

Hepburn


SHIRE COUNCIL

HEPBURN SHIRE COUNCIL ORDINARY MEETING OF COUNCIL PUBLIC MINUTES

TUESDAY 17 OCTOBER 2017
TRENTHAM NEIGHBOURHOOD CENTRE
HIGH STREET
TRENTHAM

6:00PM

Confirmed at the Ordinary Meeting of Council
held on Tuesday 21 November 2017


Chair, Mayor Cr John Cottrell

MINUTES

TUESDAY 17 OCTOBER 2017

Trentham Neighbourhood Centre

High Street, Trentham

Commencing 6:00PM

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AARON VAN EGMOND
CHIEF EXECUTIVE OFFICER
17 OCTOBER 2017

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

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

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

2. OPENING OF MEETING

PRESENT:

Mayor Sebastian Klein, Cr Greg May, Cr Fiona Robson, Cr Neil Newitt, Cr Don Henderson, Cr John Cottrell, Cr Kate Redwood AM

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, Katherine Toom Coordinator Governance and Information

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 Don Henderson disclosed an indirect interest in agenda item 10.4

Cr Fiona Robson disclosed an indirect interest in agenda item 10.8

Cr Kate Redwood AM disclosed an indirect interest in agenda item 10.8

Mayor Sebastian Klein disclosed indirect interest in agenda item 13.2

5. CONFIRMATION OF MINUTES

RECOMMENDATION

5.1.1 That the Minutes of the Ordinary Meeting of Council held on 19 September 2017 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.

MOTION

5.1.1 That the Minutes of the Ordinary Meeting of Council held on 19 September 2017 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.

Moved: Cr Neil Newitt

Seconded: Cr Don Henderson

Carried

6. NOTICES OF MOTION

A notice of motion has been received in accordance with Local Law 1

6.1 YOUNG PERSONS GAP STRATEGY

DATE: 9 OCTOBER 2017

BACKGROUND

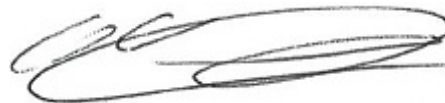
The Hepburn Shire has programs and strategies to cater for children in early years up to 8 years old. Further strategies exist through the Youth Strategy for young people 12 to 24 years of age. This means a considerable gap in the engagement of young people across the whole Shire who are in formative years running up to secondary school. This can be a difficult time for many of this age group and engagement is essential if Hepburn Shire is to assist the development into the youth stream. This can be done by working with primary schools throughout the region as most of these young people attend schools within the Shire.

Councillor Name: Cr Don Henderson, Creswick Ward



Councillor Signature:

Chief Executive Officer: Aaron van Egmond



Chief Executive Officer Signature:

MOTION

That Council:

6.1.1 *Develops programs to engage with young persons in the 8 to 12 year age group throughout the Shire.*

6.1.2 *Develops programs in time to be considered in the 2018 - 2019 budget period.*

Moved: Cr Don Henderson

Seconded: Cr Kate Redwood

Carried

7. ITEMS OF URGENT BUSINESS

MOTION

7.1.1 *That Council change the order of business so that item 7, Items of Urgent Business, be heard after item 9, Public Participation Time.*

Moved: Cr Fiona Robson

Seconded: Cr Greg May

Carried

8. PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor Sebastian Klein, Coliban Ward

It's been another long and busy month

A highlight of the month was a small but emotional citizenship ceremony as two new residents were joined by their friends and families as they were welcomed as Australian citizens. They took an oath regarding the rights and liberties which we enjoy, but also, significantly our laws which we respect.

That same day was a Hepburn celebration of the Victorian Seniors Festival – The jocular Australiana of the band "Me and My Mates" entertained people from all around the shire, brought together to celebrate the stage of life which I am describing as the teens, as older people enjoy longer life, better health and more engaging past-times and activities than any other stage in history.

I was blown away by the quality of works at the Clunes Ceramic Award – The professionalism of the works was astounding, from teddy bears made from tiny petals of porcelain to fine translucent vases with delicate gilts and glazes. One of the winning items a vase, resembled an old tree replete with buttresses, but intricately engraved with native flora.

Our creative community was evident as well at the Cosmopolitan hotel here in Trentham as well where young local author, Eleanor Dawson launched her first full-length published novel, in her own genre of steam-punk adventure. It was a great opportunity to reflect on the richness of the arts community and the way that they support one another to grow and develop as artists.

Overlooking Mount Macedon, I attended a Regional Tourism Symposium held as a joint event between the Loddon Mallee and Central Highlands Regional Partnerships Fora. Issues such as getting the balance right between development and farmland, open land and natural scenery were art large as we discussed how to develop without destroying the thing that makes us an attractive place to visit. I happily noted the strong support for the Daylesford-Hanging Rock Rail Trail concept, and applauded the push for greater collaboration on projects, events, festivals and publicity. I was bemused when one dynamic left-of-centre project identification project resulted in popular support for the idea that "Councils should get out of the way of the tourism industry and let them achieve success" – I found it ironic in as much as the Regional Tourism Board was a key supporter and stakeholder of the session, an organisation which Hepburn and Macedon Councils fund to the tune of \$80,000 each.

I attended an information session on State Government Climate Change grants supporting Councils and private sector entities to create partnership projects to address climate change.

I also attended a meeting with the Hub Foundation from Castlemaine regarding a solar bulk buy in Hepburn Shire. The Hub Foundation is a philanthropic entity that is supported by the proceeds of a co-working hub, their program More Australian Solar Homes (previously Mount Alexander Solar Homes) has the sole remit of delivering low-cost solar solutions for residents and small businesses, and delivering a community dividend in the form of free solar systems for community groups. They have already delivered two systems at Neighbourhood Houses in Hepburn Shire in concert with Hepburn Wind.

These ideas were central also at as Our Council hosted a Community Carbon Emission Free Consultation with the aim of mapping the pathway to achieving not just zero emissions, but the goal of being net energy exporters to the grid. It is an exciting and increasingly realistic goal, being actively pursued by a range of community members and groups.

I was honoured to Chair the inaugural Reconciliation Action Plan steering group meeting, I am certain that this group will deliver a sound and practical approach to developing our awareness, understanding and pathway towards reconciliation with our indigenous community locally and Aboriginal Australia at large.

I have also been actively engaged in efforts to preserve our burgeoning ethical farming industry – there are severe questions being raised around the recent draft paper released covering the terms that define extensive and intensive agriculture. This is a growing industry with wide ranging and significant economic presence throughout our shire, and one which we as a Shire should seek to support and defend as much as possible.

And finally, I was disappointed to see the rainbow flag stolen from the town square here in Trentham for the second time. As I reflected on this, I was reminded of the oath that our new citizens undertook, to uphold our laws and respect our rights and privileges. It was sad that this simple symbolic act of support for our LGBTIQ community in a difficult and drawn out period of history, was so undermined. It reminded me that it could all have been avoided if those in higher places had simply done their jobs and made the call that Australia is calling for.

I attended a range of other events as documented in my written report.

Met with Ballarat Council regarding waste matters

Meeting to discuss terms of the MoU with Creative Clunes

GCWWRRG Audit and Risk, and Board meetings, along with a series of information sessions on the forthcoming Waste to Energy Policy, E-Waste Ban, and around the the state of the recycling industry in Victoria

Recruited a new CEO for the GCWWRRG

COUNCILLOR REPORTS

Councillor Fiona Robson, Birch Ward

I was pleased to attend the announcement of funding to assess the feasibility of an Institute of Gastronomy in Daylesford. Commitment has been made by the state government, Regional Development Australia and William Angliss Institute. I was heartened to see a range of farmers and chefs from across the shire at the announcement and hear about the opportunities this may bring for themselves.

The team raising money for the upgrade of the skate facilities at the Daylesford Community Park are making progress and inviting involvement of skills, time and money. Students from Daylesford Secondary College will be working at the park next Wed as part of the schools getting dirty program.

I was delighted to be part of the school program at Cornish Hill this morning. There were students from 4 local schools working together and interested & engaged in a number of activities regarding birds, frogs, spiders & insects. This is an valuable initiative that will assist our children as well as our environment. Huge thanks to the Friends of Cornish Hill for the work required to make this event such a success.

I am also pleased that our council's biodiversity strategy is available for review. Thanks to the many people from across the shire contributed to the development of this strategy. I encourage people to read the document and provide feedback.

Conversations regarding Daylesford's East Street bridge continue and I am optimistic regarding a positive announcement by the state government.

Councillor John Cottrell, Holcombe Ward

No written report provided

Councillor Neil Newitt, Cameron Ward

Councillors, I would like to highlight two items in tonight's report to council.

I am pleased to share the news of Dr Tess Brady's win in the Regional Achievement and Community Awards held on Friday night.

Tess won the Senior Achievement Award in recognition of her work with creative Clunes and the Booktown festival.

The award recognised the success of the Booktown event and acknowledged its significance in revitalising the town - in arresting the decline suffered by many rural communities.

The presentation also acknowledged the contribution of the volunteers during the past nine years and the benefits to the community in the attraction of thousands to the event each year, and the economic stimulus that has seen new businesses open in the town.

I add my congratulations to Dr Brady in being recognised for her work for the Clunes community.

I would also like to mention a youth activity being run in Clunes.

Time Turners is a concept that was developed by a local educator, Jane Thompson and is being run through the Clunes Neighbourhood House (CNH).

This activity is directly aimed at the 8 - 12 year old age group. The program was nominated for a Victorian Community History Award and although it did not win the award - held yesterday at the Arts Centre in Melbourne, it was acknowledged as the only program nominated that brings history to children in an accessible and hands on experience.

By using history, it has engaged with the target age group - and there are currently 15 kids attending the program. What The program set out to do was to engage with the very group we have just been talking about those within the 8-12 year age bracket. It is designed to nurture belonging (to a place) and develop soft skills (eg problem solving and communication) whilst doing so in a social history context. The intention is to give these kids skills and be better equipped to deal with the teenage issues they are about to face.

This program had been funded by council in its first term but is now being funded by parents and subsidised by the Clunes Neighbourhood House. I think it would pay for council to look closely at partnering with the CNH to continue this program.

Time Turners is one of several programs being run out of the Clunes Neighbourhood House, in response to a report funded by the state government into skills gaps identified in Clunes.

The report highlighted the importance of working with younger children - particularly those in early childhood up to the end of primary school age.

The Clunes Neighbourhood House now runs programs directly targeting kindergarten to mid primary school kids, 8-12 year olds and teenagers.

Following on our adoption of the youth strategy last month and tonight's motion from Cr Henderson, I would think it beneficial for us to have a meeting with the Clunes NH to explore the findings of the survey, learn more of the youth activities currently underway, and to see if council can work together with the CNH in delivering programs for our kids. It would be better to work collaboratively on some key programs than to have council and other organisations each trying to run their own programs.

Councillor Kate Redwood AM, Birch Ward

1. Evictions of Permanent Residents from Daylesford Caravan Park
 - I would like to thank the 70 residents of Daylesford who wrote to Minister Lily D'Ambrosio individually, requesting that she change the 2011 policy restricting access to Crown Land caravan parks so that the 11 Daylesford Caravan Park permanent residents could stay. It was wonderful to learn that the Minister, in response to lobbying from the community and from Council, had agreed to a grandfather arrangement for the Daylesford Caravan Park residents, which would allow them to stay in their homes in the Caravan Park for the rest of their lives. This means that with the support of the Minister, and with the Council's agreement to change the lease, it only now needs the proprietors of the Daylesford Caravan Park to agree. Negotiations between the caravan park proprietors, and officers of DELWP and Hepburn Shire Council are continuing. It is hoped that the proprietors will respond to the strongly held view of this community that the eviction notices should be withdrawn.
2. International Women's Day
 - I am delighted to be able to announce that the keynote speaker for the 2018 Hepburn International Women's Day event to be held on 8 March, will be Deborah Cheetham. Deborah is an Aboriginal woman who is an acclaimed opera singer, the director of Short Black Opera, and a strong advocate for same sex marriage. She is also an inspirational speaker.
 - Nominations for the Heather Mutimer Honour Roll for Women close at the end of October, so this is the last call for nominations. Since 2005 when Council started this event 47 women have been inducted onto the Honour Roll. Their stories are a fascinating record of life in this district as well as recording the advancement of the status of women.

3. Other Council Related Activities Over the Last Month

- The launch of the Institute of Gastronomy – a morning tea with all the key interest groups present – well done Alla Wolf-Tasker
- The launch of Artober – a huge gathering which saw Artober lift its game stratospherically from a niche event to one with wide community support
- U3A AGM – with Gerard Mansour, Commissioner for Ageing as the guest speaker. A high proportion of the 180 plus membership was present. Great to note that there are over 400 U3A members in the Shire
- Council Mineral Springs Advisory Committee welcomed Rodney Carter, CEO of the Dja Dja Wurung Aboriginal Clans Corporation to discuss our shared responsibilities for reserves in the Shire. The Advisory Committee looks to work collaboratively with the Dja Dja Wurung and to follow up the meeting with Rodney by undertaking cultural awareness training.
- A meeting was held at Daylesford Neighbourhood Centre with Mal Douglas, State Manager Community Housing Limited, to explore interest in the development of the old police station site in Camp Street for social housing.
- The launch of the Seniors Festival was well attended. The Council staff do a great job in organising seniors events across the Shire each year
- The second Citizenship ceremony for the year saw two new citizens and a throng of well wishers in the Council chamber.
- The Carbon Free/Nett Zero Emissions Workshop held last Saturday was inspirational. Around 50 or so local residents attended, listening intently to expert speakers and sharing their own passion for how this Shire could be a lighthouse community - a nett exporter of energy. Well done John van Rooden.
- The Cornish Hill Committee of Management appointed by DELWP as committee of management for the Reserve met during the month. It is good to see the collaboration between that body and the Friends of Cornish Hill, which tends to be the public face of activities there. There was a schools science event held in Cornish Hill today which Cr Robson and I attended.
- The three community banks in the Shire held a meeting with Council officers and attended by Cr May, Henderson and myself to discuss the establishment of an Emergency Relief Fund for the Shire. Wonderful to see the community banks working together and looking to develop a fund that would be a very welcome contributor to the recovery activity following major crises such as bushfire or flood.
- Statutory meetings and responses to constituent issues as required.

Councillor Don Henderson, Creswick Ward

The opening of the Allan Benaldo Exhibition at the Creswick museum was well attended and the exhibition itself is a credit to our Museum Committee. Allan is yet another well regarded Creswick artist.

Dean Rec reserve was alive with sheepdogs of all description. This year due to some good advertising the audience was made up of many who had never seen dogs working. Of note is the fact that the trials have gone international with a four page spread in a magazine in Arizona USA. Centrefold double page if you don't mind.

I had the pleasure of attending the presentation of Queens Scout to a Creswick youth Rowan Meehan. This young man has real leadership qualities and I am sure will go on to very worthwhile things in his life.

I recently took some Chinese folk on a tour of some of the areas frequented by the Chinese pioneers during the gold rush. They were shown our museum and the two cemeteries where burials have taken place as well as Calembeen park which was the site of an extensive village. They were taken to the massive water races and round holes.

One of the features was the fact that this time of the year there were good examples of bush tucker that most would have walked over without knowing. This tour will lead to many visitors from mainland China into the future. Some of this group will join about thirty others on a walk from Ballarat to Bendigo stopping overnight in Creswick and Smeaton.

A major artistic performance is planned for Smeaton next year and I attended along with Crs Newitt and May.

Yesterday a meeting was held convened by The Community banks in the shire to discuss setting up a disaster relief fund. I attended to hear the outline of the proposal with Crs May and Redwood.

The tower at Calembeen Park is progressing but sadly a visit yesterday showed that we must be proactive in policing our bylaws. During my half hour there were several people drunk and with a large cask of wine, dogs off leash and a couple of very nasty looking dogs one of which was swimming amongst children without a lead. Children climbing up and jumping off the tower which is still under construction. No evidence of signs saying that the tower was under construction. Foul and loud language was also at a premium. If we are to have families back at the park we will need to address these issues.

I also need to report the tragic death of Carmel Mitchell who died in a bus accident. Carmel was a business owner in Creswick for over twenty years and an active member

of Creswick Lions for 30 years and a very active and caring community person. Our thoughts go to her family and the people of Creswick at their loss.

Councillor Greg May, Creswick Ward

I wanted to touch on the passing of Carmel Mitchell, a wonderful contributor to the Creswick community for many, many years and along with a whole lot of other unfortunate bowling ladies, who I happen to play the sport with, who were also pretty seriously injured as well. Most of them will recover but unfortunately Carmel is lost to us and she will be sadly missed.

RECOMMENDATION

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

MOTION

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

Moved: Cr Don Henderson

Seconded: Cr John Cottrell

Carried

9. PUBLIC PARTICIPATION TIME

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

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

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

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

9.1 PETITION

No petitions were received

9.2 QUESTIONS

Question 1 – Mr Gary McIntosh

It is noted Council has finally installed the Interpretive Display and Picnic Shelter furniture on Bullarto's Recreation Reserve. Like the Glenlyon and Lyonville Interpretive Displays, local historians and community members compiled nearly thirty historical points of interest for the Bullarto display.

However, the Bullarto display notes only four points of interest and all four are shown on the map at incorrect locations. Additionally, the historical notes included are full of errors such as the waterways of Bullarto that fails to mention the important Leitches Creek that starts in the township.

The display also erroneously states that Bullarto was moved from Moorabool Shire to Hepburn Shire in 2006 when in fact Bullarto township has always been part of Hepburn Shire.

Why didn't Council officers consult with the community to finalise the Bullarto Interpretive Display to ensure the information was correct as was done with the Glenlyon and Lyonville displays?

Will Council correct the display in consultation with the community and consider the historical information already supplied to Council?

Answer 1 – Mayor Sebastian Klein

There has been extensive community input and debate around the Bullarto Shelter project, including input about historical points of interest.

Information for the Bullarto signage was sourced from www.victorianplaces.com.au and, unfortunately, some of the details on that site were incorrect.

Since being made aware of the inaccuracies, Council officers have been liaising with members of the Bullarto community and reviewing previous input to correct the information.

Question 2 – Mr Gary McIntosh

In August 2014, Council resolved to construct a Community Noticeboard on Bullarto Recreation Reserve for residents, visitors, campers and the community at large as no signage board exists in Bullarto township to display information or notify people of community events.

Importantly CFA information is also recommended to be displayed here that includes updated fire ban and fire restriction information as campfires are a regularly occurrence on this particular reserve.

With \$20,000 allocated and budgeted for the Bullarto Community Facilities project, and a further \$5,000 allocated in the 2016 mid-year budget review, will Council erect Bullarto Recreation Reserve's Community Noticeboard before the commencement of this year's fire restrictions and complete this important community project?

Answer – Mayor Sebastian Klein

Council's resolution in August 2014 approved construction of "*an interpretive display, noticeboard and picnic shelter*".

The original budget for the project was \$22,000. This included a community contribution of \$2,000 which has as yet not been received.

Subsequent to the Council motion to install the community facilities, it was discovered that the budget allocation would not be sufficient to provide the shelter, notice board, and interpretive display. Council officers communicated to both the hall committee and community groups that only a shelter and table with chairs would be possible in the first year with the allocated budget.

At the end of May 2016, \$21,285 had been spent on construction of the shelter including design and construction, surveying as well as fees and permits

Council subsequently allocated an additional \$5,000 to the project for interpretive display and furniture. A community noticeboard was not part of that scope.

Supplementary question 2 - Mr Gary McIntosh

It's completely unacceptable given this project, including the community noticeboard, was approved in 2014 after a year of community consultation. A community notice board within the shelter will only cost a few hundred dollars, so there is no lack of funding, just what seems to be a lack of will on behalf of the Council to install this important community noticeboard and complete the project.

Will Council allocate the funds necessary to complete this community noticeboard?

Answer – Mayor Sebastian Klein

We note the standing resolution of Council is yet to be completed and note there are upcoming budget considerations over the next six to twelve months where the matter could be reviewed.

Question 3 – Mr Bill McClenaghan

Council has been asked for several months now about when the development plans for the Hepburn Hub at The Rex will be finalised and available to the public. Undertakings have been given and still there is nothing. Yet construction has commenced with Hepburn Shire Council named on the Construction Site board out the front as "Principal Contractor".

Please explain how the Council can be its own contractor for building the Hepburn Hub and who specifically on staff is delegated the task as "builder"?

Answer 3 – Mayor Sebastian Klein

Council has met its previous commitments to release the plans for the Rex to the public. The plans were released to the public on our website, in the Rex and via our customer service centres on 6 September 2016.

Under the Building Permit, the "builder" for the Rex renovation works is Council (as 'owner builder'). This is represented on the sign as 'principal contractor'. The term 'contractor' in this sense was not intended to refer to procuring a 'contractor' for works under Council's procurement policy.

Project roles, including the project manager and site supervisor, have been assigned internally in order for Council to complete its obligations as 'owner builder' under the project, and to deliver the project. As required, we will also engage a number of suitably qualified and experienced contractors to deliver components of the project.

Supplementary question 3 - Mr Bill McClenaghan

As this is a commercial building, the builder requires a license.

Who on Council staff or who will you get that has the required license and qualifications to be the builder?

Answer – Mayor Sebastian Klein

Council have a Site Supervisor and Project Manager that have been assigned internally. We will provide you with a written response to your questions which might include the names of those officers.

Question 4 – Mr Bill McClenaghan

I have seen the fairly minimal information that Council has released on Hepburn Hub works within the Rex building and mention of the new library, community theatre/cinema, social enterprise café and Council offices – but...

Where can members of the public see the final detailed plans, for which a Building Permit has now been issued and with construction under way?

Answer 4 – Mayor Sebastian Klein

As per our previous answer, Council met its previous commitments to release the plans for the Rex to the public. The plans were released to the public on our website, in the Rex and via our customer service centres on 6 September 2016. The detail released is consistent with what has been provided for previous community facility projects. The plans provided are the final plans and are at a level of detail that we believe is sufficient for public consumption.

Supplementary Question 4 - Mr Bill McClenaghan

Where on the website are the plans published? What's the web address?

This question was taken on notice. The direct link to the plans is:

<https://www.hepburn.vic.gov.au/hepburn-hub-at-the-rex-plans-available/>

Supplementary Question 4 - Mr Bill McClenaghan

Who audits the contractor if the Council is the principal contractor?

Answer – Mr Aaron Van Egmond

The private Building Surveyor is responsible for checking compliance on all elements and areas of the project.

Question 5 – Mr Harry Carman

I attended a speedway members meeting last Friday, where many of us were horrified to learn that recent works down at the Daylesford Speedway were Council

flood works costing over \$60,000. The area has been ruined by removing over 100 native trees and the Legacy pines we planted in the 1950s. The native trees were mainly solid and not dangerous and gave shade and beauty to the area. See photos supplied (*refer to attached*). They were sent to a sawmill in Raglan.

I want to know why so many trees were cut down and how this logging operation could be called "flood works"?

Answer 5 – Mayor Sebastian Klein

Following the flood events a number of trees were assessed as part of the flood recovery works. The trees approved for removal were considered to be a significant risk to the community.

Supplementary Question 5 - Mr Harry Carman

But hundreds of trees on the far side of the reserve were removed before the flood works!

Answer 5 - Mayor Sebastian Klein

I can't speak for any tree removals that occurred before the approval of flood recovery works by Council, however, after the floods, the trees that were approved for removal were considered dangerous or were considered to be in danger of falling over due to waterlogging and were saturated with water from the floods.

The works completed aim to minimise the risks of serious injury or death of patrons and reduce the risk of further flood damage at the site.

All the approved works were completed in consultation with the site lease holder being Daylesford Speedway Drivers Association Incorporated.

However, not all the trees removed were within the scope approved by Council.

Question 6 – Mr Harry Carman

I also want to know what arrangements were for Council to dispose of all this valuable timber to an out of area sawmill.

How much the timber was sold for and who got the money?

Answer 6 – Mayor Sebastian Klein

As the contractor was responsible for the removal of the material and Council is not aware if any funds were generated from the material.

The approved scope of works was inclusive of the removal of vegetation and debris from the site as the timber was not considered to have any significant value.

Supplementary Question 6 - Mr Harry Carman

What about the pine trees? Can you find out where the money went? It would be nice if the money was going back to Legacy at the RSL wouldn't it?

Answer - Mayor Sebastian Klein

Yes, it would be fantastic. We are exploring compliance with the contractor involved and such things might be considered. We will continue to investigate and make it right.

9.3 REQUESTS TO ADDRESS COUNCIL

Ms Tammi Jonas addressed the council about small-scale farming within the Shire.

Ms Gina Lyons addressed the council about the Victoria Caravan Park.

Mayor Klein declared an indirect conflict with the subject of the next address due to the impact on residential amenity as his house is next to the proposed site and left the room at 6.59 pm.

Cr Cottrell took the chair.

Ms Saskia Post addressed the council regarding the Trentham Hub (Community Centre).

Mayor Klein returned to the room at 7.02 pm and resumed the chair.

7. ITEMS OF URGENT BUSINESS

MOTION

- 7.2.1 *That Council makes representation to the State Government requesting that:*
- *all varieties of pastured livestock be treated as having similar considerations within the Statutory Planning Provisions*
 - *as per the State Government's Animal Industry Advisory Committee's recommendations, implement a reasonable no-permit-required guideline for small-scale pastured farming operations; &*
 - *extend the deadline for submissions to the review process of these provisions.*

Moved: Cr Fiona Robson

Seconded: Cr John Cottrell

Carried

10. OFFICERS' REPORTS

10.1 ANNUAL REPORT 2016/17

GENERAL MANGER 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 receive and note the Annual Report 2016/17 for the year ended 30 June 2017.

BACKGROUND

Under section 34 of the Local Government Act 1989 (the Act), Council is required to receive the Annual Report at a meeting of Council as soon as practicable after the Council has sent the Annual Report to the Minister for Local Government. The 2016/17 Annual Report was sent to the Minister on 29 September 2017, as required under the Act.

ISSUE/DISCUSSION

The 2016/17 Annual Report contains the following information as required by the Local Government (Planning and Reporting) Regulations 2014 (the Regulations):

- A report of operations for the financial year;
- Audited financial statements; and
- Audited performance statement.

The audited performance statement and financial statements were adopted in principle by Council at its Ordinary Meeting held on Tuesday 19 September 2017.

Key elements of the Annual Report are as follows:

- Review of performance against the Council Plan;
- Major changes that have taken place during the year;
- Other major operations, achievements and future directions;
- Legislative, economic or other factors which have had an impact on the Council's performance;
- Major policy initiatives undertaken by the Council;
- Major budget initiatives undertaken or completed;
- List of names of all Councillors and their background;

- Names of senior staff (executive) with brief description of their area of responsibility;
- Organisation Chart;
- Audited Financial and Performance Statements;
- Contact details for Council offices;
- Places where prescribed information can be inspected and copied;
- Victorian Local Government Performance Reporting Indicators;
- Number, classification and types of jobs of members of Council staff; and
- Statement in relation to equal opportunity program.

The 2016/17 Annual Report is available for viewing at Council's offices, Hubs, Libraries and on Council's website.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

The requirements to prepare an Annual Report are contained in Section 131 of the Act and Part 4 of the Regulations.

FINANCIAL IMPLICATIONS

Funds for preparing and publishing the annual report is included in the recurrent budget each year. Significant officer time is spent in preparing the reports in accordance with the legislative requirements.

RISK IMPLICATIONS

Council has managed the compliance risks by submitting the Annual Report within the required timeframes, giving public notice and considering the report at this meeting.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Publishing the Annual Report allows the public to evaluate how Council performed against its objectives in its 2013 – 2017 Council Plan and the financial results of Council for the year ended 30 June 2017.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

As required by the Act, a public notice was placed in The Advocate to advise that the Annual Report has been prepared and that Council will consider it at the Ordinary Meeting of Council on 17 October 2017.

CONCLUSION

The Annual Report 2016/17 presents the operational and financial performance of Council for the previous year, including the many highlights and achievements.

OFFICER'S RECOMMENDATION

10.1.1 That Council receives and notes the Hepburn Shire Council Annual Report 2016/17, including Report of Operations, Audited Financial Statements and Audited Performance Statement.

MOTION

10.1.1 That Council receives and notes the Hepburn Shire Council Annual Report 2016/17, including Report of Operations, Audited Financial Statements and Audited Performance Statement.

Moved: Cr Fiona Robson

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 1 - ANNUAL REPORT OF OPERATIONS 2016/17
(ISSUED UNDER SEPARATE COVER)

ATTACHMENT 2 - AUDITED FINANCIAL STATEMENT 2016/17 AND
AUDITED PERFORMANCE STATEMENT 2016/17
(ISSUED UNDER SEPARATE COVER)

10.2 FINANCIAL REPORT AS AT 30 SEPTEMBER 2017

GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

The purpose of this report is to present a summary of Council's financial performance for the 2017/18 financial year up to 30 September 2017, including a revised forecast for the full 2017/18 year.

BACKGROUND

This report provides information on Council's operating performance for the period 1 July 2017 to 30 September 2017 and compares the Income Statement to the budget adopted by Council in June 2017, and the Balance Sheet and Statement of Cash Flows to the corresponding period last year. A revised forecast to adjust for actual carry forwards has also been prepared.

ISSUE/DISCUSSION

Income Statement - Income

Total income year to date is \$21.25 million, which is \$6K greater than budget.

The greatest variance appears against Contribution - monetary which is \$104K behind year to date budget due to community contributions for Victoria Park multipurpose facility not yet received. This under budget variance is offset by more income (year to date) in Grants – operating (\$48K), Rates and charges (\$34K) and Statutory fees and fines (\$28K).

Income Statement - Expenses

Total expenses year to date is \$6.68 million, which is \$281K less than budget.

The main contributors are:

- Materials and services where we have spent \$227K less than budget; and
- Other expenses which are \$68K less than budget.

Under expenditure in materials and services is predominantly a timing variance from waste management contract payments, while other expenses reflect timing variances for tourism membership and audit expenses.

Income Statement - Overall

The year to date operating result provides a \$14.6 million surplus, which is \$288K greater than budget.

Please refer to the Income Statement attached for further details.

Balance Sheet

Total Cash as at 30 September 2017 is \$15.03 million including \$5.87 million classified as other financial assets (Sept 2016 by comparison was \$14.24 million and \$5.18 million). Other financial assets are term deposits with an initial term greater than 90 days.

Total debtors are \$19.19 million (Sept 2016: \$18.00 million), comprising rate debtors of \$18.27 million (Sept 2016; \$17.38 million) and \$0.92 million (Sept 2016; \$0.62 million) in non-rate debtors.

Council's loan balances are at a total of \$5.39 million (Sept 2016; \$2.56 million). This increase over the past year reflects the loan drawn down in 2016/17 to fund the Rex acquisition.

Please refer to the Balance Sheet attached for further details.

Statement of Cash Flows

Net increase in cash and cash equivalents as at 30 September 2017 is \$3.3 million (Sept 2016; \$5.1 million). This is comprised of \$5.9 million provided by operations (Sept 2016; \$2.3 million), \$2.3 million being spent on investing activities (Sept 2016; \$3.0 million) and \$0.3 million used in financing activities (Sept 2016; \$0.2 million). The greatest variance is reflected in Grants – operating which represents receipt of flood restoration financial assistance funding accrued last financial year.

Payments for investments represents new term deposits which have a maturity date of greater than 90 days. Proceeds from the sale of investments represents the maturity of these "other financial assets" (term deposits with an original maturity date greater than 90 days). These term deposits have been placed in accordance with Council's Treasury Management Policy. Variances to prior year reflects different cash flow planning between the two years, with Council positioning itself to make the Rex acquisition this time last year.

Statement of Capital Works

To date, \$613K of the \$15.7 million capital works forecast for 2017/18 has been spent. In addition, \$1.03 million has been committed to be spent through purchase orders.

The forecast budget includes unexpended funds carried forward from 2016/17 for completion in 2017/18.

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

Forecast Financial Statements

A forecast set of full year financial statements 2017/18 has been prepared incorporating carry forward of incomplete works and unreceived income from 2016/17. Additionally, a project has been established for the environmental clean-up of the old Hepburn depot site prior to sale this year. Opening balance sheet balances have been restated to actual, enabling the forecast balance sheet to reflect Council's forecast year end position at 30 June 2018.

These adjustments forecast a decrease of \$1.39 million to Council's budgeted surplus for the year to \$2.37 million. Income will increase by \$0.38 million to \$33.2 million and expenses will increase by \$1.77 million to \$30.9 million.

The balance sheet and statement of cash flows indicates a decrease of \$1.5 million in cash and cash equivalents at the end of the financial year to \$6.3 million. Other financial assets (term deposits greater than 90 days) reflect an increase of \$1.4 million to \$2.2 million. An overall increase in Council's net assets of 3.1 million is forecast.

Refer to the Forecast Financial Statements 2017/18 comprising Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows, Operational Projects and Capital Works Program attached for further details and specific project details.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

These financial reports assist in decision making and oversight to confirm that departments and the organisation follows its budget.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

None noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

The report on the financial performance of Council for the three months from 1 July 2017 to 30 September 2017, and the forecast 2017/18 is presented for Council's review and noting.

OFFICER'S RECOMMENDATION

That Council:

- 10.2.1 Receives and notes the Financial Report for the three months from 1 July 2017 to 30 September 2017.
- 10.2.2 Receives and notes the 2017/18 Forecast Financial Statements.

MOTION

That Council:

10.2.1 Receives and notes the Financial Report for the three months from 1 July 2017 to 30 September 2017.

10.2.2 Receives and notes the 2017/18 Forecast Financial Statements.

Moved: Cr Kate Redwood

Seconded: Cr John Cottrell

Carried

ATTACHMENT 3 - YEAR TO DATE FINANCIAL REPORT AS AT 30 SEPTEMBER
2017

Hepburn Shire Council

Comprehensive Income Statement

For the Period Ended 30 September 2017

	YTD Budget 2017/18 \$'000	YTD Actual 2017/18 \$'000	YTD Variance		
			\$'000	%	
Income					
Rates and charges	19,207	19,241	34	0%	
Statutory fees and fines	136	164	28	21%	1
User fees	220	213	(6)	-3%	
Grants - operating	951	999	48	5%	
Grants - capital	177	177	-	0%	
Contributions - monetary	145	41	(104)	-72%	2
Contributions - non monetary	7	-	(7)	-100%	
Net gain/(loss) on disposal of assets	-	-	-	100%	
Other income	400	413	13	3%	
Total income	21,243	21,249	6	0%	
Expenses					
Employee costs	2,927	2,928	(1)	0%	
Materials and services	2,086	1,860	227	11%	3
Bad and doubtful debts	0	10	(9)	-100%	
Depreciation and amortisation	1,674	1,674	-	0%	
Borrowing costs	44	47	(3)	-6%	
Other expenses	230	162	68	30%	4
Total expenses	6,961	6,680	281	4%	
Surplus/(deficit) for the year	14,282	14,569	288		

Notes:

- 1 Statutory Fees & Fines: New procedure for issuing debtor invoices in relation to Policy 19(C) (Outdoor dining and temporary signs) has recognised all income on invoice, rather than awaiting for receipt of payment, representing \$11K, and additional planning permit income of \$9K.
- 2 Contributions - Monetary: Budget for Victoria Park Multifunction Facility community contribution carried forward. Request for payment has been made to DFNC.
- 3 Contract payments for Waste management are behind schedule
- 4 Scheduled payments for tourism membership and audit services have not been made

Hepburn Shire Council

Balance Sheet

As at 30 September 2017

	Current Year Actual	Prior Year Actual	Variance Year on Year		
	\$'000	\$'000	\$'000	%	
Assets					
Current assets					
Cash and cash equivalents	9,164	9,064	100	1%	
Trade and other receivables	19,190	18,005	1,185	6%	1
Other financial assets	5,866	5,177	689	12%	2
Inventories	18	51	(33)	-184%	
Non-current assets classified as held for sale	545	-			3
Other assets	43	37	6	14%	
Total current assets	34,826	32,333	2,493	7%	
Non-current assets					
Property, infrastructure, plant and equipment	231,200	222,950	8,250	4%	4
Intangible assets	544	606	(62)	-11%	5
Total non-current assets	231,744	223,556	8,188	4%	
Total assets	266,570	255,890	10,680	4%	
Liabilities					
Current liabilities					
Trade and other payables	450	222	(228)	-51%	6
Trust funds and deposits	3,122	3,131	10	0%	
Provisions	2,635	1,920	(715)	-27%	7
Interest-bearing loans and borrowings	729	260	(469)	-64%	8
Other Liabilities	18	18	-	0%	
Total current liabilities	6,953	5,550	(1,403)	-20%	
Non-current liabilities					
Provisions	452	501	49	11%	
Interest-bearing loans and borrowings	4,666	2,300	(2,365)	-51%	9
Other Liabilities	98	116	18	18%	
Total non-current liabilities	5,215	2,917	(2,298)	-44%	
Total liabilities	12,168	8,468	(3,701)	-30%	
Net assets	254,402	247,422	6,980	3%	
Equity					
Accumulated surplus	160,796	156,604	4,192	3%	
Reserves	93,606	90,818	2,788	3%	
Total Equity	254,402	247,422	6,980	3%	

Notes:

- 1, 2, 3. Current Assets: 1. Rate debtors up \$888K or 5%, Flood recovery \$68K and Other debtors down \$390K. 2. Greater amount funds on term deposits greater than 90 days. 3. Land which is to be sold in 2017/18.
- 4, 5. Non-Current Assets: 4. Representative of prior year capital projects less depreciation. 5. Depreciation of software assets
- 6, 7, 8. Current Liabilities: 6. Additional creditors invoices processed awaiting payment. 7. Creswick Landfill Restoration \$622K and increase in LSL provision \$82K. 8. Additional principal repayment of old loans \$22K, new Rex loan \$216K and misallocation of prior year between current and non current \$253K
9. Non-Current Liabilities: 9. New Rex loan drawn down in 2016/17

Hepburn Shire Council

Statement of Cash Flows

For the Period Ended 30 September 2017

	<i>Current Year Actual</i>	<i>Prior Year Actual</i>		
	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000		
Cash flows from operating activities				
Rates and charges	4,312	4,588	277	6%
Statutory fees and fines	180	103	(77)	-43%
User fees	295	641	346	117%
Grants - operating	6,055	1,711	(4,343)	-72%
Grants - capital	177	449	271	153%
Contributions - monetary	41	46	6	14%
Interest received	65	82	18	27%
Rent received	249	212	(37)	-15%
Trust funds and deposits taken	595	341	(253)	-43%
Other receipts	26	33	7	26%
Net GST refund/payment	384	56	(328)	-85%
Employee costs	(2,840)	(2,756)	84	-3%
Materials and services	(3,368)	(2,973)	395	-12%
Trust funds and deposits repaid	(101)	(8)	93	-92%
Other payments	(162)	(224)	(62)	39%
Net cash provided by/(used in) operating activities	5,908	2,301	(3,607)	-61%
Cash flows from investing activities				
Payments for property, infrastructure, plant and equipment	(613)	(1,161)	-	0%
Proceeds from sale of property, infrastructure, plant and equipment	-	24	24	100%
Payments for investments	(3,000)	(1,250)	1,750	-58%
Proceeds from sale of investments	1,288	5,400	4,112	319%
Net cash provided by/(used in) investing activities	(2,325)	3,012	2,467	-106%
Cash flows from financing activities				
Finance costs	(47)	(24)	23	-49%
Proceeds from disposal of financial assets	-	-	-	100%
Proceeds from borrowings	-	-	-	100%
Repayment of borrowings	(235)	(155)	80	-34%
Net cash provided by/(used in) financing activities	(283)	(179)	103	-37%
Net increase (decrease) in cash and cash equivalents	3,300	5,134	1,834	56%
Cash and cash equivalents at the beginning of the financial year	5,864	3,930	(1,934)	-33%
Cash and cash equivalents at the end of the period	9,164	9,064	(100)	-1%

Hepburn Shire Council

Statement of Capital Works as at 30 September 2017

Category	Project Name	Full Year		2017/18 Expenditure		% Spent YTD	YTD Actual + Commit.	% Spent YTD Incl Commit.	Full Year	
		Budget	Forecast	YTD Actual	YTD				Budget	Forecast
PROPERTY										
Land improvements										
	Creswick Landfill PANs Response	450,000	-	-	0%	17,200	4%	-	-	-
	Town and Shire Road Signage	43,478	9,691	13,529	22%	-	31%	-	-	-
	Interpretive Signage at Calembreen Park	8,000	-	-	0%	-	0%	-	-	-
	Gateway signage - permanent market sign in each town	9,400	-	-	0%	-	0%	-	-	-
	Activate John Curtin fountain at the Creswick Cenotaph	3,000	-	-	0%	-	0%	-	-	-
	Replace fencing at Dean Rec Reserve	5,500	-	-	0%	-	0%	-	-	-
	Old Hepburn Depot site cleanup for property sale	200,000	-	6,360	0%	-	3%	-	-	-
	Total land	719,378	9,691	37,089	1%		5%			
Buildings										
	Multi Purpose Facility - Victoria Park Daylesford	28,065	5,102	10,518	18%	10,518	37%	240,000	250	-
	Trentham Community Hub	50,000	613	613	1%	613	1%	-	-	-
	Newlyn Netball Facilities	-	443	1,770	100%	1,770	100%	-	-	-
	Hepburn Shire Council Services & Community Hub Construction	1,325,000	37,624	77,372	3%	77,372	6%	-	-	-
	Kitchen - Creswick Town Hall	36,422	21,782	49,553	60%	49,553	136%	5,000	-	-
	Waste Management Facility Construction	400,000	-	-	0%	-	0%	-	-	-
	Daylesford Pool Upgrades	530,000	-	7	0%	7	0%	60,000	-	-
	Trentham Child Care Construction for In-Venue Family DayCare	241,914	1,320	1,986	1%	1,986	1%	-	-	-
Building improvements										
	Capital Building and Structures Renewal Program	1,261,208	48,703	91,122	4%	91,122	7%	-	-	-
	Basin Reserve Facility Improvements	9,713	5,545	8,838	57%	8,838	91%	-	-	-
	Bullarto Community Facilities	5,000	2,976	4,276	60%	4,276	86%	-	-	-
	Sustainability Strategy - Towards Zero - Council Assets	240,642	800	18,511	0%	18,511	8%	-	-	-
	Trentham Mechanics Institute upgrades	25,000	-	-	0%	-	0%	-	-	-
	Lyonville Hall storage facility	11,000	-	-	0%	-	0%	-	-	-
	DaylesfordTown Hall Community Hub assoc works	690,079	-	-	0%	-	0%	200,000	-	-
	Total buildings	4,854,043	124,908	264,566	3%	264,566	5%	505,000	250	
	TOTAL PROPERTY	5,573,421	134,600	301,655	2%		5%	505,000	250	
PLANT AND EQUIPMENT										
Plant, machinery and equipment										
	Vehicle and Plant Replacement	667,000	143,787	260,260	22%	260,260	39%	146,700	-	-
	National Flagship Bioenergy Facility	410,000	6,900	6,900	2%	6,900	2%	400,000	-	-
	Replace salt chlorination with Auto Dose Unit	33,572	2,468	27,070	7%	27,070	81%	-	-	-
	Portable stage - collapsable	7,000	6,365	6,365	91%	6,365	91%	-	-	-
Computers and telecommunications										
	IT Hardware / Technology Renewal Program	575,079	18,743	69,813	3%	69,813	12%	-	-	-
Library books										
	Library Collection Renewal	63,417	-	53,598	0%	53,598	85%	-	-	-
	TOTAL PLANT AND EQUIPMENT	1,756,068	178,264	424,006	10%		24%	546,700	-	

Hepburn Shire Council

Statement of Capital Works as at 30 September 2017

Category	Project Name	Full Year			2017/18 Expenditure			% Spent YTD	YTD Actual + Commit.	% Spent YTD Incl Commit.	Full Year	
		Budget	Forecast	YTD Actual	YTD	YTD Actual	Budget				Forecast	2017/18 Income
INFRASTRUCTURE												
Roads												
	Road Reseals Program	800,000		23,022	3%	41,204	5%				-	-
	Reseal Preparation Program	85,000		-	0%	-	0%				-	-
	Gravel Resheet Program	623,400		2,746	0%	2,746	0%				-	-
	Pavement Rehabilitation, Formation & Drainage	2,143,539		25,593	1%	73,913	3%				1,287,450	-
	Road Safety Improvements Program	110,000		3,980	4%	4,788	4%				-	-
	East St Railway Bridge Underpass	597,270		1,890	0%	3,000	1%				400,000	-
	Upgrade of Dairy Flat Road Musk	350,000		1,760	1%	3,110	1%				200,000	-
	Redesign and construct Jamieson-Raglan St Intersection	6,000		-	0%	-	0%				-	-
	Road Upgrade Policy & Road Sealing Implementation Fund	60,000		1,267	2%	4,252	7%				-	-
Bridges												
	Bridge Renewal Program	493,360		11,858	2%	58,595	12%				-	-
Footpaths and cycleways												
	Footpath Improvement and Renewal Program	210,283		12,233	6%	41,538	20%				-	-
	Walking and Cycling Footpath and Trail Implementation	317,000		450	0%	127,015	40%				-	-
	Creswick crossing/outstands -	60,000		-	0%	-	0%				-	-
Drainage												
	Kerb & Channel Rehabilitation	357,222		98,349	28%	115,156	32%				-	-
	Drainage condition assessment and renewal/upgrade program	40,000		-	0%	5,649	14%				-	-
Recreational, leisure and community facilities												
	Playground Equipment Replacement Program	44,430		-	0%	7,190	16%				-	-
	Hard-court Annual Renewal Program	57,200		1,775	3%	1,775	3%				-	-
	Splash Park in Creswick	14,974		6,667	45%	13,875	93%				-	-
	Creswick Soccer Club lighting	159,790		7,450	5%	152,553	95%				30,000	-
	Pump Track Creswick	140,000		-	0%	2,500	2%				-	-
	Oval No 2 Change Rooms Vic Pk D'ford	176,100		1,310	1%	1,394	1%				20,000	-
	Swimming Pool Consultation and Scoping Creswick	27,914		6,648	24%	6,982	25%				-	-
	Climate Resilient Recreation Facilities	60,000		-	0%	-	0%				-	-
	Lee Medlyn - Implement Landscape Plan, and Car Park	12,500		4,767	38%	6,218	50%				-	-
Parks, open space and streetscapes												
	Implementation of Streetscape Plans Creswick	-		5,595	100%	5,680	100%				-	-
	Trentham Streetscape Implementation	229,606		-	0%	-	0%				-	-
	Daylesford Community Park - Shade and Infrastructure	41,948		-	0%	50,486	120%				-	-
	Glenlyon Streetscape Construction	85,387		1,089	1%	1,411	2%				-	-
	Hepburn Streetscape Construction	286,803		723	0%	779	0%				-	-
	Lake Daylesford Improvements	185,442		43,541	23%	110,998	60%				-	-
	Daylesford Cenotaph Upgrade	22,454		-	0%	14	0%				-	-
	Mineral Springs Reserve Improvement Works	243,643		17,709	7%	29,244	12%				-	-

Hepburn Shire Council

Statement of Capital Works as at 30 September 2017

Category	Project Name	Full Year Budget Forecast		2017/18 Expenditure		% Spent YTD	YTD Actual + Commit.	% Spent YTD Incl Commit.	Full Year Budget Forecast	
		2017	2018	2017/18	2017/18				2017/18	2017/18
	Wombat Hill Botanic Garden Works	61,336	-	-	0%	-	-	0%	-	-
	Glenlyon Recreation Reserve P/Ground Shade Sail	13,570	-	13,570	100%	13,570	-	100%	-	-
	Drinking fountain at Creswick Splash Park	10,500	703	703	7%	4,650	-	44%	7,000	-
	Additional street trees and Parklet prototype	10,000	-	-	0%	-	-	0%	-	-
	Skate Park at Daylesford Community Park	30,000	-	-	0%	-	-	0%	-	-
	Bouldering wall (rock climbing) in Creswick community park	14,000	554	554	4%	892	-	6%	-	-
	Fraser St (Service St-Creswick Rd) Clunes Streetscape Works	105,700	-	-	0%	-	-	0%	-	-
	Other infrastructure									
	Public Art Appropriation & Replacement	72,000	18,312	18,312	25%	29,294	-	41%	-	-
	TOTAL INFRASTRUCTURE	8,358,371	299,990	299,990	4%	920,470	1,944,450	11%	1,944,450	-
	TOTAL CAPITAL WORKS	15,687,860	612,854	612,854	4%	1,646,130	2,996,150	10%	2,996,150	250
	Represented by:									
	New asset expenditure	3,157,720	89,426	89,426	3%	462,155	-	15%	437,000	-
	Asset renewal expenditure	8,844,608	452,327	452,327	5%	961,223	-	11%	1,459,150	-
	Asset upgrade/expansion expenditure	3,685,532	71,101	71,101	2%	222,752	-	6%	1,100,000	250
	Total capital works expenditure	15,687,860	612,854	612,854	4%	1,646,130	2,996,150	10%	2,996,150	250

ATTACHMENT 4 - FORECAST FINANCIAL STATEMENTS 2017/18

Hepburn Shire Council

Forecast Comprehensive Income Statement

For the Period Ended 30 June 2018

	<i>Original Budget 2017/18 \$'000</i>	<i>Forecast Budget 2017/18 \$'000</i>	<i>YTD Variance</i>	
			<i>\$'000</i>	<i>%</i>
Income				
Rates and charges	19,313	19,313	-	0%
Statutory fees and fines	772	772	-	0%
User fees	964	964	-	0%
Grants - operating	6,082	6,243	161	3%
Grants - capital	4,003	4,089	86	2%
Contributions - monetary	140	270	130	48%
Contributions - non monetary	7	7	-	0%
Net gain/(loss) on disposal of assets	147	147	-	0%
Other income	1,430	1,430	-	0%
Total income	<u>32,858</u>	<u>33,235</u>	<u>377</u>	<u>1%</u>
Expenses				
Employee costs	11,905	11,905	-	0%
Materials and services	9,521	11,234	(1,714)	-15%
Bad and doubtful debts	6	6	-	0%
Depreciation and amortisation	6,694	6,694	-	0%
Borrowing costs	243	243	-	0%
Other expenses	726	782	(56)	-7%
Total expenses	<u>29,095</u>	<u>30,865</u>	<u>(1,770)</u>	<u>-6%</u>
Surplus/(deficit) for the year	<u>3,763</u>	<u>2,370</u>	<u>(1,393)</u>	

Hepburn Shire Council Forecast Balance Sheet As at 30 June 2018

	<i>Original Budget</i>	<i>Forecast Budget</i>	<i>Variance Original Budget vs Forecast</i>	
	\$'000	\$'000	\$'000	%
Assets				
Current assets				
Cash and cash equivalents	7,838	6,327	(1,511)	-19%
Trade and other receivables	2,615	2,615	-	0%
Other financial assets	727	2,154	1,427	196%
Inventories	18	19	2	11%
Non-current assets classified as held for sale	-	545	545	100%
Other assets	108	121	13	12%
Total current assets	<u>11,306</u>	<u>11,782</u>	<u>476</u>	<u>4%</u>
Non-current assets				
Property, infrastructure, plant and equipment	237,496	241,085	3,589	2%
Intangible assets	442	474	32	7%
Total non-current assets	<u>237,938</u>	<u>241,559</u>	<u>3,621</u>	<u>2%</u>
Total assets	<u>249,244</u>	<u>253,340</u>	<u>4,097</u>	<u>2%</u>
Liabilities				
Current liabilities				
Trade and other payables	1,586	2,048	(463)	-29%
Trust funds and deposits	1,034	1,049	(15)	-1%
Provisions	1,930	2,474	(544)	-28%
Interest-bearing loans and borrowings	580	729	(149)	-26%
Other Liabilities	48	54	(6)	-12%
Total current liabilities	<u>5,177</u>	<u>6,353</u>	<u>(1,176)</u>	<u>-23%</u>
Non-current liabilities				
Provisions	501	525	(24)	-5%
Interest-bearing loans and borrowings	4,407	4,178	230	5%
Other Liabilities	84	80	3	4%
Total non-current liabilities	<u>4,992</u>	<u>4,783</u>	<u>209</u>	<u>4%</u>
Total liabilities	<u>10,169</u>	<u>11,136</u>	<u>(968)</u>	<u>-10%</u>
Net assets	<u>239,075</u>	<u>242,204</u>	<u>3,129</u>	<u>1%</u>
Equity				
Accumulated surplus	149,202	148,597	(606)	0%
Reserves	89,873	93,608	3,735	4%
Total Equity	<u>239,075</u>	<u>242,204</u>	<u>3,129</u>	<u>1%</u>

Hepburn Shire Council

Forecast Statement of Cash Flows

For the Period Ended 30 June 2018

	<i>Original Budget Inflows/ (Outflows) \$'000</i>	<i>Forecast Budget Inflows/ (Outflows) \$'000</i>	<i>Variance Original Budget vs Forecast \$'000 %</i>	
Cash flows from operating activities				
Rates and charges	19,393	19,393	-	0%
Statutory fees and fines	767	767	-	0%
User fees	964	964	-	0%
Grants - operating	6,082	6,243	161	3%
Grants - capital	4,003	4,089	86	2%
Contributions - monetary	140	270	130	93%
Interest received	320	320	-	0%
Rent received	967	967	-	0%
Other receipts	189	189	-	0%
Employee costs	(11,905)	(11,905)	-	0%
Materials and services	(9,521)	(11,234)	(1,714)	18%
Other payments	(726)	(782)	(56)	8%
Net cash provided by/(used in) operating activities	10,672	9,279	(1,393)	-13%
Cash flows from investing activities				
Payments for property, infrastructure, plant and equipment	(12,818)	(15,441)	(2,622)	20%
Proceeds from sale of property, infrastructure, plant and equipment	147	147	-	0%
Payments for investments	(15,000)	(13,000)	2,000	-13%
Proceeds from sale of investments	15,000	15,000	-	0%
Net cash provided by/(used in) investing activities	(12,672)	(13,294)	(3,785)	30%
Cash flows from financing activities				
Finance costs	(243)	(243)	-	0%
Proceeds from borrowings	-	-	-	100%
Repayment of borrowings	(723)	(723)	-	0%
Net cash provided by/(used in) financing activities	(967)	(967)	-	0%
Net increase (decrease) in cash and cash equivalents	(2,967)	(4,982)	(2,016)	68%
Cash and cash equivalents at the beginning of the financial year	10,804	11,309	505	5%
Cash and cash equivalents at the end of the financial year	7,838	6,327	(1,511)	-19%

Hepburn Shire Council Operational Projects Forecast 2017/18

Project Name	Original Budget	Carry Forwards	Variations	Forecast Budget	Original Budget	Variations	Forecast Budget
	2017/18 Expenditure				2017/18 Income		
Non-Recurrent Projects							
Cameron Court Units Clunes	-	589,000	-	589,000	-	-	-
Calembeen Park - Dive Tower	-	66,821	-	66,821	-	-	-
Swimming Pool Building Maintenance (1046)	15,000	-	-	15,000	-	-	-
Street Cleaning (Internal Staff) (3244)	86,350	-	-	86,350	-	-	-
Tree Risk Mitigation	100,000	-	-	100,000	-	-	-
Municipal Fire & Emergency Management	120,000	60,736	-	180,736	120,000	-	120,000
HACC Growth and Minor Capital	-	48,012	-	48,012	-	-	-
Community Planning Implementation Fund	40,000	50,000	-	90,000	-	-	-
Creswick Mountain Bike Event Development	5,000	-	-	5,000	-	-	-
Dja Dja Wurrung Recognition	12,000	16,851	-	28,851	-	-	-
Implement Eco Dev Strategy and Destination Management Plan	9,900	24,262	-	34,162	-	-	-
Implementation of Youth Strategy	78,300	29,460	-	107,760	12,500	-	12,500
Rolling Asset Inspection Program	30,000	32,078	-	62,078	-	-	-
Sustainability Strategy - Towards Zero - Community Buildings	25,000	6,002	-	31,002	-	-	-
Xmas Cheer Funding Support	1,000	-	-	1,000	-	-	-
Climate Resilient Recreation Facilities	-	22,000	-	22,000	-	7,000	7,000
Art Collection Policy and Plan	-	5,000	-	5,000	-	-	-
Elections 2016	-	6,820	-	6,820	-	-	-
Creswick Trails Master Plan Implementation	1,300,000	33,692	-	1,333,692	1,300,000	-	1,300,000
Garden Lovers Weekend Creswick	5,000	-	-	5,000	-	-	-
Wills Square Fountain and Landscape	-	49,927	-	49,927	-	-	-
Major Facilities Master Plans	-	69,612	-	69,612	-	-	-
Museums Development Program	10,000	-	-	10,000	-	-	-
Park Lake Landscape Improvements and Partnership	-	5,631	-	5,631	-	-	-
Scholarship Villiers Bretonex School Centenary	-	5,000	-	5,000	-	-	-
Street Tree Planting Program year 1	22,000	-	-	22,000	-	-	-
Swimming Pool Activity and Participation Programs	6,150	-	-	6,150	-	-	-
White Ribbon Committee	6,000	-	-	6,000	-	-	-
Carbon Free Communities	-	4,142	-	4,142	-	8,000	8,000
Waste to Energy Micro-Power Station Network Study	-	6,090	-	6,090	-	-	-
Glenlyon Shire Hall - Building and Facilities Upgrade	-	140,000	-	140,000	-	-	-
New Trentham netball facility	208,800	-	-	208,800	120,000	-	120,000
Landscape Clunes & Jubilee Lake Caravan Parks to revegetate	50,000	-	-	50,000	-	-	-
Clunes Linea Park - 3 signs for existing creek walk trail	1,000	-	-	1,000	-	-	-
Proactive cat desexing subsidy program	8,000	-	-	8,000	-	-	-
Trentham community plan	5,000	-	-	5,000	-	-	-
Daylesford - Macedon rail trail	50,000	-	-	50,000	-	-	-
100% community renewable energy plan Carbon Free Communities	15,000	-	-	15,000	-	-	-
Agriculture development plan	15,000	-	-	15,000	-	-	-
Spray minimisation plan (herbicide for weed management)	20,000	-	-	20,000	-	-	-
Implement biodiversity strategy actions	50,000	-	-	50,000	-	-	-
Program of 'Welcome To' Sessions in major towns shire wide	4,000	-	-	4,000	-	-	-
Events MOU with Dean Recreation Reserve	2,000	-	-	2,000	-	-	-
Dedicated ward web-page (Holcombe)	2,000	-	-	2,000	-	-	-
Glenlyon Recreation Reserve - master plan	10,000	-	-	10,000	-	-	-
Prioritising waterways management (obstruction removal only)	50,000	-	-	50,000	-	-	-
Review and update the domestic animal management plan	6,000	-	-	6,000	-	-	-
OHS focus - transform culture, performance & self-insurance	160,000	-	-	160,000	-	-	-
Clunes Town Hall activation	5,000	-	-	5,000	-	-	-
Female participation strategy	30,000	-	-	30,000	20,000	-	20,000
Contribution to Hepburn women's football team changerooms	5,000	-	-	5,000	-	-	-
Kingston Avenue of Honour 100th anniversary in 2018	2,000	-	-	2,000	-	-	-
Town brochure updates - Clunes and Trentham	5,000	-	-	5,000	-	-	-
Development & implementation of Vegetation Management Plans	30,000	-	-	30,000	7,000	-	7,000
TOTAL NON-RECURRENT PROJECTS	2,605,500	1,271,136	-	3,876,636	1,579,500	15,000	1,594,500

Hepburn Shire Council Capital Works Program Forecast 2017/18

Category	Project Name	Full Year			Forecast Budget	Variations	Forecast Budget	Variations	Forecast Budget	Variation Comments
		Original Budget	Carry Forwards	2017/18 Expenditure						
PROPERTY										
Land improvements										
	Creswick Landfill PANS Response	450,000	-	-	450,000					
	Town and Shire Road Signage	20,000	23,478	-	43,478					
	Interpretive Signage at Calambien Park	-	8,000	-	8,000					
	Gateway signage - permanent market sign in each town	9,400	-	-	9,400					
	Activate John Curtin fountain at the Creswick Cenotaph	3,000	-	-	3,000					
	Replace fencing at Dean Rec Reserve	5,500	-	-	5,500					
	Old Hepburn Depot site cleanup for property sale	-	-	200,000	200,000					Removal of contaminated soil, environmental auditor verification of test results, and issue of certificate of environmental compliance required under contract for sale.
Total land Buildings		487,900	31,478	200,000	719,378					
	Multi Purpose Facility - Victoria Park Daylesford	-	28,065	-	28,065			240,000	240,000	Income carried forward representing final grant payment of \$115,000 and outstanding community contribution \$125,000. Additional \$30,000 brought forward from planned 2018/19 allocation to progress project in 2017/18.
	Trentham Community Hub	-	20,000	30,000	50,000					
	Hepburn Shire Council Services & Community Hub Construction	1,325,000	-	-	1,325,000					
	Kitchen - Creswick Town Hall	-	36,422	-	36,422			5,000	5,000	
	Waste Management Facility Construction	-	400,000	-	400,000					
	Daylesford Pool Upgrades	530,000	-	-	530,000			60,000	60,000	
	Trentham Child Care Construction for In-Venue Family DayCare	235,000	6,914	-	241,914					
Building improvements										
	Capital Building and Structures Renewal Program	1,235,000	26,208	-	1,261,208					
	Basin Reserve Facility Improvements	-	9,713	-	9,713					
	Bullarto Community Facilities	-	5,000	-	5,000					
	Sustainability Strategy - Towards Zero - Council Assets	150,000	90,642	-	240,642					
	Trentham Mechanics Institute upgrades	25,000	-	-	25,000					
	Lyonville Hall storage facility	11,000	-	-	11,000					
	Daylesford/Town Hall Community Hub Assoc Works	450,000	240,079	-	690,079			200,000	200,000	
Total buildings		3,961,000	863,043	30,000	4,854,043			245,000	505,000	
TOTAL PROPERTY		4,448,900	894,521	230,000	5,573,421			245,000	505,000	
PLANT AND EQUIPMENT										
Plant, machinery and equipment										
	Vehicle and Plant Replacement	523,000	144,000	-	667,000			146,700	146,700	
	National Flagship Bioenergy Facility	410,000	-	-	410,000			400,000	400,000	
	Replace salt chlorination with Auto Dose Unit	33,572	-	-	33,572					
	Portable stage - collapsable	7,000	-	-	7,000					
Computers and telecommunications										
	IT Hardware / Technology Renewal Program	330,400	108,849	135,830	575,079					Replacement of Council's IT network infrastructure to improve service delivery and reliability across all Council sites funded from prior year operational savings.
Library books										
	Library Collection Renewal	53,598	9,819	-	63,417					
TOTAL PLANT AND EQUIPMENT		1,357,570	262,668	135,830	1,756,068			546,700	546,700	
INFRASTRUCTURE										
Roads										
	Road Reseals Program	800,000	-	-	800,000					
	Reseal Preparation Program	85,000	-	-	85,000					
	Gravel Resheet Program	623,400	-	-	623,400					
	Pavement Rehabilitation, Formation & Drainage	1,880,000	263,539	-	2,143,539			1,287,450	1,287,450	Carry forward \$190,000 for Ninth St Hepburn and balance to maintain Council expenditure during Roads to Recovery program.

Hepburn Shire Council Capital Works Program Forecast 2017/18

Category	Project Name	Full Year			Forecast Budget	Variations	Forecast Budget	Full Year		Forecast Budget	Variation Comments
		Original Budget	Carry Forwards	Variations				Original Budget	Variations		
	Road Safety Improvements Program	60,000	50,000	-	110,000	-	-	-	-	-	Carry forward for Bleakly St Guardrail safety improvements
	East St Railway Bridge Underpass	590,000	7,270	-	597,270	-	-	400,000	-	400,000	
	Upgrade of Dairy Flat Road Muck	350,000	-	-	350,000	-	-	200,000	-	200,000	
	Redesign and construct Jamieson-Raglan St Intersection	6,000	-	-	6,000	-	-	-	-	-	
	Road Upgrade Policy & Road Sealing Implementation Fund	60,000	-	-	60,000	-	-	-	-	-	
Bridges											
	Bridge Renewal Program	356,500	136,860	-	493,360	-	-	-	-	-	Carry forwards includes allocations towards Anderson Mill, Flemmings and Wheelers Bridges plus completion of prior year program.
Footpaths and cycleways											
	Footpath Improvement and Renewal Program	188,300	9,750	12,233	210,283	-	-	-	-	-	Additional project to replace Wombat St steps due to damage, funded from prior year savings of completed projects
	Walking and Cycling Footpath and Trail Implementation	210,000	107,000	-	317,000	-	-	-	-	-	Carry forward of Fairview Estate stage 1 allocation, plus Bleakly St
	Creswick crossing/outstands -	60,000	-	-	60,000	-	-	-	-	-	
Drainage											
	Kerb & Channel Rehabilitation	190,000	143,222	24,000	357,222	-	-	-	-	-	Increased allocation required for planned works at Wills Square Daylesford, funded from prior year savings of completed projects
	Drainage condition assessment and renewal/upgrade program	40,000	-	-	40,000	-	-	-	-	-	
Recreational, leisure and community facilities											
	Infrastructure Non-Capital Projects - Darren	-	-	-	-	-	-	-	-	-	
	Playground Equipment Replacement Program	50,000	-	(5,570)	44,430	-	-	-	-	-	
	Hard-court Annual Renewal Program	57,200	-	-	57,200	-	-	-	-	-	Funds allocated to Glenlyon playground shade sail
	Splash Park in Creswick	-	14,974	-	14,974	-	-	-	-	-	Carry forward for shade installation
	Creswick Soccer Club lighting	-	159,790	-	159,790	-	-	30,000	-	30,000	
	Pump Track Creswick	120,000	20,000	-	140,000	-	-	-	-	-	
	Oval No 2 Change Rooms Vic Pk D'ford	160,000	16,100	-	176,100	-	-	110,000	-	20,000	
	Swimming Pool Consultation and Scoping Creswick	25,000	2,914	-	27,914	-	-	-	-	-	
	Climate Resilient Recreation Facilities	-	60,000	-	60,000	-	-	-	-	-	Carry forward represents elements of prior year project for tanks and bores at Creswick and Daylesford
	Lee Medlyn - Implement Landscape Plan, and Car Park	12,500	-	-	12,500	-	-	-	-	-	
Parks, open space and streetscapes											
	Implementation of Streetscape Plans Creswick	-	-	-	-	-	-	-	-	-	
	Trentham Streetscape Implementation	230,288	(682)	-	229,606	-	-	-	-	-	
	Implementation of Streetscape Plans Clunes	-	-	-	-	-	-	-	-	-	
	Daylesford Community Park - Shade and Infrastructure	-	41,948	-	41,948	-	-	-	-	-	
	Glenlyon Streetscape Construction	50,000	35,387	-	85,387	-	-	-	50,000	50,000	
	Hepburn Streetscape Construction	278,527	8,276	-	286,803	-	-	-	-	-	
	Lake Daylesford Improvements	150,000	35,442	-	185,442	-	-	-	-	-	
	Daylesford Cenotaph Upgrade	-	22,454	-	22,454	-	-	-	-	-	
	Mineral Springs Reserve Improvement Works	125,000	118,643	-	243,643	-	-	-	-	-	Carry forward grant and community contributions received 2016/17
	Wombat Hill Botanic Garden Works	35,000	26,336	-	61,336	-	-	-	-	-	
	Glenlyon Recreation Reserve P/Ground Shade Sail	6,000	2,000	5,570	13,570	-	-	-	-	-	Carry forward of community contribution received 2016/17 plus additional funding sourced from playground equipment replacement program
	Drinking fountain at Creswick Splash Park	10,500	-	-	10,500	-	-	7,000	-	7,000	
	Additional street trees and Parklet prototype	10,000	-	-	10,000	-	-	-	-	-	
	Skate Park Construction at Daylesford Community Park	30,000	-	-	30,000	-	-	-	-	-	
	Bouldering wall (rock climbing) in Creswick community park	14,000	-	-	14,000	-	-	-	-	-	
	Fraser St (Service St-Creswick Rd) Clunes Streetscape Works	105,700	-	-	105,700	-	-	-	-	-	
Other infrastructure											
	Public Art Appropriation & Replacement	50,000	22,000	-	72,000	-	-	-	-	-	
TOTAL INFRASTRUCTURE		7,018,915	1,303,223	36,233	8,358,371			2,004,450	(10,000)	1,994,450	
TOTAL CAPITAL WORKS		12,825,385	2,460,412	402,063	15,687,860			2,811,150	235,000	3,046,150	

10.3 COMMUNITY SPORTS INFRASTRUCTURE FUND - HEPBURN NETBALL AND CLUNES CRICKET

KATHLEEN BRANNIGAN GENERAL MANAGER COMMUNITY SERVICES

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

PURPOSE

The purpose of this report is to recommend that Council endorse the allocation of funding in 2018-19 for the Hepburn Netball Facility and Clunes Recreation Reserve Turf Cricket Wicket projects to leverage funding from the 2018-19 Community Sports Infrastructure Fund (CSIF).

BACKGROUND

The proposed Hepburn Netball Facility and the Clunes Recreation Reserve Turf Cricket Wicket projects have already been through an "Expression of Interest" phase of the funding stream and have been invited to full submission. If successful, the projects would be delivered in the 2018-19 financial year. Notification of funding is expected in December 2017.

ISSUE/DISCUSSION

The Hepburn Netball submission proposes the construction of a female netball facility at the Laurie Sullivan Reserve, Hepburn, to include change rooms, toilets and shower facilities, change rooms, first aid and storage, viewing areas and accessible public toilets with baby change. Council funding would need to be allocated in the 2018-19 annual budget, if the grant application is successful. The cost to undertake these works, including contingencies, is \$390,302. An external quantity surveyor's report has been obtained as part of the application process.

The second submission for the Clunes Recreation Reserve Turf Cricket Wicket involves the construction of four new turf cricket wicket tables and associated irrigation infrastructure upgrades. Funding would need to be allocated in the 2018-19 annual budget, if the grant application is successful. The cost to undertake these works is \$81,000 and is based on quotes and estimates provided by potential suppliers. Council will develop a project management framework with the contractor to deliver the project with minimal impact on user groups and handover between football and cricket seasons.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan: 2017-2021

Strategic Objective – Active and Engaged Communities

Key Strategic Activity:

5. Take action to encourage improved health and wellbeing of residents and to reduce the risks associated with obesity and poor nutrition. This includes the provision, development and promotion of passive and active recreation facilities and options, and working with other agencies on planning for future developments and encouraging increased activity.

FINANCIAL IMPLICATIONS

It is proposed that Council contribute \$217,302 of the \$390,302 total project cost to leverage \$100,000 in State Government funding for the Hepburn Netball project. The Hepburn Netball Club has committed \$30,000 in cash toward the project with a further in-kind commitment of \$43,000. The CSIF guidelines require Council also be to underwrite the in-kind contribution if the funding is successful.

For the Clunes Recreation Reserve Turf Cricket Wicket project to be undertaken, it is proposed that Council contribute \$27,000 toward the total \$81,000 project cost, to leverage \$57,000 in State Government funding.

RISK IMPLICATIONS

Financial risk to Council and other contributors will be managed through competitive procurement/tendering processes and rigorous contract management. Council officers will work with the Hepburn Football Netball Club from the outset to plan and oversee the delivery of the in-kind support components, thereby reducing the risk that Council will be required to finance these elements. Project management will be focussed on delivering the two projects on time and budget.

The Clunes Recreation Reserve turf wicket has reached the end of its useful life and the Club has resorted to using the extreme western end of the turf wicket table which is a combination of turf and the general oval surface soil. The provision of a new turf wicket table is will improve the safety of players (and public) at the Clunes Recreation Reserve.

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

For the Hepburn Netball Facility proposal, Council staff have worked closely with the Hepburn Football Netball Club which is fully supportive of the project, committing

both cash and substantial in-kind support. Council staff have also engaged closely with Sport and Recreation Victoria, Netball Victoria, Hepburn Football Netball Club, Hepburn Netball Committee, Hepburn Recreation Reserve DELWP Committee, AFL Goldfield and AFL Vic to develop the proposal. Letters of Support have been obtained from all stakeholders.

Regarding the Clunes Cricket proposal, Council staff have engaged closely with Sport and Recreation Victoria, Cricket Victoria, Cricket Victoria Central Highlands Regional Manager, Clunes Cricket Club (CCC), Maryborough District Cricket Association and Clunes Recreation Reserve, all of which have supported the project concept. CCC fully supports the project and has been the key stakeholder in all discussions. Letters of Support have been obtained from the stakeholders.

CONCLUSION

By supporting the applications proposed, Council is helping to increase female participation in sport and recreation, and removing risk associated with the poor condition of the existing wicket at Clunes. The Clunes Cricket Wicket Project will also improve water efficiency and water saving measures at the Clunes Recreation Reserve.

OFFICER'S RECOMMENDATION

That Council:

- 10.3.1 Resolves to allocate \$260,302 in the 2018/19 budget as a contribution for the Hepburn Netball Facility project, which comprises a confirmed cash contribution of \$217,302 and a further \$43,000 allocated to under-write the in-kind support offered by the Hepburn Football Netball Club.
- 10.3.2 Resolves to allocate \$27,000 in the 2018/19 budget as a contribution for the Clunes Recreation Reserve Turf Cricket Wicket project.

MOTION

That Council:

- 10.3.1 Resolves to allocate \$260,302 in the 2018/19 budget as a contribution for the Hepburn Netball Facility project, which comprises a confirmed cash*

contribution of \$217,302 and a further \$43,000 allocated to under-write the in-kind support offered by the Hepburn Football Netball Club.

10.3.2 *Resolves to allocate \$27,000 in the 2018/19 budget as a contribution for the Clunes Recreation Reserve Turf Cricket Wicket project.*

Moved: Cr Kate Redwood

Seconded: Cr Don Henderson

Carried

Cr Henderson declared that he had an indirect conflict with the next item on the agenda due to a close association as he is the President of Creswick Railway Workshop and the Creswick & District Residents Association Inc and left the room at 7.22 pm

10.4 WELCOME TO NEW RESIDENTS SESSIONS IN CRESWICK

CHIEF EXECUTIVE OFFICER

In providing this advice to Council as the Chief Executive Officer, I Aaron van Egmond have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to endorse a community group and award funding to conduct Welcome to New Residents sessions in Creswick.

BACKGROUND

Funded in the 2017-18 budget, the purpose of the Welcome to New Residents sessions is to provide information about Council and other services as well as an introduction to the local community, for example volunteering opportunities, local events and activities. The sessions will be organised and promoted by the successful community group(s), in partnership with Council. The Mayor and /or Ward Councillor(s) will be invited to make a welcoming speech and Council information will be provided at the session. Hepburn Citizen of the Year Award recipients will also be invited to be involved.

Council called for Expressions of Interest from interested community groups to conduct the sessions in each of Creswick, Clunes, Daylesford and Trentham.

As only one Expression of Interest was received in each of Clunes, Daylesford and Trentham, the Welcome to New Residents sessions were reviewed and will be awarded to these organisations under delegation. Those three Expressions of Interest met the criteria.

This report only considers the town (Creswick) where multiple responses were received.

ISSUE/DISCUSSION

In Creswick, two Expressions of Interest were received from:

- Creswick Neighbourhood Centre
- Creswick Railway Workshops (collaborating with Creswick & District Residents Association Inc and Creswick University of the Third Age Inc)

The two Creswick Expressions of Interest were assessed against the following criteria:

- Proposed approach to Welcome to New Residents Session – how would the event be organised and run;
- Cost to Council;
- Demonstrated experience in organising and promoting community events;
- Proven ability to work in partnership with other community groups and services; and,
- Planned marketing and promotional activity

Both the Creswick Neighbourhood Centre and the Creswick Railway Workshop's Expressions of Interest (EOI) meet the assessment criteria and both organisations presented a comparable approach, cost and experience in community events.

Key differences in the Expressions of Interest were:

- The Creswick Railway Workshops EOI is a collaboration with Creswick & District Residents Association Inc and Creswick University of the Third Age Inc;
- The Creswick Neighbourhood Centre propose a Monday evening session (6.00-8.00pm) while the Creswick Railway Workshops propose Saturday morning;
- Along with social and print media advertising and posters, the Creswick Neighbourhood Centre proposed promoting the Welcome To sessions in their quarterly term brochure.

Based on the assessment, both the Creswick Neighbourhood Centre and the Creswick Railway Workshops are considered capable of running the Welcome to New Residents sessions in Creswick.

The strongest point of differentiation is the collaboration between the Creswick Railway Workshop and the Creswick & District Residents Association Inc and Creswick University of the Third Age Inc, which makes this the recommended Expression of Interest.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective – Active and Engaged Communities

Key Strategic Activity:

3. Support the strength and resilience of the community through delivering actions in areas such as Youth, Libraries, Early Years, Community Planning, Art and Culture, Events and Community Grants. Monitor emerging social issues impacting the community and demonstrate leadership in advocating to government and other agencies to support the community.

FINANCIAL IMPLICATIONS

A subsidy of up to \$1,000 per town for a minimum of two sessions annually will be provided to the successful groups.

RISK IMPLICATIONS

There is a risk that the Welcome to New Residents Sessions are not able to be delivered. To mitigate this risk, the successful group will enter into a terms and conditions agreement with Council and will be required to submit an acquittal detailing expenditure.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The Welcome to New Residents sessions will provide information about Council and other services as well as an introduction to the local community, for example volunteering opportunities, local events and activities. This helps build community connections and resilience.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council called on Expressions of Interest from not-for-profit community groups to conduct Welcome to New Residents sessions. The Expression of Interest was open from 30 August to 13 September and was advertised in the Advocate, on Council's Facebook and via email to the Community Groups Database.

CONCLUSION

Based on an assessment of the two Expressions of Interest received to conduct Welcome to New Residents sessions in Creswick, the Creswick Railway Workshop's Expression of Interest is recommended as it includes a collaboration with other Creswick community groups.

OFFICER'S RECOMMENDATION

That Council:

- 10.4.1 Endorses the Creswick Railway Workshops, in collaboration with Creswick & District Residents Association Inc and Creswick University of the Third Age, to hold at least two Welcome to New Residents sessions in Creswick in 2017-18.
- 10.4.2 Awards funding of up to \$1,000 to the Creswick Railway Workshops for conducting Welcome to New Residents sessions in Creswick.

MOTION

That Council:

10.4.1 *Endorses the Creswick Railway Workshops, in collaboration with Creswick & District Residents Association Inc and Creswick University of the Third Age, to hold at least two Welcome to New Residents sessions in Creswick in 2017-18.*

10.4.2 *Awards funding of up to \$1,000 to the Creswick Railway Workshops for conducting Welcome to New Residents sessions in Creswick.*

Moved: Cr Kate Redwood

Seconded: Cr Neil Newitt

Carried

Cr Henderson returned at 7.25 pm

10.5 COUNCIL MEETING DATES AND LOCATIONS FOR 2018
GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to approve the proposed dates and locations for Council's meetings in 2018.

BACKGROUND

In late 2016, it was agreed that all meetings in 2017 would be held in the Birch, Creswick and Cameron wards.

At the Ordinary Meeting of Council on 19 September 2017, a resolution was passed to reinstate meetings within the Coliban and Holcombe wards.

ISSUE/DISCUSSION

The proposed Council Meeting timetable for 2018 will provide for 2 meetings in each single Councillor ward (Cameron, Coliban and Holcombe) and 3 meetings in each dual Councillor ward (Birch and Creswick).

The following schedule is proposed:

PROPOSED ORDINARY MEETING DATES AND LOCATIONS 2018		
Date	Time	Location
Tuesday 16 January	6:00pm	Doug Lindsay Recreation Reserve
Tuesday 20 February	6:00pm	Glenlyon Town Hall
Tuesday 20 March	6:00pm	Doug Lindsay Recreation Reserve
Tuesday 17 April	6:00pm	Trentham Neighbourhood Centre
Tuesday 15 May	6:00pm	Senior Citizens' Daylesford
Tuesday 19 June	6:00pm	The Warehouse Clunes
Tuesday 17 July	6:00pm	Senior Citizens' Daylesford
Tuesday 21 August	6:00pm	The Warehouse Clunes
Tuesday 18 September	6:00pm	Trentham Neighbourhood Centre
Tuesday 16 October	6:00pm	Glenlyon Town Hall
Tuesday 20 November	6:00pm	Victoria Park Daylesford
Tuesday 18 December	6:00pm	Doug Lindsay Recreation Reserve

PROPOSED OTHER MEETINGS 2018		
Date	Time	Location
Meeting to Hear Budget Submissions - Tuesday 5 June	6:00pm	Daylesford Senior Citizens' Room
Statutory Meeting - Wednesday 7 November	6:00pm	Daylesford Town Hall

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

The use of facilities not owned or directly managed by the Council will incur fees.

RISK IMPLICATIONS

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 facilities within each ward gives more ratepayers and members of the public an opportunity to participate and engage with the operations of the Council.

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.

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.

OFFICER'S RECOMMENDATION

That Council:

- 10.5.1 Adopts the Council meeting dates and locations for the 2018 meetings of Council as presented in the tables below.

ORDINARY MEETING DATES AND LOCATIONS 2018		
Date	Time	Location
Tuesday 16 January	6:00pm	Doug Lindsay Recreation Reserve
Tuesday 20 February	6:00pm	Glenlyon Town Hall
Tuesday 20 March	6:00pm	Doug Lindsay Recreation Reserve
Tuesday 17 April	6:00pm	Trentham Neighbourhood Centre
Tuesday 15 May	6:00pm	Senior Citizens' Daylesford
Tuesday 19 June	6:00pm	The Warehouse Clunes
Tuesday 17 July	6:00pm	Senior Citizens' Daylesford
Tuesday 21 August	6:00pm	The Warehouse Clunes
Tuesday 18 September	6:00pm	Trentham Neighbourhood Centre
Tuesday 16 October	6:00pm	Glenlyon Town Hall
Tuesday 20 November	6:00pm	Victoria Park Daylesford
Tuesday 18 December	6:00pm	Doug Lindsay Recreation Reserve
OTHER MEETINGS 2018		
Date	Time	Location
Meeting to Hear Budget Submissions - Tuesday 5 June	6:00pm	Daylesford Senior Citizens' Room
Statutory Meeting - Wednesday 7 November	6:00pm	Daylesford Town Hall

10.5.2 Places a public notice in local newspapers to advertise the dates and locations for meetings of Council for the 2018 calendar year in accordance with section 89(4) of the Local Government Act 1989.

10.5.3 Makes the Council meeting dates and locations for 2018 available on Council's website.

MOTION

That Council:

10.5.1 *Adopts the Council meeting dates and locations for the 2018 meetings of Council as presented in the tables below.*

ORDINARY MEETING DATES AND LOCATIONS 2018		
Date	Time	Location
Tuesday 16 January	6:00pm	Doug Lindsay Recreation Reserve
Tuesday 20 February	6:00pm	Glenlyon Town Hall
Tuesday 20 March	6:00pm	Doug Lindsay Recreation Reserve
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Tuesday 15 May	6:00pm	Senior Citizens' Daylesford
Tuesday 19 June	6:00pm	The Warehouse Clunes
Tuesday 17 July	6:00pm	Senior Citizens' Daylesford
Tuesday 21 August	6:00pm	The Warehouse Clunes
Tuesday 18 September	6:00pm	Trentham Neighbourhood Centre
Tuesday 16 October	6:00pm	Glenlyon Town Hall
Tuesday 20 November	6:00pm	Victoria Park Daylesford
Tuesday 18 December	6:00pm	Doug Lindsay Recreation Reserve
OTHER MEETINGS 2018		
Date	Time	Location
Meeting to Hear Budget Submissions - Tuesday 5 June	6:00pm	Daylesford Senior Citizens' Room
Statutory Meeting - Wednesday 7 November	6:00pm	Daylesford Town Hall

10.5.2 *Places a public notice in local newspapers to advertise the dates and locations for meetings of Council for the 2018 calendar year in accordance with section 89(4) of the Local Government Act 1989.*

10.5.3 *Makes the Council meeting dates and locations for 2018 available on Council's website.*

Moved: Cr John Cottrell

Seconded: Cr Neil Newitt

Carried

10.6 CLUNES BOOKTOWN MEMORANDUM OF UNDERSTANDING 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 that Council enters into a new three year Memorandum of Understanding (MOU) with Creative Clunes for the Clunes Booktown event.

BACKGROUND

This item was deferred from the September Council meeting.

The 2017 Clunes Booktown Festival was the eleventh Annual Booktown Festival. Clunes Booktown includes author talks, panel discussions and literary luncheons, and the largest collection of rare, out-of-print and collectable books in Australia.

Since 2010 Council has had a Memorandum of Understanding with Creative Clunes (Booktown organisers). This MOU has clarified the support Council will provide to the event and the requirements Booktown must meet. The last three year MOU adopted by Council in October 2014 has expired.

Clunes Booktown is one of the Shires key major events, and enjoyed another successful event in 2017.

As reported in the '2017 Clunes Booktown Festival Review' key successes for the organisation this year included:

- a renewed 3 year MOU with Federation University
- a funding agreement with Creative Victoria for \$60,000 annually for four years.
- a funding agreement with Visit Victoria for \$7,500 annually, however Clunes Booktown and DMR Tourism are currently working together to try and increase this to \$20,000.

Clunes Booktown has also been awarded \$46,000 through a Federal Anzac Arts and Culture Grant for the specific purpose of an Anzac themed event which will focus on the 100th anniversary of the signing of the armistice at the end of World War One.

The 2017 event enjoyed a more consolidated footprint of the festival to Fraser Street, which was extremely well received. The event also presented ticketed author talks and panel discussions in the Town Hall and other venues.

Independent surveying of the event completed by Federation University showed the following key results:

- 18% of respondents to the Exit Survey stayed overnight in the region – extrapolating to all visitors, that equates to at least 3,200 room nights.
- 44% of respondents to the Online Survey stayed one or more nights in the region.
- 90% of respondents to the online survey rated the entrance fee (\$10) as fair, cheapish or a bargain.
- 95% of online respondents would definitely or maybe attend the 2018 Festival.
- 80% of online respondents would definitely encourage friends and family to attend the 2018 Festival.

ISSUE/DISCUSSION

The 2018 Clunes Booktown Festival will be hosting the International Organisation of Booktowns', therefore there will be a greater onus on organisers to present a viable, attractive and internationally relevant Festival. This will also mean an increased demand of Booktowns existing budget.

Utilising the assessment criteria in Council's Events Strategy, Clunes Booktown is categorised as a major event which is eligible for funding up to \$20,000.

Previously Booktown received \$10,000 annually and \$4,200 in operational support from Council. Given that Booktown has not received any increases in funding from Council for more than 4 years and keeping up with increased costs associated with running an event, it is proposed that Council enter into a new 3 year MOU with Creative Clunes for annual funding of \$13,000 and increased operational support of up to \$7,200.

Booktown also receives further operational support through the booking of The Warehouse Clunes for their 10 Sunday Author talks throughout the year. This event is sponsored by Hepburn Libraries at The Warehouse – Clunes as it is the type of event that Libraries would run free of charge at other libraries on a regular basis.

The cost to Council is minimal (\$285 income foregone) as Creative Clunes organise this and The Warehouse – Clunes Visitor Information is operated by volunteers from 11am-3pm on Sunday's.

A set of KPIs will be included in the MOU focusing on continued growth, attracting additional overnight visitors, enhancing its economic impact and attracting national media coverage and significant local community engagement. Creative Clunes will also be required to submit an evaluation report to Council within 8 weeks of the conclusion of the event.

A meeting was conducted between the Mayor, the Cameron Ward Councillor, Council Officers and a representative from Creative Clunes on October 10, to further clarify points in the MOU to ensure that the MOU could be presented at the October

meeting. There was also discussion about possible one-off support from Council for an event associated with the International Booktown Conference being hosted by Creative Clunes, however this is not being considered as part of the new MOU.

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

For the term of this MOU the following funding arrangements are proposed:

2018 event: \$13,000 funding and up to \$7,200 operational support

2019 event: \$13,000 funding and up to \$7,200 operational support

2020 event: \$13,000 funding and up to \$7,200 operational support

Council officers will work with Creative Clunes to help source other potential funding avenues for expanded events throughout the rest of the calendar year as well.

Neither the increase in funding nor the increase in operational support has been accounted for in the 2017/18 Council budget, which will mean that figures will need to be readjusted in the mid-year budget review.

RISK IMPLICATIONS

As part of the MOU agreement, Creative Clunes is required to provide Council with a event business/strategic plan, annual risk management plan and emergency management plan. Additionally, Creative Clunes is required to provide to Council copies of its public liability insurance prior to the event.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Anecdotal evidence suggests that Booktown's overall attendance numbers sit at 18,000 annually, bringing over \$3million to the local economy.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Creative Clunes has been involved in the development of this MOU, through a series of meetings with Council officers where feedback was sought.

CONCLUSION

Clunes Booktown is a very successful event that brings visitors to the region and generates significant economic benefits in excess of \$3 million annually. The proposed MOU helps to secure the financial sustainability of this event and ensures that the event continues to grow over the length of the MOU by providing annual KPIs for the event to meet.

OFFICER'S RECOMMENDATION

That Council:

- 10.6.1 Authorises the Chief Executive Officer to sign the 2018 - 2020 Memorandum of Understanding between Creative Clunes and Hepburn Shire Council.

MOTION

That Council:

10.6.1 Approves the 2018 - 2020 Memorandum of Understanding between Creative Clunes and Hepburn Shire Council

10.6.2 Authorises the Chief Executive Officer to sign the 2018 - 2020 Memorandum of Understanding between Creative Clunes and Hepburn Shire Council

Moved: Cr Neil Newitt

Seconded: Cr Greg May

Carried

ATTACHMENT 5 - CLUNES BOOKTOWN MEMORANDUM OF
UNDERSTANDING

Memorandum of Understanding

between

Hepburn Shire Council and Creative Clunes Inc

Purpose: The Memorandum of Understanding (MOU) is intended to clarify the roles and responsibilities and to create a working relationship between Hepburn Shire Council and Creative Clunes Inc, to ensure the future sustainability and growth of the Booktown events in the Hepburn Shire.

It seeks to ensure that a transparent and accountable agreement is in place between Hepburn Shire Council and Creative Clunes Inc.

Term: This MOU is for a 3 year period (2018, 2019 and 2020 Festivals) to be reviewed on an annual basis.

Parties: Booktown - refers to Creative Clunes Inc
Council – refers to Hepburn Shire Council

Hepburn Shire Sponsorship Support

Council will provide an annual sponsorship sum of \$13,000 (funding) for the 2018, 2019, 2020 events. Council will also provide an annual organisational contribution of up to \$7,200 each year subject to the requirements and provisions of this Memorandum of Understanding (MOU).

The funding will be provided by Council to assist Booktown in conducting a safe, accessible and professionally run event.

Subject to the receipt of a tax invoice from Booktown at least 14 days prior to the due date, Council will make the following sponsorship payments across the term of this MOU:

2017/18: Payment – of \$13,000 (100%) (Plus GST) to be paid within 2 weeks of the signing of this MOU

2018/19: Payment – of \$13,000 (100%) (Plus GST) to be paid within 2 weeks of the signing of this MOU

2019/2020: Payment – of \$13,000 (100%) (Plus GST) to be paid within 2 weeks of the signing of this MOU

2. Operational Support provided by Council

The Hepburn Shire Council will provide the following operational support and services (summarised maximum costings detailed in Appendix A) for the term of the MOU, subject to the outcome of annual evaluations and reviews.

2.1 Waste Management

Booktown will develop a Waste Management Plan in conjunction with Council, outlining the type and amount of wastes generated, waste management strategies and responsibilities for each of its events.

- a. Council will provide up to 50 bins (combination of rubbish and recycling) for the Booktown weekend in May. The bins will be delivered to Clunes on the Friday prior to the event and collected on the Monday following the event. The bins will be delivered to a site negotiated between Hepburn Shire Council and Booktown.
- b. Booktown agrees to work with Council to conduct Waste Wise events in Clunes.
- c. Council will fund and supply four rubbish skips for use during the event. Booktown must ensure waste from the smaller bins is emptied into the skips throughout the event.
- d. Booktown is responsible to ensure all event locations are left in a clean and tidy condition including Fraser Street. Council will arrange for a street sweeper to sweep Fraser Street in the days after the event. Booktown is responsible to clean up any remaining debris (loose straw) on footpaths and in gutters after the street sweeper has swept Fraser Street.
- e. A review of the Waste Management Plan will be conducted annually within 8 weeks of the conclusion of each event.

2.2 Traffic, Parking, Signage, Pedestrian and Transport Management Plans

- a. Booktown is responsible for developing a Traffic Management Plan (TMP) incorporating parking, pedestrian management and the road closures required for all events.
- b. Booktown must participate in event planning meetings including with Council and relevant external authorities to assist in reviewing and developing the plan. Planning must commence at least three months prior to each event to ensure timely and sufficient notice of traffic management requirements, the Traffic Management Plan is to be completed at least 6 weeks prior to each event.
- c. Road closure signs and equipment for the road closures will be provided by Council (or contactor engaged by Council), including their installation, delivery and collection in accordance with the time schedule as outlined in the TMP's.
- d. Suitably qualified and experienced personnel (including Traffic Controllers where indicated in the TMP) to assist in implementing and maintaining the TMP throughout the events must be provided by Booktown. All event marshals and traffic controllers must be qualified and familiar with the TMP and implement it in accordance with the Plan and instructions from relevant authorities (including Victoria Police).
- e. Booktown must develop a Parking and Pedestrian Plan. It is Booktown's responsibility to provide suitably qualified and experienced personnel to implement the Parking and Pedestrian Plans. Council will provide advice to Booktown in the development of the Plans.
- f. Council will provide and deliver agreed signage (portable parking signs including disabled parking) for each event. Directional and other signs required for the Parking Plan will be provided by Booktown (or Council where available and negotiated in advance).

2.3 Venue and Venue Infrastructure

- a. Booktown will provide adequate toilet and wash room facilities (including accessible toilets) in accordance with the requirements of the relevant section of Council (Environmental Health and/or Building). The following toilet facilities are available and maintained (cleaned and restocked with toilet paper) throughout the two day event in May:
 - Public Toilets in Collins Place
 - Town Hall Toilets

- Public Toilets in the Warehouse - Clunes
- Mobile Unit /portaloos – hired and maintained by Booktown
- b. Bookings for Clunes Town Hall/Court House will be arranged through the Team Leader at The Warehouse - Clunes.
- c. Bookings for The Warehouse - Clunes will be arranged with the Team Leader, which will include completion of hire agreement form and payment of a refundable bond.
- d. Clunes Senior Citizens key and booking to be secured through Senior Citizens Secretary. Out of Hours access to the Hall will be negotiated with the Senior Citizens.

2.4 Marketing and Communications

- a. Council will provide promotion of Booktown events at its four Visitor Information Centres located in Daylesford, Creswick, Clunes and Trentham, as well as on Councils websites and social media accounts. Display space will also be allocated at the Daylesford Regional Visitor Information Centre, as agreed by Councils Visitor Services Officers.
- b. Council will allocate Booktown the events signage frames at key entry points to Clunes from the 1st of April to the first Monday after Booktown event. Booktown will supply, install and remove the signs during the approved period.
- c. Council will provide links to Booktown's website on Councils website and will include Booktown events in event calendar listings.
- d. Where possible, Council will support the marketing activities of Booktown events.
- e. Booktown agrees to provide recognition to Council via the following mechanisms:
 - Recognition of the Hepburn Shire Council as a Major and/or Government Partner (or equivalent) in all information relating to Booktown events including their website, marketing material, media releases and communications. The usage of Council's logo must be in accordance with the directions provided by Council.
 - Provide Councillors and Council officer's invitations to official Booktown functions, events and launches, according to Council protocol. Invitations must be provided at least one month prior to each event.
 - Provision of a stall at Booktown events if required. At least two months notice prior to each event must be given.

- Half page advertisement in the event guide/program for each event, if a guide is produced (art work to be supplied by Council at its expense according to production deadlines and graphical standards).

3. Occupational Health and Safety, Risk and Compliance

- a. Booktown must comply with all of Council and other authority's requirements in relation to occupational health and safety, local laws, legislation, regulations, standards and codes, and the conditions of use as outlined in facility booking forms.
- b. Booktown must obtain and pay all fees associated with all the necessary permits, permissions and licenses required to conduct the event from Council and other authorities. These include, but are not limited to liquor licensing, temporary food premises permits, traffic related permits/permissions, fire safety requirements, plant and equipment use and temporary building permits.
- c. Booktown must participate in Councils Event Management Planning process including risk and safety planning meetings with Council and other authorities, and provide a detailed Risk, Safety and Emergency Management Plan to Council in accordance with Council guidelines and pro-forma plans where available, at least 6 weeks prior to each event. Plans must be updated continuously as the event date nears, and must be reviewed as soon as practical following the event.
- d. Booktown must notify the Council in writing of any incident or accident occurring on Council land or property including any road, reserve or building as soon as possible after the incident or accident has occurred.

4. Indemnity and Insurance

- a. Booktown must indemnify and keep indemnified and hold harmless the Hepburn Shire Council, its servants and agents from and against all actions, costs, damages, loss or claims from any activities or decisions arising from the conduct of Booktown events.
- b. Booktown must maintain up to date insurances applicable to the event, including Public Liability Insurance for a minimum of \$20 million. The insurance policy must be maintained for the duration of the event (including the planning stages) and a copy of the certificate of compliance must be provided at least one month in advance of each event date. Stallholders and contractors involved with the event should also have Public Liability Insurance.

- c. Booktown agrees that if there is any loss or damage to Council land or property as a result of each event, Booktown will immediately notify Council by making contact with the Events Coordinator (or other Council officer if Events Coordinator is not available) and cover restoration, replacement or repair costs of the loss or damage.
- d. Booktown agrees to maintain a legal status during the term of this MOU as an Association registered under the Incorporations Act 1981 or another suitably status.

5. Strategic and Business Planning

- a. Booktown agrees to develop a Business Plan and an operational Event Management Plan to be reviewed and updated annually. The Business Plan will include the key objectives for the events and specific performance indicators. It must be provided to Council at least four months prior to each event date.

6. Key Performance Indicators

Booktown must aim to meet the following KPI's, which have a focus on developing tourism and economic impacts within Hepburn Shire:

- Strengthen partnerships with Daylesford Macedon Ranges Regional Tourism Board and Visit Victoria (or other state government department) to enhance their support and investment in the event
- Attract state and national media coverage to encourage visitation from inter and intra state visitors to ensure over 50% of visitors are from outside the region;
- Increase the percentage of overnight visitors attending the event and length of stay
- Continue significant engagement of local community groups and business

7. Review and Evaluation

- a. Council will assess the achievements against the outcomes within this MOU, and the key objectives contained in Booktown's Business Plan with input from Booktown.
- b. Booktown will attend a post event evaluation meeting with Council and other authorities (if necessary) following the conduct of each event.
- c. Booktown will provide a preliminary report to Council within 8 weeks of the conclusion of each event using a template provided by Council, detailing the following information:
 - i. Attendance numbers for event

- ii. Details of the origin and estimated length of stay of visitors to the event
- iii. Estimates of the economic impact of the festival applying a jointly agreed methodology used to produce results.
- iv. Impact assessment on the Clunes community (positive and negative impacts).
- v. Media and marketing obtained for the Hepburn Shire region as a result of the event.
- vi. Detailed event budget, including estimates of direct spend and fundraising contribution to the local community.
- vii. Details of specific event operational and other issues associated with the event including recommendations for improvements in future years.

8. Dispute resolution

- a. In the event of a dispute arising out of a failure to meet any of the obligations required by this MOU, either party may give the other party written notice specifying the details of the dispute. Within 7 days, a representative of both parties will agree to meet to resolve the issue.
- b. If a dispute occurs within two weeks of the event date, both parties will agree to meet to resolve the issue within 2 working days of the notice.
- c. If the dispute is unable to be resolved, the matter will be referred to any form of alternative dispute resolution procedure on which the parties agree. Where a mediator is involved, the parties must agree to comply with the mediators instructions.
- d. The charges for the mediation will be paid equally by the parties.
- e. Council will not enter into a dispute resolution procedure for the following issues:
 - 1. The level of Council's financial and in-kind contribution
 - 2. The requirement for Booktown to comply with Council's local laws, and other regulations and legislation relating to the conduct of the event.

9. Termination of MOU

- a. If Booktown is unable to deliver the outcomes specified in this MOU, Council may review the level of sponsorship and in-kind support provided to the event.
- b. If Council or Booktown is in breach of the terms of this MOU this MOU may be terminated in writing by the Chief Executive Officer of Council.

Memorandum of Understanding between Hepburn Shire Council and Creative Clunes Inc.

Signed for and on behalf of the Hepburn Shire Council:

Signature of CEO Print Name Date

Witness signature Witness Name Date

Signed for and on behalf of Creative Clunes Inc

Signature of President Print Name Date

Witness Signature Witness Name Date

Appendix A: Estimate of Hepburn Shire Council's Operational Support

Support provided	Details	Estimated Cost to Council
Waste Management	Hire and transportation of 4 skips Supply, delivery, collection of rubbish bins –locations to be in waste management plan	\$1,500
Road Closures	Provision of qualified Traffic Management	\$4,000
Council Buildings	Clunes Town Hall & Court House Clunes Senior Citizens Centre The Warehouse - Clunes	\$800
Visitor Services	Provision of Visitor Information Centre Cube display	\$300
Cleaning	Contractor to clean public toilets in Clunes throughout weekend	\$600
	Total estimated in-kind support value	\$7,200

Additional in-kind support provided by Council's Events Coordinator, Council's Manager Community & Economic Development and other officers (details below). The value of this support has not been costed.

- Advice on development of event memorandum of understanding
- Advice on development of Traffic Management Plan for Road Closures
- Advice on development of Risk Management Plan for Event
- Advice on development of an Emergency Management Plan
- Inspection on Saturday of event by an Environmental Health Officer to ensure all temporary food premises have relevant permits

10.7 REVIEW OF POLICY 48 (C) - COMMUNITY FACILITY HIRE FEE WAIVER POLICY GENERAL MANGER CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to review and adopt an updated Policy 48 (C) Community Facility Hire Fee Waiver.

BACKGROUND

The Community Facility Hire Fee Waiver Policy was last updated in December 2013. Since then, Council has seen an increase in waivers being submitted and a range of feedback has been received. As such, it is timely to review the policy to ensure it is equitable, clear and easy to understand.

ISSUE/DISCUSSION

Policy 48 (C) - Community Facility Hire Fee Waiver relates to community facilities that are managed by Council, community facilities that are managed on behalf of Council and crown land managed facilities (i.e. managed by DELWP).

The improvements proposed for the revised policy are:

- The introduction of waivers on compassionate or bereavement grounds to community members who have contributed 'above-and-beyond', in addition to waivers to local not-for-profit groups.
- The assessment and approval process for waiver of hire at other facilities by the Chief Executive Officer in exceptional circumstances
- More detailed scope and scope exclusions section
- Greater clarity on the responsibilities of hirers (set up, pack up, cleaning) if they received a fee waiver or reduction in fees.

The draft revised policy is attached.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

This policy responds to the following Key Strategic Activities:

- 3 Support the strength and resilience of the community through delivering actions in areas such as Youth, Libraries, Early Years, Community Planning, Art and Culture, Events and Community Grants. Monitor emerging social issues

- impacting the community and demonstrate leadership in advocating to government and other agencies to support the community.
- 13 Maintain sustainable financial management, supported by effective long term financial planning (10 years), cost savings and efficient purchasing, and developing additional income streams beyond rates revenue.
 - 16 Deliver good governance and integrity in all our actions, and take steps to improve organisational efficiency including regular process improvements.

FINANCIAL IMPLICATIONS

The Community Facility Fee Waiver Policy resulted in over \$33,000 in fees being waived by Council at community facilities in 2016, with even more expected in 2017.

RISK IMPLICATIONS

This policy needs to try to balance the availability of some community facilities to all users throughout the shire with the cost impacts of managing many facilities. It is likely different users will want more fee waivers, but the more that are granted the greater reliance on general revenue (including rates) to maintain and manage community facilities.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The Community Facility Fee Waiver Policy enables Council to contribute over \$30,000 annually to many community groups shire-wide to access community facilities at no cost, resulting in community building and strengthening.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Feedback received over the past four years has been considered in revising the policy. By considering the policy at a public council meeting, the community can provide feedback as part of public participation time. Beyond that, no specific external engagement at the time of policy review has been undertaken with users.

We understand some hirers of facilities want more waivers. There are also other community facilities not covered by the policy that would like Council to provide a fee waiver. The proposed revised policy seeks to balance feedback from engagement and Council's constraints.

CONCLUSION

The Community Facility Fee Waiver Policy has been revised to respond to feedback received over the past four years. The proposed revision balances community accessibility, both geographic and waivers, and the facility management costs to Council. The revised Community Facility Fee Waiver Policy will enable Council to

continue to provide fee waivers to local community not-for-profit groups at facilities spread across the shire, resulting in continued community strengthening.

OFFICER'S RECOMMENDATION

10.7.1 That Council adopts the revised Policy 48 (C) - Community Facility Fee Waiver to replace the existing policy.

MOTION

10.7.1 That Council adopts the revised Policy 48 (C) - Community Facility Fee Waiver to replace the existing policy with the following amendments:

- add to Policy section 1 the Creswick Hub meeting room as a location eligible for waiver, and*
- add to Policy section 4 the requirement (where relevant) for events that are publicly advertised to recognise the contribution of Hepburn Shire Council in the advertisements.*

Moved: Cr Greg May

Seconded: Cr John Cottrell

Carried

ATTACHMENT 6 - DRAFT REVISED POLICY 48(C) - COMMUNITY FACILITY
FEE WAIVER

► COMMUNITY FACILITY HIRE FEE WAIVER POLICY

POLICY NUMBER:	48 (C)
NAME OF POLICY:	COMMUNITY FACILITY HIRE FEE WAIVER POLICY
DATE OF NEXT REVIEW:	October 2021
DATE APPROVED:	TBA
RESPONSIBLE OFFICER:	General Manager Corporate Services
REFERENCES:	Council Plan 2017-2021

Best Value Principles

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

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

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

Introduction

This policy has been prepared to provide guidelines and rules for the following:

- The waiver of community facility hire fees for Hepburn Shire facilities
- The reimbursement to Committees that waive hire fees for Hepburn Shire community not for profit groups

► COMMUNITY FACILITY HIRE FEE WAIVER POLICY

Scope

This policy applies to:

1. All halls, meeting rooms and community facilities directly managed by Council (through ownership, Committee of Management, lease or licence) and made available through hire to regular or ad hoc users; and
2. The following community facilities managed by others:
 - Glenlyon Hall – Managed by a DELWP Committee of Management
 - Newlyn Sporting Complex – Managed by Newlyn Sporting Complex Committee (lessee)
 - Drummond Hall – Managed by the Drummond Hall Special Committee
 - Dean Recreation Reserve – Managed by the Dean Recreation Reserve and Tennis Court Special Committee
 - Lyonville Hall - Managed by the Lyonville Hall Special Committee
 - Smeaton Community Centre – Smeaton Bowling Club Inc (lessee)
 - Yandoit Mechanics Institute Hall – Managed by a DELWP Committee of Management.

Other facilities (whether or not owned by Council) that are managed by special committees, lessees, DELWP committees of management, or third parties are not covered by this policy.

Hire of facilities by Council for its own purposes (e.g. operational and achieving Council Plan actions) is not covered by this policy.

Waiver of any other Council rates, fees and charges (e.g. planning fees, or fines) are not covered by this policy.

Purpose

The purpose of this policy is to provide guidance on who is eligible for community facility fee waivers and the process required to be followed by relevant Committees to claim reimbursement from Council for hire fees that they have forgone in hiring community facilities to persons/groups eligible for a hire fee waiver under this policy.

Definitions

- Special Committee – As defined in the *Local Government Act 1989* S86
- DELWP – Victorian State Government’s Department of Environment, Land, Water and Planning
- Hepburn Shire Community not for profit group – An organisation with representation within the boundaries of the Hepburn Shire that does not distribute its surplus funds to owners or shareholders, but instead uses them to help pursue its goals of providing benefits to the community, both while it is operating and when it winds up.
- Compassionate/Bereavement Event – An event that is:
 - to honour the memory of a community member who has died, or has been diagnosed with a terminal illness¹
 - for the purpose of raising funds to support medical treatment of a community member who has been diagnosed with a terminal illness²
 - for the purpose of raising funds to support the family of a community member who has died or has been diagnosed with a terminal illness²

¹ Such an event must:

- be free to attend
- be open to anyone to attend and be publicly advertised (e.g. community notice, online/Facebook and/or newspaper public notice)

² Such an event must:

- be open to anyone to attend and be publicly advertised (e.g. community notice, online/Facebook and/or newspaper public notice)
- nominate up front, how the profits from the event will be distributed

Policy

1. Community Not-For-Profit Waiver of Selected Facility Hire Fees

Council will provide a fee waiver to eligible local community not-for-profit groups at the following selected facilities:

- Daylesford Town Hall (including Daylesford Senior Citizens' Room)– Managed by Council
- Creswick Town Hall – Managed by Council
- Glenlyon Hall – Managed by a DELWP Committee of Management
- Trentham Mechanics Institute Hall – Managed by Council
- Clunes Town Hall – Managed by Council
- Newlyn Sporting Complex – Managed by Newlyn Sporting Complex Committee (lessee)
- Drummond Hall – Managed by the Drummond Hall Special Committee
- Dean Recreation Reserve – Managed by the Dean Recreation Reserve and Tennis Court Special Committee
- Lyonville Hall - Managed by the Lyonville Hall Special Committee
- Smeaton Community Centre – Managed by the Smeaton Bowling Club Inc (lessee)
- Yandoit Mechanics Institute Hall – Managed by a DELWP Committee of Management.

These facilities have been selected to provide one facility in each major town, as well as additional localities to provide a geographic spread throughout the shire.

To be eligible for a Community Facility Hire Fee Waiver:

- the group/organisation must fit within the definition of "Hepburn Shire Community not for profit group"; or
- the event must fit within the criteria of a "Compassionate/Bereavement Event" to recognise a community member who has contributed "over-and-above" to the life of the community

A Hepburn not-for-profit group cannot be auspicing a private or commercial event, or one being run by a group based outside the Shire or immediate surrounds.

Waiver Application Process

1. To apply for the waiver the group/organisation/organiser is required to complete the Community Facility Hire Fee Waiver Form (attached or on Council's website under "Forms and Fees").

► COMMUNITY FACILITY HIRE FEE WAIVER POLICY

2. The Community Facility Hire Fee Waiver Form will be assessed for compliance with this policy and notification sent to the applicant regarding the outcome of the assessment.

The decision on whether to grant a waiver will be based on the reasonableness of the request and the frequency of previous claims to ensure equity between Hepburn Shire Community members and groups.

2. Hire of Other Council Operated Facilities

In most cases, the hire of other Council operated facilities (not identified in policy point 1) is based on a user pays model to balance making facilities available to all and users contributing to the costs of their operation and maintenance. In many cases, a tiered structure applies to local community not-for-profits, other not-for-profits and private/commercial use reflecting the different community outcomes from the different uses.

In extraordinary cases, at the discretion of the Chief Executive Officer, the following may be granted a full or partial fee waiver of fees at other Council operated facilities (i.e. not the selected facilities in policy point 1):

- bereavement/compassionate events to recognise a community member who has contributed "over-and-above" to the life of the community; or
- activities, exhibitions or events that are run by local community not-for-profit groups substantially for community benefit or jointly delivered with Council to contribute to Council Plan objectives or actions.

In deciding on such applications, the Chief Executive Officer will consider:

- whether the event is generally open to all and widely advertised
- the cost to attend (very low or no cost events)
- the community benefits
- the extent of volunteer involvement
- whether one of the selected facilities (eligible for a waiver) in policy point 1 could be used

► COMMUNITY FACILITY HIRE FEE WAIVER POLICY

3. Reimbursement of Community Facility Hire Fees at Selected Facilities

If the committee responsible for the following facilities hire out their community facility for the use by a Hepburn Shire community not-for-profit group, then the Committee can claim reimbursement from Council for the forgone rental:

- Glenlyon Hall – Managed by a DELWP Committee of Management
- Newlyn Sporting Complex – Managed by Newlyn Sporting Complex Committee (lessee)
- Drummond Hall – Managed by the Drummond Hall Special Committee
- Dean Recreation Reserve – Managed by the Dean Recreation Reserve and Tennis Court Special Committee
- Lyonville Hall - Managed by the Lyonville Hall Special Committee
- Smeaton Community Centre – Smeaton Bowling Club Inc (lessee)
- Yandoit Mechanics Institute Hall – Managed by a DELWP Committee of Management.

Claim Reimbursement Process

1. The relevant Committee provides Council with a completed Community Facility Hire Fee Waiver – Claim for Reimbursement form (see attached)
2. The Governance & Information Coordinator will assess the claim and, if approved, forward the authorised claim form to Finance for payment. When assessing the claim, the Governance & Information Coordinator will assess it against the requirements of this policy, including the reasonableness of the claim and the frequency of claims received.

4. Responsibilities of Hirers Granted a Waiver

Hirers granted a partial or full Community Facility Hire Fee Waiver must meet the following requirements (some of which are over and above a fee-paying hire):

- All set up of chairs, tables and equipment is to be performed by the event organisers and not by Council staff or contractors.
- Chairs and tables are to be returned to where they were prior to the event.
- The facility is to be cleaned and tidied after the event (including all waste in bins, bathrooms clean of debris (e.g. paper towels) on floors, all floors are swept).
- If any food or drinks are provided as part of the event, the floors must also be mopped, and all tables, benches, kitchen areas and stoves must be wiped down with soap/detergent and hot water.

► COMMUNITY FACILITY HIRE FEE WAIVER POLICY

- Any other responsibility that is outlined by Customer Service staff, Governance and Information Coordinator or other Council Officer.
- All relevant bonds and fees (aside from hire fees) are fully paid before the date of the event

This will reduce the cost of cleaning and rubbish disposal to Council, as well as the time taken by Council's Customer Service and Cleaning staff to get the venue(s) ready for the next event, allowing greater use of the facilities by all.

5. Recovery of Costs to Council if Responsibilities Not Undertaken

If it is deemed by a Customer Service Officer or other Council Officer that the Responsibilities of a Hirer have not been undertaken, Council will seek to recover any costs to Council via the deduction of part or all bond monies.

If the bond is not sufficient to cover the costs of Council, the Hirer will be invoiced for the remaining balance.

Implementation

This policy along with the claim form will be available on the Council website and at Council service centres in Daylesford, Clunes and Creswick. The General Manager Corporate Services is the officer responsible for this policy.

Review

This policy will be reviewed every four years by the General Manager Corporate Services.

Version History			
Change/Review details	Author / reviewer	Date of Release	Approver
Periodic review and update	Evan King, General Manager Corporate Services	December 2015	Council
Periodic review and update, and extension to granting waiver at other facilities	Grant Schuster, General Manager Corporate Services	TBA	Council

▶ COMMUNITY FACILITY HIRE FEE WAIVER POLICY

Attention: Coordinator Governance & Information
Post: Hepburn Shire Council
PO Box 21
Daylesford VIC 3460
Email: shire@hepburn.vic.gov.au
In person: Customer Service offices in Creswick, Clunes and Daylesford

Community Facility Hire Fee Waiver Form (all fields mandatory)

Organisation/Requestor Name: _____
Organisation Contact: _____
(must be an individual)
Contact Phone Number: _____
Organisation/Requestor Address: _____
Contact Email: _____
Community Facility Required: _____
Date of Function: _____

Nature of Waiver Requested:

Hepburn Shire Not for Profit Community Group Event Compassionate/Bereavement Event

Description of group/organisation/person(s) requesting hire fee waiver:

Details of function to be held (ensure all relevant criteria are addressed):

Signature*: _____ Date: _____

*Signature not required if submitted by email

▶ COMMUNITY FACILITY HIRE FEE WAIVER POLICY

Attention: Coordinator Governance & Information
Post: Hepburn Shire Council
PO Box 21
Daylesford VIC 3460
Email: shire@hepburn.vic.gov.au
In person: Any Council Customer Service office

Community Facility Hire Fee Waiver – Claim for Reimbursement

Community Not-For-Profit Hirers

Hire Details:

Hall: _____
Date/s of Hire: _____
Period of Hire: _____ hours/days
Total Hire Fees Waived*: _____

Postal address for remittance
(Please complete)

Attention: _____
Address: _____

**Note: Charges levied for bond/insurance are at the discretion of the hirer, and will not be paid or reimbursed by Council*

Not-For-Profit Hirer:

Organisation: _____
Contact: Name _____
Phone _____

I declare that all information in this claim for reimbursement is true and correct*:

Secretary/President, Committee of Management

Please attach copy of hire agreement, if available

*Signature not required if submitted by email

Councillor Robson declared an indirect conflict with the next item due to a close association as she is the Manager of the Daylesford Neighbourhood Centre.

Councillor Redwood declared an indirect conflict with the next item due to a close association as she is a member of the Committee of Management to the Daylesford Neighbourhood Centre.

Councillors Robson and Redwood left the room at 7.52 pm

10.8 COMMUNITY GRANTS –OCTOBER 2017

GENERAL MANAGER COMMUNITY SERVICES

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

PURPOSE

The purpose of this report is for Council to recommend the allocation of the 2017-2018 Community Grants Program for October 2017.

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
- Quality Community Infrastructure (including small equipment)

ISSUE/DISCUSSION

A total of one application was received for September. The Panel recommends funding this application.

Project Name	Community Organisation	Description	Total Project Amount	Amount Requested
Daylesford Neighbourhood Centre Energy Saving Project	Daylesford Neighbourhood Centre	Replace all globes and tubes to LED.	\$2,234.90	\$1,534.90

The grant application was assessed by Council's Community Grant Assessment Team. This team is made up of Community Grants Project Support Officer, the relevant Council Officer to the application (for example Events Coordinator for event applications) and a community member with skills and experience in arts and culture, community development and events.

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

- Description of the Project.
- What will the Project achieve and how will it be implemented?
- Risk Assessment
- Budget.

To be successfully recommended to Council, the application must meet all Guidelines to the satisfaction of all three Assessment Team members. The Community Grant Project Support Officer and relevant Council Officers continue to work with unsuccessful applicants to meet the Guidelines.

The Daylesford Neighbourhood Centre Energy Saving Project will deliver estimated annual savings of \$1,225 and has a 1.5 year pay back period. It will reduce carbon emissions by 66 tonnes over 10 years.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective:

Active & Engaged Communities

Key Strategic Activity:

3. Support the strength and resilience of the community through delivering actions in areas such as Youth, Libraries, Early Years, Community Planning, Arts and Culture, Events and Community Grants. Monitor emerging social issues impacting the community and demonstrate leadership in advocating to government and other agencies to support the community.

Action:

3.4 Continue to provide community grants to support community projects, events and initiatives.

FINANCIAL IMPLICATIONS

Council has allocated \$32,000 for Community Grants in the 2017-2018 budget. Following the September Community Grants allocation there is a funding balance of \$16,347 2017-2018 in the Program.

The Daylesford Neighbourhood Centre Energy Saving Project fits with Council's Towards Zero - Community Grants and it is proposed to fund the project from 2016-17 carried forward funds from this program.

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. Insurance and not-for-profit status is checked for all applications. 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

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The request for applications for the Community Grants Program was advertised through Council social media, community networks and on Council's webpage. Officer's worked on a one on one basis with applicants.

The announcement and promotion of this grant will be used to launch the 2017-18 Towards Zero – Community Grants Program.

CONCLUSION

The recommended project supports the objectives of the Towards Zero Community Grants Program.

OFFICER'S RECOMMENDATION

That Council:

10.8.1 Award the following applications from the Towards Zero Community Grants Program to:

Project Name	Community Organisation	Amount
Energy Saving Project	Daylesford Neighbourhood Centre	\$1,534.90

MOTION

That Council:

10.8.1 *Award the following applications from the Towards Zero Community Grants Program to:*

Project Name	Community Organisation	Amount
Energy Saving Project	Daylesford Neighbourhood Centre	\$1,534.90

Moved: Cr John Cottrell

Carried: Cr Don Henderson

Carried

Councillors Robson and Redwood returned to the room at 7.53 pm

10.9 REQUEST FOR APPROVAL TO OPERATE HIGHER MASS LIMIT AND B-DOUBLE 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) and B-Double 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) 119247	Renew	Inroads Pty Ltd	Tipper fitted with aggregate spreader box	All Local Authority controlled roads	Aggregate	18/10/2017-19/10/2019	When required to perform resealing works on local roads.
b) 118373	New	The Wannon Trust	Controlled Access Bus (CAB)	Lewers St, Raglan St and Victoria St, Creswick	Passengers	18/10/2017-19/10/2020	This Vehicle operates only when the train service is unavailable for Creswick Train Station.

ISSUE/DISCUSSION

Council officers have assessed the application considering the following:

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

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

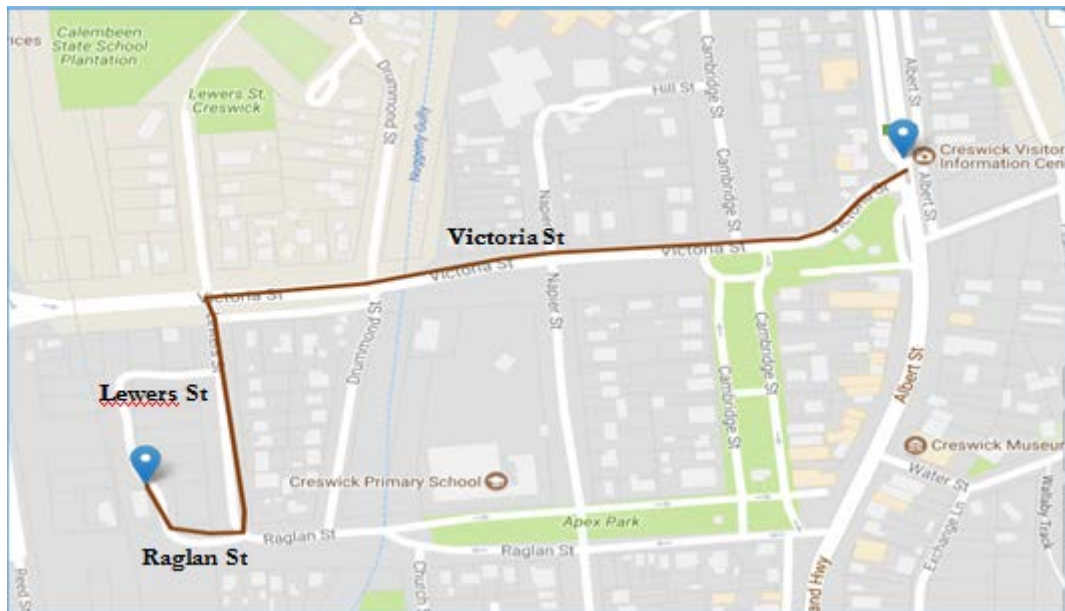
CONSENT REQUESTS

a) Inroads Pty Ltd (Road Manager Request Number 119247):

Inroads Pty Ltd requests that Council grant consent for all Council controlled roads. Inroads Pty Ltd requires access for resealing Council's local roads. Inroads Pty Ltd is sub-contractor to Victorian Surfacing Alliance Pty Ltd which is our road reseal contractor until 2020.

b) The Wannan Trust (Road Manager Request Number 118373):

The Wannan Trust requests that Council grants consent for the following route which is shown in the following map:



Map b

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 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
- Obey the Load Limit Signs for roads and bridges when appropriate

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

The Heavy Vehicle National Law (HVNL) came into effect on 10 February 2014 which requires Council to consider and provide consent for heavy vehicles to travel along roads under its control. Where consent is not provided, grounds for refusing to grant consent need to be provided.

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 have 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:

- 10.9.1 Approves Inroads Pty Ltd to use Tipper fitted with aggregate spreader box for the period of 24 months commencing 18th of October, 2017 and expiring

19th of October, 2019 on all Council controlled roads, subject to the below conditions:

10.9.2 Approves The Wannan Trust to use Controlled Access Bus (CAB) for the period of 36 months commencing 18th of October, 2017 and expiring 19th of October, 2020 on Lewers St, Raglan St and Victoria St, Creswick, subject to the below conditions:

10.9.3 Provides the above approvals subject to the following conditions:

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

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

MOTION

That Council:

10.9.1 Approves Inroads Pty Ltd to use Tipper fitted with aggregate spreader box for the period of 24 months commencing 18th of October, 2017 and expiring 19th of October, 2019 on all Council controlled roads, subject to the below conditions:

10.9.2 Approves The Wannan Trust to use Controlled Access Bus (CAB) for the period of 36 months commencing 18th of October, 2017 and expiring 19th of October, 2020 on Lewers St, Raglan St and Victoria St, Creswick, subject to the below conditions:

10.9.3 Provides the above approvals subject to the following conditions:

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

- Overhead cables.
- Overhanging trees.
- Steep inclines/declines, tight corners and narrow roads.
- Must not trim or remove any trees without all approvals being obtained.
- The use of compression brakes is to be avoided in residential areas.
- Obey the Load Limit Sign for roads and bridges when appropriate.

Moved: Cr John Cottrell

Seconded: Cr Greg May

Carried

10.10 RECORD OF ASSEMBLIES OF COUNCILLORS

GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the Coordinator Governance and Information, I Katherine Toom 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:

- *the subject of a decision of the Council; or*
- *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:

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

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

Date	Location	Committee Name
5 September 2017	Council Chambers - Daylesford	Councilor Briefing
19 September 2017	The Warehouse - Clunes	Pre-Council Meeting Briefing

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Local Government Act 1989, Section 80A

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

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

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

Information provided for noting.

OFFICER'S RECOMMENDATION

10.10.1 That Council receives and notes the Records of Assemblies of Councillors for the month of September 2017.

MOTION

10.10.1 That Council receives and notes the Records of Assemblies of Councillors for the month of 2017.

Moved: Cr John Cottrell

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 7 - RECORDS OF ASSEMBLIES OF COUNCILLORS

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Council Briefing
 Date: Tuesday, 5 September 2017
 Time: 9:30am – 5:15pm

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

Councillors present:

- | | |
|--|---|
| <input type="checkbox"/> Cr John Cottrell | <input checked="" type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Don Henderson | <input checked="" type="checkbox"/> Cr Neil Newitt |
| <input checked="" type="checkbox"/> Cr Kate Redwood AM | <input checked="" type="checkbox"/> Cr Fiona Robson |
| <input type="checkbox"/> Cr Sebastian Klein | |

Members of Council Staff present:

- | | |
|--|--|
| <input checked="" type="checkbox"/> CEO Aaron van Egmond | <input checked="" type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> GM Corporate Services Grant Schuster | Nate Perry Cultural and Community |
| <input checked="" type="checkbox"/> GM Community Services Kathleen Brannigan | Development Officer, Katherine Toom |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas | Coordinator Governance and Information, |
| | Steve Millard Manager Strategic Asset |
| | Management, Stuart Ritchie Facilities |
| | Coordinator, Jonathon Van Der Ploeg Youth |
| | Engagement Officer, David George |
| | Coordinator Community Safety, Amanda |
| | Western Manager Community & Economic |
| | Development, Rebecca Pedretti Events |
| | Officer, Justin Fiddes Manager Planning, |
| | Nathan Aikman Coordinator Planning, Katy |
| | Baker Statutory Planner, Alan Todd Statutory |
| | Planner |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Nil	

Matters Considered:

Agenda Attached

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

RECORD OF ASSEMBLY OF COUNCILLORS

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

Name and title of Officer responsible for this written record:

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

Signature: *Grant Schuster*

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

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Pre-Council Meeting Briefing
 Date: Tuesday, 19 September 2017
 Time: 3:45pm – 5:20pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) – The Warehouse - Clunes

Councillors present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Cr John Cottrell | <input checked="" type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Don Henderson | <input checked="" type="checkbox"/> Cr Neil Newitt |
| <input checked="" type="checkbox"/> Cr Kate Redwood AM | <input checked="" type="checkbox"/> Cr Fiona Robson |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | |

Members of Council Staff present:

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

Conflict of Interest Disclosures:


Councillor Name	Time Left and Returned
Nil	

Matters Considered: Council Meeting Agenda Tuesday, 19 September 2017

Agenda Attached

Name and title of Officer responsible for this written record:

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

Signature: 

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

11. COUNCIL SPECIAL COMMITTEES (SECTION 86)

11.1 MINUTES OF SPECIAL COMMITTEES (SECTION 86)

GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

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

BACKGROUND

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

ISSUE/DISCUSSION

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

- The Lee Medlyn Home of Bottles – Minutes 13-09-2017

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

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes and reports have been provided for noting.

OFFICER'S RECOMMENDATION

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

- The Lee Medlyn Home of Bottles – Minutes 13-09-2017

MOTION

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

- *The Lee Medlyn Home of Bottles – Minutes 13-09-2017*
- *Lyonville Hall Special Committee – Minutes 12-09-2017*

Moved: Cr Don Henderson

Seconded: Cr Kate Redwood

Carried

12. COUNCIL ADVISORY COMMITTEES

12.1 MINUTES OF ADVISORY COMMITTEES

GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the Coordinator Governance and Information, I Katherine Toom 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:

- Audit and Risk Advisory Committee – Minutes 11-09-2017

The summarised minutes are attached.

The full 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

12.1.1 That Council receives and notes the minutes of the following Advisory Committees:

- Audit and Risk Advisory Committee Minutes – 11-09-2017

MOTION

12.1.1 That Council receives and notes the minutes of the following Advisory Committees:

- *Draft Audit and Risk Advisory Committee Minutes – 11-09-2017*

Moved: Cr John Cottrell

Seconded: Cr Don Henderson

Carried

ATTACHMENT 8 - SUMMARISED MINUTES OF AUDIT AND RISK ADVISORY
COMMITTEE MEETING – 11-09-2017
(ISSUED UNDER SEPARATE COVER)

13. CONFIDENTIAL ITEMS

13.1 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:

13.1 89(2)(d) Contractual matters;

- Trentham Community Hub – Award Tender – Planning and Design Services

MOTION

13.1.1 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:

14.2 89(2)(d) Contractual matters;

- *Trentham Community Hub – Award Tender – Planning and Design Services*

Moved: Cr Fiona Robson

Seconded: Cr Neil Newitt

Carried

The meeting was closed to the public at 8.03 pm

Mayor Klein declared an indirect conflict with the next item on the agenda due to residential amenity as his house is next door to the proposed site and left the room at 8.04 pm

Cr Cottrell took the chair.

14. REOPENING OF MEETING TO PUBLIC

RECOMMENDATION

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

MOTION

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

Moved: Cr Don Henderson

Seconded: Cr Kate Redwood

Carried

The meeting was re-opened to the public at 8:13pm.

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

That Council:

13.2.1 Award Contract Number HEPBU.2017.20 for the fixed lump sum of \$73,650 (exclusive of GST) for Stages One – Five, and subject to funding being obtained for construction of the Trentham Community Hub for the fixed lump sum of \$112, 450 for Stages Six – Eight (exclusive of GST), to Antarctica Group Pty Ltd.

15. CLOSE OF MEETING

The meeting was closed at 8.13 pm
