



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
MINUTES

TUESDAY 15 NOVEMBER 2016

DAYLESFORD TOWN HALL
76 VINCENT STREET
DAYLESFORD

6:00PM

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TUESDAY 15 NOVEMBER 2016

76 Daylesford Town Hall
Vincent Street, Daylesford
Commencing 6:00PM

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AARON VAN EGMOND
CHIEF EXECUTIVE OFFICER
15 NOVEMBER 2016

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: CR NEIL NEWITT, CR DON HENDERSON, CR KATE REDWOOD AM, CR JOHN COTTRELL, CR FIONA ROBSON, CR GREG MAY

IN ATTENDANCE: GRANT SCHUSTER GENERAL MANAGER CORPORATE SERVICES, BRUCE LUCAS GENERAL MANAGER INFRASTRUCTURE, KATHLEEN BRANNIGAN GENERAL MANAGER COMMUNITY SERVICES, JUSTIN FIDDES MANAGER PLANNING, MICHAEL HYNES COORDINATOR COMMUNITY AND ECONOMIC DEVELOPMENT, ALEX DALGLEISH GOVERNANCE AND INFORMATION COORDINATOR

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**

Aaron van Egmond – Attending Central Highlands Regional Assembly
Cr Sebastian Klein – Attending Central Highlands Regional Assembly

4. **DECLARATIONS OF CONFLICTS OF INTEREST**

Cr Greg May declared an indirect conflict of interest – Close association - with item 14.2 Irrigation project that includes installations at the Newlyn Recreation Reserve, as he is the secretary of the Committee of Management of the Newlyn Recreation Reserve.

5. **CONFIRMATION OF MINUTES**

RECOMMENDATION

5.1. That the Minutes of the Ordinary Meeting of Council held on 18 October 2016 (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 18 October 2016 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

Moved: Cr Kate Redwood AM

Seconded: Cr Don Henderson

Carried

6. **NOTICES OF MOTION**

Nil

7. ITEMS OF URGENT BUSINESS

Nil

8. PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor Sebastian Klein, Coliban Ward

No report as Cr Klein was an apology to the meeting

COUNCILLOR REPORTS

Councillor Kate Redwood AM, Birch Ward

In the week since we have been formally appointed councillors to Hepburn Shire Council I have the following items to report:

1. I chaired a meeting of the IWD advisory committee on 9 November. As this was the outgoing meeting of the advisory committee pending advertising a call for members, I would like to take this opportunity to thank Ms Mabel Moran, Ms Roma Wiseman, and Ms Joan Ratray who have been on the committee for 6 years and made loyal and significant contributions to the celebration of Hepburn Shire's international women's day event each March over their 6 years.

Nominations for the Heather Mutimer Honour Roll for Women close at the end of next week so a reminder if you know of a woman who deserves to be nominated for her contribution to the advancement of women.

2. I attended a briefing in Melbourne from ARUP regarding the DMRTB project exploring the viability of a project funded by state government regarding opera on the lake. A wider round of consultation is planned by DMRTB.

3. I attended the Remembrance Ceremony at the Daylesford War Memorial and laid a wreath on behalf of the Council.

4. I attended the Daylesford Football Netball Club AGM held at the new Pavilion at Vic Park. The facility was filled with plastic desks - it was being used as an exam centre for Daylesford Secondary College. I marvel at the wide range of uses our new facility is providing - those that I know about include school uses, U3A uses, funerals, celebrations, as well as sporting meetings.

5. I also attended the launch of the new brochure and map of Cornish Hill. Copies of this excellent document will be available at the information centre and at Council offices and libraries. It provides a prototype for other areas in the Shire that are used for passive recreation by residents and visitors.

Councillor Don Henderson, Creswick Ward

Been a quiet month due to Council elections.

I still found plenty to do in the community and one of the highlights was a display of photographs of our mining history put on by Creswick Museum Special Committee.

There was plenty of interest in another exhibition titled Creswick the first fifty years at the Creswick Havilah Lodge. People were given the opportunity to see the beautiful building with its mural covered walls. The exhibition was possible after a cleanout uncovered many old documents detailing the trading habits of the Lodge. Creswick and District Historical Society and Havilah Lodge partnered in this event.

Last weekend saw a very successful Garden Lovers Weekend in Creswick. This event was organised by Business and Tourism Creswick who were auspiced by Creswick Railway Workshops. Many Creswick groups joined together to put this event on. 2700 tickets to visit gardens were sold and many other people visited other venues including an excellent flower show put on by the Creswick Garden Club. Local businesses were packed and it was standing room only in most food outlets. The bakery had very long lines waiting to buy Creswick's National medal winning pies.

The secret installation of the controversial Cup and Ball in Creswick has caused much comment and predictably not much of this was positive and regarded as a poor exercise in community consultation. I cannot agree that the consultation was poor however as there was none.

Finally I attended the Remembrance Day service and laid a wreath on behalf of the shire. In the last week yet another veteran left us and the number of Second World War veterans is now dwindling fast. There were a growing number of service personnel from other more recent conflicts however.

Councillor Greg May, Creswick Ward

No Report for this month

Councillor Fiona Robson, Birch Ward

Cr Robson gave a brief report outlining her activities since becoming a councillor

Councillor John Cottrell, Holcombe Ward

Cr Cottrell gave a brief report outlining his activities since becoming a councillor

Councillor Neil Newitt, Cameron Ward

It is with pleasure I bring my report for the first council meeting - for the new council term.

I welcome the new councillors and welcome back the returning Councillors. This new council builds on the commitments made by the returning councillors and - with the new ideas from our new councillors, will continue to build stronger relations between council and community.

Although there has been few structured meetings due to caretaker period and the election, this has not stopped residents and ratepayers bringing their concerns to me during this time.

What was clearly articulated from the community during the election period was a desire for council to prioritise the things that matter - to make a greater commitment on delivering on the core services.

Roads – drainage – recreation – securing our historic built environment - these are all areas raised by my community pre and post election as the things that are important to them.

What has become evident in this era of rate capping, is that council must continue to deliver sound financial decisions whilst meeting ratepayers expectations. It must continue to explore external funding opportunities to maximise those rates paid by our residents.

The challenge has been set. We must advocate for healthy, safe communities. We need to support our events and our businesses. We must protect our historic streetscapes and our neighbourhood character. We must protect our farming communities and work on sustainability – both environmental and economic. Supporting these areas, not only secures our existing lifestyle, but builds to more resilient communities.

This is what the community has told me is important. I will be focussed on delivering on these and a range of initiatives for the benefit of, our residents, our ratepayers and our visitors.

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: Cr Don Henderson

Seconded: Cr 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 by 12 noon on the day of the Council Meeting. If you wish to address Council you must provide a brief synopsis of your address in writing to the Chief Executive Officer by 12 noon on the day of the Council Meeting.

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

9.1. PETITIONS

Nil

9.2. QUESTIONS

Question 1 – Bill McClenaghan

With the summer fire danger period approaching, removal of all fire hazards is vitally important for community safety yet Daylesford and Hepburn Springs contain numerous fire hazards on Hepburn Shire Council managed land such as;

- Hepburn Mineral Springs Reserve
- Lake Daylesford Mineral Springs Reserve
- The Daylesford Transfer Station in Ajax Road and
- The Basin Reserve (Speedway) in Basin Road.

Each parcel of land contains general overgrowth, grass scrub and noxious weeds like cape broom, gorse and blackberry. Fire danger is greater on steep slopes containing such overgrowth and fire hazard fuel with homes and businesses nearby or at the top of the overgrown slopes. If any of these reserves catch fire in summer, particularly with a hot north wind, ember attack will cause rapid wildfire spread within Daylesford and Hepburn Springs, two of the Bushfire Royal Commission's identified most fire prone towns.

Council has a legislated duty under Section 43 (1) of the Country Fire Authority Act (1958) to "prevent the occurrence of fires on and minimize the danger of the spread of fires on and from- any land vested in it or under its control or management....." Should council fail in this duty, a huge risk to private and other public property in Daylesford and Hepburn Springs would be created as well as a massive liability on Council should a fire break out on Council managed land.

Council has done very little to discharge its duty yet issues Fire Hazard Notices to private property owners requiring them to remove their fire hazards that are small by comparison to Council's. Those who fail to comply are fined. I and other residents have raised these matters before. Regarding the Hepburn Mineral Springs Reserve, one resident's complaints were effectively stonewalled whilst another was accused of harassing staff and banned from Council's offices.

Does Council clearly acknowledge its legislated duty under Section 43 (1) of the CFA Act (1958) and the risk it creates to people's homes and businesses should Council fail in this duty and the huge liability it would incur in case of fire?

Answered by the Chair – Cr John Cottrell

Council acknowledges its responsibility under the CFA Act and takes steps to reduce the fire risk in our communities. This includes having and maintaining the Municipal Fire Management Plan and quarterly meetings of the Municipal Fire Management Planning Committee.

Council works closely with emergency service agencies as part of the annual planning for and response to emergencies. We encourage and support property owners and residents to also undertake property clean up and preparedness through education and free green waste received at Transfer Stations in November. Council also undertakes property inspections, maintenance of fire access tracks and grass / vegetation removal as far as is reasonably practicable.

Question 2 – Bill McClenaghan

Will Council perform its duty and carry out overdue fire hazard reduction works at the said reserves under Council management-

- to the same standard as it requires of private landowners (cut to and maintained at 100 mm in length) and
- by the same due date this year?

Answered by the Chair – Cr John Cottrell

Council has been working with the CFA over a period of time to complete an assessment of the Crown Land Parcels under Council's management. Council is continuing to work with the CFA on improvement opportunities for Council and other government agencies.

Council does takes all practicable steps to prevent the occurrence of or spread of fires on or from land under our control as far as reasonably possible, as required by the CFA Act. This is achieved through maintaining fire breaks, vegetation management, community messaging and reviewing facility operations and works programs over the summer period depending on the daily fire risk rating. This work is generally targeted to be completed by the end of December depending on season conditions and any follow up works required.

The reference to grass being maintained at 100mm in length applies to properties less than 1 acre in size. Properties greater than 1 acre have site specific fuel reduction zones considered as part of the inspection regime. This information is available on Council's website and has been endorsed by the CFA and the Municipal Fire Management Planning Committee.

Question 3 – Liz Burns

Ms Burns was not present at the meeting and therefore her question will be responded to in writing.

Question 4 – Liz Burns

Ms Burns was not present at the meeting and therefore her question will be responded to in writing.

Question 5 – M.A. Orr (represented by Margaret Botheras)

Will Council consult with the Bullarto Public Hall Committee and other interested residents before adopting any future plans for the reserve leased to the Bullarto Public Hall Committee by the Hepburn Shire. This includes the reserve, tree planting, sign boarding etc?

Answered by the Chair – Cr John Cottrell

Council will consult with the Bullarto Public Hall Committee as tenant of the land in accordance with our agreed lease. The extent of other community consultation will depend on the proposal or works being considered. Other than interpretive signage on the shelter there are no current plans for the site.

9.3. REQUESTS TO ADDRESS COUNCIL

The following person addressed Council:

1. Ian Esmore – Regarding proposed sale of Land – 1 Bleakley Street Daylesford

10. STATUTORY PLANNING REPORTS

10.1. DEVELOPMENT OF A DWELLING TO BE USED FOR SHORT TERM ACCOMMODATION AT 15 RAGLAN STREET, DAYLESFORD CHIEF EXECUTIVE OFFICER

In providing this advice to Council as the Planning Coordinator, I Louise Johnston have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to make a determination on the application for the development of a dwelling to be used for short term accommodation at 15 Raglan Street, Daylesford.

BACKGROUND

The land has an area of 1.1ha and is developed with two dwellings, currently being used for short term accommodation. The proposed dwelling would be double storey, have eight bedrooms and an open plan living, dining and kitchen area and be of a contemporary barn style design, constructed from timber weatherboards with a Colourbond roof.

The dwelling is proposed to be located on the Raglan Street frontage. All vehicular access to the subject site is via Rosella Lane.

The land is zoned General Residential Zone (GRZ), is subject to an Environmental Significance Overlay – Schedule 1 (ESO1) & 2 (ESO2) and a Heritage Overlay - Schedule 460 (HO).

The permit triggers include buildings and works under the GRZ, HO & ESO2 and use of the proposed dwelling for (short term) accommodation under the GRZ.

The application has been referred to Council's Heritage Advisor and Engineering Department. Both consent to the application subject to conditions.

The application has been advertised by placing a notice on the site and by sending notice to adjoining and adjacent owners and occupiers. Eight objections have been received.

ISSUE/DISCUSSION

State and Local Planning Policy encourages new development within township areas where infrastructure and services are available. The Municipal Strategic Statement (MSS) seeks to consolidate development in existing urban areas while ensuring new development contributes to the neighbourhood character.

The subject site is located within the urban growth boundary on the Daylesford Structure Plan where infill development is encouraged (Clause 21.05 Settlement and Housing).

Clause 17.03-1 refers to Facilitating tourism and includes in its objectives and strategies:

- *Economic, social and cultural benefits of developing the State as a competitive domestic and international tourist destination.*
- *Encourage the development of a range of well designed and sited tourist facilities, including integrated resorts, motel accommodation and smaller scale operations such as host farm, bed and breakfast and retail opportunities.*
- *Seek to ensure that tourism facilities have access to suitable transport and be compatible with and build upon the assets and qualities of surrounding urban or rural activities and cultural and natural attractions.*

Clause 21.01-7 refers to economic development and states:

- *Tourism is becoming an increasing component of the local economy, resulting in a growth of accommodation facilities including guesthouses, bed & breakfast establishments, niche retailing and development focussed towards lifestyle and pure indulgence pursuits.*

The site falls within Neighbourhood Character Precinct 11 at Clause 22.13 of the Hepburn Planning Scheme which includes in its 'preferred neighbourhood character statement' to encourage timber and other non masonry cladding materials, encourage new development to reflect the height, scale, building form, appearance and underlying character of surrounding residential areas and maintain openness to the street.

State and local Planning Policy supports development that is sympathetic to the recognised heritage significance of the precinct.

Clause 15.03-1 refers to Heritage Conservation and includes in its objective to ensure the conservation of places of heritage significance. Council's Heritage Advisor has given conditional consent.

Clause 21.09 refers to the Environment and Heritage and seeks to recognise and protect heritage assets within the Shire while promoting appropriate development opportunities and maintaining the integrity of localities and precincts with important heritage character. In addition, heritage conservation seeks to ensure new buildings and works are in keeping with the heritage and townscape character in regard to building height, bulk, form, colours, finishes and design.

Zoning and Overlay Provisions

The purpose of the GRZ is to encourage development that respects the neighbourhood character of the area and to provide a diversity of housing types in locations offering good access to services and transport.

The proposal will meet the objectives of the Environmental Significance Overlay – Schedule 1 & 2 by being connected to reticulated sewer and water. All stormwater will be controlled by being directed to the legal point of discharge. If approved, conditions will be placed on the permit to control runoff during construction.

The land is affected by Heritage Overlay – Schedule 460 (HO 460) which refers to the 'Station Guest House' located on the land at 15 Raglan Street, which has local significance and is not located on the Victorian Heritage Register.

Clause 43.01-1 of the Heritage Overlay requires a permit for buildings and works. The purpose of the Overlay includes:

- *To conserve and enhance those elements which contribute to the significance of heritage places.*
- *To ensure that development does not adversely affect the significance of heritage places.*

Council's Heritage Advisor has given conditional consent to the development and has stated that the proposal is in accordance with the requirements of the heritage overlay at HO460.

Particular Provisions

Clause 52.06 refers to car parking and Clause 52.06-1 requires that a new use must not commence or the floor area of an existing use must not be increased until the required car spaces have been provided on the land. The number of spaces required to be provided is specified in the table at Clause 52.06-5. Where a use of land is not specified in Table at Clause 52.06-5, car parking spaces must be provided to the satisfaction of the responsible authority. The application includes the provision of eight additional car spaces dedicated to this new dwelling. The subject site has a total of twenty seven designated spaces across the whole of the site, (more available if required). As the use is not specified in the table, (short term accommodation), Council have determined that the provision of eight spaces dedicated to this new dwelling is satisfactory.

An application for two or more dwellings must be assessed against Clause 55 -

The development generally achieves the objectives of Clause 55 as the dwelling design and location would sit comfortably in this setting, would utilise materials and finishes encouraged in this neighbourhood precinct, would limit views into adjoining private open spaces, would achieve a 15% site coverage and provide sufficient set backs from boundaries to allow complementary landscaping within the site at ground level.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The application has been advertised by sending notification of the proposal to adjoining and adjacent owners and occupiers and a notice on the land. As a result, eight objections have been received which can be summarised below. Each point is addressed by Council Officer in italics:

- The dwelling does not reflect or respect the neighbourhood character and amenity of the area.

The proposed dwelling is considered to be design responsive to the site and utilise materials and finishes consistent in this area and encouraged in the neighbourhood character precinct. The use of the proposed building for accommodation is in line with the underlining objectives of the GRZ. Car parking can be provided on the land in accordance with the Planning Scheme requirements.

- The noise from a large accommodation block

The proposal includes construction of one dwelling to be used for short term accommodation on a 1.1ha property. The noise levels anticipated from this development would be consistent with noise levels within a residential area. There has been no reported noise concerns from any of the other short-term accommodation dwellings on that site.

- Use of Rosella Lane

The use of Rosella Lane by vehicles accessing 15 Raglan Street has been raised by the adjoining Owners who occupier/own the adjoining properties forming part of the seven dwellings known as 1-7 Rosella Lane, Daylesford. The title to 15 Raglan Street includes rights of drainage and way over this easement (roadway) on the original plan of subdivision applicable to the subject site. The Owners Corporation owns the driveway (roadway- common property) known as 'Rosella Lane', currently and historically providing access to 15 Raglan Street. The subject land has a right of carriageway over the driveway within common property to access the subject site.

This application proposes one additional dwelling which has the potential to increase car movements on this access way. In this context, the additional vehicular movements are considered reasonable given the condition of the road and the current access arrangements.

In addition, the Applicant has agreed to restrict all vehicles associated with the guest accommodation (both proposed and existing accommodation) to access the site via the first entrance point off Rosella Lane. The current access arrangements do not have any restriction in place on the use of Rosella Lane associated with the two existing dwellings on the land. Council does not have any enforcement or ongoing non compliances associated with this site.

The proposed access arrangement for the new dwelling would comply with rights of carriageway given to the subject land on title.

- Increased traffic

As above, the number of vehicular movements in and out of this site would be consistent with other dwellings in the area and Council's Engineers have not raised any concerns with the existing road network and additional traffic in this area.

- How is the development going to manage stormwater?

Council's Engineering department would require a detailed stormwater management plan and report so the development achieves pre development flows and is able to control stormwater flows from this site to achieve best practice in relation to stormwater

- There is insufficient car parking provided on the land.

The proposal would achieve compliance with Clause 52.06 - car parking, eight spaces based on an eight bedroom dwelling to be used for short term accommodation.

CONCLUSION

The proposed development supports the objectives and outcomes of infill development as stated in the State and Local policies of the Hepburn Planning Scheme. The subject site is located within the defined urban growth boundary on the Daylesford Structure Plan where development is encouraged as the site is fully reticulated. The proposed dwelling is considered to be design responsive to the site and utilise materials and finishes consistent in this area and encouraged in the neighbourhood character precinct. The use of the proposed building for accommodation is in line with the underlining objectives of the GRZ. Car parking can be provided on the land in accordance with the Planning Scheme requirements.

OFFICER'S RECOMMENDATION

That Council having caused notice of planning application PA 1380 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of the Act decides to issue a Notice of Decision to Grant a Permit under the provisions of Clauses 32.08-2 & 4, 42.01-2 & 43.01-1 of the Hepburn Planning Scheme in respect of the land known and described as 15 Raglan Street, Daylesford for the construction of a dwelling to be used for short term accommodation with the application dated 24/08/2016 subject to the following conditions:

1.1.1. AMENDED PLANS REQUIRED

Before the development start(s), amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:

- a) All windows/doors of the new dwelling must comply with Clause 55.04-6 of the Hepburn Planning Scheme to limit views into existing secluded private open space and habitable room windows.
- b) An external colour scheme for cladding and roof of the dwelling including a varnish or timber treatment or paint system (to replace the submitted black colours)

All of the above to the satisfaction of the Responsible Authority.

1.1.2. LAYOUT NOT ALTERED

The development as shown on the endorsed plans must not be altered with the further consent from the Responsible Authority

1.1.3. ENGINEERING

10.1.3.1 Stormwater Drainage

It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment. The drainage works shall include an onsite stormwater detention system designed to ensure that the post development runoff does not exceed pre development runoff from the development. The drainage works shall be installed to transport stormwater runoff from the subject land and surrounding land or adjoining road(s) to an approved point of discharge. No concentrated stormwater shall drain or discharge from the land to adjoining properties. The drainage system must be constructed and completed prior to the commencement of use.

- Stormwater shall be connected to the legal point of discharge to the satisfaction of the Responsible Authority. No concentrated stormwater shall drain or discharge from the land to adjoining properties.
- All drainage easements deemed necessary by the Responsible Authority shall be provided by the Developer regardless of whether they are through the subject land or through other titles. The minimum width of drainage easements shall be 2.0m.

10.1.3.2 Parking

- Before construction works start associated with the provision of carparking, detailed layout plans demonstrating compliance with Australian Standard "AS2890: Parking Facilities", AustRoads Publication 'Guide to Traffic Engineering Practice : Part 11
- 'Parking' and to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The plans must include disable parking areas as required and must be drawn to scale with dimensions.
- Before the use or occupation of the development starts, the area(s) set aside for parking of vehicles and access lanes as shown on the endorsed plans must be:
 - a) surfaced with an all-weather seal coat or concrete to the satisfaction of the Responsible Authority to prevent dust;
 - b) constructed and completed to the satisfaction of the Responsible Authority;
 - c) drained in accordance with an approved drainage plan

All works must construct and complete prior to commencement of use.

All costs incurred in complying with the above conditions shall be borne by the permit holder.

Note: The Applicant/Owner must obtain a 'Works within Road Reserve Permit' prior to construction of vehicle crossing.

1.1.4. CONTROL OF LIGHT SPILL

External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the responsible authority

1.1.5. COMPLETION OF LANDSCAPING

Before the use/occupation of the development starts or by such later date as is approved by the responsible authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority

1.1.6. LANDSCAPING MAINTENANCE

The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority, including that any dead, diseased or damaged plants are to be replaced.

1.1.7. USE OF ROSELLA LANE

a) All vehicles associated with the accommodation use on the subject site (both existing and proposed) must access the site via the first entrance point off Rosella Lane (approximately 40m in from the Raglan Street frontage) to the satisfaction of the Responsible Authority.

b) All pedestrians activity associated with the accommodation use on the subject site (both existing and proposed) must use the subject site to access Raglan Street in lieu of Rosella Lane to the satisfaction of the Responsible Authority.

1.1.8. CONSTRUCTION MANAGEMENT PLAN

Prior to the commencement of any works, a construction management plan shall be submitted to and approved by the responsible authority. The construction management plan must address, but is not limited to:

a) Control of off-site dust emissions during construction works;

- b) Hours and days of construction, control of noise and airborne matter, deliveries, vehicle access, worker car parking, damage to public assets, and contact numbers for complaints.
- c) Hard waste management;
- d) Measures by which vehicles associated with the construction workers of the approved development will be discouraged from parking within Rosella Lane.
- e) The location of hoardings, hoists and workers amenities.
- f) Storage of building materials and waste and material stockpiles, to be located outside the tree canopy of the existing street tree in front of 15 Raglan Street.

All works must accord with the approved construction management plan to the satisfaction of the responsible authority.

1.1.9. The above plan must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. Two (2) copies must be provided.

1.1.10. GENERAL AMENITY PROVISION

The use must be managed so that the amenity of the area is not detrimentally affected, through the:

- (a) transport of materials, goods or commodities to or from the land
- (b) appearance of any building, works or materials
- (c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil
- (d) presence of vermin

1.1.11. LOUDSPEAKERS

No external sound amplification equipment or loud speakers are to be used for the purpose of announcement, broadcast, playing of music or similar purpose.

Note:

This permit will expire if the permitted development is not started within two years of the date of this permit, or is not completed within four years of that date, or the permitted use is not started within two years of the completion of the development, or is discontinued for a period of two years.

The responsible authority may extend these periods if a request is made in writing before the permit expires, or:

- Within six months afterwards if the development has not been started, or the development is complete but the use has not started, or the use has been discontinued for a period of two years.
- Within twelve months afterwards if the development started lawfully before

MOTION

*That Council having caused notice of planning application PA 1380 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of the Act decides **to Refuse to Grant a Permit** in respect of the land known and described as 15 Raglan Street, Daylesford for the construction of a dwelling to be used for short term accommodation with the application dated 24/08/2016 for the following reasons:*

- 10.1.1. *The proposed development will lead to an over development of the lot and will dominate the streetscape.*
- 10.1.2. *The proposed development will detrimentally affect the amenity of the area through an increase in traffic movement along Rosella Lane and adjoining road network.*
- 10.1.3. *The proposed development will lead to an intensification of the use of the lot which will affect the amenity of adjoining and nearby dwellings in the General Residential Zone.*

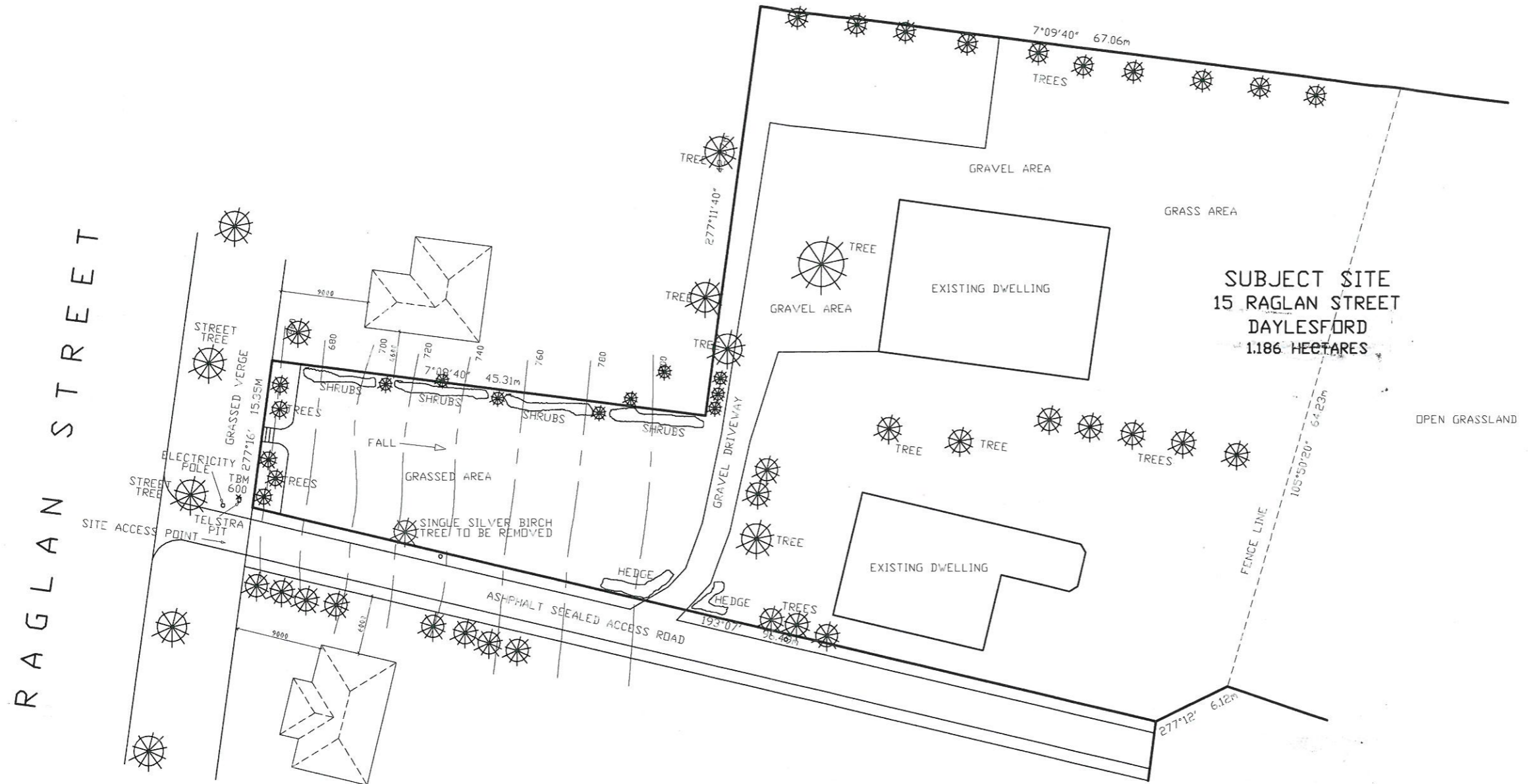
Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 1 - PLANS – PA1380 – 15 RAGLAN STREET, DAYLESFORD

Amended Plans
Dated 24/8/16. *TJ.*



RAGLAN STREET

SUBJECT SITE
15 RAGLAN STREET
DAYLESFORD
1.186 HECTARES

OPEN GRASSLAND



SITE PLAN

SCALE 1:500

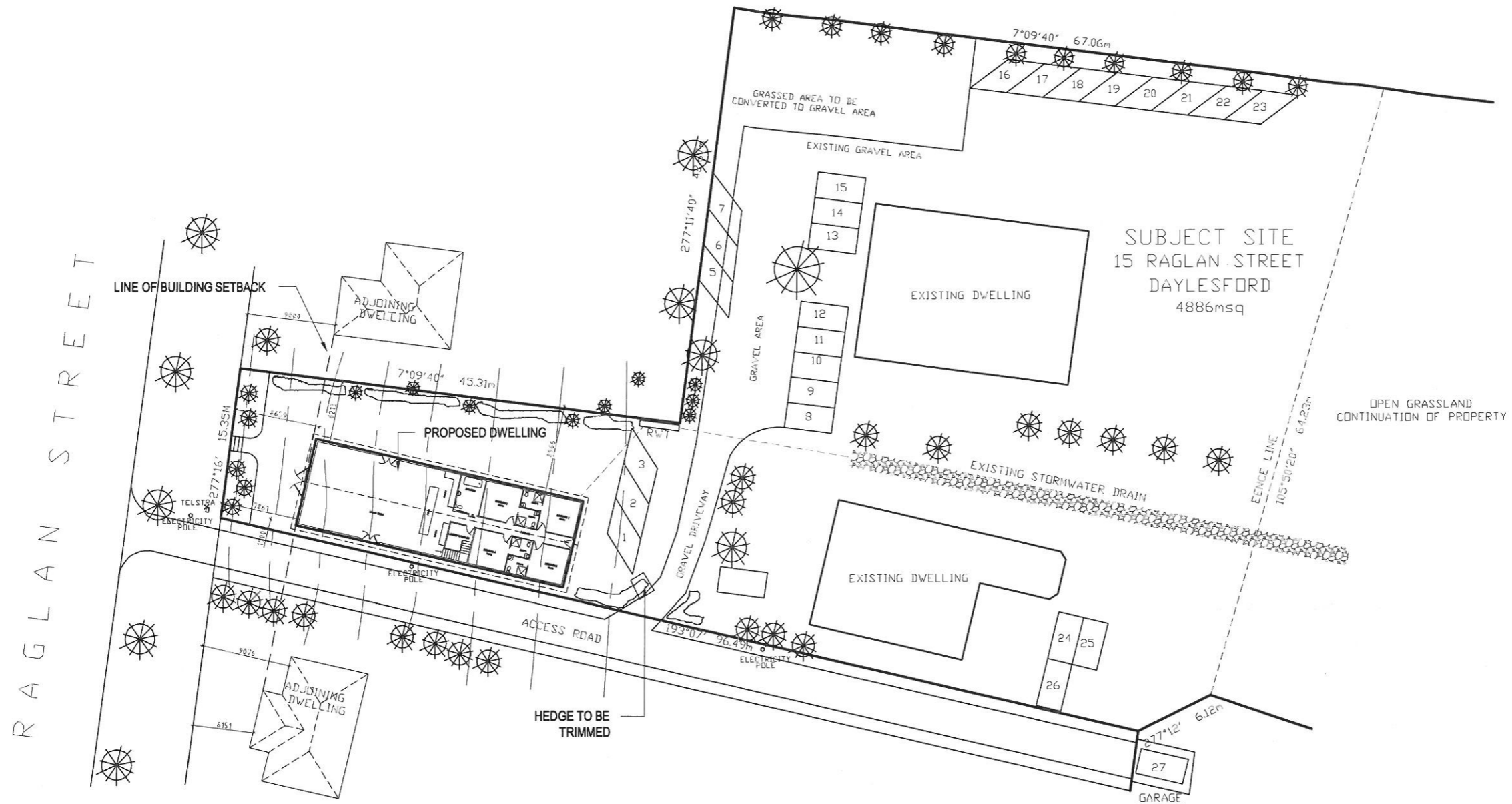
AREA ASSESSMENT
ALLOTMENT AREA

1.186 HECTARES

DRAWING EXISTING CONDITIONS
PREPARED FOR T DEMARCO & T ALBIOLI

ADDRESS 15 RAGLAN STREET DAYLESFORD, 3460
DRAWN BY T DEMARCO

DATE 23/08/2016
SCALE 1:500
PAGE No 1 OF 10



PROPOSED SITE PLAN

SCALE 1:500

AREA ASSESSMENT
ALLOTMENT AREA

1.100 HECTARES

NOTE: STORMWATER TO BE CONNECTED TO RAINWATER TANK
AND DISCHARGED TO COUNCIL REQUIREMENTS

DRAWING

PROPOSED SITE PLAN

ADDRESS

15 RAGLAN STREET DAYLESFORD, 3460

DATE

23/08/2016

PREPARED FOR

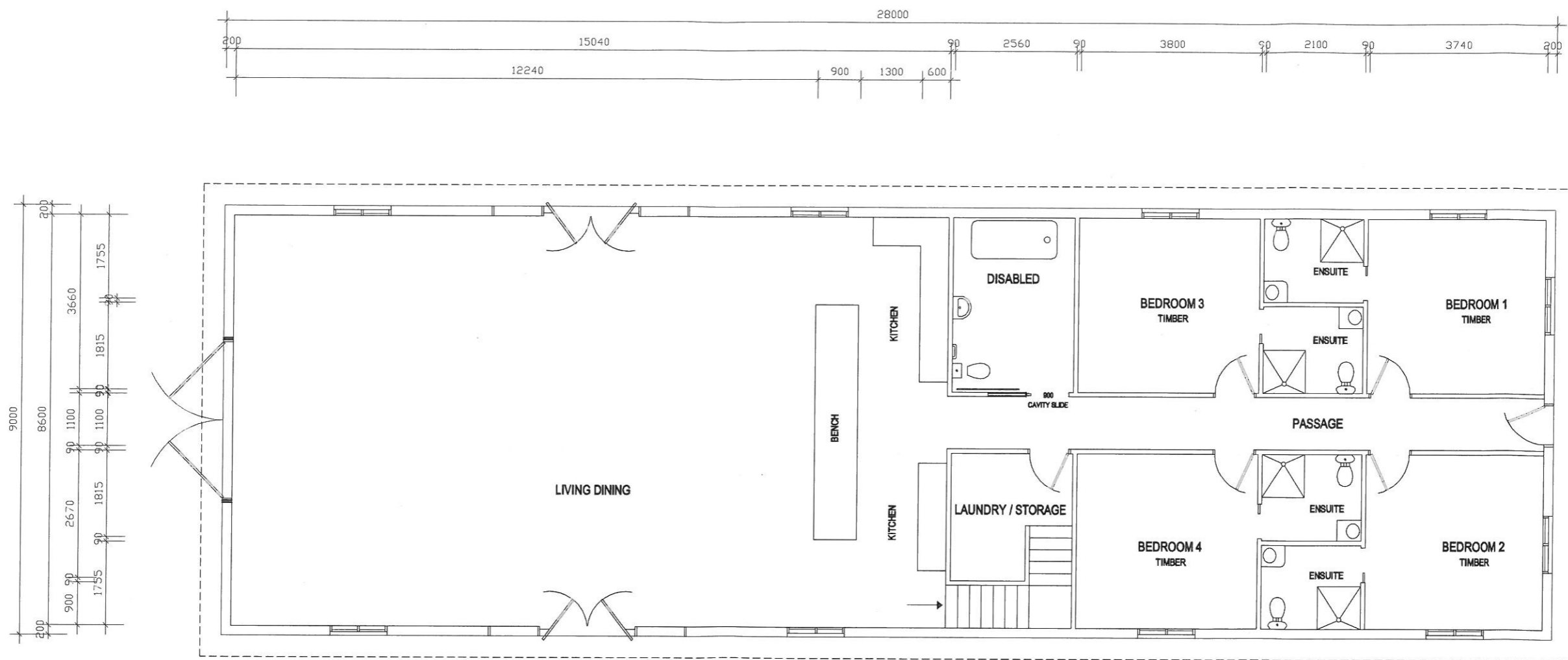
T DEMARCO & T ALBIOLI

DRAWN BY

T DEMARCO

SCALE 1:500

PAGE No 2 OF 10



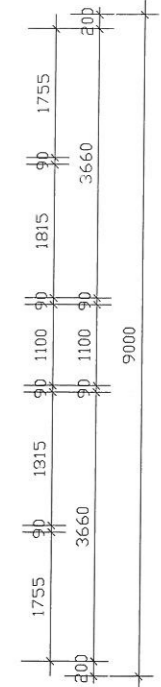
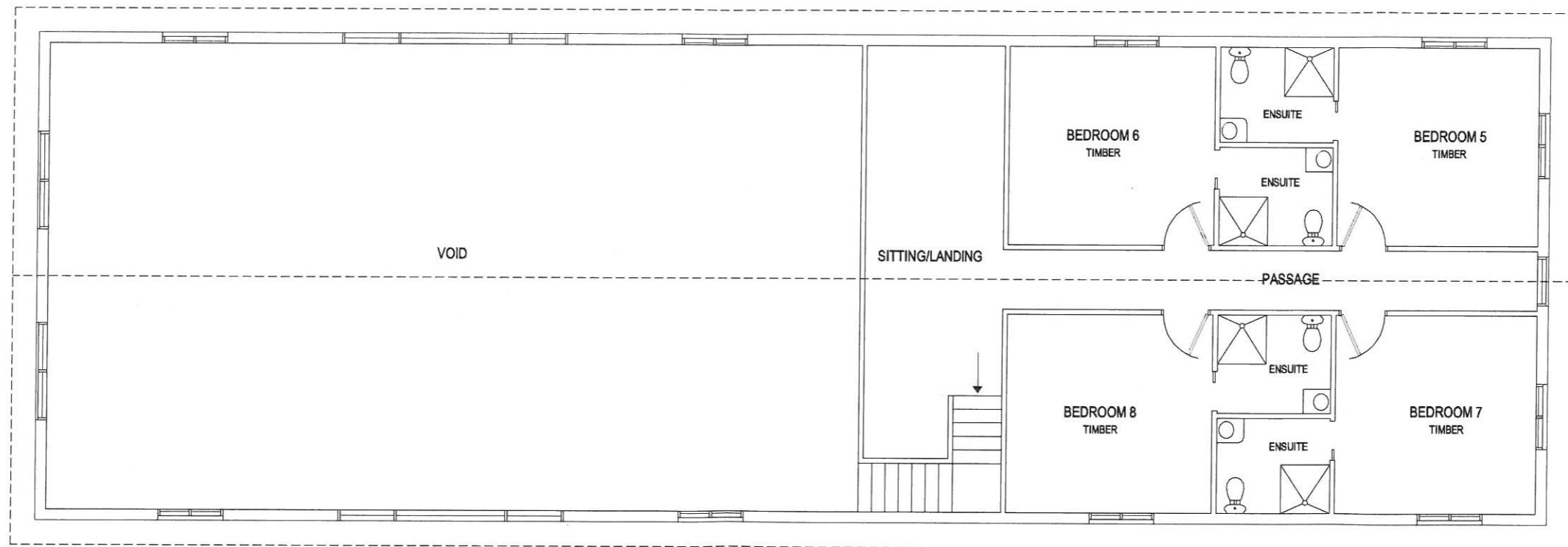
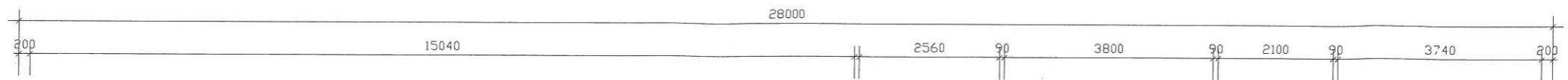
GROUND FLOOR PLAN

SCALE 1:100

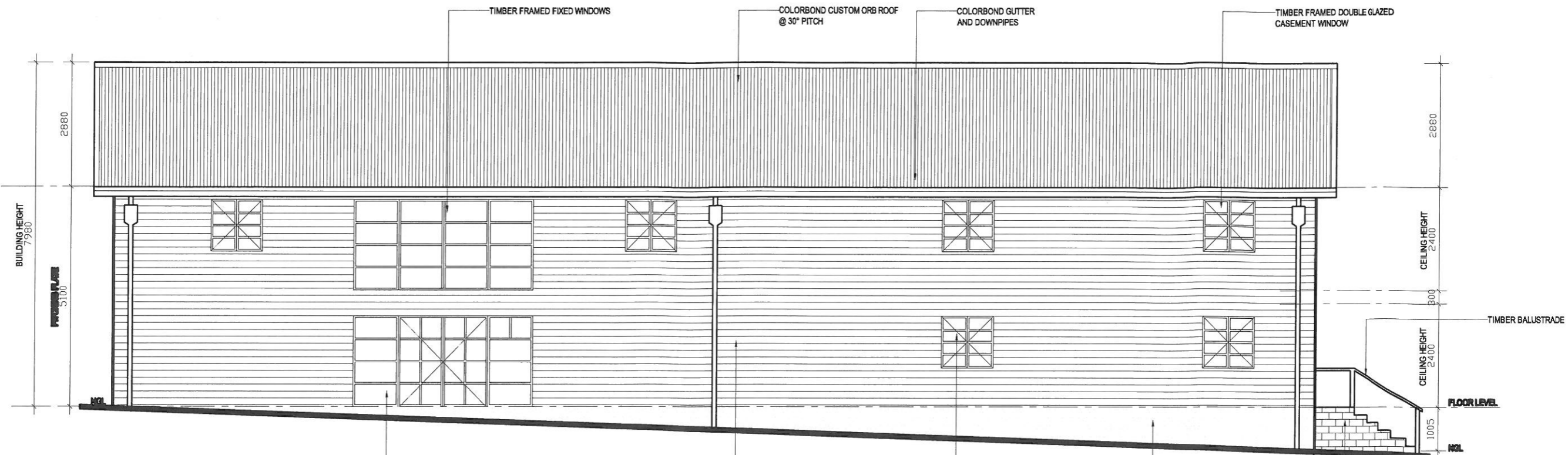
DRAWING **GROUND FLOOR PLAN**
 PREPARED FOR **T DEMARCO & T ALBIOLI**

ADDRESS **15 RAGLAN STREET DAYLESFORD, 3460**
 DRAWN BY **T DEMARCO**

DATE **23/08/2016**
 SCALE **1:100** PAGE No **3 OF 10**



LEVEL ONE FLOOR PLAN
SCALE 1:100



EAST ELEVATION

SCALE 1:100

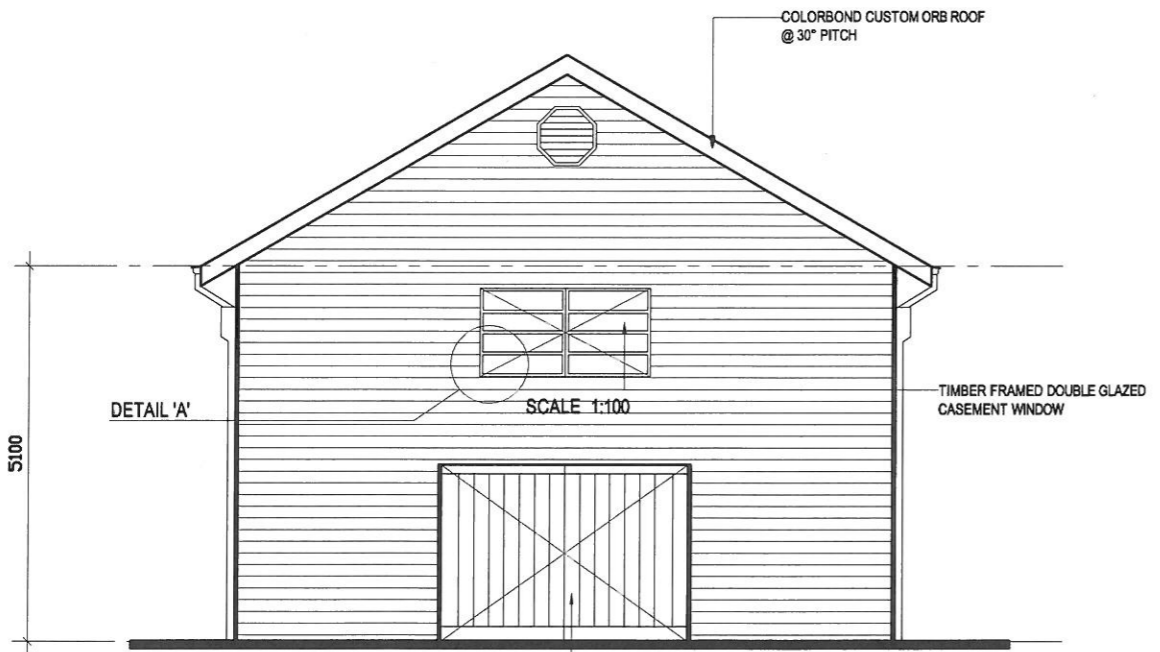
TIMBER FRAMED DOUBLE GLAZED FRENCH DOORS WITH HIGHLIGHT WINDOWS TO SIDE

TIMBER WEATHERBOARD WALL CLADDING

TIMBER FRAMED DOUBLE GLAZED CASEMENT WINDOWS

RUSTIC FLAT METAL

SELECTED FACE BRICK STAIR AND LANDING

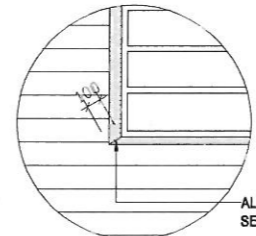


SOUTH ELEVATION

SCALE 1:100

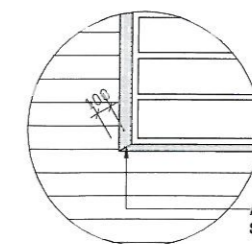
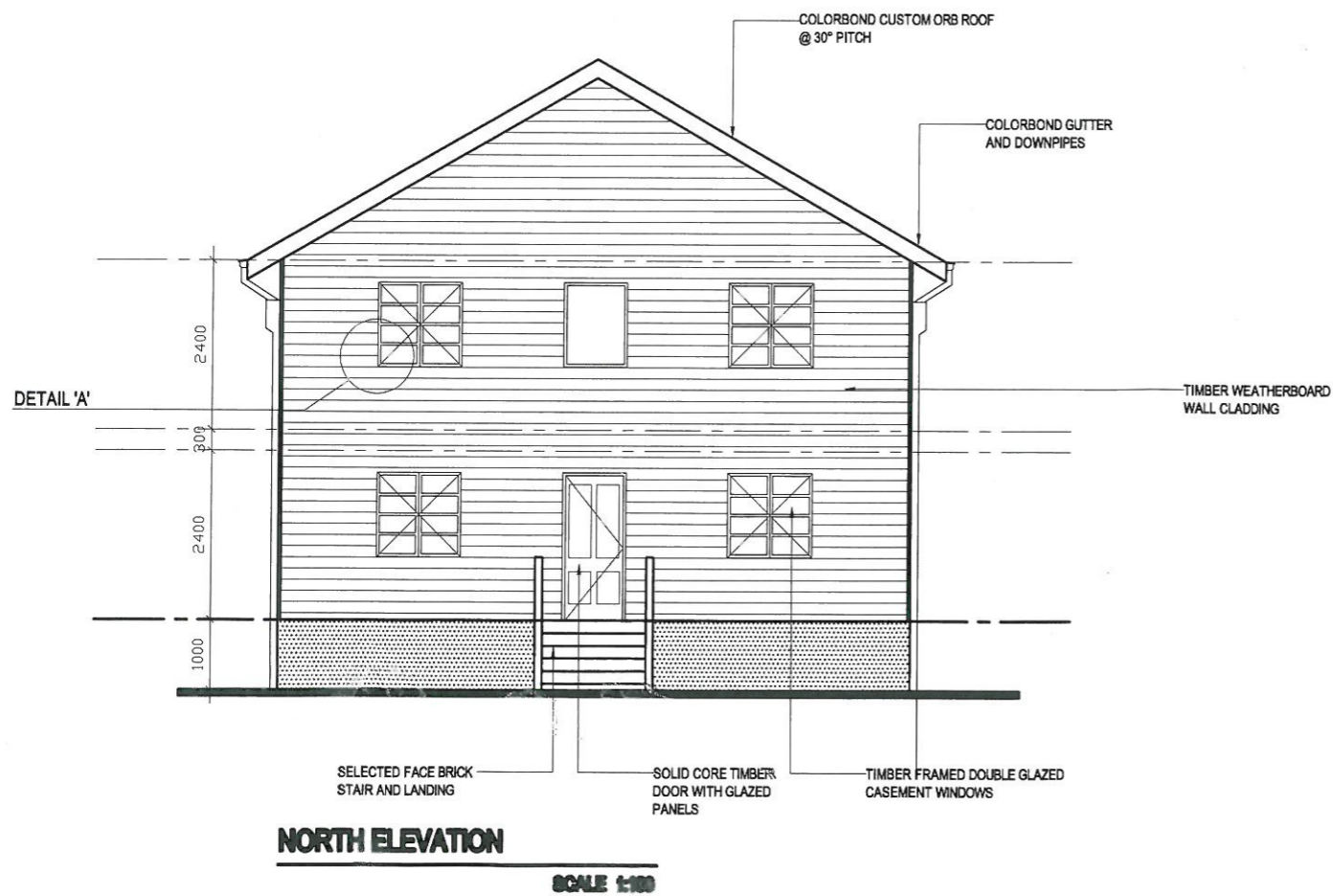
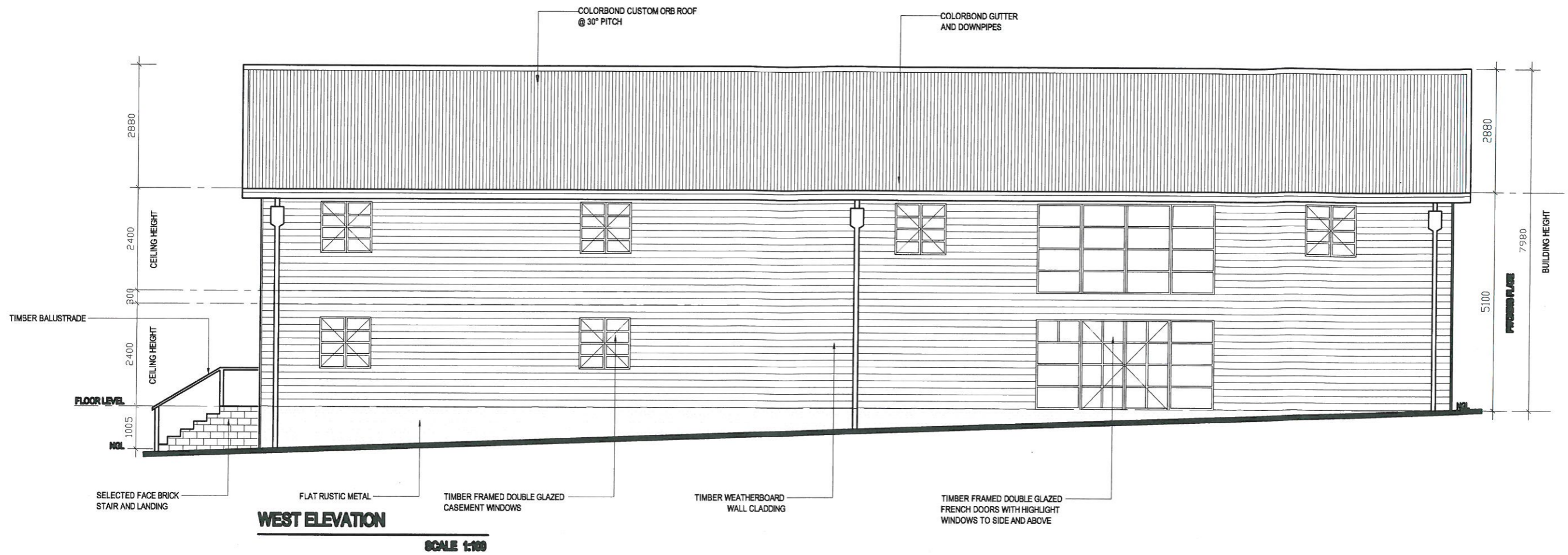
SELECTED TIMBER FEATURE DOORS SET BACK 100mm INTO BUILDING

TIMBER FRAMED DOUBLE GLAZED CASEMENT WINDOW



DETAIL 'A'

ALL WINDOWS AND DOORS TO BE SET BACK 100mm INTO BUILDING



ALL WINDOWS AND DOORS TO BE SET BACK 100mm INTO BUILDING

DETAIL 'A'



STREET SCAPE

SCALE 1:100



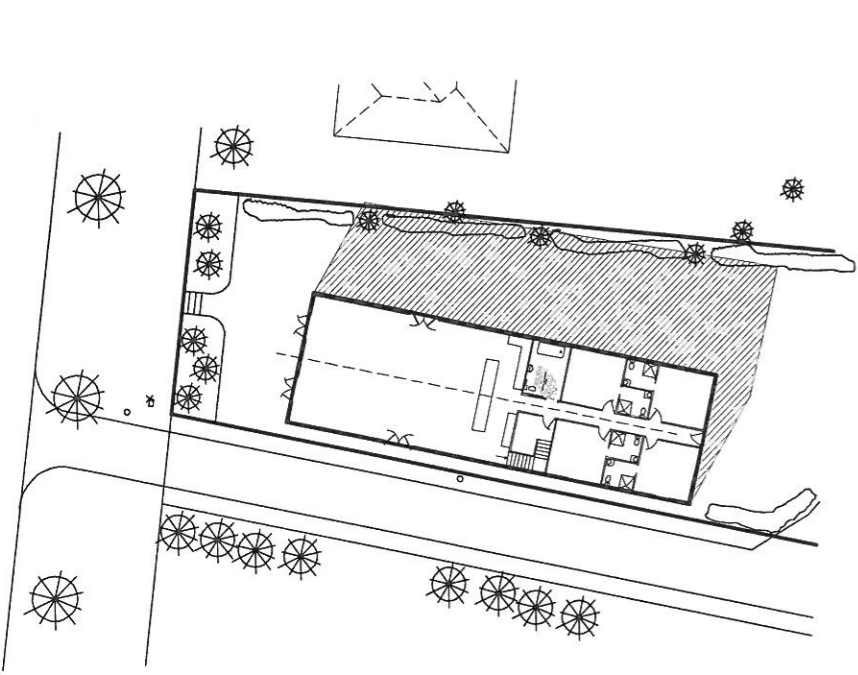
ADJACENT PROPERTY



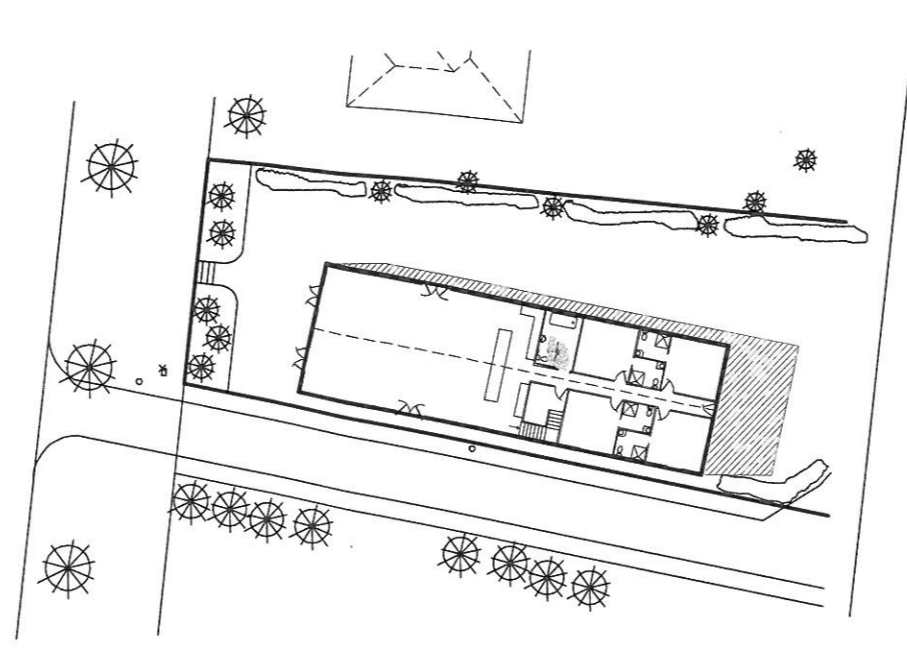
PROPOSED SITE



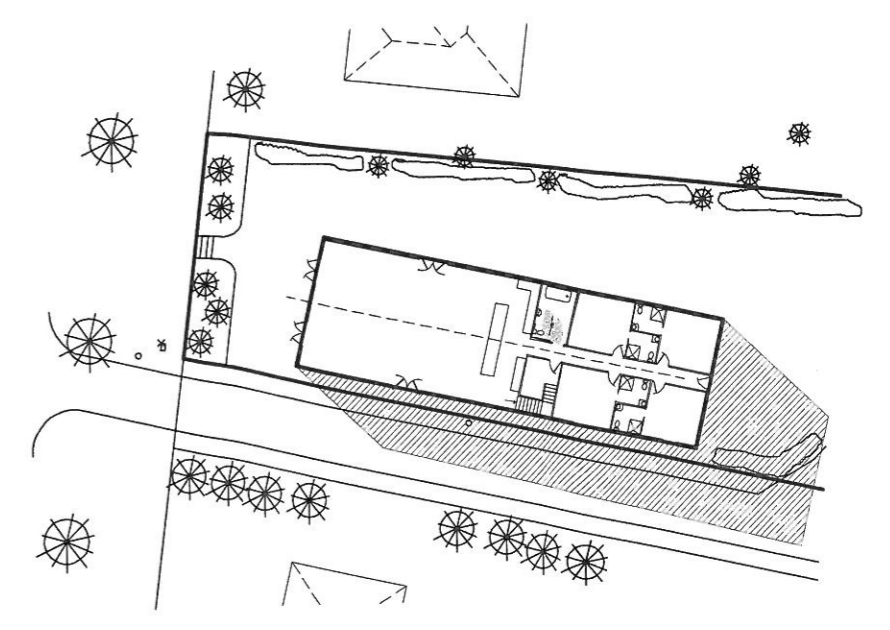
ADJACENT PROPERTY



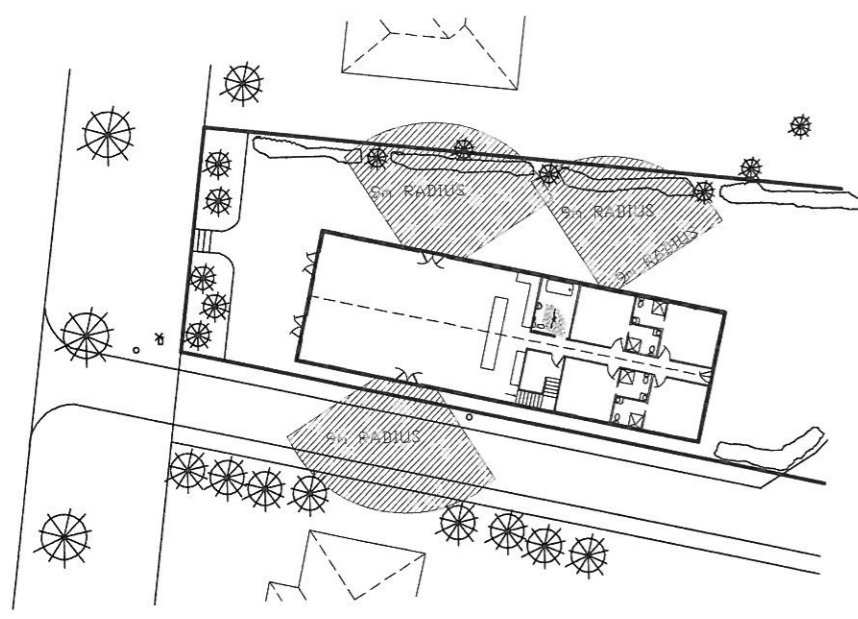
OVERSHADOWING 9 am
SCALE 1:500



OVERSHADOWING 12 pm
SCALE 1:500



OVERSHADOWING 3 pm
SCALE 1:500

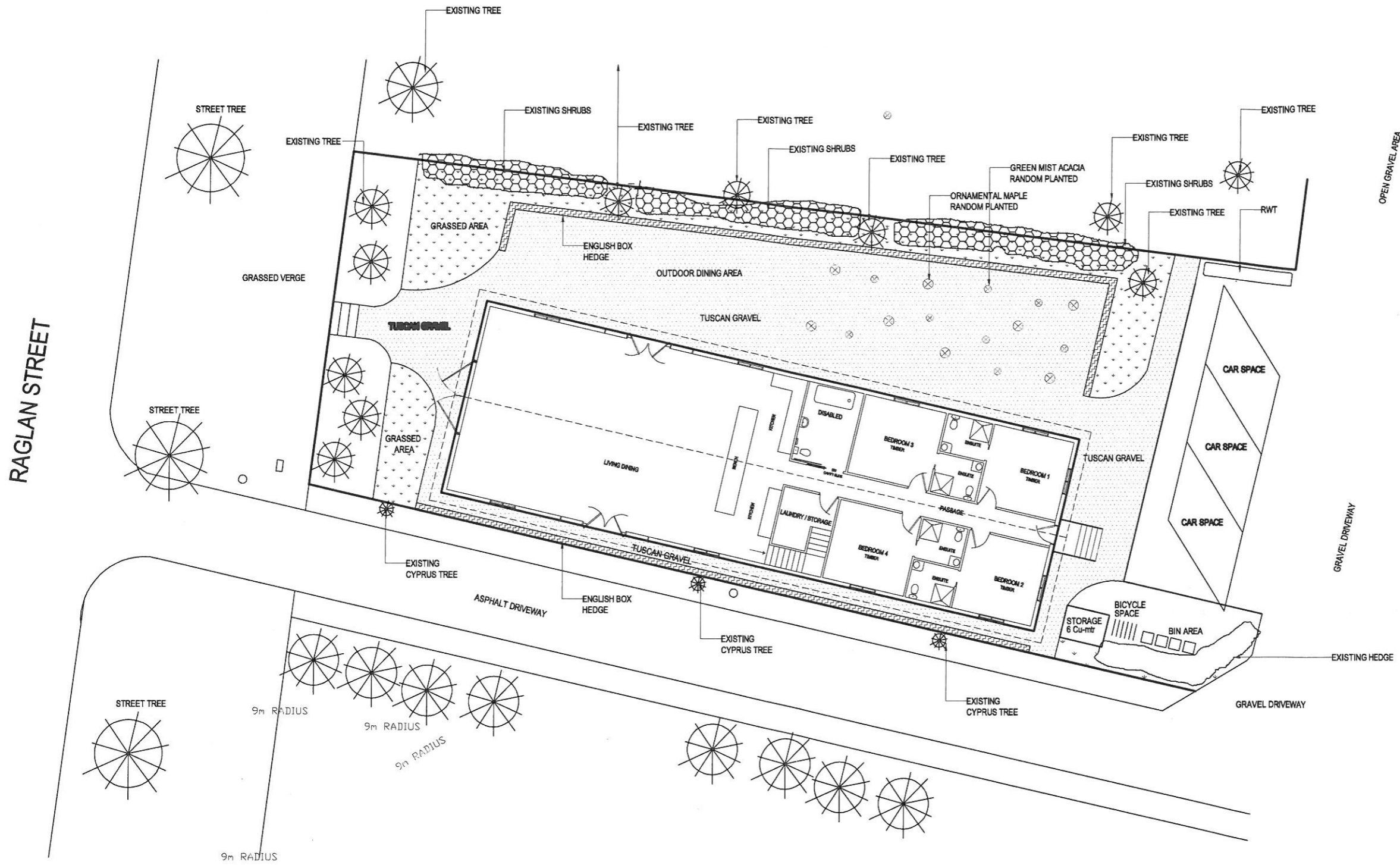


OVERLOOKING
SCALE 1:500

DRAWING OVERLOOKING/SHADOWING
PREPARED FOR T DEMARCO & T ALBIOLI

ADDRESS 15 RAGLAN STREET DAYLESFORD, 3460
DRAWN BY T DEMARCO

DATE 23/08/2016
SCALE 1:500 PAGE No 8 OF 10



LEGEND

- TUSCAN GRAVEL
- ENGLISH BOX HEDGE
- GRASS AREA
- ORNAMENTAL MAPLE
- GREEN MIST ACACIA



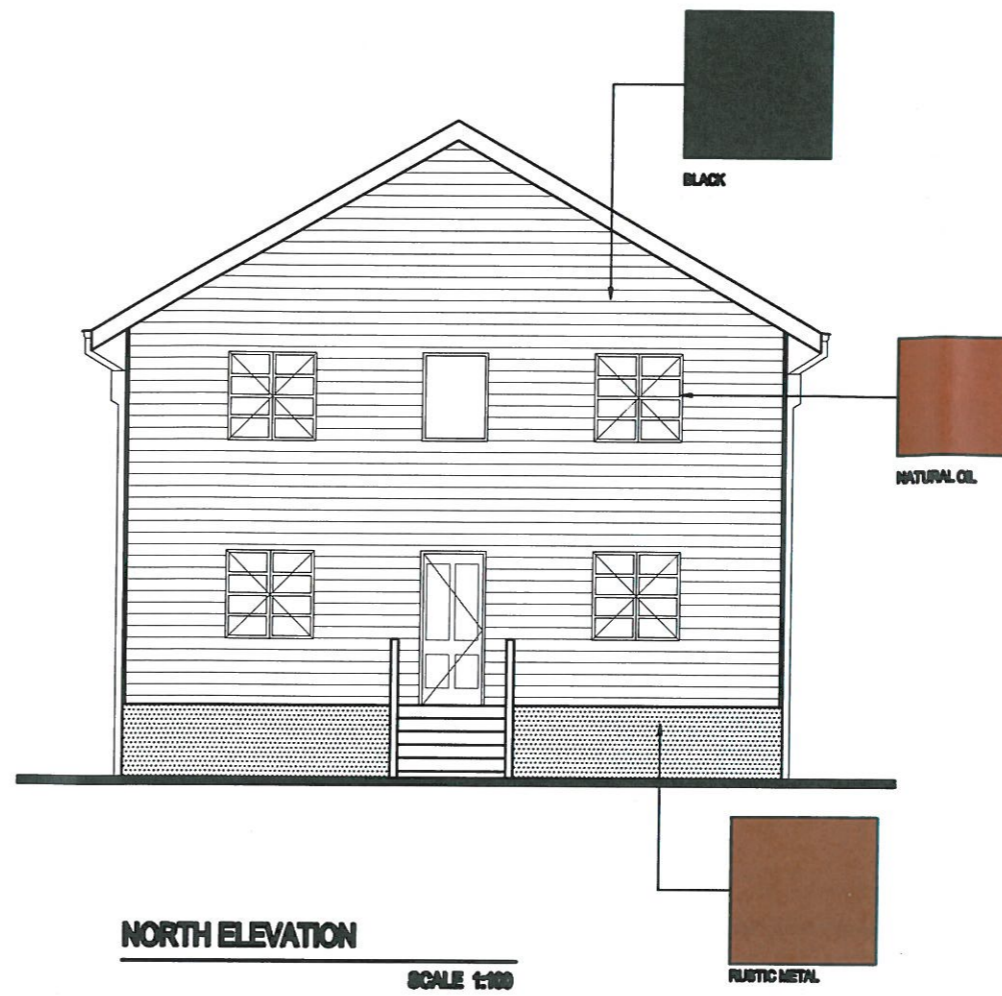
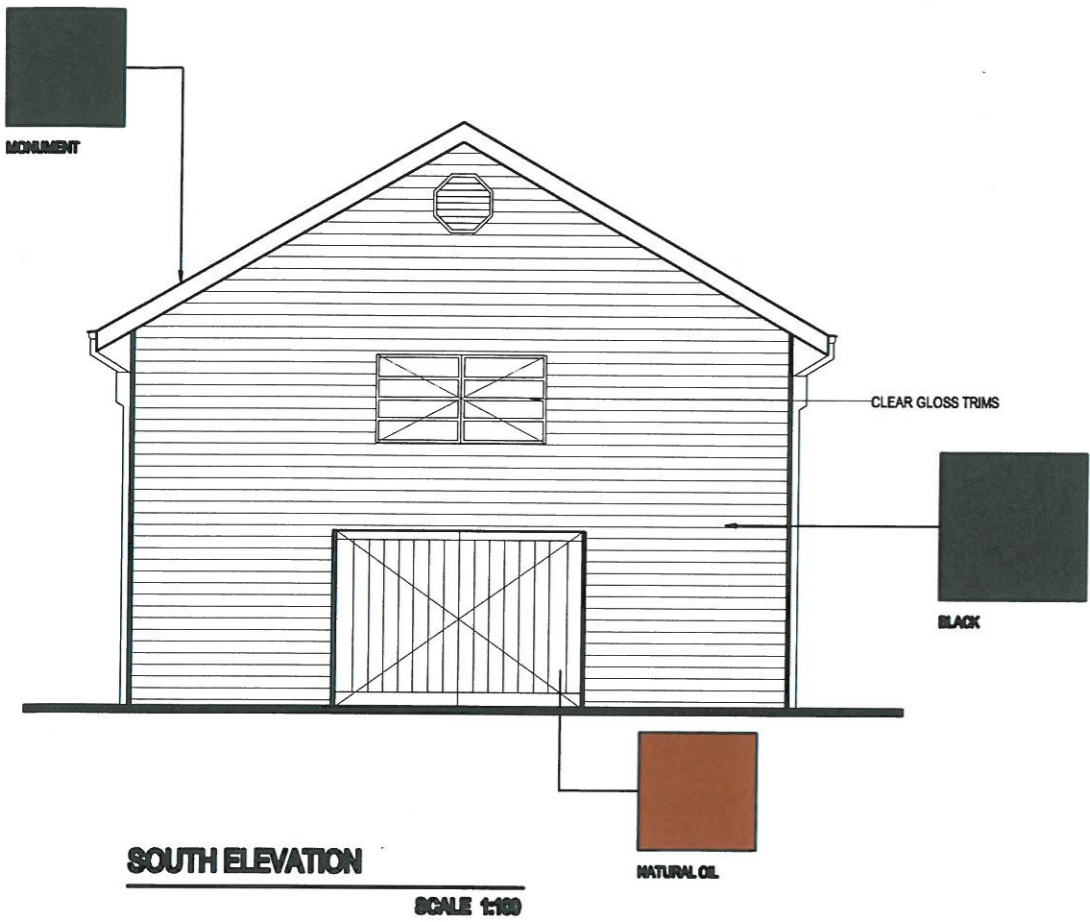
LANDSCAPE PLAN

SCALE 1:200

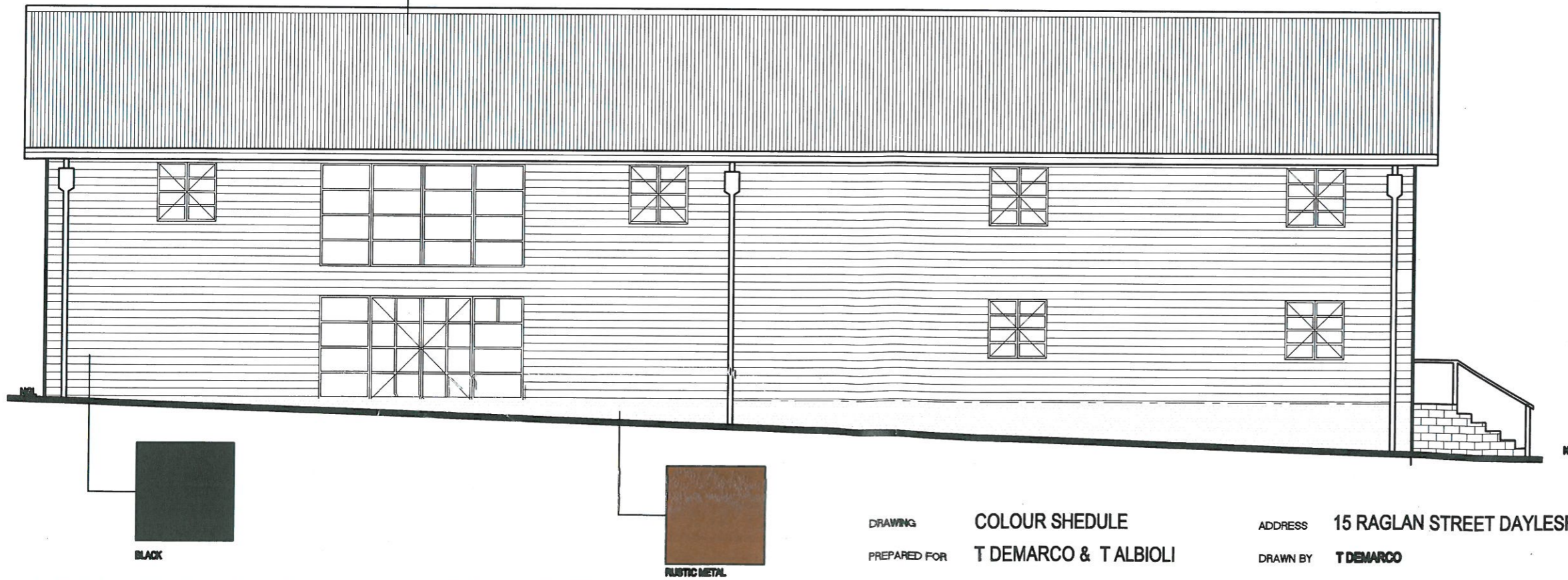
DRAWING **LANDSCAPE PLAN**
 PREPARED FOR **T DEMARCO & T ALBIOLI**

ADDRESS **15 RAGLAN STREET DAYLESFORD, 3460**
 DRAWN BY **T DEMARCO**

DATE **23/08/2016**
 SCALE 1:200 PAGE No 9 OF 10



- LEGEND**
- EXTERNAL WEATHERBOARD WALLS
DULUX BLACK, PG1A9
 - SUBFLOOR BASE RUSTIC METAL
 - COLORBOND ROOF SHEETING
MONUMENT
 - SIDE DOORS AND TRIMS
DULUX AQUAMANEL GLOSS CLEAR
 - FRONT CEDAR DOORS AND SHUTTERS
DRYDEN WOODMASTER NATURAL OIL



DRAWING COLOUR SHEDULE
 PREPARED FOR T DEMARCO & T ALBIOLI

ADDRESS 15 RAGLAN STREET DAYLESFORD, 3460
 DRAWN BY T DEMARCO

DATE 23/08/2016
 SCALE 1:100 PAGE No 10 OF 10

11. OFFICERS' REPORTS

11.1. REVISED BUDGET 2016/17

GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the Manager Finance and Information Technology, I Trafford Thompson have no interests to disclose in this report.

PURPOSE

The purpose of this report is to present the Revised Budget 2016/17 for Council's consideration and adoption.

BACKGROUND

Council adopted its 2016/17 Budget at the 21 June 2016 ordinary meeting.

Following Council's decision at the August 2016 Council Meeting to acquire The Rex, it will now be necessary to take out borrowings this financial year. The *Local Government Act 1989* requires Council to specify any planned borrowings in its budget or revised budget. Therefore, Council is required to prepare a revised budget. At the Ordinary Meeting of Council on 16 August 2016, the Proposed Revised Budget 2016/17 was endorsed for public advertising to seek submissions. The advertising and submission process has been completed. The Budget 2016/17 now requires formal adoption.

ISSUE/DISCUSSION

A copy of the Revised Budget 2016/17 is included as Attachment 2, issued under separate cover.

The revised budget is based on the Budget 2016/17 adopted by Council in June, with adjustments made for:

- Revised 30 June 2016 balances based on current knowledge in preparing 2015/16 financial statements
- Changes in Capital Expenditure for the Hepburn Hub across The Rex and Daylesford Town Hall sites in both 2016/17 and 2017/18
- \$3.405 million of borrowings to partially fund acquisition of The Rex and adjoining property
- Increased asset sales to partially fund acquisition of The Rex and adjoining property
- Increased use of cash reserves to partially fund the Hepburn Hub and property acquisition
- Increased income from rental premises at The Rex

- Reduced capital grants, reflecting capital grants received in advance in 2015/16 and reduced capital grants expected for the Hepburn Hub in 2016/17 and 2017/18
- Updated recording of medium term investments (>90 days) as financial instruments in accordance with accounting standards

There have been no changes made to:

- rates and charges
- operating expenditure
- non-capital initiatives
- capital projects (other than the Hepburn Hub and acquisition of The Rex and adjoining property)

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Under Section 128 (1) of the *Local Government Act 1989*, Council must prepare a revised budget if circumstances arise which cause a material change in the budget position and which affects the financial operations and position of Council.

Under Section 130 (1) of the *Local Government Act 1989*, Council may adopt a revised budget if it has complied with all the relevant requirements of the Act relating to revised budgets.

The revised budget contains the necessary statutory information required under the Local Government Act and Local Government (Planning and Reporting) Regulations 2014.

FINANCIAL IMPLICATIONS

The revised budget provides for a reduction in the total comprehensive result from \$5.7 million to \$4.4 million, a decrease in current assets from \$13.7 million to \$12.8 million and an increase in capital Works from \$13.9 million to \$19.5 million.

RISK IMPLICATIONS

The revised budget has come about due to the decision of Council to Purchase The Rex properties. Key risk analysis of options have been modelled and considered.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The revised budget, in accommodating the acquisition of the Rex as the location for the Hepburn Community and Council Services Hub will deliver improved Council services and community outcomes, will be more cost efficient for Council and its ratepayers, will be accessible to all and will demonstrate the highest levels of environmental sustainability.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The proposed Budget 2016/17 and prescribed information was publicly advertised in the local newspapers seeking submissions from interested parties in accordance with Section 223 of the *Local Government Act 1989*.

The Proposed Revised Budget 2016/17 was available for inspection for 28 days at Council offices in Daylesford, Creswick and Clunes, at all Hepburn Library branches and from Council's website www.hepburn.vic.gov.au

Any person was able to make a submission to Council on any proposal contained in the budget. There were no submissions received by the Council

The final Revised Budget 2016/17 will be placed on Council's website and copies will be made available for viewing at Council's administration offices.

CONCLUSION

The Revised Budget 2016/17 includes financial statements that are financially responsible and sustainable, and a range of projects which seek to deliver on Council's strategic objectives.

OFFICER'S RECOMMENDATION

That Council, having complied with the requirements in the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 regarding the preparation and content of the Revised Budget for the 2016/17 financial year:

11.1.1. Determines that the Revised Budget 2016/17, as presented to this meeting, be adopted.

11.1.2. Makes the following declarations in relation to the Revised Budget 2016/17, which commences 1 July 2016:

- Total amount borrowed as at 30 June 2017 will be \$5.71 million compared to \$2.71 million as at 30 June 2016.
- Council intends to borrow an additional \$3.405 million during 2016/2017.
- The total amount of borrowings to be redeemed during the financial year is \$410,000 compared to \$390,000 in 2015/16.
- The rates and charges as declared in the Budget 2016/17 are unchanged in the Revised Budget 2016/17.

11.1.3. Gives public notice of the decision to adopt the Revised Budget 2016/17.

11.1.4. Determines that a copy of the adopted Revised Budget 2016/17 be submitted to the Minister within 28 days of its adoption, in accordance with section 130 (4) of the Local Government Act 1989.

MOTION

That Council, having complied with the requirements in the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 regarding the preparation and content of the Revised Budget for the 2016/17 financial year:

11.1.1. Determines that the Revised Budget 2016/17, as presented to this meeting, be adopted.

11.1.2. Makes the following declarations in relation to the Revised Budget 2016/17, which commences 1 July 2016:

- Total amount borrowed as at 30 June 2017 will be \$5.71 million compared to \$2.71 million as at 30 June 2016.*
- Council intends to borrow an additional \$3.405 million during 2016/2017.*
- The total amount of borrowings to be redeemed during the financial year is \$410,000 compared to \$390,000 in 2015/16.*
- The rates and charges as declared in the Budget 2016/17 are unchanged in the Revised Budget 2016/17.*

- 11.1.3. *Gives public notice of the decision to adopt the Revised Budget 2016/17.*
- 11.1.4. *Determines that a copy of the adopted Revised Budget 2016/17 be submitted to the Minister within 28 days of its adoption, in accordance with section 130 (4) of the Local Government Act 1989.*

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 2 - REVISED BUDGET 2016/17
(ISSUED UNDER SEPARATE COVER)

**11.2. FINANCIAL REPORT AS AT 30 SEPTEMBER 2016
GENERAL MANAGER CORPORATE SERVICES**

In providing this advice to Council as the Manager Finance and Information Technology, I Trafford Thompson have no interests to disclose in this report.

PURPOSE

The purpose of this report is to present a summary of Council's financial performance for the 2016/17 financial year up to 30 September 2016.

BACKGROUND

This report provides information on Council's operating performance for the period 1 July 2016 to 30 September 2016 and compares the Income Statement to the budget adopted by Council in June 2016, and the Balance Sheet and Statement of Cash Flows to the corresponding period last year.

ISSUE/DISCUSSION

Income Statement - Income

Total income year to date is \$21.46 million, which is \$65K less than budget.

The greatest contributor to this negative variance is capital grants, which is \$306K behind year to date budget due to two grants not yet received. Non-monetary contributions are also behind budget by \$218K, as works in kind at the Bathhouse has not yet been recognised. In addition, statutory fees and fines are down by \$19K due to incorrect phasing of Environmental Health registrations and other income is down \$44K from various income sources.

Conversely, some income items are higher than budget. Operating grants are \$368K more than budget due mainly to the receipt of an unbudgeted grant payment for Advancing Country Towns. Rates and charges income is \$75K greater than year to date budget due to higher than expected supplementary rates. Income from user fees is \$49K greater than budget.

Income Statement - Expenses

Total expenses year to date is \$6.33 million, which is \$934K less than budget.

The main contributors are:

- Materials and services where we have spent \$603K less than budget; and
- Employee costs which are \$373K less than budget.

Under expenditure in materials and services includes timing variances for contract payments and software maintenance, as well as expenditure by infrastructure

maintenance teams plus various operational projects spending less than budgeted year to date.

Income Statement - Overall

The year to date operating result provides a \$15.13 million surplus, which is \$869K greater than budget.

Please refer to the Income Statement attached for further details.

Balance Sheet

Total Cash as at 30 September 2016 totals \$14.24 million including \$5.18 million classified as other financial assets. Other financial assets are term deposits with an initial term of 3 months or greater. Cash and cash equivalents are \$3.31 million less than this time last year, offset by term deposits categorised as other financial assets which are greater by \$2.86 million. The Total Cash at 30 September 2016 included the required amounts for The Rex settlement which occurred in October 2016.

Total debtors are \$18.00 million, comprising rate debtors of \$15.04 million, \$1.96 million in Fire Services Property Levy and \$1.00 million in non-rate debtors.

Council's loan balances are at a total of \$2.56 million.

Please refer to the Balance Sheet attached for further details.

Statement of Cash Flows

Net increase in cash and cash equivalents as at 30 September 2016 is \$5.1 million. This is comprised of \$2.3 million from operations, \$3.0 million from investing activities and -\$0.2 million from financing activities.

Payments for investments represents new term deposits which have a maturity date of 90 days or greater. Proceeds from the sale of investments represents the maturity of these "other financial assets" (term deposits with an original maturity date of 90 days or greater). These term deposits have been placed in accordance with Council's Treasury Management Policy as adopted in January 2016. Variance to prior year is expected as the policy was not in operation a year ago.

Statement of Capital Works

To date, \$1.157 million of the \$14.01 million capital works budget for 2016/17 has been spent. In addition, \$7.59 million has been committed to be spent through purchase orders. The largest of these commitments is for the acquisition of the Rex properties. Of note, the proposed revised budget 2016/17 includes a \$19.5 million capital works budget.

Refer to the Statement of Capital Works attached for project details.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

Under the Local Government Performance Reporting Framework, the Performance Statement should be presented to Council at least every six months.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

None noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

This information will be made available to the public via the minutes published on the Council's website and available for viewing at Council's offices and libraries.

CONCLUSION

The report on the financial performance of Council for the three months from 1 July 2016 to 30 September 2016 is presented.

OFFICER'S RECOMMENDATION

11.2.1. That Council receives and notes the Financial Report for the three months from 1 July 2016 to 30 September 2016.

MOTION

11.2.1. *That Council receives and notes the Financial Report for the three months from 1 July 2016 to 30 September 2016.*

Moved: Cr Kate Redwood AM

Seconded: Cr Greg May

Carried

ATTACHMENT 3 - FINANCIAL REPORT AS AT 30 SEPTEMBER 2016

Hepburn Shire Council

Comprehensive Income Statement

For the Period Ended 30 September 2016

	YTD Budget 2016/17 \$'000	YTD Actual 2016/17 \$'000	YTD Variance		
			\$'000	%	
Income					
Rates and charges	18,422	18,497	75	0%	
Statutory fees and fines	114	95	(19)	-17%	1
User fees	178	227	49	27%	2
Grants - operating	1,343	1,711	368	27%	3
Grants - capital	752	446	(306)	-41%	4
Contributions - monetary	5	46	41	826%	5
Contributions - non monetary	218	-	(218)	-100%	6
Net gain/(loss) on disposal of assets	34	23	(11)	-32%	7
Other income	459	415	(44)	-10%	
Total income	<u>21,525</u>	<u>21,460</u>	<u>(65)</u>	<u>0%</u>	
Expenses					
Employee costs	3,120	2,747	373	12%	8
Materials and services	2,251	1,647	603	27%	9
Bad and doubtful debts	0	12	(11)	100%	10
Depreciation and amortisation	1,674	1,674	-	0%	
Borrowing costs	19	24	(5)	-29%	
Other expenses	199	224	(25)	-13%	11
Total expenses	<u>7,262</u>	<u>6,327</u>	<u>934</u>	<u>13%</u>	
Surplus/(deficit) for the year	<u>14,264</u>	<u>15,133</u>	<u>869</u>		

- 1 Incorrect budget phasing of Environmental Health Registrations (\$25K)
- 2 Minor favourable variances across most categories. Aged care \$17K, building service \$14K, transfer stations \$7K, S173 agreements \$7K
- 3 Receipt of unbudgeted Advancing Country Towns grant \$308K
- 4 Grants not received to date versus budget for bathhouse deck \$120K and East Street bridge underpass \$200K
- 5 Developer contributions invoiced on application
- 6 Bathhouse Works In Kind, asset handover recognition required
- 7 Timing variance of plant sale
- 8 Timing variance of number pay fortnights YTD (\$371K), self correcting in October.
- 9 Timing variances for library and waste contracts \$41k and 76K, infrastructure teams maintenance expenditure \$153K, information technology \$83 and various project delivery
- 10 Write-off of fire hazard infringements
- 11 Timing variances for tourism board membership, audit fees, and grants and donations

Hepburn Shire Council

Balance Sheet

As at 30 September 2016

	Current Year	Prior Year	Variance Year on Year	
	Actual \$'000	Actual \$'000	\$'000	%
Assets				
Current assets				
Cash and cash equivalents	9,064	12,375	(3,311)	-37%
Trade and other receivables	18,005	17,223	782	4%
Other financial assets	5,177	2,313	2,864	55%
Inventories	51	14	37	72%
Other assets	37	0	37	99%
Total current assets	<u>32,333</u>	<u>31,925</u>	<u>408</u>	<u>1%</u>
Non-current assets				
Property, infrastructure, plant and equipment	222,947	213,498	9,449	4%
Intangible assets	606	703	(97)	-16%
Total non-current assets	<u>223,553</u>	<u>214,201</u>	<u>9,352</u>	<u>4%</u>
Total assets	<u>255,887</u>	<u>246,127</u>	<u>9,760</u>	<u>4%</u>
Liabilities				
Current liabilities				
Trade and other payables	222	286	64	29%
Trust funds and deposits	3,131	2,992	(139)	-4%
Provisions	1,920	1,982	62	3%
Interest-bearing loans and borrowings	260	249	(10)	-4%
Other Liabilities	18	18	-	0%
Total current liabilities	<u>5,551</u>	<u>5,527</u>	<u>(23)</u>	<u>0%</u>
Non-current liabilities				
Provisions	501	500	(1)	0%
Interest-bearing loans and borrowings	2,300	2,717	416	18%
Other Liabilities	116	134	18	15%
Total non-current liabilities	<u>2,917</u>	<u>3,350</u>	<u>433</u>	<u>15%</u>
Total liabilities	<u>8,468</u>	<u>8,878</u>	<u>410</u>	<u>5%</u>
Net assets	<u>247,419</u>	<u>237,249</u>	<u>10,170</u>	<u>4%</u>
Equity				
Accumulated surplus	141,468	137,067	(4,401)	-3%
Accumulated surplus	156,601	151,245	(5,356)	-3%
Reserves	90,818	86,004	(4,813)	-5%
Total Equity	<u>247,419</u>	<u>237,249</u>	<u>(10,170)</u>	<u>-4%</u>

Hepburn Shire Council

Statement of Cash Flows

As at 30 September 2016

	<i>Current Year</i>	<i>Prior Year</i>	<i>Variance</i>	
	<i>Actual</i> Inflows/ (Outflows) \$'000	<i>Actual</i> Inflows/ (Outflows) \$'000	<i>Year on Year</i> \$'000	%
Cash flows from operating activities				
Rates and charges	4,588	4,088	500	11%
Statutory fees and fines	103	116	(13)	-12%
User fees	184	6	178	97%
Grants - operating	2,081	1,212	869	42%
Grants - capital	446	785	(339)	-76%
Contributions - monetary	46	-	46	100%
Interest received	82	65	18	21%
Rent received	299	340	(41)	-14%
Trust funds and deposits taken	341	489	(148)	-43%
Other receipts	33	128	(95)	-284%
Net GST refund/payment	56	224	(168)	-299%
Employee costs	(2,757)	(2,774)	17	-1%
Materials and services	(2,973)	(3,446)	473	-16%
Trust funds and deposits repaid	(8)	(503)	495	-100%
Other payments	(224)	(220)	(4)	2%
Net cash provided by/(used in) operating activities	2,298	510	1,789	78%
Cash flows from investing activities				
Payments for property, infrastructure, p&e	(1,157)	(371)	(787)	68%
Proceeds from sale of property, infra., p&e	23	-	23	100%
Payments for investments	(1,250)	(1,000)	(250)	20%
Proceeds from sale of investments	5,400	-	5,400	100%
Loans and advances made	-	-	-	100%
Payments of loans and advances	-	-	-	100%
Net cash provided by/(used in) investing activities	3,016	(1,371)	4,386	145%
Cash flows from financing activities				
Finance costs	(24)	(63)	-	100%
Proceeds from disposal of financial assets	-	-	-	100%
Proceeds from borrowings	-	-	-	100%
Repayment of borrowings	(155)	(139)	(16)	10%
Net cash provided by/(used in) financing activities	(179)	(203)	24	-13%
Net increase (decrease) in cash and cash equivalents	5,135	(1,064)	6,199	121%
Cash and cash equivalents at the beginning of the financial year	3,930	13,439	(9,510)	-242%
Cash and cash equivalents at the end of the reporting period	9,064	12,375	(3,311)	-37%

Hepburn Shire Council
Statement of Capital Works as at 30 September 2016

Project Number	Project Name	New / Renew / Upgrade	Full Year Budget	YTD Actual	% Spent YTD	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Full Year Budget	YTD Actual
			2016/17 Expenditure			2016/17 Expenditure			2016/17 Income	
PROPERTY										
Land improvements										
000549	Town and Shire Road Signage	Upgrade	90,000	6,829	8%	35	6,864	8%	-	-
000606	Interpretive Signage at calembreen Park	New	8,000	-	0%	-	-	0%	-	-
Total land			98,000	6,829	7%	35	6,864	7%	-	-
Buildings										
000465	Multi Purpose Facility - Victoria Park, Daylesford	Upgrade	-	77,447	100%	9,154	86,601	100%	125,000	-
000497	Trentham Community Hub	New	1,300,000	-	0%	-	-	0%	1,000,000	-
000516	Newlyn Netball Facilities	Upgrade	-	4,675	100%	-	4,675	100%	-	-
000551	Hepburn Shire Council Services & Community Hub Construction	Upgrade	2,550,000	17,433	1%	12,395	29,828	1%	2,550,000	-
000581	Clunes Town Hall & Court House Project	Renew	-	13,068	100%	-	13,068	100%	-	-
000607	Kitchen Pod Creswick Town Hall	Renew	47,500	3,329	7%	-	3,329	7%	5,000	-
000608	Waste Management Facility Construction	New	400,000	-	0%	-	-	0%	-	-
000609	Daylesford Pool Upgrades (CSIF)	Upgrade	100,000	-	0%	-	-	0%	100,000	-
000610	Drummond Hall Electric Outdoor BBQ	New	9,000	584	6%	1,294	1,878	21%	-	-
000637	Acquisition of the Rex & 8 Duke Street	New	-	634,901	100%	5,214,091	5,848,992	100%	-	-
Building improvements										
000287	Building and Structures Renewal Program	Renew	1,140,000	45,756	4%	67,899	113,655	10%	-	-
000466	Basin Reserve Facility Improvements - LGIF	Renew	39,068	-	0%	16,151	16,151	41%	-	-
000483	Bullarto Community Facilities	Renew	-	4,325	100%	-	4,325	100%	-	-
000542	Social Enterprise - Capital	New	-	11,300	100%	1	11,300	100%	-	-
000553	Sustainability Strategy - Towards Zero - Council Assets	Renew	75,000	-	0%	3,000	3,000	4%	-	-
000555	Smeaton Community Centre / Bowls Club Deck	Upgrade	-	17,191	100%	-	17,191	100%	-	-
000585	Bathhouse Deck	Upgrade	338,000	-	0%	120,000	120,000	36%	338,000	-
000586	HMSR Pavilion Cafe Roof Repairs	Renew	50,000	4,905	10%	-	4,905	10%	-	-
Total buildings			6,048,568	834,914	14%	5,443,985	6,278,900	104%	4,118,000	-
TOTAL PROPERTY			6,146,568	841,744	14%	5,444,020	6,285,764	102%	4,118,000	-
PLANT AND EQUIPMENT										
Plant, machinery and equipment										
000131	Fleet, Plant and Equipment	Renew	555,000	115,082	21%	77,410	192,491	35%	181,100	23,355
000599	National Flagship Bioenergy Facility	New	200,000	-	0%	-	-	0%	200,000	-
Computers and telecommunications										
000557	IT Hardware / Technology Renewal Program	Renew	78,500	-	0%	-	-	0%	-	-
000558	IT Application / Software Upgrades	Upgrade	78,328	-	0%	4,158	4,158	5%	-	-
Library books										
000423	Library Collection Renewal	Renew	53,000	-	0%	-	-	0%	-	-
TOTAL PLANT AND EQUIPMENT			964,828	115,082	12%	81,568	196,649	20%	381,100	23,355
INFRASTRUCTURE										
Roads										
000100	Reseals (CAPITAL)	Renew	850,000	488	0%	-	488	0%	-	-
000102	Reseal Preparation (CAPITAL)	Renew	85,000	1,920	2%	-	1,920	2%	-	-
000103	Gravel Resheets (CAPITAL)	Renew	450,000	2,398	1%	106,839	109,236	24%	-	-
000411	Pavement Rehabilitation, Formation & Drainage	Renew	1,350,000	41,399	3%	1,488,719	1,530,118	113%	699,038	2,816
000463	Road Safety Improvements	Renew	60,000	-	0%	1,700	1,700	3%	-	-
000559	East St Railway Bridge Underpass	Upgrade	800,000	-	0%	-	-	0%	400,000	-
000598	Scobles Road Drummond Upgrade	Upgrade	190,000	-	0%	-	-	0%	-	-

Hepburn Shire Council
Statement of Capital Works as at 30 September 2016

Project Number	Project Name	New / Renew / Upgrade	Full Year Budget	YTD Actual	% Spent YTD	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Full Year Budget	YTD Actual
			2016/17 Expenditure			2016/17 Expenditure			2016/17 Income	
Bridges										
000114	Bridge Renewal	Renew	153,000	2,163	1%	87,530	89,693	59%	-	-
Footpaths and cycleways										
000112	Footpath Improvement and Renewal	Renew	95,000	1,168	1%	75,360	76,528	81%	-	-
000321	Extension of Domino Trail	New	-	-	100%	-	-	100%	-	17,100
000471	Footpath Expansion Program	New	200,000	-	0%	-	-	0%	-	-
Drainage										
000410	Kerb & Channel Rehabilitation (CAPITAL)	Renew	165,000	2,438	1%	0	2,438	1%	-	-
Recreational, leisure and community facilities										
000122	Playground Equipment Replacement Program (CAPITAL)	Renew	50,000	-	0%	-	-	0%	-	-
000150	Calembreen Park - Dive Tower	Renew	104,000	8,450	8%	3,030	11,480	11%	-	-
000509	Cricket Pitch Renewal Program	Renew	14,800	-	0%	-	-	0%	-	-
000560	Splash Park in Creswick	New	-	993	100%	53,518	54,511	100%	-	-
000594	Creswick Soccer Club Lighting	New	160,000	-	0%	-	-	0%	120,000	-
000601	Adventure Playground Creswick	Upgrade	100,000	-	0%	-	-	0%	80,000	-
000602	Pump Track Creswick	Renew	140,000	2,994	2%	-	2,994	2%	-	-
000603	Oval No 2 Change Rooms VP Daylesford	Renew	25,000	2,700	11%	-	2,700	11%	-	-
000604	Netball Court Lighting Clunes	Renew	45,000	-	0%	-	-	0%	30,000	-
000605	Swimming Pool Consultation and Scoping C'Wick	Feasibility	30,000	-	0%	-	-	0%	-	-
Parks, open space and streetscapes										
000493	Implementation of Streetscape Plans Creswick	Upgrade	-	63,237	100%	196,565	259,802	100%	35,000	-
000543	Trentham Streetscape Implementation	Upgrade	260,000	13,476	5%	800	14,276	5%	-	-
000544	Implementation of Streetscape Plans Clunes	Upgrade	-	19,282	100%	17,029	36,311	100%	15,000	-
000561	Daylesford Community Park - Improve Shade and infrastructure	Upgrade	50,000	19	0%	1,585	1,604	3%	-	-
000562	Glenlyon Streetscape construction	Upgrade	400,000	784	0%	13	797	0%	350,000	-
000563	Hepburn Streetscape construction	Upgrade	280,000	10,258	4%	-	10,258	4%	-	-
000564	Lake Daylesford Improvements	Upgrade	330,000	16,646	5%	7,104	23,750	7%	200,000	-
000592	Daylesford Cenotaph Upgrade	Upgrade	-	795	100%	-	795	100%	-	-
000595	Mineral Springs Imp Works	Renew	248,000	-	0%	3,363	3,363	1%	-	-
000596	WHBG Stage 1 Works	Renew	117,500	7,977	7%	2,127	10,105	9%	-	-
000597	Glenlyon Rec Res Shade Sail	New	6,000	-	0%	-	-	0%	-	-
000600	Ovals Irrigation Newlyn and Daylesford	New	130,000	-	0%	-	-	0%	80,000	77,400
Other infrastructure										
000420	Relocation of Mineral Water Tank Farm at HSMR	Renew	-	360	100%	-	360	100%	-	-
000504	H.S. Public Art Appropriation, Maintenance & Replacement	New	40,000	610	2%	16,297	16,906	42%	-	-
TOTAL INFRASTRUCTURE			6,928,300	200,552	3%	2,061,579	2,262,131	33%	2,009,038	97,316
TOTAL CAPITAL WORKS			14,039,696	1,157,377	8%	7,587,167	8,744,545	62%	6,508,138	120,671
Represented by:										
	New asset expenditure	New	2,453,000	648,387	26%	5,285,201	5,933,588	242%	1,400,000	94,500
	Asset renewal expenditure	Renew	5,990,368	260,918	4%	1,933,127	2,194,046	37%	915,138	26,171
	Asset upgrade/expansion expenditure	Upgrade	5,566,328	248,072	4%	368,839	616,911	11%	4,193,000	-
Total capital works expenditure			14,009,696	1,157,377	8%	7,587,167	8,744,545	62%	6,508,138	120,671

11.3. PROPOSED SALE OF LAND – 10 ALBERT STREET AND 1 BLEAKLEY STREET, DAYLESFORD AND 59 MAIN ROAD, HEPBURN SPRINGS – CONSIDERATION OF PUBLIC SUBMISSIONS.

GENERAL MANAGER INFRASTRUCTURE

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

PURPOSE

The purpose of this report is to present public submissions received in relation to the proposed sale of surplus Council-owned properties for consideration by Council.

BACKGROUND

At its August 2016 meeting, Council resolved to give public notice under section 189 of the *Local Government Act, 1989* ('the Act') of its intention to sell surplus Council-owned properties situated at 10 Albert Street and 1 Bleakley Street, Daylesford and 59 Main Road, Hepburn Springs. Under section 189 of the Act, any person may make a submission in relation to the proposed sale.

ISSUE/DISCUSSION

Council gave public notice of its intention to sell the properties on 17 August 2016. Two submissions were received in response to Council's public notice as follows:

Topic of submission
<p><u>Ms Sally Martin and Ms Janelle Martin</u> In support of Council's intention to sell and would like to be notified in the event that Council proceeds to the calling for expressions of interest to purchase.</p>
<p><u>Mr John Lewis</u> Expressing the view that Council should not sell the land situate at 1 Bleakly Street Daylesford as it contains the adit of the Defiance Tunnel (historical mine workings). Mr Lewis would rather see the site developed as a community open space to commemorate Daylesford's gold mining heritage, incorporating a walkway to Lake Daylesford. Mr Lewis also recommends the formation of a roundabout at the intersection of Bleakley, King, Grant and Vincent Streets to alleviate any difficulty exiting Bleakley Street.</p>

Persons making a submission have a right to be heard at a meeting of Council where submissions will be considered. Neither submitter has requested to be heard to support their submissions.

The submission made by Ms Sally Martin and Ms Janelle Martin is supportive of Council's intention.

The submission made by Mr John Lewis raises a number of practical and aspirational issues in terms of future use of the land situate at 1 Bleakley Street Daylesford. These issues stem from Mr Lewis' view that the land "... has great potential as a community public open space asset to commemorate our gold mining heritage, and an industry that established Daylesford then sustained it for almost three quarters of a century."

Consequently, Mr Lewis proposes a 'gateway' recreational walkway to Lake Daylesford and a roundabout at the intersection of Bleakley, King, Grant and Vincent Streets. Due to the position of the physical road surface within the Bleakley Street road reserve, there is ample room for a future pathway and other infrastructure (eg. interpretative signage and/or public artwork) without the need to encroach onto 1 Bleakley Street. In addition, the width of all road reserves at this intersection will accommodate a future roundabout or other traffic-calming devices should there be an identified requirement. VicRoads is the Road Manager under the *Road Management Act, 2004* for Vincent and King Streets.

A plan showing the intersection of Bleakley, King, Grant and Vincent Streets is attached (Attachment 1).

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2013:2017:

Active & Engaged Community

Key Strategic Activity:

25. Provide timely, targeted and relevant internal and external communications.

The opportunity to make a submission is provided in section 189 of the Act. The manner in which submissions are made, the opportunity for submitters to be heard and the requirement for Council to consider submissions is provided in section 223 of the Act.

FINANCIAL IMPLICATIONS

In the event that Council resolves to proceed with the sale of these properties following the consideration of submissions under section 223 of the Act, proceeds of sale will contribute to the financing of the Hepburn Hub as set out in the August 2016 Council report.

Council is required to obtain written valuations for each property and should not proceed with a sale unless the sale price is equal to or greater than the written valuation.

RISK IMPLICATIONS

None identified.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

None identified.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council gave public notice of its intention to sell on 17 August 2016 in The Advocate newspaper and on Council's website. In accordance with section 223 of the Act, persons had 28 days in which to lodge a submission.

CONCLUSION

Council has invited interested persons to make submissions in relation to the proposed sale of surplus Council-owned properties. Following consideration of the submissions, it is recommended that Council proceeds with the sale of the properties by calling for expressions of interest from third parties.

OFFICER'S RECOMMENDATION

That Council:

11.3.1. Proceeds to sell the Hepburn Shire Council owned properties situated at 10 Albert Street and 1 Bleakley Street, Daylesford and 59 Main Road, Hepburn Springs; and

11.3.2. Authorises officers to call for expressions of interest from third parties to purchase Hepburn Shire Council owned properties situated at 10 Albert Street and 1 Bleakley Street, Daylesford and 59 Main Road, Hepburn Springs.

MOTION

That Council:

11.3.1. *Proceeds to sell the Hepburn Shire Council owned properties situated at 10 Albert Street and 1 Bleakley Street, Daylesford and 59 Main Road, Hepburn Springs; and*

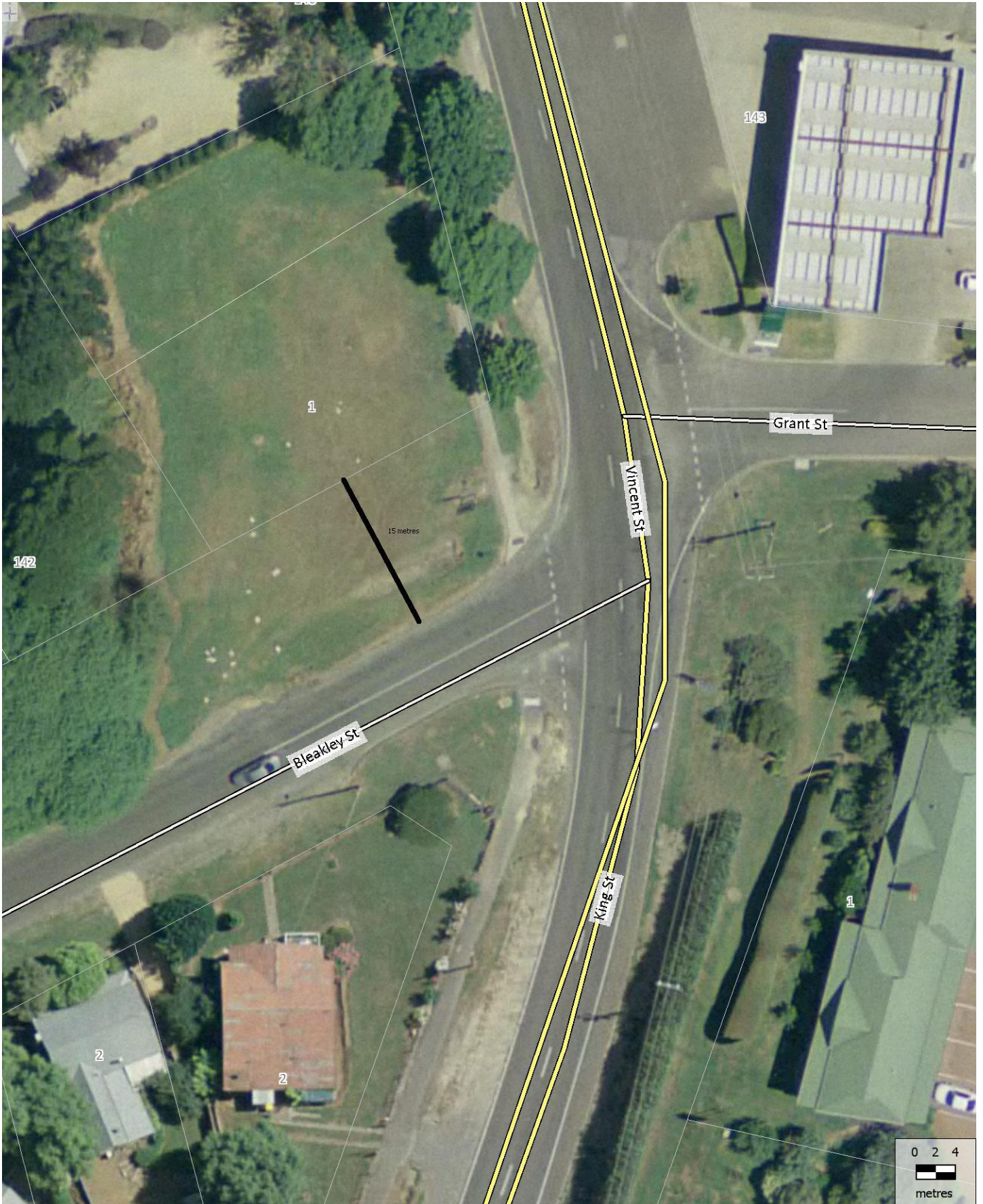
11.3.2. *Authorises officers to call for expressions of interest from third parties to purchase Hepburn Shire Council owned properties situated at 10 Albert Street and 1 Bleakley Street, Daylesford and 59 Main Road, Hepburn Springs.*

Moved: Cr Neil Newitt

Seconded: Cr Greg May

Carried

ATTACHMENT 4 - OVERVIEW OF LOCATION



**11.4. HEPBURN SHIRE COUNCIL INTERNATIONAL WOMEN'S DAY HONOUR ROLL
ORGANISING COMMITTEE TERMS OF REFERENCE
GENERAL MANAGER CORPORATE SERVICES**

*In providing this advice to Council as the Governance and Information Coordinator, I
Alex Dalglish have no interests to disclose in this report.*

PURPOSE

The purpose of this report is for Council to adopt updated Terms of Reference for the Hepburn Shire Council International Women's Day Honour Roll Organising (IWD) Committee and call for new members for the committee.

BACKGROUND

International Women's Day (March 8) is a global day celebrating the social, economic, cultural and political achievements of women. The day also marks a call to action for accelerating gender parity.

In November 2009, Council adopted the original Terms of Reference for the Hepburn Shire Council International Women's Day Honour Roll Organising Committee; these Terms of Reference have not been updated since that time.

At the last meeting of the Hepburn Shire Council International Women's Day Honour Roll Organising Committee it was requested that Council call for new members of the committee, and to assist this, the Terms of Reference needed to be updated.

ISSUE/DISCUSSION

Updated Terms of Reference (attached to this report) have been developed for the Committee which brings them into alignment with the terms of reference for other committees, ensuring that all existing, and any new members of the Hepburn Shire Council International Women's Day Honour Roll Organising Committee are clear on their responsibility.

The current Terms of Reference are outdated and lack the necessary clarity for members of the Committee and Council Officers.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2013:2017:

Strategic Objective – Active and Engaged Communities

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

Council has allocated \$4,500 to hold the Hepburn Shire Council International Women's Day Honour Roll event in its 2016-17 budget.

RISK IMPLICATIONS

Outdated terms of reference may lead to a lack of clarity for committee members and Council Officers.

To assist with continuity of the committee, new members will be appointed for a term of either two or three years.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

This is a project and event which celebrates Shire communities and contributions by community members and therefore contributes to social inclusion and a sense of connectedness. In addition, it recognises the contribution and achievements of women within our community.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Advertisement of nominations for members for the Hepburn Shire Council International Women's Day Honour Roll Organising Committee will revitalise the committee and assist it to remain engaged in the IWD event. All current members will be invited to reapply for another term on the committee.

CONCLUSION

Adoption of the updated Terms of Reference will ensure clarity for existing members, and allow for the advertisement for new members of the Hepburn Shire Council International Women's Day Honour Roll Organising Committee.

OFFICER'S RECOMMENDATION

That Council:

11.4.1. Adopts the updated Terms of Reference for the Hepburn Shire Council International Women's Day Honour Roll Organising Committee.

11.4.2. Advertises for new members to be appointed to the Hepburn Shire Council International Women's Day Honour Roll Organising Committee for a term of two or three years.

11.4.3. Writes to current and past members of the committee to thank them for their contributions and invite them to reapply to the committee.

MOTION

That Council:

11.4.1. *Adopts the updated Terms of Reference for the Hepburn Shire Council Heather Mutimer International Women's Day Honour Roll Organising Committee.*

11.4.2. *Advertises for new members to be appointed to the Hepburn Shire Council Heather Mutimer International Women's Day Honour Roll Organising Committee for a term of two or three years.*

11.4.3. *Writes to current and past members of the committee to thank them for their contributions and invite them to reapply to the committee.*

Moved: Cr Don Henderson

Seconded: Cr Kate Redwood AM

Carried

ATTACHMENT 5 - UPDATED TERMS OF REFERENCE – HEPBURN SHIRE
COUNCIL HEATHER MUTIMER INTERNATIONAL WOMEN'S DAY HONOUR
ROLL ORGANISING COMMITTEE

HEATHER MUTIMER INTERNATIONAL WOMEN'S DAY HONOUR ROLL ORGANISING COMMITTEE

DATE AMENDED:	12 September 2016
DATE OF NEXT REVIEW:	15 November 2018
DATE ADOPTED:	15 November 2016
RESPONSIBLE OFFICER:	General Manager Corporate Service

Introduction

The Hepburn Shire Council Heather Mutimer International Women's Day Women's Honour Roll Organising Committee (hereinafter referred to as the "Committee") was first established by Council as an Advisory Committee in October 2009 to oversee the Women's Honour Roll process and organise an appropriate function.

Purpose

The Committee will provide advice to assist Hepburn Shire Council organise the International Women's Day Women's Honour Roll function and induct recipients into the Heather Mutimer Women's Honour Role each year. Final decision making will rest with Council, including staff in accordance with delegations.

Scope

- To provide advice to Council and its officers on the organisation of the International Women's Day Women's Honour Roll event date including (but not limited to):
 - Order of proceedings for the event
 - Potential Guest Speakers for the event

- Advertising of the event
- Date and Time of the event
- Location of the event
- The Committee (or a subset thereof) will be responsible for the providing input/advice to Council on the review of nominees for the Heather Mutimer honour roll, and provide a recommendation of one or more nominees to be placed on the roll each year.
- To provide input into the purchasing of goods and services in support of the event.
Note: All purchases must be authorised by a Council Officer with delegated authority in line with Council's Procurement Policy. The committee or its members is not able to authorise purchases.

Meetings

A minimum of 3 meetings will be held a year, scheduled to enable the effective planning and organisation of the event.

Committee administrative support will be provided by Council's Governance and Information Coordinator.

Members of Committee

Councillor membership of the International Women's Day Women's Honour Roll Organising Committee will be as listed below. Other officers may be requested to attend for specific purposes. Councillor membership is by agreement of Councillors. Permanent members will be:

- Hepburn Shire Councillor (Chair) (1)
- Council Officer (1)
- Community Members (minimum of 4).

Legal Coverage for Members of Committee

Council's Insurance provides indemnity coverage for members of Council Committees who are acting on behalf of Council in good faith and in accordance with the relevant terms of reference.

Quorum

For voting purposes, a quorum will consist of an absolute majority of the designated committee membership.

The members of the Hepburn Shire Council International Women's Day Women's Honour Roll Organising Committee are appointed by Council and may at any time be removed from the Committee by resolution of Council

Reporting

The Committee will forward minutes of meetings and any recommendations on all projects to be noted by Council at an Ordinary Meeting of Council. Council officers will facilitate reporting requirements.

**11.5. COUNCILLOR REPRESENTATION ON COMMITTEES AND EXTERNAL BODIES
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 and update Councillor representation on committees, boards and external bodies.

BACKGROUND

Council has established several advisory committees and special committees of Council which assist Council in making policy and strategy decisions and in some cases making decisions on behalf of Council. Many of these committees require that a councillor be appointed to those committees to represent Council.

In addition to this, Council is also a member of various associations and bodies which require that a councillor is appointed to be the Council representative.

At the November 2015 Ordinary Council Meeting, Council resolved to appoint Councillors to the committees, boards and external bodies contained in the attached table. On an annual basis, Council reviews the representation and makes amendments where required.

ISSUE/DISCUSSION

Consistent with previous years, it is now an appropriate time to review and update the appointment of Councillors to the committees, boards and external bodies contained in the table below.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Many of these committees have been established to advise Council, or for Council to provide input, in the development of policy and strategy.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

RISK IMPLICATIONS

Councillor representation is required on committees, boards and external bodies to ensure that public views are incorporated into the decision making process.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Effective community engagement provides the opportunity for Hepburn Shire community members to influence Council decisions and where appropriate play a partnership role in the planning and implementation of those decisions.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The purpose of these committees, boards and external bodies is to achieve effective community and stakeholder engagement both internally and externally.

CONCLUSION

The review of Councillor representation on committees, boards and external bodies, provides strong and diverse Council representation on behalf of the Hepburn Shire community.

OFFICER'S RECOMMENDATION

That Council:

11.5.1. appoints the following councillors to the listed committees, boards and external bodies:

Organisations	2016-17
External Bodies	
Committee of Management for DEWLP (26 Committees)	All councillors represent their ward at these meetings when required
Municipal Association of Victoria	
Victorian Local Governance Association	
Cultivate Agribusiness Central Highlands	Manager Community and Economic Development
Grampians Central West Waste and Resource Recovery Group Forum	
Special Committees (Section 86)	
Glenlyon Recreation Reserve Special Committee	No representation
Lee Medlyn Home of Bottles Special Committee	No representation
Statutory Council Advisory Committees	
Audit and Risk Advisory Committee (two positions)	
Municipal Emergency Management Planning Committee	

Organisations	2016-17
Public Art Panel	
Mineral Springs Reserves Advisory Committee	
International Women's Day Organising Committee	
Heritage Advisory Panel	Mayor – ex officio Chair of Committee
White Ribbon Committee	

11.5.2 amends the Instruments of Delegation for The Glenlyon Recreation Reserve Special Committee and the Lee Medlyn Home of Bottles Special Committee to remove the requirement for a Councillor to be a member of the Committee

MOTION

That Council:

11.5.1. *appoints the following councillors to the listed committees, boards and external bodies:*

Organisations	2016-17
External Bodies	
Daylesford Macedon Ranges Tourism Board	Cr Kate Redwood AM
Committee of Management for DEWLP (26 Committees)	All councillors represent their ward at these meetings when required
Municipal Association of Victoria	Cr John Cottrell
Victorian Local Governance Association	Cr Sebastian Klein
Cultivate Agribusiness Central Highlands	Manager Community and Economic Development
Grampians Central West Waste and Resource Recovery Group Forum	Cr Sebastian Klein
Special Committees (Section 86)	
Glenlyon Recreation Reserve Special Committee	No representation

Lee Medlyn Home of Bottles Special Committee	No representation
Statutory Council Advisory Committees	
Audit and Risk Advisory Committee (two positions)	Cr Don Henderson Cr John Cottrell
Municipal Emergency Management Planning Committee	Cr Greg May
Public Art Panel	Cr Sebastian Klein
Mineral Springs Reserves Advisory Committee	Cr Kate Redwood AM
International Women's Day Organising Committee	Cr Kate Redwood AM
Heritage Advisory Panel	Mayor – ex officio Chair of Committee
White Ribbon Committee	Cr Greg May

11.5.2. *amends the Instruments of Delegation for The Glenlyon Recreation Reserve Special Committee and the Lee Medlyn Home of Bottles Special Committee to remove the requirement for a Councillor to be a member of the Committee*

Moved: Cr Don Henderson

Seconded: Cr Greg May

Carried

**11.6. COUNCIL MEETING DATES AND LOCATIONS 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 determine locations and times for Council's meetings in 2017.

BACKGROUND

In accordance with section 89(4) of the *Local Government Act 1989*, at least seven days' notice must be given before Ordinary Meetings of Council.

Over the past three years, Council has held its meetings in a range of locations across the five wards.

ISSUE/DISCUSSION

Briefings

It is proposed to continue with a Confidential Councillor Briefing session on the first Tuesday of each month. Additional briefings will be scheduled as required during the preparation of the annual budget and when required for significant projects. Briefings are attended by Councillors, officers and invited guests where appropriate.

A resolution of Council is not necessary to adopt a cycle of Councillor Briefing sessions as the meeting has no legal status.

Ordinary Meetings

The rotation of meeting locations throughout the Shire can provide more residents the opportunity to be involved in the meetings. Experience has shown that a number of residents regularly travel to where the meetings are held irrespective of where they live. The items on the agenda are not determined based on the location of meeting. Moving meetings each month results in a number of financial and operational issues, as outlined in the relevant sections below.

It is suggested that Council continues to hold its Ordinary Meetings on the third Tuesday of each month starting at 6:00pm. Unlike last year, it is proposed that all Council Meetings happen in the Daylesford Senior Citizens Centre or the Daylesford Town Hall, to address the issues outlined below.

Other Meetings

In order to avoid confusion with the statutory meeting and meeting to hear budget submissions, these dates are proposed to be decided upon now.

▶ ORDINARY MEETING OF COUNCIL
18 OCTOBER 2016

Below are the proposed dates and locations for the 2017 meetings.

PROPOSED ORDINARY MEETING DATES AND LOCATIONS 2017		
Date	Time	Location
Tuesday 17 January	6:00pm	Daylesford Town Hall
Tuesday 21 February	6:00pm	Daylesford Town Hall
Tuesday 21 March	6:00pm	Daylesford Senior Citizens' Room
Tuesday 18 April	6:00pm	Daylesford Senior Citizens' Room
Tuesday 16 May	6:00pm	Daylesford Senior Citizens' Room
Tuesday 20 June	6:00pm	Daylesford Senior Citizens' Room
Tuesday 18 July	6:00pm	Daylesford Senior Citizens' Room
Tuesday 15 August	6:00pm	Daylesford Senior Citizens' Room
Tuesday 19 September	6:00pm	Daylesford Senior Citizens' Room
Tuesday 17 October	6:00pm	Daylesford Senior Citizens' Room
Tuesday 21 November	6:00pm	Daylesford Senior Citizens' Room
Tuesday 19 December	6:00pm	Daylesford Senior Citizens' Room

PROPOSED OTHER MEETINGS 2017		
Date	Time	Location
Meeting to Hear Budget Submissions - Tuesday 6 June	6:00pm	Daylesford Senior Citizens' Room
Statutory Meeting to Elect Mayor - Tuesday 7 November	6:00pm	Daylesford Town Hall

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

In accordance with Section 89(4) of the *Local Government Act 1989*, at least seven days' notice must be given before Ordinary Meetings of Council.

FINANCIAL IMPLICATIONS

There are significant reductions in cost that would be achieved in holding the Council Meetings in the centralised locations of the Daylesford Town Hall and Senior Citizens' Room. These reductions include:

- Reduce the loss of 'productive' time of Council Officers travelling to Council Meetings, in locations other than Daylesford.
- Decrease the amount of equipment required to be transported, setup and packed-down for Council Meetings, this reduces the time lost by Council Officers performing these tasks.

By centralising meetings to a location within Council's IT network, Council will be able to pursue and implement a fully electronic process for creation and delivery of agendas and minutes to Councillors and the public. There are significant efficiency gains to be achieved through the electronic delivery of Council meeting agendas, rather than in the paper based methods that we have today. This will reduce the environmental impact of Council Meetings due to printed copies of agendas and supporting documents, as well as increase the efficiency of creation and delivery of documents and updates made to documents.

RISK IMPLICATIONS

Abuse of Council Officers due to communication or other issues surrounding buildings that Council does not directly manage.

Occupational Health and Safety related risks with the transport of materials and equipment required for the facilitation of Council meetings as well as the setup and pack-down of the venues.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The use of community buildings throughout the year for a period of three days per Council meeting (one day for setup activities, one day for the Council Meeting and one day for pack-down) may impact a number of community groups who have recurring bookings in those locations. No prior bookings have been made at the Daylesford Town Hall or Senior Citizens Rooms on the proposed dates for the meetings.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Council meeting timetable will be advertised in local newspapers. Upcoming Council meetings will also be listed in Council's Advocate page fortnightly. The timetable will also be placed on Council's website.

Council has a project in progress to implement a high-speed fibre internet connection into its Daylesford facilities. Through holding meetings at venues where there is direct connection into Council's network, the potential for electronic delivery of all agendas and streaming of council meetings over the internet. Connection to Council's network also allows for the efficient retrieval and delivery of additional information that may be requested by Councillors.

The centralisation of meetings would also enable Council to pursue the recording, publishing and/or streaming of Council meetings via the internet allowing members of the public who cannot attend to still hear/view the Council meeting.

CONCLUSION

An annual schedule of Council meeting dates and locations provides the community with advance notice of meetings and an opportunity to attend, observe and participate, where appropriate, in Council meetings.

The review of Councillor representation on committees, boards and external bodies, provides strong and diverse Council representation on behalf of the Hepburn Shire community.

OFFICER'S RECOMMENDATION

That Council:

11.6.1. Adopts the Council meeting dates and locations for the 2017 meetings of Council as presented in the tables below.

PROPOSED ORDINARY MEETING DATES AND LOCATIONS 2017		
Date	Time	Location
Tuesday 17 January	6:00pm	Daylesford Town Hall
Tuesday 21 February	6:00pm	Daylesford Town Hall
Tuesday 21 March	6:00pm	Daylesford Senior Citizens' Room
Tuesday 18 April	6:00pm	Daylesford Senior Citizens' Room
Tuesday 16 May	6:00pm	Daylesford Senior Citizens' Room
Tuesday 20 June	6:00pm	Daylesford Senior Citizens' Room
Tuesday 18 July	6:00pm	Daylesford Senior Citizens' Room
Tuesday 15 August	6:00pm	Daylesford Senior Citizens' Room
Tuesday 19 September	6:00pm	Daylesford Senior Citizens' Room
Tuesday 17 October	6:00pm	Daylesford Senior Citizens' Room
Tuesday 21 November	6:00pm	Daylesford Senior Citizens' Room
Tuesday 19 December	6:00pm	Daylesford Senior Citizens' Room

PROPOSED OTHER MEETINGS 2017		
Date	Time	Location
Meeting to Hear Budget Submissions - Tuesday 6 June	6:00pm	Daylesford Senior Citizens' Room
Statutory Meeting - Tuesday 7 November	6:00pm	Daylesford Town Hall

11.6.3. Places a public notice in local newspapers to advertise the dates and locations for meetings of Council for the 2017 calendar year in accordance with section 89(4) of the Local Government Act 1989.

11.6.4. Makes the Council meeting dates and locations for 2017 available on Council's website.

MOTION

That Council:

11.6.1. *That Council defers the matter for one cycle, and reconsiders it in December*

Moved: Cr Kate Redwood AM

Seconded: Cr Greg May

Carried

11.7. REQUEST FOR APPROVAL TO OPERATE HIGHER MASS LIMIT VEHICLES ON LOCAL COUNCIL ROADS

GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the Property & Assets Coordinator, I Mahmud Kaiser have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider a renewal request to use Higher Mass Limit (HML) vehicles on local roads.

BACKGROUND

The following request for renewal of an existing permit has been received from the National Heavy Vehicle Regulator (NHVR).

Ref	Permit Type	Organisation	Vehicles	Roads	Load Type	Time Frame as per Application	No of Trips (approx)
a) 87253	Renewal	Graeme McKay Earthworks	PBS - 3-axle truck and 3-axle dog trailer	East Street, Daylesford (Between Knox Street and 6 East Street)	Quarry Material	18/11/2016-18/11/2019	24 Per Year

ISSUE/DISCUSSION

Council officers have assessed the application considering the following:

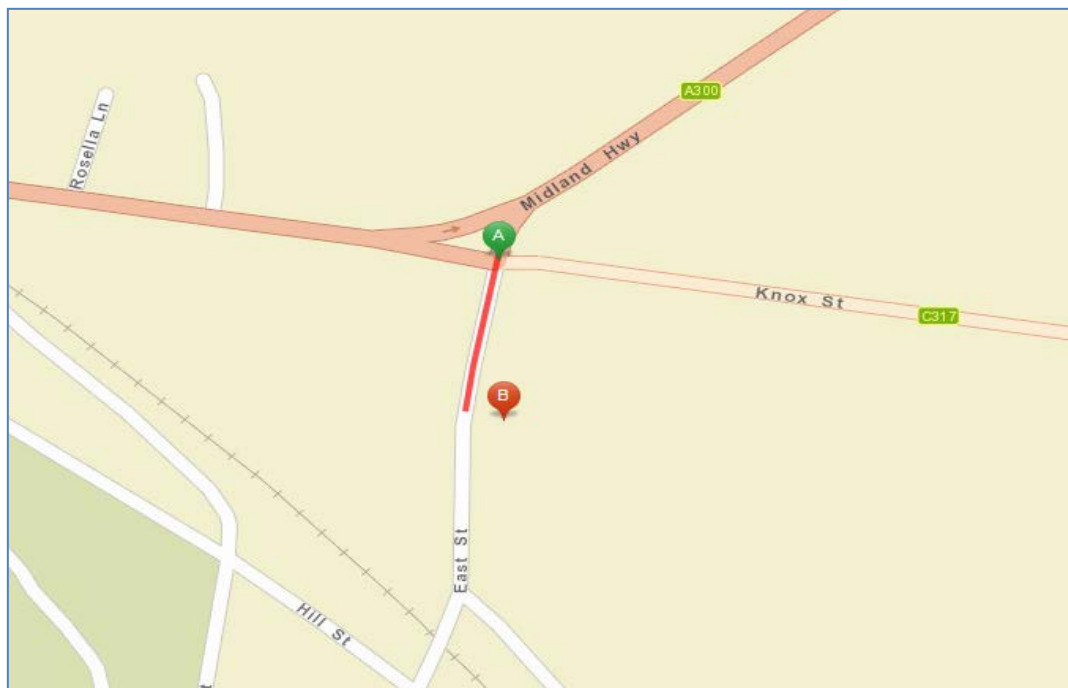
- Community safety
- Local amenity
- Physical limitations of the network
- Economic benefits
- Alternative access
- Cost implications to Council.

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

CONSENT REQUESTS

a) Graeme McKay Earthworks (Road Manager Request Number 87253):

Graeme McKay Earthworks requests that Council consents to the grant of a permit for the following route which is shown in the following map:



Map 1

The requested road has been assessed as being suitable for using Heavy Vehicles subject to the Standard Conditions.

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 operator 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.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

No external engagement was undertaken in relation to this request. Relevant internal road members of staff have been involved in assessing this request.

CONCLUSION

Council has received a request from the National Heavy Vehicle Regulator for consent to the issue of a permit to operate HML vehicles on local roads. Following a review of the request, conditional consent is recommended for the operator as detailed.

OFFICER'S RECOMMENDATION

That Council:

11.7.1. Approves Graeme McKay Earthworks to use PBS - 3-axle truck and 3-axle dog trailer vehicles for the period of 36 months commencing 18th of November 2016 and expiring 18th of November 2019 on East Street, Daylesford (Between Knox Street and 6 East Street), subject to following conditions:

It is the responsibility of all the above 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.
- The use of compression brakes is to be avoided in residential areas.
- Hours of Operation shall be 7:00am to 6:00pm.

MOTION

That Council:

11.7.1. Approves Graeme McKay Earthworks to use PBS - 3-axle truck and 3-axle dog trailer vehicles for the period of 36 months commencing 18th of November 2016 and expiring 18th of November 2019 on East Street, Daylesford (Between Knox Street and 6 East Street), subject to following conditions:

It is the responsibility of all the above 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.*
- *The use of compression brakes is to be avoided in residential areas.*
- *Hours of Operation shall be 7:00am to 6:00pm.*

Moved: Cr Greg May

Seconded: Cr Neil Newitt

Carried

11.8. RECORD OF ASSEMBLIES OF COUNCILLORS
GENERAL MANAGER CORPORATE SERVICE

In providing this advice to Council as the Governance and Information Coordinator, I Alex Dalgleish 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	Description
18-10-2016	Doug Lindsay Recreation Reserve Creswick	Councillor/CEO Meeting
18-10-2016	Doug Lindsay Recreation Reserve Creswick	Pre Council Meeting Briefing

13-10-2016	Victoria Park Recreation Reserve	Municipal Emergency Management Planning Committee
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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

That Council

11.8.1. Receives and notes the Records of Assemblies of Councillors for October 2016

MOTION

That Council

11.8.1. *Receives and notes the Records of Assemblies of Councillors for October 2016*

Moved: Cr Don Henderson

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 6 - RECORDS OF ASSEMBLIES OF COUNCILLORS

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 18 October 2016
Time: 2:00 pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other - Doug Lindsay Recreation Reserve

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 18 October 2016

Doug Lindsay Recreation Reserve, Creswick

3:15 - 3:45PM

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

CHAIR: Councillor Neil Newitt

APOLOGIES:

No.	Time	Agenda Item	Presenter
1.	2:00PM	Lease for Port of Melbourne	Cr Greg May
2.		Rollout of the Town Signage	Cr Greg May
3.		Signs for organic farms	Cr Kate Redwood AM
4.		Hepburn Shire Council Reconciliation Action Plan	Cr Kate Redwood AM
5.		Trentham Mechanics Hall	Cr Bill McClenaghan
6.		Community Projects	Cr Bill McClenaghan
7.		Progress on the sale of The Rex	Cr Bill McClenaghan
8.		E-vehicle charging station	Cr Sebastian Klein
9.		Waste Transfer Stations	Cr Bill McClenaghan

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Pre-Council Meeting Councillor Briefing
Date: Tuesday 18 October 2016
Time: 4:20pm – 4:35pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) Creswick Doug Lindsay Recreation Reserve

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 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 checked="" type="checkbox"/> GM Corporate Services Grant Schuster | |
| <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
Nil	

Matters Considered: Ordinary Council Meeting Agenda 18-10-2016

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.

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Municipal Emergency Management Planning Committee

Date: Thursday 13 October 2016

Time: 11.00am – 12.30pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) Victoria Park Recreation Facility Daylesford

Councillors present:

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

Members of Council Staff present:

CEO Aaron van Egmond
 GM Corporate Services Grant Schuster
 GM Community Services Kathleen Brannigan
 GM Infrastructure Bruce Lucas
 Other, please specify:
 Paulette Pleasance, David George,

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

CEO Aaron van Egmond
 GM Corporate Services Grant Schuster
 GM Community Services Kathleen Brannigan
 GM Infrastructure Bruce Lucas
 Other, please specify:

Signature: 

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

AGENDA

▶ MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

Thursday 13 October 2016 – 11.00am – 12.30pm

Victoria Park Recreation Facility – 3021 Ballan-Daylesford Road Daylesford

Attendee	Organisation	Attending	Attendee	Organisation	Attending
Sgt Barry Hills	VicPol	Apology	Cr Greg May	HSC	Yes
Sgt Lesley Glenn	VicPol	Yes	Bruce Lucas	HSC	Yes
Sgt Dean Towk	VicPol	Apology	Kathleen Brannigan	HSC	Yes
Sgt Wayne Gatt	VicPol		Steve Millard	HSC	Yes
Neil Cheney	VicPol		Grant Schuster	HSC	Yes
Nathan Gardiner	VicPol	Apology	David George	HSC	Yes
Malcolm Bruce	CFA		Lisa Sparkes	HSC	Yes
Stephanie Wigan	CFA	Yes	Paulette Pleasance	HSC	Yes
Alan Hives	CFA (Creswick)	Yes	Stephen Latter	Hepburn Health	
Alfred Mason	CFA		Gordon Cornell	WICEN	Yes
Geoffrey Gray	CFA		Ted Lis	EMV	Apology
Gerard Coffey	CFA		Kaylene Sudholz	EMV	
Sara Coward	DHHS Grampians		Margaret Holt	CHW	
Leesa Reid	DHHS Grampians		Cameron Butcher	CHW	Tentative
Tony Grimme	SES		Michelle Djordjevic	VicRoads	Yes
Stacey Sherman	SES	Yes	Craig Swanson	VicRoads	Tentative
Mick Keating	DELWP	Yes	Bruce Cameron	Coliban Water	
Merydth Whitehead	DELWP	Yes	Angus Bowles	Coliban Water	Yes
Rebecca Stacey	DEDJTR	Apology	Peter Gerolemou	GM Water	
Dale Farnsworth	GMW		Tusitha Karunaratne	GM Water	
Kevin Henderson	GMW		Barry Nicholls	Ambulance Victoria	Yes
Jim Blaine	VCC	Yes	Chris James	Ambulance Victoria	
Janette Barrie	Red Cross	Apology	Siobhan Rogan	Parks Victoria	Tentative
Vin Dillon	Red Cross	Yes	Anthony Morris	Parks Victoria	Apology
			Kyra Winduss	Parks Victoria	

No	Time	Agenda Item	Presenter
1	11.00am	Welcome & Apologies	Bruce Lucas
2	11.01am	Adoption of Minutes – 16 June 2016	Bruce Lucas
3	11.02am	Actions arising from minutes	Bruce Lucas
4	11.15am	Incoming Correspondence 1. Letter from VCC Emergencies Ministry 2. Australian Red Cross Report October 2016	Paulette Pleasance

AGENDA

▶ MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

		Outgoing Correspondence 1. Letter to Emergency Services re construction works on Hepburn Newstead Road Hepburn	
5	11.20am	Report back from MFMPC Meeting	Malcolm Bruce
6	11.25am	Work Plan (standing item on agenda) 1. Review Action Work Plan 2. Review the Response section of MEMP • Please ensure you have read and reviewed Part 3 (page 54-68) of the MEMP ready for discussion at the meeting (Part 3 attached or via secure website login) 3. Review Relief Centre Operations Plan (attached) 4. Conduct a training exercise – set date & elect working committee 5. Relief & Recovery Planning Committee meeting 6. Review Municipal Fire Management Plan	Bruce Bruce Kathleen Bruce / Kathleen Kathleen David George
7	11.45am	Emergency Communications Plan Update – Hold over to December Meeting	Paulette
8	11.50am	Flood Debrief	Bruce / Tony
9	12.00pm	Overview of Regional Floodplain Management Strategy	Bruce
10	12.05pm	CERA Workshop Update	Bruce / Tony
11	12.10pm	General Business	All
12	12.20pm	Next Meeting Agenda Items: 1. Review Emergency Animal Welfare Plan 2. Review Recovery Operations Plan 3. Conduct a Recovery Centre Training Exercise 4. Update Recovery Operations Plan and present to MEMPC for endorsement 5. Municipal Fire Management Planning Committee Meeting	
Next Meeting – 1 December 2016 – Doug Lindsay Recreation Reserve			

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 Information Coordinator, I Alex Dalglish, have no interests to disclose in this report.

PURPOSE

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

BACKGROUND

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

ISSUE/DISCUSSION

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

- *Creswick Museum Special Committee – AGM - 3-10-2016*
- *Creswick Museum Special Committee Ordinary Meeting - 3-10-2016*
- *Lee Medlyn Special Committee – 12-10-2016*

These minutes have been previously provided to Councillors under a 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 minutes of the Special Committees (Section 86) which have been distributed under separate cover:

- Creswick Museum Special Committee – AGM and Ordinary Meetings - 3-10-2016
- Lee Medlyn Special Committee – 12-10-2016

MOTION

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

- *Creswick Museum Special Committee – AGM and Ordinary Meetings - 3-10-2016*
- *Lee Medlyn Special Committee – 12-10-2016*

Moved: Cr Don Henderson

Seconded: Cr 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 Information Coordinator, I Alex Dalglish, have no interests to disclose in this report.

PURPOSE

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

BACKGROUND

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

ISSUE/DISCUSSION

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

- Mineral Springs Reserves Advisory Committee– 15-10-2016
- Hepburn Shire Council Audit & Risk Advisory Committee 13-09-2016

These minutes have been provided to Councillors under separate cover.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes have been provided for noting.

OFFICER'S RECOMMENDATION

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

- Mineral Springs Reserves Advisory Committee– 15-10-2016
- Hepburn Shire Council Audit & Risk Advisory Committee 13-09-2016

MOTION

- 13.1.1. *That Council receives and notes the minutes of the following Advisory Committees which have been distributed under separate cover:*
- *Mineral Springs Reserves Advisory Committee– 15-10-2016*
 - *Hepburn Shire Council Audit & Risk Advisory Committee 13-09-2016*

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

14. CONFIDENTIAL ITEMS

14.1. CLOSURE OF THE MEETING TO 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

- Awarding of Contract - HEPBU.2016.47 Climate Resilient Irrigation project
- Assignment of Lease Daylesford Victoria Caravan Park

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

- *Awarding of Contract - HEPBU.2016.47 Climate Resilient Irrigation project*
- *Assignment of Lease Daylesford Victoria Caravan Park*

Moved: Cr Neil Newitt

Seconded: Cr Don Henderson

Carried

The meeting was closed to the public at 7:47 pm

Cr Greg May declared an indirect conflict of interest – Close association - with item 14.2 Irrigation project and left the meeting at 7:48 pm.

Councillor May returned to the meeting at 7:54pm

15. RE-OPENING OF MEETING TO PUBLIC

RECOMMENDATION

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

MOTION

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

Moved: Cr Kate Redwood AM

Seconded: Cr Don Henderson

Carried

The meeting was re-opened to the public at 7:56 pm

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

That Council:

14.2.1 Awards the Tender for Contract HEPBU.2016.47 – Climate Resilient Irrigation project for the lump sum of \$195,823 to Ultimate Pumps & Irrigation.

That Council:

14.3.1 Consents to the assignment of the Daylesford Victoria Caravan Park lease dated April 2014 to DVHP Pty Ltd.

16. CLOSE OF MEETING

Meeting closed 7:57pm
