

Hepburn

SHIRE COUNCIL

HEPBURN SHIRE COUNCIL ORDINARY MEETING OF COUNCIL PUBLIC MINUTES

TUESDAY 21 NOVEMBER 2017

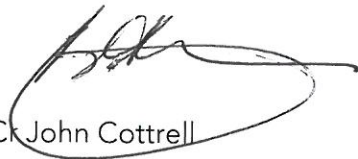
DOUG LINDSAY RECREATION RESERVE

LUTTET STREET

CRESWICK

6:00PM

Confirmed at the Ordinary Meeting of Council
held on Tuesday 19 December 2017



Chair, Mayor Cr John Cottrell

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MINUTES

TUESDAY 21 NOVEMBER 2017

Doug Lindsay Recreation Reserve

Luttet Street, Creswick

Commencing 6:00PM

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MINUTES
▶ ORDINARY MEETING OF COUNCIL
21 NOVEMBER 2017

AARON VAN EGMOND
CHIEF EXECUTIVE OFFICER
21 NOVEMBER 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 Don Henderson, Cr Greg May, Cr Fiona Robson, Cr Sebastian Klein, Cr Neil Newitt, Cr Kate Redwood AM

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

Nil

4. DECLARATIONS OF CONFLICTS OF INTEREST

Nil

5. CONFIRMATION OF MINUTES

RECOMMENDATION

- 5.1.1. That the Minutes of the Ordinary Meeting of Council held on 17 October 2017 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.
- 5.1.2. That the Minutes of the Special Meeting of Council held on 8 November 2017 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.
- 5.1.3. That the Minutes of the Statutory Meeting of Council held on 8 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. | <i>That the Minutes of the Ordinary Meeting of Council held on 17 October 2017 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.</i> |
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| 5.1.3. | <i>That the Minutes of the Statutory Meeting of Council held on 8 November 2017 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.</i> |

Moved: Cr Don Henderson

Seconded: Cr Kate Redwood AM

Carried

6. NOTICES OF MOTION

Nil

7. ITEMS OF URGENT BUSINESS

MOTION

7.1.1. That Council hears an item of urgent business.

Moved: Cr Don Henderson

Seconded: Cr Kate Redwood AM

Carried

MOTION

7.1.2. That Council approves Cr Sebastian Klein's request for a leave of absence from the December 2017 Ordinary Council Meeting.

Moved: Cr Don Henderson

Seconded: Cr Greg May

Carried

8. PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor John Cottrell, Holcombe Ward

Amongst a growing number of meetings and events over the past month I have attended three local government meetings

- Rural Councils Victoria (RCV) - Mayors, Councillors and CEOs Forum
- Municipal Association Victoria (MAV) Annual Conference
- Municipal Association Victoria (MAV) State Council

The RCV & MAV Conference were focused on the changing landscape in LG

- Growth in rural Australia / Decentralisation
- Planning system - not broken: but the operational system that blocks efficiencies
- Regional Partnerships - no more plans: only reinforce priorities / no elected representatives involved.
- Economic, Social and Environmental impacts - apparent inability of governments to cope
- Loss of trust/faith in public institutions
- Community engagement – an ongoing vexed issue

The MAV Council – voted on some 60 motions dealing with a vast array of areas of concern across LG councils

Significant of the events over the past month include:

- Remembrance Day at Burke Square: this was a well attended gathering - to remember the members of the armed forces who have died in the line of duty. Under a sunny sky the event was unfortunately hampered by a systemic failing of the PA system. In customary fashion Mr Bill McLenaghan managed through to ensure a fitting and memorable Remembrance Day.
- Victoria Day Council (Melbourne) - Separation Tree Ceremony & sapling presentation: held at the Botanical Gardens Melbourne some 15 councils received a sapling cultivated from seeds of the 'Separation Tree'. In 1850 citizens of Melbourne met under the Separation Tree to celebrate the separation of the colony of Victoria from New South Wales. The tree, estimated to be some 500+ years old died after being vandalised in 2015.
- Community Fair (Daylesford): Held at the Daylesford Community Park this event founded by Cr Fiona Robson was well attended. Festivities included an 'open mic' session enabling under-18s a stage to entertain, followed by a day

of music and conversation. Funds raised on the day were allocated toward the needed upgrade of the skate park.

- Book Launch (Kingston) – Authored by a local Peter Rickard “Sentinels of Service - Volunteers of the Kingston Avenue of Honour” is a substantive book that profiles of each service man and woman recognised in the Kingston Avenue of Honour; along with statistical data, and photographs of the ships used and war cemeteries.

Thank you

COUNCILLOR REPORTS

Councillor Neil Newitt, Cameron Ward

This month I represented council at the remembrance service held in Clunes. Although it fell during a long weekend (Friday being the public holiday for the Ballarat Show) nevertheless, there was a large crowd from the Clunes community gathered to pay their respects.

I also attended the Clunes show on Saturday. There had been some concerns around the weather forecast, but there were just a few short drops of rain late in the day.

The show continues to attract both locals and visitors who delight in the "traditional" country show. This can be heard in this post on The Clunes online notice board:

Jacqui Marshall (writes)

We spent time talking to a couple from Melbourne who have no association to Clunes but have been coming to the Show for the past 4 years and love it. The children brought friends and all helped out with the ferrets!!

I would like to add my congratulations to the committee of volunteers who put together this event every year.

Last night, I attended the first Clunes Tourist and Development Association (CTDA) General meeting held since the newly elected committee was appointed at last month's AGM. Around 20 people attended, a good indication of the renewed enthusiasm for the CTDA, a group that has been serving the Clunes community for 40 years.

One matter raised was around signage. This included way finding within the town, town entrance, and signage on the major roads leading to Clunes. One area of concern and this has also been raised separately with me by the Clunes Museum, is around the condition of the existing signage pointing out the history of our heritage buildings. The signs are old and faded, or have gone missing and not been replaced. This neglect detracts from the overall amenity.

This is an issue that has been raised time and again over the years and is not just limited to Clunes. We have communities that strongly want to acknowledge the history of our built environment. It is popular with tourists and locals alike. Appropriate informative signage would enhance existing heritage walks and help plan future walks.

We should replace the damaged, faded and missing signs as soon as possible. And we should also develop a program to deliver new signs for our buildings and areas of significance as part of our next budget.

Councillor Kate Redwood AM, Birch Ward

1. Evictions of Permanent Residents from Daylesford Caravan Park

Since the last Council meeting I have received a letter from Minister D'Ambrosio in response to mine on behalf of residents attending a public forum on homelessness and secure housing held in August, regarding the change of policy concerning permanent residents of caravan parks on Crown land. I quote:

'I understand that you were present when Mary-Anne Thomas MP, Member for Macedon announced that the Government is adopting a new approach that will provide certainty for existing residents while prohibiting new residencies. I am very pleased that this new approach will enable existing permanent residents to remain in Crown land caravan parks under certain circumstances. This will include longer term agreements instead of the current annual permits for these residents as well as measures to ensure this approach is not exploited to allow new permanent residents.

Where existing leases are in place such as is the case for the Daylesford Holiday Park the Government will support amendments to those leases to enable existing permanent residents to remain. I cannot however compel a park manager to agree to a lease variation or prevent the manager from evicting residents consistent with the provisions of the Residential Tenancies Act 1997.'

I understand that the negotiations between our CEO Aaron van Egmond, Grant Hull on behalf of DELWP and the Minister and the proprietors, are proceeding favourably, and we look forward to the residents being able to stay in their homes in the caravan park.

A letter from the Hon Lily D'Ambrosio MP, Minister for Energy, Environment and Climate Change was tabled at the meeting.

2. International Women's Day

I am pleased to report that there have been a significant number of nominations for the Heather Mutimer Honour Roll for Women and these are currently being assessed

against the criteria for the roll by the Nominations Panel. The Panel members will recommend to the Advisory Committee which in turn will recommend the women to be inducted in 2018 to Council.

3. Other Council Related Activities Over the Last Month

There have been many Council related activities which are listed as follows:

- 17/10/2017 Friends of Cornish Hill Schools Day
 - Council meetings (3)
- 19/10/2017 DIAC meeting
- 3/11/2017 Rotary Art Show
- 4/11/2017 Clydesdale Rotunda Opening
- 6/11/2017 Meeting with Mary-Anne Thomas and Caravan Park Residents
- 8/11/2017 Council Briefing
 - Special Council Meeting
 - Statutory Council Meeting re Mayor and Deputy Mayor for next Year
- 9/11/2017 IWD a/c
 - Update with CEO
 - DIAC Meeting
- 11/11/2017 Remembrance Day
 - Friends of Cornish Hill tree planting for Joan Endacott
 - Molonghip Poetry Slam
- 12/11/2017 Yandoit et al Planning Meeting
- 13/11/2017 Mineral Springs a/c
- 16/11/2017 Geothermal Water and Mineral Springs Workshop
- 18/11/2017 Birch Ward meeting – not attended (thanks to Cr Robson for covering)
- 19/11/2017 Community Fair
 - Meeting with Sue Walker re Eugene von Guerard paintings near Daylesford
- 20/11/2017 Steve McPhail (DSC) re ARC
 - Trevor Edwards (DPS) re Council matters
 - Daylesford Cinema AGM

Councillor Don Henderson, Creswick Ward

On the face of things attending the opening of a tap at the Creswick Splash Park is not a big event. The best thing was the opportunity to show the community that Council can work in partnership with others such as CHW to achieve things. Children were also there to hear the benefits of keeping hydrated which is so important.

Two events that were put on by the RSL and The Creswick and District Historical Society one of which the opening of an exhibition of the battle of Beersheeba during the first World War. As Councillors probably know the Creswick Light Horse Brigade are very active today and have led ANZAC marches in Canberra and Melbourne as well as our local parade. In the evening there was a commemorative dinner where some very interesting stories were related about the bravery of both the soldiers and horses in that famous battle where despite being grossly outnumbered they prevailed although at great cost.

I attended the AGM of John Curtin Hospital in Creswick and the opening of a new section by Phyllis Jones who is one of the older residents.

Remembrance day was again held in Creswick and I had the honour of laying a wreath on behalf of the Shire.

The Garden Lovers Weekend in Creswick and surrounds was a huge success this year as was the Creswick Flower Show in the Town Hall. Businesses reported bumper sales on the two days of the events and accommodation venues were full. This has become a very successful two day event.

Pavilion Arts also had an exhibition at the Scout Hall which was interesting in that children's art certainly had a large focus.

Creswick Railway Workshops Association hosted a group of Chinese visitors who were on the final leg of marching from Robe in SA where Chinese had disembarked during the gold rush. I took them around the town to show them the impact that they had on early Creswick. I was ably assisted in this by Margaret Fullwood and Wendy Ohlsen from the Creswick Museum. After a big day they were entertained at the Creswick station and had a hearty meal of all things BBQ and in the morning after a huge serving of eggs and bacon set off for Smeaton on their way to Bendigo. They were given a great history lesson there as well by Bob and Evelyn Wilson and Meg Barry. I am pleased to report that there were no casualties despite my cooking and the group reported that they had never been made as welcome nor looked after so well anywhere on their journey. The good thing is they will now be organising visits of mainland Chinese to our region.

This past weekend saw the launch of a book about The Kingston Avenue of Honour which is very capably tended by the Friends of the Avenue and the Hepburn Shire.

The Avenue which is among the longest in Australia is a reminder of the huge cost of war to such a small community.

Councillor Greg May, Creswick Ward

I have a number of events which I have attended to report on this month beginning with a training night for the White Ribbon Ambassadors held in Daylesford recently. The training was conducted by Women's Health Grampians and will hopefully give our ambassadors a greater understanding of how to deal with the many different aspects of domestic violence and how to interact with their clubs and community groups. Some of the statistics around domestic violence are really quite confronting and we all should do what we can to help eliminate it from our communities. White Ribbon day is this Friday the 24th of November and there will be street stalls in Daylesford and Creswick

with White Ribbon merchandise and blank copies of the White Ribbon oath which we will encourage people to complete and sign up, to saying no to men's violence against women.

I also attended the opening of the new drinking fountain at the splash park in Creswick. The project was joint effort by Central Highlands Water and Hepburn Shire but is no ordinary tap. As well as housing a basic drinking fountain it also has facility to fill water bottles and a drinking bowl for our canine friends. Jeremy Johnson from Central Highlands water pointed out at the opening that our tap water is perfectly safe to drink and that Australians unnecessarily spend millions of dollars each year buying bottled water.

Last month a bus crash near Moonambel unfortunately claimed the lives of two lady bowlers returning from a tournament in Mildura. Some of the ladies involved in that crash were members of bowling clubs within Hepburn Shire. I recently spoke with Helen Mizzeni who is a member of the Smeaton Bowling club and also a board member of the Ballarat District Bowls Division. Helen had some very positive feedback about shire employee Amanda Western who had attended meetings and counselling sessions after the crash. Helen commented that Amanda had been a great source of comfort to the surviving ladies and should be acknowledged and thanked for her efforts.

In late October I was fortunate enough to attend a dinner at the Creswick Town Hall held by the Creswick Historical Society to commemorate the 100th anniversary of the Battle of Beersheba. The Battle of Beersheba was a very decisive one during the first world war and is seen as a turning point in the war. Guest speaker on the night was author and historian Philip Bradley who spoke about events leading up to and including the battle as well as showing many photos of the campaign. His book –

Australian Light Horse – the campaign in the middle east 1916 -1918 - is a great read for those interested in our Military History.

While on the theme of books, last Saturday I attended a book launch in Kingston. The book, *Sentinels of Service*, was compiled by Peter Rickard and is a comprehensive record of all 286 service men and women who have a tree planted in their honour in the Kingston Avenue of Honour. The book was launched by Dr. Robert Webster OAM, Victorian President of the RSL who also wrote the foreword for the book. On the same day there were 3 gardens in Kingston open to the public organised by the Friends of the Kingston Avenue of Honour. This year the weather was much kinder to the organisers with good crowds visiting the gardens.

Finally a brief word on the Mollongghip Poetry Slam. Although I was unable to attend I am reliably informed that it was again a great night with possibly a record crowd and a total of 34 poets participating. I understand that long time competitor and Blampied resident, Chris Dennis took out the 2017 title.

Councillor Fiona Robson, Birch Ward

No written report provided.

Councillor Sebastian Klein, Coliban Ward

My last few weeks as Mayor were made up of the usual sort of range of meetings and matters to attend to.

Some of these were with Mount Alexander and Macedon Ranges Shire Councils to talk about waste and resource recovery models for the region and rail trails. There was some alignment drawn around regional approaches to doing a better job of ensuring that we maximise resources recovered from our waste materials. It was great also to see the growing alignment throughout our region to join our major destinations with safe and accessible walking and cycling trails.

The head of steam and momentum building around renewable energy development also continued to be evident as I attended a Community Power Hub Roundtable in Ballarat, where we discussed the range of potential projects and priorities for the immediate region and communities might be best situated to benefit from these projects.

At a DELWP session in Ararat called Exploring Renewable Energy Potential in Victoria, Simon Cornell, the Victorian Renewable Energy Advocate hosted a range of speakers to discuss the real and imminent potential investment throughout the state. Regional economies and land holders throughout the West and North of the state are well placed in terms of wind and solar energy respectively and through the range

of representatives from those parts it became clear that for them, the investment to brought about through the Victorian Renewable Energy Target is an enormous economic opportunity.

Similarly at the Premier's Sustainability Awards, the innovation and economic growth engendered in doing things better by the environment was underlined as a range of exciting projects were celebrated for their contributions to the economy and sustainability. I was particularly impressed by the innovative Nightingale Housing Collective from Melbourne and a small company who were converting hospitality operators from chemical cleaning to ultraviolet, salt and heat.

But of course the icing on the cake was found not just at the opening at the Clydesdale rotunda, and the fantastic country-spread afterwards, but also at the Lyonville Cake Bake-Off where once again I ate myself silly in the interests of judging the best cakes and slices in the region. Special mentions must be made of course for the earl grey shortbreads and the marzipan and amaretti frangipane.

I attended a range of other meetings that will be mentioned in my written report.

CHCV Mayors and CEOs meeting

Lyonville Cake Bake-Off

DELWP – Exploring Renewable Energy Potential in Victoria, Ararat

Community Power Hub Roundtable

Premier's Sustainability Awards

Meetings with MRSC and Mt Alexander Shire Councils

Meeting with Catherine King

Consultation on Victorian planning regulations concerning intensive livestock

Reconciliation Action Plan Reference Group meeting

Clydesdale Rotunda opening

Midnight Oil Concert

Special and Statutory Council meetings

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 Kate Redwood AM

Seconded: Cr Greg May

Carried

9. PUBLIC PARTICIPATION TIME

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

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

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

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

9.1. PETITIONS

No petitions have been received.

9.2. QUESTIONS

In accordance with Local Law No 1, questions will only be heard at a meeting if the person who submitted the question is present at the meeting.

A number of questions were received by officers prior to the meeting but as the questioners were not present at the meeting itself, written responses will be sent directly to them by mail.

Question 1 - Mr Bill McClenaghan

With the start of the Proclaimed Summer Fire Danger Period possibly less than a week away, Council has been sending letters to private landowners reminding them of their responsibility to maintain their properties and "ensure all fire risks are addressed."

Council is likewise responsible for large amounts of land either as the owner or land manager of crown land in towns like Daylesford and Hepburn Springs that are listed as having high fire danger.

How much money is budgeted or allocated this financial year for fire hazard reduction works on Council owned and managed crown land (other than road reserves) and specifically where are works proposed?

Answer 1 – Mayor John Cottrell

Council's 2017/18 budget for Roadside Maintenance is \$322,143.

Within this program an allowance of \$200,000 is made for the annual slashing program for roadsides and other reserve which is for road safety and fire prevention works.

Council does not budget for the roadside and reserves components separately.

In addition, Council has allocated \$30,000 for the development and implementation of Vegetation Management Plans on Crown Land Reserves. This program will also provide a benefit in reducing fire fuel loads and will include works at the Hepburn Mineral Springs Reserve. Additional works at other Crown Land Reserves will be identified as additional Vegetation Management Plans are developed.

Supplementary Question 1 - Mr Bill McClenaghan

Can you confirm what funds are specially allocated toward fire prevention works on Crown land and reserves that Council manage, not road sides?

Answer 1 - Chief Executive Officer and General Manager Infrastructure

\$30,000 is for specific vegetation management plans on Crown land reserves which have been prioritised, in addition to a \$200,000 allocation for fire prevention works across the Shire which is inclusive of road sides and Crown land reserves and other reserves under Council's control. It is not possible to separate the two items in answering this question.

Question 2 - Mr Bill McClenaghan

How much money was spent on such fire hazard reduction works on Council owned and managed crown land (other than road reserves) in or before the previous (2016 / 2017) fire season and specifically where were the works conducted?

Answer 2 – Mayor John Cottrell

In 2016/17, Council expenditure on the annual Slashing Program and fuel reduction works at the Hepburn Mineral Springs Reserve and the Daylesford Transfer Station totalled \$208,569.

Council does not have a comprehensive list of all specific sites where works were undertaken.

9.3. REQUESTS TO ADDRESS COUNCIL

No requests to address Council were received.

10. PLANNING REPORTS

10.1. AMENDMENT C63 TO THE HEPBURN PLANNING SCHEME – 209 MAIN ROAD, HEPBURN AND 66A WEST STREET, DAYLESFORD

CHIEF EXECUTIVE OFFICER

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

PURPOSE

The purpose of this report is to request Council to adopt exhibited Amendment C63 to the Hepburn Planning Scheme. The Amendment proposes to rezone to parcels of land at the above mentioned addresses to General Residential Zone (GRZ)

BACKGROUND

Planning Scheme Amendment C63 (Amendment C63) seeks to implement two proponent led rezoning of land at the above mentioned addresses.

The Amendment has been made at the request of Daylesford Lawn Tennis Club Inc (66A West Street, Daylesford) and Beveridge Williams on behalf of the Penman Unit Trust (209 Main Road, Hepburn).

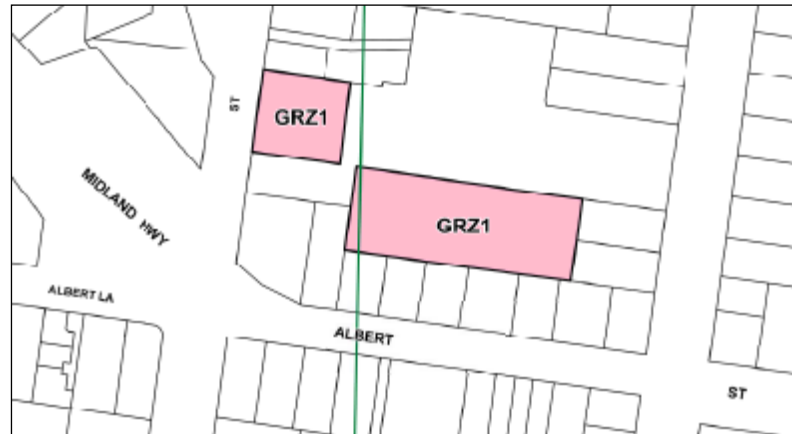
The amendment applies to two separate parcels of land within the municipality. These are:

66A West Street Daylesford

The land proposed to be rezoned is currently zoned Special Use Zone Schedule 3 and forms part of the Daylesford Lawn Tennis Club land located at 66A West Street Daylesford.

The Tennis Club land comprises three separate allotments (Lots 1 and 2 on TP13810 and Lot 2 on PS 604644) and has a total area of approximately 1.64 hectares. It is located between West Street and Perrins Street in Daylesford.

The land to be rezoned forms 2 separate parts of Lot 1 on TP 13810 with a combined total area of 7,745 square metres, as shown below.



209 Main Road Hepburn

The land is located at 209 Main Road, Hepburn, (Allotment 12A, Section 20B, Township of Hepburn). It is located within the residential area on the north east side of Main Road, Hepburn. It has a total area of 7,984 square metres.

The land subject to this amendment currently zoned Rural Conservation and is shown below:



In both instances, the amendment proposes to rezone the land to General Residential Zone.

ISSUE/DISCUSSION

Following the hearing and deliberation of the submissions made by Council officers, proponents and submitters, the Panel Chair made the following conclusions in the executive summary of the report in relation to the land at 66A West Street, Daylesford:

The Panel concludes that the proposed rezoning of the surplus land to GRZ1 is appropriate. It has not been established that the land proposed for rezoning contains heritage assets that warrant protection under the planning scheme. Access to the site will require careful design to ensure safe entry and egress and acceptable gradients but the permit process is adequate to address the issues presented.

While the application of the EAO is not warranted, the responsible authority should consider requiring an independent assessment of the information relating to potential contamination as part of the assessment of the permit application.

In relation to the land at 209 Main Road, Hepburn the Panel Chair made the following conclusions:

As the inclusion of 209 Main Road in the RCZ was not necessarily an anomaly, a more rigorous, explicit evaluation of the proposal to rezone the land was warranted.

Provided site constraints are addressed and landscape values are protected, the potential for subdivision, to extend the potential use of dwellings beyond temporary accommodation and an impetus for some limited further development that would be facilitated by a residential zone is acceptable.

The combination of the existing BMO, DDO5, ESO1 and a residential zone would provide a planning framework that addresses the compatibility of future development with the character of the neighbourhood, and appropriately addresses bushfire risk, significant landscape values and water quality. The significant risk of landslip and erosion on the site justifies the application of the EMO, with an exemption in the schedule to the overlay relating to the maintenance of planted vegetation.

In light of the above conclusions the Panel Chair made the following recommendations:

Based on the reasons set out in this Report, the Panel recommends that Hepburn Planning Scheme Amendment C63 be adopted as exhibited subject to the following:

1. Apply the Erosion Management Overlay to 209 Main Road, Hepburn with an exemption from permit requirements relating to the maintenance of planted vegetation in the schedule to the overlay.
2. Council consider requiring an independent assessment of the information relating to potential contamination of the Tennis Club land as part of the assessment of the permit application that enables a sensitive use at 66A West Street, Daylesford.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

All costs are to be borne by the proponents of the Amendment.

RISK IMPLICATIONS

A concern was raised that the land at 66A West Street, Daylesford may have been contaminated from the use of products associated with the maintenance of the tennis courts. Council may consider testing the soil of the site to confirm whether any soil contamination exists.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

There are no adverse social, economic or environmental effects arising from this amendment.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The amendment was exhibited on 1 September 2016 and received 2 submissions.

All matters raised by submitted were considered through the Panel process and resulted in the changes suggest by the Panel Chair.

CONCLUSION

The Panel Report should have significant weight when considering the final form and content of Planning Scheme Amendment C63, if adopted by Council and subsequently provided to the Minister for Planning for approval. The Minister for Planning is required to consider the Panel Report and the final form and content of Planning Scheme Amendment C63 if adopted by Council. Following officer consideration of the Panel Report, it is recommended that Planning Scheme Amendment C63 be adopted by Council with the suggested changes.

OFFICER'S RECOMMENDATION

That Council:

10.1.1. Under Section 29 of the Planning and Environment Act 1987 resolves to adopt Amendment C63 to the Hepburn Planning Scheme with the changes recommended by the Panel and submit the adopted Planning Scheme Amendment to the Minister for Planning requesting approval.

MOTION

That Council:

10.1.1. *Under Section 29 of the Planning and Environment Act 1987 resolves to adopt Amendment C63 to the Hepburn Planning Scheme with the changes recommended by the Panel and submit the adopted Planning Scheme Amendment to the Minister for Planning requesting approval.*

Moved: Cr Don Henderson

Seconded: Cr Kate Redwood AM

Carried

ATTACHMENT 1 - HEPBURN C63 PANEL REPORT (ISSUED UNDER SEPARATE COVER)

11. OFFICERS' REPORTS

11.1. PROPOSED ROAD DISCONTINUANCE – UNMADE ROAD (NORTH OF ALLOTMENT 15E, SECTION 1A, PARISH OF WOMBAT) ADJOINING 120 FOXS ROAD MUSK VALE

GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the Manager Strategic Asset Management, I Steve Millard have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Councillors to consider a proposal to discontinue the unmade road reserve (north of allotment 15E, section 1A, Parish of Wombat) adjoining 120 Foxs Road Musk Vale under section 206 and Schedule 10 of the *Local Government Act, 1989* (Act).

BACKGROUND

Council has been approached by the owners of 120 Foxs Road Musk Vale, to request that Council consider the discontinuance of the unmade road reserve (north of allotment 15E, Section 1A, Parish of Wombat) under section 206 and Schedule 10 of the Act.

Following a recent survey of the land for the purpose of erecting new fences, it became apparent that a portion of a brick walled courtyard attached to the dwelling encroaches on the unmade road reserve. The dwelling and attached courtyard was constructed by the previous owner of the land.

The boundary between the unmade road reserve and their allotment is not currently fenced and appears to have never been fenced.

The extent of the encroachment and the position of existing fencing is indicated on the attached survey plan. The all-weather access track was constructed at the time of construction of the dwelling by the previous owner of the land.

ISSUE/DISCUSSION

The discontinuance of the unmade road reserve is a practical solution to the encroachment of the dwelling on the road reserve. The only other alternative would be to demolish portion of the dwelling to remove the physical encroachment.

The land owners have approached Department of Environment, Land, Water and Planning (DELWP) and have obtained the approval of the Minister to purchase the unmade road reserve subject to Council completing the road discontinuance process.

The road has never been formed by Council and its discontinuance and sale would not appear to prevent legal access to surrounding properties.

As part of the discontinuance process, Council is required to give public notice in a newspaper circulating in the area and written notice to other property owners abutting the unmade road reserve and service authorities. Any person affected may make a submission under section 223 of the Act.

Following the giving of public notice of Council's intention to discontinue the road and the receipt of any submissions, a further report will be provided to Council for the purpose of confirming the road discontinuance process.

Upon completion of the road discontinuance process by Council, the land reverts to being Crown land and the sale/purchase process is completed by DELWP and Department of Treasury and Finance. DELWP has provided an indicative valuation of the road to the land owner. Council is not entitled to the sale proceeds.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Section 206 and Schedule 10 of the Act set out the administrative process and requirements to be met by Council in relation to the discontinuance of a road.

FINANCIAL IMPLICATIONS

No financial implications noted.

The land owners have agreed to reimburse Council in relation to all newspaper and Government Gazette advertising costs that will be incurred by Council.

RISK IMPLICATIONS

No risk implications noted.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

No environmental/social/economic implications noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council is required to give 28 days public notice of the proposal in a newspaper circulating in the area. The Advocate and Courier newspapers will be used for this purpose. In addition, Council is required to notify property owners abutting the road reserve as well as relevant service authorities.

Any person may make a submission to Council under section 223 of the Act in relation to the proposal and Council must consider any submissions in the event that it confirms the road discontinuance.

CONCLUSION

The discontinuance of the unmade road reserve abutting 120 Foxs Road Musk Vale and its subsequent sale to the adjacent land owner will formalise and correct the title boundaries and the improvements located on the property.

OFFICER'S RECOMMENDATION

11.1.1. That Council consents to officers giving public notice under Section 206 and Schedule 10 of the Local Government Act 1989 of its intention to discontinue the unmade road reserve adjoining 120 Foxs Road Musk Vale.

MOTION

11.1.1. That Council consents to officers giving public notice under Section 206 and Schedule 10 of the Local Government Act 1989 of its intention to discontinue the unmade road reserve adjoining 120 Foxs Road Musk Vale.

Moved: Cr Kate Redwood AM

Seconded: Cr Sebastian Klein

Carried

11.2. DAYLESFORD SPA COUNTRY RAILWAY INCORPORATED - PROPOSED RAIL SAFETY INTERFACE AGREEMENT

GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the Manager Strategic Asset Management, I Steve Millard have no interests to disclose in this report.

PURPOSE

The purpose of this report is to present to Councillors the Rail Safety Interface Agreement that is proposed to be entered into with Daylesford Spa Country Railway Incorporated (DSCR).

BACKGROUND

The requirement for rail operators and road authorities to enter into Rail Safety Interface Agreements (RSIA) was introduced in the *Rail Safety National Law* passed by the South Australian Parliament in 2012. However, the timing of the introduction of RSIA's was delayed pending all states passing similar state-based rail safety legislation. The relevant Victorian legislation is the *Rail Safety (Local Operations) Act*.

ISSUE/DISCUSSION

DSCR, as a rail operator, is required to enter into a RSIA with Council as the relevant road authority in relation to all road/rail crossings (interfaces) within the Shire.

The Office of the National Rail Safety Regulator (ONRSR), established under the *Rail Safety National Law*, has as one of its primary objectives "to promote and improve national rail safety". ONRSR provides template RSIA's for use by the relevant rail operators. The provisions of the RSIA proposed by DSCR largely align with this template.

There are 8 interfaces within the Shire as follows:

Road Name	Interface Type
East St	Over road bridge
Lyman Street	Level crossing
Sullivan Street	Level crossing
Un-named road	Level crossing
Wheelers Hill Road	Level crossing
School Road	Level crossing
Dolphins Road	Level crossing
South Bullarto Road	Level crossing

The RSIA sets out the demarcation in relation to management and maintenance of road surfaces and rail infrastructure at the interfaces. At all interfaces, Council maintains the road surface to within 0.5m of the outside edge of the railway line.

Other major provisions of the RSIA affecting Council are:

- Risk management (ensure potential risks to safety are managed and controlled appropriately)
- Maintenance of road signage, line-marking, drainage and vegetation clearance for sight distances
- Emergency and incident management
- Level of training required for persons working in proximity to rail infrastructure
- Relevant contact details.

At this stage, the RSIA with DSCR is the only agreement with Council that has been sought by a rail operator. Council should expect a similar RSIA to be entered into with V/Line in due course in relation to the portion of the Ballarat-Maryborough railway line situated within the Shire.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

The relevant Victorian legislation requiring RSIA's to be entered into by rail and road authorities is the *Rail Safety (Local Operations) Act*.

FINANCIAL IMPLICATIONS

No financial implications noted.

RISK IMPLICATIONS

There are no risks to Council in entering into this RSIA. The RSIA sets out the requirements of both parties to ensure potential risks to safety are identified and controlled.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

No environmental/social/economic implications noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

None required.

CONCLUSION

The Rail Safety Interface Agreement between Council and Daylesford Spa Country Railway Incorporated sets out the demarcation of responsibility for physical assets at road/rail interfaces as well as risk and emergency management processes and training requirements for persons working in proximity to rail infrastructure.

OFFICER'S RECOMMENDATION

That Council:

11.2.1. Enters into the Rail Safety Interface Agreement with Daylesford Spa Country Railway Incorporated;

11.2.2. Authorises the Chief Executive Officer and the Mayor to execute and seal the Rail Safety Interface Agreement.

MOTION

That Council:

11.2.1. Enters into the Rail Safety Interface Agreement with Daylesford Spa Country Railway;

11.2.2. Authorises the Chief Executive Officer and the Mayor to execute and seal the Rail Safety Interface Agreement.

Moved: Cr Kate Redwood AM

Seconded: Cr Don Henderson

Carried

ATTACHMENT 2 - RAIL SAFETY INTERFACE AGREEMENT FOR LEVEL
CROSSINGS – SPA COUNTRY RAILWAY INC (ISSUED UNDER SEPARATE
COVER)

**11.3. DOMESTIC ANIMAL MANAGEMENT PLAN 2017-2021
GENERAL MANAGER INFRASTRUCTURE**

In providing this advice to Council as the Coordinator Community Safety, I David George have no interests to disclose in this report.

PURPOSE

The purpose of this report is to present the Domestic Animal Management Plan (DAMP) 2017-2021 to Council for adoption.

BACKGROUND

Development of a Domestic Animal Management Plan (DAMP) is a statutory requirement under the Domestic Animals Act 1994. The purpose of the DAMP is to provide Hepburn Shire with a management plan for all dogs, cats and domestic animal businesses within the Shire. The structure of the DAMP and the content areas within the document are prescribed by the State Government through the Bureau of Animal Welfare.

ISSUE/DISCUSSION

The DAMP describes how Council will meet its responsibilities under the Domestic Animals Act 1994 and aims to support improvements in responsible pet ownership and animal welfare by focussing on seven key focus areas, being:

- *Officer training*
- *Registration & identification of domestic animals*
- *Nuisance animals*
- *Dog attacks*
- *Dangerous, menacing and restricted breed dogs*
- *Over population & high euthanasia*
- *Domestic animal businesses*

Under each key area, a clear action plan outlines how objectives will be achieved against each key area.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Active and Engaged Communities

Key Strategic Activity:

4. Improve community amenity and accessibility in all public places, through effective local laws review and enforcement, implementation of Access and Inclusion Plan actions and monitoring property owner's compliance with planning scheme and heritage requirements.

FINANCIAL IMPLICATIONS

There are no additional financial implications attached to the adoption of the DAMP by Council. Hepburn Shire Council currently meets its obligations under the Act through the provision of local laws staff within the Community Safety Team. All actions outlined in the DAMP are expected to be delivered within recurrent budget allocation.

RISK IMPLICATIONS

There are no risk implications attached to the adoption of the DAMP by Council. The DAMP itself will assist in mitigating risk for Council, as it demonstrates a clear framework and initiatives for Council's Community Safety team to operate.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Adopting the DAMP is expected to have a positive impact on environmental, social and economic measures as the plan outlines a series of objectives and actions that provide a simple and easy to understand strategic framework that aims to improve Council's performance against the seven key areas of the plan.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Following Council's resolution to advertise the Draft Domestic Animal Management Plan, a public notice inviting submissions on the Draft Domestic Animal Management Plan was issued.

Public submissions were invited from domestic animal businesses, Dogs Victoria and the general public. One submission was received raising 5 issues, all of which have been addressed in the draft DAMP.

CONCLUSION

The DAMP 2017-2021 outlines a clear framework to support improvements in responsible pet ownership. Adopting the plan will not only ensure Council is compliant with legislation under the Domestic Animal Act 1994, but will also assist in improving service delivery of our Community Safety Team.

OFFICER'S RECOMMENDATION

That Council:

- 11.3.1. Adopts the Domestic Animal Management Plan 2017-2021

11.3.2. Makes the Domestic Animal Management Plan 2017-2021 available on Council's website

MOTION

That Council:

11.3.1. Adopts the Domestic Animal Management Plan 2017-2021

11.3.2. Makes the Domestic Animal Management Plan 2017-2021 available on Council's website

Moved: Cr Sebastian Klein

Seconded: Cr Don Henderson

Carried

ATTACHMENT 3 - DOMESTIC ANIMAL MANAGEMENT PLAN 2017-2021
(ISSUED UNDER SEPARATE COVER)

11.4. REVIEW OF POLICY 80 (C) – COUNCILLOR EXPENSES AND RESOURCES POLICY

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 for consideration and adoption, draft Policy 80 (C) - Councillor Expenses and Resources Policy.

BACKGROUND

Section 75A (1) of the Local Government Act 1989 states that Council must adopt and maintain a policy in relation to the provision of resources and the reimbursement of expenses for Councillors. Council has maintained Guidelines on Councillor Expenses and Resources. The last review of these was performed in 2012, so the majority of the content within this policy draft was taken directly from the existing Guidelines. It is intended that Council Policy 80 (C) - Councillor Expenses and Resources Policy will replace the Guidelines.

ISSUE/DISCUSSION

Council Policy 80 (C) – Councillor Expenses and Resources Policy outlines the types of expenses and resources that Councillors might reasonably incur or require through the performance of their duties and role as a Councillor or Mayor of the Hepburn Shire Council. The policy also sets out the process by which expenses that have been paid up front by Councillors, referred to as out of pocket expenses, can be reimbursed. The claim forms for use by Councillors to claim reimbursement or to seek authority to attend conferences or functions have undergone minor enhancement and can be found as Appendices to the Policy.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Section 75A (1) of the Local Government Act 1989 states that Council must adopt and maintain a policy in relation to the provision of resources and the reimbursement of expenses for Councillors.

Councillor expenditure is captured in the Local Government Act reporting framework.

FINANCIAL IMPLICATIONS

Councillor expenditure is managed in accordance with the annual budget.

RISK IMPLICATIONS

The existence of a policy outlining the provision of resources and the reimbursement of expenses to Councillors is a Legislative requirement under the Local Government Act 1989.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The adoption and publication of Council Policy 80 (C) - Councillor Expenses and Resources Policy can offer members of the Hepburn Shire community confidence that Councillors are accountable for their expenditure while in office and that the process is transparent.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

When adopted, the Policy must be made available for viewing by members of the public and will be added to Hepburn Shire Council's Register of Controlled Documents.

CONCLUSION

Draft Council Policy 80 (C) - Councillor Expenses and Resources Policy is now presented for review and adoption.

OFFICER'S RECOMMENDATION

11.4.1. That Council adopts the Policy 80 (C) - Councillor Expenses and Resources

MOTION

11.4.1. That Council adopts the Policy 80 (C) - Councillor Expenses and Resources

Moved: Cr Neil Newitt

Seconded: Cr Greg May

Carried

ATTACHMENT 4 - DRAFT POLICY 80 (C) - COUNCILLOR EXPENSES AND
RESOURCES (ISSUED UNDER SEPARATE COVER)

11.5. COMMUNITY GRANTS – NOVEMBER 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 November 2017.

BACKGROUND

The Community Grants Program allows Council to directly support the work of community groups and organisations as well as provide the chance for innovation across Hepburn Shire. The program funds applications in a number of categories including:

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

ISSUE/DISCUSSION

A total of one application was received for November. The Panel recommends funding this application. It supports Council Plan objective Active and Engaged Communities and leverages funding from Trentham Community Bank and Trentham Neighbourhood Centre.

Project Name	Community Organisation	Description	Total Project Amount	Amount Requested
Project Projection	Trentham Film Society (auspiced by Trentham Neighbourhood Centre)	Replace audio-visual projection equipment at Trentham Neighbourhood Centre with high-quality, user-friendly, versatile and modern equipment of appropriate projection capability.	B	\$1,000

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

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

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

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

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective:

Active & Engaged Communities

Key Strategic Activity:

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

Action:

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

FINANCIAL IMPLICATIONS

Council has allocated \$32,000 for Community Grants in the 2017-2018 budget. Following the September Community Grants allocation there is a funding balance of \$16,347 2017-2018 in the Program. The grant allocated at the October meeting was funded from Towards Zero – Community Grants.

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 project supports the objectives of the 2017-18 Community Grants Program.

OFFICER'S RECOMMENDATION

11.5.1. That Council award the following application from the 2017-18 Community Grants Program to:

Project Name	Community Organisation	Amount
Project Projection	Trentham Film Society (auspiced by Trentham Neighbourhood Centre)	\$1,000

MOTION

11.5.1. *That Council awards the following application from the 2017-18 Community Grants Program to:*

Project Name	Community Organisation	Amount
Project Projection	Trentham Film Society (auspiced by Trentham Neighbourhood Centre)	\$1,000

Moved: Cr Sebastian Klein

Seconded: Cr Fiona Robson

Carried

**11.6. DEAN, MOLLONGGHIP AND NEWLYN COMMUNITY PLAN
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 note the Dean, Mollongghip and Newlyn Community Plan.

BACKGROUND

Council adopted the Community Planning Strategy in 2014. The strategy outlines that community planning is a forum for public participation where community members identify who they are, what is important to them in their region and what they would like to see happen in their region in the future.

Council will work with communities to develop processes for creating community plans, and engaging with their communities that are effective in each community.

The strategy states that Community Plans will be formally acknowledged by Councillors at the next available ordinary meeting of Council following a community presentation.

The Dean, Mollongghip and Newlyn Community Plan 2017 was developed in line with the Community Planning Strategy and is attached.

ISSUE/DISCUSSION

Each locality has identified two priority projects which are:

Dean:

- Improvements at the Dean Recreation Reserve including formal parking and tennis court upgrades
- Rejuvenation of Dean Community Hall and interior and exterior upgrades to create a more functional and welcoming space.

Newlyn:

- Advocacy to Vic Roads for turning lanes into Newlyn Recreation Reserve via McKay Rd.
- Newlyn Footpath and Walking Connections to connect existing footpaths into growth areas; create a safer Midland Highway crossing near Antique Shop.

Mollongghip:

- Mollongghip Community Hall Rejuvenation and improvements for functionality and accessibility.
- Mollongghip road safety improvements including reduced speed through township to 60 or 80 and multiple roads in township enhanced.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021

Strategic Objective - Active and Engaged Communities

Key Strategic Activity:

3.3. Review Community Planning Strategy and Policy and implement actions to support communities to deliver their priorities.

FINANCIAL IMPLICATIONS

The Community Planning Strategy outlines that the Community Planning Fund is established to support communities to deliver their priority projects identified in community plans. Council has allocated \$40,000 to the Community Planning Fund for the 2017 - 2018 financial year.

The communities of Dean, Mollongghip and Newlyn will work with Council Officers to develop application(s) to the Community Planning Fund. An expression of interest application to the fund will establish any potential costs for these projects.

RISK IMPLICATIONS

The Community Planning Strategy has been used to develop the Dean, Mollongghip and Newlyn Community Plan. The Strategy clearly sets out the roles and responsibilities of Council and communities and provides a mechanism for communication between parties. In doing so, it reduces the risk of unmet expectations in the community.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Community planning provides a forum for public participation where community members identify who they are, what is important to them in their region and what they would like to see happen in the future.

The Community Planning Policy and Strategy recognise that communities who are empowered to act on what is important to them are stronger and more successful.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council officers worked closely with community members in Dean, Mollongghip and Newlyn to develop the Community Plan. This included community input into the

development of a community engagement strategy for the Dean, Mollongghip and Newlyn Community Plan project.

The Community Plan has been developed in accordance with the Hepburn Shire Community Planning Strategy adopted by Council in August 2014.

The process of developing a Community Action Plan for Dean, Mollongghip and Newlyn included:

- A community survey mailed to all residents in the localities of Dean, Mollongghip and Newlyn.
- Community conversation days held in Dean and Newlyn in August 2016.
- Community planning workshop in Mollongghip in September 2017.
- An online survey to determine priority projects.
- Draft circulated to community members and feedback compiled in September 2017.

CONCLUSION

The Community Planning Strategy has been employed to develop the Dean, Mollongghip and Newlyn community plan. Residents of these communities actively participated in the creation of the Dean, Mollongghip and Newlyn Community Plan and look forward to implementing projects nominated by their communities as priorities. The Dean, Mollongghip and Newlyn Community Plan will assist Council to understand community priorities and include these in Council planning and budgeting processes.

OFFICER'S RECOMMENDATION

11.6.1 That Council notes the completed Dean, Mollongghip and Newlyn Community Plan.

MOTION

That Council

11.6.1. Notes the completed Dean, Mollongghip and Newlyn Community Plan.

11.6.2. Offers its thanks to the community members who participated.

Moved: Cr Don Henderson

Seconded: Cr Greg May

Carried

ATTACHMENT 5 - DEAN, MOLLONGHIP AND NEWLYN COMMUNITY
PLAN 2017



DEAN, MOLLONGGHIP
AND NEWLYN
COMMUNITY PLAN
2017



INTRODUCTION

In 2016, the communities of Dean and Mollongghip were recognised for their desire to develop a community plan. In addition, Newlyn's community plan, due for review, was included in the three fold community plan based on similar concerns and geographic proximity. As a result, this community plan captures the combined, yet distinct, values and prioritised projects of Dean, Mollongghip and Newlyn.

DEVELOPING THE DEAN, MOLLONGGHIP AND NEWLYN COMMUNITY PLAN

As part of the process to develop a Community Plan for the towns of Dean, Mollongghip and Newlyn in 2016 a community survey was circulated that asked residents what they liked about the area, what they felt it was limited by and how they would like it improve. After compiling these results a community planning meeting was then held at the respective community halls, in late 2016 and 2017. Residents, both permanent and part time, and non-resident ratepayers from Dean, Mollongghip and Newlyn were invited to attend.

▶ VALUES THAT ARE APPRECIATED ABOUT THE REGION ARE:

DEAN

- Maintain the rural atmosphere and feel of the area
- Close knit community
- Community utilised and oriented facilities
- Natural environment and ambience of the area
- Facilities that showcase the beauty of the region can also be utilised by visitors.
- Attracting visitors to discover the town and area.

MOLLONGGHIP

- Sense of community, great neighbours, mix of people and welcoming social atmosphere
- The beauty of the area - open space, rural outlook, hillside views, bush, tranquillity, history, and "remoteness"
- Location in relation to urban centres
- Seasonality or changes in weather
- Community hall as conduit or hub for values and community
- Mollongghip is unique - a combination of all listed values

NEWLYN

- Small town feel
- Neat and clean township and community
- Close proximity to Ballarat
- New growth areas to be integrated to township
- Vibrant Recreation Reserve and community hub
- Activities and events held at Recreation Reserve - Football, Netball, Cricket, Function Centre and a range of indoor activities

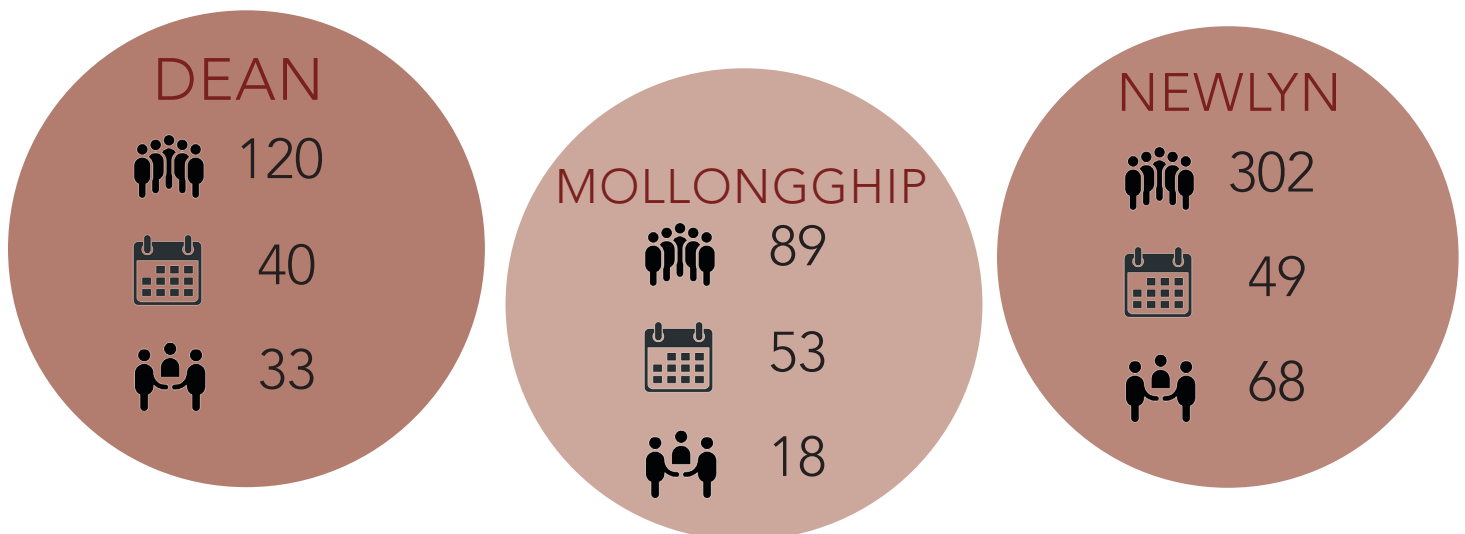
▶ ABOUT DEAN, MOLLONGGHIP AND NEWLYN

The communities of Dean, Mollongghip and Newlyn are located within the south west, Creswick Ward of Hepburn Shire. The Dja Dja Wurrung Aboriginal clans historically occupied these lands before European settlement and the Victorian gold rush. The presence of agriculture in this area of Hepburn Shire is recognised travelling through these communities. Sheep and cattle grazing alongside vegetable growing are spread throughout these townships. Potatoes are a staple crop. These agricultural industries provide the bulk of local employment and economic activity in these communities.



▶ QUICK STATISTICS FOR DEAN, MOLLONGGHIP AND NEWLYN

Sourced from 2016 Australian Bureau of Statistics data.



Population

Median Age

Families

► PRIORITISED PROJECTS – ACTION PLAN

Below is a listing of all the prioritised projects that meeting attendees identified.

These projects make up the action plan for the Dean, Mollonghip and Newlyn Community Plan.

Project Description	Next steps	Names	Partners
Dean Community Hall Rejuvenation	Upgrades to the floor, painting the interior, updating the kitchen and the addition of new external doors	Dean Hall	<ul style="list-style-type: none"> Hepburn Shire Council State Gov.

Project Description	Next steps	Names	Partners
Dean Recreation Reserve improvements	Construction of a veranda, upgrade the courts for multi-use (netball, tennis, foursquare etc), upgrade fencing, create formal parking area	Dean Recreation Reserve	<ul style="list-style-type: none"> Hepburn Shire Council State Gov.

Project Description	Next steps	Names	Partners
Midland Highway Turning Lanes	Advocacy to VicRoads for turning lanes into Recreation Reserve via McKay Rd.	Newlyn Recreation Reserve	<ul style="list-style-type: none"> Hepburn Shire Council VicRoads

Project Description	Next steps	Names	Partners
Newlyn Footpath and Walking Connections	Connect existing walking tracks from Newlyn Primary School to Antique shop and into new growth areas off Newlyn Res Rd. Create safer Midland Highway crossing near Antique Shop.	Newlyn Recreation Reserve	<ul style="list-style-type: none"> Hepburn Shire Council

Project Description	Next steps	Names	Partners
Mollonghip Community Hall Rejuvenation and Improvement	Upgrade exterior weatherboard, painting, storage shed, repair fence and notice board, install gate and improve parking.	Mollonghip Hall	<ul style="list-style-type: none"> Hepburn Shire Council State Gov.

Project Description	Next steps	Names	Partners
Mollonghip Road Safety Improvements	Speed Limit Restricted between 60-80 through township; Mollonghip Rd, Black Swamp Rd and Mollonghip-Claretown Rd widened and shoulders improved. Gleasons Rd and Wallaby Track improved.	Mollonghip Hall	<ul style="list-style-type: none"> Hepburn and Moorabool Shire Councils VicRoads





▶ OTHER PROJECTS / INITIATIVES

Below is a list of other projects and initiatives that were raised throughout the community planning process.

DEAN

- Upgrade visitor information - historical markers and more signage from North and South of Dean.
- Improved rubbish collection
- Accessible public transport
- Extend township zone
- Underground powerline
- Multiple purpose tennis court
- Open the pub
- Replace trees on south-west of Dean
- Increased trees and flowers on public land
- Increase 80km zone
- Community events board
- Free camping area

NEWLYN

- Newlyn Reserve upgrades - seating, picnic area(s)
- Community hub with phones, bus and village atmosphere
- Invite and attract businesses to Newlyn
- Develop historical signage to showcase importance of potato farming
- Improve old Hall site adjacent to school into historical/ANZAC memorial
- More rest areas around Newlyn with BBQs, bins, toilets and community meeting place
- Improved road infrastructure, sewerage and water quality
- Expand township zone
- Upgrade netball facility and add another court
- Community bonding events
- Walking paths around the reservoir
- Better Council customer service response
- St. Matthews upgrade for community use
- Clean up Bullarook Creek
- Form committee for markets and street events
- Seal and surface Yelland Rd, Myles Rd and Shea Rd.

MOLLONGGHIP

- Mollongghip signs at entrances to township
- Statue of O'Rory erected - founder of Mollongghip
- Historical walk established
- CFA support from government(s)
- Fix and upgrade tennis court
- Energy upgrades to hall and township access
- Create a "Mollongghip Experience" - tourist food tour and events
- Coordination also with Moorabool Shire
- Goldfields Trail improvements - water, shelter and accommodation for walkers
- More events held at hall

▶ COMMUNITY CONTACTS

Newlyn Community and Sporting Complex	<i>Kevin Clohesy 0455 598 084</i>
Mollongghip Community Hall	<i>President Noel Gregory 03 5334 5544</i>
Dean Recreation Reserve	<i>Brian Maher 0438 304 479</i>



► WHAT IS COMMUNITY PLANNING?

The Hepburn Shire Council supports communities in the Hepburn Shire who wish to develop their own Community Plans. Community Planning is a process that is 'owned' by the community with Council available to play a facilitation role. Community Plans provide valuable input into Local, State and Federal Government planning.

For more information, contact
Hepburn Shire Council on 03 5348 2306

This community plan was developed by the communities of Dean, Mollonghip and Newlyn in collaboration with:

Hepburn
SHIRE COUNCIL

**11.7. MEMORANDUM OF UNDERSTANDING - GREAT TRENTHAM SPUDFEST
GENERAL MANAGER COMMUNITY SERVICES**

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

PURPOSE

The purpose of this report is to recommend that Council enters into a new three year Memorandum of Understanding (MOU) with the Great Trentham Spudfest Committee.

BACKGROUND

The Great Trentham Spudfest celebrates Trentham's rich history as a renowned potato-growing region. For over a decade, the event has provided a wide variety of activities and events including cooking displays, music, great food and games, it also gives growers a chance to show off their produce. Spudfest is Trentham's largest one-day event and successfully brings together the local community and visitors to acknowledge the humble spud and engages people of all ages.

The Memorandum of Understanding is intended to clarify the roles and responsibilities and to create a positive working relationship between the Hepburn Shire Council (Council) and the Great Trentham Spudfest Committee, to ensure the future sustainability and growth of the event in the Hepburn Shire. It seeks to ensure that a transparent and accountable agreement is in place between the Hepburn Shire Council and the Great Trentham Spudfest Committee.

Since the adoption of the last MOU with Spudfest, Council officers have been working closely with The Great Trentham Spudfest Committee on strategies to improve and expand the event, increasing visitation and length of stay to drive economic outcomes for the region. Two main stages were identified:

Stage 1 - Expanding layout of 1 day event; and,

Stage 2 - Extending length of event.

This year's event held in May, very successfully trialed a new expanded layout of the event, introducing 4 key event areas which took in a larger area of the town. The 4 key areas included Quarry Street Reserve, Trentham Station, Market St precinct and the Town Square. Introducing the new areas assisted with crowd dispersal and took attendees right through the CBD, encouraging visitors to explore more of the town.

ISSUE/DISCUSSION

The 2018 event will include the expanded layout and introduce a second day to the event, which will include a program for tours/farm-gate experiences, special menus

at local restaurants and potentially open food workshops, which align with Councils Economic Development Strategy.

Despite one year remaining on the exiting MOU with Spudfest, the successes achieved already, paired with the added expansion of the event next year takes this event into averaging a high mark against the regional event category criteria in the Events Strategy.

It is recommended that Council introduce a set of Key Performance Indicators (KPIs) for the Great Trentham Spudfest that ensure the event is continuing to grow, is attracting overnight visitors, is enhancing its economic impact and is attracting greater media coverage to encourage inter and intra state visitation.

The Event coordinator for Spudfest has reviewed and supports the draft MOU.

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

Through the budget bid process, increased funding from \$5,000 to \$10,000 was supported for Spudfest and the new MOU reflects this change. This draft MOU also includes new elements around expanded precincts and the second day of the event.

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

2018 event: \$10,000 funding and up to \$2,000 operational support

2019 event: \$10,000 funding and up to \$2,000 operational support

2020 event: \$10,000 funding and up to \$2,000 operational support

RISK IMPLICATIONS

As part of the MOU agreement, the Great Trentham Spudfest committee are required to provide Council with an event plan, annual risk management plan and emergency management plan. Additionally, Spudfest are required to provide to Council copies of its public liability insurance prior to the event.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The Great Trentham Spudfest organisers estimate that the event attracts approximately 6,000 people. Based on the latest research figures provided by Tourism Research Australia (March 2017), average spend per visitor per night in Hepburn Shire is \$200, while a day tripper spends on average \$92. The growth of this event into a two day event will have a significant positive impact on the Shires economy.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Great Trentham Spudfest Committee has been involved in the development of this MOU, and provided feedback through a series of meetings with Council officer.

CONCLUSION

The Great Trentham Spudfest is a very successful event that is showing great potential to grow and provide increased economic benefits to the region. The proposed MOU helps to secure the financial sustainability of this event and ensures that the event continues to grow over the length of the MOU by providing annual KPIs for the event to meet.

OFFICER'S RECOMMENDATION

That Council:

11.7.1. Adopts the Memorandum of Understanding between the Great Trentham Spudfest Committee and Hepburn Shire Council

11.7.2. Authorises the Chief Executive Officer to sign the 2018 - 2020 Memorandum of Understanding between the Great Trentham Spudfest Committee and Hepburn Shire Council.

MOTION

That Council:

11.7.1. Adopts the Memorandum of Understanding between the Great Trentham Spudfest Committee and Hepburn Shire Council

11.7.2. Authorises the Chief Executive Officer to sign the 2018 - 2020 Memorandum of Understanding between the Great Trentham Spudfest Committee and Hepburn Shire Council.

Moved: Cr Sebastian Klein

Seconded: Cr Kate Redwood AM

Carried

ATTACHMENT 6 - GREAT TRENTHAM SPUDFEST MEMORANDUM OF UNDERSTANDING

**Memorandum of Understanding
Between
Hepburn Shire Council and the Great Trentham Spudfest Committee**

Purpose: The Memorandum of Understanding is intended to clarify the roles and responsibilities and to create a working relationship between the Hepburn Shire Council (Council) and the Great Trentham Spudfest Committee to ensure the future sustainability and growth of the Great Trentham Spudfest in the Hepburn Shire.

It seeks to ensure that a transparent and accountable agreement is in place between the Hepburn Shire Council and the Great Trentham Spudfest Committee.

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

Parties: Committee - refers to Great Trentham Spudfest Committee
Council – refers to Hepburn Shire Council

1. Hepburn Shire Sponsorship Support

The Council will provide an annual sponsorship sum of \$10,000 subject to the requirements and provisions of this Memorandum of Understanding (MOU).

The Great Trentham Spudfest celebrates Trentham's rich history as a renowned potato-growing region and celebrates all things potato. For over a decade this event provides a wide variety of activities and events including cooking displays, music, games and great food, it gives growers a chance to show off their produce.

The event is Trentham's largest event and successfully brings together the local community and visitors to acknowledge the humble spud and engages people of all ages.

The funding will be provided by the Council for the Committee to assist with conducting a safe, accessible and professionally run event.

Subject to the receipt of a tax invoice from the Committee, Council will make the sponsorship payments for the event as follows:

Payment – of \$10,000 (100%) (Plus GST) to be paid upon receipt of invoice from the Committee at least 12 weeks before the event.

2. Operational Support provided by Council

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

- Council Marquees (x3 if required)
- Rubbish bins
- Witches hats and bollards
- Signage associated with road closure
- Extra Cleaning of Quarry Street and Market Street Toilet blocks

2.1 Waste Management

- a. The Committee will develop a Waste Management Plan in conjunction with Council, outlining the type and amount of wastes generated, waste management strategies and responsibilities.
- b. Council will provide up to 40 bins (combination of both waste and recycling) for the event. The bins will be delivered on the Friday prior to the event and collected on the Monday following the event. The bins will be delivered to a site negotiated between Hepburn Shire Council and the Committee.
- c. The Committee agrees to work with Council to conduct a Waste Wise event¹.
- d. Council will fund and supply one 3m³ rubbish skip for use during the event if required. The Committee must ensure waste from the smaller bins is emptied into the skips throughout the event.
- e. The Committee is responsible to ensure event locations are left in a clean and tidy condition as per the Waste Management Plan.
- f. A review of the Waste Management Plan will be conducted annually within 8 weeks of the conclusion of the Festival.

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

- a. The Committee is responsible for developing a Traffic Management Plan (TMP) incorporating parking, pedestrian management and the road closures required for the event.
- b. The Committee must participate in event planning meetings with Council and relevant emergency authorities to assist in reviewing and developing the plan. Planning must commence in December to ensure timely and sufficient notice of traffic management requirements, the Traffic Management Plan is to be completed at least 8 weeks prior to the event.

¹ A Waste Wise Event is a public event that has good recycling and waste/litter reduction systems, in order to reduce waste disposed of into landfill, maximise resource recovery and prevent litter.

- c. Road closure signs and equipment for the road closures will be provided by Council, including their installation, delivery and collection in accordance with the time schedule as outlined in the TMP.
- d. Suitably qualified and experienced personnel (including Traffic Controllers where indicated in the TMP) to assist in implementing and maintaining the TMP throughout the event must be provided by the Committee. All event marshals and traffic controllers must be familiar with the TMP and implement it in accordance with the Plan and instructions from relevant authorities (including Victoria Police).
- e. The Committee must develop a Parking and Pedestrian Plan for the event weekend. It is the Committees responsibility to provide suitably qualified and experienced personnel to implement the Parking and Pedestrian Plans. Council will provide advice to the Committee in the development of the Plans.
- f. Council will provide and deliver agreed signage (portable parking signs including disabled parking) for the event. Directional and other signs required for the Parking Plan will be provided by the Committee (or Council where available and negotiated in advance).

2.3 Venue and Venue Infrastructure

- a. The Committee will provide adequate toilet and wash room facilities (including accessible toilets) in accordance with the requirements of the relevant section of Council (Environmental Health and/or Building). The following toilet facilities are already available and maintained by Council (cleaned and restocked with toilet paper) throughout the event:
 - Public toilets, Quarry Street Reserve
 - Public toilets, Market Street

2.4 Marketing and Communications

- a. Council will provide promotion of the Great Trentham Spudfest at the Daylesford Regional Visitor Information Centre, including display space, Trentham Visitor Information Centre, Creswick Visitor Information Centre and The Warehouse - Clunes, and on www.visithepburn.com.au . This will be on-going as assessed by the Visitor Services Team Leader.
- b. Council will allocate the Committee the events signage frames at key entry points to Trentham four weeks prior to the Great Trentham Spudfest event. The Committee will supply, install and remove the signs during the approved period.
- c. Council will provide links to the Great Trentham Spudfest website on Councils website and will include the festival in event calendar listings. The Committee is required to submit all information required for these listings.
- d. Where possible, Council will support the marketing activities of the Committee.

- e. The Committee agrees to provide recognition to Council via the following mechanism:
- Recognition of the Hepburn Shire Council as a Major and/or Government Partner (or equivalent) in all information relating to the Great Trentham Spudfest including its website, marketing material, media releases and communications. The usage of Council's logo must be in accordance with the directions provided by the Hepburn Shire.
 - Provide Councillors and Council Officer's invitations to official Great Trentham Spudfest functions, events and launches in accordance with protocol as found on Councils website <https://www.hepburn.vic.gov.au/inviting-the-mayorcouncillors-to-an-event/>.
 - Provision of a stall throughout festival weekend. Council must inform the Committee before March 1st with confirmation of the need for a stall.
 - Logo placement on program & advertisements.

3. Occupational Health and Safety, Risk and Compliance

- a. The Committee must comply with all of Council's and other authority's requirements in relation to occupational health and safety, local laws, legislation, regulations, standards and codes, and the conditions of use as outlined in facility booking forms.
- b. The Committee must obtain and pay all fees associated with all the necessary permits, permissions and licenses required to conduct the event from Council and other authorities. These include, but are not limited to liquor licensing, temporary food premises permits, traffic related permits/permissions, fire safety requirements, plant and equipment use and temporary building permits.
- c. The Committee must participate in Councils Event Management Planning process including risk and safety planning meetings with Council and other authorities, and provide a detailed Risk, Safety and Emergency Management Plan to Council in accordance with Council guidelines and pro-forma plans where available, at least 8 weeks prior to the event. Plans must be updated continuously as the event date nears, and must be reviewed as soon as practical following the event.
- d. The Committee must notify the Council in writing of any incident or accident occurring on Council land or property including any road, reserve or building as soon as possible after the incident or accident has occurred.

4. Indemnity and Insurance

- a. The Committee must indemnify and keep indemnified and hold harmless the Hepburn Shire Council, its servants and agents from and against all actions, costs, damages, loss or claims from any activities or decisions arising from the conduct of the Committee.

- b. The Committee and/or its auspice must maintain up to date insurances applicable to the event, including Public Liability Insurance for a minimum of \$20 million. The insurance policy must be maintained for the duration of the event (including the planning stages) and a copy of the certificate of compliance must be provided at least one month in advance of the event date. Stallholders and contractors involved with the event should also have Public Liability Insurance. Note: Spudfest is under the Auspice of the Trentham Neighbourhood Centre.
- c. The Committee agrees that if there is any loss or damage to Council land or property as a result of the event, the Committee will immediately notify Council by making contact with the Events Coordinator (or other Council officer if Events Coordinator is not available) and cover restoration, replacement or repair costs of the loss or damage.
- d. The Committee agrees to remain auspiced throughout the term of this MOU and/or maintain a legal status during the term of this MOU as an Association registered under the Incorporations Act 1981.

5. Strategic and Business Planning

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

6. Key Performance Indicators

The Committee must meet the following annual KPI's, which have a focus on developing tourism and economic impacts within Hepburn Shire:

- a. The Committee must strengthen partnerships with Daylesford Macedon Ranges Regional Tourism, Visit Victoria and/or other funding bodies to enhance their support and investment to the event with a goal of securing further funding for the event.
- b. Attract state and national media coverage to encourage inter and intra state visitation.
- c. Increase the number of overnight visitors who attend the Great Trentham Spudfest by 10%.
- d. Continue significant engagement of local community groups and businesses and provide evidence of local community groups and business involvement.

7. Review and Evaluation

- a. Council will assess the achievements against the outcomes within this MOU, and the key objectives contained in the Great Trentham Spudfest Business Plan with input from the Committee.
- b. The Committee will attend a post event evaluation meeting with Council and other authorities following the conclusion of the event.

- c. The Committee will provide a preliminary report to Council within 8 weeks of the conclusion of the event providing estimates of the information below. Within 16 weeks the Committee will provide Council with a complete report containing detailed findings of the items below:
- i. Attendance numbers for the Great Trentham Spudfest.
 - ii. Details of the origin and estimated length of stay of visitors to the Great Trentham Spudfest
 - iii. Estimates of the economic and tourism impact of the festival applying a Council approved methodology used to produce these results.
 - iv. Impact assessment on the Hepburn community (positive and negative impacts).
 - v. Media and marketing obtained for the Hepburn Shire region as a result of the event.
 - vi. Detailed event budget, including estimates of direct spend and fundraising contribution to the local community.
 - vii. Details of specific event operational and other issues associated with the event including recommendations for improvements in future years.

7. Dispute resolution

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

8. Termination of MOU

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

MOU between Hepburn Shire Council and the Great Trentham Spudfest Committee

Signed for and on behalf of the **Hepburn Shire Council**:

Signature of authorised officer

Title of authorised officer

Date

Witness signature

Witness name

Date

Signed for and on behalf of **Great Trentham Spudfest Committee**:

Signature of authorised officer

Title of authorised officer

Date

Witness signature

Witness name

Date

Appendix A: Estimate of Hepburn Shire Council's Operational (In-Kind) Support

Support provided	Details	Estimated Cost to Council
Waste Management	Supply, delivery, collection of rubbish and recycling bins– locations to be in waste management plan	\$600
Road Closures	Provision of equipment, signage, delivery and installation for road closures	\$500
Visitor Services	Provision of Visitor Information Centre display	\$200
Equipment	Witches hats and/or bollards	\$200
Cleaning	Additional cleaning & servicing of Quarry Street Reserve toilets	\$500
	Total estimated operational support value	\$2,000

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

- Advice on development of event Memorandum of Understanding
- Advice on development of Traffic Management Plan for Road Closures
- Advice on development of Risk Management Plan for Event
- Advice on development of an Emergency Management Plan
- Inspection (if required) of event by an Environmental Health Officer to ensure all temporary food premises have relevant permits.

**11.8. COUNCILLOR REPRESENTATION ON COMMITTEES AND EXTERNAL BODIES
 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 update Councillor representation on committees, boards and external bodies.

BACKGROUND

On an annual basis, Council reviews the representation and makes amendments where required. The last review was performed in November 2016, and Councillors were allocated to the Advisory and External Committees of Council by a resolution on 15 November 2016. The requirement for Councillor representation on Special Committees of Council was removed and the Instruments of Delegation to those Committees were amended. Councillors can still attend the meetings of Special Committees at any time at their own initiative or at the request of a committee.

ISSUE/DISCUSSION

Consistent with previous years, it is now an appropriate time to review and update these appointments in consultation with Councillors. The proposed representations to Committees by Councillors and staff is outlined below.

Organisation / Committee	2017-18
External Bodies	
Daylesford Macedon Ranges Tourism Board	Cr Kate Redwood AM
Committee of Management for DELWP (26 Committees)	All councillors represent their ward at these meetings when required
Municipal Association of Victoria	Cr John Cottrell
Victorian Local Governance Association	Cr Sebastian Klein
Cultivate Agribusiness Central Highlands	Manager Community and Economic Development
Grampians Central West Waste and Resource Recovery Group Forum	Cr Sebastian Klein
Council Advisory Committees	
Audit and Risk Advisory Committee (two positions)	Cr Don Henderson Cr John Cottrell

Organisation / Committee	2017-18
Municipal Emergency Management Planning Committee	Cr Greg May
Public Art Panel	Cr Neil Newitt
Mineral Springs Reserves Advisory Committee	Cr Kate Redwood AM
International Women's Day Organising Committee	Cr Kate Redwood AM
Heritage Advisory Panel	Cr Neil Newitt
White Ribbon Committee	Cr Greg May

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Many of these committees have been established to advise Council, or for Council to provide input, in the development of policy and strategy.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

RISK IMPLICATIONS

Councillor representation is required on committees, boards and external bodies to ensure that public views are incorporated into the decision-making process.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Effective community engagement provides the opportunity for Hepburn Shire community members to influence Council decisions and where appropriate play a partnership role in the planning and implementation of those decisions.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The purpose of these committees, boards and external bodies is to achieve effective community and stakeholder engagement both internally and externally.

CONCLUSION

The review of Councillor representation on committees, boards and external bodies, provides strong and diverse Council representation on behalf of the Hepburn Shire community.

OFFICER'S RECOMMENDATION

11.8.1. That Council appoints the following councillors to the listed committees, boards and external bodies:

Organisation / Committee	2017-18
External Bodies	
Daylesford Macedon Ranges Tourism Board	Cr Kate Redwood AM
Committee of Management for DELWP (26 Committees)	All councillors represent their ward at these meetings when required
Municipal Association of Victoria	Cr John Cottrell
Victorian Local Governance Association	Cr Fiona Robson
Cultivate Agribusiness Central Highlands	Manager Community and Economic Development
Grampians Central West Waste and Resource Recovery Group Forum	Cr Sebastian Klein
Council Advisory Committees	
Audit and Risk Advisory Committee (two positions)	Cr Don Henderson Cr John Cottrell
Municipal Emergency Management Planning Committee	Cr Greg May
Public Art Panel	Cr Neil Newitt
Mineral Springs Reserves Advisory Committee	Cr Kate Redwood AM
International Women's Day Organising Committee	Cr Kate Redwood AM
Heritage Advisory Panel	Cr Neil Newitt
White Ribbon Committee	Cr Greg May

MOTION

11.8.1. *That Council appoints the following councillors to the listed committees, boards and external bodies:*

Organisation / Committee	2017-18
External Bodies	
Daylesford Macedon Ranges Tourism Board	Cr Kate Redwood AM
Committee of Management for DELWP (26 Committees)	All councillors represent their ward at these meetings when required
Municipal Association of Victoria	Cr John Cottrell
Victorian Local Governance Association	Cr Fiona Robson
Cultivate Agribusiness Central Highlands	Manager Community and Economic Development
Grampians Central West Waste and Resource Recovery Group Forum	Cr Sebastian Klein
Council Advisory Committees	
Audit and Risk Advisory Committee (two positions)	Cr Don Henderson Cr John Cottrell
Municipal Emergency Management Planning Committee	Cr Greg May
Public Art Panel	Cr Neil Newitt
Mineral Springs Reserves Advisory Committee	Cr Kate Redwood AM
International Women's Day Organising Committee	Cr Kate Redwood AM
Heritage Advisory Panel	Cr Neil Newitt
White Ribbon Committee	Cr Greg May

Moved: Cr Sebastian Klein

MINUTES
ORDINARY MEETING OF COUNCIL
21 NOVEMBER 2017

Seconded: Cr Neil Newitt

Carried

**11.9. 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:

3. Reported at an Ordinary Meeting of the Council; and
4. incorporated in the minutes of that Council Meeting.

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

Date	Location	Committee Name
19 September 2017	The Warehouse – Clunes	Councillor / CEO Meeting
3 October 2017	Council Chamber – Daylesford	Councillor Briefing
9 October 2017	Council Chamber – Daylesford	Mineral Springs Reserve Advisory Committee
17 October 2017	Trentham Neighborhood Centre	Councillor / CEO Meeting
17 October 2017	Trentham Neighborhood Centre	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

11.9.1. That Council receives and notes the Records of Assemblies of Councillors for the months of September and October 2017.

MOTION

11.9.1. *That Council receives and notes the Records of Assemblies of Councillors for the months of September and October 2017.*

Moved: Cr Don Henderson

Seconded: Cr Kate Redwood AM

Carried

ATTACHMENT 7 - RECORDS OF ASSEMBLIES OF COUNCILLORS
(ISSUED UNDER SEPARATE COVER)

12. COUNCIL SPECIAL COMMITTEES (SECTION 86)

12.1. MINUTES OF SPECIAL COMMITTEES (SECTION 86) GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the 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:

- Creswick Museum – 02-10-2017
- Lee Medlyn Home of Bottles – 18-10-2017
- Dean Recreation Reserve and Tennis Courts – 04-05-2017
- Dean Recreation Reserve and Tennis Courts – 26-07-2017
- Dean Recreation Reserve and Tennis Courts – AGM – 26-07-2017

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

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

- Creswick Museum – 02-10-2017
- Lee Medlyn Home of Bottles – 18-10-2017
- Dean Recreation Reserve and Tennis Courts – 04-05-2017
- Dean Recreation Reserve and Tennis Courts – 26-07-2017
- Dean Recreation Reserve and Tennis Courts – AGM – 26-07-2017

MOTION

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

- *Creswick Museum – 02-10-2017*
- *Lee Medlyn Home of Bottles – 18-10-2017*
- *Dean Recreation Reserve and Tennis Courts – 04-05-2017*
- *Dean Recreation Reserve and Tennis Courts – 26-07-2017*
- *Dean Recreation Reserve and Tennis Courts – AGM – 26-07-2017*

Moved: Cr Greg May

Seconded: Cr Neil Newitt

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:

- International Women's Day Advisory Committee – 21-9-2017
- Mineral Springs Reserves Advisory Committee – 9-10-2017

These minutes have been provided to Councillors under separate cover.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes have been provided for noting.

OFFICER'S RECOMMENDATION

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

- International Women's Day Advisory Committee – 21-9-2017
- Mineral Springs Reserves Advisory Committee – 9-10-2017

MOTION

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

- *International Women's Day Advisory Committee – 21-9-2017 (noting that Nicole Chvastek's name is spelt incorrectly in the minutes)*
- *Mineral Springs Reserves Advisory Committee – 9-10-2017*

Moved: Cr Kate Redwood AM

Seconded: Cr Neil Newitt

Carried

14. CONFIDENTIAL ITEMS

Nil

15. CLOSE OF MEETING

Meeting closed at 7.09 pm
