

# Hepburn

## SHIRE COUNCIL

Confirmed at the Ordinary Meeting of Council held 16 March 2021



Chair, Cr Lesley Hewitt, Mayor

### HEPBURN SHIRE COUNCIL

### ORDINARY MEETING OF COUNCIL

### PUBLIC MINUTES

Tuesday 16 February 2021

Virtual Meeting,  
Online via Zoom

6:00PM

A LIVE STREAM OF THE MEETING CAN BE VIEWED  
VIA [COUNCIL'S FACEBOOK PAGE](#)

The meeting will be conducted in person, but members of the public will not be able to attend in person due to the COVID-19 Pandemic restrictions.

# MINUTES

Tuesday 16 February 2021

Virtual Meeting

Online via Zoom

Commencing at 6:00PM

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**MR BRADLEY THOMAS**

INTERIM CHIEF EXECUTIVE OFFICER

Tuesday 16 February 2021

## 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

**COUNCILLORS PRESENT:** Cr Brian Hood, Cr Don Henderson, Cr Jen Bray, Cr Juliet Simpson, Cr Lesley Hewitt, Cr Tessa Halliday, Cr Tim Drylie

**OFFICERS PRESENT:** Mr Bradley Thomas - Interim Chief Executive Officer, Mr Andrew Burgess - Acting Director Community and Corporate Services, Mr Bruce Lucas - Director Infrastructure and Development Services, Mr Chris Whyte – Manager Information and Communication Technology, Ms Krysten Forte - Manager Governance and Risk

The meeting opened at 6:02 pm.

### 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

### MOTION

*That Council move the order of business to be as follows:*

*Item 5 - Confirmation of Minutes*

*Item 6 - Public Participation Time*

*Item 7 - Notice of motion*

*Item 8 - Items of Urgent Business*

*Item 9 - Councillor and CEO Reports*

*And the remaining order of business to be undertaken in line with the published agenda re commencing at item 10.*

**Moved:** Cr Tessa Halliday

**Seconded:** Cr Don Henderson

**Carried**

### MOTION

*That the Minutes of the Ordinary Meeting of Council held on 22 December 2020 and the Special Meeting of Council held on 19 January 2021 (as previously circulated to Councillors) be confirmed.*

**Moved:** Cr Don Henderson

**Seconded:** Cr Brian Hood

**Carried**

## 6 NOTICES OF MOTION

### 6.1 LGBTIQA+ ADVISORY COMMITTEE

The Notice of Motion was put forward by Cr Tessa Halliday on 5 February 2021, and was accepted by the Interim Chief Executive Officer in line with Council's Governance Rules on 5 February 2021.

#### MOTION AS PROPOSED

*That Council:*

1. *Approve the establishment of a LGBTIQA+ Advisory Committee of Council and requests that a report be presented back to Council providing the terms of reference, membership composition, timeline, budget allocation requirement and other governance details relating to the functioning of the advisory committee;*
2. *Refer to the LGBTIQA+ Advisory Committee for consideration of such matters as:*
  - a. *Achieving the Rainbow Tick accreditation for all Council-Run services*
  - b. *The development and implementation of a LGBTIQA+ Action Plan.*
  - c. *LGBTIQA+ inclusion throughout the shire.*

## **MOTION**

*That Council, in support of the LGBTIQ+ community requests the Chief Executive Officer to prepare a report that considers the establishment of an LGBTIQ+ Advisory Committee of Council and requests that a report be presented back to Council for consideration in its 2021/2022 budgeting that provides for:*

- a. the terms of reference*
- b. membership composition*
- c. timeline*
- d. budget allocation requirement and*

*other governance details relating to the functioning of the advisory committee so as to allow Council to undertake its due diligence in its establishment.*

**Moved:** Cr Tessa Halliday

**Seconded:** Cr Don Henderson

**Carried**

**7 ITEMS OF URGENT BUSINESS**

Nil.

## **8 COUNCILLOR AND CEO REPORTS**

### **8.1 MAYOR'S REPORT**

#### **Councillor Lesley Hewitt, Birch Ward**

No written report was presented.

### **8.2 COUNCILLOR REPORTS**

#### **Councillor Tessa Halliday, Cameron Ward**

On the 25 January, I attended the Australia Day Eve ceremony. I would like to congratulate the Council officers on a wonderful event and thank the members of Cameron ward who participated in the evening. Congratulations to Matilda Hill who was awarded Young Citizen of the Year 2021 for her extensive volunteer work in our community. Congratulations also goes to Warren Wiggins who has become an Australian citizen after living here for 20 years.

On the 26 January there were two community events arranged in Cameron Ward. The mayor and I attended both events which had fantastic community participation. I was honoured to speak at the Mount Beckworth walk and had the surprise job of leading the group in song. I was proud that the aboriginal flag was lowered to half-mast in Clunes and Daylesford to acknowledge that Australia Day is a day of mourning for Aboriginal Australians.

I commenced my Friday pop in day at the Clunes Senior Citizens building on the 5 February and I am pleased that 3 people have already attended. I intend to also make myself accessible in Smeaton and I am working with some residents to ascertain the most suitable times.

I have also started a regular column in the Clunes Community news. I hope you all enjoy the column and your feedback is welcome.

#### **Councillor Don Henderson, Creswick Ward**

No written report was presented.

#### **Councillor Brian Hood, Coliban Ward**

Since our last Council meeting on 22 December 2020 it has again been a very busy period. The stand-out events have been Australia Day, where we were encouraged to reflect, respect and celebrate, and the ongoing work to develop Council's Community Engagement policy. Interactions with the community to develop that policy are proving to be very fruitful and enlightening and give confidence that Council can significantly improve its performance in that important area. I am also pleased to report that consultative and planning work undertaken by the Project



Advisory Group (PAG) for the Trentham Community Centre has resumed. That project remains my highest priority for Coliban Ward

#### **Councillor Juliet Simpson, Holcombe Ward**

On Sunday 24 January I attended a meeting at the Clydesdale Hall. It was a meeting of the Yandoit, Clydesdale and Strangways Community Planning group.

On Sunday 31 January I attended the pop up the Glenlyon Store to discuss Community engagement.

On 4 February I attended a pop up at the Glenlyon Hall for Community engagement.

I attended the Australia day Eve presentation at the Daylesford town hall. On Australia Day I attended the Indigenous breakfast in front of the town hall at Daylesford and the Glenlyon Australia Day event at the Glenlyon Recreation Reserve.

#### **Councillor Jen Bray, Birch Ward**

No written report was presented.

#### **Councillor Tim Drylie, Creswick Ward**

Coming out of our holiday break we have launched into a busy period of community engagement. In relation to recent Australia Day events in the Shire I would like to acknowledge that our Traditional Owners have not ceded sovereignty over the land we are on and that this day is difficult to celebrate together without a treaty in place. Our new Community Engagement Policy has been the first issue we have been seeking community input on this year. Practically, this has meant that I have been attending several community pop-up events to help foster a greater level of community participation in Council decisions. In a broader context, Council has been extending its community reach online with the release of the [Participate Hepburn](#) website. This website is also the contact point for newly announced [Hepburn Together](#) project which encompasses our Community Engagement Policy; our 10-year Community Vision; our 4-year Council Plan; our Financial Plan and Asset Plan. We really will be busy shaping the future together this year and we need you, our community, to be a key partner in this to ensure the direction we set is a shared one.

On a more local note, I have been working on several Creswick Ward constituent issues and encourage anyone to contact me to discuss any matters, big or small. I can't guarantee to solve everyone's problems and some of the time I will refer you directly to the [Hepburn Shire Customer Request System](#) online. I have recently set up an office at the Creswick Neighbourhood Centre and will make myself available and accessible at regular consultation times during the week either in person, by phone, or via a virtual meeting space, as required. Where possible, I will also host a monthly community gathering in different areas of the Creswick Ward to receive feedback

and suggestions more broadly. Keep an eye on my [Councillor Facebook](#) page for updates, or you can contact me via phone (0427 503 258), or email ([tdrylie@hepburn.vic.gov.au](mailto:tdrylie@hepburn.vic.gov.au)) for further details.

#### **RECOMMENDATION**

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

#### **MOTION**

*That Council receives and notes the Mayor's and Councillor Reports.*

**Moved:** Cr Juliet Simpson

**Seconded:** Cr Don Henderson

**Carried**

### **8.3 CHIEF EXECUTIVE OFFICER'S REPORT**

#### **RECOMMENDATION**

*That Council receives the Chief Executive Officer's Report for February 2020.*

#### **MOTION**

*That Council receives the Interim Chief Executive Officer's Report for February 2021.*

**Moved:** Cr Jen Bray

**Seconded:** Cr Juliet Simpson

**Carried**

## INTERIM CHIEF EXECUTIVE OFFICER REPORT

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Presented at the Ordinary Meeting of Council on 16 February 2021

The Interim CEO Report is a report to inform Council and the community of current issues, initiatives and projects undertaken across Council.

## CEO Update

This our first ordinary Council Meeting for 2021 and quite a lot has taken place since our last Council meeting in December 2020. Many of us have enjoyed a break over the festive period, we farewelled 2020, we've welcomed visitors back into the Shire following the removal of the 'ring of steel', our former CEO Evan King resigned and has taken up his new role as CEO of City of Ballarat, we've been busily working on "Hepburn Together" - our Community Engagement and Consultation process, a project that will guide the development of the Engagement Policy, 4 Year Council Plan, 10 Year Community Vision, Municipal Public Health and Wellbeing Plan and 10 Year Financial Plan. This is a big project and Hepburn Shire is leading the way in Community consultation and Deliberative Engagement.

We've continued work on another large project, the review of the Hepburn Planning Scheme, and we've entered another 'circuit breaker' lockdown. We know the 'circuit breaker' will be difficult for our community members, especially our business sectors - Council will continue in our strong support and look at what initiatives we can put into place to continue the recover from COVID in a safe manner.

Amongst all this, Councillors made a decision at the Special Council meeting on 19 January to appoint me as Interim CEO while recruitment is undertaken to fill the permanent role of Chief Executive Officer and we transition to a new CEO. A roll I'm honoured to be undertaking. You may know me from my substantive role at Council as Director of Community and Corporate Services, I have over 12 years Local Government experience and like Evan, I have an Accounting background.

Council and Officers have heard that we need to improve the access to information, and since the last meeting we were thrilled to be able to launch Participate Hepburn - <https://participate.hepburn.vic.gov.au/> <https://participate.hepburn.vic.gov.au/> - Participate Hepburn will become our one stop shop to get involved in community consultation and receive updates on projects. I highly encourage members of the community to visit and sign up for updates.

Although some COVID restrictions have lifted, different agencies and organisations are transitioning into the workplace in different ways and on different timeframes, so most meetings are a mix of attendance by video conferencing and in person with some people working in the office and some from home.

## ▶ CEO REPORT

In my role as Interim Chief Executive Officer, I have participated in meetings via video conference, in person and via phone. The meetings include:

- Council briefings
- Special Council meetings
- 10 Community pop-up sessions across the Shire where we have been discussing how Council engages with you on works, projects and news going forward.
- COVID-19 relief and recovery meetings with various agencies and Council staff
- Emergency Management Team meetings
- AusNet & AEMO Meeting with CEOs Melton, Moorabool, Hepburn and Ballarat
- Western Victoria Transmission Network Project (WVTNP) meetings
- Project meetings for the Hepburn Hub at The Rex
- Regular and recurring meetings with Directors and direct reports
- Executive Team and Leadership Team meetings
- Meeting with Belgravia Leisure
- Committee for Ballarat - Big Idea's Forum
- Central Victorian Goldfields World Heritage bid meeting
- Media training course
- A joint State/Local Government CEO Forum
- Central Highlands Regional Roundtable; Invitation to participate in stakeholder consultation on Victoria's Draft 30-year Infrastructure Strategy
- Affordable Housing workshop
- Meeting with DELWP regarding Committees of Management

Thank you to the many community members that that been involved in the community consultation of stage 1 of the Hepburn Together project. State 1 has concentrated on the Community Engagement Policy and we have heard from over 325 people. That is a massive contribution of information for a Council project, especially for a small rural Council, maybe even the most involvement of any Council across Victoria.

Next week Council will consider our Community Engagement Policy at a Special Council Meeting on the 23 February 2021.

## 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 purposes of:

- Tabling petitions
- Responding to questions from members of our community
- Members of the community to address Council

Community members are invited to be involved in public participation time in accordance with Council's Governance Rules.

Individuals may submit written questions or requests to address Council to the Chief Executive Officer by 10:00am the day before the Council Meeting.

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.

Questions received may be taken on notice but formal responses will be provided to the questioners directly. These responses will also be read out and included within the minutes of the next Ordinary Meeting of Council to make them publicly available to all.

### **BEHAVIOUR AT COUNCIL MEETINGS**

Council supports a welcoming, respectful and safe environment for members of the community to participate at Council Meetings regarding issues that are important to them. Council's Governance Rules sets out guidelines for the Mayor, Councillors, and community members on public participation in meetings. It reinforces the value of diversity in thinking, while being respectful of differing views, and the rights and reputation of others.

Under the Governance Rules, members of the public present at a Council Meeting must not be disruptive during the meeting.

Respectful behaviour includes:

- Being courteous when addressing Council during public participation time and directing all comments through the Chair
- Being quiet during proceedings
- Being respectful towards others present and respecting their right to their own views

Inappropriate behaviour includes:

- Interjecting or taking part in the debate
- Verbal abuse or harassment of a Councillor, member of staff, ratepayer or member of the public
- Threats of violence

## 9.1 PETITIONS

No petitions have been received.

## 9.2 PUBLIC QUESTIONS

The Chair will read out responses to questions received in accordance with Council's Governance Rules.

### **Question 1: Ms Margret Lockwood**

#### **Preamble**

Glenlyon is unsewered.

The Hepburn Shire Council 2014 Domestic Wastewater Management Plan says that wastewater, if not disposed of correctly poses risks to

- (i) Public health e.g. the contamination of drinking water supplies
- (ii) The environment. e.g. high rates of nitrogen and phosphorus to water catchments and the risk of bacterial contamination
- (iii) The economy e.g. related to the cost of rectifying contamination to the environment and the impact on visitors and tourism
- (iv) Legal obligations e.g. associated with the Environment Protection Act of 1970 and the Public health and Well Being Act of 2008

Hepburn Shire Council Domestic Wastewater Management Plan (DWMP) 2014 indicates that "Council is responsible for approving Onsite Waste Water Treatment System (OWTS) permits and ultimately the installation of the OWTS in accordance with the EPA approved list. Council is also responsible for ensuring that the conditions of any approved permit are met, INCLUDING MONITORING the system to ensure that OWTS is maintained in accordance with any relevant permit conditions, codes and standards.

The Hepburn Shire DWMP 2014 indicates 105 properties in Glenlyon exceeded the 1:40 density criterion and are therefore considered HIGH RISK. The document IMPLIES that an audit would be undertaken to ensure these properties demonstrated compliance 2014.

#### **Question**

Can the Hepburn Shire Council outline its monitoring procedures for OTWS since 2014, apart from:

- a. trusting that the property owners will comply with their responsibilities
- b. reports from neighbours complaining of nuisance relating to the Public Health and Well Being Act 2008?

**Response: Mayor Lesley Hewitt**

The 2014 Domestic Wastewater Management Plan (DWMP) is currently under review, with a revised DWMP to be delivered this year. The guiding legislation – Victoria’s Environment Protection Act 1970 - has also been amended, with the new Act to come into force 1 July 2021. This new Act includes strengthening of laws relating to maintenance of onsite wastewater treatment systems, including responsibility of property owners.

The monitoring of onsite wastewater management systems, under the 2014 DWMP in the Shire includes:

1. Random audits of identified high risk systems – approx. 800 audits have been completed;
2. Receiving and inputting data into Council databases regarding system maintenance inspections from home owners and service contractor;
3. Follow up of home owners where service contractor advises of owner ending contract for servicing;
4. Updating Council’s database of old hard copy permit records into Council’s data management system.

**Question 2: Ms Margret Lockwood**

The current and proposed new Hepburn Shire Council Planning Scheme will allow the infill of the Glenlyon Town Zone with up to 180 lots that are currently vacant or used as farmland.

Can the Hepburn Shire Council guarantee that without installing a town sewage system and by relying on property owners taking responsibility for a further 180 unmonitored OWTS, risks to public health, the environment, the economy and legal risks can be properly addressed?

**Response: Mayor Lesley Hewitt**

Council and responsible referral authorities have a number of systems and processes in place to assess and mitigate known risks.

Hepburn Shire Council is currently in the process of reviewing its Domestic Wastewater Plan (DWMP), which is the agreed wastewater management plan between Council and Water Authorities. The DWMP combined with the strengthening of *Environmental Protection Act* and requirement that all planning permits within this area are referred to the relevant water authority appropriately manages and attempts to mitigate risk.



### **Question 3: Mr John Piesse**

There has been no consultation with the Glenlyon community as to the suitability of the proposed location of the public art commission for the town. There is no evidence that proper investigation has been undertaken to understand the impacts of locating a large permanent public artwork at the Glenlyon Dam, a historically and environmentally significant year-round water source where public safety concerns exist:

- no infrastructure exists to support visitors,
- accessibility is difficult for many members of the community because of the terrain and dangers including drowning,
- interference to and risks posed, both by and to visitors, heavy vehicles and workers associated with the CFA's and council's own operations associated with the site.

Does council agree that Site A - Glenlyon Mineral Spring (Suttons Lane), proposed in the Expressions of Interest for the Glenlyon Public Art Project 2020/2021, avoids these issues and is a more suitable site for the location of the sculpture in keeping with the needs of the community?

### **Response: Mayor Lesley Hewitt**

Council believes the allocated site is appropriate, safe and that the public artwork will enhance the Glenlyon Dam. Four possible sites were presented at an Information Session hosted by Council at the Glenlyon Recreation Reserve held on Saturday 30 November 2019. All proposed sites were made available to the community and the Expression of Interest process for Public Art acquisitions was explained at this community information session. No objections, either on the day or post event, were received as to possible sites. As per the EOI process the artist nominates the site for the artwork, and the recommendation from the Public Art Advisory Committee was that the sculpture by Yu Fang Chi be awarded the commission for installation at the Glenlyon Dam.

### **Question 4: Mr John Piesse**

Acknowledging the versatility of the winning design of the Glenlyon Public Art Commission, as evidenced by the artist also submitting the same design, "The Drop", to the Melbourne City Council Test Sites Public Art program in May 2020, does the Council agree that the proposed artwork is not "site specific" and should therefore be installed where it would be best suited in the Glenlyon community at the Mineral Springs site that helped inspire it in keeping with the Shire's Public Art Policy?

### **Response: Mayor Lesley Hewitt**

The chosen artist Yu Fang Chi's inspiration came from spending time within Glenlyon and visiting all four sites. The artist's concept was specifically designed for Glenlyon

and notes the importance of water to leisure, the mineral springs themselves and the connection to community life in Glenlyon. The Glenlyon Dam was nominated as the artist's preferred site and was the recommendation of the Public Art Advisory Committee adopted by Council.

The reference to the City of Melbourne public art program is not for an art commission. It is for a program called 'Testing Ground' that assists artists in developing their skills in public art commissions. Council notes that the artist has advised that her submission of the concept as part of 'Testing Ground' occurred after the Glenlyon Public Art submission. Further, the City of Melbourne promote the artist work on their website as a platform to promote both artist and their works to other institutions or companies to create more opportunities for the program participants.

### **9.3 REQUESTS TO ADDRESS COUNCIL**

The following members of our community submitted a request in accordance with Council's Governance Rules were heard:

Nevena Spirovska, Co-Convener, Victorian Pride Lobby, addressed Council regarding the Notice of Motion to establish an LGBTIQ+ Advisory Committee.

Belinda Brain, Sunbury and Cobaw Community Health, addressed Council regarding the Notice of Motion to establish an LGBTIQ+ Advisory Committee.

## 10 QUALITY COMMUNITY INFRASTRUCTURE

### 10.1 AWARD OF HEPBU.RFT2020.73 – WHEELERS BRIDGE CIVIL DESIGN SERVICES CONTRACT DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

*In providing this advice to Council as the Coordinator Engineering, I Tim Powell have no interests to disclose in this report.*

#### ATTACHMENTS

1. CONFIDENTIAL - HEPBU.RFT 2020 73 Wheelers Bridge Design Services Evaluation Report [**10.1.1** - 8 pages]
2. CONFIDENTIAL - HEPBU.RFT 2020 73 Wheelers Bridge Design Services Additional Evaluation [**10.1.2** - 4 pages]
3. CONFIDENTIAL - HEPBU.RFT 2020 73 - Compliance Checklist [**10.1.3** - 1 page]
4. CONFIDENTIAL - HEPBU.RFT 2020 73 - Price Comparison [**10.1.4** - 1 page]
5. CONFIDENTIAL - HEPBU.RFT 2020 73 - Scoring Summary [**10.1.5** - 1 page]

#### EXECUTIVE SUMMARY

The purpose of this report is for Council to ratify contract HEPBU.RFT2020.73 Wheelers Bridge Civil Design Services and award variations to the contract.

This contract was approved under delegation by the CEO in September 2020 with design works well underway.

Additional unforeseen variations which significantly reduce potential construction risks are now required which under Council's procurement policy requires Council approval of the contract.

Anticipated additional expenditure remains within the allocated project budget and it is expected this will not delay the completion of the final design documentation due June 2021.

#### OFFICER'S RECOMMENDATION

*That Council:*

1. *Ratify the previously awarded contract HEPBU.RFT2020.73 Wheelers Bridge Civil Design Services to **TGM Group Pty Ltd** for the sum of **\$111,050 (ex GST)***
2. *Approves variations to the contract for the sum of **\$26,300 (ex GST)** for additional geotechnical and hydrological works*
3. *Authorise Council Officers to make additional changes or variations to the contract within officer delegation and approved budgets.*

## MOTION

*That Council:*

- 1. Ratify the previously awarded contract HEPBU.RFT2020.73 Wheelers Bridge Civil Design Services to **TGM Group Pty Ltd** for the sum of **\$111,050 (ex GST)**;*
- 2. Approves variations to the contract for the sum of **\$26,300 (ex GST)** for additional geotechnical and hydrological works; and,*
- 3. Authorise Council Officers to make additional changes or variations to the contract within officer delegation and approved budgets.*

**Moved:** Cr Don Henderson

**Seconded:** Cr Tessa Halliday

**Carried**

## BACKGROUND

Wheelers Bridge is a historic bridge situated on Creswick-Lawrence Road, Lawrence. The bridge, built at the turn of the 20<sup>th</sup> century, is one of the few remaining examples of a Monier reinforced concrete arch bridge. The bridge is recognised by Engineers Australia for its historic value.

The bridge is currently in a poor state of repair. Reports and studies for the last ten years have evaluated multiple options for repair and/or replacement. Reconstruction works in 2013 were estimated as \$2m-\$2.5m. Minor traffic works were completed in 2018 as a temporary safety measure.

Council allocated budgets in 2018/2019 and 2019/2020 to complete a full civil design for the reconstruction of Wheelers Bridge. A fully designed reconstruction will give Council much more accurate estimates of costs and allow Council to seek external 'shovel ready' funding.

## KEY ISSUES

Contract HEPBU.RFT2020.73 was awarded to Cardno/TGM in September 2020 under delegation for the sum of \$111,055 (ex GST). The limit of a Services contract that can be awarded under delegation is \$150,000 (inclusive of GST) or \$136,363.64 (ex GST)

Design works are already underway, with the initial stages including 3D surveys and evaluate of the works previously undertaken have already been completed. During these works key areas of risk and previous assumptions have been evaluated. The most noteworthy of which, is the suitability of the existing abutments (and underlying strata). As the potential loading of a reconstructed bridge will likely be increased to match current standards, drilled, geotechnical testing of the abutments is required. An additional hydrological study is also highly recommended.

As approval of these variations would put the contract sum over the maximum officer delegation amount, Council approval is sought prior to proceeding.

## **POLICY AND STATUTORY IMPLICATIONS**

Council Plan 2017-2021

Quality Community Infrastructure

1. Responsibly manage our assets portfolio including roads and transport infrastructure, buildings, recreation and sporting facilities and public toilets by inspecting and monitoring maintenance and renewal needs. This is achieved through planning for and implementing asset renewal and upgrade programs or new facilities that meet community expectations such as hubs, streetscapes, roads and building assets.

## **GOVERNANCE ISSUES**

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

Implementation of this report ensures compliance with Council's procurement Policy, and officer financial delegations authorised at the Ordinary meeting on 25 August 2020.

## **SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications associated with this report.

## **FINANCIAL IMPLICATIONS**

Anticipated project expenditure is within program budgets.

Completion of the design will allow Council to pursue external funding opportunities for construction works in the following years.

## **RISK IMPLICATIONS**

Not adopting this report could lead to delays in design completion and/or key risks and assumptions being carried over into construction phases. Variations at construction stage are generally more expensive than at design stage.

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

There are no community or stakeholder engagement implications associated with this report.

## **10.2 2020/2021 COMMUNITY INFRASTRUCTURE STIMULUS ROUND 2 PROGRAM - TRENTHAM SPORTS GROUND PAVILION ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to Council as the Sport and Active Recreation Projects Officer, I Kathie Schnur have no interests to disclose in this report.*

### **ATTACHMENTS**

1. Trentham Sportsground Pavilion Redevelopment Schematic Design [**10.2.1** - 5 pages]

### **EXECUTIVE SUMMARY**

This report seeks Council's endorsement to submit the Trentham Sportsground Pavilion Redevelopment Project (the Project) to Round Two of Sport and Recreation Victoria's Community Sports Infrastructure Stimulus Program (SRV's CSISP), and to refer Council's co-contribution to the proposed 2021/2022 capital works budget, pending a successful funding submission outcome.

The Trentham Sportsground Pavilion Redevelopment Project was submitted for funding consideration through Round One of SRV's CSISP. On this occasion Council's funding submission was unsuccessful, however SRV considered the Project to be meritorious indicating it had the potential to be reconsidered through future relevant Victorian Government funding opportunities. Subsequently, Council has been invited to resubmit the Project into Round Two of the funding Program. Submissions to SRV's CSISP (Round Two) are by invitation only to unfunded meritorious Round One projects that can be delivered within the funding program's required criteria.

The redevelopment of the Trentham Sportsground Reserve Pavilion will provide a welcoming and inclusive community sports facility that will meet contemporary standards for universal access, gender equity and family-friendly design. This facility will accommodate sports club use and needs for broader multi-purpose community meeting spaces.

### **OFFICER'S RECOMMENDATION**

*That Council:*

1. *Notes a funding submission will be made for the Trentham Sportsground Pavilion Redevelopment (\$2,062,321) to Sport and Recreation Victoria's Community Sports Infrastructure Stimulus Program (Round Two) to assist with the delivery of the project;*
2. *Refers to the 2021/2022 budget, additional Council funding for the Trentham Sportsground Pavilion Redevelopment (\$212,971) subject to the successful*

*funding of the project through Sport and Recreation Victoria's Community Sports Infrastructure Stimulus Program (Round Two); and,*

*3. Notes that the Trentham Sportsground Pavilion Redevelopment Project meets the required funding criteria of the Sport and Recreation Victoria, Community Sports Infrastructure Stimulus Program, including project readiness to commence construction within six months of the funding approval.*

## **MOTION**

*That Council:*

*1. Notes a funding submission will be made for the Trentham Sportsground Pavilion Redevelopment (\$2,062,321) to Sport and Recreation Victoria's Community Sports Infrastructure Stimulus Program (Round Two) to assist with the delivery of the project;*

*2. Refers to the 2021/2022 budget, additional Council funding for the Trentham Sportsground Pavilion Redevelopment (\$212,971) subject to the successful funding of the project through Sport and Recreation Victoria's Community Sports Infrastructure Stimulus Program (Round Two); and,*

*3. Notes that the Trentham Sportsground Pavilion Redevelopment Project meets the required funding criteria of the Sport and Recreation Victoria, Community Sports Infrastructure Stimulus Program, including project readiness to commence construction within six months of the funding approval.*

**Moved:** Cr Brian Hood

**Seconded:** Cr Tessa Halliday

**Carried**

## **BACKGROUND**

The redevelopment of the Trentham Sportsground Pavilion is a key priority identified by the Trentham Sportsground Masterplan adopted at Ordinary Meeting of Council on 15 September 2020.

In October 2019, Architects were engaged to undertake the concept planning for the redevelopment of the pavilion.

At the 18 February 2020, Ordinary Council Meeting, a concept design for the Project was endorsed for public exhibition and key stakeholder engagement.

In June 2020, The Trentham Sportsground Pavilion Redevelopment Project was submitted for funding consideration through Round One of SRV's CSISP.

Subsequently, the pavilion design was progressed to a detailed schematic design, to ensure that it would best meet the design expectations of the funding body.

In August 2020, Council was informed that the funding submission was unsuccessful, however were informed by SRV that the Project was meritorious and would be worthy of further consideration by the Victorian Government should the opportunity of future funding arise.

The schematic design for the Trentham Sportsground Pavilion Redevelopment Project was endorsed to progress the design to a delivery ready design package at the 15 September 2020 Ordinary Council Meeting.

### Project Design

The Trentham Pavilion Redevelopment design was developed to ensure it would:

- Meet SRV’s funding criteria design expectations.
- Meet AFL Victoria’s and Cricket Australia’s Facility Standards.
- Improve universal design throughout the pavilion.
- Provide gender inclusive player, umpire and public amenities.
- Improve the internal lay-out of the pavilion to accommodate club operations
- and use for broader community activities and events.

The Hammon Park Masterplan Implementation Project was also submitted for funding consideration through Round One of SRV’s CSISP and was also unfunded. Whilst SRV also identified this project to be meritorious it did not extend an invitation for Council to resubmit it to Round Two of the funding Program. Officers continue to explore and advocate for other external funding opportunities to deliver this priority project for Council.

### **KEY ISSUES**

Council has been invited to resubmit the Trentham Sportsground Redevelopment Project to SRV’s CSISP (Round Two).

SRV’s CSISP (Round Two) aims to continue to support the revival of Victoria’s economy impacted by the far-reaching implications of Coronavirus (COVID-19) on Victorian communities through fast-tracking shovel-ready community sports infrastructure projects across Victoria.

The detailed design phase of the Trentham Sportsground Pavilion Redevelopment Project is being undertaken to ensure that the project will be delivered within SRV’s CSISP funding criteria requirements, including project readiness to commence construction within six months of the funding approval.

The anticipated overall cost to deliver the Project (\$2,474,942) has been estimated through a recent Quantity Surveyor’s Report; and includes additional project scope to include an accessible car parking space and feature landscaping that will improve and compliment the welcoming and inclusive design outcomes of the Project. The



relevant project management and contingency allowances have also been included in the anticipated project budget.

Council's request for funding of \$2,062,321 from SRV's CSISP (Round Two) remains the same amount as requested in Round One of SRV's CSISP submission, which is a requirement of the funding program.

## **POLICY AND STATUTORY IMPLICATIONS**

Council Plan 2017-2021

Quality Community Infrastructure

2. Provide great community Parks and Open Spaces by greening our streets, managing tree safety and improving our town entrances, sporting ovals, botanic gardens and passive recreation spaces.

## **GOVERNANCE ISSUES**

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

## **SUSTAINABILITY IMPLICATIONS**

The project will have a positive impact on the economic, health and wellbeing of the community through the delivery of relevant and high-quality community infrastructure which will further enhance and diversify the provision of inclusive and welcoming community sport and active recreation opportunities.

## **FINANCIAL IMPLICATIONS**

The following table details the anticipated project budget and financial implications to Council of delivering the Trentham Sportsground Pavilion Redevelopment Project.

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### **Project Income**

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<b>2020/2021 Budget Allocation (PJ000990)</b>	<b>\$199,650</b>
<b><i>SRV CSISP Funding Request – pending funding approval</i></b>	<b><i>\$2,062,321</i></b>
<b>Income Total</b>	<b>\$2,261,971</b>

### **Project Expenditure**

**Design**

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<b>Concept/Schematic Design</b>	\$15,335 (Expended 2019/2020)
<b>Detailed Design</b>	\$80,000 (Estimate)
<b>Planning Permit</b>	\$5000 (Estimate)
<b><i>Design sub total</i></b>	<b><i>\$100,335</i></b>
<b>Construction</b>	
<b>Construction Tender</b>	\$1,950,000 (Estimate)
<b>Design Consultant</b>	\$50,000 (Estimate)
<b>Building Permit and Inspections</b>	\$15,000 (Estimate)
<b><i>Construction sub total</i></b>	<b><i>\$2,015,000</i></b>
<b>Sub Total</b>	<b>\$2,115,335</b>
<b>Ancillary Project Allowances</b>	
<b>Project Management 7%</b>	\$148,073
<b>Contingency 10%</b>	\$211,534
<b><i>Total Project Cost</i></b>	<b><i>\$2,474,942</i></b>
<b><i>Shortfall budget request to be referred to the 2021/2022 capital works budget (inclusive of any remaining funds from 2020/2021)</i></b>	<b><i>\$212,971</i></b>

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#### **RISK IMPLICATIONS**

That Council has insufficient budget to deliver the Trentham Sportsground Pavilion Project. Project costs will continue to escalate if delivery of the project is delayed, a contingency of 10% has been included in the costings due to site challenges including but not limited to age of infrastructure, access to site and any unknown latent conditions.

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

The Trentham Sportsground pavilion redevelopment project has been developed through a collaborative process involving the sportsground tenant sports clubs and Committee of Management.

Further community consultation on the project was undertaken for a two (2) week period in August 2020 through making the draft pavilion design available on Council's website for comment.

The consultation was promoted several times throughout the consultation period through Council's Facebook Page (including sharing Council's posts with local community Facebook pages where permitted); and through a paid advertisement The Local and media release to local media outlets.

One community response was received providing feedback on the insufficient length of the consultation period. At the time of the consultation, Council's SRV funding submission for Round One of SRV's CSISP was pending an outcome. If SRV had funded this project, a 12-month delivery period would have been required and therefore, it would have been necessary to continue to progress the project to meet these funding requirements. Officers responded to the community member on this matter.

The Trentham Sportsground Committee of Management and tenant Sports Clubs are supportive of the design of the pavilion.

The Trentham community and key stakeholders will continue to be engaged throughout the life of the project.

Officers ongoing connection with the Trentham community, the Trentham Sportsground Committee of Management and tenant community sports clubs will be integral to support the development of a diversity of participation opportunities that will be accommodated through the improved pavilion inclusive and gender equitable design features.

Council Officers have regularly consulted with SRV's Grampian Region officers to advocate for funding opportunities for the delivery of the Trentham Sportsground Pavilion Redevelopment Project. SRV officers have endorsed the pavilion design and consider it to meet the expectations of the CSISP funding criteria.

# TRENTHAM PAVILION

25 Falls Road Trentham VIC 3458

## HEPBURN SHIRE COUNCIL

Project Number: 200602

18/06/2020

Status

### SCHEMATIC DESIGN R1

No.	Description
	COVER
1.01	EXISTING FLOORPLAN
1.02	PROPOSED FLOORPLAN
1.03	3D PERSPECTIVE
1.04	PROPOSED FLOORPLAN 1:100
1.05	FINISHES
1.06	SCHEDULES



LOCATION PLAN, NTS

EXISTING TRENTHAM PAVILION:  
BUILDINGS A, B, C, D AND GYM

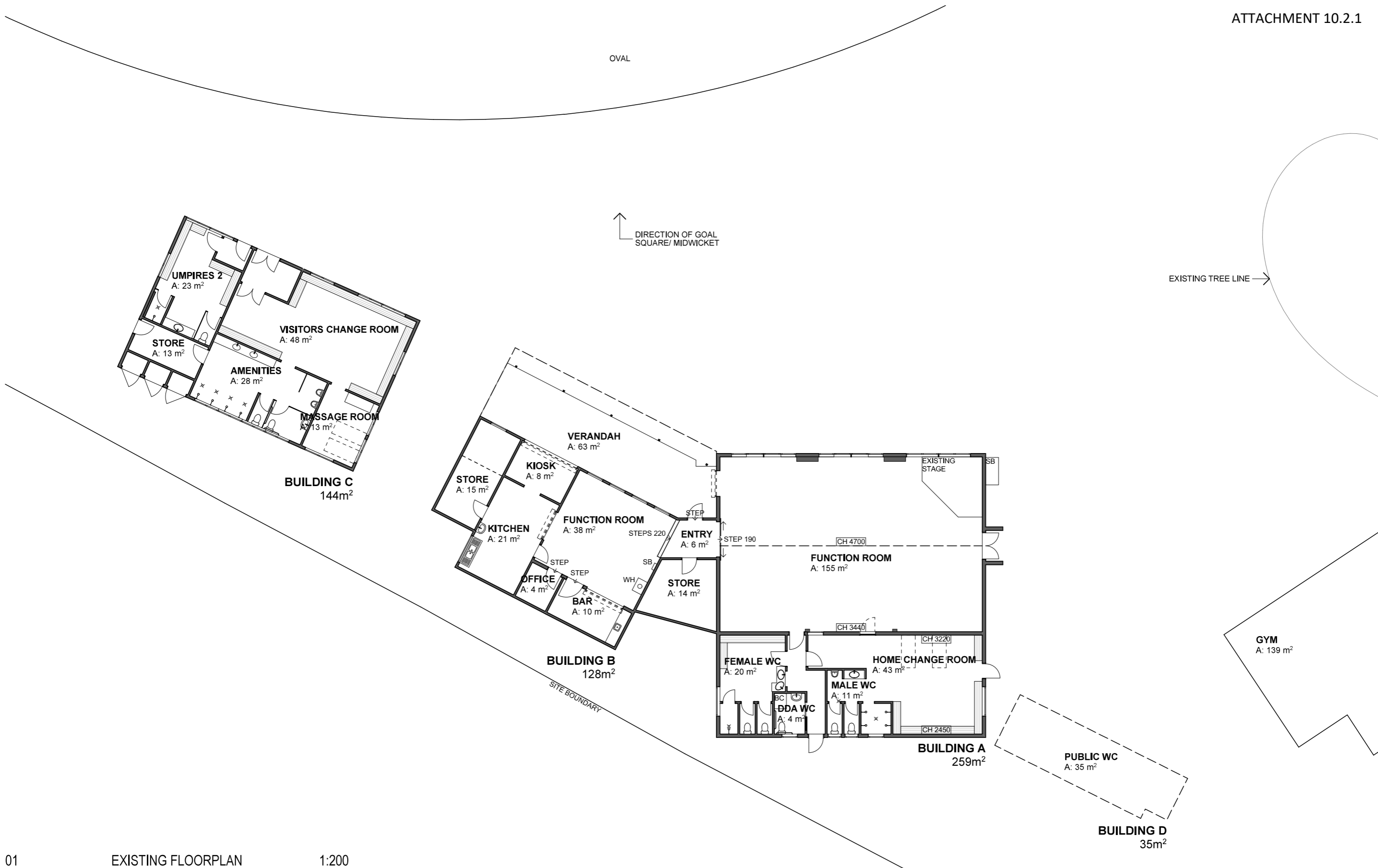


EXISTING SITE PHOTOS



MELBOURNE  
LVL1, 673 BOURKE STREET  
MELBOURNE, VIC. 3000  
PH: (03) 8376 6169  
info@dock4.com.au

HOBART  
LVL 2, 100 COLLINS STREET  
HOBART, TAS. 7000  
PH: (03) 6231 0469  
info@dock4.com.au



01 EXISTING FLOORPLAN 1:200

**4** Architects  
dock4.com.au

MELBOURNE  
LVL 2, 373 BOURKE ST  
MELBOURNE VIC 3000  
PH: (03) 9376 9199  
info@dock4.com.au

HOBART  
LVL 2, 100 COLLINS STREET  
HOBART TAS 7000  
GPO BOX 338 HOBART TAS 7001  
PH: (03) 5210 6889  
info@dock4.com.au

HEPBURN SHIRE COUNCIL

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REVISED DOCUMENT  
REPLACE EARLIER ISSUE

TRETHAM PAVILION  
25 Falls Road Tretham VIC 3458

Status: SCHEMATIC DESIGN R1  
Project number: 200602

Date generated: 18/06/2020  
Drawn: CB  
Approved: RB

Drawing title: EXISTING FLOORPLAN

Drawing number: 1.01  
Revision: /

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**ATTACHMENT 10.2.1  
NOTES**

NEW BUILDING AREA: 293m<sup>2</sup>  
 EXISTING BUILDING AREA: 14m<sup>2</sup>  
 EXISTING BUILDING AREA,  
 MAJOR RENOVATIONS: 150m<sup>2</sup>  
 EXISTING BUILDING AREA,  
 MINOR RENOVATIONS: 238m<sup>2</sup>



01 PROPOSED FLOORPLAN 1:200



MELBOURNE  
 LVL 1, 973 COLLINS ST  
 MELBOURNE VIC 3000  
 PH: (03) 9376 9199  
 info@dock4.com.au

HOBART  
 LVL 2, 100 COLLINS STREET  
 HOBART TAS 7000  
 GPO BOX 338 HOBART TAS 7001  
 PH: (03) 6210 6888  
 info@dock4.com.au



HEPBURN SHIRE COUNCIL

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 REVISOR'S DOCUMENT  
 REPLACE EARLIER ISSUE

TRENTHAM PAVILION  
 25 Falls Road Trentham VIC 3458

Status  
 SCHEMATIC DESIGN R1

Date generated  
 18/06/2020

Project number  
 200602

Drawn  
 CB

Approved  
 RB



PROPOSED FLOORPLAN

Drawing number  
 1.02

Revision  
 /

Drawing title



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REVISOR: [ ] REVISOR: [ ]  
REPLACE EARLIER ISSUE



MELBOURNE  
LV1 1, 473 COLLEGE ST  
MELBOURNE, VIC, 3000  
PH (03) 8276 6189  
info@dock4.com.au

HOBART  
LV1 2, 100 COLLING STREET  
HOBART, TAS, 7500  
GPO BOX 338 HOBART TAS 7501  
PH (03) 6231 0469  
info@dock4.com.au

HEPBURN SHIRE COUNCIL



TRENTHAM PAVILION

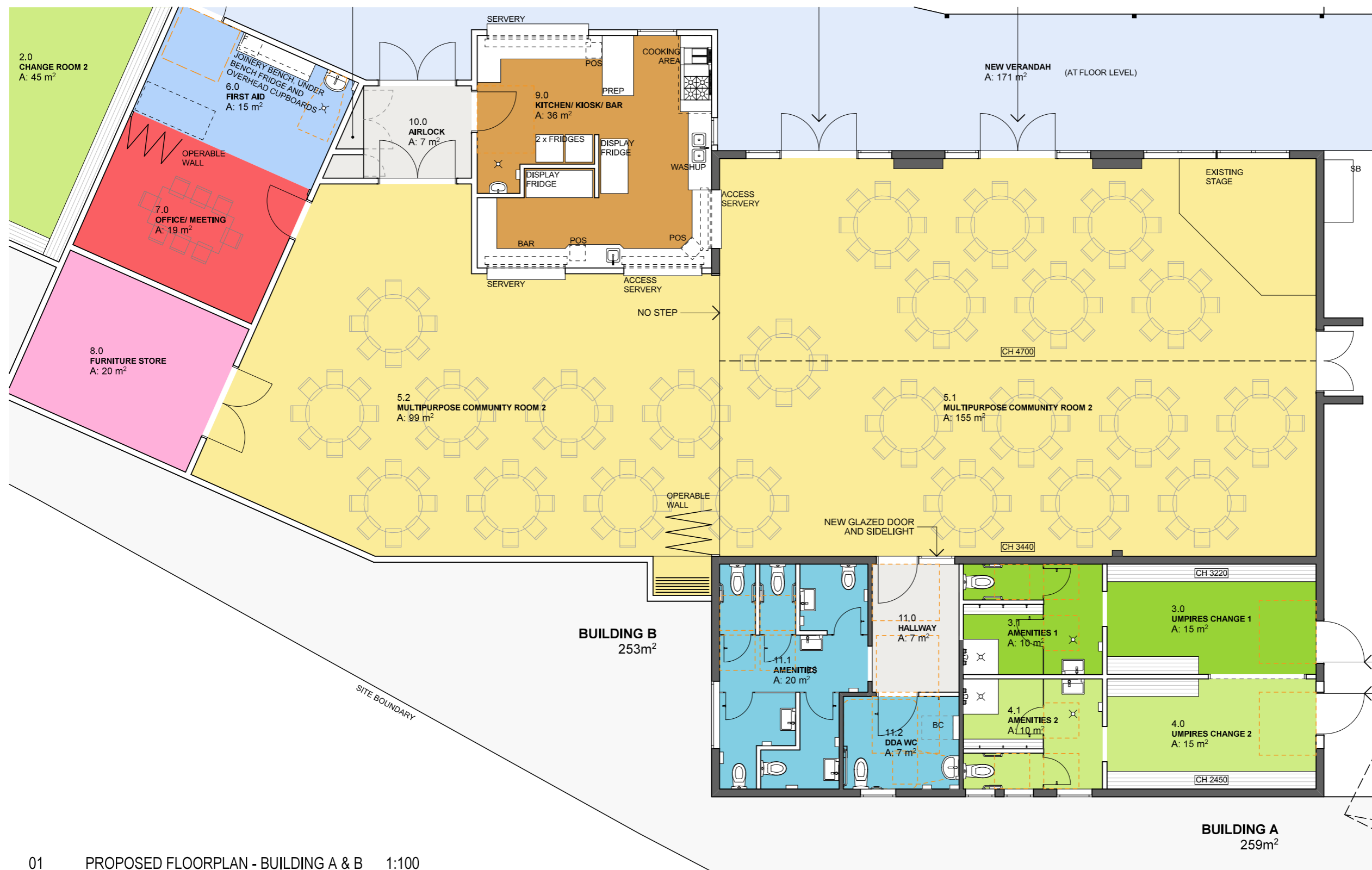
25 Falls Road Trentham  
VIC 3458

Status	Project number	
SCHEMATIC DESIGN R1	200602	
Date generated	Drawn	Approved
18/06/2020	CB	RB

Drawing title  
**3D PERSPECTIVE**

Drawing number	Revision
<b>1.03</b>	<b>A</b>

MULTIPURPOSE COMMUNITY ROOM OCCUPANCY:  
23 TABLES x 8 SEATS EACH  
= 184 APPROX. OCCUPANTS



01 PROPOSED FLOORPLAN - BUILDING A & B 1:100

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 <p><b>4</b> dock4 Architects dock4.com.au</p>	 <p>HEPBURN SHIRE COUNCIL</p>	<div style="border: 1px solid red; padding: 5px; width: fit-content; margin: 0 auto;"> <p><b>FOR INFORMATION ONLY</b></p> <p>NOT FOR CONSTRUCTION</p> <p>REVISOR: [ ] REVISOR: [ ]</p> <p>REPLACE EARLIER ISSUE</p> </div>	<p><b>TRENTHAM PAVILION</b> 25 Falls Road Trentham VIC 3458</p> <p>Status: SCHEMATIC DESIGN R1 Project number: 200602</p> <p>Date generated: 18/06/2020 Drawn: CB, Approved: RB</p>	<p>Drawing title: <b>PROPOSED FLOORPLAN</b> 1:100</p> <p>Drawing number: <b>1.04</b> Revision: /</p>
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### **10.3 HEPBURN HUB AT THE REX PROJECT - FEBRUARY UPDATE DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES**

*In providing this advice to Council as the Project Manager – Hepburn Hub, I Bruce MacIsaac have no interests to disclose in this report.*

#### **ATTACHMENTS**

- Nil

#### **EXECUTIVE SUMMARY**

The purpose of this report is:

- To provide an appropriate level of information to allow Council to properly monitor the progress of the project against the Project Plan endorsed on the 18 February 2020 and as amended on 15 September 2020.
- To acquit Council’s resolution that management provide periodic reporting to Council on the progress of the Hepburn Hub at the Rex.

#### **OFFICER’S RECOMMENDATION**

*That Council receives and notes the project update report regarding the Hepburn Hub at the Rex Project.*

#### **MOTION**

*That Council receives and notes the project update report regarding the Hepburn Hub at the Rex Project.*

**Moved:** Cr Jen Bray

**Seconded:** Cr Tessa Halliday

**Carried**

#### **BACKGROUND**

On the 18 February 2020 Council endorsed the Project Plan for the Hepburn Hub at the Rex setting out the governance for the project. This Plan was revised on the 15 September and outlines the project scope, budget, funding, and program.

In summary, the Project Scope includes a library, community auditorium, coworking space, customer service and council offices. The Project Budget is \$7.130M and is building works are scheduled for completion on the 14 June 2020.

Further, in terms of management and reporting, on the 18 February Council resolved the following:

*“Endorses the Project Control Group (PCG) to administer the project in accordance with the project plan. The PCG be chaired by the Chief Executive Officer and progress reports be provided to Council at each quarterly meeting of Council.”*

This report represents the acquittal of this resolution of Council.

## KEY ISSUES

As at the end of January the Project Control Group advises that: the project scope remains 2,052 Sqm of enclosed space; the expenditure budget is \$7.130M and; the Date for Practical Completion of construction is 14 June 2021. (Refer **Table 1** below).

*Table 1 Project Plan Summary*

<b>Project Metric</b>	<b>Current Endorsed Metric</b>	<b>Current Forecast Outcome</b>	<b>Current Forecast Variance</b>
Project Scope (Enclosed Area)	2,052Sqm	2,052Sqm	NIL Sqm
Project Budget (Estimate Cost)	\$7.130M	\$7.130M	\$NIL
Project Program (Date for PC)	14/06/21	14/06/21	NIL Weeks

### ***Project Scope***

The current forecast functional areas endorsed by Council are outlined in the table below. (Refer **Table 2** below). The risks associated with the Project Scope are outlined below the table.

*Table 2 Project Scope Summary*

<b>Scope Element</b>	<b>Endorsed Area 15/09/20 Sqm</b>	<b>Current Forecast Area Sqm</b>	<b>Current Forecast Variance Sqm</b>
Council Offices	944	944	NIL
Customer Services	122	122	NIL
Library	348	348	NIL
Community Auditorium	106	106	NIL
Tenancies 1, 2 & 3	111	111	NIL
Tenancies 4	136	136	NIL

Entry & Amenities	285	285	NIL
<b>Enclosed Area</b>	<b>2,052</b>	<b>2,052</b>	<b>NIL</b>
Carpark	1,298	1,298	NIL
Open Space	120	120	NIL
<b>External Space</b>	<b>1,418</b>	<b>1,418</b>	<b>NIL</b>
<b>Total</b>	<b>3,470</b>	<b>3,470</b>	<b>NIL</b>

### *Scope Risks*

The scope was confirmed in September 2020 and remains substantially the same as that endorsed by Council in February 2020 in terms of the overall areas of each activity.

The stakeholder engagement process has sought to identify all the significant stakeholder issues to ensure these are now included within the design to be constructed. This process has been undertaken to ensure the facility is fit for purpose and to manage Acceptance Risk. Further engagement has been completed with council staff and a variety of stakeholders in a series of virtual presentations. There remains a query from Disability Advisory Committee regarding access to the public amenities which is currently being resolved. The queries raised by the Daylesford Community Cinema have now been resolved.

Any resultant changes to scope will not have a significant impact on the project cost and are intended to be managed as minor variations to the construction contract. These risks and any forecast variations to the endorsed project scope shall be monitored by the Project Control Group and reported to Council monthly.

### **Project Budget**

The endorsed Project Budget is \$7.130M (refer **Table 3** below).

The risks associated with the Project Budget are outlined below the table.

*Table 3 Project Budget Summary*

<b>Budget Element</b>	<b>Endorsed Budget 15/09/20 \$M</b>	<b>Current Forecast Cost \$M</b>	<b>Current Forecast Variance \$M</b>

<b>Total Stage 1</b>	<b>\$2.022</b>	<b>\$2.022</b>	<b>\$NIL</b>
Construction Stage 2	\$4.658	\$4.449	\$0.209
Consultants Stage 2	\$0.450	\$0.450	\$NIL
FFE/ICT (included in construction)	\$NIL	\$NIL	\$NIL
Contingency	\$NIL	\$0.209	(\$0.209)
<b>Total Stage 2</b>	<b>\$5.108</b>	<b>\$5.108</b>	<b>\$NIL</b>
<b>Total Project Budget</b>	<b>\$7.130</b>	<b>\$7.130</b>	<b>\$NIL</b>

### *Budget Risks*

A construction contract has been entered into for a fixed price of \$4,449,084 (ex GST) which provides certainty in relation to the great majority of the remaining budget to be spent.

This price allows for several provisional sums for items that were not fully specified at tender. These shall be resolved during the construction process.

The fixed price does not allow for any variations identified during the construction period which are associated with:

- Latent (hidden) conditions
- Documentation omissions
- Principal generated changes
- Prolongation of the program

These variations are usually funded from an allowance in the budget known as a contingency. At the September Council meeting it was resolved to remove the allowance for a contingency from the project budget previously approved in February. This decision was made on the basis that funds for a contingency would be created through a value management process undertaken with the builder. This has been partially completed with the identification of \$209,000 of savings.

In line with the endorsed governance structure, these variations and offsetting value management savings, shall be monitored and administered by the Project Control Group within the endorsed scope and budget and reported to Council.

Variations outside the endorsed scope and budget shall be reported to council for consideration.

### **Project Program**

The endorsed Date for Practical Completion is 14 June 2020 and is included in the building contract. Once complete the building shall be handed over by the builder to Council who will then manage occupation process. This includes decanting the staff and contents of the library and various office into the facility. (Refer **Table 4** below). Tasks that have been completed are highlighted in the table below. Risks to the program are noted below the table.

*Table 4 Project Program Summary*

<b>Project Stage</b>	<b>W</b>	<b>Endorsed Program Start Date</b>	<b>Endorsed Program 15/09/20 End Date</b>	<b>Current Program Forecast End Date</b>	<b>Current Program Variance Weeks</b>
<i>Endorsement</i>			<i>18/02/20</i>	<i>18/02/20</i>	<i>NIL</i>
<i>Documentation</i>	<i>13</i>	<i>19/02/20</i>	<i>03/05/20</i>	<i>03/05/20</i>	<i>NIL</i>
<i>Tender</i>	<i>16</i>	<i>04/05/20</i>	<i>15/09/20</i>	<i>15/09/20</i>	<i>NIL</i>
Planning Amend.	13	16/09/20	15/12/20	22/12/20	1 Week
Mobilisation	3	16/12/20	11/01/21	18/01/21	1 Week
Construction	22	15/01/20	14/06/21	14/06/21	NIL
Occupation	1	14/06/21	21/06/21	21/06/21	NIL
	68				

### *Program Risks*

The risks associated with the program include the following:

- Delays encountered on site associated with the variations or other valid extensions of time

- Delays associated with the implementation of more stringent COVID controls during construction
- Delays agreed to by Council for convenience by negotiation.

Any forecast variations to the endorsed program shall be monitored by the Project Control Group and reported to Council monthly. It should be noted that the Stage 2 Building Permit was issued 4 days after the site handover resulting in a potential delay claim.

### ***Recent activities***

Completed activities over the past period include:

- Finalisation of an amended Building Permit for the Stage 1 works.
- Rectification of Stage 1 non-conforming building works identified in the Form 11 Building Notice
- Withdrawal of Form 11 Building Notice
- Certification from key Stage 1 contractors as required by building surveyor
- Issuance of Stage 1 Certificate of Final Inspection by building surveyor.
- Completion of the Stage 2 Planning Permit Amendment process
- Finalisation of Stage 2 Building Permit.
- Handover of the Site to the Building Contractor

### **NEXT STEPS**

Foreshadowed activities over the next period include:

- Completion of builder's mobilisation
- Commencement on site of construction of the proposed Stage 2 works

### **POLICY AND STATUTORY IMPLICATIONS**

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

1. Responsibly manage our assets portfolio including roads and transport infrastructure, buildings, recreation and sporting facilities and public toilets by inspecting and monitoring maintenance and renewal needs. This is achieved through planning for and implementing asset renewal and upgrade programs or new facilities that meet community expectations such as hubs, streetscapes, roads and building assets.

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, Art and Culture, Events and Community Grants. Monitor emerging social issues

impacting the community and demonstrate leadership in advocating to government and other agencies to support the community.

#### 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.

#### Strategic Objective – High Performing Organisation

##### Key Strategic Activity:

12. Enhance our processes and systems to deliver excellent customer service. To achieve this, we will focus on internal collaboration and new ways of working, combined with a continued focus on effective and timely communications, engagement and consultation. We will focus on achieving higher customer satisfaction through making it easier to work with Council and by closing the loop on requests received from our community and other customers.
14. Develop our staff to enhance their work experience and enable them to deliver great outcomes to our community. Through a focus on their careers and developing new skills, we will build a positive culture and develop new leaders of the future.
15. Make Occupational, Health, Safety and Wellbeing an embedded part of our culture and the number one focus every day. We will continuously improve our systems and actions to make sure people go home safe and well every day.

#### **GOVERNANCE ISSUES**

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

#### **SUSTAINABILITY IMPLICATIONS**

The proposed facility will comply with contemporary standards of environmental design and improve the sustainability of Council operations.

#### **FINANCIAL IMPLICATIONS**

The contract will be funded from the approved Council Budget and the 2020/2021 Capital Program except for \$740,000 referred to the Mid-Year Budget review.

#### **RISK IMPLICATIONS**

Due to the value of the contract, and in accordance with Council's Procurement Policy, the preferred tenderer was subject to an independent financial check. On behalf of Hepburn Shire Council, Equifax Australasia Credit Ratings Pty Limited was

engaged to provide a Financial Viability Assessment on the recommended tenderer in relation to the Hepburn Hub at the Rex Stage 2 Works. This assessment is based on the most recent audited financial statements and more recent management accounting reports. The report indicated that the builder achieved a score indicating a *Strong Financial* capacity to undertake the contract in question.

Construction related risks shall be addressed in the builder's Construction Management Plan and pre-commencement site meetings. The builder will be required to confirm that the risks have been addressed and responded to appropriately. This will include managing the work site safely and providing Traffic Management Plan in accordance with AS 1742.3.

### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

Stakeholders have been consulted during the design process with regular updates provided to the community. Council's decision has been communicated in a media release and regular updates on progress shall be made during the works. Directly affected property owners and adjacent businesses will be informed prior to construction commencing.



## **10.4 MINUTES OF COMMUNITY ASSET COMMITTEES ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to Council as the Governance Specialist, I Rebecca Smith have no interests to disclose in this report.*

### **ATTACHMENTS**

1. CONFIDENTIAL - Minutes - Creswick Museum Community Asset Committee - AGM - 18 November 2020 [**10.4.1** - 1 page]
2. CONFIDENTIAL - Minutes - Creswick Museum Community Asset Committee - 18 November 2020 [**10.4.2** - 2 pages]
3. CONFIDENTIAL - Minutes - Drummond Hall Community Asset Committee - AGM - 26 November 2020 [**10.4.3** - 7 pages]
4. CONFIDENTIAL - Minutes - Drummond Hall Community Asset Committee - 26 November 2020 [**10.4.4** - 3 pages]
5. CONFIDENTIAL - Minutes - Lee Medlyn Home of Bottles Community Asset Committee - 21 December 2020 [**10.4.5** - 5 pages]
6. CONFIDENTIAL - Minutes - Lyonville Hall Community Asset Committee Meeting - 22 December 2020 [**10.4.6** - 4 pages]
7. CONFIDENTIAL - Minutes - Lyonville Hall Community Asset Committee Meeting - 19 January 2021 [**10.4.7** - 3 pages]

### **EXECUTIVE SUMMARY**

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

### **OFFICER'S RECOMMENDATION**

*That Council receives and notes the minutes of the Community Asset Committees which have been distributed to Councillors:*

- *Creswick Museum Community Asset Committee - AGM – 18 November 2020*
- *Creswick Museum Community Asset Committee - General Meeting – 18 November 2020*
- *Drummond Hall Community Asset Committee – AGM - 26 November 2020*
- *Drummond Hall Community Asset Committee - General Meeting - 26 November 2020*
- *Lee Medlyn Home of Bottles Community Asset Committee – General Meeting – 21 December 2020*
- *Lyonville Hall Community Asset Committee – General Meeting – 22 December 2020*
- *Lyonville Hall Community Asset Committee – General Meeting – 19 January 2021*

## **MOTION**

*That Council receives and notes the minutes of the Community Asset Committees which have been distributed to Councillors:*

- *Creswick Museum Community Asset Committee - AGM – 18 November 2020*
- *Creswick Museum Community Asset Committee - General Meeting – 18 November 2020*
- *Drummond Hall Community Asset Committee – AGM - 26 November 2020*
- *Drummond Hall Community Asset Committee - General Meeting - 26 November 2020*
- *Lee Medlyn Home of Bottles Community Asset Committee – General Meeting – 21 December 2020*
- *Lyonville Hall Community Asset Committee – General Meeting – 22 December 2020*
- *Lyonville Hall Community Asset Committee – General Meeting – 19 January 2021*

**Moved:** Cr Juliet Simpson

**Seconded:** Cr Tim Drylie

**Carried**

## **BACKGROUND**

Community Asset Committees are established by Council under section 65 of the *Local Government Act 2020* and their function and responsibilities outlined in an Instrument of Delegation. Under the Instruments of Delegation, committees are required to maintain minutes of meetings held and provide a copy of the minutes to Council.

Council has the following Community Asset Committees:

- Dean Recreation Reserve and Tennis Courts Community Asset Committee
- Drummond Hall Community Asset Committee
- Creswick Museum Community Asset Committee
- Glenlyon Recreation Reserve Community Asset Committee
- Lee Medlyn Home of Bottles Community Asset Committee
- Lyonville Hall Community Asset Committee

## **KEY ISSUES**

Listed below are the minutes Community Asset Committees for information:

- *Creswick Museum Community Asset Committee - AGM – 18 November 2020*
- *Creswick Museum Community Asset Committee - General Meeting – 18 November 2020*
- *Drummond Hall Community Asset Committee – AGM - 26 November 2020*
- *Drummond Hall Community Asset Committee - General Meeting - 26 November 2020*
- *The Lee Medlyn Home of Bottles Community Asset Committee – General Meeting – 21 December 2020*
- *Lyonville Hall Community Asset Committee – General Meeting – 22 December 2020*
- *Lyonville Hall Community Asset Committee – General Meeting – 19 January 2021*

These minutes have been provided confidentially to Council.

## **POLICY AND STATUTORY IMPLICATIONS**

Community Asset Committees are established by Council under section 65 of the *Local Government Act 2020* and operate in line with their issued instrument of delegation as executed by the Chief Executive Officer.

## **GOVERNANCE ISSUES**

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

### **SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications associated with this report.

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

### **RISK IMPLICATIONS**

There are no risk implications associated with this report. The governance requirement under each instrument of delegation is for the community asset committees to submit to the Manager Governance and Risk a copy of the minutes of all meetings. Providing these to Council formally is a good governance process.

### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

Members of the community are represented on these committees and should be reflective of community aspirations, needs and diversity in the management and oversight of the respective asset.

## **11 ACTIVE AND ENGAGED COMMUNITIES**

### **11.1 PROPOSED GENDER EQUITY COMMITTEE ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to Council as the Manager Community Care, I Fran Fogarty have no interests to disclose in this report.*

#### **ATTACHMENTS**

1. DRAFT Terms of Reference - Gender Equity Committee [11.1.1 - 3 pages]

#### **EXECUTIVE SUMMARY**

The Victorian *Gender Equality Act 2020* was enacted on 25 February 2020 and commences in March 2021. The Act aims to improve gender equality in workplaces across the Victorian public sector, Councils and universities.

Councils are considered “defined entities” and have obligations under the Act.

These obligations include developing and implementing a Gender Equality Action Plan which will include completing and implementing results of a workplace gender audit and developing strategies for achieving workplace gender equality and completing gender impact assessments.

Council currently has the White Ribbon and International Women’s Day Committees, and it is recommended to merge these committees into a new Gender Equity Committee that will have an internal and external working group to develop and implement an annual action plan. The previous committees provided an advisory role to Council, and it would be expected the formation of the new committee would also provide this.

The formation of a Gender Equity Committee will ensure Council statutory obligations and community expectations are met on this important society issue.

#### **OFFICERS RECOMMENDATION**

*That Council:*

1. *Approves the disbanding of the current White Ribbon and International Women’s Day Committees;*
2. *Approves the formation of a new Gender Equity Committee;*
3. *Appoints Councillor \_\_\_\_\_ as the Councillor representative on the Committee and to act as the chair of the Committee;*
4. *Notes that a public expression of interest process will be undertaken to nominate member, and members appointed at a subsequent Ordinary Meeting of Council; and*
5. *Provides written acknowledgement of the involvement and commitment to the members of the White Ribbon and International Women’s Day Committees.*

## **MOTION**

*That Council:*

1. *Approves the disbanding of the current White Ribbon Committee*
2. *Approves the formation of the Gender Equity Committee*
3. *Appoints Cr Lesley Hewitt to the Committee as the Councillor representative on the Committee and to act as the Chair of the Committee*
4. *Notes that a public expression of interest process will be undertaken to nominate members and appoint members at a subsequent meeting of Council.*

**Moved:** Cr Don Henderson

**Seconded:** Cr Jen Bray

**Carried**

## **BACKGROUND**

Council currently has a White Ribbon Committee, International Women's Day Committee and an Act@Work Action Plan which addresses positive messages of gender equality and non-violence. There is a clear common objective in the two committees and the Act@Work Action Plan as well as the Prevention of Violence against Women and Children Leadership' statement.

At the Ordinary Meeting of Council on 15 September 2020, Council passed a motion in relation to the 2020 Hepburn Shire Heather Mutimer International Women's Day Honour Roll Committee, which included the following:

*Notes that Council Officers will conduct a review of the International Women's Day Committee and other associated gender equality initiatives (including White Ribbon Committee) and propose a structure moving forward.*

The following is an overview of the current committees and structures:

### **Hepburn Shire White Ribbon Committee (HSWRC)**

Established in 2016 to join the International White Ribbon Day (WRD) campaign to eliminate violence against women in our society. HSWRC works with all sectors of the community to create social awareness and cultural change around the issue of violence against women. The HSWRC supports community groups and organisations to promote the prevention of violence against women and gender equality. HSWRC also supports an event each year on 25 November (the International Day for the Elimination of Violence Against Women).

The current Terms of Reference includes six items:

1. Challenging men to speak out, and think about their own beliefs, language and actions.
2. Enlightening young people, especially young men and boys, on the issue through education and being proactive.

3. Raising public awareness of the issue.
4. Inducting White Ribbon (WR) Ambassadors each year. WR Ambassadors will be encouraged to attend training and actively promote White Ribbon at fundraising opportunities, speaking engagements and community functions.
5. Working in partnership with a variety of sectors including; community organisations, businesses, the media and other partners to create a future with no violence against women and children.
6. Supporting White Ribbon Campaigns with our experience, resources and networks.

Maintaining membership has become increasingly difficult, and the committee has struggled to complete actions and events with limited membership.

### **Hepburn Shire Heather Mutimer International Women's Day Honour Roll Committee**

Council launched the IWD Honour Roll on International Women's Day in 2005. It was the initiative of Cr Heather Mutimer with support from Cr Warren Maloney and many local women. The Committee provides advice to assist Council to organise the International Women's Day Women's Honour Roll function and induct recipients to the Heather Mutimer Women's Honour Roll each year. The honour roll process and event celebrate inspiring women and pay tribute to those in the Shire whose contributions, courage and examples have led to significant social change for women.

Planning is in place for both the induction of members to the Honour Roll, and also the event in 2021.

Council now has an opportunity, through the creation of a new Gender Equity Committee, to review the criteria of the honour roll. The terms of reference of the new Committee would include scope to ensure the honour roll remains.

### **Hepburn Shire Act@Work Action Plan**

Act@Work: Preventing violence against women and children promotes positive messages of gender equality and non-violence. It encourages us to think about the role we play in building healthy and respectful workplace cultures. Workplaces are an important part of our lives and the benefit of a healthy and respectful workplace extends far beyond individual workplaces and can influence our families and the broader community. The Action Plan is an internal document, and an internal working group currently exists. The Action Plan addresses the following 5 action areas to reduce violence against women:

1. Challenge Violence Against Women,
2. Empower Women and Girls,
3. Challenge Stereotypes and Norms,
4. Build Respectful Relationships,
5. Promote and Advance Gender Equality.

### **Prevention of Violence against Women and Children's Leadership statement**

Council recently adopted a Prevention of Violence against Women and Children Leadership statement:

*"We are committed to be a leader and an advocate to address social issues that impact the health and wellbeing of our community. We have a zero tolerance for violence against women and children, condemning this behaviour as inexcusable, preventable and simply unacceptable".*



## KEY ISSUES

There is a clear common overlap between the White Ribbon and International Women's Day Committees, and the Hepburn Shire Act@Work Action Plan and Leadership Statement.

The White Ribbon and International Women's Day Committees have had challenges with committee members attending regular meetings and engaging committee members in general.

The Hepburn Shire White Ribbon Committee had challenges with engaging members to deliver on the actions/ideas.

Significant officer resource is invested in providing administration support for both Committees.

### Gender Equity Advisory Committee Proposal

With the introduction of the *Gender Equality Act 2020* and associated requirements the opportunity presents for the formation of a Gender Equity Committee with Councillor representation.

The below provides definitions from the best practice guide for gender equity in local government, Local Government Victoria.

- **Gender equality:** The equal rights, responsibilities and opportunities of women, men and trans and gender diverse people. Equality does not mean that women, men and trans and gender diverse people will become the same but that their rights, responsibilities and opportunities will not depend on their gender.
- **Gender equity:** Entails the provision of fairness and justice in the distribution of benefits and responsibilities on the basis of gender. The concept recognises that people may have different needs and power related to their gender and that these differences should be identified and addressed in a manner that rectifies gender related imbalances.

### The aim of the Gender Equity Advisory Committee would be to:

1. Provide Council with advice on improving gender equity within the Hepburn Shire community;
2. To actively encourage women's full and equal participation in community life;
3. To end violence against women and children in all forms and continue to promote and advocate by hosting and partnering with community organisations, including White Ribbon and 16 days Activism events;
4. To support, encourage and celebrate LGBTQI+ community inclusion;
5. To celebrate inspiring women through the Heather Mutimer International Women's Day Honour roll; and,
6. To ensure Council is meeting its obligations under the *Gender Equality Act 2020*.

**The objectives of the Gender Equity Committee would include:**

1. Advocate for gender equity within the Hepburn Shire community;
2. Provide feedback and advice to Council on the gender equity implications of its policies, plans and services;
3. Contribute to the promotion of Council and community collaborations that support and promote gender equity;
4. Raise public awareness of prevention of violence against women and children;
5. Actively promote and celebrate inspiring women and pay tribute to those in the Shire whose contribution, courage and example have led to significant social change for women; and,
6. Review and assess the nominees for the Heather Mutimer Honour Roll, provide recommendations of nominees to be placed on the Roll each year, and coordinate the annual International Women’s Day event.

**POLICY AND STATUTORY IMPLICATIONS**

**Council Plan 2017-2021**

Active and Engaged Communities

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

**Municipal Public Health and Wellbeing Plan 2017-2021**

Priority Four - Preventing Family Violence

There is also several other plans and strategies at a State level supporting Gender Equity.

**GOVERNANCE ISSUES**

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

**SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications associated with this report.

**FINANCIAL IMPLICATIONS**

There is a recurrent budget allocation which will be used to continue support for the Gender Equity Advisory Committee Action Plan and events. Officers are reviewing Council’s Health and Wellbeing budget to ensure adequate resources are available for the 2021/2022 financial year.

It should be noted that significant officer time is required for the ongoing support of any Advisory Committee, and resources will be considered as part of the 2021/2022 budget development.

### **RISK IMPLICATIONS**

Council will be in breach of its legislated requirements under the *Gender Equality Act 2020* if requirements of the Act are not met.

Both committees are at a high risk of collapse in their current format.

### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

Community engagement will take place for representation on an external working group to assist with developing and achieving outcomes of an annual action plan which will include White Ribbon, International Women's Day. Timeframes for the development of the new committee would be expected to be:

- 16 February 2021 – Council Meeting for consideration of the creation of the Committee, allocation of a Councillor representative and acceptance to advertise an expression of interest for community membership.
- 17 February to 19 April – time for the advertising of EOI, review of the applications, Councillor Briefing on membership and development of Council reports.
- 20 April 2021 – Council Meeting to consider and approve membership of the Committee.
- Early May 2021 – first meeting of the Committee.

## 1. INTRODUCTION

The aim of the Gender Equity Advisory Committee is to provide Council with advice on improving Gender Equity within the Hepburn Shire Council and Community.

Background:

The Gender Equity Committee is a reference group and not a decision-making body.

## 2. OBJECTIVES

- Advocate for gender equity within the Hepburn community and beyond.
- Provide feedback and advice to Council on the gender equity implications of its policies, plans and services.
- Contribute to the promotion of Council and community collaborations that support and promote gender equity.
- Celebration of International Women's Day including retaining and continuing the Heather Mortimer Honour Roll and the prevention of violence against women.

## 3. MEMBERSHIP:

The GEAC membership aims to ensure there is representation of broad community and positions are voluntary.

Membership will comprise of a Councillor who will be the Chair and between four (4) and seven (7) community members who are committed to working positively to meet the objectives of the Committee

Membership shall represent the range of interests and needs of people in the Hepburn Shire. Such diversity may include cultural, age, gender, access and inclusion, employment, life stage, and community groups.

Membership will be invited by way of an expression of interest and members will be appointed by Council resolution.

Members should notify Council in writing if they intend to rescind their membership. If membership numbers fall below four (4), Council may seek to increase membership through another EOI process. Council will otherwise not accept membership Expressions of Interest after the initial membership has been appointed.

From time to time, GEAC may establish working groups, and may co-opt additional members, including Council officers, if it is considered that additional skills and experience would benefit a specific project or add value to the general performance of the Committee

### 3.1 SELECTION PROCESS

The Selection Committee will include the appointed Councillor representative, Director Community & Corporate Services and/or Manager Community Care and a representative from the Community Care Early Years, Youth and Healthy Communities team. The

Selection Committee will assess the nominations against the selection criteria and recommend appointments to Council

### **3.2 REQUIREMENTS FOR MEMBERS (Criteria)**

Advisory Committee members will be able to demonstrate some of the following:

- Knowledge and understanding of the needs and issues relevant to gender equity
- An interest and involvement in local and/or broader community partnerships, advocacy, networks or activities
- The ability to contribute to the strategic development of gender equity initiatives at local government level
- Direct links to local community populations and/or organisations.
- Experience and/or understanding of the role of an advisory committee

Council will aim to ensure that members of the Committee reflect the diversity of the Hepburn community including ethnicity, age, gender and different geographical areas across Hepburn. A high level of female representation will be encouraged.

Council will aim to ensure that members of the Committee reflect a balance between individuals and organisations and the community and business sectors.

### **3.3 TERMS OF APPOINTMENT**

Appointments will be for a minimum two-year term.

Council will appoint a Councillor to chair the meetings

GEAC members completing a two-year term may re-apply for a further two-year term.

The membership of the Committee will be reviewed as part of the on-going review and implementation of the Gender Equity Strategy and Action Plan

## **4. HEPBURN SHIRE COUNCIL**

### **4.1 Role and Responsibilities**

Council will have accountability for management of the GEAC

Council is committed to working co-operatively with GEAC members to improve gender equity across the Hepburn Shire Council and community

## **5. ADMINISTRATION AND CONDUCT**

### **5.1 Administration**

- The Committee will receive administration support by a Council Officer in the Early Years, Youth and Healthy Communities Team.

### **5.2 Conduct**

All members of the GEAC will work in a co-operative and positive manner. Members are expected to:

- Actively participate in meetings and offer opinions and views, and attend a minimum of 50% of meetings;

- Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others;
- Declare any conflicts of interest or perceived conflicts of interest;
- Act with integrity and avoid the release of confidential information;
- Adhere to the principle of clear and open communication;
- Where issues of conflict arise, parties will be encouraged to discuss issues openly and clearly in a respectful manner;
- Where there is difficulty in resolving issues of conflict, Council will make a final decision on any matter.

Breaches of the Terms of Reference may result in removal from the committee

DRAFT

## **11.2 COUNCILLOR REPRESENTATION ON THE HEPBURN SHIRE HEALTH AND WELLBEING WORKING GROUP ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to Council as the Manager Community Care, I Fran Fogarty have no interests to disclose in this report.*

### **ATTACHMENTS**

- Nil

### **EXECUTIVE SUMMARY**

In early 2018 Council adopted the 2018-2021 Hepburn Shire Municipal Public Health and Wellbeing Plan to focus on improving the health and wellbeing of the Hepburn Shire community.

An external working group, the Hepburn Shire Health and Wellbeing Working Group, was established in 2020 and includes representation from 10 organisations, including Council.

Council now has the option to appoint a Councillor representative to the Hepburn Shire Health and Wellbeing Working Group to support the implementation of the Municipal Health and Wellbeing Plan (2017-2021), and the development of the next four-year plan.

### **OFFICER RECOMMENDATION**

*The Council appoints Cr \_\_\_\_\_ to act as Councillor Representative to the Hepburn Shire Health and Wellbeing Working Group.*

### **MOTION**

*The Council appoints Cr Tessa Halliday to act as Councillor Representative to the Hepburn Shire Health and Wellbeing Working Group.*

**Moved:** Cr Jen Bray

**Seconded:** Cr Don Henderson

**Carried**

### **BACKGROUND**

All local government authorities are mandated to have a Municipal Public Health and Wellbeing Plan. In early 2018 Council adopted the 2018-2021 Hepburn Shire Municipal Public Health and Wellbeing plan that focuses on improving the health and wellbeing of our community.

The key priority areas within this plan include:

- Healthy eating and active living
- Healthy and safe environments
- Social connection and resilient communities
- Preventing family violence

Council has played a lead role in the development of the plan however the delivery of strategies and actions are in partnership with many local organisations within the community. Local government authorities are encouraged to facilitate internal and external working groups to support the implementation of strategies and actions.

This plan has alignment with many existing plans, including (but not limited to) the 2017-2021 Council Plan, Central Highlands Rural Health's Integrated Health Promotion Plan, and Central Highlands Primary Care Partnership Strategic Plan. The key pillars in the Plan also link strongly to a large amount of the work that Hepburn Shire Neighbourhood Houses/Centres and other local organisations/service providers are already doing in this space.

In late 2019, Council invested in a Health and Wellbeing Officer (0.6 EFT) and an Early Years and Healthy Communities Coordinator (0.8 EFT). These new positions will lead, support and facilitate the implementation of the Municipal Public Health and Wellbeing Plan into the future.

## **KEY ISSUES**

The external working group, the Hepburn Shire Health and Wellbeing Working Group, was formed in 2020 and first met in November 2020. The Terms of Reference have been developed and currently ten organisations are represented, including Council.

Member organisations include:

- Department of Health and Human Services (DHHS),
- Creswick Neighbourhood House,
- Central Highlands Rural Health,
- Clunes Neighbourhood House,
- Health Futures Australia,
- Women's Health Grampians,
- Central Highlands Primary Care Partnership,
- Daylesford Neighbourhood House,
- Trentham Neighbourhood Centre,
- Hepburn Shire Council.

This working group is not a formal committee of Council, although Council Officers play a key role to organise and administer the group.

The working group aims to:



1. Ensure all key players are at the table to maintain a holistic view of health and wellbeing across the region;
2. Create a platform for sharing local knowledge and understanding from the working group members regarding the health and wellbeing projects/initiatives that already exist within our local community;
3. Identify how our organisations can work together in collaboration to value add to one another's work/initiatives;
4. Identify shared organisation/group health and wellbeing priorities or initiatives that we can address as a collective;
5. Brainstorm, acknowledge and address gaps in community health and wellbeing throughout the region; and,
6. Monitor and evaluate progress towards improved health and wellbeing outcomes.

Council now has the option to appoint a Councillor representative to the Hepburn Shire Health and Wellbeing Working Group.

In 2020 and early 2021, the planning process will commence to develop the next four-year Municipal Public Health and Wellbeing Plan (2021-2025). The working group will play a significant role in collaboratively developing the next plan.

## **POLICY AND STATUTORY IMPLICATIONS**

Council Plan 2017-2021

Active and Engaged Communities

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

## **GOVERNANCE ISSUES**

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

## **SUSTAINABILITY IMPLICATIONS**

Health implications that arise from climate change will be considered in the development of the 2021-2025 Municipal Public Health and Wellbeing Plan. The Victorian Public Health and Wellbeing Plan (2019–2023) outlines “tackling climate change and its impacts on health” as a priority area and this will also be considered in a local Hepburn Shire context.

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

**RISK IMPLICATIONS**

There are no risk implications associated with this report.

**COMMUNITY AND STAKEHOLDER ENGAGEMENT**

There are no community or stakeholder engagement implications associated with this report.

### **11.3 MINUTES OF ADVISORY COMMITTEES ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to Council as the Governance Specialist, I Rebecca Smith have no interests to disclose in this report.*

#### **ATTACHMENTS**

1. Minutes - Public Art Advisory Committee - 18 June 2020 [**11.3.1** - 2 pages]
2. Minutes - Public Art Advisory Committee - 10 August 2020 [**11.3.2** - 2 pages]
3. Minutes - Public Art Advisory Committee - 13 August 2020 [**11.3.3** - 3 pages]
4. Minutes - Reconciliation Action Plan Advisory Committee - 7 December 2020 [**11.3.4** - 9 pages]
5. Minutes - Mineral Springs Reserve Advisory Committee - 14 December 2020 [**11.3.5** - 2 pages]

#### **EXECUTIVE SUMMARY**

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

#### **OFFICER'S RECOMMENDATION**

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

- *Public Art Advisory Committee – 18 June 2020*
- *Public Art Advisory Committee – 10 August 2020*
- *Public Art Advisory Committee – 13 August 2020*
- *Reconciliation Action Plan Advisory Committee – 7 December 2020*
- *Mineral Springs Reserve Advisory Committee – 14 December 2020*

#### **MOTION**

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

- *Public Art Advisory Committee – 18 June 2020*
- *Public Art Advisory Committee – 10 August 2020*
- *Public Art Advisory Committee – 13 August 2020*
- *Mineral Springs Reserve Advisory Committee – 14 December 2020*

**Moved:** Cr Jen Bray

**Seconded:** Cr Don Henderson

**Carried**

## **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.

## **KEY ISSUES**

Please see listed below the minutes and other reports from Advisory Committees:

- Public Art Advisory Committee – 18 June 2020
- Public Art Advisory Committee – 10 August 2020
- Public Art Advisory Committee – 13 August 2020
- Reconciliation Action Plan Advisory Committee – 7 December 2020
- Mineral Springs Reserve Advisory Committee – 14 December 2020

## **POLICY AND STATUTORY IMPLICATIONS**

There are no policy or statutory implications associated with this report.

## **GOVERNANCE ISSUES**

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

## **SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications associated with this report.

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

## **RISK IMPLICATIONS**

There are no risk implications associated with this report.

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

There are no community or stakeholder engagement implications associated with this report.

**PUBLIC ARTS ADVISORY COMMITTEE  
(PAAC)  
MEETING MINUTES, 18 JUNE 2020**

Time/Date:	10.30am 18/06/2020
Venue:	Zoom
Chairperson:	Cr John Cottrell
Attendees:	Dr Tess Brady, Ian Head, Rebecca Russell, Craig Barrett, Brad Hooper, Kim Percy, Dr Sue Walker, Donna Spiller (Arts, Culture and Reconciliation Officer), Michelle Whyte (Coordinator Community Partnerships)
Apologies/CC:	
Attachments	DOC/20/46078 Scores – Short listed Artists – Glenlyon Public Art Project - 2020

Description	Discussion/Action	Who	When
Meeting Opened	<ul style="list-style-type: none"> <li>• 10.00am</li> <li>• Acknowledgment of Country</li> </ul>	Donna	
Acceptance of Minutes	NA		
Artist EOI Review	<p>Committee members provided a long list of artists from the EOI process</p> <ul style="list-style-type: none"> <li>- The PAAC reviewed the collective top ten artists based on the Committee response for their individual top ten artists, assessed against the criteria in the Public Art Policy.</li> </ul>	Chair/Sue	

**PUBLIC ARTS ADVISORY COMMITTEE  
(PAAC)  
MEETING MINUTES, 18 JUNE 2020**

	- Following review of each artist and further discussion the committee members submitted scores for each artist in the top ten list. Scores were collated and the top four were shortlisted for the concept phase of the EOI		
GEENERAL BUSINESS	Committee requested feedback be offered to unsuccessful artists Committee requested review of EOI Tender Portal submission process Officer to meet artists at Glenlyon under guidelines of stage two COVID restrictions for review of sites.	Donna	29 June 2020

Description	Discussion/Action	Who	When
OUTCOME	Shortlisted artists: Josh Bowes Yu Fang Chi Kathy Holowko Petrus Spronk	PAAC	
Meeting Closed	Meeting Closed at 4.00pm	Chair	
Next Meeting	10 August 2020	Donna	

**PUBLIC ARTS ADVISORY COMMITTEE  
(PAAC)  
MEETING MINUTES, 10 AUGUST 2020**

Time/Date:	10.00am 10/08/2020
Venue:	Zoom
Chairperson:	Cr John Cottrell
Attendees:	Dr Tess Brady, Ian Head, Rebecca Russell, Craig Barrett, Brad Hooper, Kim Percy, Dr Sue Walker, Donna Spiller (Arts, Culture and Reconciliation Officer), Michelle Whyte (Coordinator Community Partnerships)
Apologies/CC:	
Attachments	

Description	Discussion/Action	Who	When
Meeting Opened	<ul style="list-style-type: none"> <li>• 10.00am</li> <li>• Acknowledgment of Country</li> </ul>	Donna	
Acceptance of Minutes	NA	Chair	
Artist Presentations	<p>Two sessions of artist presentations</p> <p>10.00am-12.30 Josh Bowes followed by Petrus Spronk</p> <p>Questions from Committee after each presentation</p> <p>3.00pm-5pm Yu Fang Chi followed by Kathy Holowko</p>	Chair/Donna	

**PUBLIC ARTS ADVISORY COMMITTEE  
(PAAC)  
MEETING MINUTES, 10 AUGUST 2020**

	- Questions from Committee - Final Committee discussion of all artist concept presentations		
GENERAL BUSINESS	Committee members to return evaluations sheets to Officer 12 August Committee to meet 13 August to review results.		

Description	Discussion/Action	Who	When
RECOMMENDATION TO COUNCIL	NA	PAAC	
Meeting Closed	Meeting Closed at 4.00pm	Chair	
Next Meeting	13 August 2020	Donna	



**PUBLIC ARTS ADVISORY COMMITTEE  
(PAAC)  
MEETING MINUTES, 13 AUGUST 2020**

Time/Date:	2.00pm 13/08/2020
Venue:	Zoom
Chairperson:	Cr John Cottrell
Attendees:	Dr Tess Brady, Ian Head, Rebecca Russell, Craig Barrett, Brad Hooper, Kim Percy, Dr Sue Walker, Donna Spiller (Arts, Culture and Reconciliation Officer), Michelle Whyte (Coordinator Community Partnerships)
Apologies/CC:	
Attachments	DOC/20/43329 Scores – Concept – Glenlyon – Public Art

Description	Discussion/Action	Who	When
Meeting Opened	<ul style="list-style-type: none"> <li>• 2.00pm</li> <li>• Acknowledgment of Country</li> </ul>	Donna	
Acceptance of Minutes	NA – Artist presentations.		
Actions and Outcomes from Previous Meetings	<ul style="list-style-type: none"> <li>- Committee assessed artist concepts presented to them on 10 August</li> <li>- Committee provided score sheet assessments to Officer</li> <li>- Officer provided assessments to Chair</li> </ul>		

**PUBLIC ARTS ADVISORY COMMITTEE  
(PAAC)  
MEETING MINUTES, 13 AUGUST 2020**

<p><b>Outcome from Committee assessment</b></p>	<p>The committee provided their assessment of four shortlisted artist concepts according to the criteria established in the Public Art Policy C40 and stipulated in the EOI</p> <p>The final and total results of the individual assessment and scoring were exhibited to the Public Art Advisory Committee.</p> <p>Artist, Yu Fang Chi received the highest scoring.</p> <p>Proposed materials and site locations were discussed by the Public Art Advisory Committee</p> <ul style="list-style-type: none"> <li>- Agreement and conclusion from the PAAC that Yu Fang Chi be awarded the Commission for her piece 'drop' in stainless steel materials to be located at the Glenlyon Dam</li> </ul>		
<p><b>GENERAL BUSINESS</b></p>	<p>The committee would like to review Council process for commissioning public art projects</p>		

Description	Discussion/Action	Who	When
<p><b>RECOMMENDATION TO COUNCIL</b></p>	<p>The Committee raised a recommendation to Council that Yu Fang Chi be awarded the Glenlyon Public Art Commission for her concept 'Drop' in the proposed stainless steel materials to be situated at the Glenlyon Dam.</p>	<p>PAAC</p>	<p>As per EOI timeframes</p>
<p><b>Meeting Closed</b></p>	<p>Meeting Closed at 2.30pm</p>	<p>Chair</p>	

**PUBLIC ARTS ADVISORY COMMITTEE  
(PAAC)  
MEETING MINUTES, 13 AUGUST 2020**

Description	Discussion/Action	Who	When
Next Meeting	TBC	Donna	

**RECONCILIATION ACTION PLAN ADVISORY COMMITTEE  
(RAPAC)  
MEETING MINUTES, 07 December 2020**

ATTACHMENT 11.3.4



Time/Date:	10.00am – 07/12/2020
Venue:	Zoom Conference
Chairperson:	Mayor Hewitt
Attendees:	Barry Golding, Rod Poxon, Gary Lawrence, Warren Maloney, Erica Higgins, Peter O'Mara, Michelle Whyte (Coordinator Community Partnerships), Donna Spiller (Arts, Culture and Reconciliation Officer), Guest: Uncle Talgium
Apologies/CC:	NA
Attachments	NA

Description	Discussion/Action	RAP Action	Who/When
Meeting Opened	<ul style="list-style-type: none"> <li>• 10.00am</li> <li>• Acknowledgment of Country</li> </ul>		Chairperson
Acceptance of Minutes	August Meeting Minutes accepted		Warren Barry
Actions and Outcomes from Previous Meetings	<ul style="list-style-type: none"> <li>- RAP AC status. Seeking extension of term, further 6 months until June 2021. Report to Council at December meeting.</li> <li>- Members have option to resign</li> <li>- Committee will work on Terms Of Reference prior to new EOI</li> <li>- All members supportive of extension</li> </ul>	Action 1	Donna – report to council



**RECONCILIATION ACTION PLAN ADVISORY COMMITTEE  
(RAPAC)  
MEETING MINUTES, 07 December 2020**

ATTACHMENT 11.3.4



<p>Project Status</p>	<p><u>Avenue of Honour</u></p> <p>Work completed on the Manna Gums DDWCAC language committee to recommend language for inclusion in naming. Next steps – Signage (working with Djandak), opening, communication strategy.</p> <p>Spoke with Rodney Carter very pleased that Frontier Wars were being acknowledged giving greater recognition to fallen ancestors and healing for everyone.</p> <p>Working with graphic designer to layout the sign that will incorporate Council’s Acknowledgment graphics. Future potential for interpretive sign on Frontier Wars at another location as pullover area not appropriate for safety reasons.</p> <p><b>ACTION from previous minutes: Recommendation that an ongoing maintenance strategy be adopted to ensure annual budget to complete recommended works in arborist report</b></p>	<p>RAP ACTION Action 15</p>	<p>Donna to clarify with Parks/open spaces</p>
<p>Project Status</p>	<p><u>Jim Crow Creek Renaming Project</u></p> <p>Recap for Mayor Hewitt: Early 2019 Council adopted report and allocated small budget to the renaming of Jim Crow Creek.</p> <p>RAP AC formally raised a motion supporting the rename.</p> <p>Dja Dja Wurrung proposed new name of Larni Barramal Yaluk.</p> <p>Naming Committee formed with stakeholders: DDWCAC, Mt Alexander Shire, NCCMA</p> <p>HSC registered in principal support application to Geographic Place Names. HSC must comply with statutory requirements including community engagement process provided by GNV. Donna is working with Council staff to develop a communication strategy that will inform the community on the reasons for changing the name.</p>	<p>Action 7</p>	

**RECONCILIATION ACTION PLAN ADVISORY COMMITTEE  
(RAPAC)  
MEETING MINUTES, 07 December 2020**

ATTACHMENT 11.3.4



<p>Cont. Jim Crow Rename</p>	<p><u>RAP AC Comments – Questions</u></p> <p>Asking HSC to strongly support the name change. Really important that as part of community consultation that Councillors and Council officers continue to support this publicly.</p> <p>Question with regard to Mt Alexander Council’s commitment. Donna still working with them on following through on an agreed community consultation process that aligns with compliance.</p> <p>Donna explained that the education/communication work with community will be undertaken to help people to understand why the Jim Crow name is racist.</p> <p>Is it possible – Joint statement with Mt Alexander Shire prior to consultation – Statement of Principle.</p> <p>Acknowledged frustration of Uncle Talgium.</p> <p>Requested a measurable timeline.</p> <p>Question if Officers had investigated other communication plans. Michelle spoke of correspondence with Keppel Electorate Office regarding Mt Jim Crow name change to Baga.</p> <p>A Project plan with timelines, incorporating communications plans is being developed. Completed project plan to be shared with RAP AC.</p>		<p>Donna to develop project plan and timelines for RAP AC review</p>
<p>Agenda Item from Committee member</p>	<p><u>Black Lives Matter: Peter and Erica</u></p> <p>Peter: Acknowledge Erica for working on this and sharing her story. Important to acknowledge the pain and upset. Looked at Yarra/Darebin Councils response. – call to action/broader statement for Black Lives Matter and emphasis on personal responsibility.</p>	<p>Action 15</p>	

**RECONCILIATION ACTION PLAN ADVISORY COMMITTEE  
(RAPAC)  
MEETING MINUTES, 07 December 2020**

- Begin with drafting statement
- Meet with Donna to discuss/input feasibility of broader context of Council – what can be implemented.
- Consider work undertaken by United Nations on what it means to be an eternally displaced person.
- Need to have the statement ready before those projects/ wider undertakings to frame our work in a contemporary way.

Erica – HSC Working with other communities. Black deaths in custody – everyone’s business.

Request that HSC stands in solidarity with Aboriginal people to end black deaths in custody.

Meaning for both residents and visitors that we get that visible. Not a comfortable subject. This is something that the Council can do -take a lead.

- Example of Yarra Council’s stand: Poster and t-shirts with mural to come. If there was somewhere prominent HSC can support this. Shared poster with other Councils. Producing t-shirts for all in the community to wear.
- Clarity of message that the Council can accept and work with.
- Propose for a draft to be ready for feedback at the next RAPAC meeting.

RAP AC questions/comments

Discussion on process and scale of formality of statement: Draft, share content with Dja Dja Wurrung, consult with other indigenous people.  
 Question on Council process.

Donna Peter and Erica to meet in new year.



**RECONCILIATION ACTION PLAN ADVISORY COMMITTEE  
(RAPAC)  
MEETING MINUTES, 07 December 2020**

ATTACHMENT 11.3.4



	<p>If statement goes to DDWCAC for formal recognition it will take longer. Other providers – CHRH, Victoria Police others could be involved in process. Darebin Council left open to support and what can you do? Maternal and Child Health formative years when forming a belonging/attachment to community. Holistic approach. Need to acknowledge that this happens in our community, that we have a lot of Aboriginal people in custody. Aboriginal people are 3% of population – yet highest population in corrections system. Get all parties together before statement or after? Be advised by Donna</p> <p><b>Action</b> – Erica and Peter meet with Donna advice on parameters of statement and timelines. Draft come back to Donna and get feedback from DDWCAC and Aboriginal people’s networks for informal feedback – to be advised.</p>		<p>Donna, Erica and Peter DDWCAC Other relevant Stakeholders</p>
<p><b>DDWCAC Communication and collaboration</b></p>	<p>Provided a verbal and written update to Rodney Carter - CEO Updated Rodney on proposed video communication for Larni Barramal Yaluk - support received. Rodney suggested Uncle Rick best placed to speak on video regarding this project with DDWCAC support Discussed Aboriginal Peoples Memorial Avenue – support received and suggested working with Djandak on signage/language application Discussed Glenlyon Art Commission – language/recognition. ‘Drop’. Donna currently supporting artist with correct protocol for incorporating Aboriginal language.</p> <p>Provided update on Council’s Reconciliation and Acknowledgement activities. DDWCAC circulated the update with its Board and members.</p> <p>Cr Hewitt acknowledged the large amount of work achieved by Donna and the Committee over the past eighteen months.</p>	<p>Action 5</p>	

**RECONCILIATION ACTION PLAN ADVISORY COMMITTEE  
(RAPAC)  
MEETING MINUTES, 07 December 2020**

ATTACHMENT 11.3.4



<p><b>Internal Working Group</b></p>	<p>The Internal Working Group is being reformed. The IWG has lapsed for most of this year. Presented update to Leadership Team with emphasis that reconciliation action plan is the responsibility of the organisation. Membership has been invited according to remaining actions of the RAP. The first meeting will be held February 1<sup>st</sup>. Membership has been well received.</p>		
<p><b>January 26</b></p>	<p><u>January 26 Discussion</u></p> <p>Council does not hold Australia Day events itself but supports community organisations to hold events. Events officer has included in the MOU with community organisations that they must Acknowledge the Traditional Owners in their schedule of proceedings.</p> <p>Terra Nullius Breakfast offered support.</p> <p>Lowering Aboriginal flag to half-mast on event pole in Daylesford either as part of Terra Nullius event or independent of.</p> <p>Councillors have asked if we hold alternative events, glad to see interest.</p> <p><u>Discussion on what HSC could do on Australia Day:</u></p> <p>Suggest Council could make a formal statement that January 26 is not an inclusive day.</p> <p>Cr Hewitt spoke of thinking about this matter differently and shared her experience. Barry offered to share information with Cr Hewitt that might be included in the Mayors citizenship address.</p> <p>Difficult to celebrate when we have no treaty - we are still not one Australia.</p> <p>Urged that we change the date and this is not a celebration for all.</p>		<p><b>Cr Hewitt/Barry</b></p>

**RECONCILIATION ACTION PLAN ADVISORY COMMITTEE  
(RAPAC)  
MEETING MINUTES, 07 December 2020**

ATTACHMENT 11.3.4



<p>Central Victorian Local Govt. Reconciliation Network</p>	<p>Donna and People &amp; Culture representatives attended last meeting, centred on Aboriginal employment, recruitment and retention – Guest speakers from Indigenous Employment Partners and Fed Uni Indigenous Workforce Partner</p> <p>People and Culture are very interested in progressing and starting conversations and formulating strategy on Action 12. For example, we presently do not ask if employees identify as Aboriginal at recruitment.</p> <ul style="list-style-type: none"> <li>- Suggestion on a way forward to encourage more Indigenous employment is that HSC work on creating a culturally safe workplace making it more attractive to Aboriginal people, resulting in better retention.</li> <li>- The BLM statement would be part of that.</li> </ul>		
<p>Other Business</p>	<p>Move a vote of thanks to Donna on behalf of the RAP AC.</p> <p><u>Comments to the motion:</u></p> <p>Feel that Donna’s position not feasible and should be resourced appropriately and strongly urges action.</p> <p>Dual role in arts and culture requires additional support. WFV (working for Victoria) support or additional role. Can we look at a long-term change?</p> <p><u>Cr Action</u> For Cr Hewitt to investigate how can Donna be better supported with perhaps - more hours employed, more assistance, to demonstrate full commitment to RAP All members in favour.</p>		<p>Moved Barry, Seconded Erica.</p>

**RECONCILIATION ACTION PLAN ADVISORY COMMITTEE  
(RAPAC)  
MEETING MINUTES, 07 December 2020**

ATTACHMENT 11.3.4



	<p>Article coming in the Local about a hill near Yandoit – Bonfire hill and nearby oven recognized as a Messaging place.</p> <p>Register of significant trees? Council does not have an internal list. How can we ensure protection of significant trees on roadside?</p> <p>Uncle Brien and Uncle Ricks digital book being released this month. HSC will promote through libraries and media.</p> <p>RAP AC acknowledged Mayor Hewitt’s effective chairing of the meeting.</p>			
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Description	Motion/Action	RAP Action	Who/ When
RAPAC RECOMMENDATION TO COUNCIL	<p><u>Cr Action</u> For Cr Hewitt to investigate how Donna’s role can be better supported with perhaps - more hrs employed, more assistance, to demonstrate full commitment to RAP All members in favour.</p> <p>Suggested: Council could make a formal statement that January 26 is not an inclusive day.</p>		Moved – Barry Second Erica Mayor Hewitt
Meeting Closed Next Meeting TBC	Meeting Closed at 11.30am February TBC		

▶ MINUTES  
 MINERAL SPRINGS RESERVES ADVISORY COMMITTEE

**MINUTES AND ACTION ITEMS**  
**MINERAL SPRINGS RESERVES ADVISORY COMMITTEE**  
 14 December 2020

**Attendees:** Councillor Juliet Simpson, Bruce Lucas, Bill Guest, Lisa Rodier, Sean Ludeke, Paulette Pleasance,

**Apology:** Nathan Lundmark

	<b>Agenda Item</b>	<b>Action</b>	<b>Responsible</b>
1	Welcome & Apologies	Welcome and Acknowledgement to Country.  Include wording for Acknowledgement to Country on future agendas.	Cr Juliet Simpson  Paulette
2	Adoption of Minutes	<p><b>Motion: That the committee receive and adopt the minutes from 14 September 2020.</b>  <b>Moved: Bill Guest</b>  <b>Second: Lisa Rodier</b>  <b>Carried</b></p>	Cr Juliet Simpson
3	Review of Action Register	Action Register reviewed and updated. To be circulated with minutes.	Cr Juliet Simpson
4	Priority Projects Discussion	Lengthy discussion held and reviewed high priority projects for funding opportunities for next year. Circulate updated list with discussion notes and requested clarifications with minutes.  Projects confirmed for the Mineral Springs Reserves Grants Program funding application for 2020/2021 include:	Paulette   Sean / Kelly Lewis
5	Project Update	Update on some projects provided. Further email will be sent regarding other project updates. <ul style="list-style-type: none"> <li>• Central Springs Masterplan – Project Manager Elizabeth Atkins is looking after this one and an RFQ has been sent out. It is proposed that it will be completed by 30 June 2021.</li> <li>• Hepburn Mineral Springs Reserve – Via email</li> <li>• Project Works Lake Jubilee – Via email</li> </ul>	Sean

▶ MINUTES  
 MINERAL SPRINGS RESERVES ADVISORY COMMITTEE

		<p><u>Action – Confirm that funds being used for the Spring Creek vegetation removal works are not being used to funds further vegetation works outside the HMSR.</u></p> <p><u>Action: Follow up with Project Manager for spring Creek project to have large piles of dead vegetation and trees removed along the creek area.</u></p> <p><u>Action: Organise on site visit in early January to HMSR to inspect the Spring Creek area and confirm Priority Project items HMS02, 03 &amp; 09.</u></p> <p><u>Action: Consider the review of the Jubilee Lake Masterplan as it is now nearly 12 years old.</u></p>	<p>Sean</p> <p>Sean</p> <p>Paulette</p> <p>Bruce, Sean</p>
6	20/21 budget	Budgeted item discussed in item 4.	
7	Maintenance Report	To be provided via email due to Sean departing meeting early.	Sean
8	General	<ol style="list-style-type: none"> <li>1. Dates for 2021 Discussed. Agreed to book in first meeting on the 8 February 2021 in Council Chambers.</li> <li>2. Clarification sort from the Historical Society and confirmed that the correct name of Wagga Wagga Spring is ‘Wagga Wagga’ Spring and not ‘Wagga Spring’ as previously suggested.</li> <li>3. Caretakers Cottage – site inspection completed by Donna and Bill and Lisa in early December. Items for attention noted and include cleaning, furniture, leak in kitchen, power and tidy up of outdoor surrounds. Potential to complete pilot program before going out to the community.</li> </ol>	<p>Paulette</p> <p>Lisa</p> <p>Donna, Paulette</p>
	Meeting Closed	3.10pm	
<p><b>Next Meeting – Monday 15 February 2021 – 1.00pm – 3.00pm – Council Chambers</b></p>			

## **12 HIGH PERFORMING ORGANISATION**

### **12.1 DEVELOPMENT AND COMMUNITY SAFETY REPORT DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES**

*In providing this advice to Council as the Manger Development and Community Safety, I Bronwyn Southee have no interests to disclose in this report.*

#### **ATTACHMENTS**

1. January - Permits Issued Under Delegation [**12.1.1** - 1 page]

#### **EXECUTIVE SUMMARY**

The purpose of this report is to update Council on the activities of the Building, Environmental Health, Community Safety and the Planning units of Council.

The report details progress statistics on the activity of the Development and Community Safety team for information purposes.

#### **OFFICER'S RECOMMENDATION**

*That Council receives and notes the Development and Community Safety Report for information.*

#### **MOTION**

*That Council receives and notes the Development and Community Safety Report for information.*

**Moved:** Cr Brian Hood

**Seconded:** Cr Tessa Halliday

**Carried**

## BACKGROUND

Each month relevant statistics are collated from the Development Services departments and presented in this report for the information of Councillors.

## KEY ISSUES

### Building

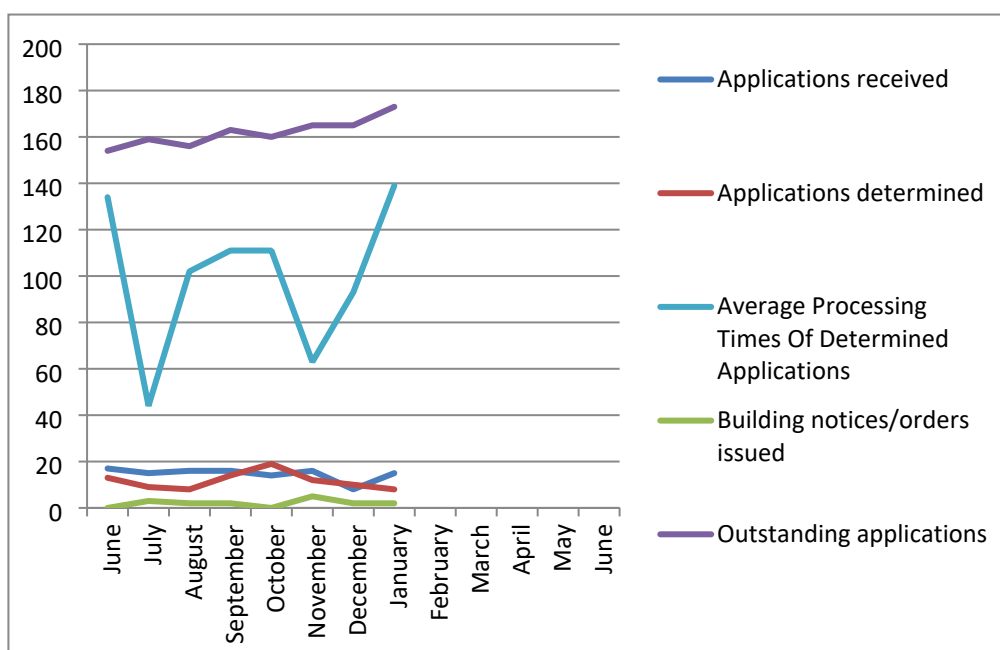
The building activity report for January 2021 is summarised below:

Building Activity	Total
Building applications received	15
Building applications determined	8
Building notices/orders issued	2
<b>Total development cost</b>	<b>\$716,815.00</b>

A system and register of building application processing times is being developed.

It is complex to separate Council issued permits with this issued by private building surveyors and respective processing times and to redact confidential information. Council does not currently have an automated system to provide this data and the statistics are needing to be manually gathered.

The following graph indicates building statistics and activity for the 2020/2021 financial year. (June 2020 included):



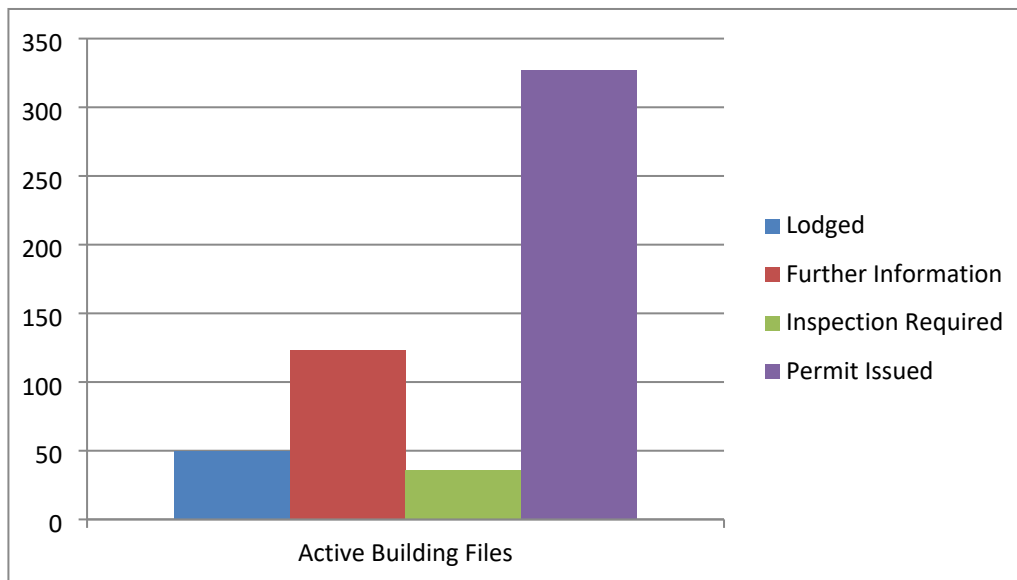


The total value of development for all Council approved building permits for the 2020/2021 financial year is \$10,110,642.

### Active Building Files

The building department has had 536 active building files over the month as summarised below:

Active Building Files	Total
Lodged	50
Further Information	123
Inspection Required	36
Permit Issued	327



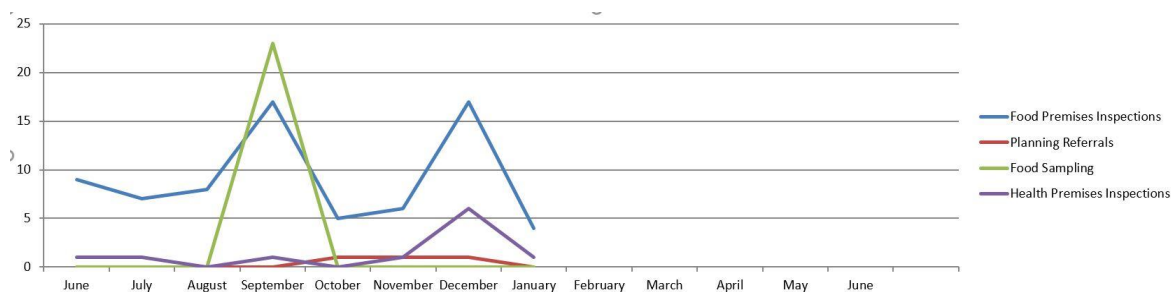
### Environmental Health

It should be noted that Council's Environmental Health Officers continue to be engaged in Council's response to the Pandemic and State of Emergency throughout January. This has included but not limited to time reviewing Council's Pandemic Plan, liaison with State Government Agencies, stakeholders, and communication with businesses to assist them in complying with the COVID-19 guidelines. Whilst the team has been working hard in this area to support our community, it has impacted other responsibilities. Some additional resourcing is being sought to aid progression of normal business demands.

The Environmental Health activity report for January 2021 is summarised below:

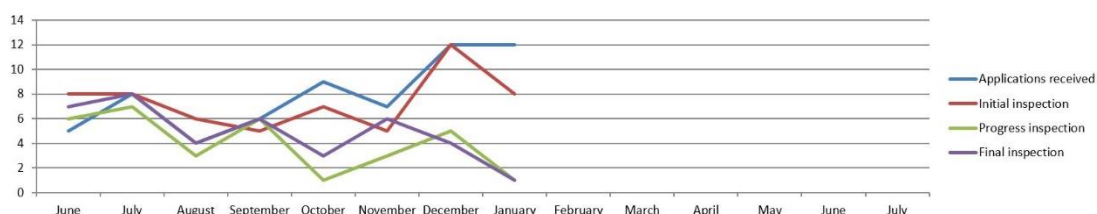
Environmental Health Activity	Total
<b>Food Premises Inspections</b>	<b>4</b>
<b>Planning Referrals</b>	<b>0</b>
<b>Food Sampling</b>	<b>0</b>
<b>Health Premises Inspections</b>	<b>1</b>

The following graph indicates environmental health statistics and activity for the 2020/2021 financial year (June 2020 included):



The Environmental Health septic tank application/inspection activity report for January 2021 is summarised below:

Septic Tank applications/inspections	Total
<b>Applications</b>	<b>12</b>
<b>Initial inspection</b>	<b>8</b>
<b>Progress inspection</b>	<b>1</b>
<b>Final inspection</b>	<b>1</b>



### **Community Safety**

Throughout December and January, Officers undertook fire prevention inspections and issued notices where required. Over 350 fire prevention notices were issued in the lead up to the fire season.

The Community Safety team activity report for December 2020 and January 2021 is summarised below:

<b>Local Laws Activity</b>	<b>Total</b>
<b>Cats Impounded</b>	11
<b>Dogs Impounded</b>	2
<b>Stock escaped from property</b>	2
<b>Infringements Issued</b>	38
<b>Prosecutions</b>	0
<b>Dog Attacks</b>	3
<b>Declarations of Menacing Dogs</b>	0
<b>Declarations of Dangerous Dogs</b>	0

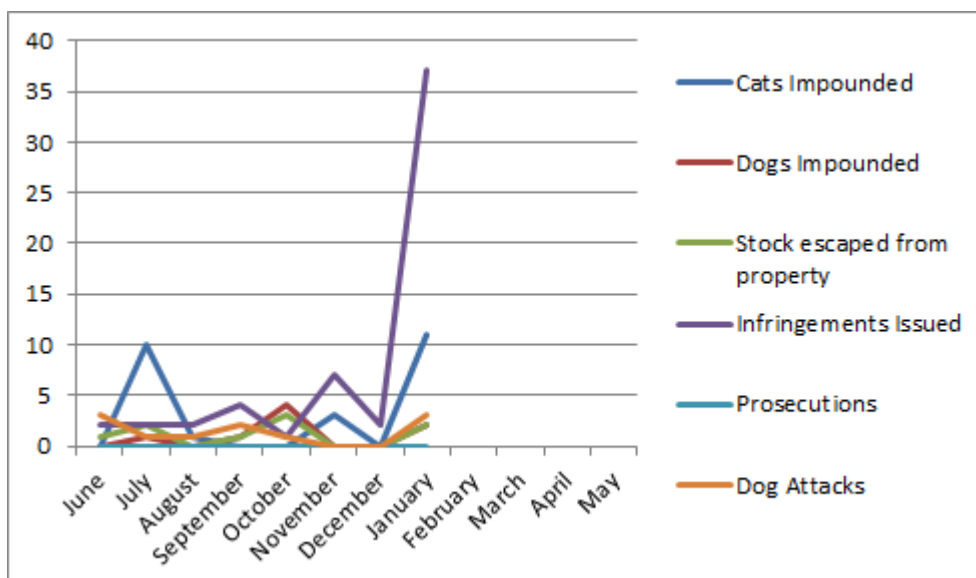
For the reported dog attacks, one was serious in nature and the offending dog was surrendered to Council. The victim did not want any further action taken by Council.

### **Breakdown of Infringements issued in September and December 2020:**

<b>Infringements</b>	<b>Total</b>
<b>Parking</b>	3
<b>Local Law</b>	0
<b>Food</b>	0
<b>Animal</b>	1
<b>Fire</b>	34

The fire infringements were issued to property owners who failed to comply with a fire prevention notice.

The following graph indicates local laws statistics and activity for the 2020/2021 financial year (June 2020 included):

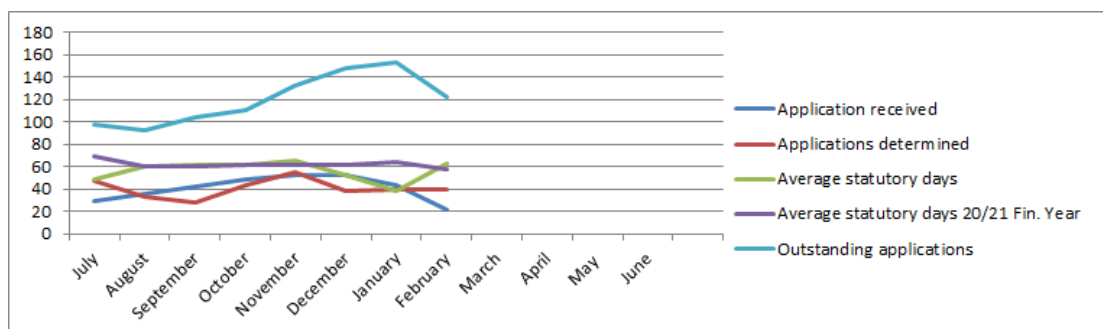


### Planning

The Planning activity report for January 2021 is summarised below:

Planning Activity	Total
Applications received	21
Applications determined	40
Average statutory days for month	63
Average statutory days 2020/2021 financial year	57
Average statutory days 2019/2020 financial year	69
Outstanding applications	122

The following graph represents planning activity for the 2020/2021 financial year (June 2020 included):



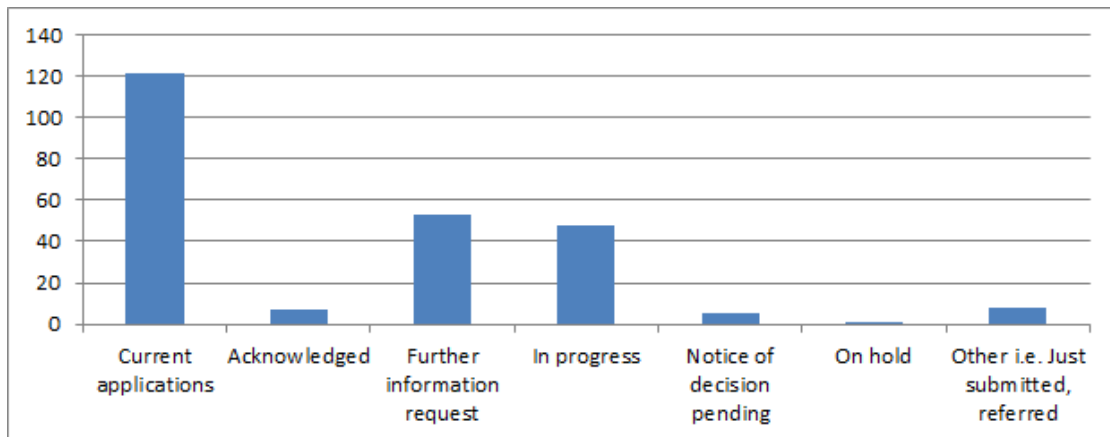
The number of applications received has significantly increased throughout the financial year which is pleasing given COVID-19 however this has also increased the workload of the area. It is noted that the number of applications received remains higher than this time last year despite the reduction in applications received for the month of January.

Despite this, the number of applications being determined each month is also increasing amongst increased requests for planning advice from people enquiring about purchasing property within the Municipality. Statutory days to determine applications continues to remain steady however is beginning to trend downwards. Average statutory days to process a planning application remains below the state average and matches that of similar councils.

The status of all active applications as at January 2021 is summarised below:

#### Status of all active applications as at January 2021

<b>Current applications</b>	122
<b>Acknowledged</b>	7
<b>Further information request</b>	53
<b>In progress</b>	48
<b>Notice of decision pending</b>	5
<b>On hold</b>	1
<b>Other i.e. Just submitted, referred</b>	8



Officers are working towards a developing a register of S173 agreements and VCAT hears which is currently being manually prepared to redact confidential data and details in order to respond to Council's request for details on these matters. This has not been able to be achieved for this meeting agenda.

#### **Applications determined in January 2021 under delegation**

A list of applications issued under delegation is included as an attachment. The breakdown of permits issued under delegation by category is listed in the table below. This includes those applications deemed as not required or withdrawn by the delegated officer.

<b>Permits Issued by Delegated Officers</b>	<b>37</b>
<b>Notice of Decision by officer</b>	<b>2</b>
<b>Withdrawn etc.</b>	<b>0</b>
<b>Refused by Council</b>	<b>1</b>

#### **POLICY AND STATUTORY IMPLICATIONS**

Not applicable

#### **GOVERNANCE ISSUES**

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

#### **SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications associated with this report.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

**RISK IMPLICATIONS**

There are no risk implications associated with this report.

**COMMUNITY AND STAKEHOLDER ENGAGEMENT**

There are no community or stakeholder engagement implications associated with this report.

## Planning Permits issued under delegation - January 2021

Application ID	Primary Property	Full Details	Decision
PlnPA001787.01	245 Ridge Road, SAILORS HILL VIC 3461	Amendment for the construction of one dwelling and carport. Original Permit: Use and development for two dwellings in accordance with endorsed	Permit
PlnPA002509.01	10 Tierneys Lane, DAYLESFORD VIC 3460	Two lot subdivision	Permit
PlnPA002604	South Ajax Road, DAYLESFORD VIC 3460	Use and development of the land for a minor utility installation including the removal of native vegetation	Permit
PlnPA002805	15 Gunyah Drive, TRENTHAM VIC 3458	Multi-lot subdivision, vegetation removal and removal of easement (electricity line)	NOD
PlnPA002837	3 Sideshow Close, TRENTHAM VIC 3458	Construction of a dwelling	Permit
PlnPA002865	21 Hammon Street, CRESWICK VIC 3363	4 lot subdivision	Refusal
PlnPA002884	6 Dysart Street, GLENLYON VIC 3461	Construction of a dwelling, outbuilding and associated works	Permit
PlnPA002890	70 Pearsons Road, TRENTHAM VIC 3458	Use and development of the land for a dwelling and associated works	Permit
PlnPA002904	82B High Street, TRENTHAM VIC 3458	2 lot subdivision	Permit
PlnPA002924	125 Main Road, HEPBURN SPRINGS VIC 3461	Construction of a dwelling	Permit
PlnPA002935	90 Lightwood Drive, WHEATSHEAF VIC 3461	Use and development of a dwelling	Permit
PlnPA002943	679 Hepburn-Newstead Road, SHEPHERDS FLAT VIC 3461	Construction of a replacement dwelling	Permit
PlnPA002944	1/11 Church Avenue, HEPBURN SPRINGS VIC 3461	Extensions and Renovation to Two Existing Dwellings on One Lot.	NOD
PlnPA002949	7 Basalt Road, EGANSTOWN VIC 3461	Use of land for a store and construction of two carports and awning roof to an existing shed for installation of a shipping container	Permit
PlnPA002951	75 Clunes Road, CRESWICK VIC 3363	2 lot subdivision	Permit
PlnPA002957	14 Ayres Street, CRESWICK VIC 3363	Two lot subdivision and part demolition of front fence	Permit
PlnPA002974	54 Falls Road, TRENTHAM VIC 3458	Extension to existing structure, construction of decking for outdoor dining	Permit
PlnPA002976	3 Camp Street, TRENTHAM VIC 3458	Installation of demountable building for use as workspace and storage	Permit
PlnPA002980	63A Central Springs Road, DAYLESFORD VIC 3460	Demolition of two existing buildings and pool (toddler), construction of new buildings for amenities and storage, construction of a pool and shade	Permit
PlnPA002989	7 Vanina Street, HEPBURN VIC 3461	structures, removal of vegetation, associated works and landscaping	Permit
PlnPA002991	60 Gays Road, WHEATSHEAF VIC 3461	Two lot subdivision	Permit
PlnPA002993	6 Cranneys Lane, TRENTHAM VIC 3458	Alteration and extension to an existing dwelling	Permit
PlnPA002994	160 Blampied-Kooroocheang Road, BLAMPIED VIC 3364	Two lot subdivision	Permit
PlnPA003002	43C Table Hill Road, DAYLESFORD VIC 3460	Construction of a shed	Permit
PlnPA003005	764 Daylesford-Malmsbury Road, GLENLYON VIC 3461	Construction of a dwelling	Permit
PlnPA003006	764 Daylesford-Malmsbury Road, GLENLYON VIC 3461	Three (3) lot subdivision	Permit
PlnPA003007	764 Daylesford-Malmsbury Road, GLENLYON VIC 3461	Two (2) lot subdivision	Permit
PlnPA003016	7 Speargrass Crescent, CRESWICK VIC 3363	Two (2) lot subdivision	Permit
PlnPA003023	50 Peukers Lane, LYONVILLE VIC 3461	Use and construction of a dwelling including site cut greater than 1m in depth and associated works	Permit
PlnPA003024	120 Whitegum Drive, WHEATSHEAF VIC 3461	Use and development of a dwelling including ancillary studio and shed	Permit
PlnPA003025	79 Foulkes Crescent, CLUNES VIC 3370	Construction of a dwelling	Permit
PlnPA003028	49 McMahons Road, GLENLYON VIC 3461	Construction of a dwelling and outbuilding	Permit
PlnPA003031	59 Melbourne Road, CRESWICK VIC 3363	Construction of a shed	Permit
PlnPA003047	15 Albert Street, CRESWICK VIC 3363	Two lot subdivision	Permit
PlnPA003059	28 Old Midland Highway, SPRINGMOUNT VIC 3364	Construction of a shed	Permit
PlnPA003060	24 Stanhope Street, DAYLESFORD VIC 3460	Construction of a swimming pool and associated works	Permit
PlnPA003069	37 Raglan Street, DAYLESFORD VIC 3460	Extension to an existing dwelling	Permit
PlnPA003072	44 Perrins Street, DAYLESFORD VIC 3460	Construction of a shed	Permit
PlnPA003073	29 Raglan Street, DAYLESFORD VIC 3460	Construction of an outbuilding (shipping container) for storage and associated works	Permit
PlnPA003076	19 Camp Parade, CLUNES VIC 3370	Construction of a fence and alteration of a crossover	Permit
		Construction of a shed, front fence and two (2) rainwater tanks	Permit



## **12.2 ANNUAL PLAN - 2020/2021 QUARTER 2 UPDATE ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to Council as the Acting Director Community and Corporate Services, I Andrew Burgess have no interests to disclose in this report.*

### **ATTACHMENTS**

1. Annual Plan 2020/2021 - Quarter 2 Projects Update [**12.2.1** - 14 pages]

### **EXECUTIVE SUMMARY**

The attached report provides a list of the projects included in the Annual Plan 2020/2021 and a progress comment has been provided for each project by a responsible officer.

### **OFFICER'S RECOMMENDATION**

*That Council:*

1. *Notes the Annual Plan 2020/2021 Quarter 2 updates; and*
2. *Notes that this report will be published on Council's website.*

### **MOTION**

*That Council:*

1. *Notes the Annual Plan 2020/2021 Quarter 2 updates; and*
2. *Notes that this report will be published on Council's website.*

**Moved:** Cr Tim Drylie

**Seconded:** Cr Don Henderson

**Carried**

### **BACKGROUND**

The Annual Plan outlines the actions for 2020/2021 that will be implemented as priorities from the Council Plan 2017-2021 and Annual Budget 2020/2021. The Annual Plan was adopted by Council at its Ordinary Meeting on 18 August 2020.

The Annual Plan details to the organisation, Councillors and the community how Council will monitor progress towards actions in the Council Plan, and the quarterly progress report updates Councillors and the Community on the progress on the actions.

### **KEY ISSUES**

The attached report provides a list of the projects included in the Annual Plan 2020/2021 and a progress comment has been provided for each project by a responsible officer, for the period ended 31 December 2020.

It should be noted that the Annual Plan does not include all projects to be undertaken during the year, and as it was adopted in August 2020 does not include a number of new actions and opportunities have been undertaken by Council, which were not included in the Plan.

Some projects have been delayed as a result of announcements of government funding, delays in project delivery or in recent months as a result of the impacts of the COVID-19 Pandemic. It should be noted that funding (if required) for these projects will be carry-forward and these projects will be delivered by Officers in this financial year.

### **POLICY AND STATUTORY IMPLICATIONS**

Council Plan 2017-2021

High Performing Organisation

13. Deliver sustainable financial management, supported by effective long term financial planning (10 Years), cost savings and efficient purchasing, and developing additional income streams beyond rates revenue.

### **GOVERNANCE ISSUES**

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

### **SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications associated with this report. Individual projects will consider sustainability implications where appropriate.

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report. Projects have allocated projects for delivery.

### **RISK IMPLICATIONS**

There are no risk implications associated with this report. Officers ensure that the projects included in the Annual Plan 2020/2021 are reported against with associated progress comments to demonstrate implementation of each.

### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

There are no community or stakeholder engagement implications associated with this report. The update will be placed on Council's website.

## Legend:

Completed	In progress and on track	In progress and delayed	Not yet due to start	Not yet started and delayed
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	Project Name	Description	Budget - 2020/2021	Target Completion Date	Business Unit	December Comments	
QUALITY COMMUNITY INFRASTRUCTURE	Trentham Community Hub	Complete detailed design of the new Trentham Community Hub at the site of the Trentham Mechanics Institute and continue advocacy for government funding.	\$207,000	June 2021	Major Projects	Community consultation results being considered for design implications by Project Advisory Group and project team. Council to consider endorsing a concept design prior to detailed design progressing.	
	Hepburn Hub at the Rex	Complete construction of the Hepburn Hub at The Rex to deliver improved community spaces.	Carry-forward + \$3.012M	July 2021	Major Projects	<p>Stage 2 Amended Planning Permit and endorsed drawings issued in December 2020.</p> <p>Resolution of Stage 1 Early Works complete. Issuance of Certificate of Final Inspection by building surveyor in progress. Estimated completion date in January 2021</p> <p>Stage 2 Building permit process almost complete. Estimated completion date in January 2021.</p> <p>Stage 2 Construction due to commence in January 2021. Estimated completion date in June 2021.</p> <p>Occupation and decanting of staff and facilities. Estimated completion date July 2021</p>	
	Clunes Town Hall	Complete construction of Clunes Town Hall and Court House Remedial Works (Stage A)	Carry-forward	December 2020	Manager Environment and Waste	Majority of works due to be completed in April, additional works in courthouse has been documented and officers currently working with contractor to finalise completion dates for this work.	

## ▶ ANNUAL PLAN 2020/2021

Pavement Rehabilitation Program	Undertake Council's annual road rehabilitation program of selected roads throughout the Shire.	\$1.40M	June 2021	Operations	<p>Council's 2020/21 Road Rehabilitation program includes the following projects large projects</p> <ul style="list-style-type: none"> <li>• Old Ballarat Road, Daylesford – This project is currently under construction and is expected to be finalised in January 2021.</li> <li>• Creswick Lawrence Rd, Allendale – Major works complete.</li> <li>• Daylesford Clunes Rd, Smeaton - This project is co-funded by Council and will be constructed in October 2021.</li> <li>• Clunes Campbelltown Rd /Clunes Mt Cameron Road Intersection – Preliminary design show that a compliant intersection will require land acquisition. Discussions underway with DELWP and designer to evaluate all options.</li> </ul>	
Gravel Resheeting Program	Undertake 13 kilometres of gravel resheeting of roads across the Shire.	\$433,000	March 2021	Operations	Council's Operations team have now completed the 2020/21 Gravel Road Resheet Program.	
Creswick Fountain Refurbishment	Repair and reinstate the Creswick fountain to permanent use.	\$42,350	June 2021	Operations	Formal heritage and structural assessments are currently being finalised with rehabilitation works expected to commence in early 2021.	
Hammon Park Facilities Upgrade	Identify further needs for the current buildings at Hammon Park Reserve and provide drawings to the level of tender issue for any proposed works.	\$50,000	January 2021	Manager Environment and Waste	Results of a recent building inspection is currently being reviewed and will inform any immediate works required. Following this, consultation with user groups and the broader master planning process will confirm specification and the level of tender required for further works.	
Glenlyon Recreation Reserve Community Pavilion	Complete detailed design of the new pavilion at the Glenlyon Recreation Reserve following adoption of the masterplan and continue advocacy for government funding.	\$121,000	June 2021	Community and Economic Development	Engagement of Architectural Services to be undertaken in February 2021. Community Engagement to inform the design phase of this project with community and key stakeholders will commence in February 2021.	

	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	December Comments	
ACTIVE AND ENGAGED COMMUNITIES	Hepburn Football Netball Club Pavilion Project	Redevelopment of the Hepburn Recreation Community Pavilion to improve universal access and create gender appropriate change room facilities.	\$544,500	May 2021	Community and Economic Development	Detailed design completed and tender advertised in November 2021 and awarded in December 2021. Construction to commence in January 2021.	
	Daylesford Macedon Rail Trail Feasibility Study	Complete the Daylesford to Hanging Rock Rail Trail (Daylesford to Tylden) Feasibility Project, incorporating planning of the Crossing the Divide (Spa Country Railway) project.	Carry-forward	March 2021	Community and Economic Development	Consultancy firm TRC Tourism have been appointed and are currently undertaking desktop background research including reading through previous reports, policies and plans. Feasibility study on track to be completed June 2021.	
	Trentham Recreation Reserve Community Pavilion	Complete detailed design of the proposed pavilion redevelopment project to deliver high quality and relevant community infrastructure and advocate for government funding to assist in the construction of the project.	\$200,000	May 2021	Community and Economic Development	Architectural Services to be engaged in January 2021. Council has been formally invited to resubmit this project into Round Two of Sport and Recreation Victoria's Community Sports Infrastructure Stimulus Program to assist with the delivery of this project. Funding submission announcement is anticipated in June 2021.	
	Arts and Culture Strategy	Develop and adopt an Arts and Culture Strategy to set the future direction for art and culture in the Shire, in order to nurture and expand experiences.	\$37,000	May 2021	Community and Economic Development	Project timeline has been developed and progressing Request for Quote to engage consultants to undertake engagement and draft strategy. Quotes being sourced during February with consultant to commence in March.	
	Community Engagement Policy and Implementation	Develop a new Community Engagement Policy to work with the community to achieve long-term and sustainable outcomes, processes, relationships, discourse, decision-making, and implementation of projects and initiatives, as required by the new Local Government Act 2020.	Operational Budget	March 2021	Community and Economic Development	Consultant has been engaged (Projectura). Community engagement plan, discussion paper and internal engagement workshops completed (Councillors & key Council staff). Community engagement to take place between January 25 <sup>th</sup> to February 7 <sup>th</sup> with a series of pop-ups taking place across the Shire.	

## ▶ ANNUAL PLAN 2020/2021

	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	December Comments	
	Community Planning	Work with appointed Charter Groups to review or endorse Community Plans for Lyonville, Glenlyon and District and Hepburn/Hepburn Springs.	Operational Budget	May 2021	Community and Economic Development	Lyonville Community Planning Group currently undertaking community engagement. All other Community Planning projects have been put on hold until Hepburn Together project has been completed and Guidelines and associated documents have been considered by Council.	
	Daylesford Aquatic and Civic Plaza Precinct	Undertake detailed design, tender and begin construction of the Daylesford Aquatic and Civic Plaza Precinct.	CARRY-FORWARD + \$1.02M	April 2021	Community and Economic Development	Construction Tender readvertised in December 2020 and anticipating the contract evaluation to be considered at the February 2021 Council Meeting. Construction to commence following completion of the 2020/21 pool season.	
	Community Connector Program	Deliver the COVID-19 Community Connector Program, funded through DHHS	Operational Budget	January 2021	Development Services	<p>An extension of funding has been announced and the Community Connector program will continue until June 2020.</p> <p>The Local Support Network is delivering monthly health and wellbeing days focused on pandemic community recovery.</p> <p>A grant application for \$40K was successful to extend free public wifi to Daylesford and Trentham.</p>	

	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	December Comments	
HIGH PERFORMING ORGANISATION	Implementation of the Local Government Act 2020	Implement changes, as required to the Local Government Act 2020.	Operational Budget	June 2021	Governance and Risk	Implementation of the <i>Local Government Act 2020</i> continues as the provisions in the legislation that are due to be enacted and come into force are prepared. Officers to date have met all of the statutory deadlines associated with the implementation of the Act and have prepared to work on the Councillor Code of Conduct Review, the Integrated Strategic Planning and Reporting Framework and associated documents and plans and Council's Gift Policy.	

## ▶ ANNUAL PLAN 2020/2021

General Elections 2020	Provide administrative support to the Victoria Electoral Commission to undertake Council elections.	\$210,000	November 2020	Governance and Risk	The 2020 General Elections have been undertaken with the Election held on 24 October 2020. Support was adequately provided to the VEC to undertake the elections in line with the relevant legislation and regulations and Council's Election Period Policy.	
Councillor Induction Program	Develop a thorough induction program for Councillors, targeting clarity of roles and responsibilities.	\$20,000	April 2021	Governance and Risk	The Councillor Induction Program for the 2020-2024 Council commenced on 17 November 2020 and was an intensive program with ongoing induction materials that carried into December 2020 and will carry into 2021 prior to the legislative deadline set for the induction to be complete.	
Customer Service at Trentham	Establish Council customer service for the Trentham community at the Trentham Library.	\$62,000	February 2021	Community and Economic Development	Customer Experience Officer position filled. Customer service scheduled to begin at Trentham Library mid-February.	
Review and Implement HSC Workforce Strategy and Plan	Develop, in accordance with the Local Government Act 2020, a Workforce Plan that describes the organisational structure of the Council and specifies projected staffing requirements for a period of at least 4 years.	Operational Budget	June 2021	People and Culture	Not commenced, awaiting industry guidance which will become available in late 2020.	
Develop and Implement Gender Equity Action Plan	Develop, in accordance with the Gender Equality Act 2020, a Gender Equality Action Plan. The plan will include strategies for improving gender equality in the workplace. Council will report publicly every two years on its progress.	Operational Budget	June 2021	People and Culture	Work in relation to this project is scheduled to commence in early 2021.	
Customer Service Strategy	Implement a Customer Service Strategy.	Operational Budget	June 2021	Community and Economic Development	Key stakeholders identified. PCG formed. Consultants undertaking staff survey and community survey in mid-late January.	
Community Vision, Strategy and Policy	Undertake appropriate community engagement to develop and adopt a Community Vision, Council Plan and Municipal Public Health and Wellbeing Plan.	\$40,000	June 2021	Executive	This project has commenced with Community Engagement sessions underway.  Online forums, pop-up stalls and mailouts are a few of the communication strategies implemented between January - February 2021. Community	

▶ ANNUAL PLAN 2020/2021

						Engagement Policy to be drafted and adopted prior to March 2021. Legislation dates of adoption of documents will be meet throughout 2021.	
	Priority Projects	Continued advocacy for State and Federal Government funding of Council's adopted priority projects.	Operational Budget	June 2021	Executive	Advocacy to all levels of government is ongoing. A webpage has been launched – Participate Hepburn and will be updated to provide information on each of our priority projects - <a href="https://www.hepburn.vic.gov.au/priority-projects/">https://www.hepburn.vic.gov.au/priority-projects/</a>	

	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	December Comments	
VIBRANT ECONOMY	Artists in Residency Pilot program	Undertake as a pilot an Artist in Residency Programme utilising the Caretakers Cottage at Hepburn Mineral Springs Reserve.	Operational Budget	June 2021	Community and Economic Development	Project scope to be prepared for consideration. DELWP approval being sought for terms and model of tenancy.	
	Buy Local Campaign	Participate in the GO LOCAL First program, to support business by buying local.	Operational Budget	October 2020	Community and Economic Development	4 videos promoting "Go Local First" message launched and shared throughout November / December with great success. Christmas social media campaign called "Hepburn Xmas Gift Guide" developed as well, highlighting some of the fantastic local businesses and encouraging everyone to do their Christmas shopping locally.	



	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	December Comments	
	Hub for Premium Produce	Undertake Year 2 (of 3) Actions, focused on connecting and actively working with the Premium Produce Enterprises (PPE) in the Hepburn Shire and surrounding region to navigate processes, unlock opportunities, and build the ongoing capacity and skills of the sector to collectively grow and thrive.	\$240,000	June 2021	Community and Economic Development	<p>Webinar program extremely successful, 6 webinars were conducted, with 150 registrants. Topics covered included:</p> <ul style="list-style-type: none"> <li>• Social Media Tips and Tricks for Producers and Foodies Instagram</li> <li>• Smart phone Food and Farm Photography to uplift the look and feel of Instagram and FB</li> <li>• Responding to COVID19: <i>how farmers and food enterprises are adapting their businesses to find new markets</i></li> <li>• Regenerative Ag- The New Hope for Farmers</li> <li>• Co-Operatives 101: Insights and opportunities in forming Cooperatives for small farm sector</li> <li>• Collaborative logistics: How to start working with other farmers to reach customers?</li> </ul> <p>The next 6 months to include: One on One visits, Farm walks, Focus Groups on particular barriers especially Food regulations, Finance, planning, shared infrastructure, Industry Events, and Industry- Key Stakeholder engagement.</p>	
	Revised Hepburn Planning Scheme	Complete Stage 2 of the Hepburn Planning Scheme Review, including the adoption of the new scheme.	\$120,000	June 2021	Development Services	We are tracking on time for the completion of the Scheme review 2021. We are currently awaiting the Panel Report (now a few weeks late) once we have this we will present the report and findings to Council for its consideration. Once Council has resolved a position it will be sent to the Minister for final approval & Gazettal.	

	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	December Comments	
	City (Region) of Gastronomy	Partner with the City of Greater Bendigo to seek opportunities for our region flowing from the City (Region) of Gastronomy initiative and continue advocacy for the planning of the Institute of Gastronomy.	Operational Budget	June 2021	Community and Economic Development	Underway, with team members regularly involved in meetings with City of Greater Bendigo, providing a lot of input, particularly in the Artisan Agriculture space.	
	Central Victorian Goldfields	Partner with other Council's to advocate for the World Heritage Listing of the Central Victorian Goldfields.	Operational Budget	June 2021	Community and Economic Development	Economic Development team represented Council, participating in 4 separate workshops led by City of Ballarat for this project in month of December.	
	Hepburn Recovery and Resilience	Coordinate the Business Response and Recovery Taskforce and Community Recovery Taskforce to support and foster a coordinated response to the community's recovery.	Operational Budget	June 2021	Community and Economic Development	After an EOI process, 11 members were inducted onto the Business taskforce, with an inception meeting held on 13 <sup>th</sup> November. A subsequent meeting was held at end of November to discuss business recovery initiatives. The taskforce will meet again in early February to strategically plan for the next 6 months ahead.	

	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	December Comments	
SUSTAINABLE ENVIRONMENT	Biodiversity Strategy	Finalise the delivery of the 2017-21 Biodiversity Strategy and the draft of the 2021-25 Strategy	Operational Budget	June 2021	Waste and Environment	Actions completed to implement the <i>Biodiversity Strategy 2017-21</i> : <ul style="list-style-type: none"> <li>• Provided specialist advice to the Jubilee Lake revegetation, Creswick Trails, and Trentham to Bullarto trail projects</li> <li>• Oversaw indigenous landscape planting at Creswick Transfer Station</li> <li>• Developed work plans and training for the Working for Victoria land management team</li> <li>• Supported the development of a Local Gardens for Wildlife partnership.</li> <li>• Completed works from the Roadside Weed and Pest Plan</li> </ul>	
	Improvement of Recycling Program (Waste reduction)	Undertake resource recovery education programs and initiatives across the Shire.	Operational Budget	June 2021	Waste and Environment	A part time Waste Education Officer position has started with Council and is currently expanding the recent initiatives including <i>Waste Education Wednesday</i> social media campaign and developing engagement activities with residents and businesses.	
	Waste Transition plan	Develop a plan to demonstrate Councils transition to improved services in response to the State Government waste reforms inclusive of a business case for organic waste kerbside collection	Operational Budget	March 2021	Waste and Environment	The Transition plan has been completed and submitted to DELWP, outlining our current waste volumes and kerbside collection service, along with planning for new and modified waste services as part of the broader <i>Recycling Victoria</i> reforms, including an organic waste collection model. Planning will continue to introduce actions identified in to the plan.	

	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	December Comments	
	Western Victoria Transmission Line	Advocate for detailed community engagement and underground construction of the proposed Western Victoria Transmission Line.	Operational Budget	June 2021	Development Services	There is a significant focus and continued work in response to this project which is impacting delivery of other projects. Council is a formal member of the Technical Reference Group for the Western Victoria Transmission Line EES, in addition to various community working groups.	
	Tree Management	Adoption of a Tree Management Plan and 5-Year Street Tree Strategy	Operational Budget	February 2021	Operations	<p>The Tree Management Plan is currently in draft form with further consultation with other internal departments and the broader external community expected to commence in early 2021. Officers intend to take the plan to Council for adoption in mid-2021.</p> <p>The 5 Year Street Tree Strategy will be driven by the formal adoption of the tree management plan with relevant community input.</p>	

**CARRY FORWARD PROJECTS FROM 2019/2020 INTO 2020/2021**

Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	December Comments
Future Water Security	Central Highlands Water partnership for Integrated Water Management (IWM)	Carry-forward	June 2021	Parks and Open Spaces	<p>Council is partnering with Central Highlands Water to deliver two projects following a presentation to Councillors by Central Highlands Water in 2018.</p> <p>Daylesford IWM Plan - \$25,000</p> <p>CHW &amp; HSC officers have engaged the successful consultant with the project initially set to commence early in 2020 although was put on hold due to COVID-19. The project recommenced in December 2020 with project planning continuing early 2021 to determine the appropriate project delivery method inclusive of stakeholder engagement.</p> <p>Newlyn Recreation Reserve irrigation - \$15,0000</p> <p>Preliminary drilling works are complete with initial yields not to expected levels. Ongoing discussion between CHW and Goulbourn Murray Water are continuing to determine if a ground water license will be granted.</p> <p>CHW are project managing these works in close consultation with Council.</p>
Vincent Street Parklet	Construction of 'parklet'	Carry-forward	June 2021	Parks and Open Spaces	<p>Scope has been developed to complement the Hepburn Hub at the Rex project. The project scope is proposed to focus on greening of Vincent Street fronting the Hepburn Hub at the Rex.</p>
On-street accessible Parking facilities	Upgrade and make on-street accessible parking (12 spaces across shire)	Carry-forward	June 2021	Infrastructure	<p>Trentham and Creswick works complete.</p> <p>Clunes partial completion.</p> <p>Daylesford works currently being planned</p>

	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	December Comments	
	Creswick Trails Project	Undertake a tender process and begin construction on the Creswick Trails.	Carry-forward	June 2021	Major Projects	<p>In December 2020, Council was presented with a report providing a project update and proposing an amended delivery strategy for the Creswick Trails Project. This strategy, which was supported by Council, is to deliver the project in two stages the first of which being a network of 60 kilometres of trails.</p> <p>A series of collaborative workshops was held with land managers to review the suite of background and supporting documentation of which included the Flora and Fauna Report, Cultural Heritage Management Plan, Historic Survey, Construction Emergency Management Plan and a Trail Development Plan.</p> <p>Final permissions are required from RDV before submitting a planning permit and launching community engagement on the finalised trail alignments.</p>	
ACTIVE AND ENGAGED COMMUNITIES	Recreation Facilities and Management Models	Complete a study to review the current management models of Community Recreation Facilities	Carry-forward	June 2020	Community and Economic Development	Consultant progressing the review and preparing a report to be presented to Council in March 2021. Proposed recreation facility management models to be considered by Council with further community consultation to follow based on final recommendations.	
	Early Years Plan	Adopt a Municipal Early Years Plan	Operational Budget	May 2020	Community Care	Project has been restarted and a Request for Quote is currently being advertised for consultants to assist with community engagement and plan development.	
	Daylesford Library Service	Complete the construction and transition of the Daylesford Library to the Hepburn Hub at the Rex.	Carry-forward	March 2020	Community and Economic Development	<p>Stage 2 Construction due to commence in January 2021. Estimated completion date in June 2021.</p> <p>Occupation and decanting of staff and facilities. Estimated completion date July 2021</p>	

	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	December Comments	
	Recreation Facilities – Masterplans	Work with community groups to undertake and adopt masterplans for Glenlyon, Trentham, Doug Lindsay and Clunes Recreation Facilities	Carry-forward	March 2020	Community and Economic Development	<p>Progression of the Glenlyon Recreation Reserve Master Plan to be coordinated with outcomes from the contamination project. Liaison continuing with reserve users following outcomes from the EPA investigation to confirm impacts on future activities at the reserve.</p> <p>Council decision at the September Council meeting to incorporate the Glenlyon Dam within the overall reserve footprint. Masterplan to include this change.</p> <p>Draft Masterplan community engagement to be undertaken in February 2021 (with the Glenlyon RR Pavilion Redevelopment design process).</p> <p>Clunes Recreation Facilities master planning – Community Engagement to be undertaken through February and March 2021. Anticipate draft masterplans for Council reporting in June 2021.</p>	
HIGH PERFORMING ORGANISATION	Governance Software	Purchase, install and implement software to manage and enhance Council's risk and incident management reporting including management of Council delegations	Carry-forward	October 2019	Governance and Risk	The recruitment for a Procurement, Insurance and Risk Specialist as well as a Procurement, Insurance and Risk Officer was successfully undertaken in December 2020 with the appointments to commence in January 2021. When the positions are occupied, the procurement of a procurement software will be further investigated.	
	Long Term Financial Plan	Develop a long term financial plan (10 Year) for adoption by Council as part of the 2020/2021 budget process	Operational Budget	September 2020	Financial Services	The project is progressing and is expected to be ready for consideration by Council in the second half of the calendar year. A Financial Plan (10 years) is now a statutory requirement to be in place by October 2021.	

	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	December Comments	
	Contractor Management	Continue the training and development of staff skills in relation to Contractor Management, including the rollout of an online induction system for contractors	Operational Budget	March 2020	People and Culture	A cross-functional review of contract management processes, including inductions, is scheduled to commence work.	
SUSTAINABLE ENVIRONMENT	Towards Zero Emissions Roadmap - Streetlights	Continue implementation of the towards Zero Emissions Roadmap by upgrading 133 Street lights as part of the 'Major Road Lighting' Project.	Carry-forward	June 2020	Waste and Environment	Lighting design has been developed and is scheduled for approval shortly by the Department of Transport.	
	Waste to Energy	Construct a plant and expand the waste to energy project to full scale (pending the outcome of the current pilot project)	Carry-forward	June 2020	Waste and Environment	Variation to allow alternative FOGO processes has been approved by DELWP. Project design underway for distributed and on-site composting models to be trialled in 2021.	
	Waste Management Service Contract	Undertake a review of waste services and conduct a public tender for kerbside collection of waste.	Operational Budget	March 2020	Waste and Environment	Initial review of the Waste Strategy has been completed. Bulk bin contract has been confirmed. The Waste to Energy project will inform viability of new organics waste service options.	



### **12.3 RECOMMENDATIONS FROM THE AUDIT AND RISK COMMITTEE MEETING HELD ON 21 DECEMBER 2020 ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to Council as the Manager Governance and Risk, I Krysten Forte have no interests to disclose in this report.*

#### **ATTACHMENTS**

1. Public Minutes - Audit and Risk Committee - 21 December 2020 [12.3.1 - 28 pages]

#### **EXECUTIVE SUMMARY**

The purpose of this report is for Council to consider advice from the Audit and Risk Committee meeting that was held on 21 December 2020.

The Audit and Risk Committee was established by Council resolution on 25 August 2020 in line with section 53 of the *Local Government Act 2020*.

The Committee operate in line with the requirements of the *Local Government Act 2020* and the adopted Audit and Risk Committee Charter for Hepburn Shire Council.

For transparency and accountability purposes, a public set of meeting minutes from the meeting held on 21 December is attached to this report.

#### **OFFICER'S RECOMMENDATION**

*That Council:*

1. *Receives the draft minutes of the Audit and Risk Committee Meeting that was held on the 21 December 2020; and*
2. *Notes the recommendations and resolutions of the Audit and Risk Committee that were moved at the meeting on 21 December 2020 and that are detailed in the body of this Council report; and,*
3. *Notes the Annual Assessment of the Audit and Risk Committee against the Audit and Risk Charter.*

#### **MOTION**

*That Council:*

1. *Receives the draft minutes of the Audit and Risk Committee Meeting that was held on the 21 December 2020; and*
2. *Notes the recommendations and resolutions of the Audit and Risk Committee that were moved at the meeting on 21 December 2020 and that are detailed in the body of this Council report; and,*
3. *Notes the Annual Assessment of the Audit and Risk Committee against the Audit and Risk Charter.*
4. *Appoints independent member Mr Trevor Shard as the Audit and Risk Committee Chairperson to the 2021 calendar year, and thank him for his services as Chairperson during 2020.*

**Moved:** Cr Brian Hood

**Seconded:** Cr Don Henderson

**Carried**

## BACKGROUND

The purpose of the Audit and Risk Committee is to oversee and monitor the effectiveness of Council in carrying out its responsibilities for accountable financial management and risk, good corporate governance, provide experience in public sector management, and the maintenance of systems of internal control, and the fostering of an ethical environment.

The Audit and Risk Committee is not a delegated committee and cannot exercise statutory functions and powers of the Council under delegation, and essentially acts as an advisory body on behalf of Council.

The Audit and Risk Committee is governed by section 53 of the *Local Government Act 2020*, and operate in line with the Hepburn Shire Council Audit and Risk Committee Charter and develop a workplan to align with their obligations.

The Audit and Risk Committee meetings are closed to the public and occur quarterly, unless otherwise required.

The Committee is made up of two Councillor delegates and 4 Independent Committee Members, one being the Chairperson.

Officers prepare a public set of meeting minutes to be presented to the next practicable Ordinary Council Meeting that presents the recommendations of the Audit and Risk Committee for adoption. As such this report provides the Council with the recommendations from the Audit and Risk Committee meeting held on 21 December 2020 in preparation for its presentation at the Council meeting for February 2021.

The Audit and Risk Committee last met on 21 December 2020 and resolved to recommend to Council a number of recommendations for Council's consideration as detailed in this report.

Council are committed to the principles of transparency and accountability and provide a public set of meeting minutes of the Audit and Risk Committee that are available on Council's website for the current and previous financial year which can be found via the website link

<https://www.hepburn.vic.gov.au/our-council/about-council/arc/>.

Under Section 54 of the Local Government Act 2020, the Audit and Risk Committee must—

- (a) undertake an annual assessment of its performance against the Audit and Risk Committee Charter; and
- (b) provide a copy of the annual assessment to the Chief Executive Officer for tabling at the next Council meeting.

In line with the legislation, the Annual Assessment is provided to Council as an attachment to this report.

## **KEY ISSUES**

The Audit and Risk Committee held its quarterly meeting on 21 December 2020.

The Committee passed a number of resolutions for consideration by the Council.

The resolutions and recommendations to Council are as follows:

### ***Item 5 - Confirmation of Minutes***

*That the Minutes of the meeting of the Audit and Risk Committee held on 14 September 2020 be confirmed.*

### ***Item 6 – Matters arising from the previous meeting***

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

### ***Item 7.1 – Risk Profile – November 2020***

*That the Audit and Risk Advisory Committee:*

- 1. Received and noted the Review of the Risk Event Summary Report;*
- 2. Requests an update on actions undertaken in response to the recommendations made by VAGO in their review of Sexual Harassment in LG in May and December 2021; and*
- 3. Notes that one Freedom of Information application has been received by Council since the distribution of the agenda papers.*

### ***Item 7.2 – Hepburn Hub at the Rex Project – December Update***

*That the Audit and Risk Committee:*

- 1. Receives and notes the project update report regarding the Hepburn Hub at the Rex Project; and,*
- 2. Notes that the Chief Executive Officer provided a verbal update to the Committee on the recent status of the Inspectorate Review.*

### ***Item 7.3 – Creswick Trails Project Update***

*That the Audit and Risk Committee notes the update on the Creswick Trails project.*

### ***Item 7.4 – Trentham Community Hub Project Update***

*That the Audit and Risk Committee note the progress report on the progress of the Trentham Community Hub project.*

### ***Item 8.1 – Annual Plan 2020/2021 Projects Update Quarter 1***

*That the Audit and Risk Committee receives and notes the report and the progress of actions included in the Annual Plan for the period ended 30 September 2020.*

**Item 8.2 – September Quarter Finance Report**

*That the Audit and Risk Committee receives and notes the information the financial report for the three months ending 30 September 2020, and the Statement of Capital Works for the period ending 31 October 2020.*

**Item 8.3 – Review of Procurement Policy**

*That the Audit and Risk Committee:*

- 1. Notes the review on the Procurement Policy; and*
- 2. Notes that an Internal audit will occur on procurement and contract management in 2021 which will provide insight and input into the full review of the Procurement Policy in line with the Local Government Act 2020 legislative reform.*

**Item 9.1 – 2019/2020 Financial Statements Closing Report and Management Letter**

*That the Audit and Risk Committee notes the Closing Report and final Management Letter received from the Victorian Auditor General's Office*

**Item 10.1 – Internal Audit Recommendations**

*That the Audit and Risk Committee accepts the verbal update from the Director Community and Corporate Services and will be presented with an updated spreadsheet in early 2021.*

**Item 10.2 – Internal Audit Draft Scope Documents for Formal Audit and Risk Committee Resolution**

*That the Audit and Risk Committee confirms and approves the Final Scope Documents for the following internal audits:*

- a. Final Scope Document – Review of Accounts Payable and Credit Cards;*
- b. Final Scope Document – Rates and Revenue.*

**Item 10.3 – Internal Audit Draft Final Report – Rates and Revenue**

*That the Audit and Risk Committee:*

- 1. Receives and notes the report;*
- 2. Endorses the recommendations within the attached be added to the outstanding audit actions report for tracking and reporting purposes.*

**Item 10.4 – Update on Strategic Internal Audit Plan 2019-2023 and Recent Report and Publications**

*That the Audit and Risk Committee:*

- 1. Receives and notes the Strategic Internal Audit Plan 2019–2023;*

2. *Receives and notes the Local Government Recent Reports and Publications documents as provided by HLB Mann Judd and note the verbal update from HLB Mann Judd to specific learnings and outcomes from those reports and publications as it relates to Hepburn Shire Council.*

**Item 11.1 – Audit and Risk Committee Workplan**

*That the Audit and Risk Committee notes the draft workplan, and provided feedback, noting that Officers will prepare an updated draft for circulation and feedback via email.*

**Item 11.2 – Audit and Risk Committee Meeting Dates for 2021**

1. *That the Audit and Risk Committee approves the following meeting dates for the 2021 calendar year:*

*22 February 2021, 1:00pm*

*24 May 2021, 1:00pm*

*6 September 2021, 1:00pm*

*22 November 2021, 1:00pm*

2. *That the Audit and Risk Committee approves the following Ordinary Council Meeting dates for the Audit and Risk Committee Chair to report to Council:*

*15 June 2021, 6:00pm*

*21 December 2021, 6:00pm*

**Item 11.3 – Update to the Implementation of the Local Government Act 2020**

*That the Audit and Risk Committee receive and note the update provided relating to the implementation of the Local Government Act 2020.*

**Item 11.4 – 2020 General Election and Induction Update**

*That the Audit and Risk Committee:*

- 1. Receives and notes the report on the 2020 General Election and outcome of results; and*
- 2. Receives and notes the Induction Program to date provided to Councillors for their 2020-2024 Term.*

**Item 11.5 – Election of a Chairperson to the Audit and Risk Committee**

*That the Audit and Risk Committee:*

- 1. Recommends to Council that Independent Committee Member Trevor Shard is appointed as the Audit and Risk Committee Chairperson for the 2021 calendar year.*
- 2. Thank Mr Trevor Shard for his commitment, leadership and support as Chairperson for the Audit and Risk Committee.*

**Item 11.6 – Audit and Risk Committee Annual Assessment Survey Results**

*That the Audit and Risk Committee:*

- 1. Receives and notes the survey results as compiled from the Annual Assessment Survey that was prepared and sent to Committee Members.*

## **POLICY AND STATUTORY IMPLICATIONS**

Council Plan 2017-2021

High Performing Organisation

16. Deliver good governance and integrity in all our actions, and take steps to improve organisational efficiency including regular process improvements.

## **GOVERNANCE ISSUES**

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

## **SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications associated with this report.

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with the preparation and presentation of this report.

## **RISK IMPLICATIONS**

There are no major risk implications associated with this report.

The Audit and Risk Committee were duly briefed on all reports and a robust discussion was had on all items before they carried motions for each as detailed in the body of this report. Should Council disagree with any recommendations that the Audit and Risk Committee present for its consideration, then Council will need to, via a resolution of Council and in line with Councils good governance framework, state which motions Council do not accept.

If officers do not present this report to Council at the next practicable Council meeting for consideration then there will be a breach of the Audit and Risk Committee Charter.

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

There are no community or stakeholder engagement implications associated with this report. The Audit and Risk Committee, representatives from both VAGO and HLB Mann Judd (Council's external and internal auditors respectively) have been engaged and consulted on reports that relate to their function and duty to council. All members of the Audit and Risk Committee were presented with agenda papers and full reports, and were all present at the Audit and Risk Committee Meeting that was held on 21 December 2020.



HEPBURN SHIRE COUNCIL  
AUDIT AND RISK COMMITTEE MEETING  
PUBLIC MINUTES

MONDAY, 21 DECEMBER 2020

Virtual Meeting  
via Video Conference

1:00PM



# MINUTES

21 DECEMBER 2020

Virtual Meeting

via Video Conference

Commencing at 1:00PM

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## 1 IN CAMERA MEETING TO SET MEETING PRIORITIES

## 2 OPENING OF MEETING

The Councillors for Hepburn Shire Council were sworn in on Thursday 19 November 2020. The Ceremony was live streamed to Council's Facebook page.

The Statutory Meeting to Elect the Mayor and Deputy Mayor was held on Tuesday 24 November 2020 at 6:00pm. Cr Lesley Hewitt (Birch Ward) and Cr Brian Hood (Coliban Ward) were elected Mayor and Deputy Mayor of Hepburn Shire Council. The meeting was live streamed to Council's Facebook page.

At this meeting Council also resolved to appoint Councillor representatives and delegates to a range of advisory committees, reference groups and external bodies.

Mayor, Councillor Lesley Hewitt was elected to Council as and Deputy Mayor, Councillor Brian Hood were appointed to represent Council on the Audit and Risk Committee Meeting.

**COMMITTEE MEMBERS PRESENT:** Cr Lesley Hewitt, Cr Brian Hood, Mr Robert Taylor, Mr Trevor Shard, Ms Carol Pagnon, Ms Rachelle Tippett

### **COUNCIL OFFICERS PRESENT:**

Mr Evan King – CEO

Mr Bruce Lucas – Director Infrastructure & Development Services

Mr Bradley Thomas – Director Community & Corporate Services

Ms Krysten Forte – Manager Governance and Risk

Ms Sharon Link – Manager People and Culture

Mr Bruce MacIsaac - Project Manager Hepburn Hub

Mr Ben Grounds – Manager Major Projects

Ms Alison Breach – Project Manager

Ms Hannah White – Manager financial Services

### **EXTERNAL ATTENDEES:**

Kundai Mtsambiwa, HLB Mann Judd

Kevin Chan, Victorian Auditor-General's Office

The meeting opened at 1:06pm.

## 3 APOLOGIES

Nil.

## 4 DECLARATIONS OF CONFLICTS OF INTEREST

Nil.

**5 CONFIRMATION OF MINUTES**

**RECOMMENDATION**

*That the Minutes of the meeting of the Audit and Risk Committee held on 14 September 2020 be confirmed.*

**MOTION**

*That the Minutes of the meeting of the Audit and Risk Committee held on 14 September 2020 be confirmed.*

**Moved:** Mr Robert Taylor

**Seconded:** Ms Carol Pagnon

**Carried**

## 6 MATTERS ARISING FROM THE PREVIOUS MEETING

The following is a list of matters arising/outstanding from previous Audit and Risk Committee Meetings. Items highlighted reflect items that have been completed and will be removed from the listing.

### OFFICER'S RECOMMENDATION

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

### MOTION

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

**Moved:** Ms Carol Pagnon

**Seconded:** Ms Rachelle Tippett

**Carried**

## 7 RISK UPDATE

### 7.1 RISK UPDATE - NOVEMBER 2020

#### DIRECTOR COMMUNITY AND CORPORATE SERVICES

*In providing this advice to Audit and Risk Committee as the Manager Governance and Risk, I Krysten Forte have no interests to disclose in this report.*

#### ATTACHMENTS

1. Survey Results - Hepburn Shire Council - VAGO investigation into sexual harassment in Local Government [7.1.1 - 15 pages]

#### EXECUTIVE SUMMARY

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

In order for the Audit and Risk Committee to be informed about areas of focus or concern, this report provides a summary of fraud and protected disclosure events, incidents and urgent risks.

#### OFFICER'S RECOMMENDATION

*That the Audit and Risk Advisory Committee receive and note the Review of Risk Event Summary Report.*

#### MOTION

*That the Audit and Risk Advisory Committee:*

1. *Received and noted the Review of the Risk Event Summary Report*
2. *Requests an update on actions undertaken in response to the recommendations made by VAGO in their review of Sexual Harassment in LG in May and December 2021; and*
3. *Notes that one Freedom of Information application has been received by Council since the distribution of the agenda papers.*

**Moved:** Mr Robert Taylor

**Seconded:** Ms Carol Pagnon

**Carried**

Ms Sharon Link left the meeting at 1:45pm and did not return.

Mr Bruce MacIsaac joined the meeting at 1:45pm.

## 7.2 HEPBURN HUB AT THE REX PROJECT - DECEMBER UPDATE DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

*In providing this advice to the Audit and Risk Committee as the Project Manager – Hepburn Hub, I Bruce Maclsaac have no interests to disclose in this report.*

### ATTACHMENTS

- Nil

### EXECUTIVE SUMMARY

The purpose of this report is:

- To provide an appropriate level of information to allow to Audit and Risk Committee and Council to properly monitor the progress of the project against the Project Plan endorsed on the 18 February 2020 and as amended on 15 September 2020.
- To acquit Council's resolution that management provide periodic reporting to Council on the progress of the Hepburn Hub at the Rex.

### OFFICER'S RECOMMENDATION

*That the Audit and Risk Committee receives and notes the project update report regarding the Hepburn Hub at the Rex Project.*

### MOTION

*That the Audit and Risk Committee:*

1. *Receives and notes the project update report regarding the Hepburn Hub at the Rex Project; and,*
2. *Notes that the Chief Executive Officer provided a verbal update to the Committee on the recent status of the Inspectorate Review.*

**Moved:** Mr Robert Taylor

**Seconded:** Ms Carol Pagnon

**Carried**

Mr Bruce Maclsaac left the meeting at 2:03pm and did not return.

Ms Alison Breach joined the meeting at 2:04pm.

**7.3 CRESWICK TRAILS PROJECT UPDATE  
DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES**

*In providing this advice to the Audit and Risk Committee as the Project Manager - Creswick Trails, I Alison Breach have no interests to disclose in this report.*

**ATTACHMENTS**

1. Nil

**EXECUTIVE SUMMARY**

The purpose of this report is to provide an update on the Creswick Trails project.

**OFFICER'S RECOMMENDATION**

*That the Audit and Risk Committee notes the update on the Creswick Trails project.*

**MOTION**

*That the Audit and Risk Committee notes the update on the Creswick Trails project.*

**Moved:** Cr Lesley Hewitt

**Seconded:** Mr Robert Taylor

**Carried**

Ms Alison Breach left the meeting at 2:27pm and did not return.

Mr Ben Grounds joined the meeting at 2:28pm.



#### **7.4 TRENTHAM COMMUNITY HUB PROJECT UPDATE DIRECTOR COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to the Audit and Risk Committee as the Manager Major Projects, I Ben Grounds have no interests to disclose in this report.*

#### **ATTACHMENTS**

- Nil

#### **EXECUTIVE SUMMARY**

The purpose of this report is to provide to the Audit and Risk Committee an update on the Trentham Community Hub project. The project has completed broad community consultation, which closed at the end of August. A number of key decisions will be required by Council on the project. These are planned for a February Council meeting.

#### **OFFICER'S RECOMMENDATION**

*That the Audit and Risk Committee note the progress report on the progress of the Trentham Community Hub project.*

#### **MOTION**

*That the Audit and Risk Committee note the progress report on the progress of the Trentham Community Hub project.*

**Moved:** Mr Robert Taylor

**Seconded:** Ms Carol Pagnon

**Carried**

Mr Ben Grounds left the meeting at 2:33pm and did not return.

Ms Hannah White joined the meeting at 2:34pm.

**8 FINANCIAL AND MANAGEMENT REPORTING**  
**8.1 ANNUAL PLAN 2020/2021 PROJECTS UPDATE QUARTER 1**  
**DIRECTOR COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to the Audit and Risk Committee as the Director Community and Corporate Services, I Bradley Thomas have no interests to disclose in this report.*

**ATTACHMENTS**

1. Annual Plan 2020-2021 Q1 Projects Update [**8.1.1** - 35 pages]

**EXECUTIVE SUMMARY**

The attached report provides a list of the projects included in the Annual Plan 2020/2021 and a progress comment has been provided for each project by a responsible officer.

The purpose of this briefing report is to provide the Audit and Risk Committee with an update of the progress of actions included in the Annual Plan for the period ended 30 September 2020. A Council report will be presented to the December Ordinary Meeting of Council for consideration.

**OFFICER'S RECOMMENDATION**

*That the Audit and Risk Committee receives and notes the report and the progress of actions included in the Annual Plan for the period ended 30 September 2020.*

**MOTION**

*That the Audit and Risk Committee receives and notes the report and the progress of actions included in the Annual Plan for the period ended 30 September 2020.*

**Moved:** Mr Robert Taylor

**Seconded:** Ms Carol Pagnon

**Carried**

## **8.2 SEPTEMBER QUARTER FINANCE REPORT DIRECTOR COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to the Audit and Risk Committee as the Manager Financial Services, I Hannah White have no interests to disclose in this report.*

### **ATTACHMENTS**

1. Operating Projects - October 2020 [**8.2.1** - 4 pages]
2. Capital Projects - October 2020 [**8.2.2** - 6 pages]

### **EXECUTIVE SUMMARY**

The purpose of this report is for the Audit and Risk Committee to review a summary of Council's financial performance and position for the 2020/2021 financial year up to 30 September 2020, and also a summary of project expenditure up to 31 October 2020.

### **OFFICER'S RECOMMENDATION**

*That the Audit and Risk Committee receives and notes the information the financial report for the three months ending 30 September 2020, and the Statement of Capital Works for the period ending 31 October 2020.*

### **MOTION**

*That the Audit and Risk Committee receives and notes the information the financial report for the three months ending 30 September 2020, and the Statement of Capital Works for the period ending 31 October 2020.*

**Moved:** Ms Carol Pagnon

**Seconded:** Mr Trevor Shard

**Carried**

Ms Rachelle Tippett left the meeting at 2:40pm.

### **8.3 REVIEW OF PROCUREMENT POLICY DIRECTOR COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to the Audit and Risk Committee as the Manager Governance and Risk, I Krysten Forte have no interests to disclose in this report.*

#### **ATTACHMENTS**

1. Draft Policy 46 (C) Procurement Policy December 2020 [8.3.1 - 24 pages]

#### **EXECUTIVE SUMMARY**

The purpose of this report is for Audit and Risk Committee to consider the Draft Procurement Policy which has undergone review by Officers.

The purpose of presenting this report to the Audit and Risk Committee is for the Committee to provide input and insight into the Policy prior to it going to the Confidential Councillor Briefing meeting on Tuesday 15 December 2020 and then for final presentation for adoption by Council at its Ordinary Council Meeting on Tuesday 22 December 2020.

Review and input from the Audit and Risk Committee will assist in the refinement and development of the Draft Policy before presentation and identify any emerging areas for focus for Officers to consider.

Under the Act 1989, which is still in force for procurement activities, procurement policy should be reviewed at least once a year. The previous review was in December 2019.

The 1989 Act regarding procurement activities is going to be repealed in July 2021, and the Council will have a new procurement policy pursuant to the Act 2020, following this.

Because of this, the present review includes mainly minor changes. The most relevant changes include: the definition of Best Value Principles; statements about procurement approach to Ethics and Probity, Disability and Discrimination, and; detailed definition of contract variations.

#### **OFFICER'S RECOMMENDATION**

*That the Audit and Risk Committee:*

1. *Receive and note the Draft Procurement Policy as presented to the Audit and Risk Committee for consideration and comment; and*
2. *Recommend to the Councillors the Procurement Policy for consideration and ultimately to Council for adoption.*

#### **MOTION**

*That the Audit and Risk Committee:*

- 1. Notes the review on the Procurement Policy; and*
- 2. Notes that an Internal audit will occur on procurement and contract management in 2021 which will provide insight and input into the full review of the Procurement Policy in line with the Local Government Act 2020 legislative reform.*

**Moved:** Mr Robert Taylor

**Seconded:** Ms Carol Pagnon

**Carried**

Ms Rachelle Tippett rejoined the meeting at 3:00pm.

Mr Kevin Chan joined the meeting at 3:03pm.

## 9 EXTERNAL AUDIT

### 9.1 2019/2020 FINANCIAL STATEMENTS CLOSING REPORT AND MANAGEMENT LETTER DIRECTOR COMMUNITY AND CORPORATE SERVICES

*In providing this advice to the Audit and Risk Committee as the Manager Financial Services, I Hannah White have no interests to disclose in this report.*

#### ATTACHMENTS

- Closing Report 2019/2020
- Hepburn Draft Final Management Letter 2020

#### EXECUTIVE SUMMARY

The purpose of this report is to provide the Audit and Risk Committee with:

- the final Closing Report relating to the 2019/20 financial statement and performance statement
- responses to the recommendations made in the final Management Letter for the 2019/20 Audit

#### OFFICER'S RECOMMENDATION

*That the Audit and Risk Committee notes the Closing Report and final Management Letter received from the Victorian Auditor General's Office*

#### MOTION

*That the Audit and Risk Committee notes the Closing Report and final Management Letter received from the Victorian Auditor General's Office*

**Moved:** Mr Robert Taylor

**Seconded:** Ms Carol Pagnon

**Carried**

Ms Rachelle Tippett left the meeting at 3:07pm.

Ms Rachelle Tippet rejoined the meeting at 3:08pm.

Mr Kevin Chan left the meeting at 3:08pm and did not return.

## 10 INTERNAL AUDIT

### 10.1 INTERNAL AUDIT RECOMMENDATIONS DIRECTOR COMMUNITY AND CORPORATE SERVICES

*In providing this advice to the Audit and Risk Committee as the Manager Governance and Risk, I Krysten Forte have no interests to disclose in this report.*

#### ATTACHMENTS

1. Internal Audit Recommendations - December 2020 [**10.1.1** - 3 pages]

#### EXECUTIVE SUMMARY

The purpose of this report is for Audit and Risk Committee to have the opportunity to have oversight of the outstanding internal audit recommendations that have arisen out of previous internal audits that have been undertaken in line with the Strategic Internal Audit Plan.

The register of internal audit recommendations assists Council to ensure that any audits that have been undertaken, and their associated recommendations from Council's internal auditors, are continually being assessed and implemented to ensure that best practice is implemented or work has commenced to be implemented on each.

The Internal Audit Recommendation Register will be circulated outside of the agenda papers, to ensure the most update to date data, and will be attached to the meeting minutes.

#### OFFICER'S RECOMMENDATION

*That the Audit and Risk Committee receives and notes the status updates against each outstanding internal audit recommendation in the Internal Audit Recommendation Register.*

#### MOTION

*That the Audit and Risk Committee accepts the verbal update from the Director Community and Corporate Services and will be presented with an updated spreadsheet in early 2021.*

**Moved:** Ms Carol Pagnon

**Seconded:** Ms Rachelle Tippett

**Carried**

Kundai Mtsambiwa joined the meeting at 3:19pm.

**10.2 INTERNAL AUDIT DRAFT SCOPE DOCUMENTS FOR FORMAL AUDIT AND RISK COMMITTEE RESOLUTION  
DIRECTOR COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to the Audit and Risk Committee as the Manager Governance and Risk, I Krysten Forte have no interests to disclose in this report.*

**ATTACHMENTS**

1. Review of Accounts Payable and Credit Cards incl data interrogation [10.2.1 - 10 pages]
2. Review of Rates Revenue incl Data Interrogation IA Plan Final [10.2.2 - 9 pages]

**EXECUTIVE SUMMARY**

The purpose of this report is for Audit and Risk Committee to formally adopt the Internal Audit Scope Documents that were distributed out of session that arise out of the Strategic Internal Audit Workplan.

The Scope Documents were presented to ARC via email and feedback was sought from all members. The feedback informed the refinement of each Scope document and set the framework for the internal audits to be undertaken.

The Final Scope Documents are also attached to this report for completeness.

**OFFICER'S RECOMMENDATION**

*That the Audit and Risk Committee confirms and approves the Final Scope Documents for the following internal audits:*

- a. *Final Scope Document – Review of Accounts Payable and Credit Cards;*
- b. *Final Scope Document – Rates and Revenue.*

**MOTION**

*That the Audit and Risk Committee confirms and approves the Final Scope Documents for the following internal audits:*

- a. *Final Scope Document – Review of Accounts Payable and Credit Cards;*
- b. *Final Scope Document – Rates and Revenue.*

**Moved:** Ms Carol Pagnon

**Seconded:** Mr Robert Taylor

**Carried**



### 10.3 INTERNAL AUDIT DRAFT FINAL REPORT – RATES AND REVENUE DIRECTOR COMMUNITY AND CORPORATE SERVICES

*In providing this advice to Audit and Risk Committee as the Manager Financial Services, I Hannah White have no interests to disclose in this report.*

#### ATTACHMENTS

1. Review of Rates Revenue - Draft Report [10.3.1 - 36 pages]

#### EXECUTIVE SUMMARY

As part of the 2020/2021 Internal Audit Program, an audit on rates revenue processes was undertaken during October and November 2020.

The primary objective of this review was to assess and evaluate the effectiveness and efficiency of internal controls embedded in rates revenue and arrears management processes, and to identify potential risks and opportunities to improve related practices.

The audit report highlighted a number of good practices being undertaken, as well as nine (9) recommendations for action.

#### OFFICER'S RECOMMENDATION

*That the Audit and Risk Committee:*

1. *Receives and notes the report;*
2. *Endorses the recommendations within the attached be added to the outstanding audit actions report for tracking and reporting purposes.*

#### MOTION

*That the Audit and Risk Committee:*

1. *Receives and notes the report;*
2. *Endorses the recommendations within the attached be added to the outstanding audit actions report for tracking and reporting purposes.*

**Moved:** Ms Carol Pagnon

**Seconded:** Ms Rachelle Tippett

**Carried**

Ms Hannah White left the meeting at 3.40pm and did not return.

**10.4 UPDATE ON STRATEGIC INTERNAL AUDIT PLAN 2019-2023 & RECENT REPORTS AND PUBLICATIONS  
DIRECTOR COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to the Audit and Risk Committee as the Manager Governance and Risk, I Krysten Forte have no interests to disclose in this report.*

**ATTACHMENTS**

1. Strategic Internal Audit Plan 2019-2023 2020/2021 [**10.4.1** - 23 pages]
2. Local Government Recent Reports and Publications November 2020 [**10.4.2** - 17 pages]

**EXECUTIVE SUMMARY**

The purpose of this report is to present the Draft Strategic Internal Audit Plan 2019–2023 to the Audit and Risk Committee for approval, detailing amendments to upcoming audits as determined by the Executive Leadership Team.

Years 2022 onwards will be subject to a review of the contract internal audit services contract, that will be subject to public tender.

**OFFICER’S RECOMMENDATION**

*That the Audit and Risk Committee:*

1. *Receives and notes the Strategic Internal Audit Plan 2019–2023;*
2. *Receives and notes the Local Government Recent Reports and Publications documents as provided by HLB Mann Judd and note the verbal update from HLB Mann Judd to specific learnings and outcomes from those reports and publications as it relates to Hepburn Shire Council.*

**MOTION**

*That the Audit and Risk Committee:*

1. *Receives and notes the Strategic Internal Audit Plan 2019–2023;*
2. *Receives and notes the Local Government Recent Reports and Publications documents as provided by HLB Mann Judd and note the verbal update from HLB Mann Judd to specific learnings and outcomes from those reports and publications as it relates to Hepburn Shire Council.*

**Moved:** Ms Carol Pagnon

**Seconded:** Ms Rachelle Tippet

**Carried**

Kundai Mtsambiwa left the meeting at 3:40pm and did not return.

## **11 AUDIT COMMITTEE COMPLIANCE AND GOVERNANCE**

### **11.1 AUDIT AND RISK COMMITTEE WORKPLAN DIRECTOR COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to the Audit and Risk Committee as the Manager Governance and Risk, I Krysten Forte have no interests to disclose in this report.*

#### **ATTACHMENTS**

1. Hepburn Shire Council Audit & Risk Committee Workplan & Rolling Four Year Review Program [11.1.1 - 2 pages]

#### **EXECUTIVE SUMMARY**

The purpose of this report is for Audit and Risk Committee to consider the Audit and Risk Committee Workplan as attached to this report.

The *Local Government Act 2020* stipulates Audit and Risk Committees established under section 53 must adopt an annual workplan.

The requirement to adopt a workplan is detailed in section 54(3) of the *Local Government Act 2020*.

The workplan has been developed to align to the Audit and Risk Committee Charter and provides for the various reports and functions that officers are to present to the Audit and Risk Committee scheduled meetings.

#### **OFFICER'S RECOMMENDATION**

*That the Audit and Risk Committee considers and adopts the developed Audit and Risk Committee Workplan.*

#### **MOTION**

*That the Audit and Risk Committee notes the draft workplan, and provided feedback, noting that Officers will prepare an updated draft for circulation and feedback via email.*

**Moved:** Ms Carol Pagnon

**Seconded:** Mr Robert Taylor

**Carried**

## **11.2 AUDIT AND RISK COMMITTEE MEETING DATES FOR 2021 DIRECTOR COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to the Audit and Risk Committee as the Manager Governance and Risk, I Krysten Forte have no interests to disclose in this report.*

### **ATTACHMENTS**

- Nil

### **EXECUTIVE SUMMARY**

The purpose of this report is for Audit and Risk Committee to review and approve meeting dates for the 2021 calendar year and reporting dates to Council at its Ordinary Council meetings.

### **OFFICER'S RECOMMENDATION**

1. *That the Audit and Risk Committee approves the following meeting dates for the 2021 calendar year:*
  - *22 February 2021, 1:00pm*
  - *24 May 20201, 1:00pm*
  - *6 September 2021, 1:00pm*
  - *22 November 2021, 1:00pm*
2. *That the Audit and Risk Committee approves the following Ordinary Council Meeting dates for the Audit and Risk Committee Chair to report to Council:*
  - *15 June 2021, 6:00pm*
  - *21 December 2021, 6:00pm*

### **MOTION**

1. *That the Audit and Risk Committee approves the following meeting dates for the 2021 calendar year:*

- *22 February 2021, 1:00pm*
- *24 May 2021, 1:00pm*
- *6 September 2021, 1:00pm*
- *22 November 2021, 1:00pm*

2. *That the Audit and Risk Committee approves the following Ordinary Council Meeting dates for the Audit and Risk Committee Chair to report to Council:*

- *15 June 2021, 6:00pm*
- *21 December 2021, 6:00pm*

**Moved:** Mr Robert Taylor

**Seconded:** Ms Carol Pagnon

**Carried**

**11.3 UPDATE TO THE IMPLEMENTATION OF THE LOCAL GOVERNMENT ACT 2020  
DIRECTOR COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to the Audit and Risk Committee as the Manager Governance and Risk, I Krysten Forte have no interests to disclose in this report.*

**ATTACHMENTS**

- Nil

**EXECUTIVE SUMMARY**

The purpose of this report is for the Audit and Risk Committee to be provided with an update on Council's progress with respect to the implementation of the *Local Government Act 2020* and presentation of the roadmap of work that is required to be undertaken for Council to continue to meet its obligations under the *Local Government Act 2020*.

**OFFICER'S RECOMMENDATION**

*That the Audit and Risk Committee receive and note the update provided relating to the implementation of the Local Government Act 2020.*

**MOTION**

*That the Audit and Risk Committee receive and note the update provided relating to the implementation of the Local Government Act 2020.*

**Moved:** Ms Carol Pagnon

**Seconded:** Mr Robert Taylor

**Carried**

#### **11.4 2020 GENERAL ELECTION AND INDUCTION UPDATE DIRECTOR COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to Audit and Risk Committee as the Manager Governance and Risk, I Krysten Forte have no interests to disclose in this report.*

#### **ATTACHMENTS**

1. Councillor Induction Program 2020 (00 C) [**11.4.1** - 5 pages]

#### **EXECUTIVE SUMMARY**

#### **OFFICER'S RECOMMENDATION**

*That the Audit and Risk Committee:*

1. *Receives and notes the report on the 2020 General Election and outcome of results; and*
2. *Receives and notes the Induction Program to date provided to Councillors for their 2020-2024 Term.*

#### **MOTION**

*That the Audit and Risk Committee:*

1. *Receives and notes the report on the 2020 General Election and outcome of results; and*
2. *Receives and notes the Induction Program to date provided to Councillors for their 2020-2024 Term.*

**Moved:** Mr Robert Taylor

**Seconded:** Ms Carol Pagnon

**Carried**

Mr Trevor Shard vacated the chair for the election of a Chairperson.

Mr Evan King took the role of chairperson.



## 11.5 ELECTION OF A CHAIRPERSON TO THE AUDIT AND RISK COMMITTEE DIRECTOR COMMUNITY AND CORPORATE SERVICES

*In providing this advice to the Audit and Risk Committee as the Manager Governance and Risk I Krysten Forte have no interests to disclose in this report.*

### ATTACHMENTS

- Nil

### EXECUTIVE SUMMARY

The purpose of this report is for Audit and Risk Committee to elect a Chairperson for the Audit and Risk Committee for 2021 and make this recommendation to Council.

### OFFICER'S RECOMMENDATION

*That the Audit and Risk Committee:*

1. *Recommends to Council that Independent Committee Member \_\_\_\_\_ is appointed as the Audit and Risk Committee Chairperson for the 2021 calendar year.*
2. *Thank Mr Trevor Shard for his commitment, leadership and support as Chairperson for the Audit and Risk Committee.*

### MOTION

*That the Audit and Risk Committee:*

1. *Recommends to Council that Independent Committee Member Trevor Shard is appointed as the Audit and Risk Committee Chairperson for the 2021 calendar year.*
2. *Thank Mr Trevor Shard for his commitment, leadership and support as Chairperson for the Audit and Risk Committee.*

**Moved:** Mr Robert Taylor

**Seconded:** Ms Carol Pagnon

**Carried**

Mr Evan King departed as the role of Chairperson.

Mr Trevor Shard took the role of Chairperson.

## 11.6 AUDIT AND RISK COMMITTEE ANNUAL ASSESSMENT SURVEY RESULTS DIRECTOR COMMUNITY AND CORPORATE SERVICES

*In providing this advice to the Audit and Risk Committee as the Governance Specialist, I Rebecca Smith have no interests to disclose in this report.*

### ATTACHMENTS

1. Self Assessment Survey Results December 2020 [**11.6.1** - 7 pages]

### EXECUTIVE SUMMARY

The purpose of this report is for Audit and Risk Committee to consider and note the annual self assessment survey results as presented at the meeting. The results of the survey results will be provided to the Committee out of season to ensure adequate time for members of the Committee to take part in the survey.

### OFFICER'S RECOMMENDATION

*That the Audit and Risk Committee:*

1. *Receive and note the survey results as compiled from the Annual Assessment Survey that was prepared and sent to Committee Members; and*
2. *Recommends to Council any recommendations or feedback obtained from the survey to improve the administration, performance and / or conduct of the Audit and Risk Committee to assist in it being a high functioning and purposeful advisory committee to Council.*

### MOTION

*That the Audit and Risk Committee:*

1. *Receives and notes the survey results as compiled from the Annual Assessment Survey that was prepared and sent to Committee Members.*

**Moved:** Mr Robert Taylor

**Seconded:** Ms Carol Pagnon

**Carried**

**12 GENERAL BUSINESS**

Nil.

**13 IN CAMERA REFLECTION****14 NEXT MEETING**

The next Audit and Risk Committee meeting will be held on Monday 22 February 2021 (pending approval of the Council on the Audit and Risk Committee's recommendation on meeting dates for 2021). The location of the meeting will be determined at a later date based on restrictions due to COVID-19. The in-camera session for committee members will commence at 1.00pm, with officers and external attendees joining the meeting from 1:30pm.

**15 CLOSE OF MEETING**

The Meeting closed at 4:45pm.

## **12.4 RECORDS OF COUNCILLOR ATTENDANCE ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to Council as the Governance Specialist, I Rebecca Smith have no interests to disclose in this report.*

### **ATTACHMENTS**

1. Record of Councillor Attendance - Mineral Springs Reserve Advisory Committee - 14 December 2020 [**12.4.1** - 2 pages]
2. Record of Councillor Attendance - Councillor Briefing - 15 December 2020 [**12.4.2** - 6 pages]
3. Record of Councillor Attendance - Pre-Council Meeting Briefing - 22 December 2020 [**12.4.3** - 1 page]

### **EXECUTIVE SUMMARY**

The purpose of this report is for Council to receive and note Records of Councillor Attendance, formerly known as Assemblies of Councillors records required to be presented under provisions of the *Local Government Act 1989*.

### **OFFICER'S RECOMMENDATION**

*That Council receives and notes the Records of Councillor Attendance.*

### **MOTION**

*That Council receives and notes the Records of Councillor Attendance.*

**Moved:** Cr Brian Hood

**Seconded:** Cr Don Henderson

**Carried**

### **BACKGROUND**

Under the *Local Government Act 1989 (1989 Act)*, Council was required to keep records of assemblies of Councillors as defined under the Act:

*...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.*

With this section of the 1989 Act now repealed, Council's Governance Rules, chapter 6 section 1, requires that:

*If there is a meeting of Councillors that:*

- 1. is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;*
- 2. is attended by at least one member of Council staff; and*
- 3. is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting*

*the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:*

- a. tabled at the next convenient Council meeting; and*
- b. recorded in the minutes of that Council meeting.*

To full-fill this requirement and promote transparency, records of councillor attendance are kept where the above definition is met and brought to Council for noting, as attached.

## **KEY ISSUES**

The following records of Councillor attendance are reported:

<b>Date</b>	<b>Committee Name</b>	<b>Location</b>
<b>14 December 2020</b>	Mineral Springs Reserve Advisory Committee	Video Conference
<b>15 December 2020</b>	Councillor Briefing	Daylesford Town Hall
<b>22 December 2020</b>	Pre-Council Meeting Briefing	Daylesford Town Hall

## **POLICY AND STATUTORY IMPLICATIONS**

The report full fills Council's requirements under the Governance Rules.

## **GOVERNANCE ISSUES**

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

## **SUSTAINABILITY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

### **RISK IMPLICATIONS**

If records of Councillor attendance are not included in the Public Agenda at a Council Meeting, Council would be in breach of its Governance Rules as adopted on the 25 August 2020.

### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

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

▶ RECORD OF COUNCILLOR ATTENDANCE

<b>MEETING:</b>	Mineral Springs Reserve Advisory Committee	<b>DATE</b>	Monday, December 14, 2020
<b>LOCATION</b>	<input type="checkbox"/> Council Chamber <input checked="" type="checkbox"/> Video Conference <input type="checkbox"/> Other: <a href="#">Click or tap here to enter text.</a>	<b>TIME</b>	
<b>COUNCILLORS PRESENT</b>	<input type="checkbox"/> Cr Jen Bray <input type="checkbox"/> Cr Tim Drylie <input type="checkbox"/> Cr Tessa Halliday <input type="checkbox"/> Cr Don Henderson <input type="checkbox"/> Cr Lesley Hewitt <input type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
<b>OFFICERS PRESENT</b>	<input type="checkbox"/> CEO - Evan King <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input type="checkbox"/> Director Community and Corporate Services – Bradley Thomas Others (Position Title and Name): <a href="#">Click or tap here to enter text.</a>		

MATTERS CONSIDERED

Agenda attached – CM Reference: [Click or tap here to enter text.](#)

OR

List matters considered:

[Click or tap here to enter text.](#)

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
Choose an item.	<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>
Choose an item.	<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>

NOTES:

<Record late arrivals or early departures>

RECORD COMPLETED BY

CEO – Evan King  
 Director Infrastructure and Development Services – Bruce Lucas  
 Director Community and Corporate Services – Bradley Thomas  
 Other:  
[Click or tap here to enter text.](#)

Signed: 

**MINERAL SPRINGS RESERVE ADVISORY COMMITTEE**

Monday 14 December 2020 – Via Zoom

**Attendees:** Cr Juliet Simpson, Bruce Lucas, Bill Guest, Lisa Rodier, Nathan Lundmark, Sean Ludeke, Paulette Pleasance

No	Time	Agenda Item	Presenter
1	1.00pm	Welcome and Apologies Acknowledgement to Country	Cr Juliet Simpson
2	1.03pm	Adoption of Minutes –14 September 2020	Cr Juliet Simpson
3	1.05pm	Review of Action Register Items	All
4	1.10pm	Priority Projects Discussion <ul style="list-style-type: none"> <li>• Mineral Springs Reserves Grants Program 2020 - 2021</li> </ul>	All
5	2.10pm	Project Reports Update <ul style="list-style-type: none"> <li>• Project Works Lake Jubilee</li> <li>• Hepburn Mineral springs Reserve</li> <li>• Central Springs Reserve                             <ul style="list-style-type: none"> <li>o Central Springs Masterplan</li> </ul> </li> </ul>	Sean Ludeke
6	2.30pm	Items for inclusion in 2021 /2022 Budget	Bruce Lucas
7	2.45pm	Maintenance Report for all Reserves	Sean Ludeke
8	2.55pm	Other Business <ul style="list-style-type: none"> <li>• Meeting dates for 2021</li> </ul>	Paulette
	3.00pm	Meeting close	
<b>Next meeting – TBC</b>			



▶ RECORD OF COUNCILLOR ATTENDANCE

<b>MEETING</b>	Councillor Briefing	<b>DATE</b>	Tuesday, December 15, 2020
<b>LOCATION</b>	<input checked="" type="checkbox"/> Council Chamber <input type="checkbox"/> Video Conference <input type="checkbox"/> Other:	<b>TIME</b>	9:15am to 5pm
<b>COUNCILLORS PRESENT</b>	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
<b>OFFICERS PRESENT</b>	<input checked="" type="checkbox"/> CEO - Evan King <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input checked="" type="checkbox"/> Director Community and Corporate Services – Bradley Thomas Others (Position Title and Name): Manager Environment and Waste – David Watson Coordinator Waste - Simon Mennie Manager Governance and Risk – Krysten Forte Governance Specialist – Rebecca Smith Manager Community and Economic Development – Andrew Burgess Coordinator Community Partnerships – Michelle Whyte Community Development Officer – Inga Hamilton Coordinator Economic Development – Rebecca Pedretti Events Officer – Bridgette O'Brien Project Manager Creswick Trails – Alison Breach Manager Financial Services – Hannah White		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/20/68214

OR

List matters considered:

Click or tap here to enter text.

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
Cr Hood	1.7 Community Grants	1.44pm	1.47pm
Cr Hood	1.6 Australia Day Awards	12:25pm	12.35pm
Cr Hewitt	1.6 Australia Day Awards	12:25pm	12.35pm
Cr Drylie	1.7 Community Grants	2.02pm	2.10pm

▶ RECORD OF COUNCILLOR ATTENDANCE

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<b>Cr Henderson</b>	1.9 International Women's Day 2.13pm Nominations	2.24pm
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NOTES:

RECORD COMPLETED BY

- CEO – Evan King
- Director Infrastructure and Development Services – Bruce Lucas
- Director Community and Corporate Services – Bradley Thomas

Other:

Signed:



CONFIDENTIAL AGENDA  
 COUNCILLOR BRIEFING  
 TUESDAY 15 DECEMBER 2020



Tuesday 15 December 2020  
 Hepburn Shire Council Offices, Council Chamber  
 9:15am – 5:00pm

*Councillors, I advise that I have assessed the following information in the briefing papers and associated attachments as being confidential information.*

*The information is considered to be confidential information under section 3(1) of the Local Government Act 2020 because it is Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released (Section 3(1)(a)).*

**EVAN KING**

CHIEF EXECUTIVE OFFICER

INVITED:	Councillors	Councillor Jen Bray, Birch Ward Councillor Tim Drylie, Creswick Ward Councillor Tessa Halliday, Cameron Ward Councillor Don Henderson, Creswick Ward Councillor Lesley Hewitt, Birch Ward Councillor Brian Hood, Coliban Ward Councillor Juliet Simpson, Holcombe Ward
	Officers	Evan King – Chief Executive Officer Bradley Thomas – Director Community and Corporate Services Bruce Lucas – Director Infrastructure and Development Services
CHAIR:		Councillor Lesley Hewitt - Mayor Evan King – Chief Executive Officer
APOLOGIES:		

No	Time	Type	Agenda Item	Presenter	Page No
1.1	9:15am	Discussion	Waste strategy and circular economy	Manager Environment and Waste, Coordinator Waste	5
1.2	10:00am	Briefing Only	Kerbside Waste Contracts Update	Manager Environment and Waste, Coordinator Waste	137
	10:30am		Break		
1.3	10:45am	Discussion	Creswick Caravan Park New Lease	Manager Environment & Waste	141
1.4	11:15am	Report	Review of Policy 46 (C) - Procurement Policy	Manager Governance & Risk, Procurement Specialist	156
1.5	11:45am	Report	Revised Councillor Staff Interaction Policy	Manager Governance and Risk, Governance Specialist	188
1.6	12:15pm	Discussion	Nominations for the Australia Day Awards 2021	Manager Governance and Risk, Governance Specialist	216
	12:45pm		Lunch		

1.7	1:15pm	Report	Community Grants Program 2020/2021 - Round 2	Manager Community and Economic Development, Coordinator Community Partnerships, Community Development Officer	239
1.8	1:45pm	Report	Community Planning Overview	Manager Community and Economic Development, Coordinator Community Partnerships, Community Development Officer	257
1.9	2:15pm	Report	International Women's Day Nominations	Manager Community and Economic Development, Coordinator Economic Development, Events Officer	289
1.10	2:30pm	Report	Creswick Trails - Project Progress Update	Manager Major Projects Project Manager - Creswick Trails	292
	3:15pm		Break		
1.11	3:30pm	Report	Annual Plan 2020/2021 Projects Update Quarter 1	Director Community and Corporate Services	306

1.12	4:00pm	Report	September Quarter Finance Report	Manager Financial Services	344
1.13	4:30pm	Presentation	2020/2021 Budget Process Update	Manager Financial Services	363
2	5:00pm		Close of Meeting		365

▶ RECORD OF COUNCILLOR ATTENDANCE

<b>MEETING</b>	Pre-Council Meeting Briefing	<b>DATE</b>	Tuesday, December 22, 2020
<b>LOCATION</b>	<input type="checkbox"/> Council Chamber <input type="checkbox"/> Video Conference <input checked="" type="checkbox"/> Other: Daylesford Town Hall: Council Chamber	<b>TIME</b>	3pm
<b>COUNCILLORS PRESENT</b>	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
<b>OFFICERS PRESENT</b>	<input checked="" type="checkbox"/> CEO - Evan King <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input checked="" type="checkbox"/> Director Community and Corporate Services – Bradley Thomas Others (Position Title and Name): Manager Governance and Risk – Krysten Forte Manager Development and Community Safety – Bronwyn Southee Coordinator Planning – Nathan Aikman Strategic Planner – Glenn Musto		

## MATTERS CONSIDERED

Agenda attached – CM Reference: As per Council Meeting Agenda

OR

List matters considered:

Click or tap here to enter text.

## CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
Cr Tessa Halliday	10.1 - Planning application 2865	3:05pm	3:10pm

## RECORD COMPLETED BY

- CEO – Evan King  
 Director Infrastructure and Development Services – Bruce Lucas  
 Director Community and Corporate Services – Bradley Thomas  
 Other:

Signed:



**13 CLOSE OF MEETING**

The Meeting closed at 7:44pm.