



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
PUBLIC MINUTES

TUESDAY 19 DECEMBER 2017
TRENTHAM NEIGHBOURHOOD CENTRE
HIGH STREET
TRENTHAM

6:00PM

Confirmed at the Ordinary Meeting of Council
held on Tuesday 16 January 2018

Chair, Mayor Cr John Cottrell

A handwritten signature in black ink, which appears to be "John Cottrell", is written over a large, hand-drawn oval that serves as a signature line.

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MINUTES

TUESDAY 19 DECEMBER 2017

Trentham Neighbourhood Centre

High Street, Trentham

Commencing 6:00PM

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AARON VAN EGMOND
CHIEF EXECUTIVE OFFICER
19 DECEMBER 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 John Cottrell, Cr Neill Newitt, Cr Kate Redwood AM, Cr Don Henderson, Cr Fiona Robson, Cr John Cottrell, Cr Greg May

IN ATTENDANCE: Aaron van Egmond Chief Executive Officer, Grant Schuster General Manager Corporate Services, Bruce Lucas General Manager Infrastructure, Kathleen Brannigan General Manager Community Services, Justin Fiddes Manager Planning, 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

Cr Sebastian Klein

4. DECLARATIONS OF CONFLICTS OF INTEREST

Cr Henderson declared an indirect conflict of interest on item 14.2 due to the impact on his residential amenity due to owning property adjacent to the road being reconstructed.

5. CONFIRMATION OF MINUTES

RECOMMENDATION

5.1.1 That the Minutes of the Ordinary Meeting of Council held on 21 November 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 21 November 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 Kate Redwood

Carried

6. NOTICES OF MOTION

Nil

7. ITEMS OF URGENT BUSINESS

Nil

8. PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor John Cottrell, Holcombe Ward

Report presented

COUNCILLOR REPORTS

Councillor Kate Redwood AM, Birch Ward

1. Evictions of Permanent Residents from Daylesford Caravan Park

It is disappointing that there has not yet been a final outcome regarding the permanent residents of Daylesford Caravan Park who are still waiting anxiously for confirmation that their tenure in the Daylesford Caravan Park is secure. I am advised that the matter is in the hands of the proprietors who are delaying their response.

2. Announcement of East Street Bridge Underpass Funding

I was delighted by the state government announcement a fortnight ago that there will be matching funding of \$400,000 together with Council's budgeted \$400,000 making a total of \$800,000 to lower the road under the railway bridge over East Street Daylesford. This will allow large freight vehicles to have access to the industrial estate on East Street and should have direct benefits for small businesses. However, Stanbridge Street residents are correct to be concerned that heavy vehicles may still try to use Stanbridge Street as a rat run between the Ballan Road and the Castlemaine Road. I would hope that we can put in place stronger measures to keep this traffic out of residential streets. Stanbridge Street is particularly concerning given the narrow steep road and the proximity to the community playground and the Daylesford Primary School. For the last five years I have voted against recommending licenses for heavy vehicles using Council's roads. I will continue to do so until the required traffic provisions are put in place to exclude B doubles and other heavy vehicles using Stanbridge Street inappropriately.

3. Launch of the Wombat Hill Botanic Gardens Masterplan

A joyful and splendid event was held at the Daylesford Convent, organised by the Friends of Wombat Hill Botanic Gardens, to launch the Masterplan for the Wombat

Hill Botanic Gardens. This is a document that was jointly paid for by Council and the Friends, and undertaken by the guru of Botanic Gardens design in Victoria, Andrew Laidlaw. The Masterplan should set the scene for the development of the Gardens for the next 20 years. Significant funding will be required but now that the Friends have DGR status it will be possible to look to external sources such as the philanthropic sector, for funding.

4. Self-Funded Study Tour of Bicycle Trails in New Zealand

In the first week of December I undertook a study tour of bicycle trails between Queenstown and Dunedin in the South Island of New Zealand. (And in case you wondered, no, I did not ride a bike, but I did walk on some of the surfaces).

I met with a wide range of stakeholders:

Board Members of the Queenstown and Otago Rail Trusts

The CEO of the Queenstown Rail Trust

Otago and Dunedin councillors

Hotel and B&B owners and managers

Rail trail cafe proprietors

Officers of the Department of Conservation

Bike Hire businesses

Tour operators and luggage transfer businesses

Farmers with land adjacent to the bicycle trail route.

I met with people involved with construction, maintenance, promotion and associated economic impacts of rail trails.

Here are some of the quotes from my notes:

'1.7 million visitors since we opened in 2012.

17,000 overseas visitors per annum and each spends between \$500 and \$1000.

Transformative for small isolated communities. Huge success, rejuvenated towns.

Transformation for local tourism.

The miracle of the rail trails.'

When I described the proposed location of the Daylesford to Woodend rail trail the response was consistent – 'this is a no brainer'.

I have brought back information about construction and maintenance costs which appear to be fairly standard in comparison with costs here. The key element in the remarkable success of the New Zealand bicycle trails is the Trusts. These have responsibility for fund raising and for marketing. A key piece of advice from members of these Trusts was to copyright and trade mark logos.

I have brought back hard copy information about the two bicycle trails that I visited. More information including local government surveys, is on their websites.

Mr Mayor, I believe we should do all we can to attract state government funding for the construction of the Daylesford to Woodend bicycle trail. This project has been adrift for around ten years and it is time that it be built. It would appear to be the single most effective contribution to economic development that we can make.

As this is the last Council meeting for the year it is an opportunity to say thank you to my fellow Councillors and to Council staff for their collegiality and support, and to wish them and their families all the best for the holiday season.

Councillor Don Henderson, Creswick Ward

Recently I went to a well-attended Creswick Trails discussion aimed at setting up a reference group. A cross section of user groups attended and I must commend Mark Travers on the work he is putting in.

I also joined Crs Newitt and Mayor Cottrell at a lunch to thank information volunteers from Clunes and Creswick. The input of these volunteers is essential to the success of our towns and is greatly appreciated.

A packed hall at St Augustines primary school welcomed the presentation of Shire citizenship awards. This school is growing very rapidly and we are always made welcome.

Mayor Cottrell and I also attended the staff end of year function and shared some fun and cheer with the staff.

Along with Mr Lucas I met with Creswick police to discuss some issues of concern mainly around alcohol consumption in some of our public places. In future police will be very proactive and will be issuing infringements.

Clunes held a street parade and trading night which showed off the work of locals in the decoration their town. Ned Kelly was also there in the hope that film people will see that their latest film would be best done in Clunes. Creswick Brass Band also added to the event.

I went to two events associated with the launch of the Heritage Walk which was undertaken by the Great Dividing Trail Association in partnership with the Hepburn Shire, Parks Vic, Hancocks Plantations and Melbourne University. Fabulous to see such cooperation across such a group with diverse interests.

I attended two events at Creswick Primary school. One was the end of the year woodwork class and the other the Grade 6 graduation. This school will unfortunately lose their head teacher due to retirement. Ron Sawyer has been responsible for opening the school up to embrace the community and the results have been a real credit to his vision.

I have also had meetings with the member for Ripon Louise Staley and the aspiring ALP candidate Sarah De Santis to discuss what might be possible at the elections next year.

I must also commend our Community Safety Team on a quick response to dog attacks upon animals in Creswick. A dog was attacked in its own yard and two goats and a sheep killed with another goat mauled. Police informed me that these dogs have been involved for a couple of years and the hope and expectation is that the strongest action possible will be taken. I have no doubt that this will happen

The splash park in Creswick continues to be frustrating but hopefully the situation is in hand now.

Seems that the crocodile was drinking too much water due to a hole in a pipe.

I wish to pass on two books one from the Great Dividing Trail Association and one by local fruiterer Gary Charnook who wrote this children's book on his tours of duty as a Special Forces Soldier. money from the book will go to assist returned service personnel suffering from Post Traumatic Stress Disorder.

Lastly I wish all staff and residents a very safe holiday break.

Councillor Greg May, Creswick Ward

Report presented

Councillor Fiona Robson, Birch Ward

Report presented

Councillor Neil Newitt, Cameron Ward

Appropriately, in the lead up to Christmas, I'd like to report on the Christmas in Clunes Festival.

For the second year, the historic buildings in Fraser Street were lit up by fairy lights to the joy of adults and children alike. This formed the backdrop to a number of festival activities including a Makers market.

Congratulations to the Clunes neighbourhood house, local businesses and individuals who raised the necessary funds to hold the event again this year, including Council's contribution of \$1000. Congratulations also to the team of

volunteers who spent the best part of a week installing the lights along the length of Fraser Street.

This year, included a street parade populated by local businesses, community groups, artists and individuals including many of the local kids.

The event had to be postponed a week due to the forecast of storms and flooding rains. Of course, it did not rain that night, however the postponement probably raised the determination of many to attend the following week, with a couple of thousand attending the rescheduled opening night. The activities culminate this Friday with the addition of community carols to the night market.

It is great to see a couple of key projects commencing in Clunes this week. The extension to the creek walk with the additional track being built to the area referred to as The Pines - past the bowls club up to the Smeaton road area adjacent to government bridge on Creswick road. Although a relatively small addition, it enhances the existing creek walk now enabling access along the creek between the two bridges and through to the ford at the end of Fraser street. It is a welcome addition, and strengthens the desire to see an established series of walks throughout the town, similar to the Beaufort Walkability project I have raised with you previously.

The Clunes streetscape project got underway this week with the work to Fraser street. The widening of the bitumen surface enabling the safe passing of vehicles and the beautification works has been commented on by the community. As a bonus, the work has uncovered extensive bluestone gutters down Fraser street and I have had a number of residents speak favourably of seeing this history exposed.

I would like to conclude by wishing all a Merry Christmas and hope you all have a happy new year.

RECOMMENDATION

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

MOTION

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

Moved: Cr Don Henderson

Seconded: Cr Greg May

Carried

PUBLIC MINUTES
▶ ORDINARY MEETING OF COUNCIL
19 DECEMBER 2017

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

One petition was received by Council on 4 December 2017, and contains 7 pages, each with 20 signatures from community members in accordance with Local Law 1.

BACKGROUND

The petition is entitled **Proposed Tree Plantings Along Main Road, Between Fifteenth and Eighteenth Streets, Hepburn** and petition the Hepburn Shire Council as follows:

We the undersigned affected residents and road users are deeply concerned at the loss of car parking spaces adjacent to our homes and the dangerous conditions that will be created by the trees (due to loss of vision) as we leave out driveways and are forced to manoeuvre around them in order to re-join the flow of traffic along Main Road. In the interest of safety to residents and users of Main Road alike, we request that Council not go ahead with the proposed tree plantings under notice.

We are also aggrieved by the lack of consultation with affected residents in relation to this matter.

RECOMMENDATION

That Council:

- 9.1.1 *Receives the petition proposing that "Council not go ahead with the proposed tree plantings along Main Road Hepburn before further consultation with the community".*
- 9.1.2 *Refers the matter to the General Manager Infrastructure for the preparation of a report to Council at a future meeting.*
- 9.1.3 *Advises the head petitioner of the above.*

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

9.2 QUESTIONS

Question 1 – Mr Brian Johns

Regarding the planting of trees on Main Road, Hepburn

Will the Council remove the trees as should be the case?

Answer 1 – Mayor John Cottrell

The proposed trees in Council's Street Tree Planting Project have not yet been planted in Main Road, Hepburn.

Council has received and will consider a petition on this matter at item 9.1 of this evening's agenda.

Question 2 - Mr Brian Johns

The pre-submitted question was deemed to be in contravention of Local Law 1 and the Mayor informed Mr Johns of this. The question was not read at the meeting.

Question 3 – Mr Rod Kirby

Regarding the planting of trees on Main Road, Hepburn

What overarching "plan" or "strategy" does Council claim gives it the authority to plant the trees under notice without consultation and against the wishes of the affected long-term residents along Main Road?

Answer 3 – Mayor John Cottrell

Greening urban streets does have a positive impact on motorist behaviour and community health and well-being as well as providing an aesthetically pleasing streetscape.

Recognising this, Council has a rolling annual street tree planting program funded in the budget to undertake new and infill street tree plantings in urban areas.

In addition, Council has Streetscape Plans for Trentham, Creswick, Clunes, Glenlyon, Daylesford and Hepburn and all of these plans identify the benefits of street trees and the opportunities for new street tree plantings and greening our streets.

The principles detailed in these streetscape plans are also applied to the implementation of road upgrade projects in urban areas.

Question 4 - Mr Rod Kirby

Who is the individual Council staff member responsible for the “roll-out” of these tree plantings?

Answer 4 – Mayor John Cottrell

The Infrastructure team has the responsibility for delivering the improvement project along Main road, Old Hepburn.

Following an initial letter drop prior to the commencement of the project, a number of team members have been involved in discussions with various community members about the proposed tree plantings in accordance with the principles referenced in the previous question.

Question 5 – Ms Dianne Parsons

Regarding the Trentham Hub

In order to achieve community ownership of the proposed Trentham Hub, will Council hold a plebiscite of Trentham ratepayers to determine their preference for the most suitable site?

Answer 5 – Mayor John Cottrell

No, Council does not plan to hold a plebiscite or survey in relation to the site for the Trentham Hub.

At our 15 August 2016 meeting, Council confirmed the Council owned land at 14A Victoria Street, Trentham as the site for the Trentham Community Services Hub.

Council has recently (October 2017) appointed architects to progress planning and design of the Hub at this site.

Question 6 – Ms Dianne Parsons

What will be the total cost to the Shire for the proposed Trentham Hub?

Answer 6 – Mayor John Cottrell

The estimated capital cost of the Trentham Community Hub at the Mechanics Institute site was \$3.5 million. Council had previously allocated \$800,000 to the project and underwritten a community contribution of \$100,000 with the balance being sought from external grant funding.

Council has committed to expenditure of \$73,500 for planning and design services for the Community Hub at 14A Victoria St, Trentham.

Council officers are working with project architects and will bring further reports to Council regarding project costs.

Once up and running, the Trentham Hub will lead to a modest increase in operational expenditure as a result of increased levels of service.

9.3 REQUESTS TO ADDRESS COUNCIL

1. Mr Dennis Trewhella - Addressed Council on the subject of the proposed Trentham Hub. In particular, to commend the Officers on the public discussion session on site but to recommend that in future such activities be advertised more widely.

2. Mr Robert Kingston – Addressed Council on the progress being made by the Trentham Save Our Institute Campaign in raising funds for the Trentham Mechanics Institute.

10. STATUTORY PLANNING REPORTS

Nil

11. OFFICERS' REPORTS

11.1 MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN 2017-2021

CHEIF EXECUTIVE OFFICER

In providing this advice to Council as the Environmental Health Officer, I Lisa Sparkes have no interests to disclose in this report.

PURPOSE

The purpose of this report is to recommend for Council to endorse and place the draft Municipal Public Health and Wellbeing Plan 2017-2021 on public exhibition.

BACKGROUND

Development of the Municipal Public Health and Wellbeing Plan (MPHWP) is a statutory requirement under the Public Health and Wellbeing Act 2008.

The Act requires all government departments and levels of government in Victoria to be responsible for public health and wellbeing. This approach is necessary because the environment in which we live influences many of the factors that affect our health and wellbeing.

The way in which councils set out to achieve this is by developing and implementing a Municipal Public Health and Wellbeing Plan (MPHWP). This plan must:

- Include an examination of data about health status and health determinants in the municipal district
- Identify goals and strategies based on available evidence for creating a local community in which people can achieve maximum health and wellbeing
- Provide for the involvement of people in the local community in the development, implementation and evaluation of the public health and wellbeing plan
- Specify how the council will work in partnership with the department and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the public health and wellbeing plan

ISSUE/DISCUSSION

This plan sets four priorities that will guide action over the next four years.

These priorities have been determined based on the review of health related data, community consultation and health partner consultation.

The four priority areas are as follows:

1. Healthy Eating and Active Living
2. Healthy and Safe Environments
3. Social Inclusion and Community Resilience
4. Preventing Family Violence

While these priorities are described separately, there are important relationships between many of the priorities, creating opportunities for action that will improve health and wellbeing in many areas. An example is increasing participation in sport and recreation which will contribute to reducing chronic disease risk factors, increasing social inclusion and building strong communities.

Strategies have been developed under each priority area to guide actions and identify outcomes. Following public exhibition an Action Plan will be developed to guide successful implementation of the plan.

Each Action documents the role Council will take, whether it is the lead or support, and it will link any relevant plan, strategy or policy.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Under Section 26 of the Public Health and Wellbeing Act 2008, Victorian Council's are required to prepare a Municipal Public Health and Wellbeing Plan within 12 months of the Council election. Council sought the approval of the Department of Health and Human Services to submit the plan by February 2018.

FINANCIAL IMPLICATIONS

There are no additional financial implications attached to the endorsement of the MPHWP by Council. All actions will be linked to existing council programs and services. It will draw on the actions of existing plans such as the Council Plan, Youth Strategy, Recreation and Open Space Strategy etc.

RISK IMPLICATIONS

There are no known risk implications attached to the endorsement of the MPHWP by Council.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Endorsing the MPHWP is expected to have a positive environmental, social and economic impact. The Environments for Health Framework has been used in the development of this plan.

This framework highlights that health and wellbeing is affected by factors originating across any or all of four environmental dimensions. These dimensions are listed below with examples for each:

- Built Environment - place based approaches, living and working conditions, geographic isolation
- Social Environment - people centred approaches, social connection, gender equity, safe and resilient community
- Economic Environment - job security, supporting local economy
- Natural Environment - sustainable environments, climate change, biodiversity, healthy environments

COMMUNITY AND STAKEHOLDER ENGAGEMENT

An extensive part of the development of this plan has been the broad range of community and health partner consultation. This process has resulted in overwhelming interest and support, particularly from health partners.

Community consultation first occurred in conjunction with the Council Plan community engagement process. This included six community drop in sessions, held in February to March 2017, that were attended by over 150 people, the 'OurSay' online forum which received 114 responses, and a community conference.

There were two group consultation workshops with regional health partners which were followed up with extensive one on one consultation visits. Council has put a large emphasis on engaging with health partners individually to discuss possible opportunities for collaboration and support of one another's programs.

Once the plan has been endorsed by Council it will go on public exhibition for 28 days. During this time it will also be sent to health partners, local schools and networks for further comment.

CONCLUSION

The Municipal Public Health and Wellbeing Plan sets out a clear framework for how council will meet its obligations under the Public Health and Wellbeing Act and it demonstrates Council's commitment to seek to protect, improve and promote public health and wellbeing within the municipal district. The final draft will be provided for Council consideration at the December Council meeting.

OFFICER'S RECOMMENDATION

That Council:

11.1.1 Endorses the draft Municipal Public Health and Wellbeing Plan 2017-2021 and places it on exhibition for a period of 28 days.

MOTION

That Council:

- 11.1.1 Endorses the draft Municipal Public Health and Wellbeing Plan 2017-2021 and places it on exhibition for a period of 28 days.*
- 11.1.2 Asks that the final draft notes the relevance of affordable housing to public health.*
- 11.1.3 Asks that the final draft recognises Council's relationship with Community Housing Limited organisation in managing its social housing stock as relevant to the Municipal Public Health and Wellbeing Plan 2017-2021.*

Moved: Cr Kate Redwood AM

Seconded: Cr Fiona Robson

Carried

ATTACHMENT 1 - DRAFT MUNICIPAL PUBLIC HEALTH AND WELLBEING
PLAN – 2017-2021 (ISSUED UNDER SEPARATE COVER)

11.2 INTERNATIONAL ORGANISATION OF BOOKTOWNS CONFERENCE AND REGIONAL CREATIVE EVENT

GENERAL MANAGER COMMUNITY SERVICES

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

PURPOSE

The purpose of this report is for Council to consider possible one-off financial support for the International Booktown Conference and associated Regional Creative Event being hosted in Clunes in May 2018.

BACKGROUND

A book town is a small rural town or village in which second-hand and antiquarian bookshops are concentrated. Most Book Towns have developed in villages of historic interest or scenic beauty. Booktowns promote economic development through creative and cultural industries. The book town offers a model of sustainable rural development and tourism.

The International Organisation of Booktowns aims to:

- Raise public awareness of book towns and stimulate interest by giving information via the internet and by organising an International Book Town Festival every second year;
- Strengthen the rural economy and enhance the quality of book towns by exchanging knowledge, skills and know-how between the book towns and their individual sellers and other businesses
- Undertake other activities which can serve the interests of book towns and strengthen independent businesses in book towns, e.g. by stimulating the use of information technology;
- By these means, help to maintain regional and national cultural heritage, and to raise international public awareness of such heritage.

In April 2012 Clunes gained International Organisation of Booktowns membership, becoming the 15th International Booktown and the only Booktown in Australia

ISSUE/DISCUSSION

Creative Clunes is hosting the International Booktown Conference and an associated Regional Creative Symposium with a specific focus on creative and cultural tourism and opportunities to encourage tourist visitation. A Briefing Paper provided by Creative Clunes is attached.

The two events will promote international visitation and support Victoria's growing creative tourism economy.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Vibrant Economy

Key Strategic Activity:

10. Contribute to the strength of the economy through the ongoing development of key regional attractions and events that enable marketing of our region, attraction of visitors, business opportunities and underpin a strong community.

FINANCIAL IMPLICATIONS

Council could forgo income of \$144 (assuming use of the Esmond Gallery and Ulumburra Room for eight hours) by providing free use of the Warehouse –Clunes. Officers have identified forecast savings of \$4,300 in the Events operational budget for 2017/18 that could be allocated to this event.

RISK IMPLICATIONS

Nil identified.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

There is evidence to suggest that the existence of adequate cultural institutions has been an important factor in attracting business and tourists to a region (Bille & Schulze, 2006). In this case, the arts forms part of the social infrastructure that some see as a necessary condition for locating/working in an area (O'Hagan, 2016).

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Creative Clunes indicated at a meeting in October, 2017 that they were seeking a \$5,000 contribution from Council towards the International Organisation of Booktowns Conference and the Regional Creative Symposium

CONCLUSION

Providing a relatively small amount one –off support to Creative Clunes to host the International Booktown Conference and associated Regional Creative Symposium helps to leverage to opportunities that the International Booktown Conference provides.

OFFICER'S RECOMMENDATION

That Council:

11.2.1 Provides a one-off financial contribution of \$4,300 to Creative Clunes to support hosting of the International Conference of Booktowns and the Regional Creative Symposium.

MOTION

That Council:

11.2.1 Provides a one-off financial contribution of \$4,300 to Creative Clunes to support hosting of the International Conference of Booktowns and the Regional Creative Symposium.

11.2.2 Requests that funds provided be used for the specific purpose outlined in 11.2.1 and acquitted as such.

Moved: Cr Don Henderson

Seconded: Cr Neil Newitt

Carried

11.3 COMMUNITY GRANTS – DECEMBER 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 December 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 two applications were received for December. The Panel recommends funding this application. It supports Council Plan objective Active and Engaged Communities.

Project Name	Community Organisation	Description	Total Project Amount	Amount Requested
Daylesford Macedon Ranges Open Studios 2018	Daylesford Macedon Ranges Open Studios 2018	Artists open their studios over 3 weekends (April-May) where the public can view the artist at work and discuss ideas and processes.	\$65,510	\$2,000
Mt Beckworth 'Lollipop Tree' Centenary	Mount Bolton-Beckworth Landcare Group Auspiced by Clunes Tourist & Development Association	A community celebration to mark the 100th anniversary of planting the iconic tree atop Mt Beckworth, known locally as the Lollipop Tree, in 1918.	\$19,345	\$2,000

The grant applications were 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.

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 November Community Grants allocation there is a funding balance of \$15,347 2017-2018 in the 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.

CONCLUSION

The recommended projects support the objectives of the 2017-18 Community Grants Program.

OFFICER'S RECOMMENDATION

11.3.1 That Council awards the following applications from the 2017-18 Community Grants Program to:

Project Name	Community Organisation	Amount
Daylesford Macedon Ranges Open Studios 2018	Daylesford Macedon Ranges Open Studios 2018	\$2,000
Mt Beckworth 'Lollipop Tree' Centenary	Mount Bolton-Beckworth Landcare Group Auspiced by Clunes Tourist &	\$2,000

	Development Association	
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MOTION

11.3.1 That Council awards the following applications from the 2017-18 Community Grants Program to:

Project Name	Community Organisation	Amount
Daylesford Macedon Ranges Open Studios 2018	Daylesford Macedon Ranges Open Studios 2018	\$2,000
Mt Beckworth 'Lollipop Tree' Centenary	Mount Bolton-Beckworth Landcare Group Auspiced by Clunes Tourist & Development Association	\$2,000

Moved: Cr Kate Redwood AM

Seconded: Cr Don Henderson

Carried

11.4 NEW CHILD SAFE POLICY AND STATEMENT OF COMMITMENT 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 to present the draft Child Safe Policy and Statement of Commitment to Council for review and adoption.

BACKGROUND

In April 2002, the Victorian government initiated an enquiry into the handling of child abuse allegations within religious and other non-government organisations. The inquiry's final report, "Betrayal of Trust" made a number of recommendations that have been since been acted upon. One of these was the creation of child safe organisations which have mandatory Child Safe Standards and a reportable conduct scheme. The Standards are compulsory for all organisations working with children which includes all Councils.

ISSUE/DISCUSSION

The attached Child Safe Policy and Statement of Commitment have been drafted to address the key criteria as specified within the guide published by the Commission for Children and Young People.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Victorian organisations that provide services to children are required under the Child Safety and Wellbeing Act 2005 to ensure that they implement compulsory Child Safe Standards to protect children from harm.

All organisations who provide care, supervision or authority over children, whether as part of its primary function or otherwise must comply with the Standards

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to children.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The Child Safe Policy will be made available to the public and staff and will be published on the Hepburn Shire Council's website and intranet. It will also be available upon request from all Customer Service Centre's, Libraries and Hubs throughout the Shire.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

We will work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim of abuse, or if they notice inappropriate behaviour. All Council staff will receive training in early 2018 on the Child Safe Standards and the commitment of Council to the unconditional protection of children from harm and abuse.

CONCLUSION

Hepburn Shire Council believes that creating safe places for children to fully and actively participate in the life of the community benefits everyone.

OFFICER'S RECOMMENDATION

That Council:

11.4.1 Adopts the Child Safe Policy.

11.4.2 Adopts the Statement of Commitment – Child Safety

MOTION

That Council:

11.4.1 Adopts the Child Safe Policy.

11.4.2 Adopts the Statement of Commitment – Child Safety.

Moved: Cr Greg May

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 2 - DRAFT CHILD SAFE POLICY

► CHILD SAFE POLICY

POLICY NUMBER: XX (C)

NAME OF POLICY: Child Safe Policy

DATE OF NEXT REVIEW: December 2021

DATE APPROVED: Yet to be adopted

RESPONSIBLE OFFICER: Coordinator Governance and Information

REFERENCES:

- Victorian Child Safe Standards
- Children Youth and Families Act (2005)
- Working with Children Act (2005)
- Child Wellbeing and Safety Act (2005)
- The Charter of Human Rights and Responsibilities Act (2006)
- The Commission for Children and Young People Act (2012)

► CHILD SAFE POLICY

INTRODUCTION

Hepburn Shire Council believes that creating safe places for children to fully and actively participate in the life of the community benefits everyone.

This policy is written to demonstrate the strong commitment of the management, staff and volunteers of the Shire to child safety and to provide an outline of the policies and practices we have developed to keep children and youth safe from any harm, including abuse.

SCOPE

This policy outlines the roles and responsibilities of Council staff and volunteers when interacting with children and youth. This may be through the delivery of targeted child and youth programs and initiatives, through communications such as web and social media or indirectly through the delivery of services within the community and the building and maintenance of facilities and spaces where children live and play. It applies to all staff, volunteers, contractors of Council, children, their families and carers.

POLICY

1. Commitment to Child Safety

We want all children who live, play, or visit the Shire to feel safe and to be safe.

We believe that child safety is everybody's responsibility and any form of behaviour that would compromise the safety of any child will not be tolerated.

We have zero tolerance to child abuse.

2. Children's Rights to Safety and Participation

We acknowledge children as active citizens, capable of contributing to decisions and service improvement. We encourage the participation of all children in our activities and programs and acknowledge their right to 'have a say' about things that are important to them.

We listen to their views and respect what they have to say.

► CHILD SAFE POLICY

3. Valuing Diversity

We value diversity and do not tolerate any discriminatory practices.

In particular we:

- promote the cultural safety, participation and empowerment of Aboriginal children and their families
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families
- welcome children with a disability and their families and act to promote their participation

4. Recruitment of Staff and Volunteers

Hepburn Shire Council has a robust recruitment process that includes pre-employment screening of all prospective employees and volunteers.

In addition to interviews, we perform reference and Police Checks to ensure that we are recruiting the right people.

All people engaged in child-related work, including volunteers, are also required to have a Working with Children Check.

5. Supporting Staff and Volunteers

Hepburn Shire Council seeks to attract and retain the best staff and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We have a Code of Conduct to provide guidance to our staff and volunteers and an Employee Assistance Program to support their emotional wellbeing.

6. Reporting a Child Safety Concern or Complaint

Hepburn Shire Council takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff and volunteers are trained to deal appropriately with allegations through our existing complaints procedure.

► CHILD SAFE POLICY

We will work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim of abuse, or if they notice inappropriate behaviour.

Concerns about the safety and wellbeing of a children can range from an uncomfortable feeling through to a direct observation or a disclosure by a child.

Examples of child safety concerns include:

- Concerns about a physical environment that may pose a risk to children (this includes health and hygiene issues)
- Inappropriate or special relationships developing between staff or volunteers and children
- Inadequate staff-child supervision ratios
- Breaches of the Code of Conduct
- Feelings of discomfort about interactions between a staff member or volunteer and a child
- Suspicions or beliefs that children are at risk of harm
- Observations of concerning changes in behaviour
- Children's disclosures of abuse or harm, which must be reported to Child Protection or the police.

All staff and volunteers have a responsibility to report an allegation of abuse if they have a reasonable belief that an incident took place using the complaints process.

Physical or sexual abuse of children is a crime and must be reported to police.

7. Risk Management

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to children.

► CHILD SAFE POLICY

DEFINITIONS

The following terms are referred to in the policy.

Term	Definition
Council	Hepburn Shire Council
Council Staff	Includes permanent and temporary full-time and part-time council employees, volunteers and contractors and consultants while engaged by Council.
Child	Children and young people up to the age of 18 years
Abuse	<p>All abuse harms children. Even injuries that are not visible can be profound. They can strike at a child's sense of identity, make them fearful or ashamed, and reduce their ability to participate in their community. Types of abuse include:</p> <ul style="list-style-type: none">• Physical• Sexual• Emotional and psychological• Neglect• Racial, cultural, religious
Aboriginal	The term Aboriginal in this Policy is inclusive of Aboriginal and Torres Straight Islander Peoples
Reasonable belief	<p>A reasonable belief is formed if a reasonable person in the same position would have formed the belief on the same grounds.</p> <p>Factors contributing to reasonable belief may be:</p> <ul style="list-style-type: none">• a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)• behaviour consistent with that of an abuse victim is observed• someone else has raised a suspicion of abuse but is unwilling to report it• observing suspicious behaviour.

► CHILD SAFE POLICY

FURTHER INFORMATION

Any enquiries about the Child Safe Policy should be directed to Council's Coordinator Governance and Information or the General Manager of Corporate Services.

IMPLEMENTATION

If a child is in imminent or immediate danger, call 000 immediately.

The Child Safe Policy is available to the public and staff and is published on the Hepburn Shire Council's website and intranet. It is also available upon request from all Customer Service Centre's, Libraries and Hubs throughout the Shire.

Staff will receive training in early 2018 on the Child Safe Standards and the commitment of Council to the unconditional protection of children from harm and abuse. This training will also be added to the Corporate induction program for new staff and volunteers.

REVIEW

This Policy will be reviewed every two years or sooner if required by legislation or organisational changes.

We welcome feedback, comments and suggestions from children, parents, cares, staff and volunteers.

The officer responsible for the review of this policy is the Coordinator Governance and Information.

ATTACHMENT 3 - DRAFT STATEMENT OF COMMITMENT - CHILD SAFETY

STATEMENT OF COMMITMENT

Hepburn Shire Council believes that creating safe places for children to fully and actively participate in the life of the community benefits everyone.

We want all children who live, play, or visit the Shire to feel safe and to be safe. We believe that child safety is everybody's responsibility and any form of behaviour that compromises the safety of any child will not be tolerated.

We have zero tolerance to child abuse.

We acknowledge children as active citizens, capable of contributing to decisions and service improvement. We encourage the participation of all children in our activities and programs and acknowledge their right to 'have a say' about things that are important to them.

We listen to their views and respect what they have to say.

We value diversity and do not tolerate any discriminatory practices.

We promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children and their families

We promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families

We welcome children with a disability and their families and act to promote their participation

We take all complaints seriously and have practices in place to investigate thoroughly and quickly. Our staff and volunteers are trained to deal appropriately with allegations.

Physical or sexual abuse of children is a crime and must be reported to police.

If you see something wrong:

- report your concerns to Council via our complaints process, or
- if a child is in **imminent or immediate danger**, call 000 immediately.

Our Child Safe Policy is available to the public and staff and is published on the Hepburn Shire Council website and intranet. It is also available upon request from all Customer Service Centers, Libraries and Hubs throughout the Shire.

11.5 PUBLIC ART POLICY REVIEW

GENERAL MANAGER COMMUNITY SERVICES

In providing this advice to Council as the Community and Cultural Development Officer, I Nate Perry have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to adopt the reviewed Public Art Policy.

BACKGROUND

In December 2013, Council adopted the Public Art Policy. The policy provides a framework to assist Council to make decisions on public art, its funding, commissioning, selection, installation, maintenance and deaccessioning. The policy also assists Council in responding to requests, proposals and offers of donation of works of art in public places.

The Public Art Policy is set to be review every four years. The Public Art Policy has been reviewed by Council officers and the Public Art Panel through November 2017. The Public Art Panel did not have any suggestions for revisions. The revised policy is attached (Attachment 1).

ISSUE/DISCUSSION

The Public Art Policy has been updated to reflect the 2017-2021 Council Plan. The policy has provided a clear framework for decision making about public art acquisition.

There are no major changes proposed for the Public Art Policy.

The policy has been updated to clarify the definition of public art includes temporary and permanent artworks.

The policy states at Section 4, Definitions:

"Public art...will include permanent works in outdoor places, artist designed street furniture, building elements, streetscapes, signage and gardens.

Public art will also include ephemeral and temporary artworks including performance, projection and digital art."

In addition, the policy has been updated at 5.2.4 to read:

"Longevity of the work"

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

3. Support and strengthen the resilience of the community through the delivery of actions in areas such as Youth, Libraries, Early Years, Community Planning, Arts & Culture, Events and Community Grants.

FINANCIAL IMPLICATIONS

The Public Art Policy does not provide any direct financial implications for Hepburn Shire Council. The policy provides a mechanism for Council to allocate funding for public art. It recommends that Council consider funding specific public artwork through the annual budget bid process. In addition, it supports identifying funding for public art opportunities by promoting artful design and integrated art (such as street furniture) through existing Council budgets and projects.

RISK IMPLICATIONS

The Draft Policy provides a framework for Council to make future decisions around public art. Through the establishment of a Public Art Panel, Council will have an expert panel to provide advice on any future opportunities in this area.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Public art and community art projects that are tailored to diverse sectors such as young people, older people, children, diverse cultures etc, lead to an enhanced sense of wellbeing of the participants, as well as greater community awareness of these sectors of our community.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Development of the Public Art Policy commenced in April 2013. Consultation to discuss the Policy was undertaken throughout April and May 2013 with public meetings held in Daylesford, Trentham, Clunes and Creswick.

In addition, an online survey and hard copy surveys were made available. Seventy-five survey responses were received and 80 people attended the community meetings.

The draft policy was made available for public comment from 14 October 2013 to 1 November 2013. Six responses commenting on the Draft Policy were received. Themes and ideas raised throughout the consultation process were considered in the development of the draft Public Art Policy and where appropriate changes made.

CONCLUSION

The Reviewed Public Art Policy provides a framework to assist Council to make considered decisions on public art, its funding, commissioning, installation, maintenance and de-accessioning. It will assist Council in response to requests, proposals and offers of donation of works of art in public places.

OFFICER'S RECOMMENDATION

That Council:

1.1.1. Adopts the revised Public Art Policy 40 (C).

MOTION

That Council:

1.1.1. Adopts the revised Public Art Policy 40 (C).

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 4 - DRAFT PUBLIC ART POLICY 40 (C)

► PUBLIC ART POLICY

POLICY NUMBER: 40 (C)

NAME OF POLICY: DRAFT PUBLIC ART POLICY

DATE OF NEXT REVIEW: December 2021

DATE APPROVED:

RESPONSIBLE OFFICER: Manager Community and Economic Development

REFERENCES:

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.

1. INTRODUCTION

In the 2017-2021 Council Plan, Hepburn Shire Council's mission is to

... maintain, promote, protect and enhance the districts unique social, cultural, environmental and heritage characteristics. This will be achieved through effective, caring management and responsible governance. We will strive to gain maximum advantage for our community by protecting and enhancing our natural and built environment.¹

Public art in the Hepburn Shire will express these values and further increase liveability for present and future residents, and enhance its attractiveness as a visitor destination.

Hepburn Shire Council values the diversity and excellence of its arts practitioners. Along with heritage and the natural environment, the arts contribute much to the region's attractiveness for residents and visitors.

More art improves tourism and therefore economic development, takes people away from themselves, challenges the way they think and makes for happier communities.²

2. SCOPE

This policy applies to the whole of Hepburn Shire Council and replaces previous policies or sections of policies referencing public art.

3. PURPOSE

The purpose of this policy is to provide a framework to assist the Hepburn Shire Council to make considered decisions on public art, its funding, commissioning, installation, maintenance and de-accessioning. It will also assist Council in response to requests, proposals and offers of donation of works of art in public places.

¹ Hepburn Shire Council Plan 2017-2021, 2017. p 9

² Response to Public Art Survey, May 2013

The aims of this Policy are to:

- Provide a strategic direction for the development of public art in Hepburn Shire.
- Encourage art installation in public open spaces.
- Identify principles Council and the community seeks to express through Public Art.
- Provide public art acquisition guidelines that govern funding, acquisition, management and disposal of public art.
- Provide guidelines for public art selection processes, location/display of public art and maintenance of public art.
- Provide guidelines for assessing sponsorship, donations, bequests and memorials.

4. DEFINITIONS

The following terms are referred to in the policy.

Term	Definition
Public Art	<p>In this policy public art refers to works of art in all mediums and styles that take place in, or are displayed in, public places or public domains of the Hepburn Shire to which the public has free and open access.</p> <p>This will include permanent works in outdoor places, artist designed street furniture, building elements, streetscapes, signage and gardens.</p> <p>Public art will also include ephemeral and temporary artworks including performance, projection and digital art.</p> <p>For the purposes of this policy, public art does not include:</p> <ul style="list-style-type: none"> • Commercial promotions or objects that are commercially mass-produced such as fountains, street furniture, signage etc. • Works of art that are held in public or private collections, including those of artists, museums and art galleries.
Community	<p>This refers to a group of people living in a particular area. It can also refer to a social unit of any size that shares common values.</p>

Term	Definition
Artist	An artist is a person engaged in one or more of any of a broad spectrum of activities deemed to be art. Because the term 'artist' is often used to mean one engaged only with visual art, many prefer to use the term 'arts practitioner'. 'Artisan' or 'craftsperson' is included in the term 'artist'.
Community Art	Community art or 'community-based art' is a way of creating art in which artists collaborate with people who do not normally actively engage in the arts. It can utilise any art form and is characterised by interaction or dialogue with the community.
Artwork Materiality	This refers to the medium and process used to create the art.

5. POLICY

5.1. Why? The importance of public art to Hepburn Shire Council

Hepburn Shire Council recognises that public art projects have a special role to play in connecting communities. Public art and community art projects that are tailored to diverse sectors such as young people, older people, children, diverse cultures etc, lead to an enhanced sense of wellbeing of the participants, as well as greater community awareness of these sectors of our community.

Public art in Hepburn Shire will integrate the arts into everyday life and help tell important stories about its places, its people, and its common values and ideas.

5.2. What? What will be included and considered in public art projects?

In assessing public art proposals the following will be considered:

5.2.1. Relevance to Hepburn Shire: its community, themes and concerns

- Public art may explore and encourage awareness of global, national or local issues and themes.

► PUBLIC ART POLICY

- Public art may interpret historical sites and tell important local stories.
- Public art may encourage community and visitor engagement with a particular place.
- Public art projects may be utilised to increase community connectedness.

5.2.2. Quality of the artwork and artist

- Public art will at all times reflect a high standard of artistic practice.
- Public art is usually made or designed by an artist, with or without community participation.
- While the quality of the artwork and artist are primary considerations, where other factors described above are equal, local arts practitioners will be preferred.

5.2.3. Artwork materiality

- Public art may include music, poetry, sound and light installations, temporary installations, street furniture, street lighting, gardens, paving, water features, sculptures, street theatre, parades, murals and street art.
- Multimedia, and digital art can create projected or screened, or electronically conveyed images and films, and soundscapes in public places may be movement activated or at specific times of day and night.
- Public art may include digital technology – as in virtual choirs, online exhibitions or digital interactive projects.
- Festivals may also include elements of public art such as exhibitions of actual or projected works of art, or parades and performances in public places. However, only those elements that offer free access to all can be considered public art.
- Landscaping and gardens may also be considered works of public art. Gardens developed with experienced landscape artists may help connect diverse sectors of the community and enhance significant and everyday places.

5.2.4. Longevity of the work

- Public art will not be limited to works that are physical and permanent.
- Works of art in public places may occur for a short time or

have a long-term placement. Some works of very short duration may be able to be repeated, electronically or manually activated.

- Permanent works of art will be made of durable materials and be affixed to a location for an agreed lifespan (usually a minimum of 5 years).

5.2.5. Safety and suitability

- Council will assess permanent works for safety and durability.
- The public artwork project and maintenance costs will be considered.

5.3. Where? Potential sites for public art

The context of public art is important. Public art will be used to enliven sites and events throughout the Shire. These may be large-scale, small or very subtle. Some works will encourage quiet, extended contemplation.

Areas where people congregate such as town centres, lakes, public parks and gardens, children's playgrounds, walking trails, empty or under-utilised spaces, bare walls of buildings, and streetscapes may all be suitable sites for public art.

Public art for the Hepburn Shire should be designed or selected to consider the following:

- Suitability for a specific place, including character, heritage and position on the site.
- Public safety concerns – this may include the shape and nature of the materials used.
- Visual impact and spatial considerations.
- Present and future uses of the area.

5.4. How? How art works are accessioned by the Shire

Hepburn Shire Council may acquire or sponsor public art in any of the following ways:

- Purchase of existing works of art.
- Commissioning of works of art for specific sites or projects.
- Acceptance of donation of art works.

► PUBLIC ART POLICY

- Community arts projects or workshops where an artist works with the community on a project and the resulting works are displayed in a public place on a temporary or permanent basis.
- Projects funded by grants, philanthropic trusts, individuals etc.
- Integrated art: works that are developed as part of a capital works project.
- Partnerships with, or sponsorship of, public art by a group, organisation, government department, or commercial enterprise.
- Public art that is curated on a theme, commemoration or specific event supported by the Shire.
- Public art produced during Artist in Residence projects.

5.5. Funding sources for public art

5.5.1. Hepburn Shire Council

- A Budget bid for specific public art projects will be considered as part of Council's annual budget.
- Artful design: Working across Council departments to identify opportunities for arts practitioners to contribute to the overall design of public place projects.
- Integrated art: Where possible, utilise existing budgets for seating, paving, lighting, parks and gardens, special signage etc to commission unique objects designed or made by artists.
- Partnerships: Additional funding may be sourced through partnerships with local organisations, community groups and enterprises and local, state and federal government.

5.5.2. State and Federal governments and agencies, philanthropic trusts

Council will explore grants and other funding opportunities.

5.5.3. Private or business donation, bequests and sponsorship

Council will consider offers of existing artworks for public places, funded proposals for new public artworks, bequests and other offers of funding for public art in a fair, transparent and consistent manner.

5.6. Public Art Panel

Council's decisions on public art projects will be informed by advice from an independent Public Art Panel.

- The Public Art Panel will comprise members with a wide range of professional and community art expertise, especially in the area of public art, art curatorship, architecture and design.
- Relevant Council officers such as engineers, planning, heritage, arts and tourism will be co-opted as required, but without voting rights. The Public Art Panel will have representation across the Shire and be appointed through expressions of interest to Council.
- The selection of the Panel will be made by Council. Selection will be based on relevant expertise, geographic representation across the Shire, and diversity of culture, gender and age.
- A maximum of 10 people will form the base Panel, with additional short-term members selected from communities or groups involved with a special project, or to provide special expertise for a project that requires it.

5.7. Process

5.7.1. Public Art Selection and Management Process

A designated Council officer will be primarily responsible for planning and delivering the Shire's program of public art activities.

All new public art proposals must be outlined in a project brief that draws out information as required in sections 5.2 and 5.3 of this policy.

The brief will be initially assessed by a Council officer who will determine if it is within the scope of this policy. If it is deemed suitable then it will be considered by the Public Art Panel.

These measures will ensure the Public Art Panel only deal with relevant proposals.

The Public Art Panel will advise on the brief and make recommendations to Council, assessing the proposal against:

- Quality of the artwork and artist
- Durability of work

- Safety and suitability
- Relevance to Hepburn Shire
- Artwork materiality

The Public Art Panel will provide advice to Council for Council to make the final decision. All Public Art proposals, successful or unsuccessful, will receive a written response.

5.8. Donations and Bequests

Donated work must meet the assessment criteria in section 5.2 and 5.3, in addition, Council may:

- Require or propose a donation from the artist towards ongoing maintenance or installation of any donated works.
- Donors will be required to sign an agreement granting ownership of works donated to Council.
- Donations and sponsorship will be acknowledged on appropriate signage and documented in the public art register.
- The acceptance of a donation does not imply any rights of that organisation or person to control management of the project.
- Loans of artworks to Council will not be considered.

5.9. Communication

Hepburn Shire Council is committed to open, transparent communication regarding public art projects in the Shire. To achieve this Council will:

- Maintain an email contact list. It is the responsibility of local artists to ensure Council has their up to date email address. When a public arts project is identified, the relevant details will be forwarded and recipients encouraged to further circulate the information.
- Widely publicise public art opportunities through local media, Council

website, and specific arts networks such as ArtsHub and ArtsAtlas.

- Promote existing public art online and, where possible, in printed form.

5.10. Accessioning/recording of public art works

All permanent and semi-permanent works of public art in the Shire will become part of the Shire's collection. When received all works will be catalogued, photographed, and assessed for condition.

The following details will be recorded in a suitable database: Name of artist, date of artwork, title if any, medium, date of acquisition, name of commissioning body or sponsor, donor and image.

5.11. Maintenance of works of art

Artworks in public places are significant and valuable assets for Hepburn Shire Council.

All new works of art installed in public places must be supplied with maintenance instructions, preferably written by the artist. Works of art that are subject to the vagaries of weather, interaction with people and natural decaying processes, will be inspected as required to assess and prevent damage.

Inspections of permanent works will be carried out as required to ensure safety and the integrity of the work and avoid the necessity for costly repair at a later date.

Donors or sponsors of permanent public art may be requested to provide a yearly maintenance budget. Similarly, when funding is being sought for a public art project, maintenance will be included in the budget, if appropriate.

5.12. Deaccessioning works of art

From time to time works of art in the public domain may become damaged beyond reasonable repair, or cease to have public relevance, or the site may be so changed that the work no longer fits or suits the site. In the case of works posing a risk to the public immediate removal may be necessary.

In these cases the Public Art Panel will consider the following options and advise Council on the most suitable option:

- Relocation of a work to a more suitable site

- If total removal is required donors in the first case, or artists, will be offered return of the artwork
- Donation of work to a school or other public utility
- Sale of work, with funds raised used for other public art projects
- Destruction of artworks will only be considered as a last resort.

6. FURTHER INFORMATION

Any enquiries about the Public Art Policy should be directed to Council's Community and Cultural Development Officer, 03 5321 6439.

7. IMPLEMENTATION

The Manager of Community and Economic Development will be responsible for ensuring the implementation of this Policy.

8. REVIEW

The Policy will be reviewed every four years.

11.6 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:

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

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

Date	Location	Committee Name
8 November 2017	Council Chamber, Daylesford Town Hall	Councillor Briefing
21 November 2017	Doug Lindsay Reserve, Creswick	Councillor/CEO Meeting
21 November 2017	Doug Lindsay Reserve, Creswick	Pre-Council Meeting Briefing

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Local Government Act 1989, Section 80A

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

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

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

Information provided for noting.

OFFICER'S RECOMMENDATION

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

MOTION

11.12.1. *That Council receives and notes the Records of Assemblies of Councillors for the month of November 2017.*

Moved: Cr Don Henderson

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 5 - RECORDS OF ASSEMBLIES OF COUNCILLORS –
NOVEMBER 2017

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Council Briefing
Date: Wednesday, 8 November 2017
Time: 10:00am – 4:45pm

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

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 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: Steve Millard
<input checked="" type="checkbox"/> GM Corporate Services Grant Schuster	Manager Strategic Asset Management,
<input checked="" type="checkbox"/> GM Community Services Kathleen Brannigan	Amanda Western Manager Community &
<input type="checkbox"/> GM Infrastructure Bruce Lucas	Economic Development, Katherine Toom
	Coordinator Governance & Information,
	Rebecca Pedretti Events Officer, Nate Perry
	Community & Cultural Development Officer,
	Julie Nixon Visitor Services Team Leader, Ellie
	Beer Coordinator Visitor and Library Services,
	Justin Fiddes Manager Planning, Nathan
	Aikman Coordinator Planning

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Nil	

Matters Considered:

Agenda Attached ☒


Name and title of Officer responsible for this written record:

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*

- | | |
|--|---|
| <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.

COUNCILLOR BRIEFING AGENDA

8 NOVEMBER 2017

Wednesday 8 November 2017
Council Chamber, Daylesford Town Hall
10:00 am – 4:30 pm

INVITED:	Councillors	Councillor Greg May Councillor John Cottrell Councillor Kate Redwood AM Councillor Neil Newitt Councillor Sebastian Klein Councillor Don Henderson
	Officers	Aaron van Egmond – Chief Executive Officer Grant Schuster – GM Corporate Services Bruce Lucas – GM Infrastructure Kathleen Brannigan – GM Community Services Other officers as appropriate
CHAIR:		To be determined
APOLOGIES:		Councillor Fiona Robson

Item No	Time	Type	Agenda Item	Presenter	Page No
1.	10:00 am	Report	Performance Reporting System	GM Corporate Services	4
2.	10:30 am	Report	Proposed Road Discontinuance – Unmade Road Adjoining 120 Foxs Road Musk Vale	Manager Strategic Asset Management	24
3.	10:45 am	Report	Rail Safety Agreement – Daylesford Spa Country Railway Incorporated	Manager Strategic Asset Management	28
4.	11.00 am	Report	Update on Clunes Mining Exploration Licence Application – Bonshaw Gold Pty Ltd	Manager Strategic Asset Management	54

▶ COUNCILLOR BRIEFING AGENDA
8 NOVEMBER 2017

Item No	Time	Type	Agenda Item	Presenter	Page No
5.	11.15 am	Report	Review of Policy 80 (C) – Councillor Expenses and Resources Policy	GM Corporate Services	56
6.	11.30 am	Report	Councillor Representation on Committees and External Bodies	GM Corporate Services	80
7.	12.00 pm	Report	Community Grants – November Recommendations	GM Community Services	82
8.	12:15 pm	Discussion	Potential MOU between Hepburn Shire Council and Hepburn Wind	CEO	84
	12:30 pm	Lunch			
9.	1:00 pm	External Presentation	Dean, Mollonghip and Newlyn Community Plan 2017	Community Members	85
10.	1:30 pm	Presentation	2016 Census Data Overview	Cultural and Community Development Officer	94
11.	1:45 pm	Report	Memorandum of Understanding - Great Trentham Spudfest	Events Coordinator	95
12.	2:00 pm	Report and Presentation	Employee Values Survey and Community Satisfaction Survey	CEO	107
13.	2:15 pm	Report	Revising Local Law Number 1 – Meeting Procedures	GM Corporate Services	112

▶ COUNCILLOR BRIEFING AGENDA
8 NOVEMBER 2017

Item No	Time	Type	Agenda Item	Presenter	Page No
14.	2:30 pm	Presentation	Creswick Mountain Bike Trails Project	Mark Travers	164
	3:00 pm	Break			
15.	3:15 pm	Presentation	Visitor Information Centre Vision 2020: Visit Hepburn Shire website	Library and Visitor Services Coordinator	165
16.	3:45 pm	Report and Presentation	Hepburn's Seasonal Pools Opening Hours and Weather Policy for 2017/18.	Library and Visitor Services Coordinator	167
17.	4:00 pm	Presentation	Update on Hepburn Hub at the Rex	CEO	168
18.	4:15 pm	Report	Amendment C63 to the Hepburn Planning Scheme – 209 Main Road, Hepburn and 66A West Street, Daylesford	Coordinator Planning	169
19.	4:30 pm	CLOSE OF MEETING			

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor/CEO Meeting
Date: 21 November 2017
Time: 2:00 – 3:30pm

Venue: ☐ Council Chamber Daylesford
☐ Senior Citizens Centre Daylesford
☒ Other – Doug Lindsay Recreation Reserve - Creswick

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

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached ☒

Name and title of Officer responsible for this written record:

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

Signature: 

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

► MEETING AGENDA

COUNCILLOR & CEO MEETING

Tuesday 21-11-2017

Doug Lindsay Recreation Reserve – Creswick

2:00 - 3:30PM

PRESENT: Councillors John Cottrell, Don Henderson, Neil Newitt, Greg May, Kate Redwood AM, Sebastian Klein, Fiona Robson, CEO Aaron van Egmond

CHAIR: Councillor John Cottrell

APOLOGIES:

No.	Time	Agenda Item	Presenter
1.	2:00pm	Relevant items for discussion following Councillor only time	Aaron van Egmond
2.		Progress with the negotiations regarding Daylesford Caravan Park permanent residents	Cr Kate Redwood AM
3.		Review the priorities for our shire with upcoming election	Cr Fiona Robson
4.		Biodiversity Strategy	Cr Fiona Robson
5.		PV Promotion and Powercor	Cr Fiona Robson
6.		Dog poo bags and emptying bins at recreation spaces e.g. Lake Daylesford (and are non-plastic dog poo bags feasible)	Cr Fiona Robson
7.		Progress of the Roadside Weed Eradication Programme	Cr Greg May
8.		Daylesford Macedon Rail Trail	Aaron van Egmond
9.		Org Structure	Aaron van Egmond

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, 21 November 2017

Time: 4:00pm – 4:35pm

Venue: ☐ Council Chamber Daylesford
☐ Senior Citizens Centre Daylesford
☒ Other (specify) Community Facility, Doug Lindsay Recreation Reserve, Creswick

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: Manager Planning Justin Fiddes
<input checked="" type="checkbox"/> GM Corporate Services Grant Schuster	
<input checked="" type="checkbox"/> GM Community Services Kathleen Brannigan	
<input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas	

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Nil	

Matters Considered: Council Meeting Agenda Tuesday, 21 February 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.

12. COUNCIL SPECIAL COMMITTEES (SECTION 86)

12.1 MINUTES OF SPECIAL COMMITTEES (SECTION 86)

GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the 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:

- Minutes – Glenlyon Recreation Reserve Special Committee – 2-8-2017
- Minutes – Drummond Hall Special Committee – 24-11-2017
- Minutes - The Lee Medlyn Home of Bottles – 15-11-2017
- Minutes – Creswick Museum Special Committee – 6-11-2017
- Minutes - Creswick Museum Special Committee – 4-12-2017

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

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

- Minutes – Glenlyon Recreation Reserve Special Committee – 2-8-2017
- Minutes – Drummond Hall Special Committee – 24-11-2017
- Minutes - The Lee Medlyn Home of Bottles – 15-11-2017
- Minutes – Creswick Museum Special Committee – 6-11-2017
- Minutes - Creswick Museum Special Committee – 4-12-2017

MOTION

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

- *Minutes – Glenlyon Recreation Reserve Special Committee – 2-8-2017*
- *Minutes – Drummond Hall Special Committee – 24-11-2017*
- *Minutes - The Lee Medlyn Home of Bottles – 15-11-2017*
- *Minutes – Creswick Museum Special Committee – 6-11-2017*
- *Minutes - Creswick Museum Special Committee – 4-12-2017*

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

12.2 APPOINTMENT OF MEMBERS TO SPECIAL COMMITTEES

GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

The purpose of this report is for Council to review and appoint new applicants to Special Committees of Council (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

Two membership applications have been received since the last meeting of Council. These are as follows:

Lyonville Hall Special Committee

- Linda Shewan

Glenlyon Recreation Reserve

- Pamela Armstrong

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Local Government Act 1989 – Council has the power to appoint members to Special Committees of Council.

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

All volunteers are covered by Council's Public Liability insurance. Guidelines are provided by Council to assist the Special Committees to effectively manage the facilities and to meet legislative requirements.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Special Committees comprising community members, encourage positive community involvement and engagement in managing Council owned facilities.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The hard work of committee members and volunteers has been, and will continue to be, of considerable value to our local communities and the broader Hepburn Shire.

CONCLUSION

Appointment of these new committee members will enable Council's Special Committees to continue to operate in accordance with their Instruments of Delegation by bringing further skills and diversity to the committees.

OFFICER'S RECOMMENDATION

That Council:

12.2.1 Resolves to appoint Linda Shewan to the Lyonville Hall Special Committee for a period of two years commencing 19 December 2017 until 30 November 2019.

12.2.2 Resolves to appoint Pamela Armstrong to the Glenlyon Recreation Reserve Special Committee for a period of two years commencing 19 December 2017 until 30 November 2019.

12.2.3 That members of each Committee are, pursuant to section 81(2A) of the Act, are exempted from being required to submit a primary and ordinary return.

MOTION

That Council:

12.2.1 Resolves to appoint Linda Shewan to the Lyonville Hall Special Committee for a period of two years commencing 19 December 2017 until 30 November 2019.

12.2.2 Resolves to appoint Pamela Armstrong to the Glenlyon Recreation Reserve Special Committee for a period of two years commencing 19 December 2017 until 30 November 2019.

12.2.3 That members of each Committee are, pursuant to section 81(2A) of the Act, are exempted from being required to submit a primary and ordinary return.

Moved: Cr Neil Newitt

Seconded: Cr Greg May

Carried

13. COUNCIL ADVISORY COMMITTEES

13.1 MINUTES OF ADVISORY COMMITTEES

GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the 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:

Minutes – Audit and Risk Advisory Committee – 27-11-2017

The public draft (unconfirmed) version of these minutes are included with this agenda.

The full, confidential 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

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

- Audit and Risk Advisory Committee – 27-11-2017

MOTION

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

- Audit and Risk Advisory Committee – 27-11-2017

Moved: Cr Don Henderson

Seconded: Cr Kate Redwood AM

Carried

ATTACHMENT 6 - DRAFT PUBLIC MINUTES – AUDIT AND RISK ADVISORY
COMMITTEE – 27-11-2017



HEPBURN SHIRE COUNCIL
AUDIT AND RISK ADVISORY COMMITTEE
DRAFT PUBLIC MINUTES

MONDAY 27 NOVEMBER 2017

TOWN HALL

76 VINCENT STREET

DAYLESFORD

1:00PM

This Document is printed on 100% Australian recycled paper

MINUTES

MONDAY 27 NOVEMBER 2017

Town Hall

76 Vincent Street, Daylesford

Commencing 1:00PM

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AARON VAN EGMOND
CHIEF EXECUTIVE OFFICER
27 NOVEMBER 2017

1. IN CAMERA DISCUSSION TO SET MEETING PRIORITIES

2. OPENING OF MEETING

Officers and Auditors joined the Committee and the meeting commenced at 1.24pm

COMMITTEE MEMBERS PRESENT:

- Carol Pagnon
- Robert Taylor
- Trevor Shard
- Rachelle Tippet
- Cr John Cottrell
- Cr Don Henderson

IN ATTENDANCE:

Hepburn Shire Council

- Aaron van Egmond – Chief Executive Officer
- Grant Schuster – General Manager Corporate Services
- Steve Millard – Manager Strategic Asset Management
- Trafford Thompson – Manager Finance and IT
- Katherine Toom –Coordinator Governance and Information

External

- Remy Szpak – VAGO
 - Kundai Mtsambiwa – HLB Mann Judd
-

3. APOLOGIES

Nil

4. DECLARATIONS OF CONFLICTS OF INTEREST

Ms Rachelle Tippet declared that she has commenced working at the City of Ballarat.

5. CONFIRMATION OF MINUTES

Full confidential minutes and abbreviated public minutes of the meeting held on 11 September 2017 have been circulated to committee members under separate cover.

MOTION

5.1.1. *That the Minutes (both full and abbreviated versions) of the previous meeting of the Audit and Risk Advisory Committee held on 11 September 2017 (as previously circulated to Committee members) be confirmed.*

Moved: Cr Don Henderson

Seconded: Mr Robert Taylor

Carried

6. MATTERS ARISING FROM PREVIOUS MEETING

The list of matters arising/outstanding from previous Audit and Risk Advisory Committee Meetings was discussed.

MOTION

6.1.1. *That the Audit and Risk Advisory Committee notes the update on matters arising from previous meetings.*

Moved: Mr Robert Taylor

Seconded: Ms Rachelle Tippet

Carried

7. ITEMS OF URGENT BUSINESS

Nil

8. RISK PROFILE

The purpose of this report is to provide the Audit and Risk Advisory Committee with an update on high and urgent risk areas and incidents including fraud, injuries and claims.

8.1. FRAUD AND PROTECTED DISCLOSURE STATEMENT

There were no fraud events reported since the last Audit and Risk Advisory Committee meeting in September 2017.

No protected disclosures have been received since the September 2017 Audit and Risk Advisory Committee meeting.

8.2. RISK EVENT SUMMARY FOR SEPTEMBER QUARTER

Key proactive risk management activities which have occurred across the organisation in the past three months include:

- Daylesford Victoria Caravan Park
- Creswick Closed Landfill
- Business Continuity Plan

8.3. HAZARD & INCIDENTS REPORT

Since the last Audit and Risk Advisory Committee meeting there have been no lost time injuries or injuries requiring medical treatment.

8.4. FORMAL COMPLAINTS RECEIVED

Between 1 July 2017 and 14 November 2017, Council has received 29 formal complaints. All complaints received are handled in accordance with Council's Complaints Handling Policy and guidelines.

Only 2 complaints have been received since we last reported to the Committee in September.

8.5. SIGNIFICANT LEGAL ACTIONS

Current cases were discussed.

8.6. REVIEW COUNCIL RISK PROFILE

The Organisational Strategic Risk profile was provided for the Committee's review.

MOTION

That the Audit and Risk Advisory Committee:

- 8.6.1. Notes the risk update.*
- 8.6.2. Recommends that the Business Continuity Plan (BCP) be updated to include a reference to the incident reporting process.*
- 8.6.3. Requests further information on training and testing for the BCP be reported back to the Committee.*
- 8.6.4. Requests a review of incidents data for stress/depression injuries for past 3 years to be undertaken and circulated to the Committee out of session.*
- 8.6.5. Requests oversight of implementation of OHS to ensure compliance with the National Audit Tool and half yearly review of trends in claims and incidents.*
- 8.6.6. Recommends that the more detailed incident report on OHS be presented to Council.*
- 8.6.7. Recommends the monitoring and reporting of lost time injuries frequency rate (number of injuries divided by hours worked) including trends by lead indicators.*
- 8.6.8. Requests a presentation and further discussion on how the risk ratings for the strategic risks have been determined.*
- 8.6.9. Recommends that a review of the roles of Council and the Committee to be included when reviewing the risk management framework and policy.*
- 8.6.10. Recommends a risk appetite statement is developed by the Executive Team and Council to coincide with the strategic planning process.*

Moved: Cr John Cottrell

Seconded: Mr Trevor Shard

Carried

9. MAJOR PROJECT UPDATE

9.1. HEPBURN HUB

The purpose of this report is to update the Committee on the Hepburn Hub project.

Since the last Audit and Risk Advisory Committee meeting:

- Construction has commenced.
- The Community Cinema has been asked to vacate the site during construction.
- Councillors received a briefing in November 2017

MOTION

9.1.1. That the Audit and Risk Advisory Committee notes the update on the Hepburn Hub project.

Moved: Mr Trevor Shard

Seconded: Mr Robert Taylor

Carried

10. FINANCIAL AND MANAGEMENT REPORTING

10.1. FINANCIAL REPORT AS AT 30 SEPTEMBER 2017

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 was presented to the Audit and Risk Advisory Committee for review and noting.

MOTION

That the Audit and Risk Advisory Committee:

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

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

10.1.3. Recommends the Committee receives a trend report on rates in arrears at a future meeting.

Moved: Mr Robert Taylor

Seconder: Mr Trevor Shard

Carried

10.2. PERFORMANCE REPORTING SYSTEM

The purpose of this report is to provide an update on Council's Performance Reporting System including a status report on progress against the projects in the 2017/18 budget and the 2017-2021 Council Plan.

Council is progressing with 2017/18 projects in the new Performance Reporting System.

MOTION

10.2.1. *That the Audit and Risk Advisory Committee notes the update on Council's Performance Reporting System for 2017/18.*

Moved: Cr John Cottrell

Seconded: Cr Don Henderson

Carried

10.3. SUMMARY OF REPORTS PROVIDED TO COUNCIL IN SEPTEMBER QUARTER

A summary of reports provided to Council was provided.

MOTION

10.3.1. That the Audit and Risk Advisory Committee notes the reports that have been provided to Council in September to November 2017.

Moved: Mr Robert Taylor

Seconded: Cr John Cottrell

Carried

10.4. MID-YEAR BUDGET REVIEW

The purpose of this report is to provide an overview of the Mid-Year Budget review process.

The 2017-18 Budget process identified and included an estimation of incomplete projects from 2016-17. The budget for each of these projects has been reconciled to carry forward only the required amount of any unspent 2016-17 budget. Any additional projects or programmes that subsequently required funds to be carried forward have also been identified.

A forecast budget including these carry forward adjustments and balance sheet adjustments reflecting actual opening balances has been produced and reported to Council at the October Council Meeting.

MOTION

10.4.1. That the Audit and Risk Advisory Committee notes the process for the 2017-18 Mid-Year Budget review.

Moved: Mr Robert Taylor

Seconded: Cr John Cottrell

Carried

10.5. COUNCILLOR ALLOWANCES AND EXPENSES

The purpose of this report is to provide the Audit and Risk Advisory Committee with an update on Councillor allowances and expenses.

The Mayor and Councillors receive annual allowances as per Sections 74A and 74B of the *Local Government Act, 1989*. The limits and ranges of the allowances are based on the size and population of the municipality and the Minister for Local Government reviews these rates annually.

In addition to the allowance, Councillors are entitled to reimbursement for money spent while undertaking their duties as Councillors. They are also entitled to receive an appropriate level of resources to enable them to be accessible and available to the community. The level of resources and refunds for expenses incurred are governed by the Councillor Expenses and Resources Policy.

Councillor expenses are made available on Council's website for public inspection.

MOTION

That the Audit and Risk Advisory Committee notes:

10.5.1. Councillor allowances for 2017/18

10.5.2. Councillor allowances and expenses for the financial year ended 30 June 2017.

Moved: Mr Robert Taylor

Seconded: Ms Rachelle Tippet

Carried

11. EXTERNAL AUDIT

11.1. REVIEW EXTERNAL AUDIT REGISTER ITEMS

The purpose of this report is to provide the Audit and Risk Advisory Committee with an update on progress in relation to outstanding actions from previous External Audit reports.

The status of external audit recommendations with a rating of medium or higher were reported to the committee.

MOTION

11.1.1. *That the Audit and Risk Advisory Committee notes the External Audit Register of Outstanding Items and recommends that officers continue to implement the recommendations contained in the register.*

Moved: Cr John Cottrell

Seconded: Mr Robert Taylor

Carried

11.2. UPDATE ON STATUS OF THIRD PARTY AUDITS FOR PREVIOUS QUARTER

The purpose of this report is to provide a summary of external audits of Council, including the status of audits in progress.

Council is subject to a number of regular and ad hoc audits undertaken by external parties. In order to maintain oversight over audits, a summary calendar of audits is reported each meeting to the Audit and Risk Advisory Committee.

MOTION

That the Audit and Risk Advisory Committee:

11.2.1. *Notes the update on the Status of External Audits.*

11.2.2. *Receives and notes the Roads to Recovery Funding Acquittal Statement and Audit Report for 2017.*

11.2.3. *Notes the update on the Integrity Framework Survey including the Data Results Report provided to date.*

11.2.4. *Notes management's action plan, including responsibilities and timeframes, in response to the Central Goldfields Shire Council investigation report.*

11.2.5. *Requests a copy of the report and an update when the Integrity Survey report from IBAC is available.*

11.2.6. *Requests an update on the progress toward addressing issues raised in response to the Central Goldfields Investigation Report at the May 2018 meeting.*

Moved: Mr Robert Taylor

Seconded: Cr John Cottrell

Carried

12. INTERNAL AUDIT

12.1. INTERNAL AUDIT REPORTS ISSUED IN SEPTEMBER QUARTER

The purpose of this report is to present the internal audit report received since the last meeting to the Audit and Risk Advisory Committee for review.

The following report has been received during the quarter:

- Follow-Up Review Report

MOTION

12.1.1. *That the Audit and Risk Advisory Committee notes the Follow-Up Review Report*

Moved: Cr Don Henderson

Seconded: Mr Robert Taylor

Carried

12.2. REVIEW INTERNAL AUDIT REGISTER ITEMS

The purpose of this report is to provide the Audit and Risk Advisory Committee with an update on progress in relation to outstanding actions from previous Internal Audit reports. The status of external audit recommendations with a rating of medium or higher were reported to the committee.

MOTION

That the Audit and Risk Advisory Committee:

- 12.2.1. *Receives the updated internal audit register of outstanding items*
- 12.2.2. *Notes the completion and close out of eleven audit recommendations.*
- 12.2.3. *Recommends that officers continue to implement the open recommendations contained in the register, particularly the high priority cyber security action items.*

Moved: Mr Robert Taylor

Seconded: Cr John Cottrell

Carried

12.3. INTERNAL AUDIT PLAN - REVIEW OF NEXT SIX MONTHS

The purpose of this report is to provide a summary of internal audit services for the next six months to the Audit and Risk Advisory Committee for its review.

The following Project is currently in progress:

Project	Status Update
HACC (transition planning for a competitive market)	- Field work performed week ended 17 November 2017

In accordance with the 2017-18 Internal Audit Plan, the following projects are scheduled:

Project	Status Update
Business Continuity Planning and Disaster Recovery	- Draft project plan completed - Field work scheduled for February 2018
Payroll	- Scheduled for April 2018

MOTION

That the Audit and Risk Advisory Committee:

- 12.3.1. *Notes the Internal Audit Plan update for the remaining 2017/18 financial year.*
- 12.3.2. *Requests that the project scope documents are circulated to the Committee for review out of session.*
- 12.3.3. *Recommends that Council provides the scope of the Payroll Internal Audit project to VAGO for feedback.*
- 12.3.4. *Notes that the BCP and DRP Internal Audit project is now scheduled for February 2018.*

Moved: Cr John Cottrell

Seconded: Ms Rachelle Tippet

Carried

12.4. MEETING IN-CAMERA WITH INTERNAL AND EXTERNAL AUDITORS

Officers left the room at 3:15pm and returned at 3.30 pm. The committee met with both external and internal auditors together.

13. COMPLIANCE AND CONTROLS

13.1. REVIEW OF COMPLIANCE OBLIGATIONS

Council uses the online Advent Manager compliance software to manage and monitor compliance obligations. Each quarter, non-compliant, partially compliant and overdue obligations are reported to the committee.

MOTION

That the Audit and Risk Advisory Committee:

- 13.1.1. *Notes the report on Compliance Obligations as at 20 November 2017 which management informs has not been fully updated by staff where actions have been completed.*
- 13.1.2. *Requests an update of compliance obligations that have not been updated to reflect current status be circulated to the Committee out of session.*

13.1.3. *Requests that a brief awareness session is provided to the Committee on the compliance requirements and management system.*

Moved: Mr Robert Taylor

Seconded: Mr Trevor Shard

Carried

13.2. REVIEW OF POLICY 51 (O) ACCEPTANCE OF GIFTS, HOSPITALITY AND OTHER GRATUITIES BY EMPLOYEES

The purpose of this report is to present the Audit and Risk Advisory Committee with a draft revised Policy 51 (O) Acceptance of Gifts, Hospitality and Other Gratuities by Employees.

No major changes are proposed to the revised policy. Minor changes have been made to update procedural and administrative information. The revised draft was provided for the Audit and Risk Advisory Committee's review.

After completing internal consultation, the policy will be approved by the CEO and communicated to all staff.

MOTION

13.2.1. *That the Audit and Risk Advisory Committee notes the update on the review of Policy 51 (O) Acceptance of Gifts, Hospitality and Other Gratuities by Employees.*

Moved: Cr Don Henderson

Seconded: Ms Rachelle Tippet

Carried

The meeting was closed to Internal and External Auditors at 4.10 pm for the consideration of a confidential item: Annual Evaluation of Internal Auditor's Performance.

14. AUDIT COMMITTEE COMPLIANCE

14.1. ANNUAL EVALUATION OF INTERNAL AUDITOR'S PERFORMANCE

At two years through the internal audit contract, Council officers have reviewed the performance of HLB Mann Judd in terms of Timeliness/Communication, Quality, and Audit Findings/Ratings.

MOTION

That the Audit and Risk Advisory Committee:

- 14.1.1. *Notes the evaluation of the performance of Council's Internal Auditor, HLB Mann Judd (Vic) Pty Ltd, for the period November 2016 to November 2017.*
- 14.1.2. *Recommends that Council officers discuss the review with the Internal Auditor to continue to strengthen the role.*
- 14.1.3. *Requests the Chair to also discuss the performance review with the internal auditor in accordance with the ARAC Charter.*
- 14.1.4. *Requests that a copy of each report be sent directly to the Chair of the Committee directly at the conclusion of each project.*

Moved: Mr Robert Taylor

Seconded: Cr John Cottrell

Carried

15. NEXT MEETING

The next meeting of the Committee is scheduled to occur on 26 February 2018 at the Daylesford Town Hall at 1:00pm

16. CLOSE OF MEETING

The meeting closed at 4.24 pm

14. CONFIDENTIAL ITEMS

14.1 CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

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

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

RECOMMENDATION

14.1.1 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:

89(2)(d) Contractual matters;

- Contract HEPBU RFT2017.37 – Reconstruction of Daylesford-Clunes Road

MOTION

14.1.1 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:

89(2)(d) Contractual matters;

- *Contract HEPBU RFT2017.37 – Reconstruction of Daylesford-Clunes Road*

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

The meeting was closed to the public at 7:17pm.

Cr Don Henderson declared an indirect interest in item 14.2 due to the contract potentially having the effect of improving his personal amenity as a result of owning property adjacent to the road works.

Cr Don Henderson left the room at 7.18pm

15. REOPENING OF MEETING TO PUBLIC

Cr Don Henderson returned to the meeting at 7.22 pm.

RECOMMENDATION

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

MOTION

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

Moved: Cr Fiona Robson

Seconded: Cr Greg May

Carried

The meeting reopened to the public at 7.23 pm.

16. CLOSE OF MEETING

The meeting was closed 7.23pm
