

Hepburn

SHIRE COUNCIL

HEPBURN SHIRE COUNCIL ORDINARY MEETING OF COUNCIL MINUTES

TUESDAY 17 MAY 2016

TRENTHAM MECHANICS INSTITUTE
HIGH STREET, TRENTHAM
6:00PM

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Confirmed at the Ordinary Meeting of Council
held on Tuesday 21 June 2016



Chair, Mayor Cr Neil Newitt

MINUTES

TUESDAY 17 MAY 2016

Trentham Mechanics institute
High St. Trentham
Commencing 6:00PM

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MINUTES
ORDINARY MEETING OF COUNCIL
▶ 17 MAY 2016

AARON VAN EGMOND
CHIEF EXECUTIVE OFFICER
17 MAY 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 DON HENDERSON, COUNCILLOR SEBASTIAN KLEIN, COUNCILLOR PIERRE NICLAS, COUNCILLOR BILL MCCLLENAGHAN, COUNCILLOR GREG MAY, COUNCILLOR KATE REDWOOD AM

IN ATTENDANCE: CHIEF EXECUTIVE OFFICER - AARON VAN EGMOND, GENERAL MANAGER INFRASTRUCTURE - BRUCE LUCAS, GENERAL MANAGER COMMUNITY SERVICES - KATHLEEN BRANNIGAN, MANAGER FINANCE - TRAFFORD THOMPSON, 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

General Manager Corporate Services, Grant Schuster

4. DECLARATIONS OF CONFLICTS OF INTEREST

Nil

5. CONFIRMATION OF MINUTES

RECOMMENDATION

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

- Ordinary Meeting of Council held on 19 April 2016

MOTION

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

- *Ordinary Meeting of Council held on 19 April 2016*

Moved: Councillor Pierre Niclas

Seconded: Councillor Don Henderson

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

This month's report starts with a couple of recreation and sporting facility engagements.

I was delighted to attend the announcement made by Mary-Anne Thomas MP of the State Government commitment to providing in the vicinity of \$1000,000 for lighting at the Creswick Soccer grounds and joined other Councillors and council staff in attending the opening of the Victoria Park facilities in Daylesford this month.

I thank all Councillors for being a part of the many Anzac Day commemorations conducted across the Hepburn Shire.

Two weeks ago, with Booktown - Cr Kate Redwood, CEO Mr Aaron van Egmond and myself joined Vip's at the launch on the eve of the event. Booktown was a great success again this year, even though the weather was not as kind as in previous years. A large number attended to hear and meet former Queensland Premier Anna Bligh (one of the visiting authors) who commented she would be back (to visit Clunes). That has been one of the goals of the Booktown festival and our events (such as Chill Out and Spudfest) across the shire. To have people visit us, fall in love with the area and want to visit us again. On Sunday I meet a person who (with a large smile) told me they had so far purchased 75 books at the festival.

I attended a symposium earlier this month which was to consider the possibility of this area attaining World Heritage listing. An area that would cover some 13 shires, which may be a challenge to get them all talking together and finding a way to collectively move forward. It's early days, but it would acknowledge the importance of our villages and the history of the Victorian goldfields region.

I attended last Saturday the 150th (sesquicentenary) anniversary dinner for Wesley College held in Clunes. It is interesting to see the history and how it was linked to Clunes and the goldfields as the government of the day allocated land in Melbourne to the establishment of colleges of education as a result of the wealth being generated from the Victorian goldfields.

In conclusion, I want to acknowledge National Volunteer Week.

It was my privilege to join Councillors and officers at this event at the Daylesford Town Hall. As many in this room can attest, council can only deliver a large number of services through the generosity of volunteers.

I would like to take the opportunity to say thanks on behalf of the community of Hepburn Shire to the volunteers who step up and do a fantastic job for their communities.

COUNCILLOR REPORTS

Councillor Bill McClenaghan, Holcombe Ward

Sunday 24th April was a busy day. I was invited to attend the Yandoit Community Market at the Yandoit Hall, also known as Yandoit Mechanics Institute and Free Library according to the old sign set in stone above the doorway. This was a true community event in a small community with many folk from the district in attendance. The old sign that says "Free Library" is not a misnomer, there being shelves full of books for borrowing and reading or exchange. Whilst there, I was asked about another local meeting with Ward Councillors as this area is at the intersection of both the Birch and Holcombe Wards. We hope to have a date picked out shortly and my Birch Ward colleagues will be invited again to Yandoit.

That very afternoon saw the official opening of the newly constructed Vic Park facility in Daylesford just before a landmark football match between long standing rivals Daylesford and Hepburn Football Clubs. The new facility will be a boon for the Daylesford community, not just the football club. It replaces old worn out facilities constructed in the 1950's and which were totally sub-standard by anyone's reckoning. Other community groups and functions will be welcome here to use the new facilities for a wide range of events that could even include weddings and funerals. A most successful event known as "Cars and Coffee" is also seeking to relocate here, having outgrown its current location at Jubilee Lake. This event has been a real economic development generator by bringing thousands of visitors to the town and has raised thousands of dollars for the Daylesford Hospital.

After the official opening and before the teams started playing that day, there was a short ANZAC service conducted by members of the Daylesford RSL. My job was flag marshal.

The next day of course was ANZAC Day on 25th April. I attended the Dawn Service at Daylesford, the morning service at Hepburn Springs and the main Service and March to the Cenotaph through Daylesford. I was the parade marshal for that one which involved giving commands to start and direct the march. After lunch, I attended an ANZAC Day service in the pristine grounds of the Bullarto Hall and conducted the service there for the second year running. This was a wonderful small community event put on by the Hall Committee and was advertised throughout the local area from Lyonville to Musk. One woman walked in from Lyonville to attend and then walked back home again.

On Friday 6th May, I attended a funding announcement in Creswick, at the Doug Lindsay Reserve soccer grounds. The state government has allocated \$100,000 for soccer club lights from the Community Sports Infrastructure Fund and a very grateful community was there to celebrate their good fortune.

Back at Glenlyon last Tuesday, I looked in on a Budget meeting with members of the community in the old Glenlyon Shire Hall before setting up and delivering a talk there that evening that raised more money for hall restoration. The Glenlyon community is very excited about the \$300,000 state grant to restore its old hall and Council's streetscape project outside the hall and at the Glenlyon store.

Lastly, Mr. Mayor, Council may recall my April report in which I detailed the generous donations made by the Glenlyon Sports Club after the annual Glenlyon New Years Day Family Sports Day this year. How a total of \$15,700 was shared out to local worthy community groups and clubs as well as to groups in other towns in Hepburn Shire and even further afield. I should like to reiterate today how the generous Glenlyon community has donated \$600 to the Trentham Hospital, \$400 to the Trentham Colts Junior Cricket Club and another \$400 to the Trentham Junior Football and Netball Club. This is a most unusual gesture we witness when volunteers in one hardworking community donate so generously to other communities within our Shire.

I raise this again because I have been requested to pass on the thanks of the Glenlyon Sports Club to Council for its support of the event. A letter to me from the President, Damian Leonard and Secretary Vince Hayes states as follows;

"We write to express our appreciation and ask that you pass on our sincere thank you to the Hepburn Shire Council for the preparation and success of the Glenlyon New Year's Day Family Sports Day.

The Sports Club committee wish to acknowledge the effort that our local Council and its employees undertook to have the Glenlyon Reserve well prepared for the New Year's Day Family Sports event.

As always, the grounds were picturesque, grass mowed, track prepared, toilets cleaned and the pavilion surrounds perfect. We also thank the Council for the additional rubbish bins that were supplied for the day.

As volunteers we greatly appreciate the support provided by the local Council. Without your support our fundraising event would not be possible."

The letter goes on to detail the amounts donated to the various local, Shire and out of Shire worthy causes as reported last month. Another somewhat uncommon aspect of this situation is the appreciation expressed to Council for assistance received. Although the facilities at the Glenlyon Reserve are very basic, particularly the pavilion and the toilets, and there being no cash allocation to the event or MOU with the group like that enjoyed by other towns and festivals, one cannot help but to be

touched by their gratitude to Council as well as their generosity to many other communities.

Councillor Kate Redwood AM, Birch Ward

Vic Park Opening

It was a joyful day that saw the opening of the Vic Park Pavilion. I started the day on the gate and was able to greet many familiar folk as they arrived. The sun shone. The No 1 oval looked its emerald green best, and the building looked fantastic. Not to say that there aren't some improvements still to make, but hey, that is the nature of such projects. In the speeches there was much said about the contributions of state government and the shire. However the generous contributions of members of our community were not acknowledged. Firstly, the pavers with the names of people who contributed \$250 were not ready, and secondly, the contributions made directly into the community fund bank account were not acknowledged. When I went to Vic Park to check yesterday the ground was being prepared for the pavers and soon the 150 plus people who contributed \$250 will be recorded publicly in this way. Some contributed significantly more, and they will be acknowledged too.

After 3 1/2 years working along side many others to achieve this project it is great to see it delivered. It was very appropriate to see Keith Pyers and Irene Malone cutting the ribbon - Keith for his civic contribution over the years and Irene in memory of her husband Bill, the best player Daylesford ever had - who sadly died last year. There are already groups lining up to use the new facilities and I feel sure that it will make a wonderful difference to the Daylesford community. Vic Park User Groups other than the DFNC have played a role in progressing the project. A word on the staff - Adam McSwain, who reworked the funding application to RDV, and after his departure, the Council staff who oversighted the project, seeing it come in on time and on budget. Well done Director Community Services, Kathleen Brannigan.

ANZAC Day

I attended the dawn service at Daylesford, the early morning service at Eganstown and the mid morning service at Daylesford. It was an honour to present wreaths on behalf of the Council along with Cr Niclas. At Eganstown Winsome Menadue handed over the baton to her younger brother to take responsibility for the event (he a mere youth in his 80s). She had been running the Eganstown ANZAC day event since the end of the second World War. Her faithfulness in what she has contributed to ANZAC celebrations should be acknowledged. The attendances at all venues appears to grow each year, and it is a wonderful achievement that we will be able to reshape the Daylesford cenotaph site to make it more inclusive as a result of a recent state government grant.

Dharma School, Blessing of the Land

I attended this ceremony with Cr Niclas. There was a wonderful sense of achievement and optimism among all concerned with the Dharma School. As Australia's only Buddhist primary school its reputation has spread far and wide. How amazing to listen to a Malaysian business man who wants to be involved in the funding of the school.

Wombat Hill Botanic Gardens Masterplan

Andrew Laidlaw and Associates have produced the next stage of their proposal for the Masterplan for the Gardens. This is an important work and we will look forward to being briefed on this soon.

Councillor Don Henderson, Creswick Ward

It was a pleasure to be finally at the opening of the new Vic Park facilities at Daylesford. The work to get this facility hit many hurdles in the time of this council and the previous one. Patience and the ability of the people involved to accept changes and to modify their project meant that it was finally funded and built. I have had plenty to say about the way some of our projects have been done over the years and in this case I congratulate all involved for a great project delivered in time and budget.

Anzac Day in Creswick was a very well attended event and started with a dawn service followed by a very well attended Gunfire Breakfast in our Town Hall. Although catering facilities were a problem people enjoyed the space with the magnificent marble honour roll recognising the fallen. The focus of the main service centred around Vietnam veterans.

I attended a biodiversity workshop along with Cr May where some of our rural ratepayers were vocal about the need to control weed infestation on public land as well as encouraging land holders to continue such things as tree planting.

Creswick soccer people turned out in numbers to hear Mary-Anne Thomas Parliamentary Secretary for Health announce \$100k towards a \$160k project to put lighting at the soccer pitch which will allow for training without the need to travel to Ballarat. The club although small made a great contribution to the cost.

I held my usual ward meeting where it was noted that this had been on every month since November 2008.

The Creswick and District Historical Society put on a great dinner despite very difficult catering constraints at the Creswick Town Hall. Four new names will appear on the roll they being Ted Semmens, Phyllis Pollard who was a leader in our Creswick band for well over 50 years, Stan Davis who ran the Davis Bus Company and who also served the scouting movement on a local state and national level for most of his life and finally Selwyn Geddes who served as a councillor and was chair of so many

organisations that it took over 3 minutes to read all of them out. Selwyn was a huge man with a huge heart. Because I grew up with the children of these great people it was a real pleasure to catch up with them during the evening. They certainly have left a very positive mark on the community.

I had the privilege on the following day to start the Cyclocross competition held at Hammon Park and the surrounding areas. Well over two hundred entrants from far and wide descended with their families and friend to take part in the event. Many people stayed overnight and businesses reported a greatly increased trade. I was amazed at the fitness of these folk and spent some time chatting with many of them. They were enthralled by Creswick and all saw the great potential in coming years.

Volunteers were recognised at National Volunteer Day at Daylesford where I was able to attend albeit a bit late due to other commitments.

I also attended a very positive meeting with our CEO and Ben Reus from engineering to discuss the vexed issue of the Calemben dive tower. I believe that great progress in this area is now possible.

Finally I can announce that the hard working folk out at the Dean Rec Reserve have now landed the State Sheepdog trials in September. Dean is well and truly on the map which is a great use of this reserve in such an important farming area.

I was able to provide display at Ballarat Trades hall as part of Heritage Week featuring Creswick trade union activists W. G. Spence and David temple who founded the Amalgamated Shearers Union .

Councillor Pierre Niclas, Birch Ward

22nd April - Creswick Golf Club 100th Yr Anniversary Mr. Mayor, as we all know there are many community groups, community events, building, locations etc in this Shire that have been around a long time, some being as old as 150Yrs, many being 100Yrs. old.

On Friday 22nd April I was lucky enough to be invited to attend and give a small speech at the Creswick Golf Club - 100th Yr. Anniversary Dinner. An enjoyable night was had by all, many very funny stories were recited with a corresponding number of red faces achieved.

Although this was a very important event, what I felt was even more important was how vibrant and alive this Club was and how strong their future is.

Well done Creswick Golf Club.

24th April - Vic Park Opening

As you have already heard - Vic Park is finally open, what a great event. I won't repeat what has already been stated by my fellow Councillors but will just say what a great outcome for everyone in Hepburn Shire?

I went out and around to the other side of the oval and looked back on the new facility and thought to myself - there are winners and losers here. The winners are easy to see, all the residents and ratepayers of HSC. the losers are no more to see, the possums, the roof rats the mice etc, etc etc, have had to find a new home - thank goodness.

I have heard that depending on who Daylesford play, the hot water may be on the blink.

27th April - ANZAC Day Ceremonies

Like all of my fellow Councillors and many Hepburn Shire inhabitants, on 27th April I joined with them and all Australians to remember and commemorate Anzac Day. As in previous years this very special day keeps growing in both numbers attending and the importance this has in this community's minds.

I myself attended both the Dawn and mid-morning service in Daylesford, including a smaller (but equally as special) service in Hepburn Springs. The crowds were up again this year, the air was still and cold, the crowd very respectful, the ceremony was very memorable. Main march down the Main Street of Daylesford to the cenotaph was wonderful from all the young people participating makes me very confident in the longevity and ever growing community support for this remembrance service.

30th April - new Daylesford Dharma School Land Blessing, The Daylesford Dharma School had been searching for over 3 years to find an appropriate site to relocate the school - and as is always the case, if you are patient enough, the right place always comes along.

What a wonderful outcome for the Dharma school and its future students, as Councillors we are involved with many matters, I believe schools give us the only real opportunity to positively invest in our own society, schools are our only guarantee that our multi-cultural, tolerant society will survive and flourish in these somewhat troubled times.

I look forward to hearing about the many good things that will come from this new school in the future and I look forward to assisting in that future success.

13th May - 2016 MAV State Council Meeting. This was my first MAV State Council and it was very interesting indeed, it was great to see so many MAV Reps turn out to this very important event. I did take the opportunity to make contact with the MAV President Cr. Bill McArthur and MAV CEO as a follow-up to my discussions with them at the last MAV regional meeting in Geelong last March. I also caught up with a few of the MAV staff that I have been dealing with this year but had not yet met F2F.

It is my understanding that given the large amount of motions put forward by all Councils this year for consideration of inclusion in the MAV's Strategy Plans for 2016 / 2017, the MAV introduced for the first time an electronic voting system and process that allowed each and every MAV rep to both vote quickly and quietly on every motion put but also speak to the entire audience utilising the Conference Halls main communications platform, this worked extremely well and allow for increased discussion time on those motions requiring further discussions but still allowing this meeting to finish just ahead of nominated time.

One key motion that was unanimously accepted by all was that the MAV advocates to the State Gov. that it immediately releases in full the land fill levy funds held by the Gov. to all Vic Councils to assist them in developing and implementing a local Waste to Landfill reduction strategy program specifically to suit their individual areas, that will in turn begin the journey to deliver a successful and ongoing waste and cost reduction program.

To emphasise the impact the release of these funds would have to the improvement of the environment and our local communities, as at the 30th June 2015, the Sustainability Fund Reserve was at \$430 MI (EPA Annual Report 2015). It is worth noting that this amount was (at that point in time) earning the Gov. \$16.6 MI per month in interest.

There were 60 motions put to the vote and over 95% were accepted for inclusion in the 2016 / 2017 MAV Strategic Working Plans, Mr. Mayor, I am pleased to report that all 3 of the motions put forward by this Council to the MAV for inclusion in the Strategic Plans, all three motions were strongly supported by MAV Reps.

Thank you to all the volunteers in our Shire. It is something that is well known by all that for any community to be successful it needs to have a strong and vibrant volunteer network. I recognise the time, efforts and commitment put in by our volunteers and thank them again for it.

In closing, I would like to present to Council a commemorative booklet produced by the Golf Club presenting a complete outline of the history of this club.

To ensure this items continued appreciation in value, I have had it autographed and dated by the current Clubs President, Mr. Brian Anstey

Councillor Sebastian Klein, Coliban Ward

Planning is once again on the agenda this month for council with another set of applications for sub-division and development in the farm zone.

As ever planning decision making is a complex and fraught process. Where there is a plan, where there is relevant legislation, we are obliged to follow through with that.

Whether it is in reference to illegal removal of vegetation, illegal truck movements, or a reasoned, structured approach to how we plan for long term use of high-value agricultural land.

Planning was the hot topic at the Victorian Local Governance Association Leading the Agenda Forum where Leonie Hemmingway, the chair of the Metropolitan Planning Authority spoke to the need to plan for whole communities, with relevant infrastructure and planning provisions, to accommodate Victoria at a population of 10 million - expected to occur in 2030.

What became very clear from the presentation was that the work of MPA is of vital importance to ensuring that the communities of the future are planned for rather than just happening. Important as the transition occurs from the MPA to the Victorian Planning Authority. A change that will have a beneficial effect on the long term planning outcomes of communities around the state.

In that vein, planning for the future was the subject matter of a meeting with representatives of the Local Lives, Global Matters conference, as it was for the Trentham Business and Tourism Group - where they were planning for the long-term viability and profitability of local businesses, planning for the future was also a topic of conversation at the Central Highlands West Wimmera Regional Waste Management Group meeting where discussions surrounded the use of the Landfill Levy in diverting waste resources away from landfill.

I also attended Spudfest, complemented by a new tractor pull at the Railway Station, ANZAC Day and a Volunteer morning tea at Trentham Neighbourhood Centre.

I attended a range of other events documented in my written Councillor Report:

Meeting with Local Lives Global Matters
ANZAC Day
Meeting with CEO
FORUM Meeting
Victorian Local Governance Association (VLGA) Board meeting
VLGA Rainbow Working Group
Trentham Business and Tourism Group meeting
Spudfest
Volunteer morning tea at TNC
VLGA - Leading the Agenda: Planning with Leonie Hemmingway - Chair of the MPA
Central-Highlands West Wimmera Regional Waste Management Group
Trentham Budget Consultation

Coliban Ward meeting

Councillor Greg May, Creswick Ward

Since my last councillor report I have attended several council related functions , the first of which was the official opening of the new facility at Victoria Park in Daylesford . Prior to my time on council I was a member of the shires Recreation Advisory Committee and over all those years this project was the number one recreational project so it's very pleasing to see the completion of the facility. I'm sure a lot of Daylesford people will be very pleased to see

this facility up and running and well done to Councillor Redwood who worked hard to help make it happen.

On ANZAC day I attended the dawn service in Creswick and later in the morning laid a wreath on behalf of the Shire at the memorial in the Kingston Avenue of Honour. This small and relatively short service has grown in popularity over the last few years with around 50 people attending this year. Once again local resident Peter Laurie provided a sprig of Rosemary and a pin to all those attending.

On the 29th of April, along with Councillor Henderson, I attended a meeting held in Creswick to discuss biodiversity within the shire and potential action plans for the future. Several local people attended to voice their ideas and concerns . Although biodiversity is a very broad subject, one of the major concerns aired by those attending was invasive roadside weeds.

The ongoing improvement to shire recreation facilities was bolstered recently with the announcement recently of \$100,000:00 State Government Community Sports and Infrastructure Grant for lights to be installed on the soccer pitches at the Doug Lindsay Recreation reserve in Creswick. Along with Councillors Newitt, Henderson and McClenaghan, I attended the announcement made by State member for Macedon, Mary-Anne Thomas.

The lights will be a real bonus to Creswick and district soccer players, whose numbers are increasing rapidly.

Once again I was asked by the Creswick Historical Society to attend their annual Honour Roll Dinner held last Friday night. Four people who made a major contribution to the Creswick community in past years were inducted onto the society's honour roll. The Creswick Town Hall was packed as usual for the event with people enjoying a meal, a drink, a natter and hearing about the contributions made to the community by the inductees.

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 Kate Redwood AM

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 - PRESENTED

SUMMARY

Council were presented with two petitions by Councillor Bill McClenaghan in relation to Trentham Streetscape and Transfer of Responsibility of the Crown Land Reserved for Trentham Mechanics' Institute.

MOTION

That Council:

- 9.1.1. *Receives the Petition for Trentham Streetscape and notes that the petition will lay on the table for one month, following confirmation that it meets the criteria for petitions of Local Law No: 1.*
- 9.1.2. *Receives the Petition for Transfer of Responsibility of the Crown Land Reserved for Trentham Mechanics' Institute and notes that the petition will lay on the table for one month, following confirmation that it meets the criteria for petitions of Local Law No: 1.*
- 9.1.3. *Refers both petitions to the Chief Executive Officer for preparation of a report for consideration at the June 2016 Council Meeting.*
- 9.1.4. *Advises the head petitioners of the above process.*

Moved: Councillor Bill McClenaghan

Seconded: Councillor Kate Redwood AM

Carried.

9.2. PETITIONS - TRENTHAM HALL & HUB

SUMMARY

Council has received a Petition with 57 complete signatures from community members which states:

The petitioners whose name; addresses and signatures appear hereunder petition the Hepburn Shire Council as follows:

1: Bearing in mind sums expended by Council on conserving and upgrading Halls at other places in the Shire:

That Council provide funds for works on buildings standing on the Trentham Mechanics Institute Reserve as identified in the Reports by Mr Liddy und Mr Osborne to preserve them and in particular to upgrade the Hall and not to demolish it,

And

2: Bearing in mind excellent facilities provided by the Council elsewhere in the Shire:

That the Council provide commensurate facilities in Trentham including those identified in plans for the proposed 'Hub' whether built beside the existing Mechanics Hall or elsewhere in Trentham.

MOTION

That Council:

- 9.2.1. *Receives the Trentham Hub Petition and notes that the petition will lay on the table for one month.*
- 9.2.2. *Refers the petition to the Chief Executive Officer for preparation of a report for consideration at the June 2016 Council Meeting.*
- 9.2.3. *Advises the head petitioner of the above process.*

Moved: Councillor Pierre Niclas

Seconded: Councillor Don Henderson

Carried.

9.3. QUESTIONS

Question 1: From Mr Barry Elliott

I am concerned at the number of shipping containers which are being placed on properties in and around Trentham. There are currently 13 containers on 8 sites.

Of the 13 containers on sites around Trentham have they been issued with permits?

Answered by Mayor Councillor Neil Newitt

The controls (such as overlays) on land will determine if a planning permit is required to place a shipping container on site. A building permit will be required for all proposals to permanently place a shipping container on a parcel of land. There is an exemption for the temporary placement of a shipping container during construction works under a building permit.

Without the specific information as to where the 13 containers are located, it is difficult to determine if planning or building permits have been issued. Council is committed to ensuring that the appropriate permits are issued to locate shipping containers on land. If you can forward in the locations to our Manager Planning, we will follow up on any instances where permission is not obtained prior to placing a shipping container on land within the municipality.

Question 2: From Mr Barry Elliott

When a permit is issued, does it require that the container be painted, sited and made less obvious by planting around it?

Answered by Mayor Councillor Neil Newitt

If a planning permit is required, conditions may require screening and other measures to protect the amenity of the area. These will usually be included on any approved planning permit.

If a container only requires building permission, the siting and screening opportunities to protect the existing character of the area are reduced. The siting of the container and screening will be governed by the Building Act 1993. The Building Act 1993 does not provide for screening and siting provisions in the same manner as the Planning and Environment Act 1987.

Question 3: From Mr Ciaran Chignell

Do you think as councillors that the Hepburn council has miss judged the communities feelings towards the Trentham Mechanics Institute?

Answered by Mayor Councillor Neil Newitt

Council has conducted a range of consultation with the Trentham community over the past two years in developing the Trentham Hub project. Council acknowledges that there is a range of strong views in the Trentham community about the future use of the Trentham Mechanics Institute site which we have sought to more fully understand.

Question 4: From Ms Cate Evans

The Victorian Planning Minister recently stated that "councils who ignore and neglect heritage; they do so at their own peril". He stated "councils who rejected the chance to invest in their heritage were losing millions of dollars in local and international tourism". He believes that "when you market yourself in a way that speaks to the opportunity to see **living** heritage, people actually want to see what made Victoria great". By definition, heritage is inclusive of "features belonging to the culture of a particular society, such as traditions, languages or buildings, that were created in the past and still have historical importance". Trentham is a town very much alive with heritage. Its historical sites, main street and surrounds that boast authentic Victorian charm have attracted visitors for decades. We have Spudfest, that pays homage to the primary business of agriculture, spud diggers and the generations of land workers. This year, it attracted the most visitors ever. The transportable spud hut was the most popular attraction. This proves the Planning Minister is right on the money. People want to see what made the Victorian town of Trentham great. Suggestions of ¾ size sculptures of our pioneers and iconic characters, exhibits of old machinery and artefacts and/or art works made thereof, were overlooked by the Streetscape working group.

In light of the Ministers comments, what implications may there be for council in regards to their decisions to; demolish our hall, erase our Institute, modernise the landscape and create an entrance to town that is totally incongruent with our living heritage?

Answered by Mayor Councillor Neil Newitt

In all significant projects, the impact on a town's heritage must be considered and taken seriously.

The Trentham streetscape consultation found that the town is a great place to live and visit, the key findings from the consultation involved maintaining the current

qualities of the Main Street as well as enhancing it. A number of areas for improvement were identified including:

- A Street Tree Planting Program
- Better Wayfinding and signage
- Edible planters in the streets
- Historical references and Sculpture
- More Parking

Any major works, including demolition, at the Trentham Mechanics Institute site will be subject to normal planning permit requirements including any heritage considerations.

Question 5: From Ms Cate Evans

It is indeed disappointing Trentham has missed out on four successive funding submissions. But is it wise to blame State government for the failures? The reason given for the most recent failure was "no consultation with the leagues". It appears to me that a lack of consultation may well be the pattern for the series of knock backs. To use the 590 signatures in the Fair Go for Trentham rate equity petition for services as residents supportive of services in the form of the New Mechanics, when there was no mention of a hub or demolishing the hall in the petition, was disingenuous. How can it be the responsibility of State government when a funding submission isn't up to scratch due to inadequate consultation.? Despite the best of intentions, community groups, stakeholders and council representatives need to widely consult upon projects in order to succeed. There is no conspiracy theory of Trentham being snubbed. Residents are unfairly being portrayed as so-called losers who resent other towns' success. On behalf of the true spirit of Trentham, I congratulate the Creswick, Clunes, Glenlyon and Daylesford communities for their recent successes.

What further measures can council undertake to assure our community that the next funding submission for Trentham will be successful?

Answered by Mayor Councillor Neil Newitt

The Trentham specific funding applications were all submitted to competitive and highly contested funding programs:

- the Community Sports Infrastructure Fund,
- the Living Libraries Infrastructure Program and
- the National Stronger Regions Fund.

Council will continue to work with our community partners and funding bodies to ensure that all the required supporting documentation and evidence is provided as part of the process. This might include concept designs, evidence of economic benefits or liaison with particular associations.

Councillors, officers and community members have met with representatives of funding agencies to better understand how to align applications with the funding assessment criteria.

Question 6: From Mr Ian MacBean

My question re the confirmed population size for Trentham is important - especially when this is so frequently disputed - and, for planning purposes, the projected population numbers. I understand that 2016 Census figures will be the definitive yardstick but these will not be available for 18 months, or more.

ABS figures used by Council show the Trentham population at the 2011 Census to be 1,411.

The Trentham Facilities Review, November 2014 states an annual population growth rate of 2.9% per annum over the past 5 years (also based on ABS figures). Extrapolating the 2011 figure indicates a current population of approx. 1,670.

Will Council confirm both the 2011 and estimated 2016 figures?

Answered by Mayor Councillor Neil Newitt

As you are aware, the Trentham Facilities Review, highlighted the challenges of ABS areas changing between the 2006 and 2011 censuses. As such, there is no accurate comparison of populations between two censuses.

There were two populations published from the 2011 census for different areas around Trentham:

- The first is the State Suburb or SSC. This area includes Trentham, Trentham East, Blackwood North, Springhill, Little Hampton, Newbury and Tylden South. The population for the Trentham SSC in 2011 was 1,410.
- The second 2011 census area is the Trentham Urban Centre and Locality or UCL. This area just includes the inner township of Trentham. The 2011 population for the Trentham UCL was 718.

Estimating population growth with different collection areas between the two censuses is never going to give a perfect answer.

An attempt was made in the Trentham Facilities Review to compare the larger 2011 Trentham SSC area to an equivalent area from the 2006 census, where the SSCs were

half as big and not fully aligned. This comparison gave the estimate annual population increase of 2.8% between 2006 and 2011.

To estimate populations since 2011, the Australian Bureau of Statistics publishes an annual Estimate Resident Population. Unfortunately, the smallest area estimated is the Eastern half of Hepburn Shire known as the SA2 Daylesford area. This gives us an estimated population growth of 0.9% annually since 2006.

Lastly the ABS forecast growth for Hepburn Shire as a whole for the next 10 years is 0.9% annually.

In summary, until the 2016 census data is released, the best estimate we have for population growth in Trentham since 2011 is 0.9% annually.

Question 7: From Ms Georgie Patterson

Trentham is in desperate need of childcare facilities and with the help of Council a feasibility report has been undertaken and an inspection of a possible site. Can Council please advise the Trentham Community of the outcomes of this study, the current status of the project and what Council is willing to do with regard to the lack of childcare for the Trentham Community?

Is there any provision in the Budget for advancing this much-needed service?

Answered by Mayor Councillor Neil Newitt

The Trentham Childcare Needs Analysis (December 2014) found that long day care may be viable in Trentham if a Commonwealth government subsidy was provided. An assessment of whether a long day care room and associated facilities could be located at the current preschool site found that this was an option. The key issue is to identify a childcare provider to deliver the service and it is intended to call for expressions of interest for a provider. An amount of \$15,000 has been allocated in the 2015-16 budget for planning and design works.

Question 8: From Mr John Gray

I read with interest the article in the Advocate, 20 April, stating that the Hepburn Shire has been appointed to "manage the Trentham Mechanics Institute in the latest move for the BELEAGUERED building".

The article further quotes Hepburn Shire Council CEO, Aaron Van Egmond, as saying "he was looking forward to working with the COMMUNITY OF TRENTHAM" and "there are a number of people who have devoted their lives to running the Mechanics and we look forward to their continued involvement".

The article also quoted community reference group chair Suzie

Spence as saying the "institute MUST be bulldozed and replaced with a new one as it is too small for the community and was in a DECREPIT STATE OF DISREPAIR".

In view of the item presented at the Hepburn Shire Council meeting of 19 Aug 2014 stating that an amount of \$18500 was required for "urgent priority works" and that council is now "responsible for maintaining the Trentham Mechanics Institute reserve and the improvements thereon on behalf of the Crown", when will this URGENT PRIORITY WORK be commenced?

I would also ask council what steps are being taken to organise a committee to "WORK WITH THE TRENTHAM COMMUNITY" in this matter.

It would be great, as we sit in this so called 135 year old BELEAGUERED HALL IN A DECREPIT STATE OF DISREPAIR", if council would advise the Trentham residents of its plan to MAINTAIN the hall for the residents.

Answered by Mayor Councillor Neil Newitt

Council has commenced some minor maintenance works at the Mechanics Institute which will include cleaning the roof and gutters, trimming of overhanging vegetation and other Essential Safety Measure requirements. We are working with former members of the Trentham Mechanics Institute Committee to identify and undertake any other urgent maintenance works.

9.4. REQUESTS TO ADDRESS COUNCIL

Mr David Trehwella addressed Council on final results of a survey on community opinion regarding provision of community facilities.

10. STATUTORY PLANNING REPORTS

10.1. PA1027 - EXCISION OF EXISTING DWELLING, TWO LOT SUBDIVISION, CONSTRUCTION OF DWELLING ON NEWLY CREATED LOT - 70 CLARKES LANE, NEWBURY

CHIEF EXECUTIVE OFFICER

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

PURPOSE

The purpose of this report is for Council to make a determination on the application for a two lot subdivision and development of a dwelling at 70 Clarkes Lane, Newbury

BACKGROUND

The application was received on 28/9/2015. The applicant was advised in writing that the proposal was unlikely to receive officer support. The applicant was given the opportunity to withdraw the application, with a refund, however chose to proceed with the application.

The application site is zoned Farming Zone and is located on the southern boundary of the shire. Land to the west is treed Crown land, with adjoining land to the east and south being cleared agricultural land. The cleared lots adjoining, and the application site, have single dwellings developed. The land has an area of 29.74Ha. The proposal is to subdivide the land into two parcels of 5.5Ha and 24.24Ha. The existing dwelling shedding and farm dam would be contained in the smaller lot, with approval sought for the development of a dwelling on the larger lot.

The original application gave no planning justification for the proposed subdivision and new dwelling. However in response to Council's request for further information, it was stated that the existing use of the land (grazing and small scale agricultural pursuits) would not change, and that the new larger lot would support a range of rural/agricultural practices such as grazing, horse stud, vineyard, walnut farm, olive production and the like.

Following further discussion of the likely fate of this application, the applicant requested a section 57A amendment be accepted, to allow consideration of a farm plan which had been developed.

The farm plan submitted for consideration was based on the commercial production of garlic on the larger lot. In order to make the enterprise financially viable, it is claimed that the prospective purchaser of the land (the current landowner's son) would need to be able to construct a dwelling on the land.

The application was referred internally to environmental health and externally to the CFA, Central Highlands Water and Coliban Water. All referrals gave conditional consent to the proposal.

The application was advertised to adjoining landowners and occupiers. No objections were received.

ISSUE/DISCUSSION

The relevant planning considerations in making a determination are set out below.

State and Local Policy

State policy clause 14.01-1 seeks the protection of agricultural land.

To achieve this objective, in considering a proposal to subdivide or develop agricultural land, the following factors must be considered:

- The desirability and impacts of removing the land from primary production, given its agricultural productivity.
- The impacts of the proposed subdivision or development on the continuation of primary production on adjacent land, with particular regard to land values and to the viability of infrastructure for such production.
- The compatibility between the proposed or likely development and the existing uses of the surrounding land.
- Assessment of the land capability.

Subdivision of productive agricultural land should not detract from the long-term productive capacity of the land.

Local Policy clause 22.04 – rural land.

Objectives for agricultural uses and development are:

- To promote the long-term sustainable use of high and very high quality agricultural land and the maintenance of clusters of agricultural activity in these areas.
- To support local employment and value adding opportunities in rural areas.
- To protect the natural and physical resources upon which agricultural industries rely.
- To promote agricultural industries which are ecologically sustainable and incorporate best management practices.
- To prevent the unsustainable use of agricultural land which results in the loss of the quantity and quality of natural resources and limits the realisation of its full productive potential.
- To limit subdivision of land that will be incompatible with the utilisation of land for sustainable resource use.

Where a permit is required for subdivision, it is policy to:

- Discourage the subdivision of lots that can result in a concentration of lots likely to change the use and character of the rural area.

Zoning and Overlay Provisions

Farming Zone

The purpose of the Farming Zone is

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To provide for the use of land for agriculture.
- To encourage the retention of productive agricultural land.
- To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.
- To encourage the retention of employment and population to support rural communities.
- To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

Environmental Significance Overlay 1 – Proclaimed Catchment Protection.

The environmental objectives of the overlay are:

- To protect the quality of domestic water supplies within the Shire and the broader region.
- To maintain and where practicable enhance the quality and quantity of water within watercourses.
- To prevent increased runoff or concentration of surface water leading to erosion or siltation of watercourses.
- To prevent erosion of banks, streambeds adjoining land and siltation of watercourses, drains and other features.
- To prevent pollution and increased turbidity and nutrient levels of water in natural watercourses, water bodies and storages
- The proposal, subject to the containment and treatment on site of all wastewater, is considered to meet these objectives.

Bushfire Management Overlay

The purpose of the overlay is to ensure that development which is likely to increase the number of people in the overlay area satisfies the specified fire protection objectives, and does not significantly increase the threat to life and surrounding property from bushfire. This can be achieved by the inclusion of the CFA referral conditions, which mandate water supply, access and vegetation management appropriate to the assessed area.

KEY ISSUES

The land is identified as land of high agricultural quality. There is an existing dwelling on the land, adequate to support any agricultural activity currently or likely to occur on the land as a whole.

Consideration can be given to creating a lot of less than 20Ha where it is a lot created to contain an existing dwelling. It is however a well established principle of planning that just because a permit can be issued, it does not follow that it should be issued.

The proposal to subdivide the land, and develop a further dwelling, is considered to be an unwarranted fragmentation of prime agricultural land. The creation of the small lot with an existing dwelling is likely to further contribute to a change in the character and use of the land from agricultural to rural lifestyle.

The proposal to use the larger lot to grow garlic is an agricultural activity, and does not require planning approval. It is not however considered that subdivision and a further dwelling are in any way an essential requirement for this enterprise – the land could just as well be managed as it is, without creating further lots. The justification offered was based on personal financial considerations, which are not the same as planning considerations.

The lack of positive planning support, from state and local policy as well as the zone objectives, are considered to be of sufficient concern to recommend refusal of the application.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

NA

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

NA

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

On balance of planning considerations appropriate to the zoning of the land, there is insufficient support for the subdivision of the land and use and development of a dwelling on the new lot. Having regard to the clear directions set for agricultural land by both state and local policy, the application should not be supported.

OFFICER'S RECOMMENDATION

That Council having considered all the matters required under Section 60 of the Planning & Environment Act 1987 decides to refuse to grant a permit under the provisions of clause 35.07 of the Hepburn Planning Scheme in respect of the land known and described as 70 Clarkes Lane Newbury for The two lot subdivision and use and development of a dwelling in accordance with the submitted plans, with the application dated 28/9/2015

For the following reasons:

- 10.1.1. The proposal is contrary to state planning policy clause 14.01-1
- 10.1.2. The proposal is contrary to local policy clause 22.04, rural land.
- 10.1.3. The proposal does not support the purposes of the farming zone.
- 10.1.4. The proposal would lead to fragmentation of productive agricultural land.
- 10.1.5. The proposal is contrary to the orderly planning of the area.

MOTION

That Council having given notice of the application and having considered all the matters required under Section 60 of the Planning & Environment Act 1987 decides to Issue a Planning Permit under the provisions of the Hepburn Planning Scheme in respect of the land known and described as 70 Clarkes Lane Newbury, for the 2 lot subdivision and development of a dwelling in accordance with the endorsed plans, with the application dated 15/09/2015 subject to the following conditions:

CONDITIONS

10.1.1. SUBDIVISION

No Change

- *The plan of subdivision as shown on the endorsed plans must not be altered without the consent of the responsible authority.*

10.1.2. STANDARD 2 LOT CONDITIONS

- *The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, and gas services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.*
- *All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.*
- *The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.*
- *Access must be provided to each lot in accordance with the requirements of Hepburn Shire Council. All costs to be met by the applicant/owner.*

NB *The developer will be advised of the required construction standards and conditions including relevant fees/charges to be borne by the applicant to enable a Statement of Compliance to be issued under*

separate cover.

10.1.3. **COUNTRY FIRE AUTHORITY**

Bushfire Management Plan endorsed

- The Bushfire Management Plan figure 15 Lot 2 Bushfire Management Plan & schedule must be endorsed to form part of the permit, be included as an annexure to the section 173 agreement and must not be altered unless otherwise agreed in writing by the CFA and the Responsible Authority.

10.1.4. **MATTERS TO BE SET OUT IN SECTION 173 AGREEMENT**

- In addition to the requirements of Clause 44.06-3 of the Hepburn Planning Scheme the section 173 Agreement prepared in accordance with that clause must also specify:
 - Explicitly exclude Lot 1 from the following exemption under Clause 44.06-1 of the Hepburn Planning Scheme:
 - A building or works consistent with an agreement under section 173 of the Act prepared in accordance with a condition of permit issued under the requirements of clause 44.06-3.

10.1.5. **MAINTENANCE OF DEFENDABLE SPACE**

- Before the Statement of Compliance is issued under the Subdivision Act 1988 defendable space on every lot in the subdivision must be implemented and maintained as specified on the Bushfire Management Plan, unless otherwise agreed in writing by the CFA and the Responsible Authority.

10.1.6. **CENTRAL HIGHLANDS WATER CORPORATION**

- Any plan lodged for certification will be referred to the Central Highlands Region Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act.

10.1.7. **DEVELOPMENT OF DWELLING**

Amended plans (dwelling)

- Prior to commencement of the development of the dwelling, amended

plans must be submitted to and approved by the responsible authority. Once approved, the plans will be endorsed, and will then form part of the permit. The plans must be generally in accordance with those submitted with the application, but modified to show:

- *Plans and elevations of the approved dwelling, accurately dimensioned and drawn to scale.*
- *Schedule of external materials, finishes and colours*
- *Accurate dimensions of any site cut required*

No Change

- *The development as shown on the endorsed plans must not be altered without the consent of the responsible authority.*

10.1.8. ENVIRONMENTAL HEALTH

- *An application to install a septic tank system must be submitted prior to any works commencing.*
- *An EPA approved Septic Tank System must be installed in accordance with the Code of Practice: Onsite Wastewater Management.*
- *The effluent disposal field must be located in an area that is able to satisfy minimum setbacks from dams and waterways. A 60m setback must be satisfied from any proposed or existing dams and 100m from declared waterways.*

10.1.9. CENTRAL HIGHLANDS WATER CORPORATION

- *The dwelling and effluent disposal system shall be located strictly in accordance with the Land Capability Assessment by Provincial Geotechnical Pty Ltd reference H5103 dated 9th September 2015*
- *The owner shall install a wastewater management system that provides a primary level of treatment of wastewater, in accordance with the recommendations in section 4 of Land Capability Assessment by Provincial Geotechnical Pty Ltd reference H5103 dated 9th September 2015.*
- *Prior to a Building Permit being issued for a dwelling the owner shall*

enter into an agreement with Central Highlands Region Water Corporation (CHW) and the responsible authority under Sections 173 and 174 of the Planning and Environment Act 1987, requiring that:

- a) The owner shall have any wastewater treatment facility and effluent disposal system for the dwelling inspected annually by a qualified environmental health officer ("the EHO") and shall provide annually to both the Shire and to CHW a written report from the EHO on the condition of the wastewater treatment and effluent disposal system.
 - b) The Owner shall have the wastewater treatment facility desludged at least once every 3 years or as otherwise determined by the EHO and evidence of this desludging shall be provided in the EHO report referred to in Clause (a) herein.
 - c) The Owner shall carry out any works considered necessary by the EHO to ensure the satisfactory operation of the wastewater treatment facility and effluent disposal system.
 - d) The owner will maintain all drainage lines at all times to divert surface water and subsurface water clear of the effluent disposal field.
 - e) The Owner and the Shire agree to do all things necessary to register a memorandum of this Agreement on the title of the land pursuant to Section 181 of the Planning and Environment Act 1987.
 - f) The Owner shall meet all costs of inspections, reports and works referred to in Clauses (a), (b), (c) and (d) herein and all costs of the Shire in relation to stamping and registration of this Agreement.
 - g) The Owner shall not sell or enter into any contract to sell the land until this Agreement has been registered pursuant to Clause (e) herein.
- *The landowners shall meet all costs of preparing and recording this agreement.*

10.1.10. MANDATORY CONDITION - MAINTENANCE OF BUSHFIRE MITIGATION MEASURES

- *The bushfire mitigation measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defendable space, water supply, and access, must be maintained to the satisfaction of the responsible authority and the relevant fire authority on a continuing basis. This condition continues to*

have force and effect after the development authorised by this permit has been completed.

10.1.11. **COUNTRY FIRE AUTHORITY**

Bushfire Management Plan endorsed

- The Bushfire Management Plan figure 15 Lot 2 Bushfire Management Plan & schedule must be endorsed to form part of the permit and must not be altered unless otherwise agreed in writing by the CFA and the Responsible Authority.

NOTES

EXPIRY OF PERMIT

SUBDIVISION

This permit will expire if the plan of subdivision is not certified within two years of the date of this permit.

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

Under section 7 of the Subdivision Act 1988, the plan of subdivision must be registered within five years of the date of certification.

DEVELOPMENT OF DWELLING

This permit will expire if the permitted development is not started within two years of the date of this permit, or is not completed within four years of that date.

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

Within six months afterwards if the development has not been started.

Within twelve months afterwards if the development started lawfully before the permit expired.

Building Approval Required

This permit does not authorize the commencement of any building

construction works. Before any such development may commence, the applicant must apply for and obtain appropriate building approval.

Moved: Councillor Don Henderson

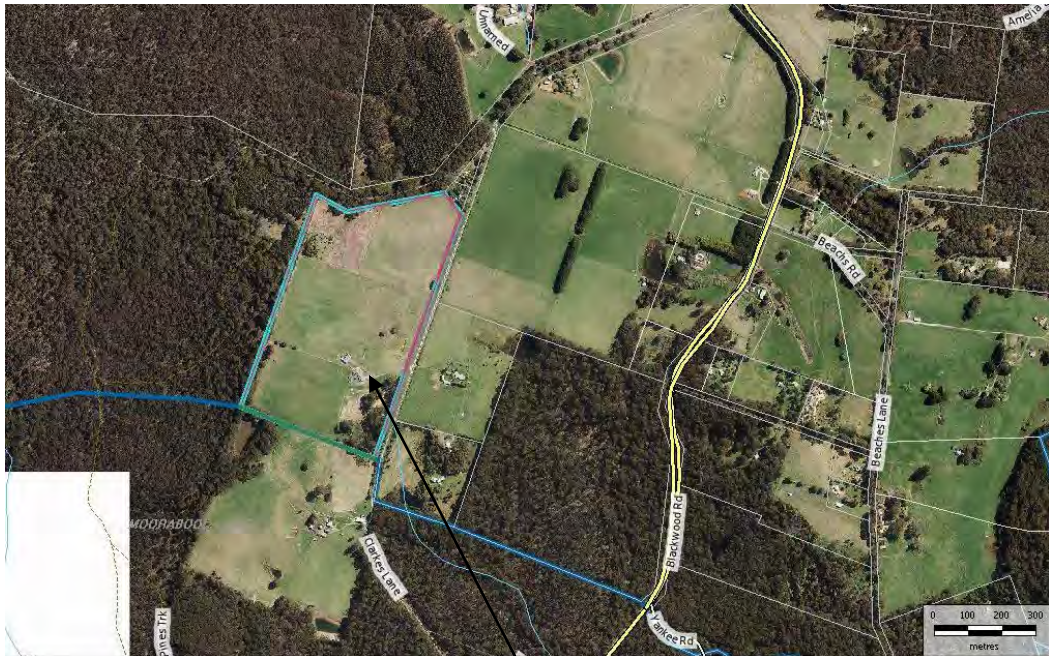
Seconded: Councillor Pierre Niclas

Carried.

ATTACHMENT 1 - PA1027 CLARKES LANE NEWBURY - SITE PLAN



ATTACHMENT 2 - PA1027 CLARKES LANE NEWBURY - AERIAL PHOTO



Subject Site

10.2. PA875 - CONSTRUCTION OF DWELLING ON CA 6F; CONSOLIDATION OF LOTS 6E, 6J, 6K & LOT 1 PS 413309. - 99 DEAN-RESERVOIR ROAD, DEAN
CHIEF EXECUTIVE OFFICER

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

PURPOSE

The purpose of this report is for Council to make a determination on the application for the use and development of a dwelling at 99 Dean Reservoir Road, Dean.

BACKGROUND

A permit application was lodged on 15/5/2015 for the use and development of the land for a dwelling. The proposal is to use and develop one of the lots, with an area of 6Ha, for a dwelling, and consolidate the other four lots to create a separate lot of 21Ha which contains an existing dwelling. The land forms part of a larger holding covering five contiguous crown allotments, with a combined area of 75.87 Ha.

The applicant was advised that the proposal for the use and development of a dwelling on the land was unlikely to receive officer support for the following reasons:

- the application site is on very high quality agricultural land,
- is in an area where fragmentation of such land through development of dwellings on smaller lots is not widespread.,
- the use and development of a dwelling is considered likely to contribute to fragmentation of productive agricultural land in the area and lead to a concentration or proliferation of dwellings in this area, with consequent negative impacts on the use of land for productive agriculture.

The applicant was advised that should they wish to withdraw the application, a full fee refund would be granted. Failing that, they were asked to provide a written statement which explains how the proposed dwelling responds to the decision guidelines for dwellings in the farming zone (clause 35.07-6).

The applicant requested a meeting with council planners to discuss possible options. It was agreed at that meeting to put on hold consideration of the application to allow time for the applicant and their client to consult over possible alternative proposals that may offer a better planning outcome, consistent also with the client's long term plans for the family farm.

Advice was received in November that the applicant and their client wished to proceed with the application as it stood. A statement in respect of the decision guidelines for dwellings in the farming zone was also supplied. The statement did not include any specific agricultural activity proposed for the land, but rather contended

that the development of a dwelling on the land would not impact negatively on the ongoing use of the land and adjoining land for agricultural purposes.

ISSUE/DISCUSSION

The relevant planning considerations in making a determination are set out below.

State and Local Policy

STATE PLANNING POLICY FRAMEWORK (SPPF)

Clause 14.01 -1 Protection of agricultural land seeks to protect productive farmland which is of strategic significance in the local or regional context.

To achieve this objective, in considering a proposal to subdivide or develop agricultural land, the following factors must be considered:

- The desirability and impacts of removing the land from primary production, given its agricultural productivity.
- The impacts of the proposed subdivision or development on the continuation of primary production on adjacent land, with particular regard to land values and to the viability of infrastructure for such production.
- The compatibility between the proposed or likely development and the existing uses of the surrounding land.
- Assessment of the land capability.

Clause 16.02-1 Rural residential development seeks to manage development in rural areas to protect agriculture and avoid inappropriate rural residential development.

This is to be achieved by discouraging development of isolated small lots in rural zones from use of the land for rural living or other incompatible uses.

LOCAL PLANNING POLICY FRAMEWORK (LPPF)

Clause 21.08 – Rural Land Use and Agriculture recognises as a key issue the protection of high quality agricultural land from encroachment of urban land uses.

Clause 22.04 – Rural Land, Dwellings in Rural Zones seeks to provide for the erection of dwellings on rural lots where associated with and required to support a productive agricultural enterprise.

Zoning and Overlay Provisions

Farming Zone

The relevant primary purposes of the farming zone are:

- To provide for the use of land for agriculture.
- To encourage the retention of productive agricultural land.
- To ensure that non-agricultural uses, particularly dwellings, do not adversely affect the use of land for agriculture.

Environmental Significance Overlay 1 – Proclaimed Catchment Protection.

The environmental objectives of the overlay are:

- To protect the quality of domestic water supplies within the Shire and the broader region.
- To maintain and where practicable enhance the quality and quantity of water within watercourses.
- To prevent increased runoff or concentration of surface water leading to erosion or siltation of watercourses.
- To prevent erosion of banks, streambeds adjoining land and siltation of watercourses, drains and other features.
- To prevent pollution and increased turbidity and nutrient levels of water in natural watercourses, water bodies and storages

The proposal, subject to the containment and treatment on site of all wastewater, is considered to meet the objectives of this overlay.

KEY ISSUES

State and Local Policy are both quite clear with regard to agricultural land use. The fragmentation of productive agricultural land is discouraged. Uses which may conflict with, or permanently remove land from productive agriculture are not supported.

Applications for the use and development of the land for a dwelling should not be supported where the land and surrounding land is of very high agricultural quality, and has not been allowed to become fragmented by subdivision or housing development on small lots. The application site and surrounding land is identified as of very high agricultural quality. Fragmentation as a result of small lot dwellings has not occurred in this part of the shire.

The land has been used productively for agricultural purposes for many years without the benefit of a dwelling on this parcel. There is no clear benefit in terms of productive use of the land in allowing a dwelling on this lot.

The proposal to consolidate adjoining parcels to create a vacant lot of 21Ha would not appear to advance any planning purpose. As such, it cannot be considered to give positive support to the application taken as a whole.

The proposal represents fragmentation of highly productive agricultural land. It is not supported by State or Local policy, and lacks positive justification with regard to the purposes of the Farming Zone.

The proposal represents fragmentation of highly productive agricultural land. It is not supported by State or Local policy, and lacks positive justification with regard to the purposes of the Farming Zone. It should be refused.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

NA

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

NA

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

As assessed against the provisions of the Hepburn Planning Scheme, there is no support for the use and development of a dwelling on the land. The inclusion of a proposal to consolidate other existing smaller lots does not alter this. The landowner has an existing dwelling on the land in their ownership. The development of a dwelling is not required to support any proposed agricultural land use. Having regard to the clear directions set for agricultural land by both state and local policy, the application should not be supported.

OFFICER'S RECOMMENDATION

That Council, having considered all the matters required under Section 60 of the Planning & Environment Act 1987 decides to refuse to grant a permit under the provisions of clause 35.07 of the Hepburn Planning Scheme in respect of the land known and described as 99 Dean Reservoir Road, Dean for The use and development of a dwelling in accordance with the submitted plans, with the application dated 15/5/2015

For the following reasons:

- 10.2.1. The proposal is contrary to state planning policy clause 14.01-1
- 10.2.2. The proposal is not supported by state planning policy clause 16.02-1
- 10.2.3. The proposal is contrary to local policy clause 22.04, rural land.
- 10.2.4. The proposal does not support the purposes of the farming zone.

10.2.5. The proposal would lead to fragmentation of productive agricultural land.

10.2.6. The proposal is contrary to the orderly planning of the area.

MOTION

*That Council, having considered all the matters required under Section 60 of the Planning & Environment Act 1987 **decides to refuse to grant a permit** under the provisions of clause 35.07 of the Hepburn Planning Scheme in respect of the land known and described as 99 Dean Reservoir Road, Dean for The use and development of a dwelling in accordance with the submitted plans, with the application dated 15/5/2015*

For the following reasons:

10.2.1. The proposal is contrary to state planning policy clause 14.01-1

10.2.2. The proposal is not supported by state planning policy clause 16.02-1

10.2.3. The proposal is contrary to local policy clause 22.04, rural land.

10.2.4. The proposal does not support the purposes of the farming zone.

10.2.5. The proposal would lead to fragmentation of productive agricultural land.

10.2.6. The proposal is contrary to the orderly planning of the area.

Moved: Councillor Sebastian Klein

Lapsed.

Councillor Kate Redwood AM left the meeting at 8:30pm due to ill health.

MOTION

That Council having given notice of the application and having considered all the matters required under Section 60 of the Planning & Environment Act 1987 decides to Issue a Planning Permit under the provisions of the Hepburn Planning Scheme in respect of the land known and described as **99 Dean Reservoir Road, Dean**, for the **use and development of a dwelling in accordance with the endorsed plans**, with the application dated **15/05/2015** subject to the following conditions:

CONDITIONS

10.2.1. *No Change*

- The development must not be altered without the consent of the responsible authority.

10.2.2. *Council Environmental Health Office*

- An application to install a septic tank system must be submitted prior to any works commencing.
- An EPA approved Septic Tank System must be installed in accordance with the Code of Practice: Onsite Wastewater Management.
- The effluent disposal field must be located in an area that is able to satisfy minimum setbacks from dams and waterways. A 60m setback must be satisfied from any proposed or existing dams and 100m from declared waterways.

10.2.3. *Council Engineering*

- *Stormwater Drainage*

Naturally occurring drainage line shall be maintained for the purpose of stormwater drainage.

No stormwater shall drain or discharge from the land to adjoining properties.

10.2.4. *Access*

Vehicle access/crossing to the property is to be located, constructed of all weather surface and maintained to the satisfaction of the Responsible Authority.

Vehicle access/crossing to the property is to be a culvert constructed using 300 mm class 2 concrete pipe laid to match existing invert levels. Pipe bedding shall be laid on solid subgrade and shall be a compacted depth of 75 mm of class 3 crushed rock or equivalent gravel. The vehicle driveway area and pipe backfill shall be class 3 crushed rock or equivalent gravel and the driveway shall have a compacted depth of 150 mm to cater for domestic and normal traffic (not commercial).

The culvert shall have endwalls to match the culvert invert preferably low profile precast concrete endwalls. Installation shall be in compliance with Councils Standard Drawing 2003-004.

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.

All works must complete prior to occupation.

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

10.2.5. ***Central Highlands Water***

- *The dwelling and effluent disposal system shall be located strictly in accordance with the Land Capability Assessment by Provincial Geotechnical Pty Ltd reference F2037 dated 15/06/2012.*
- *The owner shall install a wastewater management system that provides a secondary level of treatment of wastewater, in accordance with the recommendations in section 6 of Land Capability Assessment by Provincial Geotechnical Pty Ltd reference F2037 dated 15/06/2012.*
- *Prior to a Building Permit being issued for a dwelling the owner shall enter into an agreement with Central Highlands Region Water Corporation (CHW) and the responsible authority under Sections 173 and 174 of the Planning and Environment Act 1987, requiring that:*
 - a) *The owner shall have any wastewater treatment facility and effluent disposal system for the dwelling inspected annually by a qualified environmental health officer ("the EHO") and shall provide annually to both the Shire and to CHW a written report from the EHO on the condition of the wastewater treatment and effluent disposal system.*
 - b) *The Owner shall have the wastewater treatment facility desludged at least once every 3 years or as otherwise determined by the EHO and*

- evidence of this desludging shall be provided in the EHO report referred to in Clause (a) herein.*
- c) The Owner shall carry out any works considered necessary by the EHO to ensure the satisfactory operation of the wastewater treatment facility and effluent disposal system.*
 - d) The owner will maintain all drainage lines at all times to divert surface water and subsurface water clear of the effluent disposal field.*
 - e) The Owner and the Shire agree to do all things necessary to register a memorandum of this Agreement on the title of the land pursuant to Section 181 of the Planning and Environment Act 1987.*
 - f) The Owner shall meet all costs of inspections, reports and works referred to in Clauses (a), (b), (c) and (d) herein and all costs of the Shire in relation to stamping and registration of this Agreement.*
 - g) The Owner shall not sell or enter into any contract to sell the land until this Agreement has been registered pursuant to Clause (e) herein.*
- *Any plan lodged for certification will be referred to the Central Highlands Region Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act.*
 - *Prior to a Statement of Compliance being issued for the subdivision the applicant shall enter into an agreement pursuant to Section 173 of the Planning and Environment Act with the Shire of Hepburn & Central Highlands Water that: -*
 - a) Each lot created shall not be further subdivided to create any additional lots*
 - b) No additional dwellings shall be erected on either lot*
 - *The landowners shall meet all costs of preparing and recording this agreement.*
 - *The Owner and the Shire agree to sign all necessary documents and do all necessary things to register a memorandum of this Agreement on the title of the land prior to the issue of a Statement of Compliance*

NOTES

Expiry of Permit

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

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

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

Building Approval Required

This permit does not authorize the commencement of any building construction works. Before any such development may commence, the applicant must apply for and obtain appropriate building approval.

Moved: Councillor Greg May

Seconded: Councillor Don Henderson

Carried.

ATTACHMENT 3 - PA875-99 DEAN RESERVOIR ROAD-SITE PLAN

▶ ORDINARY MEETING OF COUNCIL
17 MAY 2016



RESIDENCE
 CA 6F DEAN RESERVOIR ROAD DEAN
 C. & W. ROBINSON
 123 Main Street, Building 1010
 Phone: 011 111 1111
 Fax: 011 111 1111
 Email: info@hepburnshire.govt.nz

ATTACHMENT 4 - PA875-99 DEAN RESERVOIR ROAD- AERIAL VIEW



Subject Site

11. OFFICERS' REPORTS

11.1. FINANCIAL REPORT AS AT 31 MARCH 2016 GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

The purpose of this report is to present a summary of Council's financial performance for the 2015/16 financial year up to 31 March 2016.

BACKGROUND

This report provides information on Council's operating performance for the period 1 July 2015 to 31 March 2016 and compares the Income Statement to the revised forecast budget adopted by Council in January 2016 and the Balance Sheet and Statement of Cash Flows to the corresponding period last year. The Performance Statement for the first three quarters of the year is also presented and compared to last year's results.

ISSUE/DISCUSSION

Income Statement - Income

Total income year to date is \$27.1 million, which is \$547K less than forecast.

The primary cause is operating grants, which is \$942K behind budget. This is due to the initial 2015/16 recurrent grant from the Victorian Grants Commission being received on the last day of the previous financial year. In addition, garbage and recycling charges are down \$105K on budget due to ratepayers opting out of the extended kerbside collection and \$76K less than budgeted income from supplementary rates. Contributions are also behind budget as community contributions towards capital projects, including Victoria Park Daylesford, have not yet been received.

Conversely, some income has been higher than budget. This includes \$299K more in capital grants than expected. This is made up of more Roads to Recovery funding this year, but less Victorian Grants Commission and streetscape funding due to timing and not securing funding. 'Other income' is higher than expected by \$248K due to bin sales from the extended kerbside collection and a timing difference in some rental income.

Income Statement - Expenses

Total expenses year to date is \$20.3 million, which is \$1.16 million less than forecast.

The main contributors are 'Material and services' where we have spent \$819K less than forecast, and 'Employee costs' where we have spent \$375K less than forecast. This includes contract payments and various operational projects behind the year to date budget.

Employee costs are \$375K less than forecast, with savings achieved in the Workcover insurance premium and across a range of service areas. In addition, a timing variance with swimming pool contract staff payments at month end also contributes to this cost being under forecast.

Income Statement - Overall

The year-to-date (YTD) operating result provides a \$6.8 million surplus, which is \$0.6 million greater than forecast.

Please refer to the Income Statement attached for full details.

Balance Sheet

Total Cash at 31 March 2016 totals \$15.0 million including \$313K classified as other financial assets comprising term deposits with an initial term of 4 months or greater. Cash and cash equivalents are \$1.8 million greater than this time last year, which is reflected in the Statement of Cash Flows comparing this year to last year.

Total debtors are \$6.8 million, comprising rate debtors of \$5.3 million, \$0.7 million in Fire Services Property Levy and \$0.8 million in non-rate debtors. This is consistent with the previous year.

Council's loan balances have reduced by \$1.0 million and are down to a total of \$2.8 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 \$5.6 million of the \$12.4 million forecast capital works budget for 2015/16 has been spent. In addition, \$3.1 million has been committed to be spent via purchase orders.

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

Performance Statement

A copy of the Local Government Performance Reporting Framework (LGPRF) Performance Statement is attached. Results for the third quarter 2015/16 are presented along side the full year results for 2014/15. Care should be exercised when interpreting comparative figures, given that some data has not yet been gathered

and comparison of third quarter 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.

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

None noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

The report on the financial performance and performance statement of Council for the nine months from 1 July 2015 to 31 March 2016 is presented.

OFFICER'S RECOMMENDATION

11.1.1. That Council receives and notes the Financial Report and Performance Statement for the nine months from 1 July 2015 to 31 March 2016.

MOTION

11.1.1. *That Council receives and notes the Financial Report and Performance Statement for the nine months from 1 July 2015 to 31 March 2016.*

Moved: Councillor Pierre Niclas

Seconded: Councillor Greg May

Carried.

ATTACHMENT 5 - FINANCIAL REPORT AS AT 31 MARCH 2016

Hepburn Shire Council

Comprehensive Income Statement

For the Period Ended 31 March 2016

	YTD Budget Forecast 2015/16 \$'000	YTD Actual 2015/16 \$'000	YTD Variance		
			\$'000	%	
Income					
Rates and charges	18,039	17,860	(179)	-1%	1
Statutory fees and fines	365	469	103	28%	2
User fees	622	665	43	7%	3
Grants - operating	3,790	2,848	(942)	-25%	4
Grants - capital	3,533	3,831	299	8%	5
Contributions - monetary	205	94	(111)	-54%	6
Contributions - non monetary	-	-	-	100%	
Net gain/(loss) on disposal of assets	9	-	(9)	-100%	
Other income	1,101	1,349	248	23%	7
Total income	<u>27,663</u>	<u>27,116</u>	<u>(547)</u>	<u>-2%</u>	
Expenses					
Employee costs	8,663	8,288	375	4%	8
Materials and services	6,729	5,910	819	12%	9
Bad and doubtful debts	4	141	(136)	-97%	10
Depreciation and amortisation	5,187	5,246	(59)	-1%	
Borrowing costs	212	148	64	30%	11
Other expenses	647	546	101	16%	12
Total expenses	<u>21,441</u>	<u>20,278</u>	<u>1,163</u>	<u>5%</u>	
Surplus/(deficit) for the year	<u>6,222</u>	<u>6,838</u>	<u>616</u>		

- 1 Garbage and recycling charges down \$105K on budget and supplementary rates down \$76K.
- 2 Town planning fees up \$65K, environmental health fees up \$11k, fire prevention fines up \$62K and animal registrations down \$41K on YTD budget with animal registrations not yet due.
- 3 Aged services fees are billed in arrears, with eight months' actual invoicing compared to nine months' budget (\$29K). Transfer station income is up \$58K due to direct management by Council.
- 4 Operating grants lower due to 2015/16 grant from Victorian Grants Commission received in prior financial year.
- 5 Capital grants are greater than YTD budget by \$299K due to the earlier than budgeted receipt of additional Roads to Recovery funding of \$1,035K. This is offset by the receipt of 2015/16 recurrent capital grant from Victorian Grants Commission in the prior financial year (\$534K) and streetscape funding not received (\$145K).
- 6 Community Contributions to capital projects not yet received include Victoria Park multipurpose facility (\$125K) and Smeaton Community Centre / Bowls Club Deck (\$35K). Contribution invoiced for Newlyn Netball Facility (\$40K).
- 7 Bin sales for extended kerbside collection \$62K plus timing variance for rent invoiced in advance \$86K and additional rent of \$82K offset by provision for doubtful debts..
- 8 Workcover insurance premium has a favourable YTD variance \$92K, including a refund of \$36K on last year's premium. Invoices for Swimming Pools contract staff had not been processed of \$72K. Salary savings have been realised in the following service areas community development, finance, environmental health, information technology, planning and recreation.
- 9 Several contract payments behind YTD budget including waste management \$183K and maternal and child health \$160K, plus various operational projects behind YTD budget.
- 10 Bad and doubtful debts expense are predominantly comprised of two transactions. There is one doubtful debt which continues to due to delays in contractual changes and one significant debt has been written off due it not be enforceable as works did not progress.
- 11 Borrowing costs are favourable compared to budget due to additional principal repayments in previous years.
- 12 Other expenses are favourable compared to budget due to community grants being \$73K less than YTD budget.

Hepburn Shire Council

Balance Sheet

As at 31 March 2016

	Current Year Actual \$'000	Prior Year Actual \$'000	Variance Year on Year	
			\$'000	%
Assets				
Current assets				
Cash and cash equivalents	14,731	12,926	1,804	12%
Trade and other receivables	6,832	6,868	(36)	-1%
Other financial assets	313	-	313	100%
Inventories	(3)	36	(39)	1472%
Total current assets	<u>21,873</u>	<u>19,830</u>	<u>2,043</u>	<u>9%</u>
Non-current assets				
Property, infrastructure, plant and equipment	215,239	213,881	1,359	1%
Intangible assets	637	790	(153)	-24%
Total non-current assets	<u>215,876</u>	<u>214,670</u>	<u>1,206</u>	<u>1%</u>
Total assets	<u>237,749</u>	<u>234,500</u>	<u>3,249</u>	<u>1%</u>
Liabilities				
Current liabilities				
Trade and other payables	566	592	25	4%
Trust funds and deposits	2,023	1,516	(507)	-25%
Provisions	1,828	1,856	28	2%
Interest-bearing loans and borrowings	54	1,501	1,446	2670%
Other Liabilities	18	18	-	0%
Total current liabilities	<u>4,489</u>	<u>5,482</u>	<u>992</u>	<u>22%</u>
Non-current liabilities				
Provisions	500	476	(24)	-5%
Interest-bearing loans and borrowings	2,717	2,293	(424)	-16%
Other Liabilities	134	134	-	0%
Total non-current liabilities	<u>3,350</u>	<u>2,903</u>	<u>(448)</u>	<u>-13%</u>
Total liabilities	<u>7,839</u>	<u>8,384</u>	<u>545</u>	<u>7%</u>
Net assets	<u>229,910</u>	<u>226,116</u>	<u>3,793</u>	<u>2%</u>
Equity				
Accumulated surplus	143,905	140,725	3,180	2%
Reserves	86,004	85,391	613	1%
Total Equity	<u>229,910</u>	<u>226,116</u>	<u>3,793</u>	<u>2%</u>

Hepburn Shire Council

Statement of Cash Flows

As at 31 March 2016

	Current Year Actual Inflows/ (Outflows) \$'000	Prior Year Actual Inflows/ (Outflows) \$'000	Variance Year on Year	
			\$'000	%
Cash flows from operating activities				
Rates and charges	13,705	13,184	521	4%
Statutory fees and fines	395	334	61	15%
User fees	489	186	303	62%
Grants - operating	2,848	3,695	(846)	-30%
Grants - capital	3,831	3,488	343	9%
Contributions - monetary	94	196	(101)	-107%
Interest received	245	308	(63)	-26%
Rent received	874	854	20	2%
Trust funds and deposits taken	3,574	3,637	(63)	-2%
Other receipts	230	278	(48)	-21%
Net GST refund/payment	87	57	30	35%
Employee costs	(8,419)	(7,385)	(1,035)	12%
Materials and services	(7,485)	(7,668)	183	-2%
Trust funds and deposits repaid	(3,585)	(3,674)	90	-3%
Other payments	(546)	(475)	(71)	13%
Net cash provided by/(used in) operating activities	6,336	7,014	(677)	-11%
Cash flows from investing activities				
Payments for property, infrastructure, plant and equipment	(5,562)	(6,237)	675	-12%
Proceeds from sale of property, infrastructure and equipment	-	73	(73)	100%
Payments for investments	1,000	-	1,000	100%
Proceeds from sale of investments	-	250	(250)	100%
Net cash provided by/(used in) investing activities	(4,562)	(5,914)	1,352	-30%
Cash flows from financing activities				
Finance costs	(148)	(171)	23	-15%
Proceeds from borrowings	-	-	-	100%
Repayment of borrowings	(335)	(322)	(12)	4%
Net cash provided by/(used in) financing activities	(483)	(493)	10	-2%
Net increase (decrease) in cash and cash equivalents	1,291	607	685	53%
Cash and cash equivalents at the beginning of the financial year	13,439	12,320	1,120	8%
Cash and cash equivalents at the end of the financial year	14,731	12,926	1,804	12%

Hepburn Shire Council Statement of Capital Works as at 31 March 2016

Project Number	Project Name	New/ Renew/ Upgrade	Full Year Budget	YTD Actual	% Spent YTD	Commit- ments	2015/16 Expenditure		% Spent YTD Incl Commit.	Full Year Budget	YTD Actual
							2015/16 Expenditure	2015/16 Expenditure + Commit.			
PROPERTY											
Land improvements											
000472	Creswick Landfill PANs Response	Upgrade	50,000	11,713	23%	27,042	38,754	78%	-	-	
000549	Town and Shire Road Signage	Upgrade	60,000	9,460	16%	1,818	11,278	19%	-	-	
000588	VMWC Central Springs Signage	Renew	-	-	100%	-	-	100%	-	14,000	
000589	VMWC C/Springs Amenities	Renew	-	-	100%	-	-	100%	-	35,000	
	Total land		110,000	21,173	19%	28,860	50,032	45%	-	49,000	
Buildings											
000465	Multi Purpose Facility - Victoria Park, Daylesford	Upgrade	1,896,021	1,494,353	79%	273,770	1,768,123	93%	1,275,000	1,035,000	
000497	Trentham Community Hub	New	200,000	-	0%	-	-	0%	-	-	
000514	Creswick Hub	Upgrade	91,319	97,969	107%	5,423	103,392	113%	-	-	
000516	Newlyn Netball Facilities	Upgrade	89,842	58,928	66%	-	58,928	66%	43,725	39,725	
000550	Clunes RV dump point	New	10,000	10,830	108%	-	10,830	108%	-	-	
000551	Hepburn Shire Council Services & Community Hub Construction	Upgrade	250,000	2,135	1%	4,500	6,635	3%	-	-	
000581	Clunes Town Hall & Court House Project	Renew	107,800	8,930	8%	-	8,930	8%	107,800	107,800	
Building improvements											
000287	Building and Structures Renewal Program	Renew	381,141	251,646	66%	33,340	284,986	75%	-	-	
000466	Basin Reserve Facility Improvements - LGIF	Renew	60,000	15,404	26%	-	15,404	26%	-	-	
000483	Bullarto Community Facilities	Renew	22,000	1,527	7%	2,000	3,527	16%	-	-	
000542	Social Enterprise - Capital	New	184,603	23,372	13%	1,622	24,994	14%	-	-	
000552	Creswick library fit out	Renew	40,000	39,189	98%	-	39,189	98%	-	-	
000553	Sustainability Strategy - Towards Zero - Council Assets	Renew	150,000	8,803	6%	107,500	116,303	78%	-	-	
000554	Creswick Honour Roll New Display Wall	Upgrade	2,500	-	0%	4,700	4,700	188%	-	-	
000555	Smeaton Community Centre / Bowls Club Deck	Upgrade	70,000	26,848	38%	248	27,096	39%	35,000	80,000	
000585	Bathhouse Deck	Upgrade	80,000	-	0%	-	-	0%	70,000	70,000	
000586	HMSR Pavilion Cafe Roof Repairs	Renew	53,000	-	0%	-	-	0%	-	-	
	Total buildings		3,688,226	2,039,935	55%	433,102	2,473,036	67%	1,611,525	1,332,525	
	TOTAL PROPERTY		3,798,226	2,061,107	54%	461,961	2,523,069	66%	1,611,525	1,381,525	
PLANT AND EQUIPMENT											
Plant, machinery and equipment											
000130	Works Plant And Equipment	Renew	1,033,700	454,042	44%	381,499	835,541	81%	300,000	20,000	
Computers and telecommunications											
000495	Portable Inspection Devices	New	30,308	12,515	41%	780	13,295	44%	-	-	
000556	Daylesford and Trentham library IT improvements	New	10,000	9,154	92%	-	9,154	92%	-	-	
000557	IT Hardware / Technology Renewal Program	Renew	130,000	64,866	50%	5,378	70,244	54%	-	-	
000558	IT Application / Software Upgrades	Upgrade	40,000	-	0%	-	-	0%	-	-	
Library books											
000423	Library Collection Renewal	Renew	68,260	15,607	23%	50,000	65,607	96%	-	-	
	TOTAL PLANT AND EQUIPMENT		1,312,268	556,184	42%	437,657	993,841	76%	300,000	20,000	
INFRASTRUCTURE											
Roads											
000100	Reseals	Renew	1,250,000	13,295	1%	1,136,364	1,149,659	92%	-	-	
000102	Reseal Preparation	Renew	85,000	8,014	9%	-	8,014	9%	-	-	
000103	Gravel Resheets	Renew	600,000	592,216	99%	2,298	594,514	99%	-	-	

Hepburn Shire Council Statement of Capital Works as at 31 March 2016

Project Number	Project Name	New/ Renew / Upgrade	Full Year Budget	YTD Actual Expenditure	% Spent YTD	Commit- ments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Full Year Budget	YTD Actual Income
000411	Pavement Rehabilitation, Formation & Drainage	Renew	2,439,072	1,654,672	68%	229,822	1,884,493	77%	1,997,149	1,734,400
000463	Road Safety Improvements	Renew	60,000	45,102	75%	-	45,102	75%	-	-
000559	East St Railway Bridge Underpass	Upgrade	375,000	-	0%	-	-	0%	-	-
000582	Victoria and Suburban Street Clunes	Upgrade	165,000	161,532	98%	-	161,532	98%	165,000	-
Bridges										
000114	Bridge Renewal	Renew	430,000	23,348	5%	2,120	25,468	6%	-	-
Footpaths and cycleways										
000112	Footpath Improvement and Renewal	Renew	130,000	-	0%	114,150	114,150	88%	-	-
000316	Wombat Trail Stage 1 (Walking & Cycling Project 15)	New	-	-	100%	-	-	100%	3,000	3,000
000318	Lindsay Arts Trail - Stage 4 Construction	New	-	750	100%	-	750	100%	-	-
000471	Footpath Expansion Program	New	125,000	2,056	2%	64,660	66,716	53%	-	-
Drainage										
000410	Kerb & Channel Rehabilitation	Renew	150,000	124,727	83%	-	124,727	83%	-	-
Recreational, leisure and community facilities										
000122	Playground Equipment Replacement Program	Renew	50,000	49,620	99%	-	49,620	99%	-	-
000311	Hepburn Netball Court Upgrade	Renew	-	-	100%	-	-	100%	6,649	-
000414	Hard-court Annual Renewal Program	Renew	50,000	3,220	6%	-	3,220	6%	-	-
000470	Netball Court Resurfacing - Creswick - LGIF	Renew	95,544	88,107	92%	3,727	91,835	96%	6,361	-
000509	Cricket Pitch Renewal Program	Renew	20,000	20,700	104%	-	20,700	104%	-	-
000513	Mount Prospect Tennis Courts	Renew	-	90	100%	-	90	100%	10,000	10,000
000560	Splash Park in Creswick	New	127,900	76,200	60%	51,700	127,900	100%	-	-
Parks, open space and streetscapes										
000405	Daylesford Streetscape Implementation	Upgrade	-	-	100%	-	-	100%	20,000	20,000
000429	Streetscape Revital/Planning-Creswick/Clunes/Hepburn	Upgrade	-	1,684	100%	-	1,684	100%	-	-
000493	Implementation of Streetscape Plans Creswick	Upgrade	488,525	56,871	12%	419,730	476,601	98%	210,000	140,000
000543	Trentham Streetscape Implementation	Upgrade	160,000	-	0%	-	-	0%	60,000	-
000544	Implementation of Streetscape Plans Clunes	Upgrade	200,000	6,969	3%	168,001	174,970	87%	90,000	60,000
000561	Daylesford Community Park - Improve Shade and infrastructure	Upgrade	40,000	14,226	36%	-	14,226	36%	-	-
000562	Glenlyon Streetscape construction	Upgrade	50,000	-	0%	-	-	0%	-	-
000563	Hepburn Streetscape construction	Upgrade	70,000	-	0%	-	-	0%	50,000	-
000564	Lake Daylesford Improvements	Upgrade	50,000	-	0%	455	455	1%	50,000	-
Other infrastructure										
000504	H.S. Public Art Appropriation, Maintenance & Replacement	New	50,000	12,684	25%	2,493	15,177	30%	-	-
000548	Sewer Pumpstation Upgrade Jubilee Lake C/P	Upgrade	-	8,383	100%	5,000	13,383	100%	-	-
TOTAL INFRASTRUCTURE			7,261,041	2,964,466	41%	2,200,518	5,164,984	71%	2,668,159	1,967,400
TOTAL CAPITAL WORKS			12,371,535	5,581,758	45%	3,100,137	8,681,894	70%	4,579,684	3,368,925
Represented by:										
	New asset expenditure	New	737,811	147,561	20%	121,255	268,816	36%	3,000	3,000
	Asset renewal expenditure	Renew	7,425,517	3,483,126	47%	2,068,196	5,551,323	75%	2,497,959	1,991,200
	Asset upgrade/expansion expenditure	Upgrade	4,208,207	1,951,070	46%	910,685	2,861,755	68%	2,078,725	1,374,725
Total capital works expenditure			12,371,535	5,581,758	45%	3,100,137	8,681,894	70%	4,579,684	3,368,925

ATTACHMENT 6 - LGPRF PERFORMANCE STATEMENT THIRD QUARTER
2015 -16

PERFORMANCE STATEMENT
Sustainable Capacity Indicators

<i>Indicator / measure</i>		Results 2014/15 Actual	Results 2015/16 Quarter 3	Comments 2015/16
Population				
C1	68 <i>Expenses per head of municipal population</i> [Total expenses / Municipal population]	\$1,813.77	\$1,354.57	
C2	69 <i>Infrastructure per head of municipal population</i> [Value of infrastructure / Municipal population]	\$11,837.15	\$11,844.47	
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	\$1,358.86	
Recurrent grants				
C5	67 <i>Recurrent grants per head of municipal population</i> [Recurrent grants / Municipal population]	\$620.65	\$311.93	
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 Quarter 3	Comments 2015/16
Aquatic Facilities				
Utilisation				
AF6	33 <i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	0.42	0.99	
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%	No critical or major non-compliances have been identified.
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%	19.24%	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%	15.91%	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%	13.80%	
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%	74.90%	
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%	65.63%	

PERFORMANCE STATEMENT

Sustainable Capacity Indicators

<i>Indicator / measure</i>		Results 2014/15 Actual	Results 2015/16 Quarter 3	Comments 2015/16
Roads				
Satisfaction				
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%	50.00%	Two of the four have been set aside by VCAT
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%	Waiting on missing Wheelie Waste data - requested 5/2/2016

Financial Performance Indicators

<i>Dimension / indicator / measure</i>		Results 2014/15 Actual	Results 2015/16 Quarter 3	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	\$1,867.73	
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%	487.23%	
Unrestricted cash				
L2	56 <i>Unrestricted cash compared to current liabilities</i> [Unrestricted cash / Current liabilities] x100	133.15%	276.53%	
Obligations				
Asset renewal				
O1	60 <i>Asset renewal compared to depreciation</i> [Asset renewal expense / Asset depreciation] x100	104.95%	67.31%	
Loans and borrowings				
O2	57 <i>Loans and borrowings compared to rates</i> [Interest bearing loans and borrowings / Rate revenue] x100	18.14%	15.51%	
O3	58 <i>Loans and borrowings repayments compared to rates</i> [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	15.71%	2.70%	
Indebtedness				
O4	59 <i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities / Own source revenue] x100	16.35%	16.47%	
Operating position				
Adjusted underlying result				
OP1	54 <i>Adjusted underlying surplus (or deficit)</i> [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100	9.94%	20.48%	
Stability				
Rates concentration				
S1	61 <i>Rates compared to adjusted underlying revenue</i> [Rate revenue / Adjusted underlying revenue] x100	56.78%	70.03%	
Rates effort				
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%	

11.2. TRENTHAM SPORTSGROUND - MEMORANDUM OF UNDERSTANDING GENERAL MANAGER COMMUNITY SERVICES

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

PURPOSE

The purpose of this report is for Council to consider entering into a five year Memorandum of Understanding (MOU) with the Trentham Sportsground Committee.

BACKGROUND

At its July 2014 meeting Council approved the development of a five year MOU between Council and the Trentham Sportsground Committee (TSC), to be ratified by Council. Specifically the MOU was to define Council's commitment including:

- Contribution to Oval Maintenance (Watering, Fertilising, Mowing)
- Contribution to Building Maintenance
- Contribution to Reserve Maintenance
- Review of the Trentham Sportsground Strategic Plan and future Action Plan development to identify and progress priority renewal and upgrade works

ISSUE/DISCUSSION

The MOU (Attachment 7) sets out both Council and TSC's roles and responsibilities and specifies the key contacts in relation to specific items, communication obligations and response timeframes.

The MOU commits Council to the following:

Oval Maintenance

- Paying for oval watering up to the agreed allocation, currently 3,228 kilolitres of water per year;
- Monitoring the moisture content of the oval and advising the club on the irrigation requirements of the oval;
- Mowing the sportsground as per Council's service specifications;
- Developing and implementing an annual maintenance schedule for general maintenance items including top dressing, over sowing and fertilising.

Reserve Maintenance

- Maintaining the internal reserve roads to minimum standards and in line with Council's Road Management Plan – Maintain Tracks;
- Providing rubbish and routine rubbish removal at the reserve;
- Including the netball court and cricket pitch in renewal programs;

- Including the playground in Council's annual playground audit topping up the playground soft fall, as required.
- Undertaking regular mowing of reserve surrounds.

Strategic Planning Support

- Providing support to the Trentham Sportsground Committee for the development of a Strategic Plan and Reserve Master Plan, which may include applying for external funding to develop the Master Plan.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2013:2017:

Strategic Objective – Active and Engaged Communities

Key Strategic Activity:

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

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

FINANCIAL IMPLICATIONS

Oval and reserve maintenance at the Trentham Sportsground is included in Council's Parks and Open Space operating budget.

RISK IMPLICATIONS

Nil identified with this report.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The MOU with the Trentham Sportsground Committee is underpinned by the principles of equity, participation and sustainability.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The MOU has been developed in consultation with the TSC. Final feedback provided by TSC in February has been incorporated apart from the proposed section 2.5 Loss of Revenue.

An alternative Section 2.5 has been included in the revised draft titled *Alternative Venue* which commits Council to assist in securing another ground but not providing it free of charge. This is consistent with practice at other sportsgrounds and has been agreed by TSC.

CONCLUSION

The MOU specifies the respective roles and responsibilities of Council and the Trentham Sportsground Committee and clarifies the level of service Council will provide at the sportsground.

OFFICER'S RECOMMENDATION

11.2.1. That Council authorises the Chief Executive Officer to sign the Memorandum of Understanding (2016/17 - 2020/21) between the Trentham Sportsground Committee and Hepburn Shire Council.

MOTION

11.2.1. That Council authorises the Chief Executive Officer to sign the Memorandum of Understanding (2016/17 - 2020/21) between the Trentham Sportsground Committee and Hepburn Shire Council.

Moved: Councillor Don Henderson

Seconded: Councillor Sebastian Klein

Carried.

ATTACHMENT 7 - MEMORANDUM OF UNDERSTANDING - TRENTHAM
SPORTSGROUND COMMITTEE - REVISED 11-04-2016

DRAFT Memorandum of Understanding
between
Hepburn Shire Council and the Trentham
Sportsground Committee

Purpose: The Memorandum of Understanding sets out the roles and responsibilities between Hepburn Shire Council (Council) and the Trentham Sportsground Reserve Committee of Management (TSC) for services to be provided to the Trentham Sportsground.

Term: This MOU is for a five year period (2016/17-2020/21) to be reviewed in 2020.

Parties: **Hepburn Shire Council** (ABN 76 845 763 535) of 76 Vincent Street, Daylesford Victoria 3460 (HSC)

and

Trentham Sportsground Reserve Committee of Management Inc. of 25 Falls Road, Trentham Victoria 3458 (TSC)

This MOU is underpinned by the principles of equity, participation and sustainability. Hepburn Shire Council will provide ongoing support and assistance to the Trentham Sportsground Committee for the five year term, subject to the requirements of this MOU.

▶ MEMORANDUM OF UNDERSTANDING

1. CONTACTS AND COMMUNICATION SCHEDULE

1.1. CONTACTS

The following contacts are the main points of contact to be used during normal business hours. Each party to this MOU is responsible for notifying the other party of any changes.

Organisation	Capacity	Name	Phone	Email
Trentham Sportsground Committee of Management	Secretary			
Hepburn Shire Council	Oval/Reserve Maintenance	James Lowe	0458 026 485	jlowe@hepburn.vic.gov.au
Hepburn Shire Council	Buildings	Steve Millard	0407 608 451	smillard@hepburn.vic.gov.au
Hepburn Shire Council	Strategy	Michael Hynes	0429 374 821	mhynes@hepburn.vic.gov.au
Hepburn Shire Council	Grievance	Michael Hynes	0429 374 821	mhynes@hepburn.vic.gov.au

1.2. CONTACT SCHEDULE

Communicator	Reason	Timeframe
Both Parties	Change of Contact Details	Within 1 week of change
Parks and Gardens - HSC	Budget and schedule of services are identified	July each year
Parks and Gardens - HSC	Date of work to be done has been scheduled	July each year
Parks and Gardens - HSC	Confirmation of services to	One month in advance of

▶ MEMORANDUM OF UNDERSTANDING

	be done	scheduled work
Parks and Gardens - HSC	Increase/decrease of water on oval	Immediately upon making such a decision
Trentham Cricket Club	The TSC will provide Council with the fixture	As soon as available before start of each season
Trentham Football and Netball Club	The TSC will provide Council with the fixture	As soon as available before start of each season

2. SUPPORT PROVIDED BY COUNCIL

2.1. OVAL MAINTENANCE

- a. Council will pay for the water required for irrigation of the surface with the following conditions:
 - Council has, in principle, allocated 3,228 kilolitres of water per year to irrigate the oval
 - Council will monitor the moisture content of the oval and advise the club on the irrigation requirements of the playing surface
 - Council will advise TSC on adjustments to the irrigation requirements as required
 - Any savings in the cost of irrigating the sportsground will remain Councils
 - Any additional costs incurred in irrigating the sportsground will be covered by Council, however, if the additional irrigation has not been approved by Council, the additional costs will be the responsibility of the TSC or user group requiring the additional irrigation.
- b. Council will be responsible for mowing the sportsground as per Council's service specifications. Any changes to the service specifications from the time of signing this MOU will be communicated to TSC.
- c. Council will develop and implement an annual maintenance schedule for general maintenance. The schedule will be developed in collaboration with TSC based on Council Specifications
- d. Council will advise TSC if any of the services are unable to be completed when scheduled
- e. Council will consider, and if agreed to will act upon, requests for additional oval maintenance with a minimum of 10 working days' notice

2.2. RESERVE MAINTENANCE

- a. Council will maintain the internal reserve roads to minimum standards and generally in accordance with Council's *Road Management Plan – Maintain Tracks*.
- b. Council will be responsible for routine rubbish removal at the reserve, this does not include events which will be considered on a case by case basis through Council's events area.

- c. Council will provide an appropriate number of rubbish and recycling bins to service the reserve.
- d. The Trentham Netball Court will be included in the annual Hard Court Renewal Program. Surface renewal including line marking ¹will be based on Council assessment process and priorities with consideration of availability of funding for the program. TSC will be responsible for general court maintenance.
- e. Council will communicate any changes to the Hard Court Renewal Program to TSC.
- f. The Trentham Cricket Pitch and pitch cover will be included in the annual Cricket Pitch Renewal Program and will be scheduled for renewal within Council priorities and in consideration of availability of funding for the program
- g. HSC will remove the cricket pitch cover at the end of the Australian Rules football season and restore the cricket pitch cover at the end of the cricket season.
- h. The playground at the Trentham Sportsground will be included in Council's annual playground audit and the playground soft fall will be topped up by Council as required. The TSC and Council will each review the playground audit findings and TSC will develop an action plan. The action plan will then be discussed with Council to confirm the party responsible for implementing the playground audit findings per the action plan. TSC will provide a response to the audit report and a regular update on action items. The TSC should notify Council when the playground soft fall requires refilling. The playground softfall will be topped up by Council, as required
- i. Council will undertake regular mowing of the reserve surrounds in accordance with Council's Service Standards.

2.3. STRATEGIC PLANNING SUPPORT

- a. Council's Recreation officer will provide support to the Trentham Sportsground Reserve Committee of Management for the development of a Strategic Plan and will act as the Council Liaison Officer during the term of this agreement.
- b. Council will support the Trentham Sportsground Reserve Committee of Management in the development of a Reserve Masterplan. This may include

¹ Line marking is applied by the court resurfacing provider at the time of surface renewal and is part of the playing surface.

applying for external funding to develop the Masterplan and may require a contribution from the Committee.

2.4. FACILITY UPGRADES

Council will work with the Trentham Sportsground Reserve Committee of Management and its user groups to apply for external funding opportunities as available. Applications for funding opportunities must align with Council's Recreation strategies the TSC Strategic Plan , Reserve master plans and the relevant user groups strategic plan.

2.5. ALTERNATIVE VENUE

- a. Where the TSC has more than one user group wishing to use the Trentham Sportsground on the same date and this causes a conflict in bookings the HSC will assist in securing access to another sportsground for the use of the user group being displaced for their event.

3. TRENTHAM SPORTSGROUND COMMITTEE RESPONSIBILITIES

3.1. OVAL MAINTENANCE

- a. TSC will provide Council's Parks and Gardens team with the fixtures for Football and Cricket as soon as available in advance of each season.
- b. TSC will be responsible for watering the surface under direction of Council's Parks and Open Space Team Leader Reserves:
 - Council will monitor the moisture content of the oval
 - Council will advise TSC on adjustments to the irrigation requirements
- c. TSC will provide Council with 10 working days notice for any additional request for oval maintenance.
- d. Council reserves the right to charge fees associated with additional maintenance requests from TSC not contained within the annual maintenance schedule

3.2. RESERVE MAINTENANCE

- a. Perimeter fencing will be the responsibility of TSC.
- b. Goal posts will remain the responsibility of the Trentham Football Netball Club.
- c. Oval fencing will remain the responsibility of the TSC.
- d. Seating will remain the responsibility of the TSC .
- e. The practice cricket nets will remain the responsibility of the TSC and the user groups.
- f. TSC will ensure that all litter/rubbish is placed in Council bins as required and bins are placed in the designated collection point to be emptied.

4. OCCUPATIONAL HEALTH AND SAFETY, RISK AND COMPLIANCE

- a. TSC must comply with all requirements and directions in relation to occupational health and safety legislation, regulation, standards and codes.

5. INDEMNITY AND INSURANCE

- a. TSC will indemnify and keep indemnified and hold harmless HSC, its servants and agents from and against all actions, costs, damages, loss or claims from any activities or decisions arising from the conduct of TSC, except to the extent caused or contributed to by the negligence or unlawful conduct of HSC or its servants or agents.
- b. TSC will undertake to ensure that clubs undertake the necessary "fit for use" inspections as required by the relevant associations/peak bodies prior to use for competition.

6. DISPUTE RESOLUTION

- a. In the event of a dispute arising out of failure to meet any of the obligations required by this MOU, the TSC Chair and Council Liaison Officer will meet to attempt resolution of the dispute to mutual satisfaction. If this is not able to be achieved either party may give the other party written notice specifying the details of the dispute.
- b. Complaints about Hepburn Shire Council will fall under the Hepburn Shire Complaint Policy #64
- c. Should a dispute be unable to be resolved, the matter will be referred to any form of alternative dispute resolution procedure on which the parties agree. Where a mediator is involved, the parties must agree to comply with the mediators' instructions. The charges for the mediation will be paid equally by the parties.

Irrigation Requirement Tables

Home Next

Crop Coefficient (Kc)

Distribution Uniformity (DU)

Trentham

Base Irrigation Requirement - History

Month	Eto	Rainfall	TQVS Category - BIr (Base Irrigation Requirement) kL per ha			
			TQVS 1	TQVS 2	TQVS 3	TQVS 4
Jul	40	125	-	-	-	-
Aug	60	124	-	-	-	-
Sep	80	107	182	-	-	-
Oct	100	97	459	34	-	-
Nov	125	75	857	326	193	60
Dec	200	66	1,716	866	653	441
Jan	175	54	1,525	781	595	409
Feb	175	56	1,512	768	582	396
Mar	150	56	1,243	605	446	286
Apr	100	75	593	168	62	-
May	50	103	-	-	-	-
Jun	40	126	-	-	-	-
Total	1,295	1,062	8,086	3,548	2,531	1,593

65 as in this table have been derived from the Code of Practice Irrigated Public Open Space

Actual Irrigation Requirement - 5 Year Average

Month	Monthly Eto	Monthly Rainfall	TQVS Category - AIr (Actual Irrigation Requirement) kL per ha			
			TQVS 1	TQVS 2	TQVS 3	TQVS 4
Jul	40	127	-	-	-	-
Aug	60	78	150	-	-	-
Sep	80	83	331	-	-	-
Oct	100	65	656	231	125	19
Nov	125	124	555	24	-	-
Dec	200	78	1,638	788	575	363
Jan	175	67	1,439	695	509	324
Feb	175	91	1,292	549	363	177
Mar	150	58	1,231	594	434	275
Apr	100	44	788	363	257	150
May	50	50	218	5	-	-
Jun	40	98	-	-	-	-
Total	1,295	963	8,298	3,249	2,263	1,307

Formulas in this table have been derived from the Code of Practice Irrigated Public Open Space

**11.3. CONTRACT FOR ELECTORAL SERVICES 2016 - 2020
GENERAL MANAGER CORPORATE SERVICES**

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

PURPOSE

The purpose of this report is for Council to consider endorsing the electoral services agreement with the Victorian Electoral Commission (VEC) for the four year period 1 July 2016 to 30 June 2020.

BACKGROUND

Council is required under the Local Government Act 1989 (the Act) to utilise the VEC for electoral services. With the general election on 22 October 2016, a new agreement has been prepared by the VEC for review and endorsement by Council.

ISSUE/DISCUSSION

The electoral services agreement covers all election services, including the 2016 general elections and any contingency and ad hoc electoral services during the 2016-2020 Council term, such as by-elections or countbacks.

The cost estimate for the 2016 general elections is \$159,704 (excluding GST), plus \$11,088 (excluding GST) for compulsory voting enforcement. There is also an estimate of \$18,930 of income resulting from non-voter infringements.

The costs have increased 60% since the 2012 elections, which cost \$100,079 plus \$6,706 for enforcement (excluding GST). This is a large increase, partly due to a change from a Hub and Satellite model to a stand alone model. Under the previous model, Ballarat City Council was responsible for more of the costs, but under the stand alone model we will have increased costs. There is also a large estimate for renting an election office, which is likely to be less when a site is found. As such, the estimate is conservative.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Under the Local Government Act 1989, the VEC is the prescribed electoral service provider for all Victorian councils. As such, there is no need for Council to undertake a public tender process for the services.

The total contract estimate is higher than the Chief Executive Officer's financial delegation, and therefore the agreement requires approval by Council.

FINANCIAL IMPLICATIONS

The expenditure and income estimates for the 2016 general elections have been included in the proposed budget for the 2016-17 financial year. Any by-elections or countbacks will have additional cost implications for Council.

RISK IMPLICATIONS

The requirement for public tender has been removed now that the Act has been revised to prescribe the VEC as the service provider for electoral services.

Having this agreement in place well in advance of 1 July 2016 will enable the VEC to commence planning for Hepburn's 2016 general election and reduce the risks associated with the general election.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Elections are a fundamental part of the good governance of Councils. Having robust electoral processes are essential to maintaining public faith in the process.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The VEC has engaged with councils state wide in reviewing and updating its plans for the 2016 general elections.

CONCLUSION

The VEC is now the prescribed provider for election services. The electoral services agreement enables the VEC and Council to understand our respective roles in conducting the 2016 general elections.

OFFICER'S RECOMMENDATION

That Council:

- 11.3.1. Endorses the electoral services agreement with the Victorian Electoral Commission for the four year period 1 July 2016 to 30 June 2020 with a cost estimate for the 2016 general elections of \$159,704 (excluding GST), plus \$11,088 (excluding GST) for compulsory voting enforcement.
- 11.3.2. Authorises the Chief Executive Officer to sign the electoral services agreement.

MOTION

That Council:

- 11.3.1. *Endorses the electoral services agreement with the Victorian Electoral Commission for the four year period 1 July 2016 to 30 June 2020 with a cost estimate for the 2016 general elections of \$159,704 (excluding GST), plus \$11,088 (excluding GST) for compulsory voting enforcement.*
- 11.3.2. *Authorises the Chief Executive Officer to sign the electoral services agreement.*

Moved: Councillor Bill McClenaghan

Seconded: Councillor Don Henderson

Carried.

11.4. 2017/18 COMMUNITY SPORTS INFRASTRUCTURE FUND APPLICATIONS

GENERAL MANAGER COMMUNITY SERVICES

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

PURPOSE

The purpose of this report is for Council to recommend the submission of two funding proposals to the 2017-18 Sport and Recreation Victoria Community Sport Infrastructure Fund and to Country Football Netball Program.

BACKGROUND

The 2017/18 Community Sports Infrastructure Fund opened on 12 April 2016 with funding proposals due 8 June 2016. The fund contains a number of categories for Councils to apply for funding for sporting projects.

Council is now able to submit proposals under the following categories:

- **Better Pools** – Grants of up to \$3 million are available to provide high-quality aquatic leisure facilities through new or redeveloped aquatic leisure centres.
- **Major Facilities** – Grants of up to \$650,000 (where the total project cost is more than \$500,000, excluding GST) are available to develop or upgrade major district and regional sport and recreation facilities.
- **Small Aquatic Projects** – Grants of up to \$200,000 are available to improve and upgrade aquatic facilities, seasonal pools and develop new water play spaces.
- **Minor Facilities** – Grants of up to \$100,000 for any one project (where the total project cost is up to \$1,000,000 excluding GST) are available for community sport and recreation groups, working in partnership with local government, to develop or upgrade community sport and recreation facilities.
- **Cricket Facilities** - Grants of up to \$100,000 are available to assist local councils, cricket associations and local cricket clubs to upgrade and develop cricket specific club infrastructure including new buildings, grounds, and training facilities.
- **Female Friendly Facilities** – Grants of up to \$100,000 are available to build new and upgrade existing, outdated change facilities at sports clubs around the state that cater for female sport, with a focus on promoting female and family friendly environments.
- **Planning** – Funding is available for planning initiatives that address the future sport and recreation needs of communities through better information gathering, consultation and strategic planning, including:

- o Grants of up to \$30,000 for projects focusing on recreation planning or facility feasibility in one municipality
- o Grants of up to \$50,000 for regional planning initiatives that demonstrate inter-municipal needs and financial support from multiple local government authorities.
- o Grants of up to \$30,000 for female participation strategies

Proposals for the above categories are due to be submitted by Wednesday 8 June. Council can apply for the maximum grant amount for up to three (3) projects from the Minor Facilities and Cricket Facilities categories with a maximum of two (2) applications from any single category

ISSUE/DISCUSSION

Community Sports Infrastructure Fund Proposals

It is proposed that the following two funding proposals are submitted under Community Sports Infrastructure Fund: Minor Facilities and Planning categories.

Minor facilities category

Daylesford Soccer Pavilion upgrade and renewal

The Victoria Park, Daylesford Community Precinct Plan identified the need for improved soccer facilities. Funding for planning and design works is included in the 2016/17 proposed budget. It is proposed to submit an application for construction works for a total project cost of \$160,000 comprising:

- Grant amount - \$100,000
- Council contribution - \$50,000
- Club contribution - \$10,000

The project includes:

- Male, female and umpires change rooms
- Storage
- Canteen
- Public toilet
- Viewing area and veranda

Planning category

Funding is available for planning initiatives that address the future sport and recreation needs of communities through better information gathering, consultation and strategic planning.

A planning application investigating female physical participation, the current levels, growth and demand of female participation is critical for Council to identify the gaps and strengths across the Shire. Focusing on female participation at Council sporting locations and unstructured sporting community open space areas is a requirement of future female friendly facilities applications under the Community Sporting Infrastructure Fund.

Additionally a critical outcome of this planning application will be the development of Council policy to support a range of future application increasing the used of facility by female participants both through programmed activities or infrastructure upgrades. The estimated total project cost is \$30,000 comprising:

- Grant amount - \$20,000
- Council contribution - \$10,000

Country Football Netball Program Application

It is proposed that Council submit an application to Country Football Netball Program anticipated opening in August 2016. An application was submitted under the 2016/17 Community Sports Infrastructure Fund for the following project but was unsuccessful. It has been recommended by Sport and recreation Victoria that Council resubmit for this project through the Country Football Netball Program.

Trentham Netball Facility

- Grant amount - \$100,000
- Council contribution - \$50,000
- Community contribution - \$10,000
- Estimated Total Project Cost - \$160,000
- Project includes
 - Construction of female change rooms at the Trentham Recreation Reserve
 - Home and visitors change rooms
 - Umpires change rooms
 - Kitchenette and storage
 - Under cover spectators viewing area

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2013:2017:

Strategic Objective – Active and Engaged Communities

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

It is proposed that Council contribute a total of \$110,000 to leverage \$220,000 in State Government funding for these projects. This funding would need to be allocated in the 2017/18 annual budget and will only be required if the grant applications are successful.

RISK IMPLICATIONS

Preliminary work assessing each of the proposed applications has taken place. This has included discussing the projects with the respective user groups, sourcing quotes and price estimates for the proposed works and discussing the applications with staff at Sport and Recreation Victoria.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Sport plays an important social and economic role in all communities. By supporting and enhancing the infrastructure available within Hepburn Shire, Council plays a key role in promoting and increasing participation in sport and health and wellbeing activities.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

User groups have been consulted with at each of the facilities where projects have been identified. Council is commencing the development of a new Recreation and Open Space Strategy for Hepburn Shire. Through the development of this strategy broad consultation will take place with sport and recreation groups and participants. This consultation will focus on identifying priority projects for future funding through this program and others as applicable.

CONCLUSION

Community sport and recreation plays an integral role in all of the local communities across Hepburn Shire. By supporting the submission of the three projects proposed, Council is helping to increase participation in sport and recreation and in turn help to improve the wellbeing of Hepburn Shire residents.

OFFICER'S RECOMMENDATION

That Council:

- 11.4.1. Submits two funding applications to the 2017/18 Community Sports Infrastructure Fund:
- Daylesford Soccer Pavilion
 - Planning for increased female participation
- 11.4.2. Submits an application to the Country Football Netball Program for Trentham Netball Facilities.
- 11.4.3. Resolves to allocate \$110,000 in the 2017/18 budget as a matching contribution for the projects.

MOTION

That Council:

- 11.4.1. *Submits two funding applications to the 2017/18 Community Sports Infrastructure Fund:*
- *Daylesford Soccer Pavilion*
 - *Planning for increased female participation*
- 11.4.2. *Submits an application to the Country Football Netball Program for Trentham Netball Facilities.*
- 11.4.3. *Resolves to allocate \$110,000 in the 2017/18 budget as a matching contribution for the projects.*

Moved: Councillor Sebastian Klein

Seconded: Councillor Pierre Niclas

Carried.

ATTACHMENT 8 - 2017/2018 COMMUNITY SPORTS INFRASTRUCTURE FUND
- APPLICATION GUIDELINES

2017-2018 Community Sports Infrastructure Fund Application Guidelines

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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Accessibility

To receive this publication in an accessible format, please contact the Grants Information Line on 1300 366 356, using the National Relay Service 13 36 77 if required or email grantsinfo@sport.vic.gov.au

Available at www.sport.vic.gov.au/grants

(1604012)

Message from the Minister for Sport, John Eren



Sport and recreation is the heart and soul of our communities, bringing families and locals together.

The Victorian Government is committed to ensuring that more people can improve their health, get active and involved with sport and recreation at local clubs, using community facilities across the state.

With the state's population on the rise, we're proud to invest in a range of initiatives that ensure grassroots sports facilities are modernised and developed consistent with growing community demand and expectations.

I'm delighted that the *Community Sports Infrastructure Fund* is open for the 2017-18 round. The *Community Sports Infrastructure Fund* continues exciting new developments that will meet the needs of the Victorian sporting community.

Over the next three years, sporting organisations and clubs, working with their local councils, can apply for funding through a range of traditional and new program categories that support upgrades to existing facilities or the development of new facilities.

Eligible projects include local aquatic upgrades, sports pavilion developments, sports surfaces and sports lighting installations, play spaces and feasibility studies.

I'm particularly proud that the *Community Sports Infrastructure Fund* has again been extended to include the categories that implement our significant commitments to female friendly and cricket facilities.

The Female Friendly Facilities category gives local councils funding to build new and upgrade existing, out-dated change facilities at sports clubs around the state that cater for female sport, with a focus on promoting female and family friendly environments.

The Cricket Facilities category forms part of the \$12.4 million *Community Cricket Program: On Common Ground*, a partnership with Cricket Victoria and Cricket Australia to provide local councils with the ability to upgrade and develop new buildings, grounds, training facilities and cricket specific club infrastructure.

The fund supports the Victorian Government's determination to address the growing demand for local cricket facilities, female change rooms at local grounds and the need for more modern and accessible community sports facilities that can be enjoyed by everyone, regardless of their age, background, gender or ability.

The program reflects our major commitment to health, wellbeing, and community sport as well as boosting the capacity of communities to attract and host local and regional competitions and events.

I'm confident that by working together we can make sport more inclusive, increase local participation and the accessibility of sport, stimulate local economies and create new jobs and volunteer opportunities.

I look forward to seeing new and exciting projects benefitting even more Victorians as part of the *Community Sports Infrastructure Fund*.

A handwritten signature in black ink that reads "John Eren". The signature is written in a cursive, slightly slanted style.

Hon John Eren MP
Minister for Sport

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Program description and objectives

1. What is the Community Sports Infrastructure Fund?

The *Community Sports Infrastructure Fund* is a Victorian Government funding program that helps provide high quality, accessible community sport and recreation facilities across Victoria by encouraging:

- increased sport and recreation participation for all Victorians
- increased female and junior participation
- increased access to sport and recreation opportunities
- better planning of sport and recreation facilities
- innovative sport and recreation facilities
- environmentally sustainable facilities
- universally designed facilities.

The *Community Sports Infrastructure Fund* provides grants for planning, building new, and improving existing facilities where communities conduct, organise and participate in sport and recreation. Funding is available under the following categories*:

- **Better Pools** – Grants of up to \$3 million are available to provide high-quality aquatic leisure facilities through new or redeveloped aquatic leisure centres.
- **Major Facilities** – Grants of up to \$650,000 (where the total project cost is more than \$500,000, excluding GST) are available to develop or upgrade major district and regional sport and recreation facilities.
- **Small Aquatic Projects** – Grants of up to \$200,000 are available to improve and upgrade aquatic facilities, seasonal pools and develop new water play spaces.
- **Minor Facilities** – Grants of up to \$100,000 for any one project (where the total project cost is up to \$1,000,000 excluding GST) are available for community sport and recreation groups, working in partnership with local government, to develop or upgrade community sport and recreation facilities.

- **Cricket Facilities** – Grants of up to \$100,000 are available to assist local councils, cricket associations and local cricket clubs to upgrade and develop cricket specific club infrastructure including new buildings, grounds, and training facilities.
- **Female Friendly Facilities** – Grants of up to \$100,000 are available to build new and upgrade existing, outdated change facilities at sports clubs around the state that cater for female sport, with a focus on promoting female and family friendly environments.
- **Planning** – Funding is available for planning initiatives that address the future sport and recreation needs of communities through better information gathering, consultation and strategic planning, including:
 - grants of up to \$30,000 for projects focusing on recreation planning or facility feasibility in one municipality
 - grants of up to \$50,000 for regional planning initiatives that demonstrate inter-municipal needs and financial support from multiple local government authorities
 - grants of up to \$30,000 for female participation strategies.

*For specific details on the number of applications that can be submitted under each category please refer to sections 9-15.

1.1. Why is the Victorian Government funding these grants?

Strong, active and healthy communities need high-quality, accessible, well-designed and managed facilities for sport and recreation activities. Developing new facilities or improving the quality of existing facilities to increase participation and wellbeing is a priority for the Victorian Government.

Construction of new or improved facilities also stimulates the local economy and creates a range of employment and volunteer opportunities, from construction and facility management, through to coaching and officiating.

2. Who can apply?

Only local government authorities can apply directly to the Department of Health and Human Services for funding from this program.

Councils are required to discuss their project(s) with their Sport and Recreation Victoria representative before submitting their Project Proposal(s) or Application(s).

Community organisations can only seek access to support from the fund through the Minor Facilities, Cricket Facilities and Female Friendly Facilities categories by submitting an *Expression of Interest Form for Community Organisations* directly to their local council. Community organisations are advised to contact their local council about timelines for expressions of interest.

3. What types of activities might be funded?

A wide variety of sport and recreation planning and infrastructure projects will be considered for funding.

Improving participation outcomes is a key objective of the program. Applications must clearly demonstrate how the projects will improve participation outcomes.

Specifically, proposals should demonstrate how the project:

- will increase or maintain participation
- encourages participation by females, juniors, people living in growth areas and communities experiencing disadvantage
- improves health and wellbeing of the community
- encourages development of multi-use, shared and co-located facilities
- collaborates with schools and community groups
- collaborates with state sporting associations or relevant peak bodies
- improves environmental sustainability
- applies or demonstrates principles of Universal Design.

Priority will be given to communities in areas of need that have experienced natural disasters, such as bushfires, flood and drought, or communities experiencing strong population growth.

Councils should make contact with peak bodies, local leagues/associations, state sporting associations and regional sports assemblies (where appropriate) to seek their support and input into the planning and design of facilities along with developing participation/programming initiatives.

Councils are encouraged to explore funding models that demonstrate stakeholder commitment to the project.

Staged components of a larger facility development, providing the particular stage meets the program criteria are eligible.

Projects on private land are eligible, but will be subject to the establishment of a legally binding agreement between the organisation and local council to ensure ongoing public access. Such proposals should demonstrate evidence of a legally binding agreement in the Full Application.

Projects on school land are eligible subject to a completed Community Joint Use Proposal (to the Department of Education and Training) which is completed by the applicant and the school. (Schools can access this document from the Department of Education and Training website.) Applicants must allow sufficient time to complete this document and obtain the necessary endorsement from the Department of Education and Training at both the regional office and central office.

Proposals may include project management fees of up to 5 per cent of the total project cost.

Councils wanting to undertake Design and Construct projects are eligible. Councils will need to demonstrate appropriate levels of planning and are still required to submit schematic designs and costings with full applications.



3.1. What will not be funded?

The *Community Sports Infrastructure Fund* will not fund:

- projects where contributions from funding partners are not confirmed in writing or underwritten by council
- tenant clubs that have failed to resolve a breach of the *Victorian Code of Conduct for Community Sport*
- projects that do not strongly meet the assessment criteria
- projects that do not meet the eligibility criteria
- projects that do not align with the objectives of the program
- Minor Facility projects that exceed the maximum total project cost of \$1,000,000 (ex GST)
- projects that do not meet relevant Australian standards (e.g. lighting projects or netball court dimensions)
- projects that are deemed by Sport and Recreation Victoria as not ready to proceed
- applications submitted after the closing date, unless written approval from Sport and Recreation Victoria has been obtained before the closing date which will only be granted under exceptional circumstances (e.g. significant technology disruptions)
- requests for retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement (construction includes, but is not limited to, site clearing, earthworks and building works)
- the purchase of land (in general, the land on which the facility development is proposed will be municipal property, a Crown reserve, land owned by a public authority, or land held for public purposes by trustees)
- facilities where little or no public access is available
- applications where the recipient organisation/s receive revenue from electronic gaming machines will generally be given a lower priority
- facilities designated for electronic gaming machine operations
- in general, areas designated as licenced areas within a proposed facility will not be eligible for funding. The Department of Health and Human Services may consider applications where a restricted club licence is proposed or in place, provided that the restricted licence does not interfere with the facility's other amenities or services, such as child care or access by young people
- routine or cyclical maintenance works
- repair of facilities damaged by vandalism, fire or other natural disasters where the damage can be covered by insurance
- requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities
- costs associated with the purchase of transport or any other type of vehicle
- upgrading or redeveloping kitchen or toilet facilities, except as part of a larger project that meets the objectives of the funding program
- purchasing or maintaining recreation, entertainment, sporting, life-saving or any other equipment (except as part of facility fit out)
- projects previously funded by Sport and Recreation Victoria, unless applicants can demonstrate additional or new uses resulting in increased participation/programming outcomes
- the replacement of like-for-like surfaces (e.g. tennis hard-court surface replaced by a similar hard-court surface) will not be considered a priority to receive funding unless it can be demonstrated that additional uses are proposed and/or a multi-purpose element is being introduced. Additional use should be confirmed through letter of support. Exceptional circumstances may be considered where a safety and/or standard/compliance issue is evident
- projects that do not demonstrate how the principles of Universal Design and Environmentally Sustainable Design principles have been incorporated
- costs for the design of sport and recreation facilities only.



3.2. Past performance

Sport and Recreation Victoria will review an applicant's past performance and assess whether this is likely to have an impact on the successful delivery of a future project. Poor past performance will be taken into account when assessing applications and may be reason for projects not being supported.

This assessment will include consideration of whether:

- organisations have taken the appropriate steps to implement any previous projects funded by Sport and Recreation Victoria (within appropriate timeframes)
- organisations have overdue incomplete projects funded by Sport and Recreation Victoria and whether they have requested a variation
- organisations have completed projects funded by Sport and Recreation Victoria and whether they have submitted required final acquittal documentation.

4. Partnership approach

To strengthen the potential outcomes from the *Community Sports Infrastructure Fund* for communities, councils are required to engage Sport and Recreation Victoria and other appropriate major stakeholders as early as possible to develop proposals that strongly align with the fund.

This includes engaging with Sport and Recreation Victoria in the development of a project, rather than just in the development of an application. Sport and Recreation Victoria will provide guidance on how project ideas or proposals align with the fund prior to developing an application.

Once funded, projects are required to fulfil specific obligations to maintain funding commitments to projects. These obligations are outlined in the Funding Agreements. Project Managers are required to be familiar with these obligations.

To ensure appropriate support is provided to meet these obligations, Sport and Recreation Victoria is requiring all councils to provide a Project Governance Framework (template provided on www.sport.vic.gov.au) that outlines the governance model for delivery of projects from the Better Pools, Major Facilities, Small Aquatic Projects and Planning categories.

The Project Governance Framework will provide Sport and Recreation Victoria with confidence that appropriate engagement will occur during the project's development, particularly design phases where particular project circumstances may diminish the original intent of a project or diminish the rationale for its support from the fund.

5. What is the application process?

5.1. Process for clubs

Only local councils are able to submit applications directly to Sport and Recreation Victoria. Community organisations can seek access to support from the fund through the Minor Facilities, Cricket Facilities and Female Friendly Facilities categories by submitting an *Expression of Interest Form for Community Organisations* directly to their local council.

Any clubs wishing to discuss a project should contact their local council who will provide further advice.

5.2. Process for councils

The application process will require the submission of both a Project Proposal and Full Application for all categories.

This approach gives applicants the opportunity to receive advice on their proposals earlier and supports clubs and local groups to work more closely with their council to develop project proposals for funding, while reducing the work involved in developing full applications.

Step One: Contact Sport and Recreation Victoria

Council must discuss project ideas with a Sport and Recreation Victoria representative before submitting a Project Proposal. They will provide:

- advice on the most appropriate form of support for your project
- guidance on the development of those proposals that have merit, that align with program objectives and that are ready to proceed
- high-level design advice.

Step Two: Project Proposal

Project Proposals can be submitted via Grants Online at www.sport.vic.gov.au/grants by **11.59 pm Wednesday 8 June 2016**.

Project Proposals will be assessed by the alignment of the project's proposed outcomes and the program objectives, criteria, and project readiness.

A concept or schematic plan should be submitted at the Project Proposal stage, if available.

Step Three: Notification

Sport and Recreation Victoria will advise councils (via email) of Project Proposals supported to Full Application stage from **Monday 18 July 2016**.

Step Four: Full Application

Councils notified of supported Project Proposals in Step Three will be invited to submit a Full Application via web link. Full Applications may only seek an amount equal or lesser than that approved in Step Three and should not change in scope.

All supporting documentation should be emailed to csif@sport.vic.gov.au copying in your Sport and Recreation Victoria representative. Please quote your category and project name in the subject line of your email (e.g. Minor – Smith Reserve Lighting). Attach all documents to one email, zipping the files if required.

You can also send attachments on a CD or USB, quoting your project name, to:

Community Infrastructure and Regional Facilitation Group

Sport and Recreation Victoria
Department of Health and Human Services
GPO Box 4057
Melbourne, Victoria 3001

Full Applications will be assessed against the *Community Sports Infrastructure Fund* assessment criteria and the required documents. The more effort applied to providing and addressing these questions and providing relevant supporting documentation, the more likely the project will attract grant funding.

Application(s) addressing all criteria and including all additional information must be submitted by **11.59 pm on Wednesday 31 August 2016**.

If you need assistance with applying online, please call the Grants Information Line on 1300 366 356 between 8.30 am and 5 pm weekdays.

6. Timelines and assessment

There are a number of common features in successful applications. Good applications are well planned, involve co-ordination and collaboration with Sport and Recreation Victoria, involve other relevant stakeholders, and are clear about what issue they are trying to address. Answering each of the assessment criteria questions will help applicants develop a more thorough project proposal.

Questions about Project Development, Strategic Justification, Stakeholder Engagement and Participation are incorporated under the assessment criteria section for each category. The percentage weightings allocated to each criterion represents the importance of the different weighting Sport and Recreation Victoria will use to assess project applications.

Program opens	12 April 2016
Project Proposals closing date	8 June 2016
Notification of successful Project Proposals	18 July 2016 onwards
Full Applications closing date	31 August 2016
Funding Announcements and Notification of Outcomes	November 2016 onwards

7. Resources and additional information

Sport and Recreation Victoria has consolidated a number of helpful tools and resources to assist with application development that can be found at www.sport.vic.gov.au

Planning guides

Sport and Recreation Victoria and other industry stakeholders, have developed a series of planning guides for sport and recreation facility development which include:

- Design for Everyone Guide
- Community Sporting Facility Lighting Guide
- Community Cricket Facility Guidelines
- AFL Preferred Facility Guidelines
- Netball Australia National Facilities Policy
- Tennis Facility Planning Guide

- Skate Facility Guide
- Good Play Space Guide
- Indoor Aquatic and Recreation Facility Development Guidelines
- Pool Concourse Guidelines
- Healthy Choices: policy guidelines for sport and recreation centres
- Open Space Planning Guide
- Artificial Grass for Sport Guide.

Project Support

In addition to these planning guides, a range of project resources are also available to support the development of projects that incorporate best practice.

Universal Design Principles fact sheet

The concept of Universal Design is to make the built environment more usable to as many people as possible, at little or no additional cost.

Environmentally Sustainable Design

Proposals are encouraged to incorporate Environmentally Sustainable Design initiatives in project designs.

Capital Replacement Planning

A Capital Replacement Plan is a tool that can help you plan for the maintenance and eventual replacement of facilities. The development of a capital replacement plan is recommended by Sport and Recreation Victoria where facilities need to be periodically replaced or renewed.

Schedule of Use

A Schedule of Use is a list of all the sport and recreation activities, highlighting the extent to which the proposed facility development will be used. The schedule summarises the type and duration of the activity over a period of time and is a valuable tool to measure participation outcomes. Councils can use the Schedule of Use as provided or adapt and/or provide their own.

Voluntary Labour and In-kind Support

Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost for Minor Facilities, Cricket Facilities, Female Friendly Facilities and 25 per cent of Major Facilities and Small Aquatic Projects.

Victorian Code of Conduct for Community Sport

The facility tenant club(s) are expected to adhere to the *Victorian Code of Conduct for Community Sport* or related State Sporting Association Code of Conduct. More information can be obtained from www.sport.vic.gov.au

SunSmart Online Shade Audit Tool

This online tool helps determine whether existing shade at a site is adequate and provides practical recommendations to improve both built and natural shade. For more information www.sunsmart.com.au/shade-audit/

Competitive Neutrality Policy

Under the Council of Australian Governments' Competition Principles Agreement, Victoria is a signatory to the Council of Australian Governments' Competitive Neutrality Policy.

Crime Prevention Through Environmental Design Principles

Proposals are encouraged to incorporate Crime Prevention Through Environmental Design Principles in planning and designing projects. The Safer Design Guidelines provide guidance for designing safer environments that minimise the opportunity for crime to occur and promote safe, accessible and liveable places that encourage community participation. For more information www.crimeprevention.vic.gov.au/home/resources/safer+design+guidelines+for+vic



8. Conditions that apply to applications and funding

8.1. Funding Agreements

Successful applicants must enter into a Funding Agreement with Department of Health and Human Services. Funding Agreements establish the parties and outline their commitments and obligations to each other, as well as setting out the general funding terms and conditions. It is recommended that applications review the Department of Health and Human Services standard terms and conditions before applying.

- The agreement establishes the parties and their commitments and obligations to each other and sets out the terms and conditions of funding. It is recommended that you view the terms and conditions available at www.sport.vic.gov.au
- A Schedule is required to be executed (signed) by both parties. The Schedule sets out the:
 - activity details
 - funding amounts
 - agreed actions and payments
 - reporting requirements
 - acknowledgement and publicity requirements
 - other activity specific requirements
 - notices.
- Funds must be spent on the project as described in the application and outlined in the Schedule, unless changes are agreed to in writing.
- Minor Facilities, Cricket Facilities, Female Friendly Facilities and Planning projects are to be completed and funds claimed by **31 December 2018**
- Better Pools, Major Facilities and Small Aquatic Projects are to be completed and funds claimed by **31 May 2019**
- The facility tenant club(s) or association(s) are expected to adhere to the *Victorian Code of Conduct for Community Sport*. The Victorian

Code of Conduct for Community Sport – Forms for Tenants must be completed and signed by each facility tenant club and submitted with the Full Application to Sport and Recreation Victoria. Applications without this form will not be considered for funding. More information about the *Victorian Code of Conduct for Community Sport* can be obtained from www.sport.vic.gov.au

- A request to vary the timing or scope of an approved project must be discussed with your Sport and Recreation Victoria representative before submitting your request or commencing new works. Variation approval is at Sport and Recreation Victoria's discretion and may lead to a reduction or cancellation of the grant depending on the change in scope.
- Councils must inform the participating organisation(s), where applicable, of all funding arrangements and obligations in relation to the grant allocation. This includes ensuring the funded project does not commence prior to the endorsement of the Schedule.
- Councils are obliged to liaise with Sport and Recreation Victoria on the progress of funded projects, as requested throughout the life of projects as outlined in the Schedule.
- The principles of the Victorian Industry Participation Policy should be observed throughout relevant projects.
For further information go to:
<http://dsdbi.vic.gov.au/our-department/strategies-and-initiatives/victorian-industry-participation-policy>
- A local government officer must be designated to manage the project and provide information to the department according to the following key reporting requirements:
 - a Project Governance Framework must be completed and submitted with the Full Application for Better Pools, Major Facilities, Small Aquatic Projects and Planning
 - a Project Management Framework** must be completed and submitted with the Full Application for all Better Pools, Major Facilities, Small Aquatic and Planning projects

- through a process of appropriate engagement in the governance of a project, councils must secure Sport and Recreation Victoria’s endorsement of key documents such as schematic plans and architectural/ planning briefs prior to work commencing. Projects must not commence or be tendered until endorsement is provided. Sport and Recreation Victoria may not make milestone payments if endorsement is not secured in a timely manner
 - councils must provide project acquittal documentation as required
 - councils are expected to guarantee the cash flow payments towards works where a community organisation is providing funding contributions for a project.
- Successful applicants will be required to contribute information on activity outcomes for use in outcomes reporting, program evaluation reviews or Department of Health and Human Services publications, 12 months after project acquittal.

**A Project Management Framework is a statement/spreadsheet that includes the name of the local government officer responsible for the project, project activities and project timelines. The Project Management Framework Fact Sheet, along with a basic Project Management Framework template, can be obtained from www.sport.vic.gov.au/grants

8.2. Acknowledging the Victorian Government’s support and promoting success

Successful applicants need to acknowledge the Victorian Government’s support through the *Community Sports Infrastructure Fund*. Acknowledgement and publicity guidelines form part of the Activity Schedule and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material, and placement of a permanent Victorian Government endorsed sign/plaque at the site of completed infrastructure activities.

The Minister for Sport is to be given the opportunity to participate in any formal activity associated with the progress or completion of a facility or to officially open or launch the project. Openings and launches of *Community Sports Infrastructure Fund* projects are to be coordinated through the Office of the Minister for Sport. Councils considering staging an opening or launch must give adequate notice.

Acknowledgement and Publicity Guidelines can be found at www.sport.vic.gov.au

8.3. Payments

Upfront payments for funded projects may be made if/when:

- a Funding Agreement has been signed by both parties and any special conditions have been met
- grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected
- other terms and conditions of funding continue to be met.

For all grants at least 10 per cent of the total funding is paid in arrears on evidence of satisfactory completion of the activity.



9. Better Pools*

Objectives

To enable:

- development or redevelopment of aquatic leisure facilities supported by comprehensive planning, in consideration of regional aquatic needs and demands
- councils to meet the needs of current and future aquatic leisure centre users
- new or redeveloped spaces that create participation and programming opportunities for the entire community.

What type of projects might be funded?

- Projects that provide new or redeveloped aquatic leisure facilities.
- Redevelopments that focus on increasing participation and access to aquatic activities.

Funding details

Maximum grant	Local government authority	Funding ratios
Up to \$3 million No maximum Total Project Cost	Metropolitan	SRV \$1:\$3 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1:\$2 local
	Ballarat, Bendigo, Geelong	SRV \$1:\$2 local
	Rural	SRV \$1:\$1 local

*Only one project can be submitted under the Better Pools, Major Facilities, and Small Aquatic Projects categories.

9.1. Better Pools – Full Application assessment criteria

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include evidence of project costing and confirmation of funding sources.
	Include site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria), safety, risk management, Universal Design Principles, Environmentally Sustainable Design.**
	How does the project demonstrate economic impact during construction and operation, including employment during and after construction?
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local facilities.
	Provide evidence how the project is strategically supported by local or regional aquatic or major facility planning and/or state sporting associations/peak body plans.
	Respond to current market demand and trends in aquatic leisure provision.
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, relevant state sporting associations, clubs/leagues and community groups?
	Will the project be managed by an appropriately qualified team?
	Has consideration been made regarding inter-municipal linkages and issues where appropriate?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) participation in sport and active recreation. Please provide support letters that clearly state how each partner will benefit from the project.
	Describe any additional programming opportunities identified and planned to increase (or in certain cases maintain) participation.
	How does the project encourage the broadest possible community participation in sport and active recreation activities?
	Describe the project's regional/district and multi-purpose benefits.
	Demonstrate appropriate business and management planning, which addresses operational and financial sustainability.

****Major Facilities, Better Pools and Small Aquatic Projects must allocate a minimum of 25 per cent of the requested grant amount to components that will improve energy or water efficiency and environmental sustainability. This must be demonstrated with a specific Environmental Sustainable Design budget in the Full Application.**

9.2. Better Pools Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Site specific plan / aerial map showing location of proposed project
- Schematic Plans (site specific) developed with stakeholder and Sport and Recreation Victoria input (generic plans or plans from previous projects will not be accepted)
- Quantity Survey, tender price or independent qualified expert report
- Project Governance Framework
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, Letter from council CEO, club bank statements)
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'Participation Outcome' section of the Assessment Criteria)
- Project Management Framework
- Relevant sections of council reports/plans/ strategies/community consultation to support the project (please do not attach entire documents)
- Facility Management Plan
- Detailed Schedule of Use
- Environmentally Sustainable Design report(s) and budget
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed *Community Joint Use Proposal* to enter into a *Community Joint Use Agreement*, plus a letter from the Department of Education and Training that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview



10. Major Facilities*

Objectives

To enable the development of major community sport and recreation facilities that are high quality, accessible, innovative, effectively managed, sustainable and well used.

Major Facilities encompasses projects with a total project cost of more than \$500,000 (GST exclusive).

What type of projects might be funded?

The development of new, or redevelopment of existing multi-purpose facilities that cater for a range of activities and user groups with regional significance. Examples include the development of multi-sport precincts.

The development of single purpose regional or sub-regional facilities, which usually include:

- a catchment of more than one municipality
- users who are likely to travel some distance to participate
 - regionally significant projects for the sport(s) or activity
 - facilities for regional or representative training, competition and events.

Funding Details

Maximum grant	Local government authority	Funding ratios
Up to \$650,000*** No maximum Total Project Cost	Metropolitan	SRV \$1:\$3 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1:\$2 local
	Ballarat, Bendigo, Geelong	SRV \$1:\$2 local
	Rural	SRV \$1:\$1 local

***Consideration will be given to claiming in-kind expenses to a maximum of 25 per cent of the total project cost for Major Facilities. Councils must approve and underwrite any in-kind contribution.

*Only one project can be submitted under the Better Pools, Major Facilities, and Small Aquatic Projects categories.



10.1. Major Facilities assessment criteria

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include evidence of project costing, quotations/internal cost estimates and site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria).
	Include site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria) that address site considerations, safety, risk management, Universal Design Principles, Environmentally Sustainable Design.**
	How does the project demonstrates economic impact during construction and operation, including employment during and after construction?
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local facilities?
	Provide evidence how the project is strategically supported by local or regional plans and/or state sporting associations/peak body plans.
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, relevant state sporting associations, clubs/ leagues and community groups?
	Will the project be managed by an appropriately qualified team?
	Has consideration been made regarding inter-municipal linkages and issues where appropriate?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) participation in sport and active recreation. Please provide support letters that clearly state how each partner will benefit from the project.
	Describe any additional programming opportunities identified and planned to increase (or in certain cases maintain) participation.
	How does the project encourage the broadest possible community participation in sport and active recreation activities?
	Describe the project's regional/sub-regional and multi-purpose benefits.
	Demonstrate appropriate business and management planning, which addresses operational and financial sustainability.

****Major Facilities, Better Pools and Small Aquatic Projects must allocate a minimum of 25 per cent of the requested grant amount to components that will improve energy or water efficiency and environmental sustainability. This must be demonstrated with a specific Environmental Sustainable Design budget in the Full Application.**

10.2. Major Facilities Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Site specific plan / aerial map showing location of proposed project
- Schematic Plans (site specific) developed with stakeholder and Sport and Recreation Victoria input (generic plans or plans from previous projects will not be accepted)
- Lighting Plans including lux charts that are site specific (for projects incorporating lighting)
- Quantity Survey, tender price or independent qualified expert report
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, Letter from council CEO, club bank statements)
- Project Governance Framework
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'Participation Outcome' section of the Assessment Criteria)
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Facility Management Plan
- Detailed Schedule of Use
- Environmentally Sustainable Design report(s) and budget
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed *Community Joint Use Proposal* to enter into a *Community Joint Use Agreement*, plus a letter from the Department of Education and Training that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview

11. Small Aquatic Projects*

Objectives

To enable the renewal, redevelopment and modernisation of aquatic leisure facilities, including installing water play spaces and provide minor upgrades to year-round aquatic facilities and outdoor seasonal pools to improve access, sustainability and usability.

What type of projects might be funded?

The Small Aquatic Projects category will prioritise proposals that focus on increasing participation and access to aquatic activities.

Examples of possible projects that may be funded include:

- increasing the amount of leisure water and aquatic play features
- development of outdoor water play spaces
- upgrades/redevelopments of outdoor seasonal pools
- environmentally sustainable infrastructure initiatives
- works to raise water temperatures
- improving amenities such as better change areas and shelter/shade
- improving accessibility to aquatic spaces and change facilities.

Funding Ratios

Maximum grant	Local government authority	Funding ratios
Up to \$200,000*** No maximum Total Project Cost	Metropolitan	SRV \$1:\$1 local
	Ballarat, Bendigo, Geelong	SRV \$2:\$1 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1.5:\$1 local
	Rural	SRV \$2:\$1 local

***Consideration will be given to claiming in-kind expenses to a maximum of 25 per cent of the total project cost for Small Aquatic Projects. Councils must approve and underwrite any in-kind contribution.

*Only one project can be submitted under the Better Pools, Major Facilities and Small Aquatic Projects categories.

11.1 Small Aquatic Projects assessment criteria

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include evidence of project costing, quotations/internal cost estimates and site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria).
	Include confirmation of funding sources and contributions (both financial and in-kind) with evidence detailing level and type of in-kind contribution provided.
	How does the project address issues of safety, risk management, Universal Design Principles and Environmentally Sustainable Design?
	Include project costs provided by a certified quantity surveyor, tender price or independent qualified expert for projects with a total project cost of more than \$500,000 (excluding GST).
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local facilities.
	Provide evidence how the project is strategically supported by local or regional plans and/or state sporting associations/peak body plans.
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, relevant state sporting associations, clubs/leagues and community groups?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) participation in sport and active recreation. Please provide support letters that clearly state how each partner will benefit from the project.
	Describe any additional programming opportunities identified and planned to increase (or in certain cases maintains) participation.
	How does the project encourage the broadest possible community participation in sport and active recreation activities?
	Describe any multi-use opportunities and how it improves the quality and range of sport and active recreation.

11.2 Small Aquatic Projects Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Site specific plan / aerial map showing location of proposed project
- Schematic Plans (site specific) developed with Sport and Recreation Victoria and stakeholder input (generic plans or plans from previous projects will not be accepted)
- Quotes, internal cost estimates
- Quantity survey, tender price or independent qualified expert report for projects only over \$500,000 (excluding GST)
- Environmentally sustainable design report(s) and budget
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, Letter from council CEO, club bank statements)
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'Participation Outcomes' section of the assessment criteria)
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct for Community Sport Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed *Community Joint Use Proposal* to enter into a *Community Joint Use Agreement*, plus a letter from the Department of Education and Training that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview



12. Minor Facilities*

Objectives

- To encourage participation in sport and recreation through innovative facility initiatives.
- To encourage involvement of community organisations in planning and developing facilities.
- To encourage cooperation between Sport and Recreation Victoria, councils, state sporting associations/peak bodies and local sports clubs and organisations.
- To strengthen communities through the development of sustainable sport and recreation facilities.
- To encourage greater participation by females and juniors and by disadvantaged population groups and communities.

What types of projects might be funded?

- Unisex accessible change facilities.
- Sports surfaces – new and/or improved surfaces that increase use or safety.
- Sports lighting that improves participation opportunities and safety.
- Play spaces, skate parks, BMX tracks or youth recreation facilities.
- Multi-use recreation/meeting spaces.
- Shared paths and trails.
- Projects that result in energy or water efficiency, such as warm season grass conversions.
- Multipurpose training facilities.

Funding Details

Maximum grant	Local government authority	Funding ratios
\$100,000 with a Total Project Cost not exceeding \$1,000,000***	Metropolitan	SRV \$1:\$1 local
	Mornington Peninsula, Nillumbik, Yarra Ranges, Ballarat, Bendigo and Geelong	SRV \$1.5:\$1 local
	Cardinia, Casey, Hume, Melton, Whittlesea, Wyndham and Mitchell	SRV \$2:\$1 local
	Rural	SRV \$2:\$1 local

Smaller projects that achieve the objectives of this program are encouraged and will be highly regarded.

***Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost for Minor Facilities, Cricket Facilities and Female Friendly Facilities. Councils must approve and underwrite any in-kind contribution.

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



12.1 Minor Facilities assessment criteria

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include evidence of project costing, quotations/internal cost estimates and site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria).
	Include confirmation of funding sources and contributions (both financial and in-kind) with evidence detailing level and type of in-kind contribution provided.
	How does the project address issues of safety, risk management, Universal Design Principles and Environmentally Sustainable Design?
	Include project costs provided by a certified quantity surveyor, tender price or independent qualified expert for projects with a total project cost of more than \$500,000 (excluding GST).
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local facilities.
	Provide evidence how the project is strategically supported by local or regional plans and/or state sporting associations/peak body plans.
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, relevant state sporting associations, clubs/leagues and community groups?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) participation in sport and active recreation. Please provide support letters that clearly state how each partner will benefit from the project.
	Describe any additional programming opportunities identified and planned to increase (or in certain cases maintain) participation.
	How does the project encourage the broadest possible community participation in sport and active recreation activities?
	Describe any multi-use opportunities and how it improves the quality and range of sport and active recreation.

12.2. Minor Facilities Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Site specific plan / aerial map showing location of proposed project
- Schematic Plans (site specific) developed with Sport and Recreation Victoria and stakeholder input (generic plans or plans from previous projects will not be accepted)
- Lighting Plans including lux charts that are site specific (for projects incorporating lighting)
- Quotes, internal cost estimates
- Quantity survey, tender price or independent qualified expert report for projects only over \$500,000 (excluding GST)
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, Letter from council CEO, club bank statements)
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'What' section of the assessment criteria)
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct for Community Sport Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed *Community Joint Use Proposal* to enter into a *Community Joint Use Agreement*, plus a letter from the Department of Education and Training that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview



13. Cricket Facilities*

The Cricket Facilities category is a major initiative of the Community Cricket Program a significant four year partnership between the Victorian Government, Cricket Victoria and Cricket Australia to improve cricket participation opportunities for all Victorians.

Cricket Australia recently released their Community Cricket Facilities Guidelines, which should be referred to in the development of applications to help plan, design and cost cricket facility projects.

Aim

The Cricket Facilities category will provide funding towards the development of new and upgrade of existing cricket facilities at clubs around the state.

Objectives

- To strengthen communities through the development of sustainable cricket facilities
- To encourage and provide opportunities for female, multicultural, Aboriginal and all-abilities participants in cricket through facility development

- To encourage involvement of community organisations in planning and developing facilities
- To encourage collaboration between councils, Sport and Recreation Victoria, Cricket Victoria, associations/leagues and local sports clubs to actively promote inclusive cultures and programs that increase cricket participation
- Increase the ability of clubs to build capacity and provide for current needs through the delivery of appropriate high quality cricket facilities.

What types of projects might be funded?

- Pavilion upgrades including change room upgrades for players and officials.
- Training facilities including multipurpose training facilities, indoor training facilities, turf and synthetic off-field training wickets.**
- On-ground improvements such as co-located synthetic/turf wickets, and ground surface conversions and improvements including irrigation and drainage.

** All training net facilities must include public access



Funding Details

Maximum grant	Local government authority	Funding ratios
Up to \$100,000*** No maximum Total Project Cost	Metropolitan	SRV \$1:\$1 local
	Mornington Peninsula, Nillumbik, Yarra Ranges, Ballarat, Bendigo and Geelong.	SRV \$1.5:\$1 local
	Cardinia, Casey, Hume, Melton, Whittlesea, Wyndham and Mitchell	SRV \$2:\$1 local
	Rural	SRV \$2:\$1 local

Smaller projects that achieve the objectives of this program are encouraged and will be highly regarded.

***Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost for Minor Facilities, Cricket Facilities and Female Friendly Facilities. Councils must approve and underwrite any in-kind contribution.

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

13.1. Cricket Facilities assessment criteria

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include confirmation of funding sources contributions (both financial and in-kind) with evidence detailing level and type of in-kind contribution provided.
	Include quotations/internal cost estimates for projects with a total project cost under \$500,000. Includes project costs provided by a certified quantity surveyor, tender price or independent qualified expert for projects with a total project cost of over \$500,000.
	Include site specific schematic plans (developed with stakeholder input including Cricket Victoria and Sport and Recreation Victoria) including issues of safety, risk management, Universal Design Principles, Environmentally Sustainable Design and Cricket Australia's Community Cricket Facilities Guidelines.
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local cricketing facilities.
	Provide evidence how the project is strategically supported by local or regional planning and/or Cricket Victoria plans such as Cricket Victoria's facility strategy "Common Ground".
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, Cricket Victoria, associations/leagues, clubs and community groups?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) participation in cricket. Please provide support letters that clearly state how each partner will benefit from the project.
	Describe any additional programming opportunities identified and planned to increase (or in certain cases maintain) participation.
	How does the project encourage the broadest possible community participation in cricket activities?
	Describe any multi-use opportunities and how it improves the quality and range of sport and active recreation.

13.2. Cricket Facilities Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.
- Site specific plan/aerial map showing location of proposed project
- Schematic Plans (site specific) developed with Cricket Victoria, Sport and Recreation Victoria and stakeholder input (generic plans or plans from previous projects will not be accepted)
- Lighting Plans including lux charts that are site specific (for projects incorporating lighting)
- Quotes, internal cost estimates
- Quantity survey, tender price or independent qualified expert report for projects only over \$500,000 (excluding GST)
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, Letter from council CEO, club bank statements)
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'What' section of the assessment criteria)
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct for Community Sport Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed *Community Joint Use Proposal* to enter into a *Community Joint Use Agreement*, plus a letter from the Department of Education and Training that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview



14. Female Friendly Facilities*

Aim

The Female Friendly Facilities category will provide funding to build new and upgrade current, outdated change facilities to improve access for female participants and officials.

Objectives

- Increase access, equality and opportunities for existing and emerging female participants and officials in sport and active recreation.
- To encourage greater female (junior and senior) participation in female sports.
- To encourage female participation in sport and active recreation through more accessible and safer facility design.
- To encourage greater involvement of females in planning and developing facilities.

- To encourage collaboration between Sport and Recreation Victoria, councils, state sporting associations/peak bodies, regional sports assemblies, local sports clubs and organisations to actively promote inclusive cultures, policies and initiatives that promote female participation.
- To strengthen communities through the development of sustainable participation opportunities for females.

What types of projects might be funded?

- Build new unisex accessible change rooms to facilitate female participation.
- Redevelop or refurbish current change facilities to cater for female participants.
- Develop new or redevelop/refurbish existing change rooms for female officials.

Funding Details

Maximum grant	Local government authority	Funding ratios
Up to \$100,000*** No maximum total project cost	Metropolitan	SRV \$1:\$1 local
	Mornington Peninsula, Nillumbik, Yarra Ranges, Ballarat, Bendigo and Geelong.	SRV \$1.5:\$1 local
	Cardinia, Casey, Hume, Melton, Whittlesea, Wyndham and Mitchell	SRV \$2:\$1 local
	Rural	SRV \$2:\$1 local

Smaller projects that achieve the objectives of this program are encouraged and will be highly regarded.

Applications from emerging non-traditional female sports will be highly regarded.

***Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost for Minor Facilities, Cricket Facilities and Female Friendly Facilities. Councils must approve and underwrite any in-kind contribution.

*Councils may apply for the maximum grant amount for up to two projects from the Female Friendly Facilities category.

14.1. Female Friendly Facilities assessment criteria

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include confirmation of funding sources contributions (both financial and in-kind) with evidence detailing level and type of in-kind contribution provided.
	Include the provision of quotations/internal cost estimates for projects with a total project cost under \$500,000 or includes project costs provided by a certified quantity surveyor, tender price or independent qualified expert for projects with a total project cost of over \$500,000.
	Include site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria) including issues around safety, risk management, Universal Design Principles and Environmentally Sustainable Design.
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local facilities for existing or emerging female participants.
	Provide evidence how the project is strategically supported by local or regional plans and/or state sporting associations/peak body plans.
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, relevant state sporting associations, clubs/leagues and community groups?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) female participation in sport and active recreation. Please provide support letters that clearly state how each partner will benefit from the project.
	Describe any additional female programming opportunities identified and planned to increase (or in certain cases maintain) female participation in sport and active recreation.
	How does the project provide sustainable participation for females by improving the inclusiveness of sports clubs and facilities demonstrated through new or developing policies, initiatives and programs?
	How does the project encourage the broadest possible female participation in sport and active recreation activities?

Guidelines, further information and research

Refer to www.sport.vic.gov.au for guidelines, further information and research on developing Female Friendly Facilities including preferred guidelines for specific sports.

14.2. Female Friendly Facilities Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Site specific plan/aerial map showing location of proposed project
- Schematic Plans (site specific) developed with stakeholder and Sport and Recreation Victoria input (generic plans or plans from previous projects will not be accepted)
- Quotes, internal cost estimates
- Quantity survey, tender price or independent qualified expert report for projects only over \$500,000 (excluding GST)
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, Letter from council CEO, club bank statements)
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'What' section of the assessment criteria)
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct for Community Sport Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land use agreement for projects located on private land
- For those projects located on school land, a completed *Community Joint Use Proposal* to enter into a *Community Joint Use Agreement*, plus a letter from the Department of Education and Training that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview

15. Planning

Objectives

The Planning category supports councils to provide a strategically planned response to community sport and recreation needs.

It encourages:

- integrated recreation planning linked to other local government planning processes, including land use, health and wellbeing and municipal
- recreation planning (particularly with state sporting associations and other peak bodies) and/or strategies for improving community participation
- sub-regional and regional facility planning and development
- feasibility studies for proposed major facility developments
- co-operation between neighbouring councils and/or state sporting associations.

What types of projects might be funded?

Four types of planning activities are funded under this category:

- recreation planning
- facility feasibility
- regional planning
- female participation strategies.

Priority will be given to projects that demonstrate a municipal or regional benefit.

Regional planning projects that seek to investigate the provision of aquatic facilities and/or other major sporting infrastructure are encouraged and will be highly regarded.

External consultancy fees and costs associated with the production of the study report, such as printing expenses will be eligible for funding. Where council proposes to undertake a planning initiative in-house by an existing council staff member, that person must be assigned to the project full-time (to be demonstrated by a letter from council's chief executive officer to confirm the arrangement).

Recreation Planning

Recreation planning can focus on a number of areas, such as:

- strategic municipal, sub-regional or regional recreation planning
- planning for specific geographic areas
- planning for specific facility types such as aquatics, indoor stadiums, etc
- specific sport/recreation activities or issues.

Facility Feasibility

Facility feasibility studies should critically assess a proposal and allow councils to make informed decisions about whether to proceed with a project. This category covers studies into the feasibility of:

- developing new facilities
- redeveloping existing facilities
- consolidating similar facilities
- providing regional facilities.

Regional Planning

Councils may also submit an additional planning application that seeks to address a recreation planning or facility feasibility issue that affects more than one municipality.

The application is required to be auspiced by one municipality and requires a financial contribution from more than one local government authority to be eligible.

Proposals that demonstrate partnerships with state sporting associations and peak bodies will be highly regarded. It is recommended that councils make contact with these organisations and their sport and recreation representative to discuss priorities and align project objectives.

Projects that consider the provision of aquatic facilities are encouraged and will be highly regarded.

Female Participation Strategies

Female participation planning focuses on the development of policies that will increase equality, access and opportunities for girls and women to participate in sport and active recreation.

What types of projects will not be funded:

The Planning category will not fund projects that are considered to be council's core business such as council policy development or pricing policies. The project must directly link to infrastructure development and/or support participation strategies.

Funding Details

Funding amount	Local government authority	Funding ratios
Recreation Planning and Facility Feasibility		
Up to \$30,000 One application only	Metropolitan	SRV \$1:\$1 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1.5:\$1 local
	Ballarat, Bendigo, Geelong	SRV \$1.5:\$1 local
	Rural	SRV \$2:\$1 local
Regional Planning		
Up to \$50,000 A second planning project may be submitted under Regional Planning where the scope and funding contributions extend beyond one municipality.	Metropolitan/Outer Metropolitan*	SRV \$1.5:\$1 local
	Regional City**/Rural	SRV \$2:\$1 local

***Outer Metropolitan:** Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges

****Regional City:** Ballarat, Bendigo, Geelong

15.1. Planning assessment criteria

Applications for the Planning category do not need to address the assessment criteria in the Full Application.

However, the high quality draft project brief will need to address the criteria as follows:

Strategic Justification	
20%	Does the project respond to identified community need and address current issues and is it supported by local organisations and/or state sporting associations/peak bodies planning?
Project Development	
30%	Clearly identify the project scope, methodology and proposed outcomes in a draft project brief.
	Encourage innovative approaches to address issues such as risk management, multi-use, Universal Design Principles, and Environmentally Sustainable Design.
Stakeholder Engagement	
10%	Will consult and collaborate with a variety of project partners and stakeholders.
	Considers inter-municipal linkages and issues (where appropriate).
Participation Outcomes	
40%	Proposed outcomes that would increase (or in certain cases maintain) participation in sport and recreation.
	Plans for projects that encourage the broadest possible community participation in sport and recreation activities.
	Considers multi-use and improves the quality and range of sport and recreation facilities and programming outcomes.

15.2. Planning Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- A high quality draft project brief
- Letters of support from organisations that clearly indicate how the group/individual will either support the project or benefit from the project scope
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, Letter from council CEO, club bank statements)
- Project Governance Framework



**11.5. COMMUNITY GRANTS (ROUND 2 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 the allocation of the Round Two 2015-16 Community Grants.

BACKGROUND

The Community Grants program allows Council to directly support the work of community groups and organisations as well as provide the chance for innovation across Hepburn Shire.

The program funds applications in a number of categories including: Sustainability, Healthy/ Vibrant Communities, Small Equipment, Towards Zero- Energy saving initiatives, Landcare and Community Planning.

Round Two 2015/16 Community Grants were advertised in *The Advocate*, in local newsletters, through Council email networks, via grant information sessions and on Council's webpage.

ISSUE/DISCUSSION

Round Two of the 2015-16 Community Grants program opened on Monday 22 February, 2016 and closed on 21 March, 2016.

A total of 31 applications were received;

Community Grants

- Healthy/ Vibrant Communities – 12 applications
- Small Equipment – 5 applications
- Sustainability – 1 application

Landcare

- Landcare - 6 applications

Community Planning

- Community Planning – 2 applications – Two stage process. Recommendation pending.

5 Applications were not recommended.

Community Grants Assessment Panel recommended 18 applications under the Community Grants Program for funding for a total of \$30,839 and 6 applications under the Landcare Grants category for a total of \$13,103. No applications were received through Towards Zero Round 2 program. A recommendation was made and accepted to roll remaining funding from Round 1 into Community grant funding pool available for Round 2.

Community Planning received 2 applications. Community Planning is a two staged application process with a recommendation being presented to Council in June 2016.

Of the 5 projects not recommended by the Panel, 4 applications were considered ineligible and the other was dependant of external funding outside the Community Grant time frame.

Council officers will assist applicants not recommended for funding in this round to prepare for future Community Grant opportunities.

Details of recommended and not recommended projects are at Attachment 9.

The grants were assessed by Council's Community Grant Assessment Panel. This assessment panel is made up of community members with skills and experience in arts and culture, sustainability, land management, community development and events. The Community and Economic Development Projects Coordinator, Community & Culture Officer, Events Coordinator and Sustainability Officer also participated in the assessment.

Grant applications were assessed against the following criteria:

1. Why is this project needed? 30%
2. What will the project achieve? 40%
3. How will the project be implemented? 10%
4. How will risk and safety issues associated with the project be assessed? 10%
5. Financial details – income and expenditure budget 10%.

The recommended Community Grants allocation for Round Two (2015/16) is \$30,839 for Community Grants and \$13,103 for Landcare Grants.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2013:2017:

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

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

community grants, acknowledging the significant contribution made by community volunteers.

FINANCIAL IMPLICATIONS

In the 2015/16 budget, Council has allocated \$40,000 for Community Grants and \$30,000 for Landcare Grants . In Round 2 2015/16 18 Community Grant applications to the value of \$30,839 are recommended for funding as well as 6 Landcare Grant applications to the value of \$13,103.

Council has allocated \$1,000 to each of the sixteen Landcare groups across the Shire from the Landcare funding pool.

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.

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

Community Grants support projects by volunteer community groups. The focus of these projects is to strengthen community resilience and connection, promote sustainability and to assist in the implementation of community priorities.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The request for applications for Round Two 2015/16 Community Grants was advertised in The Advocate, in local newsletters, through Council email networks and on Council's webpage.

CONCLUSION

The recommended projects support the objectives of the Community Grant Guidelines. In 2016-17 a new, more responsive approach to community grants will be trialled allowing community groups to submit project ideas at any time with recommendations for funding being presented to Council each month, as required.

OFFICER'S RECOMMENDATION

That Council:

- 11.5.1 Awards the Community Grants and Landcare Grants for Round Two 2015/16 to

Community Grants Round 2 2015/16		
Organisation / Club / Group	Project Name	Recommended Amount
Melbourne Chamber Orchestra	A Feast of Music Daylesford	\$2,000
Daylesford Community Theatre	Morning Movies - Just for You	\$2,000
Daylesford & District Historical Society INC	Treads in Time	\$2,000
Trentham Table Tennis Club	Replace damaged equipment	\$2,000
Friends of Daylesford Community Park	Daylesford Community Fair	\$2,000
National Trust of Australia	Remembering Captain Hepburn	\$2,000
Kingston Agricultural Society	Improved Ventilation Morrish Pavilion	\$1,000
Clunes Makers Market	Marketing Strategy	\$2,000

Community Grants Round 2 2015/16		
Organisation / Club / Group	Project Name	Recommended Amount
Lyonville Hall Special Committee	Woodchop Area Upgrade	\$1,000
Hepburn Community Radio	Community Concert	\$2,000
Trentham & District Football Club	New Laptop	\$839
Sprung Circus	Effective & Efficient festival package	\$2,000
Daylesford Macedon Ranges Open Studio	DMROS 2016	\$2,000
Transition Creswick	Plastic Bags Free Creswick	\$2,000
Clunes Farmers Market	Marketing Project	\$2,000
Daylesford Highlands Gathering	Oval Marking for competitors and Officials	\$1,000

Community Grants Round 2 2015/16		
Organisation / Club / Group	Project Name	Recommended Amount
5000 Club	5000 Club	\$2,000
Clydesdale Public Hall Committee Inc	Ride on mower	\$1,000
Total Recommended		\$30,839
Landcare Grants Round 2 2015/16		
Organisation / Club / Group	Project Name	Recommended Amount
Trentham District Landcare Group	Enders Bridge Willow Removal	\$3,000
Blampied-Kooroocheang Landcare Group	Stage 3 South Central Curran Water Catchment	\$3,000
Wattle Flat - Pootilla Landcare Group	Gorse Control Wattle Flat Road	\$660
Friends of Cornish Hill	A Ribbetting Investigation	\$1,443

Community Grants Round 2 2015/16		
Organisation / Club / Group	Project Name	Recommended Amount
Daylesford Regional Landcare Group	Community Water Survey & water Awareness	\$2,000
Clunes Landcare & Waterways Group	Revegetation of Creswick Creek West Branch	\$3,000
Total Recommended		\$13,103

MOTION

That Council:

11.5.1. Awards the Community Grants and Landcare Grants for Round Two 2015/16 to

Community Grants Round 2 2015/16		
Organisation / Club / Group	Project Name	Recommended Amount
Melbourne Chamber Orchestra	A Feast of Music Daylesford	\$2,000
Daylesford Community Theatre	Morning Movies - Just for You	\$2,000
Daylesford & District Historical Society INC	Treads in Time	\$2,000
Trentham Table Tennis Club	Replace damaged equipment	\$2,000
Friends of Daylesford Community Park	Daylesford Community Fair	\$2,000
National Trust of Australia	Remembering Captain Hepburn	\$2,000
Kingston Agricultural Society	Improved Ventilation Morrish Pavilion	\$1,000

MINUTES
ORDINARY MEETING OF COUNCIL
17 MAY 2016

Clunes Makers Market	Marketing Strategy	\$2,000
Lyonville Hall Special Committee	Woodchop Area Upgrade	\$1,000
Hepburn Community Radio	Community Concert	\$2,000
Trentham & District Football Club	New Laptop	\$839
Sprung Circus	Effective & Efficient festival package	\$2,000
Daylesford Macedon Ranges Open Studio	DMROS 2016	\$2,000
Transition Creswick	Plastic Bags Free Creswick	\$2,000
Clunes Farmers Market	Marketing Project	\$2,000
Daylesford Highlands Gathering	Oval Marking for competitors and Officials	\$1,000
5000 Club	5000 Club	\$2,000
Clydesdale Public Hall Committee Inc	Ride on mower	\$1,000

Total Recommended		\$30,839
Landcare Grants Round 2 2015/16		
Organisation / Club / Group	Project Name	Recommended Amount
Trentham District Landcare Group	Enders Bridge Willow Removal	\$3,000
Blampied-Kooroocheang Landcare Group	Stage 3 South Central Curran Water Catchment	\$3,000
Wattle Flat - Pootilla Landcare Group	Gorse Control Wattle Flat Road	\$660
Friends of Cornish Hill	A Ribbetting Investigation	\$1,443
Daylesford Regional Landcare Group	Community Water Survey & water Awareness	\$2,000
Clunes Landcare & Waterways Group	Revegetation of Creswick Creek West Branch	\$3,000
Total Recommended		\$13,103

Moved: Councillor Bill McClenaghan

Seconded: Councillor Sebastian Klein

Carried.

ATTACHMENT 9 - COMMUNITY GRANTS ROUND TWO 2015/16 -
ASSESSMENT SUMMARY

Community Grants (Round 2 2015-16) Grant Recommendations :

COMMUNITY GRANTS									
Organisation:	Project Name	Description	Requested Amount	Recommend Funding	Total Project Cost	Average Score	Recommended		
Melbourne Chamber Orchestra	A Feast of Music Daylesford	Delivery of a minor and major concert in Daylesford by Melbourne Chamber Orchestra and provision of master class session for 10 students	\$2,000	\$2,000	\$30,844	84	High community benefit with ongoing Master Class opportunity for locals students .		
Daylesford Community Theatre	Morning Movies - Just for You	6 month pilot program to attend movies to meet the needs of socially isolated and aged segment of the community	\$2,000	\$2,000	\$7,200	84	High community benefit with social inclusion strong outcomes.		
Daylesford & District Historical Society INC	Treads in Time	Recording of historical costumes and associated items for display and archiving at the museum	\$2,000	\$2,000	\$5,250	83	Great way to look & show historical information.		
Trentham Table Tennis Club	Replace damaged equipment	Replacement of tables and screens that have fallen into disrepair.	\$2,000	\$2,000	\$8,605	82	Good small equipment project. Community Benefit.		
Friends of Daylesford Community Park	Daylesford Community Fair	Development and implementation of advertising material to promote event.	\$2,000	\$2,000	\$14,700	81	Great community event.		
National Trust of Australia	Remembering Captain Hepburn	Pathway, bollard and interpretive signage installation project	\$2,000	\$2,000	\$10,050	78	Good project. Significant ties to the community with funding opportunities.		
Kingston Agricultural Society	Improved Ventilation Morrish Pavilion	Purchase of ventilators at Morrish Pavilion	\$1,000	\$1,000	\$1,496	77	Good small equipment project. Community benefit.		
Clunes Makers Market Committee	Marketing Strategy	Development and implementation of advertising material to promote markers market	\$2,000	\$2,000	\$4,000	77	Value project in building the Clunes Market.		
Hepburn Community Radio	Woodchop Area Upgrade	Upgrade of exiting fencing project.	\$1,000	\$1,000	\$2,520	76	Good small equipment project. Community Benefit.		
Trentham & District Football Club	Community Concert	Planning and development of community concert to be held in Creswick/Clunes or Dean.	\$2,000	\$2,000	\$15,900	74	Good project. Extending the reach of community radio.		
Sprung Circus	New Laptop	Purchase of club laptop for recording and reporting of weekly results	\$839	\$839	\$839	72	Good small equipment project. Good project. Identified need.		
Daylesford Macedon Ranges Open Studio	Effective & Efficient festival package	Development of festival package to be delivered at Hepburn Shire community events.	\$2,000	\$2,000	\$4,875	72	High community benefit. Strong local group.		
Transition Creswick	DMROS 2016	Development and implementation of advertising material to promote event.	\$2,000	\$2,000	\$40,900	72	Great Community Event. Good links with high profile organisations.		
Clunes Farmers Market	Plastic Bags Free Creswick	Production of cloth bags in Creswick to phase out the use of plastic bags . Work with local businesses to undertake initiative.	\$2,000	\$2,000	\$4,500	72	Good sustainability project. Recommend future support going forward to build the concept.		
Daylesford Highlands Gathering	Marketing Project	Development of Marketing Plan for Clunes Market.	\$2,000	\$2,000	\$27,000	71	Funding to contract external consultant to undertake funding strategy, has been funded through RDV Farmers Market Expansion Program.		
5000 Club Committee Inc	Oval Marking for competitors and Officials	Purchase of plastic bollards	\$1,000	\$1,000	\$1,650	69	Good small equipment project. Well written application. Protects Council infrastructure.		
	5000 Club	Purchase of essential equipment to deliver project, Pots, pans, cutlery etc.	\$2,000	\$2,000	\$7,544	61	High community benefit. Strong local group.		
	Ride on mower	Purchase of ride on mower	\$1,000	\$1,000	\$2,000	51	Good small equipment project. Community Benefit.		
TOTAL Recommended			\$30,839	\$30,839	\$189,873				

Organisation / Club / Group	Project Name	Description	Requested Amount	Recommended Amount	Total Project Cost	Average Score	Not Recommended
James Podhorodecki	Various Projects	Daylesford art medium production project	\$2,000	\$0	\$0	0	Application didn't address the criteria
The Becken Project	shade	Art installation project	\$2,000	\$0	\$60,435	0	Dependant of external funding. Not recommended
Daylesford Community	Edible Garden Project	Construction of an edible garden	\$2,000	\$0	\$2,500	0	Application didn't address the criteria
Childcare Centre	Defibrillator Package	Purchase defibrillator	\$1,995	\$0	\$1,995	0	Application didn't address the criteria
Probus Club of Creswick	Facility	Concrete slab construction project	\$2,400	\$0	\$5,000	0	Application didn't address the criteria
Daylesford Fire Brigade							
TOTAL Not recommended			\$10,395	\$0	\$69,930		

11.6. REQUESTS FOR APPROVAL TO OPERATE B-DOUBLES AND HIGHER MASS LIMIT VEHICLES ON LOCAL COUNCIL ROADS

GENERAL MANAGER INFRASTRUCTURE

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

PURPOSE

The purpose of this report is for Council to consider new requests to use B-doubles and Higher Mass Limit [HML] vehicles on local roads.

BACKGROUND

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

Ref	Organisation	Vehicles	Roads	Load Type	Time Frame as per Application	No of Trips (approx)
New Requests						
a) 67635	GDP TRANSPORT PTY LTD	B-double	Clunes Campbelltown Road, Ligar Street, Daylesford-Clunes Road and West Berry Road in Clunes	General freight	01/05/2016-30/04/2019	360 Per Year
b) 68324	RIMPAS TRANSPORT PTY LTD	Semi-Trailer combinations	East Street in Daylesford	Quarry Materials	11/05/2016–10/05/2019	40 Per Year

ISSUE/DISCUSSION

Council officers have assessed the applications considering the following:

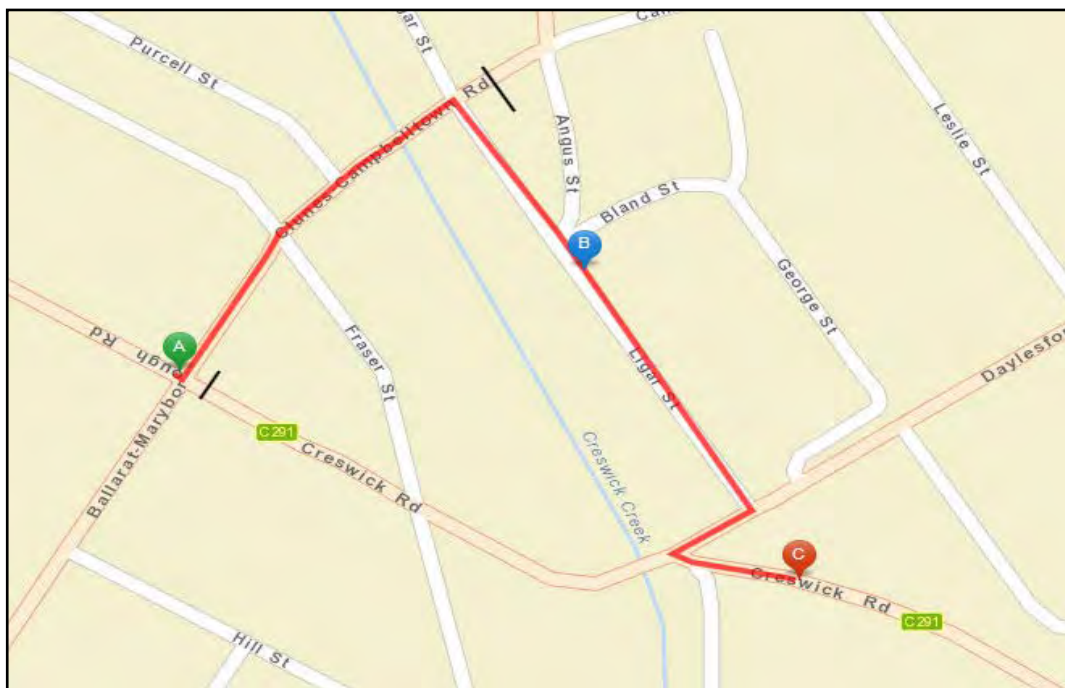
- Community safety
- Local amenity
- Physical limitations of the network
- Economic benefits
- Alternative access
- Cost implications to Council.

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

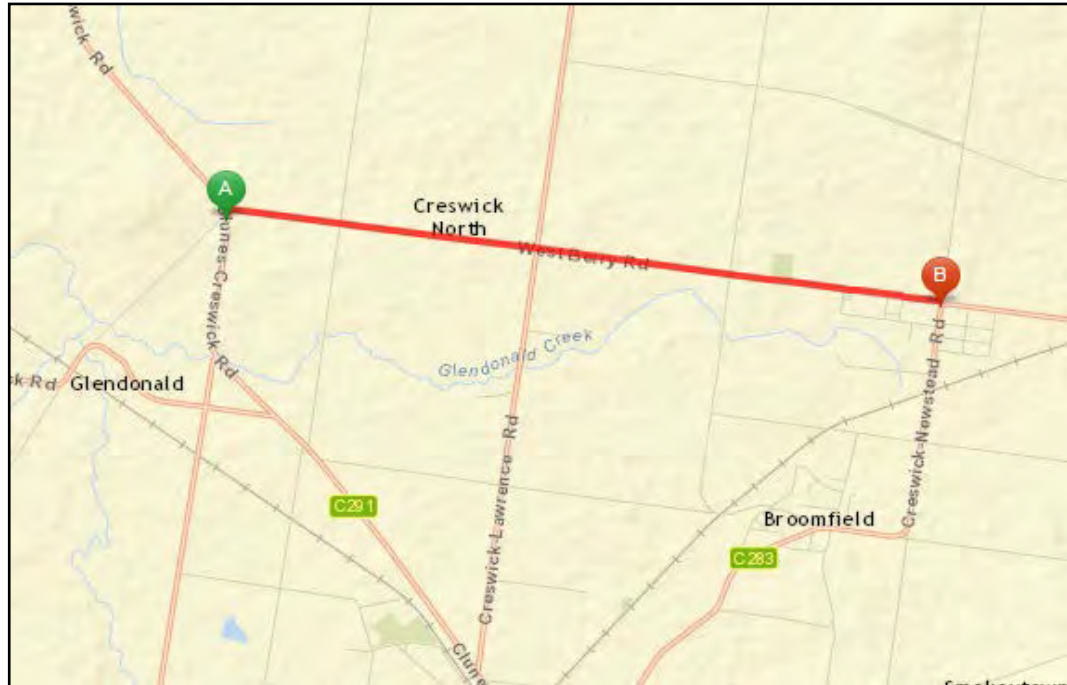
NEW REQUESTS

a) GDP TRANSPORT PTY LTD (Road Manager Request Number 67635):

GDP TRANSPORT PTY LTD requests that Council grants a permit for the following routes which are shown in the following two maps:



Map 1

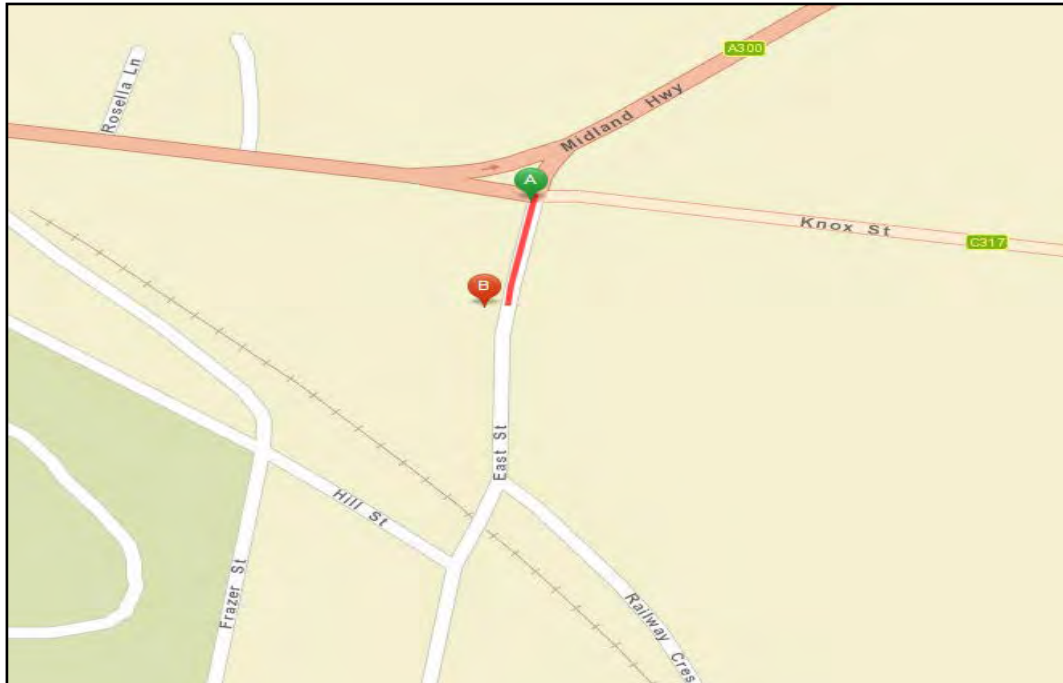


Map 2

Requested roads have been assessed as suitable for using B-double vehicles subject to the Standard Conditions.

RIMPAS TRANSPORT PTY LTD (Road Manager Request Number 68324):

RIMPAS TRANSPORT PTY LTD requests that Council grants a permit for the following route which is shown in the following map:



Map 3

Requested road has been assessed as suitable for using Semi-Trailer combinations at HML subject to the Standard Conditions.

STANDARD CONDITIONS

It is the responsibility of the above permit holders to pay attention to:

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

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2013:2017:

Strategic Objective – *Sustainable Environment and a Vibrant Economy*

Key Strategic Activity:

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

Council has received requests from the National Heavy Vehicle Regulator for consent to the issue of permits to operate B-doubles and Higher Mass Limit vehicles on local roads.

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

OFFICER'S RECOMMENDATION

That Council:

11.6.1. Approves GDP TRANSPORT PTY LTD to use B-double vehicles for a period of 36 months commencing 19th May 2016 and expiring 18th May 2019 on Clunes-Campbelltown Road, Ligar Street, Daylesford-Clunes Road and West Berry Road in Clunes, subject to following conditions:

It is the responsibility of the permit holder to pay attention to:

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

11.6.2. Approves RIMPAS TRANSPORT PTY LTD to use Semi-Trailer combinations for a period of 36 months commencing 19th May 2016 and expiring 18th May 2019 on East Street in Daylesford, subject to following conditions:

It is the responsibility of all the above permit holder to pay attention to:

- Overhead cables
- Overhanging trees
- Steep inclines/declines, tight corners and narrow roads
- Must not trim or remove any trees without all approvals being obtained

MOTION

That Council:

11.6.1. Approves GDP TRANSPORT PTY LTD to use B-double vehicles for a period of 36 months commencing 19th May 2016 and expiring 18th May 2019 on Clunes-Campbelltown Road, Ligar Street, Daylesford-Clunes Road and West Berry Road in Clunes, subject to following conditions:

It is the responsibility of the permit holder to pay attention to:

- Overhead cables
- Overhanging trees
- Steep inclines/declines, tight corners and narrow roads
- Must not trim or remove any trees without all approvals being obtained
- The use of compression brakes is to be avoided
- Hours of Operation shall be 7:00am to 6:00pm. With the exception of ANZAC Day and Remembrance Day where the hours of operation will be 12 Noon to 6:00pm.
- No operation during the Annual Booktown Weekend in Clunes.

11.6.2. Approves RIMPAS TRANSPORT PTY LTD to use Semi-Trailer combinations for a period of 36 months commencing 19th May 2016 and expiring 18th May 2019 on East Street in Daylesford, subject to following conditions:

It is the responsibility of all the above permit holder to pay attention to:

- Overhead cables
- Overhanging trees
- Steep inclines/declines, tight corners and narrow roads
- Must not trim or remove any trees without all approvals being obtained

- *The use of compression brakes is to be avoided*
- *Hours of Operation shall be 7:00am to 6:00pm.*

Moved: Councillor Sebastian Klein

Seconded: Councillor Don Henderson

Carried.

**11.7. 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
12-04-2016	Council Chamber	Councillor Briefing
19-04-2016	Council Chamber	Pre Council Meeting Briefing
19-04-2016	Glenlyon Hall	Councillor/CEO Meeting

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Local Government Act 1989, Section 80A

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

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

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

Information provided for noting.

OFFICER'S RECOMMENDATION

That Council

- 11.7.1. Receives and notes the Records of Assemblies of Councillors for the 12-04-2016, 19-04-2016.

MOTION

That Council

11.7.1. *Receives and notes the Records of Assemblies of Councillors for the 12-04-2016, 19-04-2016.*

Moved: Councillor Pierre Niclas

Seconded: Councillor Greg May

Carried.

ATTACHMENT 10 - 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 Briefing

Date: Tuesday 12 April 2016

Time: 1:30pm - 5.00pm

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

Councillors present:

Cr Don Henderson
 Cr Kate Redwood AM
 Cr Sebastian Klein
 Cr Bill McClenaghan

Cr Greg May
 Cr Neil Newitt
 Cr Pierre Niclas - *left at 3:10 pm*

Members of Council Staff present:

CEO Aaron van Egmond
 GM Corporate Services Grant Schuster
 GM Community Services Kathleen Brannigan
 GM Infrastructure Bruce Lucas

Other, please specify:
 Manager Finance & IT - Trafford
 Thompson, Financial Accountant - Kathie
 Attwood

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
<i>Cr Bill McClenaghan</i>	<i>3:58pm - 4:00pm</i>

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature: *Grant Schuster*

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

DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor BILL McCLENAGHAN hereby disclose
an ~~conflict of~~ interest in the following matter 2016-2017 BUDGET
BRIEFING ON WASTE MANAGEMENT INCOME

This matter is being considered at a meeting of

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

on TUE 12 APR 16

The class of the interest is (tick appropriate box)

• a direct interest

N/A

OR

• an indirect interest

(see below) N/A

A PERSONAL INTEREST ONLY.

Please select from the following types of indirect interest:

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

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

The nature of the interest is as follows:

I AM A WASTE MANAGEMENT CONTRACTOR AND BUSINESS OWNER. I LIKE ALL OTHER RATEPAYERS/RESIDENTS PAY COUNCIL WASTE CHARGES, HOWEVER I DO HAVE A PERSONAL INTEREST IN

Print Name: WILLIAM McCLENAGHAN

Signed: [Signature]

Date: 12 APR 16

THIS ITEM TO SET COSTS & CHARGES.

Tuesday 12 April 2016
 Council Chamber, Daylesford Town Hall
 1:30pm – 5:00pm

PRESENT:

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

CHAIR: Mayor Cr Neil Newitt

APOLOGIES:

No	Time	Agenda Item		Presenter
1.	1:30pm	Presentation	Proposed Budget 2015/16 <ul style="list-style-type: none"> • Budget bids - Attachment 1 • Project List - Attachment 2 	GM Corporate Services Manager Finance and IT
	3:15pm	Break		
2.	3:30pm	Presentation	Proposed Budget 2015/16 <ul style="list-style-type: none"> • Budget extract - Attachment 3 • Fees and Charges - Attachment 4 	GM Corporate Services Manager Finance and IT
3.	5:00pm	CLOSE OF MEETING		

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 April 2016
 Time: 3:30pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) – Glenlyon Hall, Daylesford-Malmsbury Rd, Glenlyon

Councillors present:

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

Members of Council Staff present:

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

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Nil	

Matters Considered:

Council Meeting Agenda – Tuesday 19 April 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: 

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

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: CEO/ Councillor Meeting
 Date: Tuesday 19 April 2016
 Time: 2:00pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) Glenlyon Hall, Daylesford-Malmsbury Rd, Glenlyon

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

Signature: 

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

COUNCILLOR & CEO MEETING

Tuesday 19 April 2016

Glenlyon Hall

2:00PM

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

CHAIR:

APOLOGIES: Councillor Kate Redwood AM

No.	Time	Agenda Item	Presenter
1.	2:00PM	MAV Strategic Planning	Cr Pierre Niclas
2.		Trentham Hub discussion - update on community and government discussions, implications of transfer of Committee of Management action	Cr Neil Newitt
3.		Update on bridge works at Anderson's Mill	Cr Neil Newitt
4.		Update on Captain Hepburn shelter in Smeaton	Cr Neil Newitt
5.		Depot Break In. Update and security in place	Cr Bill McClenaghan
6.		Written answers from Public Question Time	Cr Bill McClenaghan
7.		Sport and recreation funding	Aaron van Egmond

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 Creswick Museum Special Committee - 7-03-2016*
- *Minutes from the Lee Medlyn Home of Bottles Special Committee - 13-04-2016*

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

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes and reports have been provided for noting.

OFFICER'S RECOMMENDATION

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 Creswick Museum Special Committee - 7-03-2016
 - Minutes from the Lee Medlyn Home of Bottles Special Committee - 13-04-2016

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 Creswick Museum Special Committee - 7-03-2016*
 - *Minutes from the Lee Medlyn Home of Bottles Special Committee - 13-04-2016*

Moved: Councillor Don Henderson

Seconded: Councillor Sebastian Klein

Carried.

13. COUNCIL ADVISORY COMMITTEES

13.1. MINUTES OF ADVISORY COMMITTEES GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

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

BACKGROUND

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

ISSUE/DISCUSSION

Please see listed below the minutes and other reports from Advisory Committees, as provided by the Committees

- Draft Minutes 22-02-2016 - Hepburn Council Audit & Risk Advisory Committee

These minutes have been provided to Councillors under separate cover.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes have been provided for noting.

OFFICER'S RECOMMENDATION

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

- Draft Minutes 22-02-2016 - Hepburn Council Audit & Risk Advisory Committee

MOTION

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

- *Draft Minutes 22-02-2016 - Hepburn Council Audit & Risk Advisory Committee*

Moved: Councillor Bill McClenaghan

Seconded: Councillor Sebastian Klein

Carried.

14. CONFIDENTIAL ITEMS

14.1. CLOSURE OF THE MEETING TO THE PUBLIC

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

(d) Contractual matters; and

(h) Any other matter which the Council or special committee considers would prejudice the Council or any person.

RECOMMENDATION

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

14.1.1. 89(2) (d) Contractual Matters

Awarding of a Tender for Labour Hire Services 2016-2019

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

MOTION

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

14.1.1. 89(2) (d) Contractual Matters

Awarding of a Tender for Labour Hire Services 2016-2019

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

Moved: Councillor Sebastian Klein

Seconded: Councillor Pierre Niclas

Carried.

The meeting was closed to members of the public at 9:03 pm.

15. RE-OPENING OF MEETING TO PUBLIC

RECOMMENDATION

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

MOTION

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

Moved: Councillor Sebastian Klein

Seconded: Councillor Don Henderson

Carried.

The meeting was re-opened to members of the public at 9:13pm.

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

- 14.2.3. *Awards the tender for Contract - 2016-345 -Provision of Labour Hire Services to Council 2016 -19 to MomentumOne Shared Services Pty Ltd.*

16. CLOSE OF MEETING

The meeting was closed at 9:14pm
