The sign was erected by Daylesford and District Historical Society (1999) but removed in 2008 due to repeated vandalism. The prespect panelled façade held relevant historical site information. The sign is now displayed at the Smiths Street picnic area in the Cornish Hill precinct.

In relation to vandalism, mostly graffiti, it is advised to create historical information areas and facades which have unique materiality. The non-existent vandalism on the steel bushfire memorial, with laser cut wording, is a working example to such consideration. Also crude and uneven surfaces should be considered. With this in mind, the large quartz Freemans Battery memorial sculpture, infused with information modules, might be worth re-considering for inclusion for future interpretative works.

An interpretative trail link has been suggested in the recreation design masterplan and could form part of a wider historical trail into the Cornish Hill Reserve and Great Dividing Trail. This could be signposted by pavement markers, historical sculptures or other appropriate landmarks within the reserve. A winding gravel path from reserve to Thomas' Lookout has been suggested as an initial linked project idea into Cornish Hill. Part of the path could mimick, or make reference to, historical tramlines and water races which were prevalent on this site in its previous operation as a gold battery. Further interpretative historical information could be provided along the path.

Another interesting historical area is the former Freemans Dam, formerly located on the southern edge of the reserve. The dam was a former water supply dam for the Victorian Cornish Company mines, initiated by Donald McLeod. Upon closure of the company, the dam became the local swimming pool for the Daylesford township. In 1923, the bottom of the pool fell out into the Wombat Hill Extended Tunnel, 100 feet below. The water rushed out in a great roar into the area currently where the BP petrol station (King Street) now operates. Tonnes of smashed timbers and big sandstone rocks spewed out. Fortunately no-one was injured. This historical narrative would surely hold intrigue and interest with young people, local community and visitors alike.

Also the designated Historical Precinct Area, to be developed at a later date, is a significant reference marker to the history of the site. Any design process should involve local historical groups, Cornish Hill Committee of Management and interested individuals.

All such undertakings are in keeping with the Cornish Hill Conservation Management Plan....

8.4.7 Recommendations (page 37)

(part there of..)

Strategic

* Link Cornish Hill to the Great Dividing Trail.....

* Use Cornish Hill as a 'gateway' to local mining heritage walking trails and to Historical Society Museum.....

Other

* Encourage educational use of site to promote to local historical engagement and knowledge.

The historical component of the Daylesford Community Park as indicated in the masterplan remains under-developed.

It is recommended that a working relationship be further developed with the Daylesford and District Historical Society, Cornish Hill Land Management Committee and Friends of Cornish Hill to explore historically related ideas, new partnerships and funding possibilities.

4.9 Naming

The recreational site has no official name.

Since October 2010 it has been referred to as 'Daylesford Community Park'

This current name has high community use and profile. There is support to retain this name into the future. Alternatively, there is community support for the name to reflect the history of the site, most notably that related to previous gold mining activity. Also community members have expressed that local Dja Dja Wurrung aboriginal history be highlighted.

Initially, in reference to the site's historical past, the name 'Freemans Battery Youth Reserve' was used in early landscape design drafts. The name was first used in 2003 following a youth leadership program (Hepburn Health Service) which developed initial design concepts. Nick Wong's original masterplan design carried this name. The following year, these plans were ratified by the Hepburn Shire Recreational Advisory Committee and council heritage advisor Amanda Jean but no action to name the reserve was formally undertaken.

In 2009, the name 'Daylesford Community Reserve' was adopted upon the inclusion of a playground area into the masterplan design. Also due to dilution of some historically imbued infrastructures (ie. quartz filled gabion walls) in response to neighbouring resident's concern about visual amenity. As mentioned, the name changed to 'Daylesford Community Park' in late 2010. This decision was made by the newly formed Daylesford Community Park External Reference Group (DCPERG) which oversaw new initiatives such as toilet block, bushfire memorial, shade cloth and children's playground. At the time, it was felt it best represented the expanded community use.

Local groups, Daylesford and District Historical Society (2003), Friends of Cornish Hill (2003) and the Cornish Hill Committee of Management (2012) have recommended that the reserve area be called *McLeod Park* in recognition of local gold-mining and government identity, Donald McLeod. Donald McLeod was influential in launching the re-organisation of mining on Cornish Hill and the expansion of Freemans Battery to a 50 head stamper operation. He also served as the Town Clerk of Daylesford from 1877 to 1901. Following this, he became a MLA in 1901, and shortly after, Minister for Mines in the Berry Government until his death in 1923. Interestingly, Donald McLeod came to Daylesford as a 14 year old youth in the 1850's.

The name *McLeod Park* would provide a strong site link to its local history. The name could be the cornerstone of historical reference within the site and be further highlighted by proposed historical components within the design masterplan. Also it could further develop

the relationship between the site and local community groups, Cornish Hill Committee of Management, Friends of Cornish Hill and Daylesford Historical Society.

It is recommended that Hepburn Shire initiate a process of community involvement to finalise a name for the reserve in accordance to *Policy 24(C) Naming of Council Properties*.



Freemans Dam, formerly the town swimming pool, 1922

4.10 Arts

Art is a prominent feature of life in the Daylesford area and should be adequately reflected in park design and structure.

Hepburn Shire Council recognises that public art projects have a special role to play in connecting communities.

Public art in Hepburn Shire should integrate the arts into everyday life and help tell important stories about its places, its people, and its common values and ideas.

To promote arts at reserve the following actions should be undertaken;

1. Maintain and promote existing art structures
2. Initiate and encourage public art installments
3. Develop site specific Arts strategy and acquisition targets
4. Seek public funding or local volunteer contributions for future projects
5. Encourage artistic rendering and expression in new buildings and infrastructure
6. Develop youth and community art initiatives related to the site

All artwork proposed for site should meet criteria of Hepburn Shire Public Art Policy.

4.11 Signage

Signage has been a difficult issue at Daylesford Community Park due to ongoing damage and graffiti incursions.

In consideration of this, as previously stated, it is recommended that future signage utilises a unique materiality or uneven/roughened surface area to discourage damage. It is worth noting that the laser-cut lettering on Bushfire Memorial Sculpture has incurred no graffiti damage. Such lettering could be chosen for signage needs but needs to be balanced against visual clarity. Also, where appropriate, ground markers could be chosen as these seem to attract less graffiti incursion and vandalism.

Signage should be provided that;

- identifies the reserve
- provides clear directional guidance within the reserve
- interprets historical aspects of the reserve
- provides directional guidance to local town landmarks (way-finding)
- manages risk and informs public of related issues

Signage design should be consistent with visual aesthetic of the reserve.

Any damaged signage should be immediately removed or rendered.

4.12 Traffic Management

1. Provide clear delineation between vehicle and pedestrian park users

It is recommended that treatments across the car park areas be developed to ensure vehicle users can safely remove children and equipment from cars. Also to provide pedestrians with clear visual cues to possible vehicular movement.

The use of a material change, such as sandstone or granite paving, would provide for a subtle and visually pleasing delineation.

It is suggested that a footpath should run in front of vehicle bays so pedestrians, and young occupants of cars, can be easily seen by reversing cars.

2. Provide barriers and containment of car park to eliminate encroachment onto area designated for vegetation or park activity

It is recommended that all car parking be defined from main park activity areas through the placement of appropriate landscaping or bollards.

The materplan proposes all Duke Street car park frontage is contained by a combination of bollards, edible fruit/nut trees and low plantings of indigenous species.

The aim of this recommendation is to clearly define car parking areas, limit vehicle access and soften car parking area with landscaping.

3. Provide better signage from main roads and Daylesford township to reserve

4. Encourage non-vehicle travel by building footpath along Duke Street to connect in with town network

References

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<http://www.hepburn.vic.gov.au/hepburn/wp-content/uploads/2015/02/MPHWP.pdf>

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A document prepared for Hepburn Shire Council

Robert Kaufman, LRGM - Services, July 1998

Crime Prevention through Environmental Design

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October 2007

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Published by Daylesford Historical Society, 1981

Community Crime Prevention; Your Community, Your Say

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Victoria Government

<http://www.crimeprevention.vic.gov.au>

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Department of Sustainability and Environment

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June 2005

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Department of Transport, Planning and Local Infrastructure

http://www.dtpli.vic.gov.au/_data/assets/pdf_file/0019/217711/FEB2013_FINAL_GuidelinesGeoNamesSection_3.pdf

Healthy Active and Safe Children Municipal Early Years Plan

Hepburn Shire Council

April 2015

Jubilee Lake Reserve Management Plan

Hepburn Shire Council

CPG Australia Pty Ltd

cpg-global.com

August 2009

Trends in Sport and Outdoor Recreation – Should the planning for open spaces follow them?

Professor Dr Ulrike Pröbstl

<http://www.openspace.eca.ed.ac.uk/conference/proceedings/PDF/Probstl.pdf>

Risk Management Help for Not-for-Profits

Our Community Group

http://www.ourcommunity.com.au/insurance/insurance_article.jsp?articleId=1245

11.3. REVIEW OF COUNCIL POLICIES

GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

The purpose of this report is to present a proposed approach to reviewing and updating a number of Council policies, including considering the rescission of two policies and review of two policies.

BACKGROUND

Policies enable Council to clearly outline how it will respond to issues and laws. Well documented policies result in a consistent, repeatable and efficient response to matters, and provide clear steps to take.

Council has 38 current policies. Of these, 18 are up to date with their review cycle and 20 are overdue.

All Council policies are published on Council's website and available for inspection in Council offices.

ISSUE/DISCUSSION

Council officers have undertaken a review of all policies and have developed recommendations for updating them. The aims of the review are:

- To introduce a better structure for key documents of Council
- To consolidate similar policies to make it easier for the public and staff to understand Council's rules.

As a result of the review, each policy is classified as either:

- Keep and Maintain
- Keep and Update / Consolidate
- Rescind.

The list of policies to be kept and maintained or updated / consolidated, together with the proposed program of updates, is attached.

Rescind (2 policies)

The following two policies are proposed for rescinding.

#	Policy Name	Reason for rescinding
47	Neighbourhood Houses and Centres Policy	Does not contain policy points. The operation of Neighbourhood Houses and Centres is independent of Council and is supported through other means (e.g. licences). The future support for Neighbourhood Houses and Centres is to be considered in the revision of policies 9 & 42.
38	Roadwork's Planning Permit Condition Policy	The policy statement in this policy is a repeat of what is covered in legislation and in Council's delegations. Any further details or Council specific rules will be included in a proposed new 'Development Policy'.

Policy Reviews

The following two policies have been reviewed in detail and are presented for adoption.

1. Protected Disclosure Policy

The Protected Disclosure Policy is required under the *Protected Disclosure Act 2012* ('PD Act'). The Independent Broad-based Anti-corruption Commission (IBAC) conducted a review of all councils' policies and procedures and identified issues with Hepburn Shire Council's policy. The key issues that required change and have been updated in the new policy are:

- Clarifying that Council does not assess protected disclosures and that is the responsibility of IBAC
- Including specific information required in the PD Act
- Updating key contact details.

The proposed new Protected Disclosure Policy is attached.

2. Access and Inclusion Policy

The Access and Inclusion Policy has been reviewed to reflect Council's revised Access and Inclusion Plan 2014-16. The key points that have been updated in the new policy are:

- Specific strategies to implement the Access & Inclusion Plan, including the establishment of an Access & Inclusion Working Group
- Introduction of Access & Inclusion training within staff inductions

The proposed new Access and Inclusion Policy is attached.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Well written policies enable Council to clearly and consistently respond to legislation and issues.

FINANCIAL IMPLICATIONS

No implications identified from the proposed updates to policies.

RISK IMPLICATIONS

Regular revision of policies enables Council to confirm that it is responding to new and emerging risks.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

No changes expected based on the proposed updates to policies.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Internal engagement and external feedback received in relation to the policies has informed the proposed actions with Council policies.

CONCLUSION

In order to maintain clear policies that define how Council responds to laws and issues, the proposed program of updates should be progressed, including rescinding out of date policies where appropriate.

OFFICER'S RECOMMENDATION

That Council:

- 11.3.1 Notes the proposed program of updates to Council policies.
- 11.3.2 Rescinds the following two policies:
 - Policy 47 (C) – Neighbourhood Houses and Centres Policy
 - Policy 38 (C) – Roadwork's Planning Permit Condition Policy.
- 11.3.3 Adopts the following reviewed policies to replace existing policies of the same name:
 - Policy 74 (C) – Protected Disclosure Policy – August 2015
 - Policy 39 (C) – Access and Inclusion Policy – August 2015.

- 11.3.4 Makes the following reviewed policies available on Council's website and at Council's service centres:
- Policy 74 (C) – Protected Disclosure Policy – August 2015
 - Policy 39 (C) – Access and Inclusion Policy – August 2015.

MOTION

That Council:

- 11.3.1. *Notes the proposed program of updates to Council policies.*
- 11.3.2. *Rescinds the following two policies:*
- *Policy 47 (C) – Neighbourhood Houses and Centres Policy*
 - *Policy 38 (C) – Roadwork's Planning Permit Condition Policy.*
- 11.3.3. *Adopts the following reviewed policies to replace existing policies of the same name:*
- *Policy 74 (C) – Protected Disclosure Policy – August 2015*
 - *Policy 39 (C) – Access and Inclusion Policy – August 2015.*
- 11.3.4. *Makes the following reviewed policies available on Council's website and at Council's service centres:*
- *Policy 74 (C) – Protected Disclosure Policy – August 2015*
 - *Policy 39 (C) – Access and Inclusion Policy – August 2015.*

Moved: Councillor Pierre Niclas

Seconded: Councillor Greg May

Carried.

ATTACHMENT 4 - POLICY SUMMARY - AUGUST 2015

Policy Summary - August 2015

This document provides details of all existing Council policies that are proposed to be kept, including any plans to update or consolidate them.

Keep and Maintain (12 policies)

#	Policy Name	Next Review Date
15	Asset Management Policy	30-Apr-17
24	Risk Management Policy	31-Jul-17
30	Privacy Policy	16-Sep-18
33	Respectful Behaviours Policy	20-May-18
37	Councillor Staff Relationship Policy	28-Feb-18
40	Public Art Policy	31-Dec-17
45	Fraud Prevention and Action Policy	31-Aug-18
46	Procurement Policy	30-Jun-16
48	Community Facility Hire Fee Waiver Policy	31-Dec-17
49	Our Commitment to the Human Rights Charter	20-May-18
75	Community Planning Policy	31-Jul-18
66	Election Period Caretaker Policy	30-Jun-16

Update / Consolidate (21 policies and one framework)

#	Policy Name	Proposed Action	Reason for Change	Target Date
39	Access and Inclusion Policy	Keep and update	Overdue and needs update to reflect new Access and Inclusion Strategy	Aug-15
74	Protected Disclosure Policy	Keep and update	IBAC audit has found gaps to new legislation	Aug-15
6	Revenue and Collections Policy	Keep and combine with policy 63	Both policies relate to revenue and managing	Sep-15

ORDINARY MEETING OF COUNCIL
18 AUGUST 2015

#	Policy Name	Proposed Action	Reason for Change	Target Date
			hardship cases, so combining is more efficient.	
63	Hardship Policy	Keep and combine with policy 6	Both policies relate to revenue and managing hardship cases, so combining is more efficient.	Sep-15
19	Signs and Goods on Road Reservations Policy	Keep, update and expand	Consider expansion to include provision for Council's own furniture on streets, gateway events boards and address Human Rights and Equal Opportunity Commission guidance on accessibility	Sep-15
31	Events Policy	Keep and update	Current policy is inconsistent with the newer Events Strategy	Sep-15
78	Vegetation Exemptions Protection Policy	Keep and expand into a broader 'Development Policy'	Document all policy points on planning applications in one place - e.g. Considering waivers and exemptions	Oct-15
36	Notification of Road Construction Works Policy	Create new policy which combines policy 36 and the policy positions in the guidelines.	Relates to community engagement on specific works - better to incorporate into new Community Engagement Policy. Existing CE Framework has policy points, but is out of date and not clearly identified as 'policy'. This is too narrow	Oct-15
	Community Engagement Framework	Create new policy which combines policy 36 and the policy positions in	Existing Framework has policy points, but is out of date and not clearly	Oct-15

ORDINARY MEETING OF COUNCIL
18 AUGUST 2015

#	Policy Name	Proposed Action	Reason for Change	Target Date
		the current framework.	identified as 'policy'	
32	Film Liaison Policy	Keep and revise	There is a new Filming Approval Act 2014 that the policy needs to be aligned to, together with supporting guidelines	Nov-15
16	Heritage Conservation Policy	Update and consolidate into 'Heritage Policy'	Cover all heritage aspects in one policy	Nov-15
16.1	Heritage Loans Policy	Update and consolidate into 'Heritage Policy'	Cover all heritage aspects in one policy	Nov-15
16.2	Heritage Plaques Policy	Update and consolidate into 'Heritage Policy'	Cover all heritage aspects in one policy	Nov-15
61	Special Rates & Charges Policy	Keep and expand	Too narrow - Need broader road and footpath upgrade policy that complements the Act and is practical	Nov-15
25	Naming of Council Properties Policy	Create a new Names, Signs, Flags and Other Material on Council Properties Policies including combining policies 44, 60 and 25.	Too narrow scope and has overlap with plaques and signage. Need to cover naming and sponsorship of Council buildings and roads.	Dec-15
44	Flags, Banners, Special Lighting and Other Decorations Displayed on Council Managed	Create a new Names, Signs, Flags and Other Material on Council Properties Policies including	Too narrow scope and has overlap with plaques and signage. Need to update in relation to flying Aboriginal flag.	Dec-15

▶ ORDINARY MEETING OF COUNCIL
18 AUGUST 2015

#	Policy Name	Proposed Action	Reason for Change	Target Date
	Buildings Policy	combining policies 44, 60 and 25.		
60	Plaques and Memorials on Public Land and Buildings Policy	Create a new Names, Signs, Flags and Other Material on Council Properties Policies including combining policies 44, 60 and 25.	Too narrow scope and has overlap with displays on Council buildings and naming properties. Need to cover permanent and temporary display of signs, flags and other material.	Dec-15
50	Investment Policy	Keep and update	Consider combining with policy 65 in a 'cash management' policy	Dec-15
65	Borrowings Policy	Keep and update	Consider combining with policy 50 in a 'cash management' policy	Dec-15
9	Council Owned and Controlled Property Policy	Further work required to clarify policy positions in conjunction with policy 42	Need to develop clear positions on management and support of community assets and operations (financial, leasing and operational)	Feb-16
42	Public Buildings Maintenance Policy	Further work required to clarify policy positions in conjunction with policy 9	Need to develop clear positions on management and support of community assets and operations (financial, leasing and operational)	Feb-16
64	Complaints Handling Policy	Keep and revise	Needs more detailed examples of complaints vs requests	Mar-16

#	Policy Name	Proposed Action	Reason for Change	Target Date
7	Recreation Development Policy	Revise after completion of Recreation and Open Space Strategy	Policy points are out of date (e.g. Recreation Advisory Committee). The Recreation and Open Space strategy will make recommendations about policy development needs.	16/17
12	Tourism Policy	Revise after completion of Economic and Tourism Development Strategy	Does not contain clear policy points. The Economic and Tourism Development strategy will make recommendations about policy development needs.	16/17
43	Youth Policy	Revise after completion of Youth Strategy	Does not contain clear policy points. The Youth strategy will make recommendations about policy development needs.	16/17

ATTACHMENT 5 - POLICY 74 (C) – PROTECTED DISCLOSURE

► PROTECTED DISCLOSURE POLICY

POLICY NUMBER:	74 (C)
NAME OF POLICY:	PROTECTED DISCLOSURE POLICY
DATE OF NEXT REVIEW:	August 2019
DATE APPROVED:	<Insert date adopted by Council>
RESPONSIBLE OFFICER:	General Manager Corporate Services
REFERENCES:	<i>Protected Disclosure Act 2012</i> <i>Independent Broad-based Anti-corruption Commission Act 2011</i> <i>Local Government Act 1989</i>

Best Value Principles

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

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

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

INTRODUCTION

This policy outlines how Hepburn Shire Council meets its obligations for receiving disclosures under the *Protected Disclosure Act 2012* ('The PD Act').

The PD Act enables people to make disclosures about improper conduct within the public sector without fear of reprisal. The PD Act also provides protection to people who make such disclosures and provides for such matters to be properly investigated. Disclosures may also be made about "detrimental action" taken (or suspected may be taken) in reprisal against a person in connection with a disclosure made about improper conduct.

SCOPE

This policy applies to all employees and councillors of Hepburn Shire Council and relates to disclosures made by members of the public, Council staff or councillors.

People making a disclosure must believe, on reasonable grounds, that the Council, a Councillor or Council employee has engaged in, or proposes to engage in, improper conduct or detrimental action. The conduct must be serious enough to constitute a criminal offence or reasonable grounds for dismissal.

POLICY

1. Commitment to proper conduct

The Hepburn Shire Council is committed to the aims and objectives of the PD Act. It does not tolerate improper conduct by its employees or Councillors, nor the taking of reprisals against those who come forward to disclose such conduct.

The Hepburn Shire Council recognises the value of transparency and accountability in its administrative and management practices, and supports the making of disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the environment.

► PROTECTED DISCLOSURE POLICY

2. Making disclosures of improper conduct or detrimental action

Members of the public (a 'natural person' not a company or organisation) can make a disclosure in relation to any councillor or employee of Hepburn Shire Council, or the Council itself.

Disclosures can be submitted to Council or the Independent Broad-based Anti-corruption Commission (IBAC).

Disclosures can alternatively be made to the Victorian Ombudsman, the Victorian Inspectorate or the Chief Commissioner of Police, if they have power to investigate the matter under Acts other than the PD Act. In most cases, disclosures about Council and its employees should be made to Council or to IBAC.

Disclosures can be made as follows:

About:	How to make disclosure:	Who to:
Council or its employees	Verbally or in writing by email or post (not fax)	<ul style="list-style-type: none"> • Protected Disclosure Coordinator • Direct or indirect manager of the person to whom the disclosure relates • IBAC
Councillors	Verbally, in writing by email or post (not fax), or online	<ul style="list-style-type: none"> • IBAC

Disclosures by employees of Council can also be made to the direct or indirect manager of the discloser.

Further details on how you can go about making disclosures to Council or to the other bodies are detailed in Council's Protected Disclosure Procedures.

► PROTECTED DISCLOSURE POLICY

Contact details for making disclosures:

Protected Disclosure Coordinator	<p>Mr Grant Schuster, General Manager Corporate Services</p> <p>Phone: (03) 5321 6450</p> <p>Email: gschuster@hepburn.vic.gov.au</p> <p>Postal Address: PO Box 21 Daylesford VIC 3460</p>
Direct and Indirect Managers of Employees	<p>Phone: (03) 5348 2306</p> <p>Council email address of the manager</p> <p>Postal Address: PO Box 21 Daylesford VIC 3460</p>
IBAC	<p>Phone: 1300 735 135</p> <p>Website: www.ibac.vic.gov.au.</p> <p>Postal Address: GPO Box 24234 Melbourne VIC 3001</p>
Victorian Ombudsman	<p>Phone: (03) 9613 6222</p> <p>Website: www.ombudsman.vic.gov.au</p> <p>Email: ombudvic@ombudsman.vic.gov.au</p> <p>Postal Address: Level 9, North Tower 459 Collins Street Melbourne VIC 3000</p>
Victorian Inspectorate	<p>Phone (03) 8614 3225</p> <p>Website: www.vicinspectorate.vic.gov.au</p> <p>Email: info@vicinspectorate.vic.gov.au</p> <p>Postal Address: PO Box 617 Collins Street West Melbourne VIC 8007</p>

3. Protection of people making disclosures

The Hepburn Shire Council will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure. It will also afford natural justice to the person who is the subject of the disclosure.

Taking disciplinary or other action against an employee who has made a protected disclosure invariably creates the perception that it is being taken in reprisal for the disclosure. In all cases where disciplinary or other action is being contemplated, approval must be obtained from the Chief Executive Officer before taking such action. Such requests for approval must clearly demonstrate:

- the fact that an employee has made a protected disclosure is not a substantial reason for their taking of the action against the employee;
- there are good and sufficient grounds that would fully justify action against any other person in the same circumstances; and
- there are good and sufficient grounds that justify exercising any discretion to institute disciplinary or other action.

Maintaining confidentiality in relation to protected disclosure matters is crucial, among other things, in ensuring reprisals are not made against a discloser. It is a criminal offence under the PD Act to disclose information connected with a disclosure made in accordance with the PD Act, including the identity of the discloser or details about the assessment of the disclosure, other than to IBAC. The penalties for breaching confidentiality obligations include financial penalties and imprisonment.

Council staff with access to electronic documents as a result of their role (including information technology and records management staff) must not access or forward any documents relating to protected disclosures, or disclose any information to any officer or external party without the approval of the Protected Disclosure Coordinator or Chief Executive Officer. Such access and disclosure must only be done in accordance with the PD Act.

4. Notification and assessment of disclosures

When a disclosure is made to Hepburn Shire Council, which it considers might be a protected disclosure under the PD Act, Council will notify IBAC of the assessable disclosure for assessment within 28 days. IBAC will then deal with the disclosure.

▶ PROTECTED DISCLOSURE POLICY

IBAC must assess whether, in its view, the disclosure is a protected disclosure complaint. If it is determined to be a protected disclosure complaint, IBAC then determines whether it will dismiss, investigate or refer a matter.

Following its determination, IBAC will inform both Hepburn Shire Council and the person making the disclosure of its decision in writing. The notice to the person who made the disclosure will outline the discloser's rights, protections and responsibilities under the PD Act.

If IBAC determines that a disclosure is a protected disclosure complaint, the disclosure cannot be withdrawn.

► PROTECTED DISCLOSURE POLICY

DEFINITIONS

The following terms are referred to in the policy.

Term	Definition
Assessable disclosure	A disclosure that Council considers might be a protected disclosure, and is therefore notified to IBAC to determine if it is a protected disclosure.
Corrupt conduct	<p>Is conduct:</p> <ul style="list-style-type: none"> a) of any person that adversely affects the honest performance by a public officer or public body of his or her or its functions as a public officer or public body; or b) of a public officer or public body that constitutes or involves the dishonest performance of his or her or its functions as a public officer or public body; or c) of a public officer or public body that constitutes or involves knowingly or recklessly breaching public trust; or d) of a public officer or a public body that involves the misuse of information or material acquired in the course of the performance of his or her or its functions as a public officer or public body, whether or not for the benefit of the public officer or public body or any other person; or e) that could constitute a conspiracy or an attempt to engage in any conduct referred to in paragraph (a), (b), (c) or (d)— <p>being conduct that would, if the facts were found proved beyond reasonable doubt at a trial, constitute a relevant offence under the IBAC Act.</p>
Council	Hepburn Shire Council
Council Staff	Includes permanent and temporary full-time and part-time council employees of Council.

▶ PROTECTED DISCLOSURE POLICY

Term	Definition
Detrimental action	<p>Section 3 of the PD Act defines detrimental action by a person as including the following:</p> <ul style="list-style-type: none"> • action causing injury, loss or damage • intimidation or harassment • discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business, including the taking of disciplinary action. <p>The person need not have actually taken the action, but can just have threatened to do so.</p> <p>The person need not have taken or threatened to take the action against the person themselves, but can have incited someone else to do so.</p> <p>The detrimental action need not be taken against a discloser, but against any person.</p>
Discloser	A person who makes a disclosure of improper conduct or detrimental action in a
Disclosure	<p>Examples of a disclosure relevant to Council made under the PD Act may include:</p> <ul style="list-style-type: none"> • A Council employee or Councillor taking a bribe to grant a permit. • A Council employee or Councillor ignoring or concealing evidence of an illegal activity being conducted in the municipality. • A Council employee or Councillor selling or revealing confidential information to enable someone to gain advantage such as information about a tender. • A substantial mismanagement of public resources • A substantial risk to public health or safety • A substantial risk to the environment

► PROTECTED DISCLOSURE POLICY

Term	Definition
IBAC	The Independent Broad-based Anti-corruption Commission - Victoria's first anti-corruption body with responsibility for identifying and preventing serious corrupt conduct across the whole public sector, including members of Parliament, the judiciary and state and local government.
Improper conduct	Is either: <ul style="list-style-type: none"> a) corrupt conduct; or b) specified conduct that is not corrupt conduct but that, if proved, would constitute: <ul style="list-style-type: none"> i) a criminal offence; or ii) reasonable grounds for terminating an employee or dismissing a Councillor who is engaged in that conduct.
Investigating entity	IBAC, the Ombudsman, the Chief Commissioner of Police and the Victorian Inspectorate. Only these entities can investigate a protected disclosure complaint
Protected disclosure	A disclosure made in accordance with Part 2 of the PD Act.
Protected disclosure complaint	A disclosure that has been determined by IBAC under section 26 of the PD Act to be a protected disclosure complaint.
Specified conduct	Is conduct: <ul style="list-style-type: none"> a) of any person that adversely affects the honest performance by a public officer or public body of his or her or its functions as a public officer or public body; or b) of a public officer or public body that constitutes or involves the dishonest performance of his or her or its functions as a public officer or public body; or c) of a public officer or public body that constitutes or involves knowingly or recklessly breaching public trust; or d) of a public officer or public body that involves the misuse of information or material acquired in the course of the performance of his or her or its functions as a public officer or public body, whether or not for the benefit of the public officer or public body or any other person; or

▶ PROTECTED DISCLOSURE POLICY

Term	Definition
	e) that could constitute a conspiracy or an attempt to engage in any conduct referred to in paragraph (a), (b), (c) or (d); or f) of a public officer or public body in his or her capacity as a public officer or its capacity as a public body that— <ul style="list-style-type: none"> i) involves substantial mismanagement of public resources; or ii) involves substantial risk to public health or safety; or iii) involves substantial risk to the environment.
The IBAC Act	<i>Independent Broad-based Anti-corruption Commission Act 2011</i>
The LG Act	<i>Local Government Act 1989</i>
The PD Act	<i>Protected Disclosure Act 2012</i>

FURTHER INFORMATION

Further details on how you can go about making disclosures to Council or to the other bodies are detailed in Council's Protected Disclosure Procedures.

Any enquiries about the Protected Disclosure Policy and Procedures should be directed to Council's Protected Disclosure Coordinator:

Mr Grant Schuster General Manager Corporate Services	Phone: (03) 5321 6450 Email: gschuster@hepburn.vic.gov.au
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Enquiries to IBAC can be made via:

IBAC	Phone: 1300 735 135 Website: www.ibac.vic.gov.au Postal Address: GPO Box 24234 Melbourne VIC 3001
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IMPLEMENTATION

The policy is available to the public via Council's web site and at its service centres in Daylesford, Creswick and Clunes.

REVIEW

The Protected Disclosure Policy will be reviewed every four years or sooner if required by legislation or organisational changes.

The officer responsible for the review of this policy is the General Manager Corporate Services.

ATTACHMENT 6 - POLICY 39 (C) – ACCESS AND INCLUSION

▶ ACCESS & INCLUSION POLICY

POLICY NUMBER:	39 (C)
NAME OF POLICY:	ACCESS & INCLUSION POLICY
DATE OF NEXT REVIEW:	August 2018
DATE APPROVED:	<Insert date adopted by Council>
RESPONSIBLE OFFICER:	Manager, Aged & Disability Services
REFERENCES:	Disability Discrimination Act (1992) Victorian Disability Act (2006) Equal Opportunity Act (2010) Charter of Human Rights and Responsibilities Act (2006) Hepburn Shire Council - Council Plan 2013/17

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

Hepburn Shire Council acknowledges that people with disabilities are valuable members of our community who are entitled to equal access to services and facilities.

Hepburn Shire Council also acknowledges that it is a key planner, developer and provider of physical and social infrastructure and services and is committed to the responsibilities determined by the Disability Discrimination Act (DDA) 1992.

Accordingly, Hepburn Shire Council is committed to ensuring that all members of our community are able to fully participate in community life and access Council services. By ensuring that infrastructure and services are inclusive and accessible for all, the needs of the whole community are met including, but not limited to, people with a disability, parents with prams, and older people.

SCOPE

This policy applies across all Council services and facilities. Access & inclusion is a whole of Council responsibility and applies to all business activities of Council including governance arrangements, customer service, communications, direct service provision, and advocating for communities.

POLICY

1. Principles of Access & Inclusion

Council recognises that the following principles underpin our commitment to improving and ensuring access and inclusion for the whole community.

- People with disabilities have the same fundamental rights as every other citizen of Hepburn Shire
- A person with a disability is an individual first and foremost and is not defined by their disability.
- People with a disability have the same right as every other citizen to access services provided by Hepburn Shire Council, thus providing them with opportunities to fulfil their individual potential.

▶ ACCESS & INCLUSION POLICY

- Changes to the physical and social environment, which create access and equity, are key to the inclusion of people with a disability in the community.
- Quality service rests on being flexible in responding to individual needs.
- Hepburn Shire Council will work towards providing accessible Council services and facilities for the entire community.

2. Access & Inclusion Plan

Council will develop and maintain an Access & Inclusion Plan. This plan will contain strategies to make Hepburn Shire a more accessible and inclusive place to live, work and visit. It articulates clear ways Council can work to create a more inclusive community for people with a disability, their families and carers while helping meet its legal obligations to remove barriers to discrimination.

It identifies key actions that will be implemented to identify, reduce and eliminate barriers within the Shire and to advocate equity of access for all in our community.

Relevant Council officers will review the Access & Inclusion Plan every 6 months. An annual review of the plan with involvement of community representatives will be conducted each February.

This timeline will ensure the review aligns with the development of the Council plan and budget.

DEFINITIONS

The following terms are referred to in the policy.

Term	Definition
Council	Hepburn Shire Council
Council Staff	Includes permanent and temporary full-time and part-time council employees, and contractors and consultants while engaged by Council.

▶ ACCESS & INCLUSION POLICY

Term	Definition
DDA (1992)	<i>Disability Discrimination Act (1992)</i>
Disability	<p>As per the DDA: Disability, in relation to a person, means:</p> <ul style="list-style-type: none"> a) Total or partial loss of the person's bodily or mental functions; or b) Total or partial loss of a part fo the body; or c) The presence in the body of organisms causing disease or illness; or d) The presence in the body of organisms capable of causing disease or illness; or e) The malfunction, malformation or disfigurement of a part of the person's body; or f) A disorder or malfunction that result in the person learning differently from a person without the disorder or malfunction; or g) A disorder, illness or disease that affects a person's thought processes, perception of realty, emotions or judgment or that results in disturbed behaviour; <p>And includes a disability that:</p> <ul style="list-style-type: none"> h) Presently exists; or i) Previously existed but no longer exists; or j) May exist in the future (including because of genetic disposition to that disability) or k) Is imputed to a person.

FURTHER INFORMATION

Any enquiries about the Access & Inclusion Policy should be directed to Council's Manager, Aged & Disability Services.

IMPLEMENTATION

The implementation of this policy will be supported by the establishment of an Access & Inclusion Working Group consisting of Council officers across all Departments.

▶ ACCESS & INCLUSION POLICY

The Access & Inclusion Policy and Plan will also be included within all Staff Inductions.

REVIEW

The Access & Inclusion Policy will be reviewed every 4 years or sooner if required by legislation or organisational changes.

The officer responsible for the review of this policy is the Manager Aged & Disability Services.

11.4. SUBMISSION IN RESPONSE TO RATE CAPPING DRAFT REPORT

GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

The purpose of this report is to consider making a submission to the Essential Services Commission (ESC) in response to its draft report on the Local Government Rates Capping and Variation Framework.

BACKGROUND

The current Victorian State Government had an election commitment to cap the annual increase in local government rates. The ESC has been tasked with developing a Rates Capping and Variation Framework.

A draft report 'A Blueprint for Change - Local Government Rates Capping and Variation Framework - July 2015' has been released by the ESC seeking stakeholder feedback. Council, as a stakeholder, is able to make a submission with feedback up to 28 August 2015.

ISSUE/DISCUSSION

The draft report proposes a formula for capping rates, using a forecast Consumer Price Index (CPI), a forecast Wages Price Index (WPI) and an efficiency factor. The price indices represent the average annual increase expected in the cost of goods (CPI) and in salaries (WPI). The proposed formula is:

Annual Rate Cap = (0.6 x CPI increase) + (0.4 x WPI increase) - efficiency factor

The estimated rate increase caps have been calculated as:

2016/17 = 3.05%

2017/18 = 2.85%

2018/19 = 2.80%.

These estimated caps are higher than the early predictions of 2-2.5% based on a CPI formula alone. However, they still represent a reduction of approximately 1% when compared to Council's long term financial plan estimates.

From a review of the draft report, the following concerns have been identified:

- **40% Contribution of WPI is less than actual impact**
Council's annual costs from a cash flow perspective include 32% of direct employee costs, 31% of other non-capital expenses and 37% of capital expenses. Assuming a conservative proportion of non-capital expenses (40%)

and capital expenses (30%) are wage related, the total wage related costs for Council equals 56% of total costs. Therefore, the 40% contribution of WPI to the cap formula is understating the wage costs impact on councils.

- **Efficiency Factor**

Rate capping to CPI, which is not representative of Council's actual costs (even for 60% of its costs), imposes an efficiency demand on councils. This impacts the ability of councils to balance the provision of services that its ratepayers demand, with what it can afford. Any additional efficiency factor is doubling up the policy outcomes and will likely have a negative impact on services. This issue is further exacerbated by freezing of Federal Government Financial Assistance Grants, which will also force efficiencies to be found or services to reduce.

- **Onerous requirements in the draft Variation Framework**

The proposed variation framework requires extensive additional documentation, scenario modelling, option considerations and consultation with the community. Although a detailed estimate has not been calculated, this could cost \$25,000-40,000 to undertake. If Council sought, say a 1% increase above the cap this would deliver an additional \$140,000 in income. In effect, Council would need to risk up to \$40,000 to potentially get a net amount of \$100,000 in extra funds to deliver its core services. This is untenable and therefore the framework, as designed, excludes small councils from being realistically able to put in a variation submission. Legislation should not make it unviable for small councils to adequately consider all their options.

On the basis of the above concerns, it is recommended that Council makes a submission on the draft rate capping report.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

The Victorian State Government is proposing new rate capping legislation which will directly impact the ability of all Victorian councils and their communities to self-manage rate increases through existing consultation methods.

FINANCIAL IMPLICATIONS

As rates income comprises 57% of Council's operating income, changes to this have the potential to significantly impact on the future ability of Council to deliver core services.

Although the impact of rate capping with the indicative figures compared to Council's long term financial plan will be minimal in the first couple of years, the effect will compound. The rate capping as proposed could result in Council having \$2.7million less income in 10 years time compared with a 4% annual rate increase.

RISK IMPLICATIONS

Rates need to balance the capacity of ratepayers to afford services with the level of services provided. Any external rules, which cap rate increases and make it too onerous for small rural communities to consider higher increases, may result in service outcomes that do not meet ratepayers expectations.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

There is a risk of decreasing services to the community if the rates cap is set too low or the variation framework is ineffective.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council, as a stakeholder in the ESC's process, is able to make a submission with feedback up to 28 August 2015.

CONCLUSION

Given the risk to delivery of Council services in future years from the proposed rate capping and variation framework, Council should make a submission to the Essential Services Commission highlighting concerns with the proposed formula and the onerous nature of the draft variation framework.

OFFICER'S RECOMMENDATION

That Council:

- 11.4.1 Resolves to make a submission to the Essential Services Commission in response to the draft report 'A Blueprint for Change - Local Government Rates Capping and Variation Framework - July 2015' highlighting concerns with the:
 - 11.4.1.1 40% Contribution of Wages Price Index being less than the actual wage cost impact to Council;
 - 11.4.1.2 Efficiency Factor resulting in an excessively low cap when combined with the CPI contribution to the cap formula and external factors such as a freeze on Financial Assistance Grants; and
 - 11.4.1.3 Onerous requirements in the draft Variation Framework that effectively exclude small rural communities from considering a variation.
- 11.4.2 Authorises the Chief Executive Officer to sign the submission on Council's behalf.

MOTION

That Council:

- 11.4.1. *Resolves to make a submission to the Essential Services Commission in response to the draft report 'A Blueprint for Change - Local Government Rates Capping and Variation Framework - July 2015' highlighting concerns with the:*
- 11.4.1.1. *40% Contribution of Wages Price Index being less than the actual wage cost impact to Council;*
 - 11.4.1.2. *Efficiency Factor resulting in an excessively low cap when combined with the CPI contribution to the cap formula and external factors such as a freeze on Financial Assistance Grants; and*
 - 11.4.1.3. *Onerous requirements in the draft Variation Framework that effectively exclude small rural communities from considering a variation.*
- 11.4.2. *Authorises the Chief Executive Officer to sign the submission on Council's behalf.*

Moved: Councillor Bill McClenaghan
Seconded: Councillor Neil Newitt
Carried.

11.5. 2016/17 COMMUNITY SPORTS INFRASTRUCTURE FUND

GENERAL MANAGER COMMUNITY SERVICES

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

PURPOSE

The purpose of this report is for Council to consider applications for the 2016/17 Community Sports Infrastructure Fund

BACKGROUND

The 2016/17 Community Sports Infrastructure Fund opened on Tuesday 21 July. The fund contains a number of funding programs for Councils to apply for funding for sporting projects.

An Expression of Interest for the following categories is due to be submitted by 24 August 2015:

- Better Pools - Up to \$3 million in grant funding (this is for indoor aquatic facilities only).
- Major Facilities - Up to \$650,000 in grant funding
- Small Aquatic Projects - Up to \$200,000 in grant funding.

The above categories go through a two stage application process to which Councils can apply.

An application for the following categories is a one stage process with submissions due by 29 October 2015:

- Minor Facilities - Up to \$100,000 in grant funding
- Cricket Facilities - Up to \$100,000 in grant funding
- Female Friendly Facilities - Up to \$100,000 in grant funding
- Planning - Up to \$30,000 in grant funding.

Council can apply for only one project under the Better Pools, Major Facilities and Small Aquatic project categories. Council was funded for the Daylesford Victoria Park Multi-purpose Facility under the Major Facilities funding in 2014/15.

Council may apply for the maximum grant amount for up to three projects from the Minor Facilities, Cricket Facilities and Female Friendly Facilities categories, with a maximum of two applications from any single category.

Council may apply for one project focused within Hepburn Shire and one project that extends beyond Hepburn Shire under the planning category.

A further report will be brought to Council in October 2015 to determine the final projects to be submitted.

ISSUE/DISCUSSION

Council is only able to submit one application under the Better Pools, Major Facilities and Small Aquatic Projects categories.

Council has no plans for an indoor aquatic facility and no major facilities ready in the planning cycle. As such, an application to the Small Aquatic Projects category is most appropriate. Attachment 7 provides the status of potential Small Aquatic projects.

As a result of the site selected for the Hepburn Hub, the plans for the Daylesford Swimming Pool renewal and upgrades are the furthest progressed. Further work is necessary to determine needs and develop swimming facility renewal and upgrade plans at Creswick, Clunes and Trentham. This planning work is forecast to be completed in time for consideration in the 2016/17 budget to allow an application for funding to be made in 2016 for the next priority swimming facility.

It is recommended that in line with the motion passed at the July 2015 Council meeting for the Hepburn Hub project:

That Council:

- 11.2.1 *Confirms the Daylesford Town Hall and Swimming Pool site for the proposed Hepburn Community and Council Services Hub development in accordance with Concept 02.*
- 11.2.2 *Approves the project to progress to the planning permit and detailed design stages.*
- 11.2.3 *Confirms its commitment to funding Council's contributions to the project, including through asset sales as per the financial model and long term finance paid off through efficiency savings resulting from the project.*
- 11.2.4 *Resolves to seek funding for the various components of the project from external sources.*

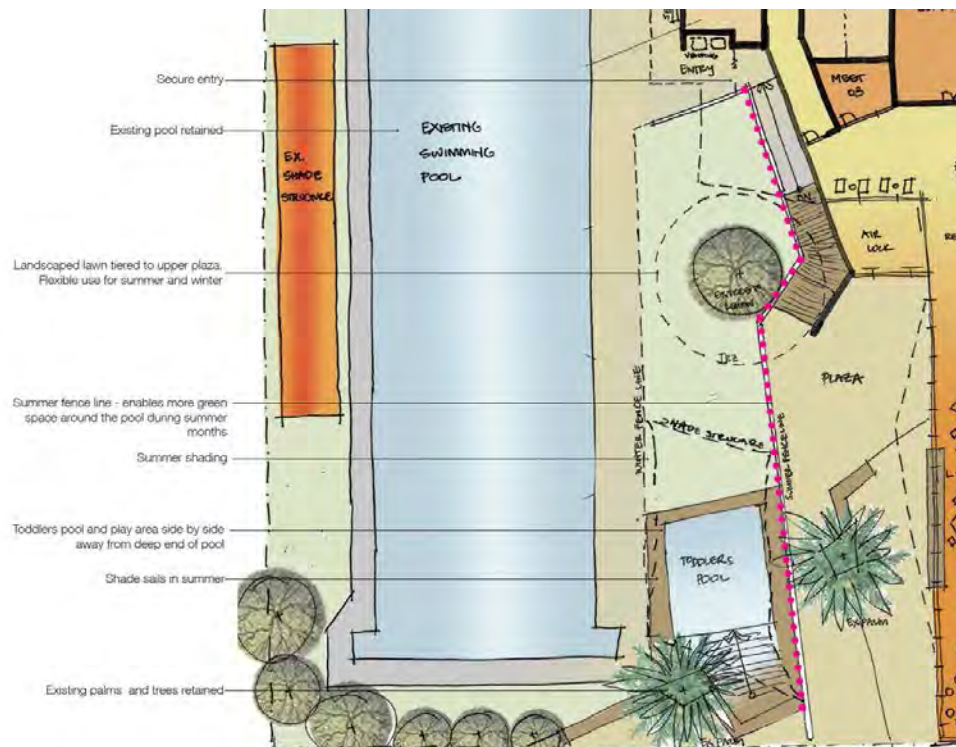
that an expression of interest for the Daylesford Swimming Pool upgrade as part of the Hepburn Hub project is submitted to Sport and Recreation Victoria under the Small Aquatic Projects category.

This submission would include the following elements of the Hepburn Hub project:

- New toddlers pool with accessible 'beach' entry and water play features

- Entry ramp, turnstile, moveable fence and grassed areas
- Removable deck
- Pool plant upgrades
- Pool access system
- Shade structures.

The image below shows the proposed area of works:



Potential projects under the Minor Facilities, Cricket Facilities and Female Friendly Facilities categories are:

- Lighting for the Soccer pitches at Doug Lindsay Reserve, Creswick
- Sportsground irrigation upgrades
- Female Netball Facilities: Trentham Sportsground.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2013:2017:

Strategic Objective – Active and Engaged Communities

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

Based on a quantity survey and the project architect's estimate, the swimming pool components of the Hepburn Hub project will cost \$550,000. In addition, other pool upgrades will be covered as part of the core Hepburn Hub building, including the new change rooms.

The Daylesford pool upgrade project is made up of the following cost estimates:

- Toddlers Pool and Removable Deck - \$200,000
- Entry ramp, turnstiles, moveable fence and grassed areas - \$110,000
- Pool plant upgrades - \$100,000
- Pool access system - \$50,000
- Shade Structures - \$50,000
- Demolition - \$40,000.

Through the small aquatic projects category, Council is able to seek \$200,000 in funding. A Council contribution of \$350,000 in the 2016/17 Budget will be required to meet the total Daylesford swimming pool upgrade project cost. This amount will be met with the 2016/17 asset renewal component of the total Hepburn Hub contributions from Council.

In accordance with the report to the July 2015 Council meeting, additional Hepburn Hub contributions for other parts of the project will need to be made in the 2016/17 and 2017/18 budgets from asset renewal, property sales and a loan. The 2015/16 Budget included an estimate of the contributions from a loan in 2016/17, which has since been revised based on the updated cost estimates and inclusions.

RISK IMPLICATIONS

A detailed risk management plan has been developed for the overall Hepburn Hub project.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The Hepburn Hub project seeks to achieve benefits across environmental, social and economic areas. This element of the project in particular will provide significant social value through the upgrade of a significant community asset in the Daylesford Swimming Pool.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Hepburn Hub project has been through an extensive consultation process. The swimming pool and proposed works have been a key area of focus throughout this process.

Following on from the feedback received in concept 01, concept 02 for the Hepburn Hub provided an improved and re-configured swimming pool area. The re-configuration of this area has allowed the toddlers pool to be located near the shallow end of the 50m swimming pool, retained a significant amount of the pools green space and provided an opportunity for a summer/winter plaza that maximises use of green space and enhances community participation at the site.

CONCLUSION

Due to the long lead times required to receive funding through Sport and Recreation Victoria (funding is not received until the commencement of the 2016/17 financial year) it is recommended that the swimming pool area of the Hepburn Hub is submitted as Council's one application under the better pools/major facilities/small aquatic project categories for the 2016/17 funding round.

OFFICER'S RECOMMENDATION

That Council:

- 11.5.1 Submits an application to the 2016/17 Community Sports Infrastructure Fund for the swimming pool area of the Hepburn Hub project.
- 11.5.2 Resolves to allocate \$350,000 of asset renewal funds in the 2016/17 budget as a matching contribution for the Daylesford swimming pool upgrade project.

MOTION

That Council:

11.5.1. *Submits an application to the 2016/17 Community Sports Infrastructure Fund for the swimming pool area of the Hepburn Hub project.*

11.5.2. *Resolves to allocate \$350,000 of asset renewal funds in the 2016/17 budget as a matching contribution for the Daylesford swimming pool upgrade project.*

Moved: Councillor Pierre Niclas

Seconded: Councillor Neil Newitt

Carried.

Councillor Don Henderson called for a division.

Councillors that voted in favour of the motion: Councillor Kate Redwood, Councillor Pierre Niclas, Councillor Neil Newitt, Councillor Greg May.

Councillors that voted against the motion: Councillor Don Henderson, Councillor Bill McClenaghan.

ATTACHMENT 7 - POTENTIAL SMALL AQUATIC PROJECTS

Potential Small Aquatics Projects

Project Name	Estimated Cost	Budget Status	Preliminary planning and Design	Grant Eligibility	Council Decision
Daylesford pool and surrounds	\$550,000	Commitment to funding as part of asset renewal in 2016/17. Forecast amount noted in 2015/16 Budget.	Complete - progressing to detailed design	Eligible through Sport and Recreation Victoria Small Aquatics Program	Council has approved the Hepburn Hub project to proceed to detailed design and to seek funding for the project.
Calembeen Park - 'Intermediate Pool'	Approx. \$500,000 to rebuild and improve existing intermediate pool (excluding pool plant, chlorination system etc.)	Nil	Identified in Calembeen Park Management Plan as a 'Stage 2' project.	Potentially eligible through Sport and Recreation Victoria Further discussions would be required prior to it being considered for funding, advice that may be better 'fit' with RDV funding.	Council has adopted the Calembeen Park Management Plan
Hydrotherapy pool	Unknown	Nil	No business case or design	Potentially	Nil

11.6. REQUEST FOR APPROVAL TO OPERATE B-DOUBLE AND SEMI TRAILER COMBINATION VEHICLES AND HIGHER MASS LIMIT VEHICLES ON LOCAL COUNCIL ROADS

GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the Project Engineer, I Kimani Gitau have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider requests for renewal of existing permits and a new permit to use Higher Mass Limit [HML] vehicles on local roads.

BACKGROUND

The following requests for renewal of existing permits have been received from the National Heavy Vehicle Regulator (NHVR).

Ref	Organisation	Vehicles	Roads	Load Type	Time Frame as per Application	No of Trips (approx)
Renewal Requests						
P5189v3 -Request no.43756	DT Richards Pty Ltd	B-double	Codes Forest Road in Creswick	General Freight	27/08/2015 – 26/08/2018	5 trips per week
P5188v3 -Request no.43812	DT Richards Pty Ltd	Semi-Trailer combination	Codes Forest Road in Creswick	General Freight	26/08/2015 – 25/08/2018	5 trips per week
P5012v2- Request no.44997	Uno Consulting Pty Ltd	3-axle truck and 3-axle dog trailer	Water Street & East Street Daylesford	Quarry and Bulk	21/08/2015 – 20/08/2018	5 trips per week
P5174v3 -Request no.45227	Clearwater Logging & Transport	B-double	Basalt Road, Eganstown Telegraph Road, Sailors Falls Cemetery Road, Eganstown	General Freight	31/07/2015 – 30/07/2018	5 trips per week
New Request						
24111- Request no.45895	Clearwater Logging & Transport	B-double	Old Midland Hwy, Creswick Golf-course Road, Creswick	General Freight	06/08/2015 – 05/08/2018	5 trips per week

ISSUE/DISCUSSION

Council officers have assessed the applications considering the following:

- Community Safety
- Local Amenity
- Physical Limitations of the network
- Economic benefits
- Alternative access
- Cost implications to Council.

The results of the assessment are provided below along with any recommended conditions to be applied to any consent granted by Council.

RENEWAL REQUESTS

DT Richards Pty Ltd (P5189v3 & P5188v3 –Request Numbers 43756 & 43812)

DT Richards requests Council consideration to renew its existing permit to use B-double and semi trailer combinations at HML on Codes Forest Road in Creswick for a period of three years.

Code Forest Road, Creswick



Codes Forest Road is a gravel road located in a forestry area. It is considered that Codes Forest Road is capable of catering for B-double and semi trailers combinations at HML.

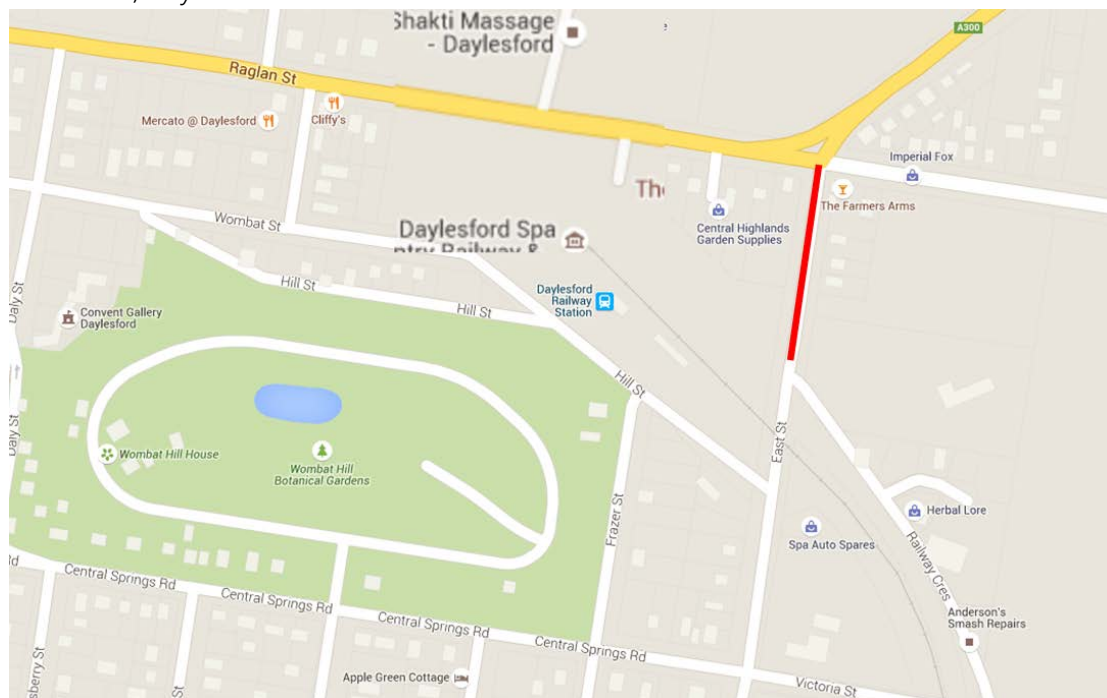
It is recommended that Council approves DT Richards Pty Ltd to use B-double and semi trailer combinations at HML on Codes Forest Road in Creswick, subject to the following conditions:

- It is the responsibility of the permit holder to pay attention to:
 - o Overhead cables
 - o Overhanging trees
 - o Steep inclines/declines, tight corners and narrow roads.
- Must not trim or remove any trees without all approvals being obtained.
- Hours of Operation shall be 7:00am to 6:00pm.

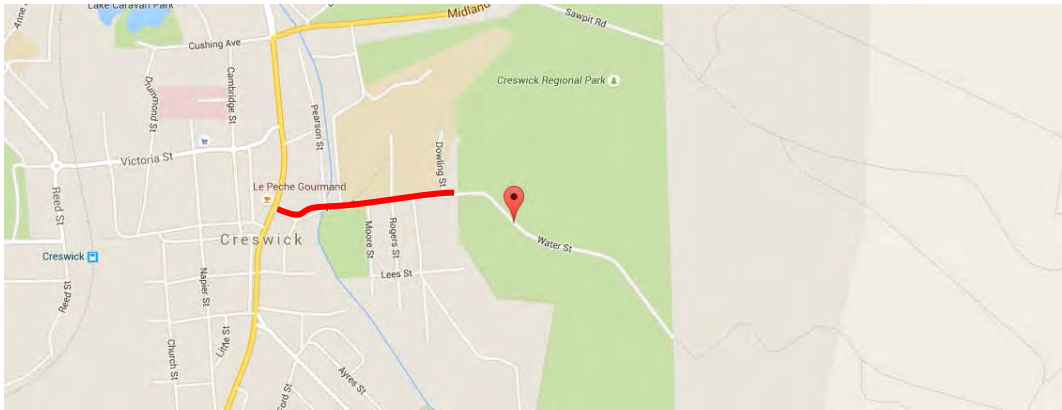
UNO Consulting Pty Ltd (P5012v2 -Request Number 44997)

Uno Consulting Pty Ltd requests Council consent to renew its permit to use 3-axle trucks and 3-axle dog trailer at HML on Water Street in Creswick and also on East Street (between Raglan Street and Railway Crescent) in Daylesford to transport quarry products for a period of three years.

East Street, Daylesford



Water Street, Creswick



Water Street in Creswick and on East Street (between Raglan Street and Railway Crescent) in Daylesford; have been assessed as being suitable for use by HML vehicles.

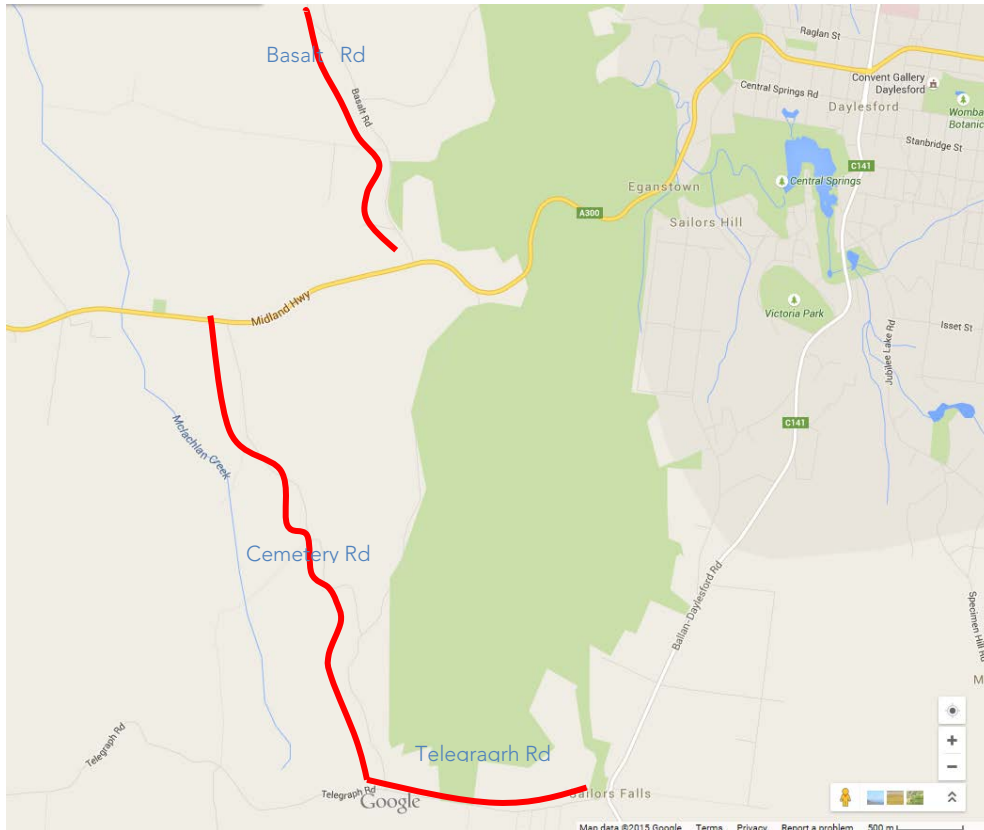
It is recommended that Council approves Uno Consulting Pty Ltd to use 3-axle trucks and 3-axle dog trailers at HML on Water Street in Creswick and on East Street (between Raglan Street and Railway Crescent) in Daylesford, subject to the following conditions:

- It is the responsibility of the permit holder to pay attention to:
 - Overhead cables
 - Overhanging trees
 - Steep inclines/declines, tight corners and narrow roads.
- Must not trim or remove any trees without all approvals being obtained.
- Hours of Operation shall be 7:00am to 6:00pm.
- The use of compression brakes is to be avoided in residential areas.
- In relation to Water Street in Creswick, provide Council with monthly logs of all truck movements along the route including time and truck type.

Clearwater Logging & Transport Pty Ltd (P5174v3 –Request no.45227)

Clearwater Logging & Transport Pty Ltd requests Council consent to renew its permit to use B-doubles at HML on Basalt Road in Eganstown, Cemetery Road in Eganstown and also on Telegraph Road in Sailors Falls to transport general products.

Basalt Road, Eganstown; Cemetery Road, Eganstown; Telegraph Road, Sailors Falls



Basalt Road in Eganstown, Cemetery Road in Eganstown and Telegraph Road in Sailors Falls have been assessed as being suitable for use by HML vehicles.

It is recommended that Council approves Clearwater Logging & Transport Pty Ltd to use B-doubles at HML on Basalt Road in Eganstown, Cemetery Road in Eganstown and Telegraph Road in Sailors Falls, subject to the following conditions:

- It is the responsibility of the permit holder to pay attention to:
 - o Overhead cables
 - o Overhanging trees
 - o Steep inclines/declines, tight corners and narrow roads.
- Must not trim or remove any trees without all approvals being obtained.
- Hours of Operation shall be 7:00am to 6:00pm.
- The use of compression brakes is to be avoided in residential areas.

NEW REQUEST

Clearwater Logging & Transport Pty Ltd (Request no.45895)

Clearwater Logging & Transport Pty Ltd requests Council consent for a permit to use B-doubles at HML on Golf Course Road and Old Midland Highway in Creswick.

Golf Course Road & Old Midland Highway in Creswick



Golf Course Road is a gravel road located in a forestry area. It is considered that Golf Course Road and Old Midland highway has been assessed as being capable for use by HML vehicles.

It is recommended that Council approves Clearwater Logging & Transport Pty Ltd to use B-doubles at HML on Golf Course Road and Old Midland highway in Creswick, subject to the following conditions:

- It is the responsibility of the permit holder to pay attention to:
 - Overhead cables
 - Overhanging trees
 - Steep inclines/declines, tight corners and narrow roads.
- Must not trim or remove any trees without all approvals being obtained.
- Hours of Operation shall be 7:00am to 6:00pm.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2013:2017:

Strategic Objective – *Sustainable Environment and a Vibrant Economy*

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

There are no expected financial implications of granting approval to the above operators to use heavy vehicles on subject Council maintained roads.

RISK IMPLICATIONS

There are no expected specific risk implications of granting approval to the above operators to use heavy vehicles on subject Council maintained roads.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

There are expected to be economic benefits for local business and economic development through granting of consents for access.

Council is obliged to provide an acceptable access route for industries located within the shire while respecting the safety and amenity of residents. Granting of consent endeavours to balance the needs of local businesses with the amenity of Shire residents.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

No external engagement was undertaken in relation to this request. Relevant internal road staff has been involved in assessing these requests.

CONCLUSION

Council has received requests from the National Heavy Vehicle Regulator for consent to the renewal of existing permits and for a new permit to operate Higher Mass Limit vehicles on local roads.

Following a review of the requests, conditional consent is recommended for the operators as detailed.

OFFICER'S RECOMMENDATION

That Council:

- 11.6.1 Approves DT Richards Pty Ltd to use B-doubles at Higher Mass Limits on Codes Forest Road, Creswick for a period of three years commencing 27 August 2015 and expiring on 26 August 2018, subject to the following conditions:
- It is the responsibility of the permit holder to pay attention to:
 - Overhead cables
 - Overhanging trees
 - Steep inclines/declines, tight corners and narrow roads.
 - Must not trim or remove any trees without all approvals being obtained.
 - Hours of Operation shall be 7:00am to 6:00pm.
- 11.6.2 Approves DT Richards Pty Ltd to use semi trailer combinations at Higher Mass Limits on Codes Forest Road, Creswick for a period of three years commencing 26 August 2015 and expiring on 25 August 2018, subject to the following conditions:
- It is the responsibility of the permit holder to pay attention to:
 - Overhead cables
 - Overhanging trees
 - Steep inclines/declines, tight corners and narrow roads.
 - Must not trim or remove any trees without all approvals being obtained.
 - Hours of Operation shall be 7:00am to 6:00pm.
- 11.6.3 Approves Uno Consulting Pty Ltd to use 3-axle trucks and 3-axle dog trailers at Higher Mass Limits on Water St, Creswick and East Street (between Raglan Street and Railway Crescent) in Daylesford, for a period of three years commencing 21 August 2015 and expiring on 20 August 2018, subject to the following conditions:
- It is the responsibility of the permit holder to pay attention to:
 - Overhead cables

- Overhanging trees
 - Steep inclines/declines, tight corners and narrow roads.
 - Must not trim or remove any trees without all approvals being obtained.
 - Hours of Operation shall be 7:00am to 6:00pm.
 - The use of compression brakes is to be avoided in residential areas.
 - In relation to Water Street in Creswick, provides Council with monthly logs of all truck movements along the route including time and truck type.
- 11.6.4 Approves Clearwater Logging & Transport Pty Ltd to use B-doubles at Higher Mass Limits on Basalt Road in Eganstown, Cemetery Road in Eganstown and Telegraph Road in Sailors Falls, for a period of three years commencing 31 July 2015 and expiring on 30 July 2018, subject to the following conditions:
- It is the responsibility of the permit holder to pay attention to:
 - Overhead cables
 - Overhanging trees
 - Steep inclines/declines, tight corners and narrow roads.
 - Must not trim or remove any trees without all approvals being obtained.
 - Hours of Operation shall be 7:00am to 6:00pm.
 - The use of compression brakes is to be avoided in residential areas.
- 11.6.5 Approves Clear Water Logging & Transport Pty Ltd to use B-doubles at Higher Mass Limits on Golf Course Road and Old Midland Highway in Creswick, for a period of three years commencing 6 August 2015 and expiring on 5 August 2018, subject to the following conditions:
- It is the responsibility of the permit holder to pay attention to:
 - Overhead cables
 - Overhanging trees
 - Steep inclines/declines, tight corners and narrow roads.

- Must not trim or remove any trees without all approvals being obtained.
- Hours of Operation shall be 7:00am to 6:00pm.
- The use of compression brakes is to be avoided in residential areas.

MOTION

That Council:

11.6.1. *Approves DT Richards Pty Ltd to use B-doubles at Higher Mass Limits on Codes Forest Road, Creswick for a period of three years commencing 27 August 2015 and expiring on 26 August 2018, subject to the following conditions:*

- *It is the responsibility of the permit holder to pay attention to:*
 - *Overhead cables*
 - *Overhanging trees*
 - *Steep inclines/declines, tight corners and narrow roads.*
- *Must not trim or remove any trees without all approvals being obtained.*
- *Hours of Operation shall be 7:00am to 6:00pm.*

11.6.2. *Approves DT Richards Pty Ltd to use semi trailer combinations at Higher Mass Limits on Codes Forest Road, Creswick for a period of three years commencing 26 August 2015 and expiring on 25 August 2018, subject to the following conditions:*

- *It is the responsibility of the permit holder to pay attention to:*
 - *Overhead cables*
 - *Overhanging trees*
 - *Steep inclines/declines, tight corners and narrow roads.*
- *Must not trim or remove any trees without all approvals being obtained.*
- *Hours of Operation shall be 7:00am to 6:00pm.*

11.6.3. *Approves Uno Consulting Pty Ltd to use 3-axle trucks and 3-axle dog trailers at Higher Mass Limits on Water St, Creswick and East Street (between Raglan Street and Railway Crescent) in Daylesford, for a period of three years commencing 21 August 2015 and expiring on 20 August 2018, subject to the following conditions:*

- *It is the responsibility of the permit holder to pay attention to:*
 - *Overhead cables*
 - *Overhanging trees*

- o Steep inclines/declines, tight corners and narrow roads.
 - Must not trim or remove any trees without all approvals being obtained.
 - Hours of Operation shall be 7:00am to 6:00pm.
 - The use of compression brakes is to be avoided in residential areas.
 - In relation to Water Street in Creswick, provides Council with monthly logs of all truck movements along the route including time and truck type.
- 11.6.4. Approves Clearwater Logging & Transport Pty Ltd to use B-doubles at Higher Mass Limits on Basalt Road in Eganstown, Cemetery Road in Eganstown and Telegraph Road in Sailors Falls, for a period of three years commencing 31 July 2015 and expiring on 30 July 2018, subject to the following conditions:
- It is the responsibility of the permit holder to pay attention to:
 - o Overhead cables
 - o Overhanging trees
 - o Steep inclines/declines, tight corners and narrow roads.
 - Must not trim or remove any trees without all approvals being obtained.
 - Hours of Operation shall be 7:00am to 6:00pm.
 - The use of compression brakes is to be avoided in residential areas.
- 11.6.5. Approves Clear Water Logging & Transport Pty Ltd to use B-doubles at Higher Mass Limits on Golf Course Road and Old Midland Highway in Creswick, for a period of three years commencing 6 August 2015 and expiring on 5 August 2018, subject to the following conditions:
- It is the responsibility of the permit holder to pay attention to:
 - o Overhead cables
 - o Overhanging trees
 - o Steep inclines/declines, tight corners and narrow roads.
 - Must not trim or remove any trees without all approvals being obtained.
 - Hours of Operation shall be 7:00am to 6:00pm.
 - The use of compression brakes is to be avoided in residential areas.

Moved: Councillor Don Henderson
Seconded: Councillor Bill McClenaghan
Carried.

11.7. PUBLIC SAFETY INFRASTRUCTURE FUND

GENERAL MANAGER COMMUNITY SERVICES

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

PURPOSE

The purpose of this report is to recommend that Council endorses an application to the Public Safety Infrastructure Fund to enhance community safety in Creswick and Daylesford.

BACKGROUND

The Department of Justice and Regulation (DJR) provides the Public Safety Infrastructure Fund grants for the development of public safety and security infrastructure to improve community safety and confidence in public places.

The grants support local government to implement projects that seek to reduce opportunities for crime through changing the physical environments in which crimes can occur.

Funding of up to \$250,000 is available with a 10% matching contribution from Council, with applications due by 21 August 2015.

ISSUE/DISCUSSION

Recent consultation with Police in Creswick and Daylesford has highlighted the need for safety improvements in the Creswick and Daylesford central business districts (CBDs).

It is proposed to apply for funding to:

- improve lighting around the Creswick Hub and Town Hall, provide extended public wireless internet access and install closed-circuit television monitoring (CCTV) at the site; and,
- improve lighting in Vincent, Duke and Bridport Streets and the laneways linking them together, and provide extended public wireless internet access. Additionally, to install CCTV to reduce crime in Vincent and Howe Streets, where late night venues are located.

For projects involving CCTV, DJR requires:

- a functional description of the CCTV system;
- evidence of community consultation undertaken;
- standard operating procedures;

- a public code of practice; and,
- a detailed evaluation plan.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2013:2017:

Strategic Objective – Quality Community Infrastructure

FINANCIAL IMPLICATIONS

A Council contribution of \$25,000 will be required for a \$250,000 project. The total cost of the project is still being finalised. The project will occur over both the 2015/16 financial year and the 2016/17 financial year. Council's contribution will come from its annual street lighting upgrades budget (\$6,000 in 2015/16); the Public Wi-Fi Extension project (\$15,000) and a small contribution can be allocated in the 2016/17 budget.

RISK IMPLICATIONS

The use of CCTV cameras increases the risks of breaches of the Information Privacy Act. This risk is mitigated by DJR requirements to provide evidence of standard operating procedures and code of practice in relation to operation prior to funding being released.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The proposed projects will enhance community safety.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Both Creswick and Daylesford Police have been consulted in relation to community safety improvements. Evidence of community consultation is required by DJR before any payments for CCTV installation are released.

CONCLUSION

An application to the Public Safety Infrastructure Fund provides an opportunity to enhance community safety in Creswick and Daylesford.

OFFICER'S RECOMMENDATION

- 11.7.1 That Council endorses an application to the Public Safety Infrastructure Fund for community safety improvements at the Creswick Hub / Town Hall site and in the Daylesford CBD.

MOTION

11.7.1. *That Council endorses an application to the Public Safety Infrastructure Fund for community safety improvements at the Creswick Hub / Town Hall site and in the Daylesford CBD.*

Moved: Councillor Bill McClenaghan

Seconded: Councillor Don Henderson

Carried.

11.8. APPOINTMENT OF MEMBERS TO SPECIAL COMMITTEES

GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the Governance and Corporate Support Officer, I Mary Dancuk have no interests to disclose in this report.

PURPOSE

The purpose of this report is to provide Council with recommendations for the appointment of members to six of Council's Special Committees.

BACKGROUND

The terms of appointment for some members will expire at the end of August 2015. In early July, Council officers advertised for applications from members of the public to be appointed to the following Special Committees to fill vacancies:

Special Committee	Vacancies	Membership Minimum	Current Membership
Creswick Museum	3	7	7
Dean Recreation Reserve & Tennis Courts	5	5	11
Drummond Hall	4	5	3
Glenlyon Recreation Reserve	5	7	8
Lee Medlyn Home of Bottles	3	7	7
Lyonville Hall	3	7	8

This report presents the proposed nominations based on applications received.

ISSUE/DISCUSSION

The following nominations (in order of date of receipt of applications) were received by the closing date of 31 July 2015:

Creswick Museum Special Committee

Number of new members needed to meet minimum for quorum: 3

- Evelyn Wright
- Geoff Newmarch
- Diane Sewell.

Three applications were received from current serving committee members. As there are no identified concerns, it is proposed to appoint all applicants.

Dean Recreation Reserve & Tennis Courts Special Committee

Number of new members needed to meet minimum for quorum: 0

- Michelle McCann.

One application was received from a current serving committee member. Despite only receiving one nomination, the Committee will meet the membership requirements of its Instrument of Delegation with a total of seven members. As there are no identified concerns, it is proposed to appoint this applicant.

Drummond Hall Special Committee

Number of new members needed to meet minimum for quorum: 5

- George Bakogianis
- Kevin Beattie
- Nicholas Carter.

Three applications were received from current serving committee members. As there are no identified concerns, it is proposed to appoint all applicants.

As the current Instrument of Delegation for the Drummond Hall Special Committee requires a minimum of five members, it is proposed to amend the Instrument to allow the committee to comprise of at least three members.

Glenlyon Recreation Reserve Special Committee

Number of new members needed to meet minimum for quorum: 4

- Chris Clare
- Gerald Coffey
- Brenda Blackmore
- John Cable.

Four applications were received from current serving committee members. As there are no identified concerns, it is proposed to appoint all applicants.

Lee Medlyn Home of Bottles Special Committee

Number of new members needed to meet minimum for quorum: 3

- Stephen Greenwood
- Yvonne Yates
- Gayle Smith.

Three applications were received from current serving committee members. As there are no identified concerns, it is proposed to appoint all applicants.

Lyonville Hall Special Committee

Number of new members needed to meet minimum for quorum: 2

- Vicki Jackson
- George Bremner.

Application received after closing date:

- Jackie Airey.

Three applications were received: two from current serving members (George Bremner and Jackie Airey) and one from a prospective new member (Vicki Jackson).

Ms Jackson has been involved in the Lyonville community for the past seven years. Following the community planning event held in 2008, Ms Jackson was involved with the establishment and now edits the Lyonville newsletter which is produced occasionally.

The Committee will meet the membership requirements of its Instrument of Delegation with a total of eight members. As there are no identified concerns, it is proposed to appoint the three applicants.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

None identified.

RISK IMPLICATIONS

None identified.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

None identified.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

Appointment of committee members will enable Council's Special Committees to continue to operate in accordance with their Instruments of Delegation.

Despite several attempts to attract members to the Drummond Hall Special Committee, not enough nominations were received to meet the minimum membership requirement of five members. It is therefore proposed to amend the Instrument of Delegation to allow for a minimum of three members.

OFFICER'S RECOMMENDATION

That Council:

- 11.8.1 Resolves to appoint the following persons as members of the Creswick Museum Special Committee for a period of two years commencing 31 August 2015 until 31 August 2017:
- Geoff Newmarch
 - Diane Sewell
 - Evelyn Wright.
- 11.8.2 Resolves to appoint the following person as a member of the Dean Recreation Reserve and Tennis Courts Special Committee for a period of two years commencing 31 August 2015 until 31 August 2017:
- Michelle McCann.
- 11.8.3 Resolves to appoint the following persons as members of the Drummond Hall Special Committee for a period of three years commencing 28 August 2015 until 28 August 2018:
- George Bakogianis
 - Kevin Beattie
 - Nicholas Carter.
- 11.8.4 Resolves to amend the Instrument of Delegation for the Drummond Hall Special Committee as follows:
- 'Membership of the Committee**
- Clause 1: The Committee shall be comprised of at least three (3) members, comprising community representatives.'
- 11.8.5 Resolves to appoint the following persons as members of the Glenlyon Recreation Reserve Special Committee for a period of two years commencing 31 August 2015 until 31 August 2017:
- Brenda Blackmore
 - John Cable
 - Chris Clare

- Gerald Coffey.

11.8.6 Resolves to appoint the following persons as members of the Lyonville Hall Special Committee for a period of two years commencing 31 August 2015 until 31 August 2017:

- George Bremner
- Vicki Jackson
- Jackie Airey.

MOTION

That Council:

- 11.8.1. Resolves to appoint the following persons as members of the Creswick Museum Special Committee for a period of two years commencing 31 August 2015 until 31 August 2017:
- Geoff Newmarch
 - Diane Sewell
 - Evelyn Wright.
- 11.8.2. Resolves to appoint the following person as a member of the Dean Recreation Reserve and Tennis Courts Special Committee for a period of two years commencing 31 August 2015 until 31 August 2017:
- Michelle McCann.
- 11.8.3. Resolves to appoint the following persons as members of the Drummond Hall Special Committee for a period of three years commencing 31 August 2015 until 31 August 2018:
- George Bakogianis
 - Kevin Beattie
 - Nicholas Carter.
- 11.8.4. Resolves to amend the Instrument of Delegation for the Drummond Hall Special Committee as follows:
- 'Membership of the Committee***
- Clause 1: *The Committee shall be comprised of at least three (3) members, comprising community representatives.'*
- 11.8.5. Resolves to appoint the following persons as members of the Glenlyon Recreation Reserve Special Committee for a period of two years commencing 31 August 2015 until 31 August 2017:
- Brenda Blackmore
 - John Cable
 - Chris Clare
 - Gerald Coffey.
- 11.8.6. Resolves to appoint the following persons as members of the Lyonville Hall Special Committee for a period of two years commencing 31 August 2015

until 31 August 2017:

- *George Bremner*
- *Vicki Jackson*
- *Jackie Airey.*

11.8.7. *Writes to former members of the Dean Recreation Reserve and Tennis Courts Special Committee to explain how to rejoin and to invite further applications from interested individuals.*

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

**11.9. RECORD OF ASSEMBLIES OF COUNCILLORS
GENERAL MANAGER CORPORATE SERVICES**

In providing this advice to Council as the Governance and Corporate Support Officer, I Mary Dancuk 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.

ISSUE / DISCUSSION

The *Local Government Act 1989* (as amended) requires the record of an Assembly of Councillors to be:

1. reported at an Ordinary Meeting of the Council; and
2. incorporated in the minutes of that Council Meeting.

For this purpose, the following records of Assemblies of Councillors are reported:

Assemblies of Councillors		
Date	Location	Committee Name
15 June 2015	Council Chamber, Daylesford Town Hall	Mineral Springs Reserves Advisory Committee
7 July 2015	Council Chamber, Daylesford Town Hall	Councillor Briefing
21 July 2015	Council Chamber, Daylesford Town Hall	Councillor/CEO Meeting

Assemblies of Councillors		
Date	Location	Committee Name
21 July 2015	Council Chamber, Daylesford Town Hall	Pre Council Meeting Briefing

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

11.9.1 That Council receives and notes the Records of Assemblies of Councillors for 15 June 2015 and the month of July 2015.

MOTION

11.9.1. *That Council receives and notes the Records of Assemblies of Councillors for 15 June 2015 and the month of July 2015.*

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

ATTACHMENT 8 - RECORDS OF ASSEMBLIES OF COUNCILLORS –
15 JUNE 2015 AND JULY 2015

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Mineral Springs Reserve Advisory Committee

Date: 15 June 2015

Time: 5.30pm – 7.30pm

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

Councillors present:

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

Members of Council Staff present:

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

Conflict of Interest Disclosures:

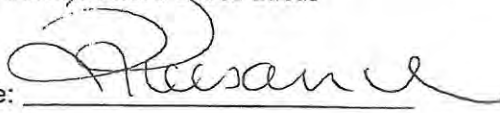
Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature: 

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

Mineral Springs Reserve Advisory Committee

Monday 15 June 2015

Council Chambers

5.30pm – 7.30pm

Attendees: Cr Pierre Niclas, Bruce Lucas, Bill Guest, Gary Lawrence, Sissy Austin, Lisa Rodier, Andrew Shugg, Victor Szwed, James Lowe, Trafford Thompson

Apologies:

Item No	Time	Agenda Item	Presenter
1	5.30pm	Welcome and Apologies	Cr Pierre Niclas
2	5.35pm	Adoption of Minutes – 11 May 2015	Cr Pierre Niclas
3	5.40pm	Action Items from 11 May Minutes	Cr Pierre Niclas
4	6.00pm	Financial Update	Trafford Thompson
5	6.30pm	General Business	
	7.30pm	Meeting Close	
Next meeting – Monday 10 August 2015			

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor Briefing
 Date: Tuesday 7 July 2015
 Time: 11:00am – 4:20pm

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

Councillors present:

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

Members of Council Staff present:

- CEO Aaron van Egmond (*item #1 only*)
 GM Corporate Services Grant Schuster
 GM Community Services Kathleen Brannigan
 GM Infrastructure Bruce Lucas

- Other, please specify:
 - Acting GM Infrastructure, Steve Millard
 - Property Officer, Karen Ratcliffe
 - Planning Manager, Justin Fiddes
 - Strategic Planner, Joan Copland
 - Manager Community and Economic Development, Adam McSwain
 - Community and Economic Development Project Coordinator, Michael Hynes
 - *Coordinator Planning, Louise Johnston*

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Nil	

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|--|--|
| <input type="checkbox"/> CEO Aaron van Egmond | <input type="checkbox"/> GM Infrastructure Bruce Lucas |
| <input checked="" type="checkbox"/> GM Corporate Services Grant Schuster | <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 Governance Officer for filing.

CONFIDENTIAL
 ► COUNCILLOR BRIEFING AGENDA
 TUESDAY 7 JULY 2015

Tuesday 7 July 2015
 Council Chamber, Daylesford Town Hall
 11:00am – 4:45pm

PRESENT:

Councillors	Kate Redwood AM, Don Henderson, Sebastian Klein, Greg May, Bill McClenaghan, Neil Newitt, Pierre Niclas
Officers	Chief Executive Officer, General Manager Corporate Services, General Manager Community Services, General Manager Infrastructure and other officers as required

CHAIR: Mayor Cr Kate Redwood AM

APOLOGIES:

No	Time		Agenda Item	Presenter	No
1.	11:00am	Presentation	Hepburn Hub – Concept Development Update	General Manager Community Services	Page 3
2.	11:45m	Report	AFL Goldfields Local Government Facilities Strategy	Community and Economic Development Project Coordinator	Page 4
3.	12:15pm	Report	Council Application to be Committee of Management of the Trentham Kindergarten Site – 6 Bridge Street, Trentham	Property Officer	Page 6
	12:30pm		Lunch Break Lunch will be provided		
4.	1:00pm	External Presentation	Council's Rights and Responsibilities – Requests from Mt Rommel Mining Pty Ltd to Drill on Council Land at Clunes	Ms Bessie Abbott Department of Economic Development, Jobs, Transport and Resources	Page 8
			Attachment 1		Page 10

CONFIDENTIAL

► COUNCILLOR BRIEFING AGENDA
TUESDAY 7 JULY 2015

No	Time		Agenda Item	Presenter	No
5.	2:00pm	Report	New Licence – Clunes Tourist and Development Association - Clunes Farmers Market - Collins Place, Clunes Attachment 2	Manager Community and Economic Development	Page 12 Page 14
6.	2:30pm	Report	VicRoads L2P – Learner Driver Mentor Funding Program	Manager Community and Economic Development	Page 24
	3:00pm		Break		
7.	3:15pm	Report	Council Managed Community Housing Transfer	General Manager Community Services	Page 26
8.	3:45pm	Report	New Licence – Creswick Municipal Band to Occupy the Creswick Mechanics Institute	Property Officer	Page 29
9.	4:00pm	Report	Restructure Overlay Amendment – Sailors Falls & Drummond Attachment 3	Strategic Planner	Page 31 Page 34
10.	4:15pm	Report	Construction of Four Dwellings, Four Lot Subdivision and Associated Works - 50 Stanbridge Street, Daylesford Attachment 4	Planning Coordinator	Page 36 Page 40
11.	4:30pm	Report	Planning Update Attachment 5	Manager Planning	Page 55 Page 56
12.		For Noting	Agenda Items – Next Council Meeting		Page 58
13.	4:45pm		CLOSE OF MEETING		Page 59

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 July 2015
 Time: 2:00 pm

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

Councillors present:

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

Members of Council Staff present:

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

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature: 

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

COUNCILLOR & CEO MEETING

Tuesday 21 July 2015

Daylesford Senior Citizen's Room

1:30PM

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

CHAIR: Councillor Kate Redwood AM

APOLOGIES: N/A

No.	Time	Agenda Item	Presenter
1.	1:30PM	Family safety and white ribbon proposal	Cr Kate Redwood AM
2.		Follow up meeting with Dja Dja Wurrung	Cr Kate Redwood AM
3.		Christmas Cheer Meeting	Cr Kate Redwood AM
4.			
5.			
6.			

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Pre Council Meeting Briefing
 Date: Tuesday 21 July 2015
 Time: 3:30pm – 5:20pm

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

Councillors present:

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

Members of Council Staff present:

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

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
N:)	

Matters Considered:

Council Meeting Agenda – Tuesday 21 July 2015

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature: *Grant Schuster*

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

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 Governance and Corporate Support Officer, I Mary Dancuk have no interests to disclose in this report.

PURPOSE

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

BACKGROUND

Special Committees are established by Council under section 86 of the *Local Government Act 1989* and their function and responsibilities outlined in an Instrument of Delegation. Under the Instruments 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 – 7/05/2015.
- Minutes from the Creswick Museum Special Committee – 6/07/2015.
- Minutes from the Lee Medlyn Home of Bottles Special Committee – 8/07/2015.
- Minutes from the Glenlyon Recreation Reserve Special Committee – 15/07/2015.
- Minutes from the Special Meeting of the Lee Medlyn Home of Bottles Special Committee – 16/07/2015 to consider acquiring the original machinery used by the interknit factory when it was located in Clunes in the 1960s (in the Bottle Museum building)..
- Minutes from the Lyonville Hall Special Committee – 21/07/2015.

These minutes have been previously 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 and reports have been provided for noting.

OFFICER'S RECOMMENDATION

12.1.1 That Council receives and notes the following minutes of Special Committees (Section 86) which have been distributed under separate cover:

- Minutes from the Dean Recreation Reserve and Tennis Courts Special Committee – 7/05/2015.
- Minutes from the Creswick Museum Special Committee – 6/07/2015.
- Minutes from the Lee Medlyn Home of Bottles Special Committee – 8./07/2015.
- Minutes from the Glenlyon Recreation Reserve Special Committee – 15./07/2015.
- Minutes from the Special Meeting of the Lee Medlyn Home of Bottles – 16/07/2015
- Minutes from the Lyonville Hall Special Committee – 21/07/2015.

MOTION

12.1.1. *That Council receives and notes the following minutes of Special Committees (Section 86) which have been distributed under separate cover:*

- *Minutes from the Dean Recreation Reserve and Tennis Courts Special Committee – 7/05/2015.*
- *Minutes from the Creswick Museum Special Committee – 6/07/2015.*
- *Minutes from the Lee Medlyn Home of Bottles Special Committee – 8./07/2015.*
- *Minutes from the Glenlyon Recreation Reserve Special Committee – 15./07/2015.*
- *Minutes from the Special Meeting of the Lee Medlyn Home of Bottles – 16/07/2015.*
- *Minutes from the Lyonville Hall Special Committee – 21/07/2015.*

Moved: Councillor Bill McClenaghan

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 Governance and Corporate Support Officer, I Mary Dancuk 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

- Mineral Springs Reserves Advisory Committee – Minutes – 15/06/2015.

These minutes have been provided to Councillors under separate cover.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes have been provided for noting.

OFFICER'S RECOMMENDATION

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

- Mineral Springs Reserves Advisory Committee – Minutes – 15/06/2015.

MOTION

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

- *Mineral Springs Reserves Advisory Committee – Minutes – 15/06/2015.*

Moved: Councillor Bill McClenaghan

Seconded: Councillor Greg May

Carried.

14. CONFIDENTIAL ITEMS

14.1. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

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

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

RECOMMENDATION

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

14.1.1. 89(2)(d) Contractual matters

Contract H620-2015 - Daylesford-Clunes Road, Smeaton – Pavement widening and re-construction, bituminous surfacing, drainage and associated works, Ch 17.340 km to Ch 21.660 km

Contract H623-2015 - Main Road, Hepburn Springs – Pavement re-construction, bituminous surfacing, drainage and associated works, Ch 0.040 km to Ch 0.812 km; and

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

MOTION

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

14.1.1. *89(2)(d) Contractual matters*

Contract H620-2015 - Daylesford-Clunes Road, Smeaton – Pavement widening and re-construction, bituminous surfacing, drainage and associated works, Ch 17.340 km to Ch 21.660 km

Contract H623-2015 - Main Road, Hepburn Springs – Pavement re-construction, bituminous surfacing, drainage and associated works, Ch 0.040 km to Ch 0.812 km; and

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

Moved: Councillor Bill McClenaghan

Seconded: Councillor Neil Newitt

Carried.

The Meeting Closed to Members of the Public at 7:39pm.

15. RE-OPENING OF MEETING TO PUBLIC

RECOMMENDATION

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

MOTION

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

Moved: Councillor Don Henderson
Seconded: Councillor Bill McClenaghan
Carried.

The Meeting re-opened to Members of the Public at 7:49pm.

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

- 14.2.1 *Awards the Tender for Contact H620-2015 – Daylesford -Clunes Road, Smeaton – Pavement widening and reconstruction, bituminous surfacing and associated works, Ch 17.340 km to Ch 21.660 km, for the lump sum of \$943,163.22 to Fulton Hogan Industries Pty Ltd.*
- 14.3.1 *Awards the Tender for Contact No H623-2015 – Main Road, Hepburn Springs, – Pavement reconstruction, bituminous surfacing and associated works, Ch 0.040 km to Ch 0.812 km, for the lump sum of \$359,976.52 to Fulton Hogan Industries Pty Ltd.*

16. CLOSE OF MEETING

The Meeting closed at 7:50pm.
