



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
MINUTES

TUESDAY 20 DECEMBER 2016

TRENTHAM MECHANICS INSTITUTE
HIGH STREET
TRENTHAM

6:00PM

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MINUTES

TUESDAY 20 DECEMBER 2016

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

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AARON VAN EGMOND
CHIEF EXECUTIVE OFFICER
20 DECEMBER 2016

1. **ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

We would like to acknowledge we are meeting on Jaara people country, of which members and elders of the Dja Dja Wurrung community and their forebears have been custodians for many centuries.

On this land, the Jaara people have performed age old ceremonies of celebration, initiation and renewal.

We acknowledge their living culture and their unique role in the life of this region.

2. **OPENING OF MEETING**

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

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

STATEMENT OF COMMITMENT

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

3. APOLOGIES

Nil

4. DECLARATIONS OF CONFLICTS OF INTEREST

Cr Klein declared an indirect conflict of interest (section 78E impact on residential amenity), for the questions regarding the Trentham Hub in public participation time, as he lives next door to the proposed location of the Trentham Hub.

5. CONFIRMATION OF MINUTES

RECOMMENDATION

5.1. That the Minutes of the Statutory Meeting held on 8 November 2016 and Ordinary Meeting of Council held on 15 November 2016 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989

MOTION

5.1. *That the Minutes of the Statutory Meeting held on 8 November 2016 and Ordinary Meeting of Council held on 15 November 2016 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

6. NOTICES OF MOTION

Nil

7. ITEMS OF URGENT BUSINESS

Nil

8. PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor Sebastian Klein, Coliban Ward

For me the highlight of the month was the Dharma School Giving Tuesday. This event was designed to help young people to appreciate and understand the importance and principle of giving. It was great to see young people taking up the idea of public service, spirit of giving and generosity.

A similar spirit was at large when I met with a young man determined to achieve better public transport services in his home town. I was impressed by the efforts of Will Morris who seeks a third bus service from Trentham to Kyneton (possibly including Daylesford in the run) to assist him in attending the specific services he needs in Kyneton.

The spirit of giving was more measured with the Vic Grants Commission presentation to Council. This meeting is a statutory obligation and is open to the whole community and details the metrics used by the commission for allocating grants to Local Government from Federal Government via the State Government.

The Commissioners were at pains to point out that the dozen-or-so metrics are open to change and modification by the Commission through submissions to them. This is important given for instance the guarantee of 30% of this quantum to be reserved for metro councils for whom this is an insignificant sum – often less than they receive in parking meter fees.

The same quantum would be much more significant in the hands of small rural shires like Hepburn and Yarriambiack where rates form a much heavier burden on individual ratepayers and the total budget is much smaller.

This financial restriction was further compounded with the announcement of a 2% CPI for Metropolitan Melbourne and in turn a 2% rate cap for councils for the financial year 2016/17. It will be an ongoing challenge for a council such as ours determined to meet the challenge of serving community needs under the ratecap. It will be a taxing conversation ongoing as we seek to set strategy in such a way that can meet this expectation while maintaining service levels.

The Christmas spirit was also at large with a range of events including the erection of the customised very-Trentham-Christmas banners which are proudly sported on our main street – thanks to Bruce and Inoka and the team for the quick response to the request for customisation from the Trentham Business and Tourism Group.

A big thank you also to all of those who came and helped hang the Christmas lights around the main business area of town, your assistance was much appreciated.

I also attended Christmas break-ups for the Creswick Senior Citizens, Trentham Neighbourhood Centre, Trentham Business and Tourism Group, Trentham Primary School and speaking of giving - our VIC volunteers thank you and Christmas dinner at Lavandula, where it was wonderful for the first time in the years I have known it, to see the farm clothed in green and the dams full in the middle of summer.

The gruelling Mayoral regime of events and training also commenced with the VLGA Essential Mayors Weekend, the MAV induction day and the Ministerial Welcome, with a speech from the Minister for Local Government outlining the agenda for the sector in the coming year – lighter on the scape-goating of local councils and more on how we can constructively pursue better outcomes for communities through the Local Government Act re-write and a range of other opportunities for collaboration with the State Government.

Looking to the future I attended the Future Landscapes launch – an initiative funded by the State Government through Cultivate Agribusiness, a body run through council memberships. The outputs from this project were a range of reports seeking to recommend how best to adapt and strengthen the agricultural and horticultural sector and biodiversity values in response to climate change.

The future of food producers and rural industries was also at heart in discussions about an Institute of Gastronomy at the Lakehouse and in a producers and farmers meeting on a food precinct and possibility of niche and small livestock abattoirs. As well as at an interview with the Guardian newspaper at Leonards Hill about our Community Owned wind farm and the future for renewable energy in the shire.

Further afield I attended the MAV/VLGA quarterly Presidents and Executive meeting a Grampian's Region Waste Resource Recovery Group information session and the State Government's take 2 Climate Change Program end of year function.

A full list of events I attended throughout the month are listed below:

- Future Landscapes launch
- Christmas banner installation
- Institute of Gastronomy meeting at the Lake House
- Memorial Service for Don O'connor and Sue Ewart
- Meeting with Will Morris, a young chap seeking to lobby for a third daily bus service in Trentham
- Helped put up Christmas decorations with the Trentham Business and Tourism Group
- Trentham PS Christmas break-up

- Trentham FORUM AGM
- VLGA (Victorian Local Governance Association) Board meeting (x2)
- VLGA Essential Mayors Weekend
- Childcare meeting in Trentham
- Giving Tuesday with the Dharma School
- Meeting with the Victorian Grants Commission
- MAV 2016 – Mayoral induction
- Ministerial Mayoral Reception
- Meeting with Mary-Anne Thomas
- Meeting with Barry Fell from the Daylesford Spa Country Railway
- Exploratory meeting with local producers regarding abattoir and food precinct
- Birch Ward meeting
- Australia Day selection committee
- MAV/VLGA Quarterly meeting
- End of year staff function
- Central West Waste Resource Recovery Group information session
- Museum Gold History book launch – Ex Cr McCleneghan launched the book
- Creswick Senior Citizens Christmas Lunch
- Interviewed by the Guardian at Hepburn Wind turbines in Leonard's Hill
- Sustainability Victoria – Take 2 Christmas Event
- Met with Judith Isherwood and Noel Harvey from Regional Tourism Board
- VIC Volunteer thank you dinner
- GoWomenLG celebration and call to action
- Central Highlands Vic Mayors and CEOs Forum
- 5000 Club – Christmas Dinner
- Ecumenical Carols at the Trentham Uniting Church
- Meeting with the Public Art Panel

COUNCILLOR REPORTS

Councillor Don Henderson, Creswick Ward

This has been a busy month with some problems to get around. Creswick people were very understanding when the new splash park had some major problems. Our project person Ben Reus was certainly noticed and went far and above the call of duty to get things going.

I attended two Creswick Primary school end of year functions to hand out shire awards. All schools certainly appreciated the fact that I was there and that the shire was taking an interest.

We also enjoyed jelly slices at the Railway station to mark the graduation of 16 students who have attended my woodwork class. These classes are part of the Creswick Primary School program to introduce students to community organisations and people. These classes certainly give me a real chance to see what our youth are thinking and are what I call real engagement with our youth.

From youth to our older citizens where I attended the John Curtin Hostel AGM and a Christmas lunch with our Creswick Seniors group.

The Creswick Museum Special Committee held their annual end of year breakup at the Heritage Railway station and appreciated having a place to go that fitted with what they are about and that is the history and heritage of Creswick.

The Creswick and Clunes Information Centre volunteers were warmly welcomed to the Creswick woollen mills for their end of year function. So many volunteers doing so much in both Clunes and Creswick over many years in some cases. Also good to see newcomers to our towns jumping in to make our towns better known and looking after our many visitors.

I also had the pleasure of being the starter for the Brackenbury Classic which this year featured national champions as well as locals and people from far and wide. There was also a strong field in women's and junior events. All were excited to hear of plans to build a pump track and extend the trail system.

There has also been some problems with old and tired amenities with Calmbeem Park being described by the many visitors as an absolute disgrace as far as toilet facilities go. A determined effort saw these at least cleaned to a standard to be able to be used.

Lastly I must say that the Audit and Risk Committee is working well and getting its head around some issues that need immediate attention so as to keep our workforce safe.

Councillor Greg May, Creswick Ward

I have a number of meetings and events to report on since my last councillor report beginning with the Hepburn Shire White Ribbon Breakfast held at the RACV Goldfields Resort in Creswick on the 24th of November. Around 90 people attended the event which saw 15 men from within the shire introduced to the gathering as White Ribbon Ambassador nominees. These men have put their hands up to undertake training and go back into their communities to spread the word about working towards the elimination of domestic violence. Our CEO Aaron is one of those 15 nominees and I'd like to commend him for leading by example on this front. Guest speaker at the breakfast was former Newlyn / Smeaton boy and former Hawthorn AFL player Brad Sewell. Brad spoke about his time as an AFL player, how the AFL is dealing with issues of respect for women and some of his experiences playing sport at the elite level and how those experiences relate to the issues of respect for women generally. Ballarat White Ribbon Committee member and past president Mr. Bob Maika also spoke about the role of White Ribbon Ambassadors and also sang with the Ballarat White Ribbon Choir who entertained the crowd with some enthusiastic and quite stirring singing.

Also back in November I attended the launch of the Future Landscapes Project in Creswick. This project is about identifying future directions and potential for the region in the areas of agriculture, biodiversity and land management. The project has been 2 years in the making and was funded by state government in co-operation with Hepburn, Moorabool, Pyrnees and Golden Plains Shires, City of Ballarat and Cultivate Agribusiness Central Highlands.

Other meetings I've attended include monthly meeting of the Kingston Avenue of Honour and the latest meeting of the Shire's Municipal Emergency Management Committee. It was reassuring to me at this meeting that all emergency agencies reported that they were satisfied with their level of preparedness for the upcoming summer fire season.

Garden parties were popular during November and I attended one held by the Kingston Avenue of Honour as a fund raiser for their work in the Avenue. Unfortunately the weather was very much against them but still a good number of brave souls donned their wet weather gear and supported the event. I was also told of a garden party held in November at Newlyn by the Friends of Wombat Hill where around 800 people attended.

Finally last week I attended the Newlyn Primary School end of year family fun night and concert and presented the Shire's Student Citizenship Award. Only 11 students but they were particularly entertaining. For many years the kids at the Newlyn Primary School have enjoyed the benefits of having a very talented and innovative music teacher in Di Davies. Their end of year concerts have been a delight to attend. 2016 however will be the last that Di will be involved in as she is retiring. The Newlyn School community will miss her many years of involvement at the school.

Councillor Fiona Robson, Birch Ward

Cr Robson presented a report outlining the events of the previous month.

Councillor John Cottrell, Holcombe Ward

My second month on Council has been an active one - primarily with the ongoing comprehensive induction program put together by the CEO, and briefing sessions by management on the various plans and initiatives underway in Hepburn Shire. Included was a briefing session with the Victorian Grants Commission which provided exposure to the complexity in this system of funding.

I also attended my first HSC Audit & Risk Advisory Committee – whose role is to assist the review of activities of management, the internal audit function and the external auditor to facilitate achieving overall organisational objectives in an efficient and effective manner.

In between there was the opportunity to represent council in the following:

- The inaugural annual Hepburn White Ribbon Committee event – *Raising Awareness of Violence Against Women* - a breakfast at RACV Goldfields.
 - In the company of Crs May, Redwood and Newitt, the CEO and members of the Executive – and over 100 other guests the event involved the induction of Hepburn Shire White Ribbon Ambassador's – including our CEO (Aaron van Egmond)
 - an informative address by the guest speaker - Former AFL Player – Brad Sewell, and
 - Performance by Ballarat White Ribbon Choir.
- 144th Annual Daylesford Show, together with Cr Redwood meeting with Committee members and the Federal Member for Ballarat - Catherine King.
 - My primary duty being the honour of judging:
 - Miss & Master Tiny Tot: 3-5 years
 - Junior Miss Showgirl: 6-8 years
 - Intermediate Miss Showgirl: 9-12 years
- 65th Daylesford Highland Gathering – Breakfast and Vincent St March
 - A very pleasant morning to welcome the committee and their guest and chieftain for the day – Ret. Major General David McLachlan AO (RSL State President Victoria), and
 - with the Chieftain and Committee President receive the pipe bands as they marched up Vincent Street
- Glenlyon Progress Association bi-monthly meeting

- to continue a precedent of providing a Council update, and
- hear amongst other items that multiple tenders have been received for the refurbishment of the Glenlyon Shire Hall – with negotiations underway to get the price within budget

In addition, I had the opportunity to:

- meet with Mary-Anne Thomas MP - State Member for Macedon to discuss the connections between State and Local initiatives in the region
- meet with a representative of the Glenlyon recreation reserve
- attend the Glenlyon Fayre at the Glenlyon Reserve
- meet with the Wheatsheaf Community Fireguard Group – the Woodduck group. This meeting was held in a property at Wheatsheaf, deep in thick forest unique to the area. On experiencing this environment, one fully appreciates the importance of fireguard groups, and their need for close connection with the CFA and Council.
- receive representations from constituents of various issues across the Shire

Councillor Neil Newitt, Cameron Ward

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

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

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

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

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

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

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

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

Councillor Kate Redwood AM, Birch Ward

I have been to over 40 Council commitments this month - standard for pre-Christmas - and that does not include meetings with and requests from constituents. The major issues being raised generally are concerns re mowing. Well done Council staff for doing such a good job in getting roadsides and public land mown. Specific important issues raised with me have concerned:

- the biodiversity report - where has it gone?
- environmental issues generally and wanting Council to step up
- the feasibility study regarding opera on the lake
- the perennial summer concern re unmade and dusty roads in townships, and
- the total lack of emergency relief money in this Shire

Below is a list of most of the functions and formal gatherings that I have attended in the month.

15/11/2016	Council Meetings- Councillor only, Councillor/CEO, briefing re agenda, public statutory Council meeting
16/11/2016	BATA breakfast - talk
20/11/2016	Community Fair, opening, and day attending Daylesford Neighbourhood Centre stall
21/11/2016	Forum at Lakehouse re Institute of Gastronomy
21/11/2016	Meeting re issues with CEO
24/11/2016	White Ribbon breakfast - was unwell and unable to attend
25/11/2016	30 year anniversary of Landcare at Parliament House
26/11/2016	Daylesford Agricultural Show - lunch, and conversation with Mary Ann Thomas
28/11/2016	IT briefing, and exploring options for improving equipment that Council provides
28/11/2016	Hepburn Health AGM

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- 29/11/2016 Councillor briefing
- 30/11/2016 Women's Housing West launch of new premises
- 1/12/2016 Christmas Cheer raffle ticket selling
- 1/12/2016 Creswick and Clunes lunch for VEC volunteers at the Woollen Mill
- 1/12/2016 Cornish Hill Committee of Management AGM
- 3/12/2016 Highland Gathering breakfast, lunch and opening
- 5/12/2016 Birch Ward meeting in the Rex
- 6/12/2016 Daylesford and Trentham VIC volunteers dinner at Lavendula
- 6/12/2016 Daylesford Horticultural Society AGM and dinner
- 7/12/2016 Christmas Cheer meeting
- 8/12/2016 Councillor and Executive Christmas dinner
- 9/12/2016 End of Year Council staff function
- 9/12/2016 Christmas Cheer raffle ticket selling
- 9/12/2016 Launch at Daylesford Museum of revised history of Daylesford
- 10/12/2016 Rural Australians for Refugees, stall Vincent St
- 10/12/2016 Carol Service St John's Springmount, read lesson
- 11/12/2016 Yandoit Community Market
- 11/12/2016 Friends of Wombat Hill Botanic Gardens, AGM
- 13/12/2016 Council Briefing
- 13/12/2016 Grampians Health Alliance dinner Convent Gallery
- 14/12/2016 Meeting re Eco Dev
- 14/12/2016 Meeting with Deputy Lord Mayor, Melbourne
- 14/12/2016 Daylesford Secondary College presentation night re Council citizenship award
- 15/12/2016 Hepburn Primary School presentation night re Council citizenship award
- 16.12.2016 Meeting with activists re Biodiversity Strategy and Natural Resources Manager position
- 16/12/2016 5000 Christmas lunch
- 16/12/2016 Viewing of tiles at Vic Park to recognise financial donors
- 16/12.2016 DMRT meeting to report on Arup feasibility study re Opera on the Lake

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- 16.12.2016 Christmas Cheer raffle tickets selling
18/12/2016 Daylesford Carol Service, Christchurch
19/12/2016 Participated in team stuffing 200 stockings for children for Christmas Cheer
19/12/2016 Yandoit Primary School presentation BBQ, Council citizenship award
I wish you all a safe Christmas

RECOMMENDATION

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

MOTION

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

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

9. PUBLIC PARTICIPATION TIME

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

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

Community members are invited to submit written questions to the Chief Executive Officer by 12 noon on the day of the Council Meeting. If you wish to address Council you must provide a brief synopsis of your address in writing to the Chief Executive Officer by 12 noon on the day of the Council Meeting.

A time limit of three minutes for each address will apply, but the time may be extended at the discretion of the Chairperson.

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

9.1. PETITIONS

Nil

9.2. QUESTIONS

Question 1 – Patricia Woods

As Secretary of the last Trentham Mechanics Institute Committee of Management and a member of the Trentham Community Reference Group (C.R.G.), I have a demonstrated and continuing interest in the future of the Mechanics Institute Building and site.

Whether it is called a Mechanics Institute or Hub, community commentary indicates that there is a desperate need for centre to be built in the town that provides a place for community activity to thrive.

The community of Trentham is keen to ensure that the building remains accessible until final decisions are made about its use and as such, it is important for Council to retain control of the lease for the land and buildings until the community has been able to work through an acceptable way forward for any new community centre in Trentham.

I therefore ask Council to delay for 12 months any action on the hand-back of the Mechanics Institute to DELWP/Victorian Government.

This would provide some worthwhile time to work through community views and assist to avoid a further fracturing of community relationships around this issue.

Answered by the Chair – Mayor Sebastian Klein

We have been in communication with the Department of Environment Land Water and Planning (DELWP) following the August 2016 decision. Council wrote to commence the hand back of the Trentham Mechanics Institute. DELWP's response was a preference for Council to retain management for an extended period, until an outcome has been reached in the matter of a Community Hub. Subsequently, our Chief Executive Officer met with senior officers from DELWP. DELWP requested that Council and the Department transition management back to DELWP over a longer period. Council officers are therefore working through a 12 month transition which will allow time for Council to complete some minor essential safety works and consider preservation needs for the facility.

In that vein I would like to note that the Mechanics Institute has been saved, and that Council has no plans to demolish the Mechanics Institute. Council absolutely takes seriously the role of committee of management under the State Government of this important public hall

Question 2 Gary McIntosh

During 2014, 2015 and 2016 Council held separate meetings with the Bullarto Hall Committee and the Bullarto Community Planning Group and other stakeholders to progress two community strengthening projects as part of the Bullarto Musk Community Plan. These projects are the Bullarto Community Facilities project no 000483 with \$20K budgeted in 2014/15 and the Bullarto Lyonville Rail Trail project no 000474 with \$35K budgeted in 2014/15.

Holding separate meetings has been shown to spectacularly and completely divide the Bullarto community whereas it is believed had Council held 'inclusivity' meetings and workshops where the various stakeholder and user groups consulted together, a very different outcome would have eventuated.

Consensus Decision Making and Inclusivity workshops generally involve engaging in dialogue, discussion, clarification and listening to each other prior to final debate on issues so all participants fully understand each other and can move forward together.

As we enter the 2017 New Year and Council invites community and stakeholder input to its 2017-2021 Council plan, will Council endeavour to hold 'inclusivity' workshops and inclusive and open community meetings that are more in line with Council's Community Engagement Strategies and Policies that encourage

engaging all stakeholders and empowering community planning groups to fully participate in actioning and progressing their community plans?

Answered by the Chair – Mayor Sebastian Klein

Like you, we are looking forward to engaging with the community in developing our Council Plan 2017-2021. We will be undertaking open and extensive community engagement using a range of methods online and in person, and with meetings throughout the Shire and there will be a number of inputs into this process including Council plans and strategies that are already in existence, as well as any other new ideas that come to bear. We are planning that the process is inclusive for all. We do subscribe to the International Association for Public Participation's mode of community engagement, and we are going to make that as accessible through as many formats as possible, by being geographically present as well as present online.

Question 3 – Gary McIntosh

I understand that further funding and the final design and location of facilities for the Bullarto Community Facilities project no 000483 will be considered in Council's mid-year budget review and therefore won't be finalised until Council's meeting of January 2017.

As Council is aware I was appointed by Council in late 2013 as the community representative and project team leader to engage with all stakeholder and user groups in collaboration and partnership with Council to establish an appropriate and suitable location for these facilities. This stakeholder engagement has been thoroughly and exhaustively undertaken and is now completed.

Additionally the Bullarto Community Planning Group was advised by Council officers that the Bullarto to Lyonville Rail Trail project as a major current initiative of Council was going to be fully actioned and progressed in 2016. While I was not the community representative or team leader for this project, I had however worked on a detailed 'Bullarto Wombat Forest Walks' proposal many years previous to be located to the north of Bullarto Township in the Wombat State Forest.

Will Council please provide a current and detailed update on the budget and expenditure of the Bullarto Community Facilities project no 000483 and the Bullarto Rail Trail project no 000474 and also provide a detailed summary of the extent to which both these projects have currently progressed and are expected to proceed in 2017? I wish all the best to Council for a safe and enjoyable Xmas and a prosperous New Year 2017.

Answered by the Chair – Mayor Sebastian Klein

I note that there was no formal delegation to the committee at that stage with the Bullarto Community Plan. None the less, we are continuing to work towards achieving the priorities that you mentioned, including the allocated \$20,000 to the Bullarto Community Facilities project in 2014-15 and the expended \$25,000 on the project. As you are aware any further expenditure will be considered as part of Council's mid- year budget process.

Council also allocated \$35,000 in 2104-15 for planning and design work for the Bullarto to Lyonville section of the Daylesford – Macedon Rail Trail. We were able to undertake some of this work in –house and were able to complete this project for \$18,000 in 2015-16

Question 4 – Bill McClenaghan

Council has acknowledged its duty to eliminate fire hazards on Council controlled land and advised that in the case of the reserves under Council control that are larger than one acre there are different requirements for fire hazard reduction than on properties less than one acre. As also advised, these requirements are listed on Council's website under the heading "Fire Prevention – Making Hepburn Shire Fire Ready". A key requirement is to create a 20 metre fuel reduction zone (mineral earth or slashed firebreak) around buildings and a 10 metre reduced fuel zone along all external boundaries of Council reserves, this firebreak zone is essential for their safety and protection. However, Council generally does not comply with this clearly stated requirement in the management of its reserves so that the required fuel zones along external boundaries do not exist, often where they are needed most.

What are the reasons why Council does not comply with its published requirements for fire prevention on many of its managed reserves?

Answered by the Chair – Mayor Sebastian Klein

Council does comply with its responsibilities under the CFA Act and takes steps to reduce the fire risk in our communities by taking all practicable steps to prevent the occurrence of or spread of fires on or from land under our control as far as reasonable practicable.

With regards to the Hepburn Mineral Springs Reserve, Council continues to work with the CFA to seek advice and direction on what improvements can be made in this area.

To this end Council is developing a site specific Fuel Management Plan that will provide improved information on the fire prevention works Council commits to delivering in the Hepburn Mineral Spring Reserve and confirm the ongoing commitment to maintain cleared areas within the reserve. It is intended that works that can be completed by other support agencies will also be identified.

Council's approach to site specific needs is also considered for private property where property owners approach Council with specific needs or alternative treatments that mitigate the fire hazard.

Question 5 – Bill McClenaghan

Has council been issuing Fire Prevention Notices to private land owners and/or occupiers that reflect the size of the parcel of land in question (being more than or less than one acre) and which specify the correct requirements as published?

Answered by the Chair – Mayor Sebastian Klein

Council has been undertaking fire hazard inspections in accordance with our responsibilities under the CFA Act and preparing notices to property owners where a hazard is identified.

This may apply to land parcels that are both less than or greater than 1 acre in size and the required fuel reduction works specified are generally in accordance with the published guidelines. However it is also noted that fuel reduction works required may be varied where a specific fire hazard or risk is identified that requires special or different considerations.

Question 6 – Gael Elliott

Has a Health and Safety audit been made of the Trentham Mechanics Institute, as being fit for purpose, including but not limited to the kitchen and toilet and if problems have been revealed by an audit how these are being addresses by the Hepburn Shire Council?

Answered by the Chair – Mayor Sebastian Klein

Council has completed a Building condition assessment in 2013 and a further building condition audit in July 2016. These audits looked at the structural integrity and the built aspects of the building. In addition, a Fire Equipment Maintenance report was also recently completed in November 2016.

The building condition Audits have both indicated that the kitchen and toilet areas are in good condition and do not require any immediate works. Notwithstanding this the report also identifies some structural items with distress in some wall and floor areas.

Council has also undertaken some maintenance works including an external service provider to prevent access by rodents and pest animals.

The Fire Equipment Maintenance report also provided a Certificate of Service and identified no further actions required.

Finally, a full Essential Services Measures (ESM) assessment is being coordinated in consultation with DELWP. Any required works identified in the ESM assessment will again be programmed in consultation with DELWP.

At large remain the assessment of the commercial kitchen by Council's Environmental Health Officers as well as a review of disability access to the toilets. I have also made a service request for the non-functioning tap in the gentlemen's toilets.

Cr Sebastian Klein declared an indirect conflict of interest (section 78E impact on residential amenity, for the questions regarding the Trentham Hub and the request to address Council and left the meeting at 6:35pm

Cr Cottrell took the Chair.

Question 7 – Gael Elliott

At the August Council meeting held in Creswick, Councillor William McClenaghan moved a motion that was passed by the Councillors. This motion related to the location of a New Hub for Trentham. The motion moved that a New Hub be located in Victoria Street on Council owned property near the former Railway Station. This meant that the work and approval of the design for a New Hub in High Street, Trentham apparently became obsolete. The approval of this design was passed by a motion at a previous Council Meeting by the Councillors (August 2016) and there was no motion to rescind the motion of Sept 2014 endorsing the Trentham Community Hub to be located at the Trentham Mechanics Institute and to be managed by the Hepburn Shire.

Has a legal request been made as to the validity of the motion that Cr McClenaghan moved and which was passed, 4 votes to 2 by the Council Officers and if there was such a request, what was the outcome?

Answered by the Chair – Cr John Cottrell

We acknowledge that the decision made by Council in August 2016 was different to the decision made in September 2014.

The decision in August 2016 now sets the direction of Council and supersedes the previous decision. There was no need to rescind the motion from 2014.

In terms of validity, the motion and resolution in August 2016 was part of an Ordinary Meeting of Council that was held in accordance with Hepburn Shire Council's Local Law 1. Specifically:

- there was a quorum of Councillors present at the time of the vote in accordance with section 3.1;
- the form of motion was valid in accordance with section 8.2; and
- the vote was conducted in accordance with section 8.4.

Therefore, Council has not requested external legal advice regarding the validity of the motion.

Subsequent clarification question from Gael Elliott

Why wasn't there a need to rescind the motion?

Answered by the Chair – Cr John Cottrell, with subsequent input from the Chief Executive Officer Aaron van Egmond

Need for a rescission is only to overturn the decision, not to create a new decision of Council. A new motion isn't necessarily the same as a rescission. Whilst this motion did set in train what effectively changed the decision from the previous Council decision, they are different.

Question 8 – Georgie Patterson

As we all know Council has agreed to spending approx 10 million dollars on the purchase of the Rex and its refurbishment to meet the needs of the Hepburn Hub/ Council Offices. With interest rates so low and Trentham's need so great and long overdue can Council please explain why Council is happy to borrow most of the costs associated Daylesford's development but expects the Trentham Hub project to rely on predominantly grant money for its establishment?

Answered by the Chair – Cr John Cottrell

There are different business cases for the Hepburn Hub and Trentham Hub. The Hepburn Hub is based on making operational savings and extra income to meet the borrowing costs. The Trentham Hub will have additional operating costs, but is being pursued to increase service levels in the fourth largest town in the Shire.

Borrowings make up 35% of the total funding for the Hepburn Hub project at The Rex and Daylesford Town Hall.

To minimise operational costs, both projects are seeking to leverage State or Federal funding. Grant funding makes up \$1.7 million or 17% of the Hepburn Hub project. This compares to approximately 80% grant funding for the Trentham Hub project.

Question 9 – John McLaren

I note Council's decision at the August Council meeting [motion 6.2.1 to 6.2.4]

- To construct the Trentham Hub on Council land at 14A Victoria Street,
- To prepare and exhibit design plans adapted for this site from the previously presented design plans,
- To consult widely with the residents and ratepayers and invite submissions on the design, layout and content of the Hub, and
- To consider all such submissions before deciding on the final design, content and costing.

What steps have been taken to begin the process of implementation of these resolutions in the last four months?

Answered by the Chair – Cr John Cottrell

A project brief is being developed to seek Expressions of Interest to undertake full design services for Trentham Hub at 14A Victoria St, Trentham. This will be advertised in early 2017. The scope of works includes all facilities included in the Trentham Hub Concept Plan 02.

Question 10 – John McLaren

In the light of the increased community enthusiasm being shown for the project since the August decision, is Council intending to establish a new Community Reference group to facilitate the process of effective consultation and community engagement in the ongoing project?

Answered by the Chair – Cr John Cottrell

The outcomes of the previous extensive consultation about the service needs of the Trentham Hub will be incorporated in the Expression of Interest process.

It is not proposed to establish a new Community Reference Group however Council is committed to a community engagement process that involves wide consultation with the residents and ratepayers, in line with our Community Engagement Policy.

Question 11 – Helen Mcdonald

How is Council going to ensure that Coliban Ward is properly represented during discussions and votes relating to The Hub, when our Councillor is unable to participate due to conflict of interest?

Answered by the Chair – Cr John Cottrell

All Councillors have a responsibility to consider and determine on matters before us in the best interests of the entire Hepburn Shire community.

In discharging our responsibility, and to ensure good, transparent governance we are also required to conduct ourselves in accordance with the code of conduct and statutory limitations. This does from time to time require Councillors to declare any conflict of interest which is a requirement and unavoidable where conflict exists.

Subsequent clarification question from Helen Mcdonald

How does Trentham Community make sure our views and interests are well represented by someone connected with the Ward?

Answered by the Chair – Cr John Cottrell, with subsequent input from the Chief Executive Officer Aaron van Egmond

There is no process for a proxy Ward Councillor to be appointed. However each of the Councillors are approachable and open to hearing any thoughts and ideas from the community. There is also Council's Community Engagement process that allows for consultation and input from the community.

9.3. **REQUESTS TO ADDRESS COUNCIL**

Robert Kingston requested an extension to be heard for a total of 4 minutes and 50 seconds. This was granted by the Councillors.

Robert Kingston addressed Council to thank Councillors for their August decision to spare the Trentham Mechanics Institute and its historic hall and to build Council's proposed Trentham Hub on Council's land at 14A Victoria Street, and to outline a vision for the future of the Trentham Mechanics Institute

Cr Sebastian Klein returned at 6:53pm and took the Chair

10. STATUTORY PLANNING REPORTS

10.1. DEVELOPMENT OF THREE DOUBLE STOREY DWELLINGS TO THE REAR OF THE EXISTING GENERAL STORE AND A FOUR LOT SUBDIVISION AT 102 MAIN ROAD, HEPBURN SPRINGS
CHIEF EXECUTIVE OFFICER

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

PURPOSE

The purpose of this report is for Council to make a determination on the application for the development of three double storey dwellings to the rear of the existing general store and a four lot subdivision at 102 Main Road, Hepburn Springs. The Owners have appealed to the Victorian Civil and Administration Tribunal (VCAT) against failure to grant a permit within the prescribed time under Section 79 of the Planning and Environment Act 1987. As such, Council cannot formally issue a permit, notice of decision or notice of refusal, however, Council need to provide a position on the application for the VCAT Appeal.

BACKGROUND

The land has an area of 1143sqm and is occupied by the Hepburn General Store and attached dwelling located on the Main Road frontage. There is an existing driveway along the southern boundary accessing the rear. There are number of existing outbuildings/sheds in the rear yard which would be removed to accommodate the development. The land slopes downwards from the street to the rear boundary.

The proposal includes the development of three double storey dwellings identical in design and comprises a double garage, one bedroom and laundry on the ground level and a bedroom and living areas on the first floor level including a deck on the north elevation. The dwellings are of a generic design with a skillion roof form. The dwelling setbacks from the north boundary range from 2.1m at its closest to 6.6m towards the rear of the site, having the upper level decks located within these setbacks. Setbacks of the dwellings from the west boundary include 1.2m and 1m from the existing dwelling/shop to the east.

Materials and finishes include at ground level rendered walls over block work in a dark grey colour, upper level walls a combination of in timber weatherboards in natural white and a feature wall 'shackstone' over a timber frame in a grey tone, shale grey roof, aluminium windows in colurbond 'ironstone' and tinted glass balustrade to the front and stainless steel cable to the rear (north).

The four lot subdivision includes a lot of 342sqm for the existing shop and dwelling, lots of 148sqm, 166sqm and 212sqm for each of the dwellings and a common property area of 275sqm.

The land is zoned Commercial 1 Zone (C1Z), is subject to an Environmental Significance Overlay – Schedule 1 (ESO1) & 2 (ESO2), a Bushfire Management Overlay (BMO) and a Design and Development Overlay - Schedule 1(DDO1)

The permit triggers include buildings and works and subdivision under the C1Z, DDO1, BMO & ESO2.

The application was referred to Central Highlands Water (CHW), Telstra, Powercor, Tenix, CFA and Vic Roads pursuant to Clause 66 of the Hepburn Planning Scheme. All have given conditional consent to the proposal. The application was internally referred to Councils Engineering who has given conditional consent.

The Applicant was advised both verbally and in writing that the proposed dwellings given their design and amenity impacts would not be supported by officers. The applicant was not willing to alter or change the design in response to officers concerns.

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

A Cultural Heritage Plan is required to be submitted given that the development is high impact and the land is located within a sensitive area. The applicant has provided a report that demonstrates that the land has been subject to significant ground disturbance in accordance with the regulations as defined under the 'Aboriginal Heritage Act 2006 Practice Note: Significant Ground Disturbance' and therefore a Cultural Heritage Management Plan is not required.

ISSUE/DISCUSSION

State and Local Policy

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

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

Clause 11 refers to Settlement and seeks to respond to the needs of existing and future communities through provision of land for housing that amongst other things is to contribute towards a high standard of urban design and amenity

Clause 15.01-1 & 2 refers to Urban Design and Urban Design Principles seeks to promote good urban design that responds to the site and its context and to achieve architectural and urban design outcomes that contribute positively to local urban character while minimising detrimental impact on neighbouring properties.

The proposed development is not considered design responsive to this site, given the proposed height and set backs of the dwellings, the generic design and use of materials and the impact of the design on the adjoining land. The development fails on the scale and height of the dwellings having an open deck on the upper level with direct views into the secluded private open space of the adjoining dwelling to the north. The development is considered excessive and not in keeping with the predominate height and scale existing in this precinct.

Clause 17.01-1 refers to Business and encourages development to meet the needs for retail and other commercial services to provide a net community benefit. The proposal would achieve these outcomes as the re-development of the site includes retention of the existing Hepburn Store which is located on the Main Road frontage.

Zoning and Overlay Provisions

The purpose of the C1Z is to create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses and to provide for residential uses at densities complementary to the role and scale of the commercial centre. Clause 34.01-5 requires consideration of Clause 55.01 for applications to construct two or more dwellings on a lot. As above, the proposed dwellings would not achieve the outcomes and objectives of Clause 55 in relation to neighbourhood character and side and rear setbacks.

The proposal will meet the objectives of the Environmental Significance Overlay – Schedule 1 & 2 by being connected to reticulated sewer and water. All stormwater will be controlled by being directed to the legal point of discharge.

The subject site falls within a Design and Development Overlay -DDO1. The design objectives include

- *To preserve and enhance the significant visual qualities of Main Road, its environs and the semi-urban link between Daylesford and Hepburn Springs.*
- *To maintain the characteristic design, bulk, form and exterior finishes that form the visual element of this area.*
- *To maintain the existing stock of trees and preserve important sight lines*

Whilst the development is located to the rear of the existing building and would not be highly visible from Main Road, the site is highly visible from the gully to the rear which is frequented by tourists and walkers and any development on this site must consider the protection of significant sight lines and views to and from this site. Any development on this site needs to be low rise and reflect the predominant character existing in this area. The DDO1 specifically seeks design outcomes that maintain a low density character, consistent with the existing built form, design and exterior

finishes that form the visual elements in this area. This design outcome is generally reflected in the built form existing in the area around the subject site.

Clause 44.06 - Bushfire Management Overlay triggers a permit for buildings and works associated with accommodation. 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 wildfire. This can be achieved by the inclusion of the CFA referral conditions, which mandate water supply, access, vegetation management and building requirements appropriate to the assessed area.

Particular Provisions

Clause 52.01 – Provision of open space

This clause refers to the public open space contribution and provides that a person who proposes to subdivide land must make a contribution to Council for public open space in an amount specified in the schedule to this clause, which is specified at 5% in this instance unless a subdivision is exempt from a public open space requirement, if:

- *The subdivision of a building used for residential purposes provided each lot contains part of the building. The building must have been constructed or used for residential purposes immediately before 30 October 1989 or a planning permit must have been issued for the building to be constructed or used for residential purposes immediately before that date.*
- *It subdivides land into two lots and the council considers it unlikely that each lot will be further subdivided.*

As the subdivision is not exempted as listed above, the subdivision will include a requirement for the provision of open space.

Clause 52.06 - Car Parking

This clause requires the provision of one space to each dwelling with up to two bedrooms. Each dwelling would provide two car spaces each, therefore complying with these provisions.

Clause 55 - Two or more dwellings on a lot

An assessment against Clause 55 has been undertaken in accordance with the requirements of Clause 34.01-5. Whilst the dwellings can generally meet some of the objectives and standards of Clause 55, the proposed design is considered not to achieve the design outcomes listed under the heading of neighbourhood character, particularly in its scale, use of materials and not being design responsive to the site and surrounds. In addition, the height and setback of the dwellings does not achieve the objective of Clause 55.04-1, side and rear setbacks. The height and set backs of

the dwellings are not consistent with the predominate setbacks existing in the area and those listed in the standards to Clause 55.04-1, resulting in adverse amenity impacts to the adjoining properties. The useable open space provided to dwellings is limited, particularly for dwellings 1 & 2 and all decks would required screening to prevent overlooking not only to the adjoining properties but internally to each of the dwellings.

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

N/A

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

N/A

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

- The dwellings do not reflect or respect the neighbourhood character and amenity of the area.

The proposed dwellings are considered not to be design responsive to the site and would utilise materials and finishes not consistent in this area and would impact the amenity of the adjoining properties in terms of overlooking.

- The driveway is only single lane and does not allow for more than one car to enter and exit at the same time.

Clause 52.06 of the planning scheme specifies minimum widths and requirements for access lanes to developments. The proposed access way having a minimum of 3.6m width at its narrowest point achieves the requirements at Clause 52.06. The provision of common property will within the site will allow all vehicles to enter and exit in a forward motion.

- It will be impossible for cars to safely exit and enter the property given the cars parked on either side of the driveway.

As above, the proposal would comply with the standards required for access and egress from the site.

- There are 93 Australia Post, Post Office Boxes located in the driveway of the property. These are accessed by box holders at any time of the day or night and cars coming and going will make mail collection dangerous.

There are Post Office boxes located on the southern wall of the existing building on the Main Street frontage which are currently accessed via the existing driveway. The development would not seek to change or remove the current arrangement. If a permit was to issue, a fence could be included in front of these boxes to clearly separate the driveway from this pedestrian access. Both Councils Engineer's and Vic Roads have consented to the application subject to conditions.

- The adjoining property at 106 Main Road will have the burden of a huge double storey concrete structure, with balconies, directly facing them, only metres away. This will obscure any views they already have and generally ruin their opportunity for quiet enjoyment of their property given that these units are being built for holiday accommodation and can potentially house 16 people at any given time, on a high rotation.

As above, the proposed design is not design responsive to this site and does impact the amenity of the neighbours.

- My business operates 5 days per week from 108 Main Road will be affected by the overflow of cars forced to park on Main Road and 8th Street due to this development housing so many people. And the fact that it is earmarked for holiday accommodation, the frequency and volume of cars will be far greater than Main Road & 8th Street can accommodate.

The proposal complies with the provision of parking in accordance with Clause 52.06.

- Concern is raised with the potential development conflicting with the operations of the general store

As above, the development would operate independently to the proposed dwellings.

CONCLUSION

Whilst the proposed development supports the objectives and outcomes of infill development as stated in the State and Local policies of the Hepburn Planning Scheme, the proposed dwellings are considered not to be design responsive to the site and would utilise materials and finishes not consistent in this area and would be detrimental to the amenity of the adjoining properties.

OFFICER'S RECOMMENDATION

That Council, having considered all the matters required under Section 60 of the Planning & Environment Act 1987, in the absence of appeal at VCAT for failure to determine appeal, would have issued a Notice of Refusal to Grant a permit under the provisions of clause 34.01-3 & 4, 42.01-2, 43.02-2 & 44.06-1 of the Hepburn Planning Scheme in respect of the land known and described as 102 Main Road, Hepburn Springs for the development of three double storey dwellings and a four lot subdivision in accordance with the submitted plans, with the application dated 3/06/2016

For the following reasons:

10.1.1. The proposed dwelling design including use of materials is contrary to the neighbourhood character in this area.

10.1.2. The proposal is contrary to Objectives and standards of Clause 55.02-1, 55.04-1, 55.04-2 & 55.04-6 and would have a detriment impact on the amenity of the area

10.1.3. The proposal is contrary to the objectives and outcomes of the Design and Development Overlay - Schedule one

10.1.4. 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, in the absence of appeal at VCAT for failure to determine appeal, would have issued a Notice of Refusal to Grant a permit under the provisions of clause 34.01-3 & 4, 42.01-2, 43.02-2 & 44.06-1 of the Hepburn Planning Scheme in respect of the land known and described as 102 Main Road, Hepburn Springs for **the development of three double storey dwellings and a four lot subdivision in accordance with the submitted plans, with the application dated 3/06/2016***

For the following reasons:

10.1.1. The proposed dwelling design including use of materials is contrary to the

neighbourhood character in this area.

10.1.2. *The proposal is contrary to Objectives and standards of Clause 55.02-1, 55.04-1, 55.04-2 & 55.04-6 and would have a detriment impact on the amenity of the area*

10.1.3. *The proposal is contrary to the objectives and outcomes of the Design and Development Overlay - Schedule one*

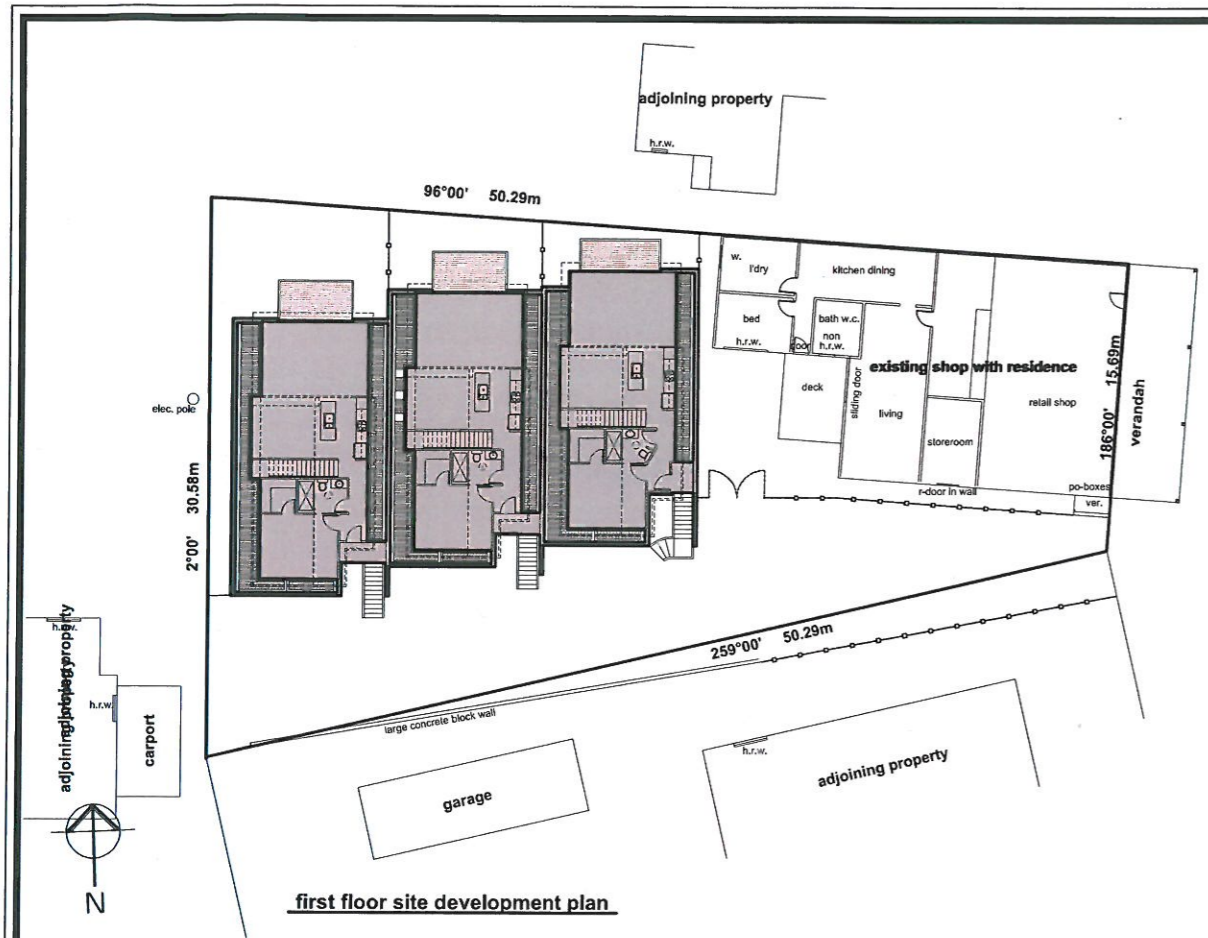
10.1.4. *The proposal is contrary to the orderly planning of the area.*

Moved: Cr Kate Redwood AM

Seconded: Cr John Cottrell

Carried

ATTACHMENT 1 - PLANS FOR PA1367 – 102 MAIN ROAD HEPBURN
SPRINGS



SITE	AREA	%
BLOCK	1142.63m ²	100
PAVING AS SHOWN	280.97m ²	24.59
BUILDINGS (FOOTPRINT)	573.56m ²	50.19
GARDEN LAWN ETC	288.1m ²	25.22

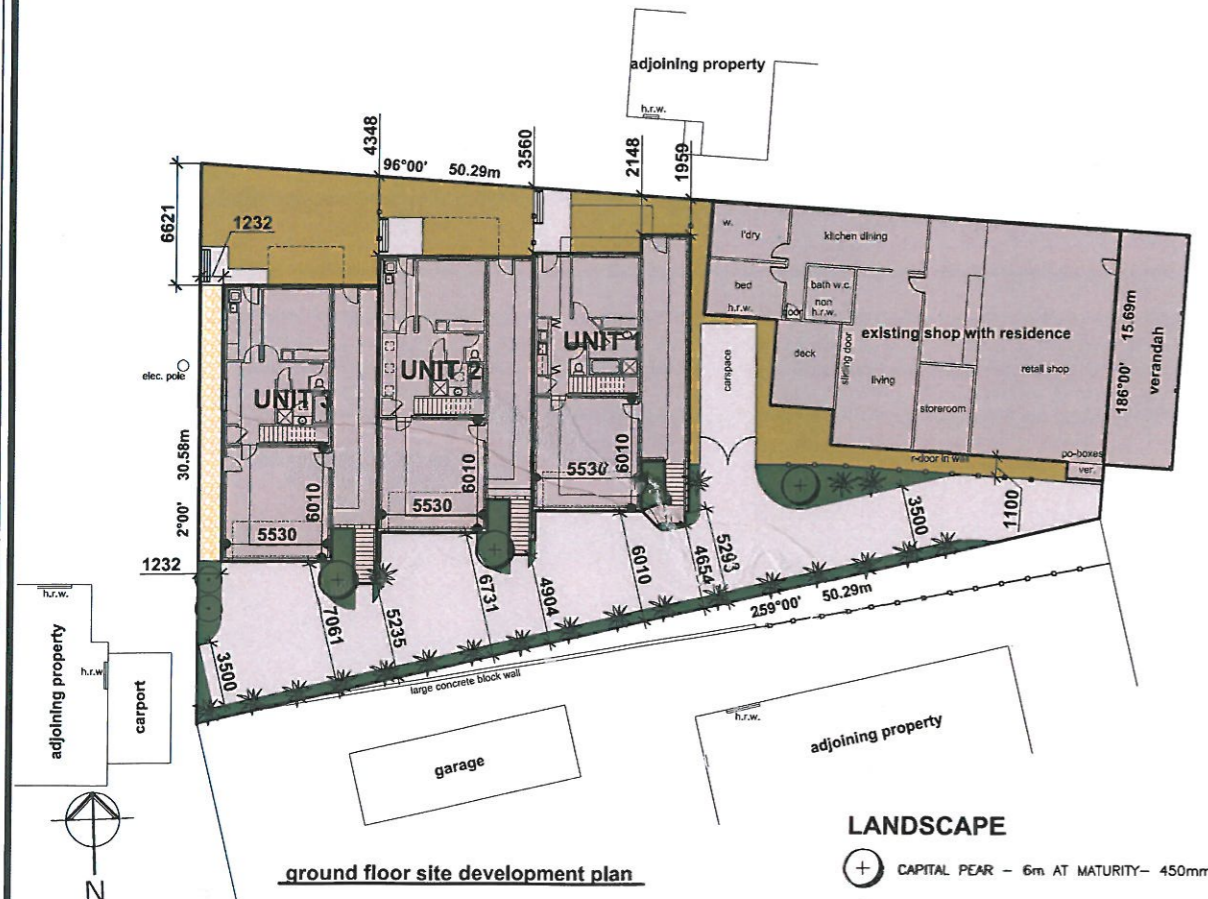
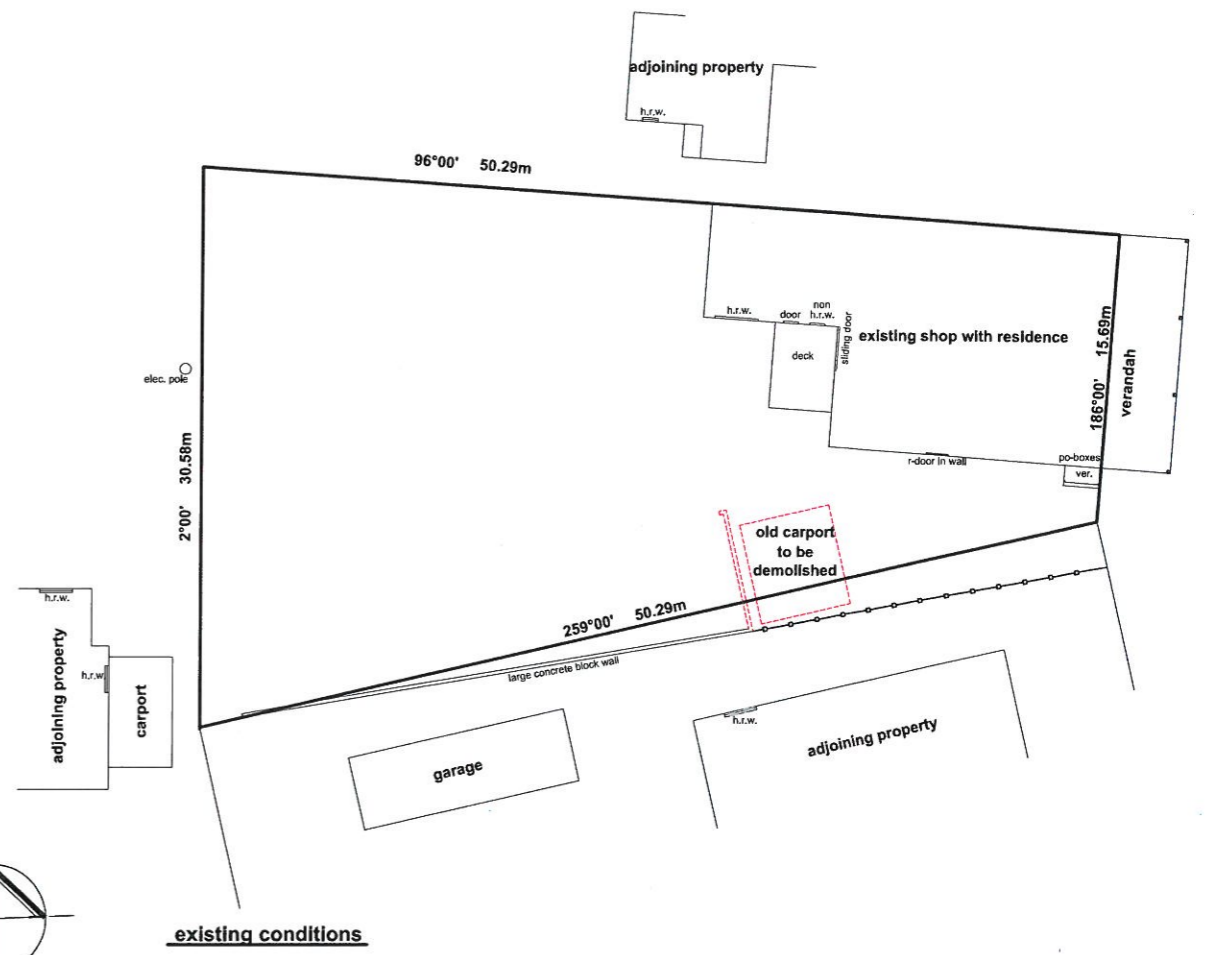
EXIST.SHOP/RES.	AREA
BUILDING FOOTPRINT	198.75m ²
DECK AREA	17.85m ²
SECL. P.O.S. (deck)	17.85m ²

AREAS:

unit 1		
gr. floor living = 47.26m ²	5.08sq	
1st floor living = 81.75m ²	8.8sq	
total living = 129.01m ²	13.88sq	
garage = 37.14m ²	4.00sq	
deck = 7.74m ²		
porch = 2.10m ²		
storage zone = 32.04m ²		
unit 2		
gr. floor living = 53.25m ²	5.73sq	
1st floor living = 82.16m ²	8.84sq	
total living = 135.41m ²	14.57sq	
garage = 37.14m ²	4.00sq	
deck = 9.18m ²		
porch = 2.78m ²		
storage zone = 32.03m ²		
unit 3		
gr. floor living = 53.25m ²	5.73sq	
1st floor living = 82.16m ²	8.84sq	
total living = 135.41m ²	14.57sq	
garage = 37.14m ²	4.00sq	
deck = 9.18m ²		
porch = 2.78m ²		
storage zone = 32.03m ²		

Notes:

- Do not scale drawings, use written dimensions only.
- Confirm all dimensions on site.
- All works shall comply with but not limited to the following Australian standards:
A.S. 1288 - Glass in buildings - selection and installation.
A.S. 1684 - National Timber framing code.
A.S. 3700 - Masonry in buildings.
A.S. 3786 - Smoke Alarms.
A.S. 4055 - Wind loadings for housing.
- Soil classification - These plans shall be read in conjunction with the soil report by - Report No. Footings to be founded at the minimum depths indicated in the soil report. It is recommended the footings/slabs & drainage to be designed & inspected by an engineer to satisfy their requirements.
- Stormwater shall be taken to legal point of discharge to the satisfaction of the relevant authority.
- Refer attached plans and Energy Rating Report/s for all thermal insulation requirements.
- Stair requirements:- risers - 190mm Maximum, 115mm minimum.
- going - 355mm Maximum, 240mm minimum.
- Location of smoke alarms to be provided and installed in accordance with A.S. 3786



- LANDSCAPE**
- CAPITAL PEAR - 6m AT MATURITY- 450mm POT
 - CALLISTEMON 'LITTLE JOHN' - 1.5m AT MATURITY- 200mm POT
 - NATIVE GRASSES - 1.0m AT MATURITY- 150mm POT

- CONCRETE PAVED AREAS
- GRASS LAWN AREAS
- GARDEN BEDS

Tony De Jong Drafting P/L
 D.P. AD 244
 A.B.N: 38 233 853 783
 Phones: 53 322468 / 0419 538 580
 Email: dejongdrafting@ncable.net.au

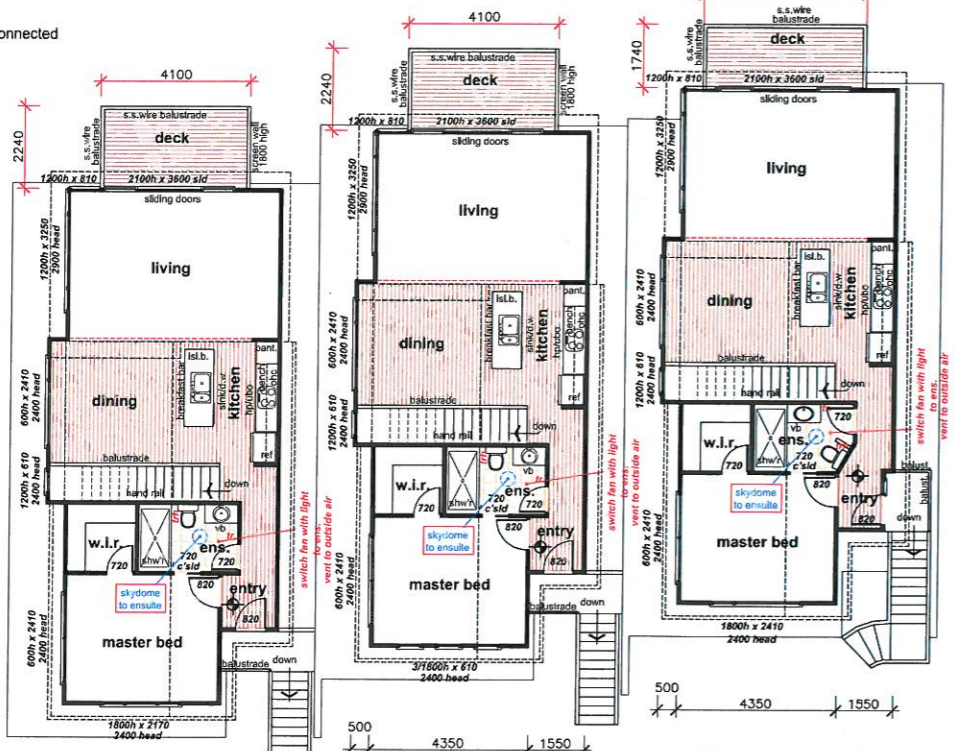
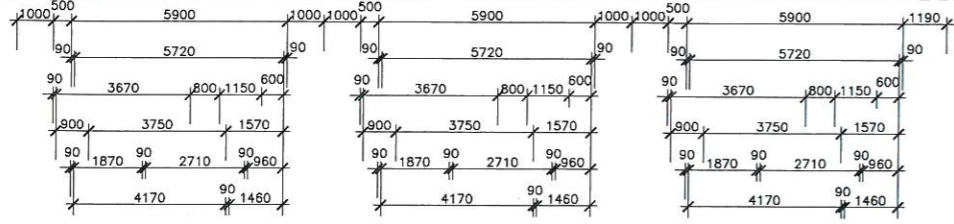
project name: **PROPOSED UNIT DEVELOPMENT**
 client: **JOHN GLEESON**
 address: **102 MAIN ROAD
 HEPBURN SPRINGS**

scale: 1:200
 print date:
 sheet no: **01**
 drg no: **16036**



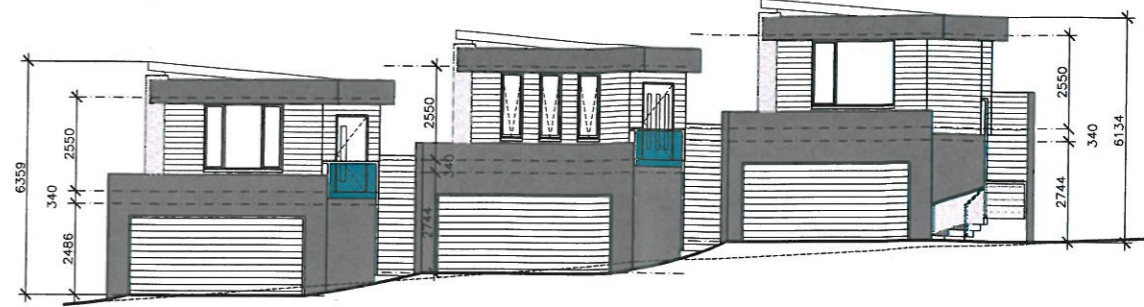
first floor plan

smoke detector to A.S. 3786
all smoke detectors to be interconnected

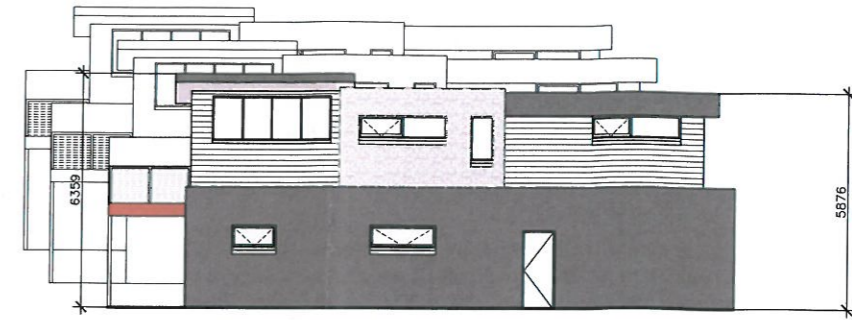


COLOUR SCHEDULE:

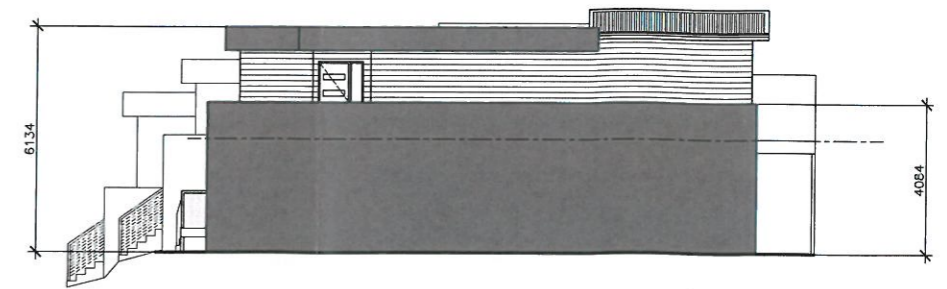
GROUND WALLS	RENDER & PAINT OVER BLOCKWORK	DULUX 'TIMELESS GREY'
UPPER WALLS	'WEATHERBOARD' OVER TIMBER FRAMES	DULUX 'NATURAL WHITE'
ROOF IRON		'SHALE GREY'
FEATURE WALL	'STACKSTONE' OVER TIMBER FRAME	'GREY TONES'
WINDOWS	ALUMINIUM	COLORBOND 'IRONSTONE'
BALUSTRADE	TINTED GLASS TO FRONT/S.S.CABLE 'CHROME' TO REAR	



south elevation



west elevation



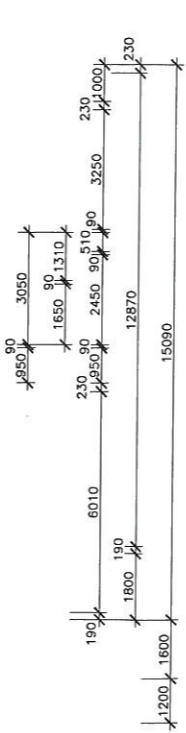
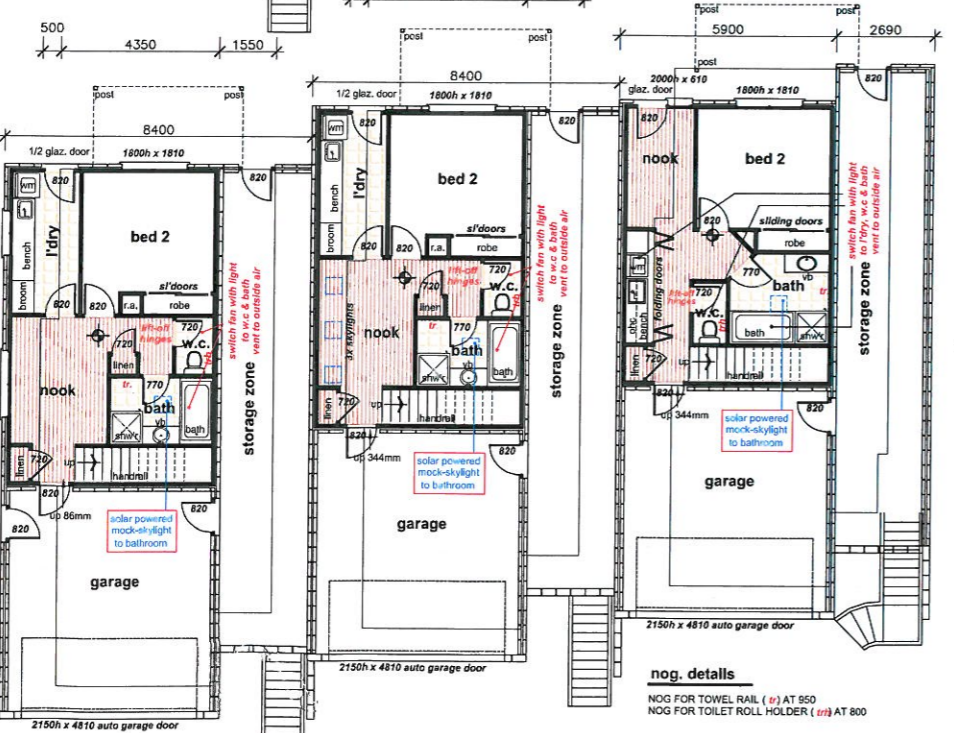
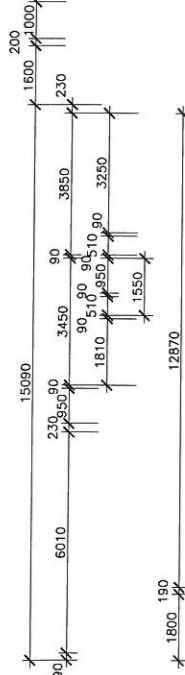
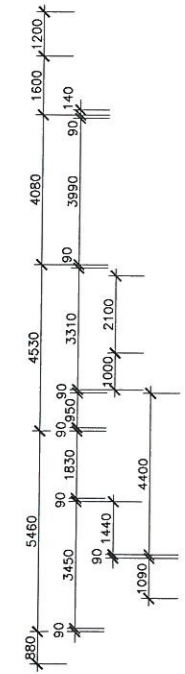
east elevation

AREAS:

unit 1
gr. floor living = 47.26m². 5.08sq
1st floor living = 81.75m². 8.8sq
total living = 129.01m². 13.88sq
garage = 37.14m². 4.00sq
deck = 7.74m²
porch = 2.10m²
storage zone = 32.04m²

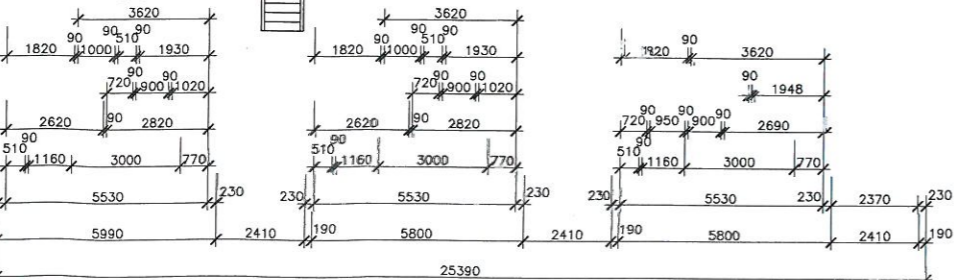
unit 2
gr. floor living = 53.25m². 5.73sq
1st floor living = 82.16m². 8.84sq
total living = 135.41m². 14.57sq
garage = 37.14m². 4.00sq
deck = 9.18m²
porch = 2.78m²
storage zone = 32.03m²

unit 3
gr. floor living = 53.25m². 5.73sq
1st floor living = 82.16m². 8.84sq
total living = 135.41m². 14.57sq
garage = 37.14m². 4.00sq
deck = 9.18m²
porch = 2.78m²
storage zone = 32.03m²



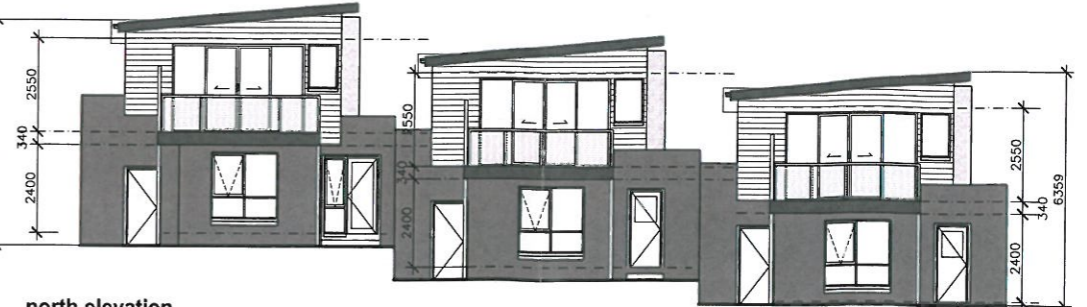
ground floor plan

smoke detector to A.S. 3786
all smoke detectors to be interconnected



neg. details

NOG FOR TOWEL RAIL (R) AT 950
NOG FOR TOILET ROLL HOLDER (R) AT 800



north elevation

Tony De Jong Drafting P/L

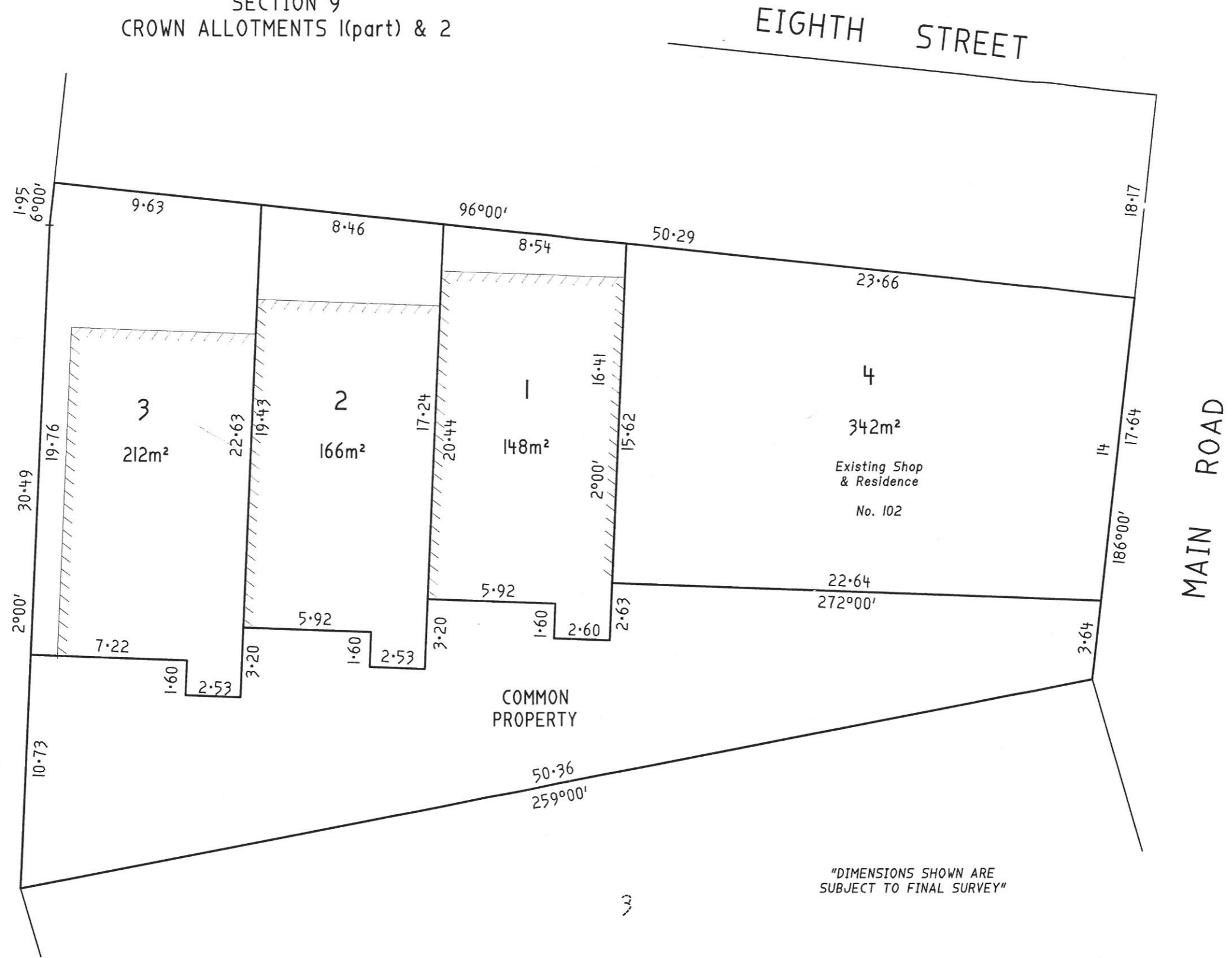
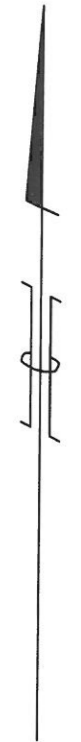
D.P. AD 244
A.B.N: 38 233 853 783
Phones: 53 322468 / 0419 538 580
Email: dejongdrafting@ncable.net.au

project name: **PROPOSED UNIT DEVELOPMENT**
client: **JOHN GLEESON**
address: **102 MAIN ROAD
HEPBURN SPRINGS**

scale: 1:100
print date:
sheet no: **02**
drg no: **16036**

PROPOSED PLAN OF SUBDIVISION

TOWNSHIP OF HEPBURN
SECTION 9
CROWN ALLOTMENTS 1(part) & 2



"DIMENSIONS SHOWN ARE
SUBJECT TO FINAL SURVEY"

SCALE 1:200	<p>LENGTHS ARE IN METRES</p>	ORIGINAL SHEET SIZE: A3
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11. OFFICERS' REPORTS

11.1. COMMUNITY GRANTS (ROUND 1 2016-17). 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 One 2016-17 Community Grants and Towards Zero - Energy Saving Initiatives

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:

- Sustainable Environment and Vibrant Economy,
- Active and Engaged Communities and
- Quality Community Infrastructure (including small equipment)

A copy of the Guidelines are attached (Attachment 4).

The Towards Zero - Energy Saving Initiatives program assists Council to support projects that provide more efficient heating, LED lighting, solar systems and insulation/draught proofing to reduce green house gas emissions and operational costs in community facilities. Council's Sustainability Officer undertook a new approach this year specifically identifying facilities of need and working on a one on one basis with applicants as well as receiving submissions. Assessment was undertaken on emission reductions, cost savings and pay back periods.

ISSUE/DISCUSSION

Round One of the 2016-17 Community Grants program opened on 9 September and closed on 12 October, 2016.

A total of 18 applications were received for the Community Grants Program with 13 applications being recommended for funding by the Community Grants Assessment Panel for a total of \$21,369.00.

Of those projects not recommended by the Panel, applications did not meet the criteria, were unable to clearly evidence project outcomes or was unable to evidence financial support for the project.

A total of 8 Expressions of Interest were received for the Towards Zero - Energy Saving Initiatives stream with 7 applications being recommended for funding by the Council Officers. A total of \$39,963.00 recommended for funding. (See Attachment 3)

Council officers will assist applicants not recommended for funding this round to prepare applications that meet the assessment criteria.

Details of recommended and not recommended projects are at Attachment 2.

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

Grant applications were assessed against the following criteria, contained in the Guidelines:

Why is this project needed? 30%

What will the project achieve? 40%

How will the project be implemented? 10%

How will risk and safety issues associated with the project be assessed? 10%

Financial details – income and expenditure budget 10%.

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 2016/17 budget, Council has allocated \$40,000 for Community Grants and \$40,000 for Towards Zero – Community Energy Savings Initiatives.. The recommended Community Grants allocation for Round One (2016/17) is \$21,369 and Towards Zero - Energy Saving Initiatives is \$39,963.

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.

The Towards Zero - Energy Saving Initiatives program assists Council to support projects that provide more efficient heating, LED lighting, solar systems and insulation/draught proofing to reduce green house gas emissions and operational costs in community facilities

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The request for applications for Round One 2016/17 Community Grants was advertised in The Advocate, in local newsletters, through Council email networks and on Council's webpage. Whist Towards Zero - Energy Saving Initiatives program also worked on a one on one basis with applicants as well as receiving submissions and identified standard engagement 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 and Towards Zero - Energy Saving Initiatives program guidelines. Officers will work with groups which have submitted applications that have not been recommended in this round to further develop these projects and ensure applications address the funding criteria.

OFFICER'S RECOMMENDATION

That Council:

11.1.1. Awards the Community Grants and Towards Zero - Energy Saving Initiatives for Round One 2016/17

Community Grants

Organisation / Club / Group	Recommended Amount	Project Name
Daylesford Spa Country Events Group inc.	\$2,000	Daylesford New Years Eve Parade and Gala
Tripwire Theatre	\$2,000	Hollow
Rotary Club of Daylesford	\$2,000	Signage for Chinese History
Friends of Kingston Avenue of Honour	\$2,000	Restoring the Kingston Avenue Honour Obelisk
NT Anderson's Mill Heritage Committee	\$2,000	Heritage Weekend
Bullarto Hall Committee	\$2,000	Bullarto Tractor Pull
Trentham District Landcare Group	\$2,000	Enders Bridge to Trentham Falls Biodiversity Link
Creswick Bowling Club	\$429	Purchase of a printer
BE Designs	\$2,000	Plastic Bag Free Daylesford

ORDINARY MEETING OF COUNCIL
20 DECEMBER 2016

Organisation / Club / Group	Recommended Amount	Project Name
Friends of Creswick Parks Lake Botanical Reserve	\$2,000	Tolhurst Plan
Clunes & District Agricultural Society	\$1,000	Agricultural Society Printer
Lee Medlyn Home of Bottles	\$940	Industrial Revolution
Probus Club of Creswick	\$1,000	Defibrillator
Total Project Funding	\$21,369.00	
Towards Zero - Energy Saving Initiatives		
Organisation / Club / Group	Recommended Amount	Project Name
Trentham Neighbourhood Centre	2,900	Replace LPG heater with inverter system
Trentham Recreation Reserve	2,000	Replace old electric hot Water service with instant LPG
Eureka Community Kindergarten – Creswick	7,820	Install 5kW solar System

ORDINARY MEETING OF COUNCIL
20 DECEMBER 2016

Organisation / Club / Group	Recommended Amount	Project Name
Hepburn Recreation Reserve	6,960	Install LED floodlights for netball court
	3,360	Upgrade clubroom lights to LEDs
	10,320	Hepburn Recreation Reserve Overall
Trentham Golf Club	8,000	10kW Solar system
Lee Medlyn Home of Bottles	2,800	Upgrade display lighting to LEDs
Creswick Museum	6,123	Upgrade display LED lighting
Total Project Funding	\$39,963	

MOTION

That Council:

11.1.1. *Awards the Community Grants and Towards Zero - Energy Saving Initiatives for Round One 2016/17*

Community Grants

Organisation / Club / Group	Recommended Amount	Project Name
Daylesford Spa Country Events Group inc.	\$2,000	Daylesford New Years Eve Parade and Gala
Tripwire Theatre	\$2,000	Hollow
Rotary Club of Daylesford	\$2,000	Signage for Chinese History
Friends of Kingston Avenue of Honour	\$2,000	Restoring the Kingston Avenue Honour Obelisk
NT Anderson's Mill Heritage Committee	\$2,000	Heritage Weekend
Bullarto Hall Committee	\$2,000	Bullarto Tractor Pull
Trentham District Landcare Group	\$2,000	Enders Bridge to Trentham Falls Biodiversity Link
Creswick Bowling Club	\$429	Purchase of a printer

ORDINARY MEETING OF COUNCIL
20 DECEMBER 2016

BE Designs	\$2,000	Plastic Bag Free Daylesford
Friends of Creswick Parks Lake Botanical Reserve	\$2,000	Tolhurst Plan
Clunes & District Agricultural Society	\$1,000	Agricultural Society Printer
Lee Medlyn Home of Bottles	\$940	Industrial Revolution
Probus Club of Creswick	\$1,000	Defibrillator
Total Project Funding	\$21,369.00	
Towards Zero - Energy Saving Initiatives		
Organisation / Club / Group	Recommended Amount	Project Name
Trentham Neighbourhood Centre	2,900	Replace LPG heater with inverter system
Trentham Recreation Reserve	2,000	Replace old electric hot Water service with instant LPG
Eureka Community Kindergarten – Creswick	7,820	Install 5kW solar System
Hepburn Recreation Reserve	6,960	Install LED floodlights for netball court

ORDINARY MEETING OF COUNCIL
20 DECEMBER 2016

	3,360	Upgrade clubroom lights to LEDs
	10,320	Hepburn Recreation Reserve Overall
Trentham Golf Club	8,000	10kW Solar system
Lee Medlyn Home of Bottles	2,800	Upgrade display lighting to LEDs
Creswick Museum	6,123	Upgrade display LED lighting
Total Project Funding	\$39,963	

Moved: Cr Don Henderson

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 2 - COMMUNITY GRANTS ROUND ONE 2016/17
ASSESSMENT SUMMARY

	Organisation / Club / Group	Grant Type:	Requested Amount	Recommended funding	Total Project Cost	Project Name	Overall Comments
1	Daylesford Spa Country Events Group inc.	Active and Engaged Communities	\$2,000	\$2,000	\$ 5,500	Daylesford New Years Eve Parade and Gala	Recommended - Application meets criteria. First time applicant. Community event supporting families and young children. Aim of funding to expand the children's interactive space. Parade includes a diversity of community members, local businesses, indigenous dancers and arts community.
2	Tripwire Theatre	Active and Engaged Communities	\$2,000	\$2,000	\$ 68,971	Hollow	Recommended - Application meets criteria. Project to deliver a full length play at Daylesford Town Hall forming part of the 150th anniversary of the disappearance of three small boys in Daylesford in 1867. Play using local youth and local theatre makers.
3	Rotary Club of Daylesford	Active and Engaged Communities	\$2,000	\$2,000	\$ 4,500	Signage for Chinese History	Recommended - (Priority 2 of 2 Applications) Application meets criteria. Project to add an interpretive sign to the Lake Daylesford precinct. Signage is third in a series of signage at other significant Shire sites.
4	Friends of Kingston Avenue of Honour	Active and Engaged Communities	\$2,000	\$2,000	\$ 5,750	Restoring the Kingston Avenue Honour Obelisk	Recommended - Application meets criteria . Project to replace granite obelisk which has fallen into disrepair and is illegible. Expert advice suggests obelisk is beyond repair.
5	NT Anderson's Mill Heritage Committee	Active and Engaged Communities	\$2,000	\$2,000	\$ 18,750	Heritage Weekend	Recommended - Application meets criteria. Supports first Annual National Trust Anderson's Mill Heritage weekend promoting the features of the Mill. Community free event promoting area. Local artists, quilters, heritage children's games and tours. Public Record Office will display goldfield records and provide research classes.
6	Bullarto Hall Committee	Active and Engaged Communities	\$2,000	\$2,000	\$ 17,720	Bullarto Tractor Pull	Recommended - Application meets criteria. Annual community event held at Bullarto Hall. Proceeds go towards running and maintaining hall. Supports running of community event.
7	Trentham District Landcare Group	Active and Engaged Communities	\$2,000	\$2,000	\$ 6,300	Enders Bridge to Trentham Falls Biodiversity Link	Recommended - Application meets criteria. Stage two application. Successfully completed Stage 1 last year clearing willows around historic Enders Bridge. This stage to remove blackberries downstream of Enders Bridge towards Trentham falls
8	Creswick Bowling Club	Quality Infrastructure (including small equipment)	\$429	\$429	\$ 594	Purchase of a printer	Recommended - Application meets criteria. Purchasing of a club printer to produce general information documentation, marketing, score and result sheets. Will remove the use of private printers. Printer to be housed at club.
9	BE Designs	Sustainable Environment and a Vibrant Economy	\$2,000	\$2,000	\$ 3,300	Plastic Bag Free Daylesford	Recommended - Application meets criteria. Similar project being undertaken in Creswick. Council have provided recent in-kind and advice on project development. Aims to stop free distribution of plastic bags within Daylesford retail outlets
10	Friends of Creswick Parks Lake Botanical Reserve	Sustainable Environment and a Vibrant Economy	\$2,000	\$2,000	\$ 3,200	Tolhurst Plan	Recommended - Application meets criteria. Aims to continue the implementation of the Tolhurst Plan. Victoria section completed last year. Western Australia section next stage of plan. Volunteers to plant out when area is cleared.
11	Clunes & District Agricultural Society	Quality Infrastructure (including small equipment)	\$1,000	\$1,000	\$ 1,113	Agricultural Society Printer	Recommended - Application meets criteria. Community event which has been running for 156 years. Purchase of printer to reduce printing costs of flyers, posters , tickets and certificates etc.
12	Lee Medlyn Home of Bottles	Quality Infrastructure (including small equipment)	\$940	\$940	\$ 1,100	Industrial Revolution	Recommended - Application meets criteria. Project to buy and install 42inch TV, DVD and connection to provide visual highlights of lee Medlyn Home of Bottles internal infrastructure workings. Provides an improved visual experience.

13	Probus Club of Creswick	Quality Infrastructure (including small equipment)	\$1,000	\$1,000	\$ 1,995	Defibrillator	Recommended - Application meets criteria. Purchase and installation of defibrillator package at St Andrews Church Hall for community user of hall. Was unsuccessful last year. Council officers worked with group to strengthen application.
TOTALS			\$21,369	\$21,369	\$ 138,793		
NOT RECOMMENDED							
	Organisation / Club / Group	Grant Type:	Requested Amount	Recommended funding	Total Project Cost	Project Name	Overall Comments
1	Share	Active and Engaged Communities	\$ 2,000	\$ -	\$ 3,000	Hepburn Shire Food Mapping	Not Recommended - Project funding requested to support a locally based food mapping project within Hepburn Shire. Funding for individual costs and administration considered as operational and not meeting Community Grant funding criteria guidelines. Considered a good concept with Officers to work with group in regards to project in the future.
2	Jubilee Lake Co-op	Active and Engaged Communities	\$ 1,300	\$ -	\$ 1,600	Jubilee Lake Nature and History Walk	Not Recommended - Majority of project already completed . Project funding for printing brochure. Project considered to have already commenced therefore not meeting Community Grant funding criteria guidelines.
3	Rotary of Daylesford	Active and Engaged Communities	\$ 1,300	\$ -	\$ 63,000	Chocolate Street Roll	Not Recommended - (Priority 1 of 2 Applications) Corporate event funding not guaranteed. Project under scoped and no confirmed evidence of financial support. Panel recommends application requires further work with Council Events Team due to size of project.
4	Cornish Hill CoM	Active and Engaged Communities	\$ 2,000	\$ -	\$ 2,950	Hepburn Shire Gold Mining Heritage	Not Recommended - Application to produce a double sided A4 brochure with historical content and artwork identifying 2 heritage trails. Brochure to be displayed in Daylesford VIC and through QR code links to website. Concerns with historical content validation. Panel recommends Council Officers work with group regarding future project development.
5	HRN - Hepburn Relocalisation	Active and Engaged Communities	\$ 2,000	\$ -	\$ 8,200	Hepburn Shire Walking Track Renewal project	Not Recommended - Project to renew walking track between Cains Bridge at Mineral Springs and Hepburn Pool. Application unclear regarding land managers and budgeting clarity. Panel recommends Council Officers work with applicant regarding future project development.
TOTALS			\$ 8,600	\$ -	\$ 78,750		

**ATTACHMENT 3 - TOWARDS ZERO - ENERGY SAVING INITIATIVES ROUND
ONE 2016/17 ASSESSMENT SUMMARY**

Toward Zero Program – Energy Saving Initiative Funding Recommendations – 2016-2017

Applicant	Project	Cost \$	Annual Cost Saving	Return on Investment %	Payback Period – yrs	10Yr CO2 Reduction Tonnes	Comments
Trentham Neighbourhood Centre	Replace LPG heater with inverter system	2,900	800	27.6%	3.6	3.70	Massive financial benefit for TNC and improved comfort levels for users
Trentham Recreation Reserve	Replace old electric hot Water service with instant LPG	2,000	250	12.5%	8.0	16.0	Existing unit needs replacing. Total cost \$3,740 - CoM will contribute \$1,740 toward cost
Eureka Community Kindergarten – Creswick	Install 5kW solar System	7,820	1,500	19.2%	5.2	79.10	Also applied for funding for Trentham centre.
Hepburn Recreation Reserve	Install LED floodlights for netball court	6,960	1,000	14.4%	7.0	56.50	Install leading edge LED's rather than Sodium lights to new facility. Better quality light and will allow increased usage of facility
	Upgrade clubroom lights to LEDs	3,360	1,000	29.8%	3.4	56.50	Reduce overall utility and maintenance costs
	HRR Overall	10,320	2,000	19.4%	5.2	113	
Trentham Golf Club	10kW Solar system	8,000	1,796	22.5%	4.5	131.4	Total Cost \$12,000- Club will contribute \$4,000. Reduce overall utility costs and help overcome increased cost due to pumping from a bore.
Lee Medlyn Home of Bottles	Upgrade display lighting to LEDs	2,800	303	11%	9.2	11.6	Will reduce utility costs and improve display and attractiveness for visitors
Creswick Museum	Upgrade display LED lighting	6,123	360	5.9%	17.0	16.3	Major display conservation and reduced maintenance benefits for Council's own collection.
Overall Funding Submissions		\$39,963	\$7,009	17.5%	5.7 Yrs	371 T	

Not Recommended

Hepburn Golf Club	Install insulation in clubroom roof	2,883	150	5.2%	19.2	0.86	Small financial benefit with no CO2-e improvement
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ATTACHMENT 4 - COMMUNITY GRANTS & TOWARDS ZERO - ENERGY
SAVING INITIATIVES SELECTION CRITERIA 2016/17
(ISSUED UNDER SEPARATE COVER)

11.2. **NAMING AN UNNAMED ROAD BETWEEN OFF FOLEYS ROAD AND CLUNES-CAMPBELLTOWN ROAD CLUNES**

GENERAL MANAGER CORPORATE SERVICES

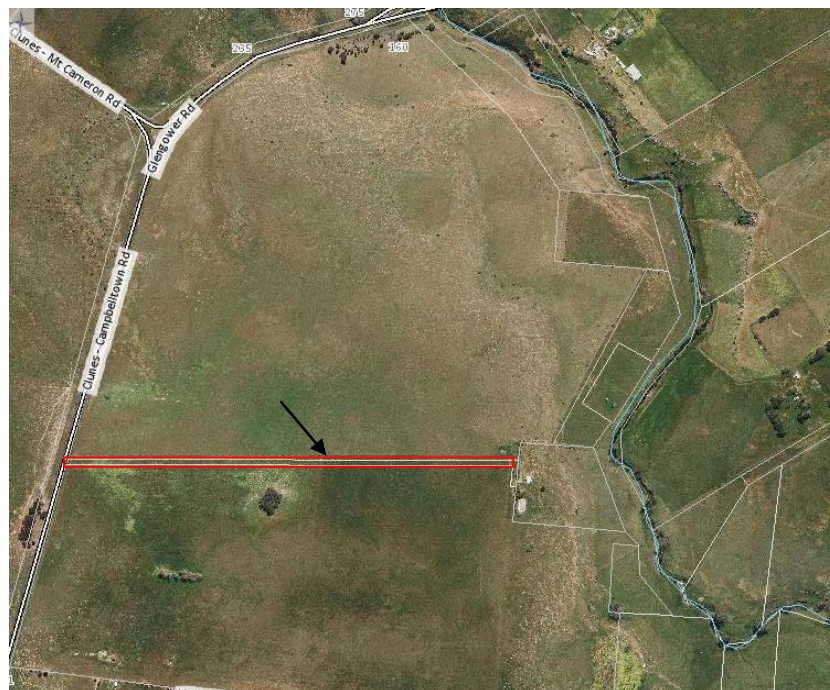
In providing this advice to Council as the Rates & Finance Officer, I Joelene Delpont have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider the naming of an unnamed road in Clunes following public submissions and consultation.

BACKGROUND

Council received notice from a resident in the shire, advising that he is to construct a road connecting his property in Clunes, Off Foleys Road (unnamed) to the Clunes-Campbelltown Road as part of his obligations under Planning Application PA-1157. The proposed road envelope has been surveyed.



Map: Location of Road Requiring Naming

The resident has suggested the name "Powder Keg Track", as the new road is a single carriageway leading to the old Clunes Powder Magazine, which is now his house. It traces the path over which many thousand powder kegs were transported to and from the Powder Magazine in the 1800s.

ISSUE/DISCUSSION

Upon closing of submissions Council had received one submission from another resident who has suggested the name "Powder Magazine Track" as the Powder Magazine building has for about 150 years stood majestically on this site, able to be seen from all directions. We have mediated with both parties and have agreed upon a compromise of "Powder Magazine Lane". The original resident is the only resident on this new proposed road.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council has followed the rules and procedures included within the Guidelines for Geographic Names 2010 Version 2, as required by the *Geographic Place Names Act 1998*.

FINANCIAL IMPLICATIONS

Council will be required to produce and install a street sign.

RISK IMPLICATIONS

None Noted

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Public participation was invited by an advertisement in the Hepburn Advocate, notices were placed on either end of the unnamed road and surrounding properties were notified by letter. Community involvement was received in the initial name proposal and one submission was received for an alternative name. Council officers initiated mediation to recommend a name that was agreeable to both stakeholders.

CONCLUSION

Following agreement by parties concerned, "Powder Magazine Lane" has been recommended as the new name for this unnamed road.

OFFICER'S RECOMMENDATION

11.2.1. That Council resolves to submit an application to the Registrar of Geographic Names to name the road off the Clunes-Campbelltown Road, Clunes, shown above, as Powder Magazine Lane, Clunes.

MOTION

11.2.1. *That Council resolves to submit an application to the Registrar of Geographic Names to name the road off the Clunes-Campbelltown Road, Clunes, shown above, as Powder Magazine Lane, Clunes.*

Moved: Cr Neil Newitt

Seconded: Cr Don Henderson

Carried

11.3. **2017/18 COUNTRY FOOTBALL NETBALL APPLICATION – TRENTHAM NETBALL FACILITY**

GENERAL MANAGER COMMUNITY SERVICES

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

PURPOSE

The purpose of this report is to recommend that Council increase its contribution to the Trentham Netball Facility Project under the Country Football Netball Program.

BACKGROUND

At the 17 May 2016 Council Meeting, Council endorsed an application for funding to build a new Netball Facility in Trentham. Support was given to apply for the maximum State Government funding allocation of \$100,000 to be matched with a \$50,000 Council contribution in the 2017/18 Budget, along with \$10, 000 cash and \$10, 000 in-kind contribution from the Trentham Football Netball Club and Trentham Recreation Reserve Committee of Management.

Currently Council's total budget allocation for the project is \$50,000.

The 2017/18 Trentham Netball Facility application is to deliver the following elements:

- 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
- Access for all toilet and first aid room

ISSUE/DISCUSSION

Applications closed on 7 December 2016 under the Sport and Recreation Victoria grants program.

A requirement of the application process is confirmation of Council's financial contribution to the project.

Whilst scoping and costing the new application, it was identified that the previous budget allocation and support funding may not be sufficient deliver the project.

Concept drawings were developed by a Trentham community representative. Concept drawings meet Netball Victoria Facility Guideline requirements and have been endorsed by a Netball Victoria representative. An internal cost estimate was provided by Council identifying the cost to be \$208,800.

This estimate was developed at a conservative rate of \$1800 per /m². Proposed facility being 166m² @ \$1800 = \$208,800 + GST.

This costing methodology is a standard industry rate for projects of similar scope recently undertaken and delivered by Council.

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 an additional \$38,800 to its already committed \$50,000, totalling \$88,800. Council funding will leverage against \$100,000 in State Government funding for this project.

This additional funding would need to be allocated in the 2017/18 budget and will only be required if the 2017/18 Country Football Netball Program application is successful.

The Trentham Football Netball Club and Trentham Recreation Reserve Committee of Management have also supported the 17/18 project with \$20,000 cash contribution and \$10,000 in-kind works.

Cost breakdown over the past 2 years

Funding	2016/17 Application	2017/18 Application	2017/18 Additional budget allocation
Hepburn Shire	\$50,000	\$88,800	\$38,000
Sport & Rec Victoria	\$100,000	\$100,000	\$0
Trentham Football Netball Club	\$10,000	\$10,000	\$0
Trentham Recreation Reserve		\$10,000	\$0
Community In-Kind	\$10,000	\$10,000	\$0
TOTAL	\$170,000	\$218,800	\$38,800

RISK IMPLICATIONS

The internal cost estimate assumes the following:

- All services are reasonably close by
- Require no major infrastructure upgrades or works
- Lightweight external cladding
- Standard soil condition will be investigated and raft slab design, and
- No civil or landscaping works

All above concerns have been addressed and Officers are confident of the limits in risk to the project.

Services are close and have recently been upgraded. Light weight cladding will be used, soil conditions will be investigated and raft slab design undertaken.

Civil works and landscaping will be undertaken by Trentham Football Netball Club through \$10,000 in-kind contribution.

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 regarding the Trentham project. The project is identified within the Hepburn Shire Council 2016/2021 Recreation and Open Space Strategy and the 2016 AFL Goldfields Regional Strategy, Facilities Audit Review. The AFL Goldfields Regional Strategy facility audit identified the lack of female netball facilities at Trentham Recreation Reserve.

CONCLUSION

Community sport and recreation plays an integral role in all of the local communities across Hepburn Shire. By supporting this proposed project, 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:

- 11.3.1. Increase its funding contribution in the 2017/18 Council Budget for the Trentham Netball Facility by \$38,800. This will mean a total Council budget allocation of \$88,800 supporting the funding application through the Country Football Netball Program for the Trentham Netball Facility as a matching contribution for the project.

MOTION

That Council:

- 11.3.1. *Increase its funding contribution in the 2017/18 Council Budget for the Trentham Netball Facility by \$38,800. This will mean a total Council budget allocation of \$88,800 supporting the funding application through the Country Football Netball Program for the Trentham Netball Facility as a matching contribution for the project.*

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

11.4. **TOWN GATEWAY FRAMES**
GENERAL MANAGER COMMUNITY SERVICES

In providing this advice to Council as the Events Coordinator, I Rebecca Pedretti have no interests to disclose in this report.

PURPOSE

The purpose of this report is to recommend a new set of interim guidelines for the use and booking of the Town Gateway Frames.

BACKGROUND

The Town Gateway Frames were originally installed, on the main entrances to Creswick, Clunes, Daylesford and Trentham, with VicRoads permission and subject to a number of conditions in 2008. The purpose of these frames is to support annual community events. Usage guidelines apply and the frames are a notification tool to be used in addition to other mediums as part of a robust marketing plan for an event.

ISSUE/DISCUSSION

Since the installation of the frames, the number of community events wanting to use them has grown beyond the capacity of the space available. There are a far greater number of annual community events within the Shire now than ever before, creating demand from users for more frames to be erected.

Further to this, there has also been an increase in the number of markets held within the Shire in recent times and these groups are also requesting space on the frames, adding increased pressure on bookings. As a result further clarity around who can use the frames and for what purpose is required.

The following table identifies the 3 main issues with current practices and outlines a proposed response:

ISSUE	RESPONSE
More frames needed	<p>Installing extra frames at each of the locations will create visual clutter at the entrances to our towns, and in some locations there may not be appropriate space for more signs, according to VicRoads requirements.</p> <p>It is not proposed to install extra frames, as sign effectiveness diminishes the more signs there are. However a different type of frame that allows more than one sign to be displayed at any time is being investigated by Councils officers.</p>

ISSUE	RESPONSE
Guidelines unclear/out of date	The Town Gateway Sign Guidelines and application form have been updated to better reflect the current needs (Attachment 5). These guidelines are an interim response, until permanent signs are placed in the Centre of each of the main towns for markets. After this time markets will no longer have the option to use the Town Gateway Frames.
Booking system needs improving	Council officers will implement a new online booking system on the Corporate website provide a more open and transparent booking service.

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

Budget allocation will be required for the installation of new signs for markets in the centre of each of the main towns of Creswick, Clunes, Daylesford and Trentham.

There will be a small cost to a new online booking system for the frames.

RISK IMPLICATIONS

The interim guidelines provide a 'conditions of use' section which identifies standard size requirements of signs and a suitable method of attachment.

The frames are placed in a location specified by VicRoads, which has minimal risk to individuals erecting/dismantling signs and also to motorists who will be reading the signs as they drive by.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Events impact positively on the community and provide both social and economic benefits. Efforts to support event organisers should be made, and clarifying the

purpose and use of the frames, along with the implementation of a new booking system will help to achieve this.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Users of the frames, including annual community event organisers, commercial operators and markets have all voiced similar opinion that the current system needs to be improved and have requested further clarity and transparency around the booking and use of the frames, resulting in the recommendations made in this report.

CONCLUSION

The updated interim guidelines clearly identify what constitutes a community event, when commercial events can/cannot use the frames and also introduces conditions for markets and other activities held regularly throughout the year.

Permanent signs will be provided in the centre of each of the main towns, subject to planning approvals, for the sole use of markets.

A new booking system will be implemented and Council's compliance officers will take a greater role in ensuring conditions of use are adhered to.

OFFICER'S RECOMMENDATION

That Council:

11.4.1. Approve the revised Town Gateway Sign Guidelines ; and

11.4.2. Endorse the development of new signs to promote markets.

MOTION

11.4.1. *That Council defer the item for one cycle*

Moved: Cr Neil Newitt

Seconded: Cr Don Henderson

Carried

**ATTACHMENT 5 - TOWN GATEWAY FRAME GUIDELINES
(ISSUED UNDER SEPARATE COVER)**

11.5. **PROVISION OF DISABILITY SERVICES WITHIN THE NATIONAL DISABILITY INSURANCE SCHEME**

GENERAL MANAGER COMMUNITY SERVICES

In providing this advice to Council as the Manager, Aged & Disability Services, I Melanie Perks have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider its role within the Disability Services sector, specifically in relation to the National Disability Insurance Scheme (NDIS) and the provision of the existing Community Access Program.

BACKGROUND

The Victorian Disability Services sector is undergoing substantial reform with the introduction of the National Disability Insurance Scheme (NDIS).

The NDIS is a new way of providing support for Australians with disabilities, their families and carers. The NDIS will provide people under the age of 65 years who have a permanent and significant disability with the reasonable and necessary supports they need to. As an insurance scheme, the NDIS takes a lifetime approach, investing in people with disabilities early to improve their outcomes later in life.

The NDIS funding model shifts away from the previous Disability Services block funding model received by Council to funding for individualised flexible responses based on NDIS unit prices and an open market.

The NDIS commences rolling out in the Hepburn Shire on 1 January 2017. The introduction of the NDIS will directly impact the funding currently received by Council both for the Community Access program and the provision of in-home support services.

ISSUE/DISCUSSION

Community Access Program

Council has been in receipt of funding for the provision of Disability Services Day Programs for over 20 years with the initial program providing social support for residents of the Supported Residential Services (SRS's) within Hepburn Springs.

Following the closure of the SRS's, Council continued to provide social programs for people with a disability in Daylesford. The group transformed into what is now known as the 'Community Access Group', and has been block funded until 30 December 2016.

Ongoing funding for the program has been individualised, with 3 of the current 5 clients receiving individual funding to attend the program.

As a small-stand alone program, the NDIS group program guidelines and pricing make the Community Access program financially unviable without ongoing increased financial commitment from Council - approximately \$20,000 per annum.

Windarring, a current provider of social support programs for people with a disability based in Kyneton, has approached Council with the intent to commence programs in Daylesford. Indications have been that they could maintain a local social support program in Daylesford with the current number of clients with funding.

National Disability Insurance Scheme Registration

Council is required to decide whether it registers as a NDIS provider. Some of the key considerations in deciding whether to register as a provider include:

- Council's most effective role in supporting people with a disability - as a service provider or an advocate
- the increased cost to Council to provide services within the NDIS framework, which is designed by the Commonwealth to be a fully costed service
- whether Council is placed to be a specialist provider of disability services

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2013:2017:

Strategic Objective – Active and Engaged Communities

Key Strategic Activity:

6. Provide high quality aged & disability services

FINANCIAL IMPLICATIONS

The transition of clients from the VicHACC Program for Younger People program to the NDIS will impact on the level of grant that is received by Council. There will be an adjustment and reduction of the grant which will occur 3 months from the end of transition - which will be 30 September 2017. The final amount of this reduction is unknown at this stage.

Council's continued provision of services through the NDIS would require an increase in Council subsidy to the Disability programs - both for the continued provision of the Community Access program and the provision of any in-home support services through the NDIS.

RISK IMPLICATIONS

The perceived risk of residents receiving a lower quality of services from alternative providers than Council is minimised as all NDIS registered providers must adhere to quality and safe guard working arrangements stipulated by National Disability Insurance Agency.

Given that Council has been a provider in this area for such a period of time, the ceasing of the Community Access program does pose a risk to Council's reputation. Clear communication to all involved including clients, families and stakeholders regarding the NDIS transition and improved client options will minimise this.

There is a risk that not all areas of the Shire will be serviced in the initial stages of the NDIS roll out. The transition of VicHACC services until 30 June 2019 will ensure that services remain static and consistent for those clients where limited or no service providers are present. The National Disability Insurance Agency (NDIA) has market strategies in place for dealing with markets that 'fail to thrive' and a number of private providers have already expressed that they are looking to establish services in the Shire.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Current clients currently attending the Community Access Program may find an adjustment to a new program challenging, however with the support of staff and the proposed Windarring model - which will utilise local staff and provide a local program, a positive outcome is anticipated.

Similar resistance to changing providers may arise for existing clients receiving in-home support services transitioning to the NDIS when needing to change providers. Once again, staff will support and assist each participant to ensure a smooth transition.

The opportunities that new providers can offer participants of the NDIS - both flexibility and a wider range of services is a positive consequence of the NDIS rollout. Windarring have indicated that supported employment would be a service that they are looking at providing in Daylesford - and such an opportunity for clients would be advantageous.

In relation to Council's role as an advocate for our communities, Council is in a stronger position to be an advocate for people with a disability in relation to the rollout of the NDIS, should Council not be a provider of services. This removes any conflict of interest that may be perceived.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

NDIS consultations for clients have occurred within the Shire from a number of providers, including NDIA and PINARC (Ballarat based disability support service). Council has advertised these information sessions and encouraged clients to attend.

All clients currently receiving in-home support services who may be eligible for NDIS have been contacted and further communications are due to be sent to all clients this month.

A draft transition plan has been developed about the Community Access Program ceasing and includes communication and meetings with clients, their families and the involvement of client advocates and other agencies.

Staff involved in the Community Access Program have been advised of the potential ceasing of the program due to changed funding arrangements. Further consultation will need to occur with affected staff looking at redeployment or redundancy as per Council's Enterprise Agreement.

CONCLUSION

The Disability Services reforms being introduced through the National Disability Insurance Scheme will provide choice and control for people with a disability in gaining the support services they require.

Aspects of the scheme, including pricing, structures and flexibility impact on Council's ability to remain as a provider of support services. Following analysis of NDIS requirements including unit costs per hour of service it not considered viable for Council to become an NDIS provider. Hepburn residents will be able to access a broader range of services from a range of NDIS registered providers.

Council can however, become an advocate for our residents with a disability and assist in the transition to the NDIS.

OFFICER'S RECOMMENDATION

That Council:

- 11.5.1. Note that the Community Access Program will end as at 31 March 2017, or earlier if clients have transitioned to other providers
- 11.5.2. Resolves not to register as a National Disability Insurance Scheme service provider
- 11.5.3. Assist current clients (Disability Services and VicHACC PYP) to transition to other disability support services through the transition to the National Disability Insurance Scheme.
- 11.5.4. Communicates these changes to the community

MOTION

That Council:

- 11.5.1. *Note that the Community Access Program will end as at 31 March 2017, or earlier if clients have transitioned to other providers*
- 11.5.2. *Resolves not to register as a National Disability Insurance Scheme service provider*
- 11.5.3. *Assist current clients (Disability Services and VicHACC PYP) to transition to other disability support services through the transition to the National Disability Insurance Scheme.*
- 11.5.4. *Communicates these changes to the community*

Moved: Cr Kate Redwood AM

Seconded: Cr Greg May

Carried

Cr Don Henderson called for a division

Councillors that voted in favour of the motion: Cr Sebastian Klein, Cr John Cottrell, Cr Greg May, Cr Neil Newitt, Cr Kate Redwood AM

Councillors that voted against the motion: Cr Don Henderson

Councillors that abstained: Cr Fiona Robson

11.6. **COUNCIL MEETING DATES AND LOCATIONS 2017**
GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to determine locations and times for Council's meeting in 2017.

BACKGROUND

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

At the November Ordinary Meeting of Council a report was considered that had all meetings to be set in Daylesford. It was determined to defer the report to allow further options to be considered

ISSUE/DISCUSSION

Briefings

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

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

Ordinary Meetings

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

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

ORDINARY MEETING OF COUNCIL
20 DECEMBER 2016

Other Meetings

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

Options for Meeting Locations

In the November Ordinary Council meeting it was determined what Councillors would like to explore additional options for the locations of Council meetings. Two such options are presented below.

Option 1 addresses issues of comfort in venues as well as movement around the Shire.

Option 2 addresses the Officer abuse, OHS and financial issues, as well as allowing for exploration of the ability to 'stream' Council meetings online.

Option 1 – Meetings across Clunes, Creswick and Daylesford Venues

PROPOSED ORDINARY MEETING DATES AND LOCATIONS 2017		
Date	Time	Location
Tuesday 17 January	6:00pm	Victoria Park Daylesford
Tuesday 21 February	6:00pm	Doug Lindsay Recreation Reserve
Tuesday 21 March	6:00pm	Victoria Park Daylesford
Tuesday 18 April	6:00pm	Senior Citizens' Daylesford
Tuesday 16 May	6:00pm	The Warehouse Clunes
Tuesday 20 June	6:00pm	Senior Citizens' Daylesford
Tuesday 18 July	6:00pm	The Warehouse Clunes
Tuesday 15 August	6:00pm	Senior Citizens' Daylesford
Tuesday 19 September	6:00pm	The Warehouse Clunes
Tuesday 17 October	6:00pm	Doug Lindsay Recreation Reserve
Tuesday 21 November	6:00pm	Doug Lindsay Recreation Reserve
Tuesday 19 December	6:00pm	Victoria Park
PROPOSED OTHER MEETINGS 2017		
Date	Time	Location
Meeting to Hear Budget Submissions - Tuesday 6 June	6:00pm	Senior Citizens' Daylesford
Statutory Meeting - Tuesday 7 November	6:00pm	Daylesford Town Hall

ORDINARY MEETING OF COUNCIL
20 DECEMBER 2016

Option 2 – All Meetings Held in Daylesford

PROPOSED ORDINARY MEETING DATES AND LOCATIONS 2017		
Date	Time	Location
Tuesday 17 January	6:00pm	Daylesford Town Hall
Tuesday 21 February	6:00pm	Daylesford Town Hall
Tuesday 21 March	6:00pm	Daylesford Senior Citizens' Room
Tuesday 18 April	6:00pm	Daylesford Senior Citizens' Room
Tuesday 16 May	6:00pm	Daylesford Senior Citizens' Room
Tuesday 20 June	6:00pm	Daylesford Senior Citizens' Room
Tuesday 18 July	6:00pm	Daylesford Senior Citizens' Room
Tuesday 15 August	6:00pm	Daylesford Senior Citizens' Room
Tuesday 19 September	6:00pm	Daylesford Senior Citizens' Room
Tuesday 17 October	6:00pm	Daylesford Senior Citizens' Room
Tuesday 21 November	6:00pm	Daylesford Town Hall
Tuesday 19 December	6:00pm	Daylesford Town Hall
PROPOSED OTHER MEETINGS 2017		
Date	Time	Location
Meeting to Hear Budget Submissions - Tuesday 6 June	6:00pm	Daylesford Senior Citizens' Room
Statutory Meeting - Tuesday 7 November	6:00pm	Daylesford Town Hall

Note: If for any reason the Daylesford Senior Citizens' Room is unavailable, the meeting may move to the Daylesford Town Hall

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

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

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

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

RISK IMPLICATIONS

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

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

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

The utilisation of newer buildings does allow for greater levels of comfort due to factors such as air conditioning and newer amenities.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

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

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

CONCLUSION

An annual schedule of Council meeting dates and locations provides the community with advance notice of meetings and an opportunity to attend, observe and participate, where appropriate, in Council meetings. Whilst the two options presented in this report are feasible, it is believed that Option 2 addresses the majority of the risks, and improvement areas in a more effective way than option one, ensuring financial responsibility, the health and well being of Council Officers, and allowing more opportunity for alternative options for delivery of Council Meetings to the community, like streaming of Council Meetings.

OFFICER'S RECOMMENDATION

That Council:

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

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

ORDINARY MEETING OF COUNCIL
20 DECEMBER 2016

Tuesday 18 July	6:00pm	Daylesford Senior Citizens' Room
Tuesday 15 August	6:00pm	Daylesford Senior Citizens' Room
Tuesday 19 September	6:00pm	Daylesford Senior Citizens' Room
Tuesday 17 October	6:00pm	Daylesford Senior Citizens' Room
Tuesday 21 November	6:00pm	Daylesford Town Hall
Tuesday 19 December	6:00pm	Daylesford Town Hall
PROPOSED OTHER MEETINGS 2017		
Date	Time	Location
Meeting to Hear Budget Submissions - Tuesday 6 June	6:00pm	Daylesford Senior Citizens' Room
Statutory Meeting - Tuesday 7 November	6:00pm	Daylesford Town Hall

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

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

MOTION

That Council:

- 11.6.1. *Adopts the Council meeting dates and locations for the 2017 meetings of Council as presented in option one*

PROPOSED ORDINARY MEETING DATES AND LOCATIONS 2017		
Date	Time	Location
Tuesday 17 January	6:00pm	Victoria Park Daylesford
Tuesday 21 February	6:00pm	Doug Lindsay Recreation Reserve
Tuesday 21 March	6:00pm	Victoria Park Daylesford
Tuesday 18 April	6:00pm	Senior Citizens' Daylesford
Tuesday 16 May	6:00pm	The Warehouse Clunes
Tuesday 20 June	6:00pm	Senior Citizens' Daylesford
Tuesday 18 July	6:00pm	The Warehouse Clunes
Tuesday 15 August	6:00pm	Senior Citizens' Daylesford
Tuesday 19 September	6:00pm	The Warehouse Clunes
Tuesday 17 October	6:00pm	Doug Lindsay Recreation Reserve
Tuesday 21 November	6:00pm	Doug Lindsay Recreation Reserve
Tuesday 19 December	6:00pm	Victoria Park
PROPOSED OTHER MEETINGS 2017		
Date	Time	Location
Meeting to Hear Budget Submissions - Tuesday 6 June	6:00pm	Senior Citizens' Daylesford
Statutory Meeting - Tuesday 7 November	6:00pm	Daylesford Town Hall

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

- 11.6.3. *Makes the Council meeting dates and locations for 2017 available on Council's website.*

Moved: Cr Neil Newitt

Seconded: Cr Don Henderson

Carried

11.7. **REQUEST FOR APPROVAL TO OPERATE HIGHER MASS LIMIT VEHICLES ON LOCAL COUNCIL ROADS**
GENERAL MANAGER INFRASTRUCTURE

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

PURPOSE

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

BACKGROUND

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

Ref	Permit Type	Organisation	Vehicles	Roads	Load Type	Time Frame as per Application	No of Trips (approx)
a) 90317	New	Graeme McKay	Performance Based Standards approved (PBS) - 3-axle truck 4-axle dog trailer	East Street, Daylesford (No. 6)	Quarry Materials	22/12/2016-30/05/2019	10 Per Year
b) 90829 and 90875	Renew	Porter Excavations Pty Ltd	PBS - 3-axle truck and 4-axle dog trailer	Beaconsfield Road, Lawrence Creswick-Lawrence Road, Creswick North West Berry Road, Creswick North	Quarry Materials	22/12/2016-22/12/2019	60 Per Year

ISSUE/DISCUSSION

Council officers have assessed the applications considering the following:

- Community safety
- Local amenity
- Physical limitations of the network

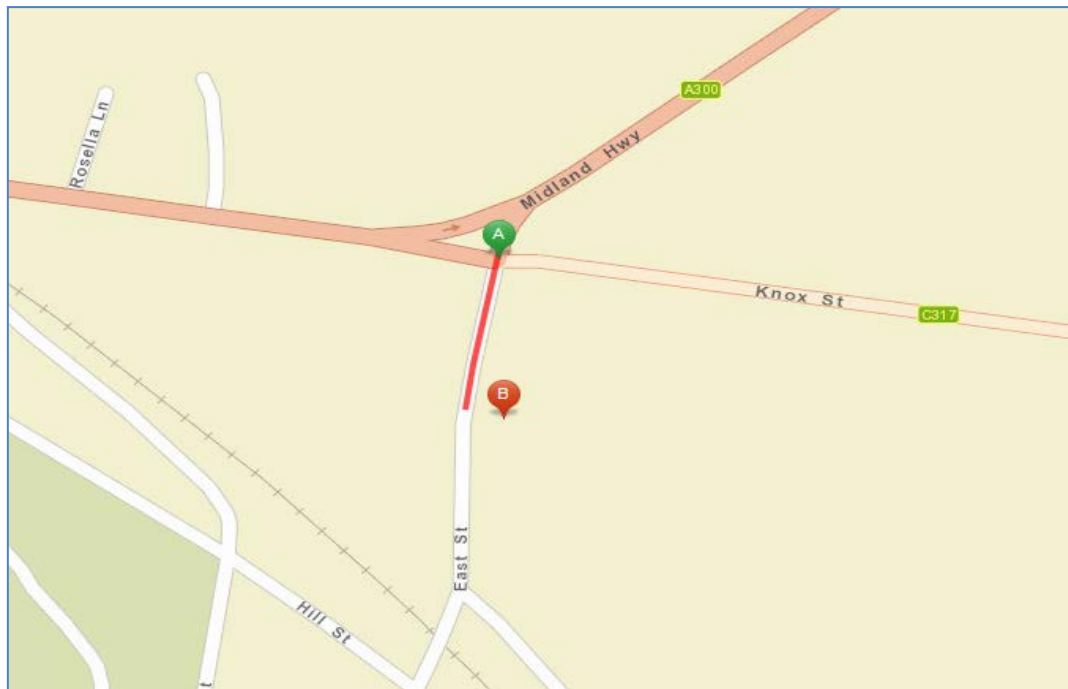
- Economic benefits
- Alternative access
- Cost implications to Council.

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

CONSENT REQUESTS

a) **Graeme McKay (Road Manager Request Number 90317):**

Graeme McKay requests that Council grants consent for the following route which is shown in the following map:



Map 1

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

b) **Porter Excavations Pty Ltd (Road Manager Request Number 90829 and 90875):**

Porter Excavations Pty Ltd requests that Council grants consent for the following route which is shown in the following map:



Map 2

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

STANDARD CONDITIONS

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

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

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 these requests. Relevant internal maintenance 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 HML vehicles on local roads. Following a review of the requests, conditional consent is recommended for the operators as detailed.

OFFICER'S RECOMMENDATION

That Council:

11.7.1. Approves Graeme McKay to use PBS - 3-axle truck and 4-axle dog vehicles for the period of 29 months commencing 22nd of December 2016 and expiring 30th of May 2019 on East Street, Daylesford, subject to the following conditions:

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

11.7.2. Approves Porter Excavations Pty Ltd to use PBS - 3-axle truck and 4-axle dog trailer vehicles for the period of 36 months commencing 22nd of December 2016 and expiring 22nd of December 2019 on Beaconsfield Road,

Lawrence; Creswick-Lawrence Road, Creswick North and West Berry Road, Creswick North, subject to the following conditions:

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

MOTION

That Council:

11.7.1. Approves Graeme McKay to use PBS - 3-axle truck and 4-axle dog vehicles for the period of 29 months commencing 22nd of December 2016 and expiring 30th of May 2019 on East Street, Daylesford, subject to the following conditions:

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

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

11.7.2. Approves Porter Excavations Pty Ltd to use PBS - 3-axle truck and 4-axle dog trailer vehicles for the period of 36 months commencing 22nd of December 2016 and expiring 22nd of December 2019 on Beaconsfield Road, Lawrence; Creswick-Lawrence Road, Creswick North and West Berry Road, Creswick North, subject to the following conditions:

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

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

Moved: Cr Greg May

Seconded: Cr Neil Newitt

Carried

11.8. RECORD OF ASSEMBLIES OF COUNCILLORS
GENERAL MANAGER CORPORATE SERVICE

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

PURPOSE

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

BACKGROUND

The Local Government Act 1989 defines Assembly of Councillors as

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

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

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

ISSUE/DISCUSSION

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

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

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

Assemblies of Councillors		
Date	Location	Description
05-07-2016	Duke Street Meeting Room	Hepburn Shire White Ribbon Committee
06-09-2016	Duke Street Meeting Room	Hepburn Shire White Ribbon Committee
11-10-2016	Duke Street Meeting	Hepburn Shire White Ribbon Committee

	Room	
04-11-2016	Council Chambers	Councillor Elect Induction
07-11-2016	Duke Street Meeting Room	Hepburn Shire White Ribbon Committee
08-11-2016	Council Chambers	Councillor Briefing
09-11-2016	Council Chambers	International Women's Day Organising Committee
15-11-2016	Council Chambers	Councillor CEO Meeting
15-11-2016	Council Chambers	Councillor Briefing (Pre-Council Meeting)
29-11-2016	Council Chambers	Councillor Briefing and Induction

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Local Government Act 1989, Section 80A

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

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

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

Information provided for noting.

OFFICER'S RECOMMENDATION

That Council

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

11.8.2. Receives and notes the additional Records of Assemblies of Councillors for previous months for the Hepburn Shire White Ribbon Committee.

MOTION

That Council

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

11.8.2. Receives and notes the additional Records of Assemblies of Councillors for previous months for the Hepburn Shire White Ribbon Committee.

Moved: Cr Greg May

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 6 - ASSEMBLIES OF COUNCILLORS
(ISSUED UNDER SEPARATE COVER)

12. COUNCIL SPECIAL COMMITTEES (SECTION 86)

12.1. MINUTES OF SPECIAL COMMITTEES (SECTION 86)

GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

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

BACKGROUND

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

ISSUE/DISCUSSION

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

- Glenlyon Recreation Reserve Special Committee Ordinary Meeting - 2-11-2016
- Creswick Museum Special Committee Ordinary Meeting - 7-11-2016
- Lee Medlyn Home of Bottles Special Committee Ordinary Meeting - 9-11-2016
- Lyonville Hall Special Committee AGM – 15-11-2016
- Creswick Museum Special Committee Ordinary Meeting - 05-12-2016
- Drummond Hall Special Committee Ordinary Meeting– 25-11-2016

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

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes and reports have been provided for noting.

OFFICER'S RECOMMENDATION

- 12.1.1. That Council receives and notes the minutes of the Special Committees (Section 86) which have been distributed under separate cover:
- Glenlyon Recreation Reserve Special Committee Ordinary Meeting - 2-11-2016
 - Creswick Museum Special Committee Ordinary Meeting - 7-11-2016
 - Lee Medlyn Home of Bottles Special Committee Ordinary Meeting - 9-11-2016
 - Lyonville Hall Special Committee AGM – 15-11-2016
 - Creswick Museum Special Committee Ordinary Meeting - 05-12-2016
 - Drummond Hall Special Committee Ordinary Meeting– 25-11-2016

MOTION

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

- *Glenlyon Recreation Reserve Special Committee Ordinary Meeting - 2-11-2016*
- *Creswick Museum Special Committee Ordinary Meeting - 7-11-2016*
- *Lee Medlyn Home of Bottles Special Committee Ordinary Meeting - 9-11-2016*
- *Lyonville Hall Special Committee AGM – 15-11-2016*
- *Creswick Museum Special Committee Ordinary Meeting - 05-12-2016*
- *Drummond Hall Special Committee Ordinary Meeting– 25-11-2016*

Moved: Cr Neil Newitt

Seconded: Cr John Cottrell

Carried

13. COUNCIL ADVISORY COMMITTEES

13.1. MINUTES OF ADVISORY COMMITTEES GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

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

BACKGROUND

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

ISSUE/DISCUSSION

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

- Public Art Panel – 19-09-2016

These minutes have been provided to Councillors under separate cover.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes have been provided for noting.

OFFICER'S RECOMMENDATION

- 13.1.1. That Council receives and notes the minutes of the following Advisory Committees which have been distributed under separate cover:
- Public Art Panel – 19-09-2016

MOTION

- 13.1.1. *That Council receives and notes the minutes of the following Advisory Committees which have been distributed under separate cover:*
- *Public Art Panel – 19-09-2016*

Moved: Cr Kate Redwood AM

Seconded: Cr Greg May

Carried

14. CONFIDENTIAL ITEMS

14.1. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

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

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

RECOMMENDATION

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

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

- Awarding of Contract HEPBU.RFT2016.57 - Labour, Material and Plant for Minor Works including Road Repairs, Drainage and Associated other works on Flood Affected Infrastructure within Hepburn Shire; and

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

- Recommendation from Audit and Risk Committee
- 2017 Australia Day Awards

MOTION

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

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

- *Awarding of Contract HEPBU.RFT2016.57 - Labour, Material and Plant for Minor Works including Road Repairs, Drainage and Associated other works on Flood Affected Infrastructure within Hepburn Shire; and*

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

- *Recommendation from Audit and Risk Committee*
- *2017 Australia Day Awards*

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

The meeting was closed to the public at 7:51pm

Cr Kate Redwood AM noted that Hepburn Shire Council only closes meetings for items considered confidential.

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: Cr Neil Newitt

Seconded: Cr Don Henderson

Carried

The meeting was reopened to the public at 8:01pm

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

That Council:

14.2.1. *Awards Contract HEPBU.RFT2016.57 - Labour, Material and Plant for Minor Works including Road Repairs, Drainage and Associated other works on Flood Affected Infrastructure within Hepburn Shire to a panel of eight (8) contractors as listed below to be called on to carry out works as required on flood affected infrastructure for up to a 1 year period.*

- *Aceloch Earthmoving*
- *Ballarat Excavations and Transport*
- *Bitu-Mill (Civil) Pty Ltd*
- *Bulldog Earthworks*
- *Camkat Earthmoving*
- *Fulton Hogan Industries Pty Ltd*
- *Stabi-lime Group*
- *Daylesford Garden Supply & Hire*

16. CLOSE OF MEETING

Meeting closed at 8:02pm
