



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
MINUTES

TUESDAY 16 FEBRUARY 2016

DOUG LINDSAY RECREATION RESERVE
VICTORIA STREET, CRESWICK

6:00PM

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MINUTES

TUESDAY 16 FEBRUARY 2016

Doug Lindsay Recreation Reserve
Victoria Street, Creswick
Commencing 6:00PM

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AARON VAN EGMOND
CHIEF EXECUTIVE OFFICER
16 FEBRUARY 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: MAYOR COUNCILLOR NEIL NEWITT, COUNCILLOR SEBASTIAN KLEIN, COUNCILLOR BILL MCCLENAGHAN, COUNCILLOR KATE REDWOOD AM, COUNCILLOR GREG MAY, COUNCILLOR DON HENDERSON, COUNCILLOR PIERRE NICLAS

IN ATTENDANCE: CHIEF EXECUTIVE OFFICER AARON VAN EGMOND, GENERAL MANAGER CORPORATE SERVICES GRANT SCHUSTER, GENERAL MANAGER COMMUNITY SERVICES KATHLEEN BRANNIGAN, GENERAL MANAGER INFRASTRUCTURE BRUCE LUCAS, MANAGER PLANNING JUSTIN FIDDES

STATEMENT OF COMMITMENT

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

3. APOLOGIES

Nil

4. DECLARATIONS OF CONFLICTS OF INTEREST

Nil

5. CONFIRMATION OF MINUTES

RECOMMENDATION

That Council confirms the following Minutes (as previously circulated to Councillors) as required under Section 93 (2) of the Local Government Act 1989:

5.1. Ordinary Meeting of Council held on 19 January 2016

MOTION

That Council confirms the following Minutes (as previously circulated to Councillors) as required under Section 93 (2) of the Local Government Act 1989:

5.1. Ordinary Meeting of Council held on 19 January 2016

Moved: Councillor Kate Redwood AM

Seconded: Councillor Pierre Niclas

Carried.

6. NOTICES OF MOTION

Nil

7. ITEMS OF URGENT BUSINESS

Nil

8. PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor Neil Newitt, Cameron Ward

My report this month starts with Australia Day.

It was my pleasure to join fellow councillors and officers in welcoming those becoming Australian citizens at the shire's Australia Day civic reception on Australia Day eve. Congratulations also to recipients of the Hepburn shire awards, Creswick 1915 (Community Event of the Year), Oscar Broad (Young Citizen of the Year) and Michael Cheshire (Citizen of the Year)

The 2016 Award recipients are all well deserving. They reflect what is important and valued by our communities. These Awards acknowledge the hard work of volunteers and their diverse activities that enhance our towns and communities. Although no prizes or Monterey incentive, nether-the-less our communities value these awards as it is recognition of those that step up and contribute.

Congratulations also to the recipients of the Daylesford Rotary Club business awards.

I would like to acknowledge the hard work of staff behind the scenes to make the night a success, particularly Tracye Sutton and Michelle Collette.

Australia Day

For me, Australia Day started in Clines with the raising of the flag at Mount Beckworth where around 140 walked to the lollypop tree to see in Australia Day.

There was just enough time to raise the flag before darting off to Creswick to join in their Australia Day Celebrations at Park Lake Reserve and make an Australia Day speech on behalf of the council.

Then on to Trentham at lunchtime for their celebrations held in the town square where Cr Klein delivered the Australia Day speech and I lead the affirmation.

I then returned to Clunes for the Australia Day BBQ, and flag lowering ceremony.

Regrettably, I could not make the celebrations in Glenlyon, and I Thank Cr McClenaghan for representing the council at Glenlyon's BBQ and flag lowering ceremony.

Rating strategy sessions

Fellow Councillors joined with me for the two rating strategy meetings, held in Creswick and Daylesford.

Although lightly attended those that did contributed to the sessions raising various suggestions. Even within the small numbers at the Daylesford session, it became obvious any adjustment of rate variance in one sector will impact others. These

suggestions will be collated with online and other responses and I look forward to considering all suggestions.

Trentham

Last week, the CEO, Cr Klein and myself met with a number of individuals in Trentham who wished to express their thoughts on the proposed Trentham facility. Collectively, all want to see the proposed facility built, however where to build it has brought out strong emotions as to their preferred site. All ideas and comments are valuable and will help us determine how to proceed with the project.

COUNCILLOR REPORTS

Councillor Sebastian Klein, Coliban Ward

Australia Day was as always a chance to reflect on what community is all about and it seems that it was for many others as well. Among debates all manner of things it was an opportunity to look at the things we are proud of, and the things we would like to move on from in our history.

In this regards I was proud to join with other Councillors in welcoming a new crop of Australian citizens and congratulate our awardees for the event.

It was also fantastic to be joined at the proceedings in the Trentham Town Square by the Mayor and to enjoy the wide participation of the community in singing along and joining in.

In Trentham it seems that the one thing the whole community can agree on is that we are ready to resolve the site for the new Mechanics project and get it built. However after attending, along with the Mayor and CEO, more than eight hours of consultation a diversity of views are apparent regarding the new building on the Mechanics site.

The consultations are ongoing with another round of engagement to occur in the near future with further residents wishing to have their voices heard. I will report back on outcomes from the engagements when we have completed these.

A full list of events I attended as follows:

Australia Day Eve celebration

Australia Day in Trentham

Quarterly Vic Local Governance Association and Local Government Minister

2 Trentham New Mechanics consultations

Police Camp Reserve Triennial GM

Councillor Greg May, Creswick Ward

A number of things to report on since my last councillor report beginning with the Australia Day breakfast at Park Lake in Creswick. Great to see this event happening again with a good crowd attending all well catered for by volunteers from a number of community groups. Our Mayor Councillor Newitt addressed the crowd as did local member Catherine King.

The previous evening I attended the civic reception in the Daylesford town hall along with all other councillors and quite a large crowd. Shire award presentations, new citizenship ceremonies and Daylesford Rotary club awards all made up what was an enjoyable community event.

Australia Day also saw honours going to local residents Bob Orr and Gibb Wettenhall who both received Order of Australia medals. Bob is well known in the Creswick area and received his award for his many years of community work in the region. Gibb is perhaps lesser known but no less deserving and was awarded his AOM for his work in the environmental field and landcare. Congratulations to them both and I understand both have been congratulated officially by the Hepburn Shire.

I'd like to report on the almost complete upgrade of the Daylesford / Clunes road leading into Smeaton. The project has been done with a minimum of inconvenience and has transformed a very substandard stretch of road into some of the best in the shire. The standard of the new surface has pleased locals so much that they're now referring to it as the Smeaton Boulevard.

Another project I'd like to report on is the new decking and veranda at the Smeaton Bowling Club/ Community complex. The project was commenced in mid January and has been done using entirely volunteer labour and is nearing completion. The deck is a valuable addition to this community facility and will be able to be used by bowlers and users of the community hall.

I have also had a meeting recently with council officers and people from the Newlyn Football Netball Club regarding the progress of the new netball change rooms at the Newlyn reserve. Another community facility being built with volunteer labour and hopefully being completed in time for the start of the 2016 football netball season.

Another meeting I attended recently was a rating strategy meeting in Creswick.

Four council officers, 3 councillors and 1 ratepayer. One can only assume from the attendance that people are very happy with the current rating strategy.

Councillor Bill McClenaghan, Holcombe Ward

Australia Day was a highlight in civic life during the past month starting with the annual Australia Day eve new citizenship ceremony and civic function at the Daylesford Town Hall. I attended this function and witnessed the ceremony for our newest citizens, the various Shire awards and Rotary business awards and I would like to congratulate all of the recipients and all other nominees who were worthy enough to be nominated.

Australia Day flag lowering at Glenlyon was again another joyous occasion down at the Recreation Reserve under the big old oak trees. Speaking of which, the young oak tree that was planted last year to replace the old tree that split during a wild wind storm is alive and doing well. Some years have gone by since it was but an acorn in nearby Barkly Street.

The crowd at Glenlyon this year was up a bit with about eighty people attending all up. Numbers swelled when the Glenlyon CFA truck and crew arrived after attending to a local fire but more on that shortly. The Australia Day event at Glenlyon is a community get together as well as a civic ceremony and attracts residents from Daylesford, Bullarto and Trentham who appreciate a more informal small town event. My Australia Day address centred on the Australian flag, not just as our national flag but as a page out of our national history book. The Union Jack reflects our origins in the British Isles. The Federation Star shows our federated states and territory with its seven points. The Southern Cross represents our position as a nation continent in the Southern Hemisphere, once known as the Great South Land.

Australia Day also heard the fire sirens sound in Glenlyon with a scrub fire on private land out on Swords Road. It appears that an absentee landowner came up from Melbourne and decided to do a spot of burning off by torching a clump of gorse. That's in mid summer during the proclaimed fire danger period and without a permit. Festivities at Glenlyon Reserve were punctuated in the afternoon by a helicopter air ambulance which came to evacuate the said person after his burn off went horribly wrong and he ended up unconscious in a ditch with a broken ankle. I suspect that he won't try burning off again anytime soon.

Congratulations to neighbouring residents from Swords Road who fought the fire with wet chaff bags until the CFA got there and put the fire out.

And well done Glenlyon CFA for preventing a potential bushfire. They joined us after the service down the Reserve and were well fed for their efforts and given a rousing three cheers from the grateful community members assembled.

Councillor Kate Redwood AM, Birch Ward

Vic Park

I imagine that I am not the only councillor who looks at last year's report for the same month to have a sense of what has progressed. It is pleasing to find that Vic Park Multipurpose Community Facility is now well on its way to completion. Fairbrother have done a fantastic job, well ahead of time and with completion now expected by the end of March - before the start of the football netball season. The reference group did a walk through last week and were very pleased to be able to contribute to some minor issues: power points for external connection to coffee vans, disability parking, and provision for the use of the historic bricks taken from the old building. Provision of seating made from the trees that were removed is to happen, and some protection from the weather with moveable tables, chairs and umbrellas. Great to see the positive response from Vic Park users - the Daylesford Soccer Club, Chillout, the Agricultural Show Society, Highland Gathering and Daylesford Football Netball Club. Even the dog walkers have been involved. A special thanks to Bernie Jurcan and Steve Walsh who have worked tirelessly on community fundraising.

IWD Event

The nominations for this year's Heather Mutimer Honour Roll for Women are on the agenda tonight. The event will be held on 3 March in the Daylesford Town Hall. The final arrangements are being put in place by the Committee and I would like to note particularly the work done by Frances Greenwood in photographing women across the Shire. These photographs will be displayed with the caption (as last year) 'What Makes me Strong'. The nominations panel has once again been chaired by Jan Pengilly and we are grateful for her leadership, along with Gillie Gough and Margie Thomas. This year one of the features will be music. A number of women musicians have come forward to perform at the event.

Master Plan Wombat Hill Botanic Gardens

Following the presentation to Councillors before Christmas by Andrew Laidlaw of the various concepts being considered and consulted upon in the preparation of the new Masterplan, work is proceeding to complete this important tool for the management of the botanic gardens. It is anticipated that the final report will be completed in a few weeks.

Daylesford Secondary College

As you know the library and other buildings at Daylesford Secondary College were burnt down as a result of an electrical fault. With students now back at school it is commendable that our library staff have been proactive in offering to assist the DSC with library services while facilities are being rebuilt.

Australia Day

I feel that our ambivalence about this day grows from year to year. Who knows, perhaps we will have a new day to celebrate Australia the Republic one day.

Meanwhile Australia Day was celebrated in style here in Daylesford, as has been the practice for many years, on Australia Day eve. Well done to councillors Newitt and Niclas for your anchor roles, and thank you to staff, particularly Michelle Collett for your hard work organising this event. The attention to detail that you put in makes it all look easy. One of the regular celebrations on Australia Day is the visits by councillors to our nursing homes to acknowledge the role of senior citizens in the development of this country. This year I visited Lumeah Lodge and sang Australian songs with the residents and participated in the Australian themed quiz.

Other Council activities for the month in which I have participated include the consultation regarding rating strategy for Hepburn, and discussions with staff about budget proposals, along with my Birch ward colleague, Cr Niclas.

Councillor Don Henderson, Creswick Ward

Over the past month I have been to a number of functions and events. Creswick museum put on a marvellous event at the Creswick Town Hall. Vice President Jack Sewell noted the lack of attendance by Councillors but obviously forgot that I was there. The Percy Lindsay exhibition is certainly very popular and the people who put the exhibition together and those who helped on the night are to be commended.

Australia Day functions in Daylesford saw the Creswick 1915 event successful in being event of the year whilst Oscar Broad was a much deserved Young Citizen. Once again Clunes was successful when the nomination of Michael Cheshire as citizen of the year was announced.

Next day Creswick turned on a breakfast at Park Lake where it was announced that Bob Orr had been made an AM as part of the national Australia Day awards. Although not present Gib Wettenhall from Mollonghip also received the honour. This event was run by the Creswick and District Historical Society with help from the Creswick Football Netball Club, Mt Prospect Tennis Club Creswick Lions, and the Creswick Scouts and Venturers. Many others contributed and I have probably missed naming them but the town was very appreciative of all of the effort put in.

Creswick Bowling Club also put on an open day and many people including myself went up to have a roll. The club has picked up 15 new members recently as a result of going out to the community and this is part of rebuilding after the disaster they went through as a result of the floods.

Perhaps the highlight was attending John Curtain Hostel for a sing along with residents. Council supplied a cake to celebrate the day. I did observe that I was better at eating cake than bowling.

The Public Art Panel met in Creswick to assess the various short listed items one of which will be installed at Calembreen Park as part of the ongoing investment in public art by the shire. I was impressed by the passion of the three short listed artists.

I attended a meeting of our special committee at Dean Recreation Reserve and can report that the group have landed a state yard dog championship as well as other sheepdog events. The popularity of the venue and the welcome extended has led to people wanting to come and compete.

Work on the splash park is progressing slowly and it should be finished in time for winter. It is a shame that tenders took so long to get organised after being passed in the budget last July and alas many children are disappointed. Hopefully the Streetscape work will be done before the end of the financial year.

I also attended a meeting of Business and Tourism Creswick where they discussed among other things the plans to run the Garden Lovers Weekend again this year. This is an event which has seen community groups work together to build this growing event which attracts many visitors to the town for the weekend.

Councillor Pierre Niclas, Birch Ward

25th Jan - Australia Day Eve.

The 2016 Hepburn Shire Australia Day Eve ceremony was once again held at the beautiful Daylesford Town Hall and this year I had the great pleasure of being the MC for this very important event.

As with all past Australia Day Eve ceremony's held in the Daylesford Town Hall, the event is also a time for celebration and recognition of our newest citizens, on that night we welcomed 10 new Australians.

I'm very happy to report this was another great success, although there were many memorable moments throughout the evening, A stand-out for me was our Mayors very open and honest speech which set the tone for the night.

I'd like to also again congratulate all the worth recipients of various Shire and Rotary awards in particular I would like to shine a spotlight on Mr Michael Cheshire from Clunes being recognised as our Citizen of the Year, Oscar Broad from Creswick being recognised as our Young Citizen of the Year and the Creswick 1915 - 100th ANZAC Celebration recognised as our 2015 Event of the Year.

Again, congratulations to all.

Finally I would like to again congratulate the CEO and his team for once again delivering a wonderful evening which was clearly enjoyed by all.

26th Jan - Australia Day.

As I've done in past years, I once again visited the elderly residents of Hepburn House, I tell you a prouder bunch of Australians you won't find anywhere else. I

arrived around 10.00am and spent the next hour or so in pleasant conversation with these wonderful and important people of our Shire, I truly do enjoy these visits.

7th Feb - am early.

I attended the most recent Cars & Coffee car gathering at Jubilee Lake, being the 5th in the summer only series of car gatherings held "1st Sunday of every month" from Oct to Mar.

Even at this early stage, the organisers have secured major sponsors such as Hepburn Health, Biggin Scott Realtor so keep your eyes out for this event as it is certainly gathering popularity amongst the car fraternity and weekend visitors to Daylesford, with upwards of 250 + cars coming from all around this Shire, Geelong, Ballarat, Bendigo and as far away as Melbourne to that last event.

It was a dream of a local business identity Mr. Peter Olver and I acknowledge his efforts in bringing this event to reality and also for promoting our towns / Shire.

I am certain this will develop into a key Shire wide event over time and I'm hoping to see it expand to include Creswick, Clunes and Trentham.

7th Feb - am midday.

I attended the 12th Anniversary Service at the Australian Ex-Prisoners of War Memorial in Ballarat where I was honoured to represent the Mayor, Councillors and of course all residents and ratepayers of this Shire.

This was a very moving service made even more memorable for 2 reasons.

The first being that in attendance on that day were 7 of the remaining WWII ex-prisoners of war, it was a great feeling being amongst them and.....

Secondly, I also went to honour my wife's Grandfather Corp Aubrey Reginald Leviston, who after fighting in Greece spent 3 1/2 years as a POW in Germany, during that time he successfully escaped his captors but due to an injury sustained during the escape had to eventually give himself up and saw out the war in various POW camps across Europe.

The National Ex-prisoners of War monument and surrounding grounds is a wonderful space and one I strongly recommend everyone take a little time to go and visit.

8th Feb

This was the first of our MSRAC meetings for 2016

13th Feb

This was the first of our Ward meetings for 2016 and although not heavily attended, I was pleased to be able to interact with that small number of both Birch Ward and Shire locals.

Finally, Mr. Mayor please accept this report, the MAV Annual Report F14/15 which I received only this morning,

RECOMMENDATION

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

MOTION

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

Moved: Councillor Bill McClenaghan

Seconded: Councillor Don Henderson

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 - Mr Ron Head - Vice Chairman, Creswick Bowling Club

Creswick Bowling Club is in a unique situation within the Shire of Hepburn in that we are not a stand alone sports club. We are part of the Doug Lindsay Sporting Reserve and we believe that we are being unfairly subjected to paying rates while the other sporting groups, such as the Football and Netball club; the Soccer Club; the Cricket Club and other users within the Doug Lindsay Sporting Reserve are exempt.

Could you please clarify at the council meeting on the 16th, why the Creswick Bowling Club is the only one who seems to be paying rates?

Answered by Mayor Councillor Neil Newitt

Council's obligations to rate land are set by the Victorian State Government and are set out in section 154 of the Local Government Act 1989. Unless land is used '*exclusively for public or municipal purposes*' it must be rated and charged annual rates.

The Creswick Bowling Club property is not the only such property rated within Hepburn Shire. Due to the significant amount of private use at bowls clubs, golf clubs and tennis clubs, all such properties are charged rates in accordance with the State legislation. Beyond the Doug Lindsay Reserve, there are other examples of

larger properties, where part of it is not rated due to being exclusively for public or municipal purposes and part of it is rated due to the private club usage.

I also note that all such clubs receive the Recreation Rate, which is 50% of the general rate. Lastly, we are currently reviewing our Rating Strategy, and I encourage you to make a submission in relation to any aspect of how we rate property.

Question 2- Daryl Clifton – Doug Lindsay Reserve Committee of Management, Creswick

Creswick Bowling Club Rates

Given that the Doug Lindsay Reserve Committee of Management is exempted under lease from paying rates, why is it that a fully financially sub leasee of the Committee, the Creswick Bowling Club, required to pay annual rates?

Answered by Mayor Councillor Neil Newitt

I will not repeat the reasons why rates are charged as per our answer to the question from Mr Ron Head, but will respond in relation to the question of who should pay the rates.

The Doug Lindsay Reserve Committee of Management has a lease with Council for management of the facilities in the reserve. This lease states that the Committee of Management is responsible for payment of any rates on the site. The Committee of Management can assign this responsibility to another group by agreement, such as a licence.

The arrangements between Council, the Committee of Management and the Bowling Club have not yet been finalised and approved by Council in a licence or sub-occupancy agreement. Such licence will enable the Council, Committee of Management and the Bowling Club to clarify who is responsible for paying rates on the bowling club site. The licence will also outline what subsidies or payments each party will make and receive.

In practice, Council has charged the Bowling Club the rates consistent with prior practice at the Albert Street site. However, this responsibility may be amended depending on the final licence arrangements that are agreed. Council officers will continue to work with the Creswick Bowling Club and the Doug Lindsay Committee of Management to finalise the licence and bring them to a Council meeting for consideration.

Question 3 – Daryl Clifton – Doug Lindsay Reserve Committee of Management, Creswick

Creswick Bowling Club Sub Lease

We ask that Council Address this as a matter of urgency as Council has had copies of the sub lease for at least eight months.

The Mayor acknowledged the follow up question and advised that a written response would be provided by Council.

Question 4 - Lisa Gervasoni

As I am interested in item 10.1, I read the report but it did not seem to contain the information I would expect. I am assuming that this information is available and will be made available if the proposal is authorised. In considering Planning Scheme Amendments, Council is acting as a Planning Authority.

Does item 10.1 provide all information for them to make a decision under Section 12 of the Planning and Environment Act, including technical documentation to support assessment of issues and response to relevant directions and practice notes?

Answered by Mayor Councillor Neil Newitt

Item 10.1 on tonight's agenda is seeking Council approval to seek authorisation from the Minister to prepare an amendment and exhibit the amendment. If Council resolves as per the officer's recommendation, and the Minister provides authorisation, all amendment documents will be made available for public exhibition.

Question 5 - Lisa Gervasoni

Related to question 4:

How has this information and the views of relevant agencies been embodied in the controls proposed?

Answered by Mayor Councillor Neil Newitt

The Overlay controls contained in the officer report at item 10.1 are existing controls. The views of the relevant agencies will be sought if Council resolves as per the officer's recommendation and the amendment is placed on exhibition.

9.3. REQUESTS TO ADDRESS COUNCIL

Mr Greg Malcher addressed Council in support of the proposed Planning Scheme zoning amendment C63 for part of the Daylesford Lawn Tennis Club site.

Ms Susie Spence addressed Council to offer thanks for the Trentham Community Consultations sessions regarding the New Mechanics.

Mr David Penman addressed Council in support of the proposed Planning Scheme zoning amendment C63 for 209 Main Road Hepburn.

10. STATUTORY PLANNING REPORTS

10.1. REZONING OF LAND AT DAYLESFORD LAWN TENNIS CLUB AND 209 MAIN ROAD, HEPBURN - AMENDMENT C63 CHIEF EXECUTIVE OFFICER

In providing this advice to Council as the Strategic Planner, I Joan Copland have no interests to disclose in this report.

PURPOSE

The purpose of this report is to seek Council approval to seek authorisation from the Minister for Planning to prepare and exhibit an amendment to rezone the following two parcels of land:

- Land that is surplus to the requirements of the Daylesford Lawn Tennis Club, and
- Land that is incorrectly zoned Rural Conservation Zone in Hepburn.

BACKGROUND

Daylesford Lawn Tennis Club

The Daylesford Lawn Tennis Club submitted a request last year to rezone part of their land at 66 West Street Daylesford from the existing Special Use Zone – Schedule 3 (Daylesford Lawn Tennis Club) to General Residential Zone. The site is surplus to the Club's requirements and the Club intends to sell the land. However, the current Special Use Zone which is tailored to the club's specific use is not appropriate if a change to the current ownership and use occurs.

The area earmarked for sale comprises two separate parcels; one fronting Perrins Street containing the clubhouse and part of the Dharma School and land abutting the southern boundary also containing some of the school infrastructure. It has a total site area of 7,745 square metres.

209 Main Road Hepburn

A request for rezoning has also been made by consultants Beveridge Williams on behalf of the owners the Penman Unit Trust to rezone all of the land at 209 Main Road Hepburn from the existing Rural Conservation Zone to General Residential Zone. The site is 7,946 square metres in area and adjoins residentially developed land in Main Street that is zoned General Residential. The current zoning appears to have been applied in error as the site is not consistent with the purpose of a Rural Conservation Zone.

ISSUE/DISCUSSION

Daylesford Lawn Tennis Club

Daylesford Lawn Tennis Club advises that it intends to redevelop its current facilities by replacing some of its grass courts with all weather floodlit synthetic courts. This will enable the facility to be used all year round. The Club intends to fund the construction of this through the sale of some of the club land and the provision of grants. In support of its rezoning request, the Club advises the redevelopment will provide the community with a much improved sporting facility.

Rezoning of the site is considered appropriate on planning grounds for the following reasons:

- the site is located well within the Urban Growth Boundary,
- it is in close proximity to the existing services and facilities provided in Daylesford,
- redevelopment of the land is consistent with the state and local policies of the Hepburn Planning Scheme relating to urban consolidation, residential infill and compact form of the town centre, and
- the surrounding land is zoned General Residential Zone and the "underlying zoning" of the site if not zoned for the tennis court use is also General Residential Zone.

A number of overlays also apply to the site and these will continue to apply with any rezoning. The overlays are:

- Design and Development Overlay Schedule 3 (Midland Highway Daylesford),
- Environmental Significance Overlay Schedule 1 (Proclaimed Catchment Protection),
- Environmental Significance Overlay Schedule 2 (Mineral Springs and Groundwater Protection), and
- Neighbourhood Character Overlay Schedule 2 (Daylesford Neighbourhood Character Precincts Two, Five and Nine, and part of Daylesford Neighbourhood Character Precinct Fourteen (excluding land which is within the Heritage Overlay precinct HO 697).

209 Main Road Hepburn

Beveridge Williams has requested that the land at Hepburn be rezoned to General Residential Zone on the grounds that its current zoning is an anomaly for the following reasons:

- the site is zoned Rural Conservation Zone which is a non urban zone that should lie outside the Urban Growth Boundary; however the site is located with this urban boundary,

- it is fully serviced with all reticulated services available to the site,
- there are no environmental values associated with the site. Originally the land contained pine trees which have no environmental values; however, the aerial photo gave the impression of significant vegetation cover. It is assumed this led to the application of the Rural Conservation Zone. These pine trees have subsequently been removed.

A planning permit was issued by Council for the site to be used for the purpose of group accommodation (three dwellings) on 23 February 2015. This development is currently under construction.

Two car parking spaces per building are required under the existing planning permit, resulting in a total of six spaces. This is in excess of what is required under Clause 52.06 which requires one space for each two bedroom dwelling, equating to three spaces. There is therefore adequate parking, even if the land is subdivided.

A number of Overlays currently apply to the site as follows:

- Bushfire Management Overlay,
- Design and Development Overlay Schedule 5 (Hepburn –Newstead Road to Breakneck Gorge, Hepburn Springs), and
- Environmental Significance Overlay Schedule 1 (Proclaimed Catchment Protection).

It is intended to combine the rezoning of the two sites into one amendment. This will streamline the preparation of documentation, the various steps in the amendment process and the payment of fees.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Amendment C63 is consistent with the Ministerial Direction on the form and content of Planning Schemes under Section 7 of the *Planning and Environment Act 1987*.

The exhibition of the amendment must be carried out in accordance with Section 19 of the *Planning and Environment Act 1987*.

FINANCIAL IMPLICATIONS

Any planning scheme amendment that is exhibited by Council may be subject to a Planning Panel hearing and may incur costs. As this amendment has been made at the request of a proponent, each party will be required to contribute towards the cost of a Planning Panel if a hearing is required.

RISK IMPLICATIONS

Not applicable

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The amendment will facilitate the development of the land for residential purposes. The rezoning will support appropriate infill development consistent with both state and local policy. Both sites are located within an established residential area inside the Urban Growth Boundary and will maximise the use of existing infrastructure.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Formal consultation is required under the *Planning and Environment Act 1987*. The Planning Scheme Amendment must be exhibited for a period of one month. Council must consider all submissions, and any submissions that cannot be resolved must be referred to an independent Planning Panel

CONCLUSION

The proposed rezoning of each site to General Residential Zone 1 has appropriate strategic support through the state and local planning policies in the Hepburn Planning Scheme.

OFFICER'S RECOMMENDATION

That Council:

- 10.1.1. Resolves to seek authorisation from the Minister for Planning to prepare Amendment C63 to the Hepburn Planning Scheme to Rezone land in Daylesford and Hepburn to General Residential Zone 1.
- 10.1.2. Subject to Ministerial approval, resolves to place the amendment on exhibition for a period of one month.

MOTION

That Council:

- 10.1.1. *Resolves to seek authorisation from the Minister for Planning to prepare Amendment C63 to the Hepburn Planning Scheme to Rezone land in Daylesford and Hepburn to General Residential Zone 1.*
- 10.1.2. *Subject to Ministerial approval, resolves to place the amendment on exhibition for a period of one month.*

Moved: Councillor Kate Redwood AM

Seconded: Councillor Sebastian Klein

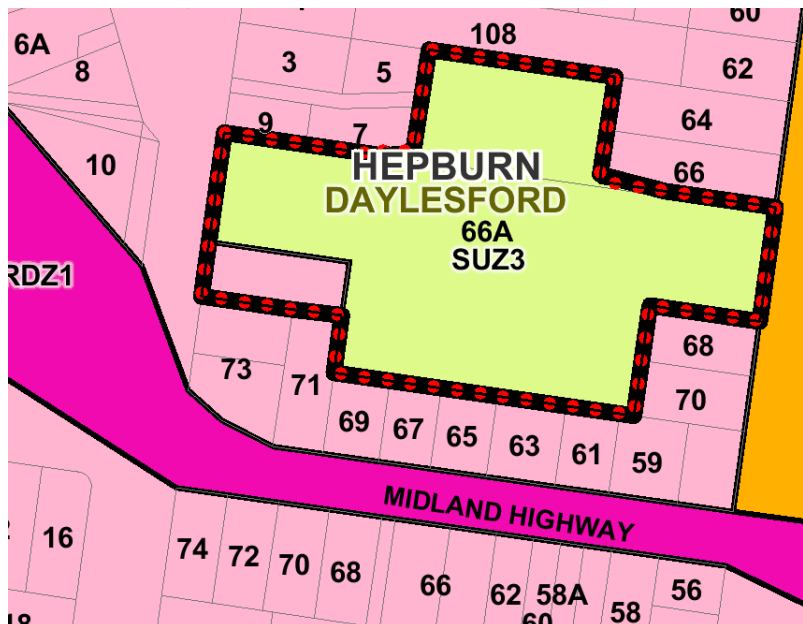
Carried.

ATTACHMENT 1 - DAYLESFORD LAWN TENNIS CLUB – HEPBURN
AMENDMENT C63

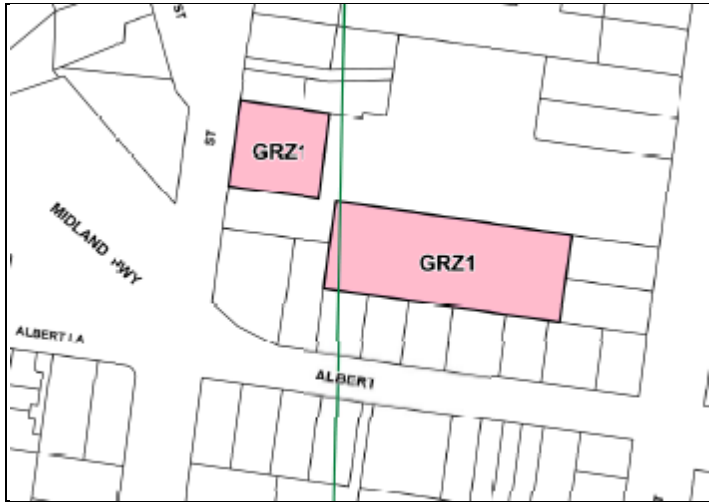
DAYLESFORD LAWN TENNIS CLUB



Aerial Photo of Site



Existing Zoning



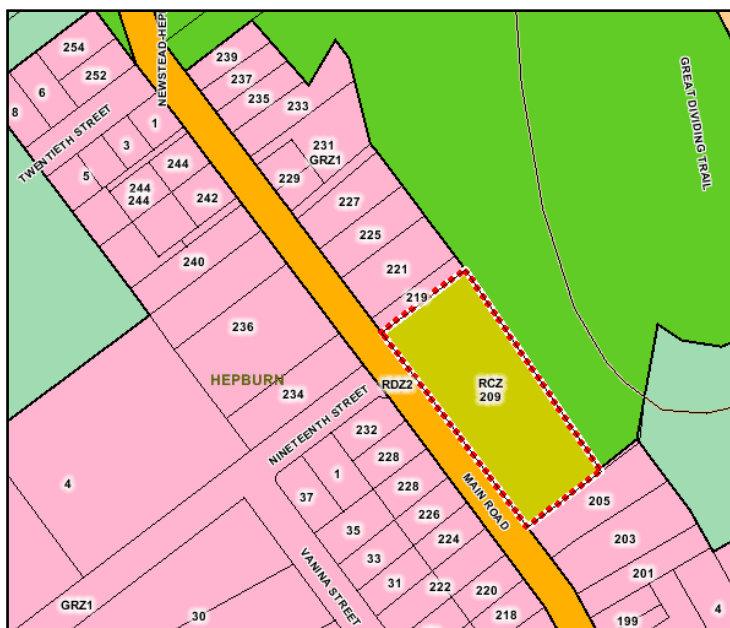
Proposed Rezoning

ATTACHMENT 2 - MAIN ROAD HEPBURN SPRINGS – HEPBURN
AMENDMENT C63

209 MAIN ROAD HEPBURN



Aerial Photo (Prior to Pine Tree removal)



Existing Zoning



Proposed Zoning

**10.2. USE OF THE EXISTING BUILDING AS A WAREHOUSE FOR PACKING AND DISTRIBUTION OF SHOW BAGS AT 1 ANNE STREET, CRESWICK
CHIEF EXECUTIVE OFFICER**

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

PURPOSE

The purpose of this report is for Council to determine the application to use the existing building as a warehouse for packing and distribution of show bags.

BACKGROUND

The application was considered at the 15 December 2015 Ordinary Meeting of Council. The officers recommendation was to issue a Notice of Decision to Grant a Permit subject to conditions.

ISSUE/DISCUSSION

Council moved and passed a motion to defer the item to the February 2016 Ordinary Meeting of Council and in the meantime Council enters into negotiations with the applicant and objectors to find a meaningful compromise.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

Not applicable

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Not applicable

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council officers wrote to the applicant and objectors and in particular highlighted a number of concerns raised by the applicant, the objectors and councillors about the recommended conditions, in particular, the hours of operation, regulation of waste

collection and truck design and load limits. These existing conditions are listed below:

1.1.5 HOURS OF OPERATION

- *Without the further consent of the Responsible Authority, the use of the existing building as a warehouse may operate only between the hours of:*
- *7.00am to 7.00pm, Monday to Friday,*
- *9.00am to 5.00pm, Saturday & Sunday*

1.1.6 REGULATION OF WASTE COLLECTION

Waste Collection to and from the site must only take place without the further written consent of the responsible authority between:

- *9.00 a.m. and 6.00 p.m. Monday to Friday*

1.1.10 LOAD LIMITS OF TRUCKS

The load for all trucks accessing the site must not exceed the following

- *10 tonnes*
- *must be of fixed rigid design*

The applicant has requested the following changes to the conditions listed above. The changes are in italics:

1.1.5 HOURS OF OPERATION

Without the further consent of the Responsible Authority, the use of the existing building as a warehouse may operate only between the hours of:

- *7.00am to 7.00pm, Monday to Friday,*
- *9.00am to 5.00pm, Saturday & Sunday*

These hours are accepted, however we do require access to the property outside these hours. Such access would not exceed six visits per year.

The property would not operate outside the listed hours, however the warehouse may need to be accessed – no more than six times per year.

1.1.6 REGULATION OF WASTE COLLECTION

Waste Collection to and from the site must only take place without the further written consent of the responsible authority between:

- 9.00 a.m. and 6.00 p.m. Monday to Friday

Access would be needed from 6am to facilitate waste collection by SITA. This is also in line with current waste collection to residential locations as provided by Council.

1.1.10 LOAD LIMITS OF TRUCKS

The load for all trucks accessing the site must not exceed the following

- 10 tonnes
- must be of fixed rigid design

Truck limit needs to be removed along with a fixed rigid design. The delivery of materials to the site is conducted by a number of firms including GDP Transport (local business) and Quicks transport whom deliver via various truck loads.

Trucks that access the site will however be of an articulated vehicle design.

It is also important to note trucks that visit the site currently are no different than that of previous occupants. Access to the site via Anne Street was upgraded to bitumen kerb and channel to allow for such vehicle movement.

The objectors who responded by letter indicated that they do not consent to any alterations to the conditions as contained in the December 2015 Ordinary Meeting of Council agenda. The objectors reiterated that they remain opposed to the issue of the planning permit.

CONCLUSION

Council officers have considered the comments of the applicant and the existing objections received. The use of the existing building as a warehouse for packing and distribution of show bags is recommended for approval subject to some modifications to the conditions. These changes are:

- *The regulation of waste collection to be allowed from 6.00am to 6.00pm Monday to Friday.*
- *The load limit of trucks must not exceed 20 tonnes which allows for the weight of a garbage truck.*

Council officers do not recommend altering the proposed hours of operation.

All other conditions remain unchanged.

OFFICER'S RECOMMENDATION

That Council having caused notice of planning application PA 1029 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 33.01-1, 52.06 & 52.07 of the Hepburn Planning Scheme in respect of the land known and described as 1 Anne Street, Creswick, for the use of the existing building as a warehouse for packing and distribution of show bags with the application dated 29/09/2015 subject to the following conditions:

10.2.1. LAYOUT NOT ALTERED – USE OF LAND

The layout of the uses on the endorsed plans must not be altered without the written consent of the responsible authority.

10.2.2. ENGINEERING

Access

Vehicle access/crossing to the development is to be constructed and maintained to the satisfaction of the Responsible Authority and shall comply with followings.

Vehicle access/crossing to the development shall have fully sealed pavements.

All vehicle entry to and egress from the site shall be in a forward direction. A site plan with turning circles shall be submitted showing that delivery vehicles can manoeuvre within the site to achieve forward entry and egress to and from the site.

Any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree.

Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense.

Parking

All parking areas including disable parking are to be designed in accordance with Australian Standard "AS2890: Parking Facilities". A plan drawn to scale with dimensions shall be submitted by the applicant/owner to the Responsible Authority for approval. Construction shall not commence until the plans have been approved by the responsible authority.

The areas shown as driveway and car parking spaces shall be constructed and surfaced with an approved material for all-weather use to the satisfaction of

the Responsible Authority. The works shall be constructed and drained in accordance with plans and specifications provided by the applicant/owner and approved by the Responsible Authority and shall include:

- a) compacted pavements to prevent dust;
- b) underground drains;
- c) provision for vehicles to pass on driveways.

All works must be completed within 3 months of the permit being issued.

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

10.2.3. 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, ensuring all goods entering and leaving the site are secured
- b) appearance of any building, works or materials
- c) All packaging and associated waste must be kept within the property boundary and waste collection area's to the satisfaction of the responsible authority.
- d) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil
- e) presence of vermin

10.2.4. WAREHOUSE USE

The use hereby permitted must be restricted to the area endorsed under condition 1 to the satisfaction of the Responsible Authority.

10.2.5. HOURS OF OPERATION

Without the further consent of the Responsible Authority, the use of the existing building as a warehouse may operate only between the hours of:

- 7.00am to 7.00pm, Monday to Friday,
- 9.00am to 5.00pm, Saturday & Sunday

10.2.6. REGULATION OF WASTE COLLECTION

Waste Collection to and from the site must only take place without the further written consent of the responsible authority between:

- 6.00 a.m. and 6.00 p.m. Monday to Friday

10.2.7. LIMIT ON NUMBER OF EMPLOYEES ASSOCIATED WITH THE WAREHOUSE USE

Not more than 16 employees may be present on the premises at any one time without the written consent of the responsible authority.

10.2.8. 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.

10.2.9. NUMBER OF CAR SPACES REQUIRED

No fewer than 18 (eighteen) car space(s) must be provided on the land for the use of the existing building as a warehouse.

10.2.10. LOAD LIMITS OF TRUCKS

The load for all trucks accessing the site must not exceed the following

- 20 tonnes

10.2.11. LANDSCAPE PLAN REQUIRED

Within one month of a permit being issued, a landscape plan to the satisfaction of the responsible authority 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. The plan must be drawn to scale with dimensions and two copies must be provided. The plan must show:

- (a) a survey (including botanical names) of all existing vegetation to be retained.
- (b) details of surface finishes of pathways and driveways
- (c) landscaping and planting on the earthen batter surrounding the existing building and along the frontage of the site with a mixture of native trees and shrubs

All species selected must be to the satisfaction of the responsible authority.

The landscape plan must also indicate that an in-ground irrigation system is to be provided to all landscaped areas.

10.2.12. COMPLETION OF LANDSCAPING

Within three months of the permit being issued 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.

10.2.13. 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.

Note:

This permit will expire if the permitted use of the land has not started within two years of the date of this permit, or, after starting, is discontinued for a period of two years.

The responsible authority may extend this period if a request is made in writing before the permit expires, or within six months afterwards.

Addresses by applicant and objectors:

Mr Jamie Lampard addressed Council on behalf of the applicants and raised concerns with the 20 tonne load limit for trucks and requested a 22.5 tonne load limit which would include the use of some semi-trailers, and also requested more than four trucks be permitted to be parked on the site.

Ms Robyn McPhee addressed Council in support of the application.

Ms Michelle Potter addressed Council in opposition to the application, in particular any further increase to the truck load limit.

Mr Geoff Phillips addressed Council in opposition to the application, in particular concerns regarding current use of the land.

Ms Julie Skeyhill addressed Council in opposition to the application, in particular the earthen mound requirements on the Western boundary in a previous planning permit and to request that no larger trucks should be permitted.

MOTION

That Council having caused notice of planning application PA 1029 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 33.01-1, 52.06 & 52.07 of the Hepburn Planning Scheme in respect of the land known and described as 1 Anne Street, Creswick, for the use of the existing building as a warehouse for packing and distribution of show bags with the application dated 29/09/2015 subject to the following conditions:

10.2.1. **LAYOUT NOT ALTERED – USE OF LAND**

The layout of the uses on the endorsed plans must not be altered without the written consent of the responsible authority.

10.2.2. **ENGINEERING**

Access

Vehicle access/crossing to the development is to be constructed and maintained to the satisfaction of the Responsible Authority and shall comply with followings.

Vehicle access/crossing to the development shall have fully sealed pavements.

All vehicle entry to and egress from the site shall be in a forward direction. A site plan with turning circles shall be submitted showing that delivery vehicles can manoeuvre within the site to achieve forward entry and egress to and from the site.

Any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree.

Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense.

Parking

All parking areas including disable parking are to be designed in accordance with Australian Standard "AS2890: Parking Facilities". A plan drawn to scale with dimensions shall be submitted by the applicant/owner to the Responsible Authority for approval. Construction shall not commence until the plans have been approved by the responsible authority.

The areas shown as driveway and car parking spaces shall be constructed and

surfaced with an approved material for all-weather use to the satisfaction of the

Responsible Authority. The works shall be constructed and drained in accordance with plans and specifications provided by the applicant/owner and approved by the Responsible Authority and shall include:

- a) compacted pavements to prevent dust;
- b) underground drains;
- c) provision for vehicles to pass on driveways.

All works must be completed within 3 months of the permit being issued.

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

10.2.3. **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, ensuring all goods entering and leaving the site are secured
- b) appearance of any building, works or materials
- c) All packaging and associated waste must be kept within the property boundary and waste collection area's to the satisfaction of the responsible authority.
- d) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil
- e) presence of vermin

10.2.4. **WAREHOUSE USE**

The use hereby permitted must be restricted to the area endorsed under condition 1 to the satisfaction of the Responsible Authority.

All goods must be stored within the warehouse to the satisfaction of the Responsible Authority.

10.2.5. ***HOURS OF OPERATION***

Without the further consent of the Responsible Authority, the use of the existing building as a warehouse may operate only between the hours of:

- *7.00am to 7.00pm, Monday to Friday,*
- *9.00am to 5.00pm, Saturday*
- *9.00am to 5.00pm on a maximum of three Sundays per calendar year*

10.2.6. ***REGULATION OF WASTE COLLECTION***

Waste Collection to and from the site must only take place without the further written consent of the responsible authority between:

- *7.00 a.m. and 6.00 p.m. Monday to Friday*

10.2.7. ***LIMIT ON NUMBER OF EMPLOYEES ASSOCIATED WITH THE WAREHOUSE USE***

Not more than 16 employees may be present on the premises at any one time without the written consent of the responsible authority.

10.2.8. ***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.

10.2.9. ***NUMBER OF CAR SPACES REQUIRED***

No fewer than 18 (eighteen) car space(s) must be provided on the land for the use of the existing building as a warehouse.

10.2.10. ***LOAD LIMITS OF TRUCKS***

The load for all trucks accessing the site must not exceed the following

- 22.5 tonnes

10.2.11. **LANDSCAPE PLAN REQUIRED**

Within one month of a permit being issued, a landscape plan to the satisfaction of the responsible authority 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. The plan must be drawn to scale with dimensions and two copies must be provided. The plan must show:

- a survey (including botanical names) of all existing vegetation to be retained.*
- details of surface finishes of pathways and driveways*
- landscaping and planting on the earthen batter surrounding the existing building and along the frontage of the site with a mixture of native trees and shrubs*
- earthen batter to extend along the northern boundary to provide screening to the satisfaction of the responsible authority*

All species selected must be to the satisfaction of the responsible authority.

The landscape plan must also indicate that an in-ground irrigation system is to be provided to all landscaped areas.

10.2.12. **COMPLETION OF LANDSCAPING**

Within three months of the permit being issued 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.

10.2.13. **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.

10.2.14. **TRUCKS**

No more than four trucks may be temporarily parked on the land as shown on the endorsed plans.

10.2.15. **TRAFFIC MANAGEMENT PLAN**

Before the use starts, a traffic and parking management plan to the satisfaction of the responsible authority 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. Traffic and parking operations on and adjacent to the site must conform to this endorsed plan. Three copies of the plan must be submitted. The plan must be generally in accordance with the plan (specify any earlier submitted plan) but must include:

- (a) the location of all areas on- and/or off-site to be used for staff and patron parking
- (b) owner's permission and any required planning permission for parking on other land
- (c) specification of staff numbers adequate to enable efficient operation of car parking areas both on- and off-site
- (d) the number and location of all on- and off-site security staff
- (e) the means by which the direction of traffic and pedestrian flows to and from car parking areas will be controlled both on- and off-site
- (f) measures to discourage patron car parking in street network
- (g) measures to preclude staff parking in designated patron car parking areas
- (h) staffing and other measures to ensure the orderly departure and arrival of patrons especially any large groups departing at closing time
- (i) servicing of the drainage and maintenance of car parking areas.
- (j) proposed signage identifying entrance and exits.

Note:

This permit will expire if the permitted use of the land has not started within two years of the date of this permit, or, after starting, is discontinued for a period of two years.

The responsible authority may extend this period if a request is made in writing before the permit expires, or within six months afterwards.

Moved: Councillor Bill McClenaghan

Seconded: Councillor Greg May

Carried.

11. OFFICERS' REPORTS

11.1. RECOMMENDATION FROM THE PUBLIC ART PANEL GENERAL MANAGER COMMUNITY SERVICES

This recommendation to Council is based on a resolution by the Public Art Panel at its meeting on 5 February 2016

PURPOSE

The purpose of this report is to consider a recommendation to Council from the Public Art Panel regarding the selection of an artwork concept for the Calemben Park, Creswick Public Art Commission.

BACKGROUND

As part of Council's 2016 Public Art Program an expression of interest was advertised nationally from the 19 September – 1 November 2015, for an artist to conceive and construct a new public artwork in Calemben Park, Creswick. Council was briefed in September 2015 about the Calemben Park commission process.

Council's Public Art Panel short-listed three artists to develop their concepts for a permanent public artwork and has recommended Mark Cuthbertson to complete the commission. The recommended artwork, titled *Dearest*, is described below.

The shortlisted artists received a \$1,000 fee and travel expenses. The selected artist approved by Council will receive \$30,000 to produce a permanent artwork. Planning approval will be sought. If the proposed artwork is exempt from the Heritage Victoria permit process, completion is anticipated in August 2016.

As per Council's Public Art Policy the following selection criteria were used by the Public Art Panel to select the artist:

Quality of the artwork proposed

Artwork materiality and durability

Safety and suitability

Relevance to Hepburn Shire

Represents value for use of public funds

The following is a summary of comments from the Panel and final scoring for the recommended artist.

<p>Mark Cuthbertson RECOMMENDED</p>	<p><i>Dearest</i> is a work that delves into the remnants of the gold fields, investigating personal items and artifacts of that period. It is a time capsule that speaks of family connection, of innocence a personal loss. A treasured keep sake – a simple cup and ball toy embellished with a message of hope that will be sourced from museum archives – is a symbol of a simpler time.. The artwork will be engaging in its scale and over-sized, in a way reducing us to small children and our connection to our own childhood treasures.</p> <p>Location: to be determined in consultation with the Friends of Calembeen group. It is suggested by the artist <i>Dearest</i> be located near the open space at the entrance to the Park to allow for maximum community interaction.</p> <p>Panel comments: This is a very well conceived work. Care and consideration has been taken in thinking about translating the cultural aspects of the site. The Panel are confident that there will be community interaction and engagement with this piece, it is suited to families and children and should have a broad appeal. The artist is knowledgeable in his use of the material (concrete) and has developed a technique that is tactile and convincing. The work meets the criteria for a lasting permanent work.</p>	<p>92.8</p>
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ADVISORY COMMITTEE RECOMMENDATION

11.1.1. That Council enters into a contract with Mark Cuthbertson for delivery of the Calembreen Park, Creswick Public Art Commission.

MOTION

11.1.1. *That Council enters into a contract with Mark Cuthbertson for delivery of the Calembreen Park, Creswick Public Art Commission.*

Moved: Councillor Pierre Niclas

Seconded: Councillor Sebastian Klein

Carried.

**11.2. FINANCIAL REPORT - AS AT 31 DECEMBER 2015
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 2015/16 financial year up to 31 December 2015.

BACKGROUND

This report provides information on Council's operating performance for the period 1 July 2015 to 31 December 2015 and compares it to the revised budget adopted by Council in January 2016.

ISSUE/DISCUSSION

Income Statement

The year-to-date (YTD) operating result is a \$9.9 million surplus. This surplus is \$0.9 million less than the YTD budget.

This unfavourable variance is comprised of \$1.7 million unfavourable revenue variance and \$0.9 million favourable expenditure variance.

The unfavourable variance for revenue includes:

- garbage and recycling charges down \$105,000 on budget due ratepayers opting out of the extended kerbside collection;
- unfavourable variances from supplementary rates \$78,000;
- Victorian Grants Commission payment in the previous financial year which was budgeted this year;
- a payment for Roads to Recovery not yet being received; and
- Trentham Hub funding not yet secured.

The \$0.9 million favourable expenditure variance includes favourable variances in both employee benefits \$0.1 million and materials and services \$0.8 million. The material and services variance is a combination of service contract payments behind budget and various operating projects not progressed in line with budget.

Please refer to the Income Statement attached for full details.

Balance Sheet

Cash at 31 December 2015 totals \$14.3 million including \$3.3 million classified as other financial assets, which are term deposits with an initial term of 4 months or greater.

Total debtors are \$11.5 million comprising \$9.5 million in rate debtors, \$1.2 million in FSL and \$0.8 million in non-rate debtors.

Council's loan balances have reduced by \$1.1 million compared to a year ago and are down to a total of \$2.9 million. This change includes the additional \$650,000 in loan repayments that Council made from savings in the 2014/15 financial year.

Please refer to the Balance Sheet attached for full details.

Statement of Capital Works

To date \$2.7 million of the \$13.9 million revised capital works budget for 2015/16 has been spent. In addition, \$4.2 million has been committed to be spent via purchase orders. Refer to the Statement of Capital Works attachment for project details.

Performance Statement

A copy of the Local Government Performance Reporting Framework (LGPRF) Performance Statement is attached. Results for the half year 2015/16 are presented alongside the full year results for 2014/15. Care should be exercised when interpreting comparative figures, given that some data has not yet been collected or included. In some cases, a comparison of mid-year to full year results can be distorted. Refer to the Performance Statement for indicator 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.

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

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

CONCLUSION

The report on the financial performance of Council for the six months from 1 July 2015 to 31 December 2015 is presented.

OFFICER'S RECOMMENDATION

11.2.1. That Council receives and notes the Financial Report for the six months from 1 July 2015 to 31 December 2015.

MOTION

11.2.1. *That Council receives and notes the Financial Report for the six months from 1 July 2015 to 31 December 2015.*

Moved: Councillor Kate Redwood AM

Seconded: Councillor Bill McClenaghan

Carried.

ATTACHMENT 3 - FINANCIAL REPORT AS AT 31 DECEMBER 2015

Hepburn Shire Council

Comprehensive Income Statement

For the Period Ended 31 December 2015

	<i>YTD Budget 2015/16 \$'000</i>	<i>YTD Actual 2015/16 \$'000</i>	<i>YTD Variance</i>		
			<i>\$'000</i>	<i>%</i>	
Income					
Rates and charges	18,034	17,852	(181)	-1%	1
Statutory fees and fines	214	259	45	21%	2
User fees	416	385	(30)	-7%	3
Grants - operating	2,569	2,109	(460)	-18%	4
Grants - capital	3,150	1,874	(1,276)	-41%	5
Contributions - monetary	140	41	(100)	-71%	6
Contributions - non monetary	-	-	-	100%	
Net gain/(loss) on disposal of assets	9	-	(9)	-100%	
Other income	732	995	263	36%	7
Total income	<u>25,264</u>	<u>23,516</u>	<u>(1,748)</u>	<u>-7%</u>	
Expenses					
Employee costs	5,681	5,545	136	2%	8
Materials and services	4,766	4,003	762	16%	9
Bad and doubtful debts	3	115	(112)	-999%	10
Depreciation and amortisation	3,458	3,497	(39)	-1%	
Borrowing costs	135	120	16	12%	
Other expenses	476	375	101	21%	11
Total expenses	<u>14,519</u>	<u>13,656</u>	<u>863</u>	<u>6%</u>	
Surplus/(deficit) for the year	<u>10,745</u>	<u>9,859</u>	<u>(885)</u>		

- 1 Garbage and recycling charges down \$105K on budget and supplementary rates down \$78K including \$35K negative adjustments.
- 2 Town planning fees up \$57K, environmental health fees up \$8k and animal registrations down \$23K on YTD budget.
- 3 Aged services fees billed in arrears, five months' actual invoicing compared to six months' budget.
- 4 Operating grants lower due to 2015/16 grant from Victorian Grants Commission received in prior financial year.
- 5 Capital grants lower than YTD budget due to 2015/16 grant from Victorian Grants Commission received in prior financial year (\$356K variance), roads to recovery payments not received in line with budget (\$699K) and Tentham Community Hub funding not yet secured (\$200K).
- 6 Community Contributions to capital projects not yet received include Victoria Park multipurpose facility (\$75K) and Smeaton Community Centre / Bowls Club Deck (\$35K).
- 7 Bin sales for extended kerbside collection \$68K plus timing variance for rent invoiced in advance \$195K.
- 8 Workcover insurance premium has a favourable YTD variance \$88K, including a refund of \$36K on last year's premium.
- 9 Several contract payments behind YTD budget including waste management \$173K and maternal and child health \$127K, plus various operational projects behind YTD budget.
- 10 The majority is one doubtful debt which was not included in budget, due to delays in contractual changes.
- 11 Other expenses are favourable compared to budget due to community grants being \$95K less than YTD budget.

Hepburn Shire Council

Balance Sheet

As at 31 December 2015

	<i>Current Year</i>	<i>Prior Year</i>	<i>Variance Year on Year</i>	
	<i>Actual</i>	<i>Actual</i>	<i>\$'000</i>	<i>%</i>
	<i>\$'000</i>	<i>\$'000</i>		
Assets				
Current assets				
Cash and cash equivalents	10,969	14,417	(3,449)	-31%
Trade and other receivables	11,552	11,381	171	1%
Other financial assets	3,313	-	3,313	100%
Inventories	52	21	31	59%
Other assets	-	11	(11)	100%
Total current assets	25,886	25,830	55	0%
Non-current assets				
Property, infrastructure, plant and equipment	214,098	212,665	1,433	1%
Intangible assets	660	794	(133)	-20%
Total non-current assets	214,759	213,459	1,300	1%
Total assets	240,644	239,289	1,355	1%
Liabilities				
Current liabilities				
Trade and other payables	174	510	336	193%
Trust funds and deposits	2,022	2,380	358	18%
Provisions	1,944	1,871	(73)	-4%
Interest-bearing loans and borrowings	205	400	195	95%
Other Liabilities	18	18	-	0%
Total current liabilities	4,363	5,179	816	19%
Non-current liabilities				
Provisions	500	496	(4)	-1%
Interest-bearing loans and borrowings	2,717	3,589	872	32%
Other Liabilities	134	152	18	13%
Total non-current liabilities	3,350	4,237	887	26%
Total liabilities	7,713	9,416	1,702	22%
Net assets	232,931	229,873	3,058	1%
Equity				
Accumulated surplus	146,927	144,482	2,444	2%
Reserves	86,004	85,391	613	1%
Total Equity	232,931	229,873	3,058	1%

Hepburn Shire Council

Statement of Cash Flows

For the Period Ended 31 December 2015

	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>YTD Variance</i>	
	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000	\$'000	%
Cash flows from operating activities				
Rates and charges	9,811	9,472	(339)	-3%
Statutory fees and fines	214	263	49	23%
User fees	416	383	(32)	-8%
Grants - operating	2,569	2,109	(460)	-18%
Grants - capital	3,150	1,696	(1,454)	-46%
Contributions - monetary	140	41	(100)	-71%
Interest received	125	147	22	18%
Rent received	479	602	123	26%
Trust funds and deposits taken	-	3,076	3,076	100%
Other receipts	128	189	61	48%
Employee costs	(5,681)	(5,561)	120	-2%
Materials and services	(6,947)	(5,957)	990	-14%
Trust funds and deposits repaid	-	(3,556)	(3,556)	100%
Other payments	(476)	(375)	101	-21%
Net cash provided by/(used in) operating activities	3,928	2,529	(1,398)	-36%
Cash flows from investing activities				
Payments for property, infrastructure, plant and equipment	(4,623)	(2,696)	1,926	-42%
Proceeds from sale of property, infrastructure, plant and equipment	9	-	(9)	-100%
Payments for investments	-	(2,000)	(2,000)	100%
Proceeds from sale of investments	-	-	-	100%
Net cash provided by/(used in) investing activities	(4,614)	(4,696)	(82)	2%
Cash flows from financing activities				
Finance costs	(135)	(120)	16	-12%
Proceeds from borrowings	-	-	-	100%
Repayment of borrowings	(200)	(184)	16	-8%
Net cash provided by/(used in) financing activities	(335)	(304)	48	-14%
Net increase (decrease) in cash and cash equivalents	(1,021)	(2,470)	(1,449)	142%
Cash and cash equivalents at the beginning of the financial year	13,439	13,439	-	0%
Cash and cash equivalents at the end of the financial year	12,418	10,969	(1,449)	-12%

Hepburn Shire Council Statement of Capital Works as at 31 December 2015

Project Number	Project Name	New/ Renew/ Upgrade	Full Year Budget	YTD Actual	% Spent YTD	Commit- ments	2015/16 Expenditure		YTD Actual + Commit.	% Spent YTD Incl Commit.	Full Year Budget	YTD Actual
							2015/16 Expenditure	2015/16 Income				
PROPERTY												
Land improvements												
000472	Creswick Landfill PANs Response (CAPITAL)	Upgrade	50,000	3,839	8%	5,879	9,718	9,718	19%	-	-	-
000549	Town and Shire Road Signage	Upgrade	100,000	3,000	3%	-	3,000	3,000	3%	-	-	-
	Total land		150,000	6,839	5%	5,879	12,718		8%			
Buildings												
000465	Multi Purpose Facility - Victoria Park, Daylesford	Upgrade	1,896,021	629,438	33%	1,101,667	1,731,105	1,731,105	91%	1,275,000	1,035,000	-
000497	Trentham Community Hub	New	500,000	-	0%	-	-	-	0%	200,000	-	-
000514	Creswick Hub	Upgrade	91,319	94,741	104%	1,223	95,963	95,963	105%	-	-	-
000516	Newlyn Netball Facilities	Upgrade	89,842	42,544	47%	22,460	65,004	65,004	72%	43,725	-	-
000550	Clunes RV dump point	New	10,000	285	3%	9,630	9,915	9,915	99%	-	-	-
000551	Hepburn Shire Council Services & Community Hub Construction	Upgrade	250,000	-	0%	-	-	-	0%	250,000	-	-
000581	Clunes Town Hall & Court House Project	Renew	107,800	8,930	8%	-	8,930	8,930	8%	107,800	107,800	-
Building improvements												
000287	Building and Structures Renewal Program	Renew	401,141	221,769	55%	20,030	241,799	241,799	60%	-	-	70,000
000466	Basin Reserve Facility Improvements - LGIF	Renew	99,068	15,404	16%	-	15,404	15,404	16%	-	-	-
000483	Bullarto Community Facilities	Renew	22,000	1,527	7%	15,427	16,955	16,955	77%	-	-	-
000542	Social Enterprise - Capital	New	184,603	19,021	10%	-	19,021	19,021	10%	-	-	-
000552	Creswick library fit out	Renew	40,000	39,189	98%	1,421	40,609	40,609	102%	-	-	-
000553	Sustainability Strategy - Towards Zero - Council Assets	Renew	150,000	-	0%	-	-	-	0%	-	-	-
000554	Creswick Honour Roll New Display Wall	Upgrade	2,500	-	0%	-	-	-	0%	-	-	-
000555	Smeaton Community Centre / Bowls Club Deck	Upgrade	70,000	-	0%	-	-	-	0%	35,000	-	-
000585	Bathhouse Deck	Upgrade	418,000	-	0%	-	-	-	0%	418,000	80,000	-
000586	HMSR Pavilion Cafe Roof Repairs	Renew	103,000	-	0%	-	-	-	0%	70,000	-	-
	Total buildings		4,435,294	1,072,847	24%	1,171,857	2,244,705		51%	2,399,525	1,292,800	
	TOTAL PROPERTY		4,585,294	1,079,686	24%	1,177,737	2,257,423		49%	2,399,525	1,292,800	
PLANT AND EQUIPMENT												
Plant, machinery and equipment												
000130	Works Plant And Equipment (CAPITAL)	Renew	879,100	183,691	21%	89,075	272,765	272,765	31%	229,100	-	-
000131	Passenger And Commercial Fleet (CAPITAL)	Renew	154,600	69,371	45%	-	69,371	69,371	45%	70,900	-	-
Computers and telecommunications												
000495	Portable Inspection Devices	New	30,308	4,967	16%	3,344	8,311	8,311	27%	-	-	-
000556	Daylesford and Trentham library IT improvements	New	10,000	5,394	54%	3,760	9,154	9,154	92%	-	-	-
000557	IT Hardware / Technology Renewal Program	Renew	130,000	64,742	50%	-	64,742	64,742	50%	-	-	-
000558	IT Application / Software Upgrades	Upgrade	40,000	-	0%	-	-	-	0%	-	-	-
Library books												
000423	Library Collection Renewal	Renew	68,260	15,260	22%	50,000	65,260	65,260	96%	-	-	-
	TOTAL PLANT AND EQUIPMENT		1,312,268	343,425	26%	146,179	489,603		37%	300,000	-	-

Hepburn Shire Council Statement of Capital Works as at 31 December 2015

Project Number	Project Name	New/ Renew/ Upgrade	Full Year Budget	YTD Actual	% Spent YTD	Commit- ments	2015/16 Expenditure		YTD Actual + Commit.	% Spent YTD Incl Commit.	Full Year Budget	YTD Actual Income
							2015/16 Expenditure	2015/16 Expenditure				
INFRASTRUCTURE												
Roads												
000100	Reseals (CAPITAL)	Renew	1,250,000	8,578	1%	1,136,364	1,144,941	1,144,941	92%	-	-	
000102	Reseal Preparation (CAPITAL)	Renew	85,000	3,038	4%	-	3,038	3,038	4%	-	-	
000103	Gravel Resheets (CAPITAL)	Renew	600,000	298,835	50%	135,965	434,800	434,800	72%	-	-	
000411	Pavement Rehabilitation, Formation & Drainage	Renew	2,439,072	612,210	25%	950,520	1,562,730	1,562,730	64%	1,997,149	-	
000463	Road Safety Improvements	Renew	60,000	39,151	65%	1,675	40,826	40,826	68%	-	-	
000559	East St Railway Bridge Underpass	Upgrade	750,000	-	0%	-	-	-	0%	375,000	-	
000582	Victoria and Suburban Street Clunes	Upgrade	165,000	7,925	5%	152,612	160,537	160,537	97%	165,000	-	
Bridges												
000114	Bridge Renewal	Renew	430,000	19,810	5%	2,120	21,930	21,930	5%	-	-	
Footpaths and cycleways												
000112	Footpath Improvement and Renewal	Renew	130,000	-	0%	114,150	114,150	114,150	88%	-	-	
000316	Wombat Trail Stage 1 (Walking & Cycling Project 15)(CAPITAL)	New	-	-	100%	-	-	-	100%	3,000	3,000	
000471	Footpath Expansion Program	New	125,000	246	0%	113,300	113,546	113,546	91%	-	-	
Drainage												
000410	Kerb & Channel Rehabilitation (CAPITAL)	Renew	150,000	96,191	64%	24,695	120,886	120,886	81%	-	-	
Recreational, leisure and community facilities												
000122	Playground Equipment Replacement Program (CAPITAL)	Renew	50,000	46,900	94%	-	46,900	46,900	94%	-	-	
000414	Hard-court Annual Renewal Program	Renew	50,000	-	0%	-	-	-	0%	-	-	
000470	Netball Court Resurfacing - Creswick - LGIF (CAPITAL)	Renew	95,544	71,121	74%	14,700	85,821	85,821	90%	6,361	-	
000509	Crickit Pitch Renewal Program	Renew	20,000	-	0%	-	-	-	0%	-	-	
000560	Splash Park in Creswick	New	127,900	-	0%	127,900	127,900	127,900	100%	-	-	
Parks, open space and streetscapes												
000405	Daylesford Streetscape Implementation (CAPITAL)	Upgrade	-	-	100%	-	-	-	100%	20,000	20,000	
000493	Implementation of Streetscape Plans Creswick	Upgrade	488,525	40,789	8%	69,267	110,057	110,057	23%	210,000	140,000	
000543	Trentham Streetscape Implementation	Upgrade	160,000	-	0%	-	-	-	0%	60,000	-	
000544	Implementation of Streetscape Plans Clunes	Upgrade	200,000	-	0%	-	-	-	0%	90,000	60,000	
000561	Daylesford Community Park - Improve Shade and infrastructure	Upgrade	40,000	14,226	36%	-	14,226	14,226	36%	-	-	
000562	Glenlyon Streetscape construction	Upgrade	90,000	-	0%	-	-	-	0%	40,000	-	
000563	Hepburn Streetscape construction	Upgrade	150,000	-	0%	-	-	-	0%	50,000	-	
000564	Lake Daylesford Improvements	Upgrade	250,000	-	0%	-	-	-	0%	250,000	-	
Other infrastructure												
000504	H.S. Public Art Appropriation, Maintenance & Replacement	New	50,000	12,648	25%	2,196	14,844	14,844	30%	-	-	
TOTAL INFRASTRUCTURE			7,956,041	1,271,668	16%	2,845,465	4,117,132	4,117,132	52%	3,273,159	223,000	
TOTAL CAPITAL WORKS			13,853,603	2,694,778	19%	4,169,380	6,864,158	6,864,158	50%	5,972,684	1,515,800	
Represented by:												
	New asset expenditure	New	1,037,811	39,122	4%	260,520	299,642	299,642	29%	203,000	3,000	
	Asset renewal expenditure	Renew	7,514,585	1,815,524	24%	2,551,231	4,366,755	4,366,755	58%	2,497,959	187,800	
	Asset upgrade/expansion expenditure	Upgrade	5,301,207	841,673	16%	1,126,303	1,967,975	1,967,975	37%	3,281,725	1,335,000	
Total capital works expenditure			13,853,603	2,696,318	19%	3,938,054	6,634,372	6,634,372	48%	5,982,684	1,525,800	

**ATTACHMENT 4 - LOCAL GOVERNMENT PERFORMANCE REPORTING
FRAMEWORK PERFORMANCE STATEMENT HALF-YEAR 2015/16**

PERFORMANCE STATEMENT

Sustainable Capacity Indicators

<i>Indicator /measure</i>	Results 2014/15 Actual	Results 2015/16 Half Year	Comments 2015/16
Population			
C1 68 <i>Expenses per head of municipal population</i> [Total expenses / Municipal population]	\$1,813.77	\$912.22	
C2 69 <i>Infrastructure per head of municipal population</i> [Value of infrastructure / Municipal population]	\$11,837.15	\$11,772.50	
C3 70 <i>Population density per length of road</i> [Municipal population / Kilometres of local roads]	10.31	10.51	
Own-source revenue			
C4 66 <i>Own-source revenue per head of municipal population</i> [Own-source revenue / Municipal population]	\$1,368.72	\$1,302.00	
Recurrent grants			
C5 67 <i>Recurrent grants per head of municipal population</i> [Recurrent grants / Municipal population]	\$620.65	\$237.47	
Disadvantage			
C6 71 <i>Relative Socio-Economic Disadvantage</i> [Index of Relative Socio-Economic Disadvantage by decile]	4.00	4.00	

Service Performance Indicators

<i>Service/indicator /measure</i>	Results 2014/15 Actual	Results 2015/16 Half Year	Comments 2015/16
Aquatic Facilities Utilisation			
AF6 33 <i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	0.42	0.36	
Animal Management Health and safety			
AM4 37 <i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	0.00	0.00	
Food Safety Health and safety			
FS4 41 <i>Critical and major non-compliance outcome notifications</i> [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100	28.57%	0.00%	
Governance Satisfaction			
G5 5 <i>Satisfaction with council decisions</i> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	43.00	0.00	Not available until May 2016
Home and Community Care (HACC) Participation			
HC6 47 <i>Participation in HACC service</i> [Number of people that received a HACC service / Municipal target population for HACC services] x100	24.17%	0.00%	D is an annual data field provided by the Department of Health & Human Services
HC7 48 <i>Participation in HACC service by CALD people</i> [Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100	15.34%	0.00%	D is an annual data field provided by the Department of Health & Human Services
Libraries Participation			
LB4 22 <i>Active library members</i> [Number of active library members / Municipal population] x100	24.76%	24.37%	
Maternal and Child Health (MCH) Participation			
MC4 52 <i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	83.19%	0.00%	
MC5 53 <i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	88.37%	0.00%	
Roads Satisfaction			

PERFORMANCE STATEMENT

Sustainable Capacity Indicators

<i>Indicator / measure</i>		Results 2014/15 Actual	Results 2015/16 Half Year	Comments 2015/16
R5	18 <i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	43.00	0.00	Not available until May 2016
Statutory Planning				
Decision making				
SP4	9 <i>Council planning decisions upheld at VCAT</i> [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	85.71%	0.00%	
Waste Collection				
Waste diversion				
WC5	27 <i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	40.27%	0.00%	
Economic Development (optional)				
Economic activity				
ED4	13 <i>Change in number of businesses</i> [Number of businesses with an ABN in the municipality at the end of the financial year less the number of businesses at the start of the financial year / Number of businesses with an ABN in the municipality at the start of the financial year] x100	0.00%	0.00%	Not reported
Immunisation (optional)				
Participation				
I5	<i>Vaccination of children</i> [Percentage of children who are fully vaccinated in each age group]	0.00%	0.00%	Not reported
I6	<i>Vaccination of secondary school children</i> [Number of secondary school children fully vaccinated by council / Total number of secondary school children] x100	0.00%	0.00%	Not reported
Sports Grounds (optional)				
Availability				
SG4	<i>Population per sports field</i> [Municipal population / Total number of sports fields]	0.00	0.00	Not reported
Street Sweeping (optional)				
Environmental and flooding risk				
SS4	<i>Routine cleaning of sealed local road pits</i> [Number of sealed local road pits requiring cleaning following routine inspection / Total number of sealed local road pits inspected] x100	0.00%	0.00%	Not reported

Financial Performance Indicators

<i>Dimension/indicator / measure</i>		Results 2014/15 Actual	Results 2015/16 Half Year	Comments 2015/16
Efficiency				
Revenue level				
E1	64 <i>Average residential rate per residential property assessment</i> [Residential rate revenue / Number of residential property assessments]	\$1,588.91	\$1,671.60	
Expenditure level				
E2	63 <i>Expenses per property assessment</i> [Total expenses / Number of property assessments]	\$2,500.89	\$1,257.81	
Workforce turnover				
E3	65 <i>Resignations and terminations compared to average staff</i> [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	14.86%	#VALUE!	Annual calculation - will be calculated at 30 June.
Liquidity				
Working capital				
L1	55 <i>Current assets compared to current liabilities</i> [Current assets / Current liabilities] x100	279.01%	593.30%	
Unrestricted cash				
L2	56 <i>Unrestricted cash compared to current liabilities</i> [Unrestricted cash / Current liabilities] x100	133.15%	223.07%	
Obligations				
Asset renewal				
O1	60 <i>Asset renewal compared to depreciation</i> [Asset renewal expense / Asset depreciation] x100	104.95%	52.61%	
Loans and borrowings				
O2	57 <i>Loans and borrowings compared to rates</i> [Interest bearing loans and borrowings / Rate revenue] x100	18.14%	16.37%	

PERFORMANCE STATEMENT

Sustainable Capacity Indicators

<i>Indicator /measure</i>		Results 2014/15 Actual	Results 2015/16 Half Year	Comments 2015/16
O3	58 <i>Loans and borrowings repayments compared to rates</i> [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100 Indebtedness	15.71%	1.70%	
O4	59 <i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities / Own source revenue] x100	16.35%	17.19%	
Operating position Adjusted underlying result				
OP1	54 <i>Adjusted underlying surplus (or deficit)</i> [Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100	9.94%	41.22%	
Stability Rates concentration				
S1	61 <i>Rates compared to adjusted underlying revenue</i> [Rate revenue / Adjusted underlying revenue] x100 Rates effort	56.78%	76.84%	
S2	62 <i>Rates compared to property values</i> [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.45%	0.47%	

**11.3. TOWARD ZERO – ENERGY SAVING INITIATIVE - COMMUNITY GRANTS
(ROUND 1 2015-16)**

GENERAL MANAGER COMMUNITY SERVICES

In providing this advice to Council as the Community and Economic Development Project Coordinator, I Michael Hynes have no interests to disclose in this report.

PURPOSE

The purpose of this report is to recommend that Council allocate funding as part of the Towards Zero - Energy Saving Initiative for community facilities.

BACKGROUND

In its 2015/16 budget, Council allocated \$40,000 in funding for the Towards Zero - Energy Saving Initiatives for community facilities not owned or managed by Council. The aim of this initiative is to reduce greenhouse gas emissions and operational costs in community facilities.

Funding under this initiative is a two stage process involving an initial expression of interest followed by further development with Council officers to enhance the cost saving and environmental outcomes of each of the proposed projects.

Expressions of Interest for the Towards Zero - Energy Saving Initiative for Community Facilities were invited as part of Round One of the 2015-16 Community Grants program, which opened on Monday 17 August and closed on 11 September, 2015.

An independently reviewed methodology was adopted to determine the cost savings to the community group, return on investment and payback periods.

ISSUE / DISCUSSION

A total of 8 applications were received seeking funding for energy savings projects totalling \$37,080.

Council Officers have reviewed the Expressions of Interest and worked with applicants to maximise cost savings, social benefits and reduce green house gas emissions. Officer collaboration with the seven recommended applicants has the potential to result in overall funding requests for \$34,222 annual savings of \$3,458 and reduction in greenhouse gas emissions of 22.6 tonnes per year.

Each project has a demonstrable commitment to reducing energy consumption, greenhouse gas emissions and social benefits making each of the projects worthy of Council's support.

Details of recommended projects are at Attachment 4.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2013:2017:

Strategic Objective – Sustainable Environment and a Vibrant Economy

Key Strategic Activity:

18. Council will support and emphasise activities in the community and its own operations which embody the transition from business as usual to preparedness and resilience in the face of rising energy costs and changing climate.

FINANCIAL IMPLICATIONS

In the 2015/16 budget, Council has allocated \$40,000 for the Toward Zero – Energy Saving Initiative. Projects to the value of \$34,222 are recommended for funding.

RISK IMPLICATIONS

All applicants are required to identify how project risk and safety issues will be managed, and this formed part of the assessment process.

All successful applicants are required to sign grant terms and conditions prior to receiving the grant allocation.

Successful applicants are required to fully acquit grant funding upon completion of works no later than 31st December 2016.

There is a system in place for Council officers to monitor receipt of acquittals and follow up of any outstanding acquittals.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The Toward Zero – Energy Savings Initiative support projects by volunteer community groups. The focus of these projects is to strengthen community resilience, reduce operational costs and reduce greenhouse gas emissions in community facilities.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Requests for expression of interest for the Toward Zero – Energy Savings Initiative were advertised in The Advocate, in local newsletters, through Council email networks and on Council's webpage. Council officers have also worked with applicants to achieve the best outcomes under this program.

CONCLUSION

The recommended projects support the objectives of the Toward Zero – Energy Savings Initiative.

OFFICER'S RECOMMENDATION

11.3.1. Award grants under the Toward Zero – Energy Saving initiative to:

Applicant	Project	Recommended Amount
Hepburn Springs Golf Club	Install reverse cycle air conditioner to replace blow heaters	\$2,024
Daylesford Neighbourhood Centre	Upgrade to more efficient gas heater in jurors room and new heater in kitchen	\$3,033
Creswick Neighbourhood Centre	Draught proofing of hall	\$3,000
Creswick Theatre Company	Upgrade to LED stage lighting	\$10,747
Glenlyon Progress Association	3kW solar system and LED hall lighting	\$6,718
Daylesford Community Childcare Centre	Install energy efficient heating/cooling system in new planning room and replace old heater in staff room	\$4,000
Yandoit Mechanics Institute Hall	3kW solar system	\$4,700
Total Recommended		\$34,222

MOTION

That Council:

11.3.1. Award grants under the Toward Zero – Energy Saving initiative to:

Applicant	Project	Recommended Amount
Hepburn Springs Golf Club	Install reverse cycle air conditioner to replace blow heaters	\$2,024
Daylesford Neighbourhood Centre	Upgrade to more efficient gas heater in jurors room and new heater in kitchen	\$3,033

Creswick Neighbourhood Centre	Draught proofing of hall	\$3,000
Creswick Theatre Company	Upgrade to LED stage lighting	\$10,747
Glenlyon Progress Association	3kW solar system and LED hall lighting	\$6,718
Daylesford Community Childcare Centre	Install energy efficient heating/cooling system in new planning room and replace old heater in staff room	\$4,000
Yandoit Mechanics Institute Hall	3kW solar system	\$4,700
Total Recommended		\$34,222

Moved: Councillor Greg May

Seconded: Councillor Sebastian Klein

Carried.

ATTACHMENT 5 - TOWARD ZERO – ENERGY SAVING INITIATIVE
FUNDING RECOMMENDATION DETAILS

Toward Zero Program – Energy Saving Initiative Funding Recommendations

Applicant	Project	Cost \$	Annual Cost Saving	Return on Investment %	Payback Period – yrs	CO2 Reduction Tonnes	Social Benefits
Hepburn Springs Golf Club	Reverse cycle aircon in office to replace blow heaters	2,024	500	24.7%	4.0	4.51	Better working environment for staff and volunteers
Daylesford Neighbourhood Centre	Efficient gas heater in Jurors Room & new heating in Kitchen	3,033	693	22.8%	4.4	2.36	Improved comfort. Greater usage of facility and kitchen supporting DNC income
Creswick Neighbourhood Centre	Draught proofing of Hall	3,000	300	10.0%	10.0	1.04	Comfort levels especially for older users. Estimated 12% increased usage levels. Demonstration of sustainability impacts on draft proofing
Creswick Theatre Company	LED Stage Lighting	10,747	785	7.3%	13.7	3.55	Improved OHS(less need to change lights on long ladders). Reduced fire risk
Glenlyon Progress Association	3kW Solar System	4,795	400	8.3%	12.0	4.36	Offset power cost associated with usage of outdoor toilet by visitors. More funds available for restoring hall. Solar demonstration capabilities
Glenlyon Progress Association	LED Lighting	1,923	305	15.9%	6.3	1.73	More funds available for restoring hall.
	GPA Overall	6,718	705	10.5%	9.5	6.08	
Yandoit Mechanics Institute Hall	3kW solar system	4,700	305	6.6%	15.4	4.33	Demonstrate commitment to responsible use of resources. Ability to convert to stand alone system in the future. Council has agreed to fund this in the budget
Daylesford Community Childcare Centre	Heating and cooling for new meeting room (Gas vs Split system)	4,000 (Council Contr)	170	4%	23.5	0.7	Wishing to demonstrate to community sustainable design and energy efficient heating/cooling in new room. Will assist in overcoming anticipated higher gas prices in the future. DCCC will fund \$5,000 toward project.
Overall Funding Submissions		\$34,222	\$3,458	10.1%	9.9 Yrs	22.57 T	

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

In providing this advice to Council as the Administration Support Officer, I Tracye Sutton have no interests to disclose in this report.

PURPOSE

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

BACKGROUND

The Local Government Act 1989 defines Assembly of Councillors as

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

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

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

ISSUE / DISCUSSION

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

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

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

Assemblies of Councillors		
Date	Location	Committee Name
19-1-2016	Council Chamber	Councillor/CEO Meeting
19-1-2016	Council Chamber	Pre Council Meeting Briefing

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Local Government Act 1989, Section 80A

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

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

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

Information provided for noting.

OFFICER'S RECOMMENDATION

That Council

11.4.1. Receives and notes the Records of Assemblies of Councillors for January 2016.

MOTION

That Council

11.4.1. *Receives and notes the Records of Assemblies of Councillors for January 2016.*

Moved: Councillor Sebastian Klein

Seconded: Councillor Pierre Niclas

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 19 January 2016
 Time: 2:00 pm

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

Councillors present:

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

Members of Council Staff present:

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

Conflict of Interest Disclosures:


Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature: 

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

COUNCILLOR & CEO MEETING

Tuesday 19 January 2016

Daylesford Town Hall

2:00PM

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

CHAIR: Councillor Neil Newitt

APOLOGIES:

No.	Time	Agenda Item	Presenter
1.	2:00PM	Application of Local Laws across the Shire	Cr Don Henderson
2.		Initiatives for inclusion in 2016 MAV Strategic Planning	Cr Pierre Niclas
3.		Response to Council's planning application for the Hepburn Hub	Cr Kate Redwood AM
4.		Shire's response to the 2.5% rate cap	Cr Kate Redwood AM
5.		Anne St Creswick Planning Application. Question. How are the negotiations going to frame workable conditions to settle this problem site down?	Cr Bill McClenaghan
6.		Flag Policy. Re-listed despite resolution carried in December.	Cr Bill McClenaghan
7.		Reforms arising from the Local Government Amendment (Improved Governance) Act 2015- A guide for Councils	CEO- Aaron van Egmond
8.		Progress on RDV funding applications lodged.	Cr Bill McClenaghan
9.		Criteria for Citizen of the Year award. List of criteria that the committee considers in selecting the Hepburn Shire Citizen of the Year.	Cr Bill McClenaghan
10.		Transfer Station Operations (Steve Millard to attend)	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 Briefing
 Date: Tuesday 19 January 2016
 Time: 3:30 pm

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

Councillors present:

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

Members of Council Staff present:

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

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
<i>Nil</i>	

Matters Considered:

Council Meeting Agenda – Tuesday 19 January 2016

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature: *Grant Schuster*

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

12. COUNCIL SPECIAL COMMITTEES (SECTION 86)

12.1. MINUTES OF SPECIAL COMMITTEES (SECTION 86)

GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the Administration Support Officer, I Tracye Sutton have no interests to disclose in this report.

PURPOSE

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

BACKGROUND

Special Committees are established by Council under section 86 of the *Local Government Act 1989* and their function and responsibilities outlined in an Instrument of Delegation. Under the Instruments of Delegation, special committees are required to maintain minutes of meetings held and provide a copy of the minutes to Council for review.

ISSUE/DISCUSSION

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

- Minutes from the Glenlyon Recreation Reserve Special Committee – General Meeting 16-12-2015
- Minutes from the Glenlyon Recreation Reserve Special Committee – Annual General Meeting – 16-12-2016
- Minutes from the Lyonville Hall Special Committee – 12-01-2016

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

The following application has been received by Council and is presented for Council to consider. This application was provided to Councillors under separate cover.

- Application by Michael Hubbard to join the Drummond Hall Special Committee

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, and the addition of a member to the Drummond Hall Special Committee should assist that committee to achieve its objectives.

OFFICER'S RECOMMENDATION

That Council:

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

- Minutes from the Glenlyon Recreation Reserve Special Committee – General Meeting 16-12-2015
- Minutes from the Glenlyon Recreation Reserve Special Committee – Annual General Meeting – 16-12-2016
- Minutes from the Lyonville Hall Special Committee – 12-01-2016

12.1.2. Resolves to appoint Mr Michael Hubbard as a member of the Drummond Hall Special Committee for a period of approximately two and half years commencing 16 February 2016 until 31 August 2018.

MOTION

That Council:

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

- *Minutes from the Glenlyon Recreation Reserve Special Committee – General Meeting 16-12-2015*
- *Minutes from the Glenlyon Recreation Reserve Special Committee – Annual General Meeting – 16-12-2016*
- *Minutes from the Lyonville Hall Special Committee – 12-01-2016*

12.1.2. *Resolves to appoint Mr Michael Hubbard as a member of the Drummond Hall Special Committee for a period of approximately two and half years commencing 16 February 2016 until 31 August 2018.*

Moved: Councillor Bill McClenaghan

Seconded: Councillor Don Henderson

Carried.

13. COUNCIL ADVISORY COMMITTEES

No minutes were received from Advisory Committees for the month of January 2016.

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

Assignment of Lease – Boathouse Cafe, Daylesford

Execution of Procurement Australia Contract – 1906/0626 – Retail Electricity, Natural Gas & Associated Services.

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

Request for Outside Camping Licence – Daylesford Victoria Caravan Park

International Women's Day Nominations

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

Assignment of Lease – Boathouse Cafe, Daylesford

Execution of Procurement Australia Contract – 1906/0626 – Retail Electricity, Natural Gas & Associated Services

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

Request for Outside Camping Licence – Daylesford Victoria Caravan Park

International Women’s Day Nominations

Moved: Councillor Kate Redwood AM

Seconded: Councillor Sebastian Klein

Carried.

The meeting was closed to the public at 8:15pm

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: Councillor Sebastian Klein

Seconded: Councillor Don Henderson

Carried.

The meeting was re-opened to the Public at 8:30pm.

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

14.3.1 *Awards the tender for Contract – 1906/0625 – Retail Electricity, Natural Gas & Associated Services to AGL Sales Pty Ltd for the period of 1 January 2016 to 30 June 2018.*

16. CLOSE OF MEETING

The meeting was closed at 8:31pm.
