



HEPBURN SHIRE COUNCIL  
ORDINARY MEETING OF COUNCIL  
PUBLIC MINUTES

TUESDAY 16 OCTOBER 2018

GLENLYON HALL

DAYLESFORD-MALMSBURY RD

GLENLYON

6:00PM

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# MINUTES

TUESDAY 16 OCTOBER 2018

Glenlyon Hall

Daylesford-Malmsbury Rd, Glenlyon

Commencing 6:00PM

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EVAN KING

CHIEF EXECUTIVE OFFICER

16 OCTOBER 2018

## 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.

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## 2. SAFETY ORIENTATION

Emergency exits and convenience facilities at the venue were highlighted to members of the public in attendance.

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## 3. OPENING OF MEETING

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

**IN ATTENDANCE:** Mr Evan King Chief Executive Officer, Mr Steve Millard Acting General Manager Community and Corporate Services, Mr Bruce Lucas General Manager Infrastructure, Mr Justin Fiddes Manager Development and Community Safety, Ms Katherine Toom Coordinator Governance and Information, Ms Rebecca Smith Governance and Information Officer.

### 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"

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#### 4. APOLOGIES

Nil

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#### 5. DECLARATIONS OF CONFLICTS OF INTEREST

Nil

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#### 6. CONFIRMATION OF MINUTES

##### RECOMMENDATION

- 6.1.1. That the Minutes of the Ordinary Meeting of Council held on Tuesday 18 September 2018 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.

**MOTION**

6.1.1. *That the Minutes of the Ordinary Meeting of Council held on Tuesday 18 September 2018 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

**Moved:** Cr Don Henderson

**Seconded:** Cr Kate Redwood AM

**Carried**

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7. NOTICES OF MOTION

7.1. GOLDFIELDS RESORT PLANNING APPLICATION PA 2109

DATE: 9 OCTOBER 2018

MOTION

7.1.1. *That Council deals with Planning Application No. PA 2109 at a Council Meeting.*

**Moved:** Cr Don Henderson

**Seconded:** Cr Sebastian Klein

**Carried**

BACKGROUND

In 2001 council allowed a development known as the Forest Resort at 1500 Midland Highway Creswick. This was dealt with and approved subject to a Section 173 Agreement being in place. There is now an application to remove this agreement which may have ramifications far beyond the resort itself. Council imposed the agreement and therefore it is appropriate that any consideration of removal should come to Council.

**Councillor Name:** Cr Don Henderson, Creswick Ward

**Councillor Signature:**



**Chief Executive Officer Signature:**



Evan King

8. ITEMS OF URGENT BUSINESS

MOTION

8.1.1. *That Council hears an urgent item of business.*

**Moved:** Cr Don Henderson

**Seconded:** Cr Kate Redwood AM

**Carried**

8.2. ACKNOWLEDGEMENT OF SUPPORT FROM VICROADS FOR REGIONAL DEVELOPMENT

MOTION

*That Council*

8.2.1. *Acknowledges the support from VicRoads to enable projects to be funded for the benefit of local communities*

8.2.2. *Writes to the Minister for Roads and Road Safety to acknowledge the great community benefits resulting from the Building Our Regions program.*

**Moved:** Cr Don Henderson

**Seconded:** Cr Kate Redwood AM

**Carried**

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## 9. PRESENTATION OF COUNCILLOR REPORTS

### MAYOR'S REPORT

Councillor John Cottrell, Holcombe Ward

#### *The Year in Review*

At the 19 Sep 2017 Council meeting in Clunes when Council was looking to approve Delegations of Authority I intentionally made the statement "Power corrupts, and Absolute Power corrupts absolutely". While this unfortunately familiar construct points to 'dishonest' conduct, absolute power also manifests in other ways, including 'distortion' of practice.

As individual councillors we have no authority. But, as Council - as a collective - an Assembly – we have full authority.

We delegate much, but not all, of that authority to the CEO to enable effective and efficient running of the organisation.

In many ways this has been the focus of us councillors over the past year – as we have reflected on and acknowledge our TWO principal roles.

1. Our 'individual' role as Ward councillor's – to listen to the broad community views, and
2. Our primary 'collective' role as Council – to provide 'direction to & the oversight of management' – through the CEO; and advocate ward community views.
  - This primary role establishes the critical separation between direction & control of the organisation.
  - It is in this area of providing direction to & the oversight of management that Council vests specific areas of authority to itself.

**I highlight this to explain the significant transformation in the organisation over the past year.**

As you are aware, our previous CEO resigned in March - leaving early June. Our new CEO Evan King commenced in late July.

Under the former management there was tension in the relationship between Council and CEO - and I believe I can speak for Council - that over recent years there had been too little focus on the primary collective role of Council in providing appropriate direction & oversight.

- The result being that there was little effective separation between direction & control.

- Under such conditions the CEO will, understandably, fill the void – taking full control.

Under our new CEO Evan King all parties fully understand their roles and have established a relationship based on collaboration and open dialogue - and the pursuit of our expressed Vision – **Our Council**.

- Our Council - represents the desired future state of 'positive' community recognition of Council.
- Our Council - drives all that we do.
- Our Council will evolve – and from a Council driven by a culture of strong community engagement based on values of transparency, probity, accountability.

In moving toward this positive position Council have been fully supported by our excellent and hard working staff - all of whom come to work every day to do a good job working for their community. Our Leadership Team has accepted the challenge with all members taking on their full responsibilities with renewed enthusiasm.

The transition between CEOs was a critical period. Quite unselfishly Mr Bruce Lucas accepted the role of Interim CEO and immediately moved to bring stability to the organisation, and prepare a clear pathway for our incoming CEO.

CEO Evan King is well qualified to run Hepburn Shire

- He is CPA qualified
- He is a graduate of the Australian Institute of Company Directors
- He has a strong career background
  - He has worked in the private sector
  - He has strong connections across the social sector, and
  - strong connections with our key stakeholders - and is building on these
- He is a past executive of Hepburn Shire
- He lives in the region
- And foremost – he is a person of high integrity committed to the values of transparency, probity and accountability.

## COUNCILLOR REPORTS

### Councillor Sebastian Klein, Coliban Ward

No written report provided.

### Councillor Don Henderson, Creswick Ward

Last Sunday I attended the sheepdog trials at Dean. There was a great display of steam engines from small pumps to giant traction engines. A hawkers van no less with all of the old wares that one saw when I was small.

The major problem was the parking. The place was overflowing with many having to walk some distance to get to the reserve. As well as the usual dog and sheep fraternity there were visitors from near and far who had come to see the dogs and handlers work their magic. The caterers ran out of food twice and had to go into Ballarat for more stock. The soup bus raffle raised nearly \$1k. The organisers were very up front in praise of the assistance given by the Shire from mowing the oval to helping with bins and even thanking me for attending. Dog trial organisers who were not locals described Dean as the biggest and best sheepdog trials in Victoria and that the event actually surpassed the National trials. The work done by Brian Mahar and his band of helpers was amazing.

Another event was at the Creswick Public Hall and put on by Creswick Museum volunteers. In line with the 100 years of the Magic Pudding a children's art event was put on featuring the theme cats.

Children from all over the shire had their art displayed and heard stories of the famous Creswick Lindsay family. At the same time the Creswick Railway Workshops Ass put on a children's photography prize which was sponsored by Business and Tourism Creswick and the local Creswick Community Bendigo Bank. The photos were of a very high standard and the winners were well rewarded with great prizes.

I also met with our outdoor staff to take a look at Park Lake to see what might be possible in our Creswick Botanical Reserve. Since there is no money in the budget to do any works at the reserve it will be down to volunteers to come up with funds if any work is to be done into the future.

We also looked at a site where volunteers are planning to erect a cairn to commemorate Davies Bridge.

At my ward meeting I was asked about progress of various projects including the toilets at Calembeen and if they would be finished by summer. I was able to tell the people that they would most certainly be done along with the climbing pieces at the splash park. I was unable however to tell them which summer. I do well recall a

motion of Council some months ago that the project at the splash park be started within one month.

I have had many people ask if the pump track that has gone to tender months ago would ever start or would all of the money go in consultants' fees. A bit cynical but I can understand their frustration.

The gardens in Creswick is another issue raised as people visit other parts of the shire to see the street gardens flourishing and wonder why our gardens are all dead and bare. I have to explain that Council just does not have the staff as they have gone to fill gaps in other parts of the shire.

One suggestion was that perhaps some volunteers and some work for the dole people could fill the void if Council covered the insurance.

On a brighter note there has been much praise for the new footpath in Albert St. This project has changed the street greatly for the better.

#### **Councillor Greg May, Creswick Ward**

No written report provided.

#### **Councillor Fiona Robson, Birch Ward**

This month I have been appreciated the increased partnering Our Council is doing with our community and others.

The Victorian government's "pick-my-project" process was an interesting approach to funding projects. It was wonderful to see Our Council work with our community to prepare the applications. There were some fabulous ideas that would make a large difference. Huge congratulations to everyone involved in the applications, particularly the one project in this Shire that secured funding, "Dancing a Jig with Dad" - a community art project in Trentham to honour Matthew Harding. There were lots of other wonderful project ideas that I believe are worth funding and it would be great to find ways to attract funding for these projects.

I was one of many people that enjoyed the return of the Daylesford Cinema. Our Council worked with the cinema's volunteers to set up movies in the Daylesford Town Hall over the school holidays. I am looking forward to the cinema's return in the summer holidays. Thank you everyone involved in the partnership between the cinema and Our Council to making movies available locally.

I was very sorry to miss the battle of the bands on Friday night. Four local bands performed in the Daylesford Town Hall, which created quite a buzz for the musicians, their families and friends. Our Council has been working with a team of young

people as part of the FReeZA program to organise events such as this across Our Shire.

Our Council's Active Women and Girls Strategy is being done in partnership with Hepburn Health. This is a logical partnership and I look forward to continuing shared projects that promote and improve the health and wellbeing of the people of Hepburn Shire.

Repair Cafes have been spoken about for many years. I am very pleased that our Council has been able to support our community to make it happen. It would be great to see lots of people at the first repair cafe in our Shire at Victoria Park this Sunday between 1pm and 4pm.

I believe that partnerships between our Council, community groups, businesses and individuals is the way of the future. We all benefit from working together. I'm looking forward to more examples of our Council working in partnership to benefit us all.

**Councillor Neil Newitt, Cameron Ward**

No report presented

**Councillor Kate Redwood AM, Birch Ward**

This is a brief report as I have been travelling overseas and returned to Australia this morning.

There are two issues that I wish to report on.

Firstly, there was a second successful Community Recycling Forum held on Sunday 30 September at the Daylesford Neighbourhood House. While numbers that RSVP'd were around 40 the attendance on the day was only around 16 – a lesson that scheduling an event on a grand final long weekend does not encourage attendance! However, the smaller numbers were offset by the enthusiasm of the engagement. The report of the progress with glass recycling through the Daylesford Transfer Station, and the commencement of the Repair Cafe were well received, with further suggestions for both recycling activities. There was also further discussion regarding the desire for neighbourhood mulching of green waste, and arrangements that are in place for recycling rags through the community opportunity shop.

While the focus was on Daylesford and surrounds it was noted that interest in the forums and attendance is extending now to Creswick, Clunes and Glenlyon.

Thank you to Steve Millard and Kathleen Brannigan for support, and to Maureen Andrew, Nikki Marshall, Dora Berenyi, for presenting.

Secondly, I wish to make Councillors aware of the very positive reception from residents regarding the impending asphaltting of Houston Street Daylesford. The road has been a concern due to dust for many years – some residents have complained for 25 years – with the problem worsening as more houses were built and traffic increased along Houston and connected streets. The works are anticipated for November and residents are planning a street party to celebrate.

#### RECOMMENDATION

9.1.1. That Council receives and notes the Mayor's and Councillor's reports.

#### MOTION

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

**Moved:** Cr Neil Newitt

**Seconded:** Cr Greg May

**Carried**

## 10. 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
- Allowing members of the community to address Council

Community members are invited to be involved in public participation time in accordance with Local Law 1 Meeting Procedures.

Individuals may submit written questions or requests to address Council to the Chief Executive Officer by 12 noon on the day of 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.

### 10.1. PETITION

No petitions have been received this month in accordance with Local Law 1.

### 10.2. QUESTIONS

The Chair will read out responses to questions taken on notice from the last ordinary meeting, and then hear and respond to new questions received in accordance with Local Law 1.

No questions were taken on notice at the August 2018 meeting of Council.

#### Question 1 – Mr Rod Kirby

How does this Council justify the fact that my property rates have increased ten fold (1000%) since Councils were “amalgamated” in the late 1980’s?

#### Answer 1 – Mayor John Cottrell

Unfortunately, we do not have records available for your property back to the late 1980’s as Hepburn Shire Council was established in January 1995. Rates and charges have increased significantly since this time. Waste management has increased 350%, while general rates and charges have increased 280%, reflecting the cost of service



delivery within Hepburn Shire Council and the sector as a whole. In addition, the State Government Fire Services Levy was introduced in 2013, accounting for 7% of this year's rates notice, or 27% of rates and municipal charges levied in 1998. The principles of sound financial management are always implemented in the governance of Our Council.

**Question 2 – Mr Rod Kirby**

How does this Council justify the fact that another property owner who lives in Hepburn Shire has had a rates increase of 115 percent imposed on him this year alone, despite the State Government rate increase "cap" of 2.5 percent, and what is Council doing to protect pensioners, low income earners and the elderly from such imposts?

**Answer 2 – Mayor John Cottrell**

The total amount of rate income Council can raise each year is the rate revenue raised in the previous year plus the percentage specified by the Minister annually as the rate cap (for 2018-19, this was 2.25%).

Councils do not collect extra revenue as a result of the revaluation process, valuations are used as a tool to assess the rates payable for each individual property. Without knowing details of the property you are referring to, I suggest there may have been circumstances affecting the valuation of the property. Any ratepayer aggrieved by an assessment of the valuation of the property has a right to object within 2 months of the date of issue by Council of the Rate and Valuation notice.

In addition to the current State Government Pension rebate of \$279.40, Hepburn Shire Council continues to grant an additional \$21 rebate on rates to all pensioners eligible for a pension rebate on their property. Further, Council's Revenue Collection and Hardship Policy provides a means of relief for those persons encountering financial hardship.

**Point of Order – Cr Don Henderson**

Local Law 1 requires that behaviour towards Council and Council staff must be respectful.

**Upheld:** Mayor John Cottrell

**Question 3 – Mr Bryan Johns**

Do Councillors have to reply to questions from a rate payer?

**Answer 3 – Mayor John Cottrell**



All questions raised at meetings of Council are answered in writing as soon as practicable after the meeting at which questions are raised. In relation to previous questions that you have raised in relation to street tree planting in Hepburn Springs, written responses have been provided, and during the last month, Council officers have initiated contact with you to further discuss the matter. A letter dated 12 October 2018 confirming the discussions held on 9 October 2018 may not have been received by you prior to submitting your question for consideration at today's meeting.

**Point of Order – Cr Sebastian Klein**

The questioner is not demonstrating respectful behaviour as required under Local Law 1.

**Upheld:** Mayor John Cottrell

**Question 4 – Mr Bryan Johns**

**Why do Council change what they say at the drop of a hat?**

**Answer 4 – Mayor John Cottrell**

Decisions and actions of Council are based on all information that is available to it at the time of making a decision as well as consultation with affected parties. From time to time, changed circumstances or additional information may be brought to Council's attention which affect a previous decision or action of Council. Where those instances are considered to be material in nature, Council makes every attempt to re-engage with all affected parties to arrive at satisfactory outcomes for the majority of the community. If there is a specific decision of Council that you consider requires a more specific response, please provide Council with the details and we will respond.

**Question 5 – Ms Kaye Powell**

At the August Council meeting I asked why, when there is a VCAT ruling to say that there are to be no bores on the site at 33 Collins Road, the owners of the site have applied for a bore licence. Your answer concerned permit 1618. I would like to know about permit 1519. This permit was taken to VCAT and the "no bores" condition was put in place there. To be amended this permit has to be taken to the Supreme Court. Goulburn Murray Water stated in a letter to me, which you have been given a copy of, that Hepburn Shire advised them that permit 1519 was amended on 21<sup>st</sup> August and the condition was removed. They also stated that if I considered the amendment was not appropriate I should discuss it with Council as the responsible authority to enforce the VCAT ruling.

**Was this permit taken to the Supreme Court to be amended?**

**Answer 5 – Mayor John Cottrell**

Planning Permit PIn1519 was not taken to the Supreme Court to be amended. There is no requirement to take a permit issued at the direction of VCAT to the Supreme Court unless VCAT make a direction under Section 85 of the Planning and Environment Act 1987 (the Act), that the responsible authority must not amend the permit or part of the permit. VCAT did not make a direction under Section 85 of the Act that the responsible authority must not amend the permit or part of the permit (PIn1519).

Section 72 of the Planning and Environment Act 1987 (the Act) allows council to consider amending a permit issued at the direction of VCAT. Planning Permit PIn1519 was amended under Section 72 of the Act to remove Goulburn-Murray Water's condition number 36, that 'no further bores can be constructed on site'.

The application to amend the permit to remove condition number 36 was referred to Goulburn-Murray Water (GMW) as a Section 55 referral. GMW is the relevant referral authority with regards to development within a Special Water Catchment Management Area (Drinking Water Catchment).

GMW advised that they have no objection to the removal of their condition that they sought to have included as a permit condition. GMW determined that the removal of the condition will have no adverse impact on ground and surface water quality.

The amended permit was issued on 21 August 2018.

Note: Council is not responsible for the issuing of Groundwater Bore Licences. Groundwater Bore Licences are issued under the Water Act 1989 through Goulburn-Murray Water. A planning permit condition should not be used to restrict a bore licence which is legislated to be assessed under another Act of Parliament.

**Question 6 – Ms Kaye Powell**

**33 Collins Road has 3 permits. One calls it a business/hotel, two call it a dwelling or a home.**

**Is 33 Collins Road a hotel or a home? A one word answer will suffice.**

**Answer 6 – Mayor John Cottrell**

The land at 33 Collins Road, Glenlyon has 'existing use rights' to use the land for a dwelling.

The landowner has three approved planning permits. Two planning permits allow for works on the existing dwelling. The third planning permit allows for a 'change of use of the land to include accommodation (four free standing villas), expansion of the

existing spa and health retreat, use of the existing building for shared facilities for guests, relocation of the dwelling on the land and associated building and works, to be undertaken in three stages.'

The 'existing use rights' for the dwelling will not expire if the landowner enacts planning permit, PIn1519.

The approved permits are:

- PIn1519 – Change of use of the land to include accommodation (four free standing villas), expansion of the existing spa and health retreat, use of the existing building for shared facilities for guests, relocation of the dwelling on the land and associated building and works, to be undertaken in three stages.
- PIn1618.1 – Extension to an existing dwelling
- PIn1733 – Alterations an extension to an existing dwelling

#### **Question 7 – Ms Helen MacDonald**

The Quarry Park Committee of Management in Trentham would like to thank Council for allocating funds for the redevelopment of the Pavillion on the Park, including the toilet block and bbq facilities. As there are two major annual community events held on Quarry Park (Christmas Carols in December and The Great Trentham Spudfest in early May), we are keen to ensure that the demolition and construction phases are timed to allow these two events to proceed unhindered. We are also keen to work with Council to connect with our community, to create a consultation process that results in a successful project.

**Could Council please advise the process and timeline for the community consultation, design and rebuilding of the pavillion as well as assuring us that the project timing will take into account the needs of our community and community groups?**

#### **Answer 7 – Mayor John Cottrell**

Council has allocated funding within the 2018/19 Building and Structures Renewal Program and tentatively for additional allocation in 2019/20 to deliver the project over two financial years.

In addition, Council is currently undertaking the Trentham Place Making Project for which the initial community consultation was undertaken in May 2018.

The outcome of the Place Making Project will inform the project specific design look and feel of the new structure. This design aspect and the service needs of the facility will include specific community consultation and at this early stage we anticipate this will be around February / March 2019.

Council is committed to working with the community and community groups on the project to ensure we take account of the community needs and happy to provide the reassurance requested.

### 10.3. REQUESTS TO ADDRESS COUNCIL

Ms Kaye Powell addressed the Council regarding planning permits issued in relation to 33 Collins Road, Glenlyon.

11. STATUTORY PLANNING REPORTS

Nil

12. OFFICERS' REPORTS

12.1. CHIEF EXECUTIVE OFFICER'S REPORT  
OFFICER'S RECOMMENDATION

12.1.1. That Council receives the Chief Executive Officer's Report for October 2018.

MOTION

12.1.1. *That Council receives the Chief Executive Officer's Report for October 2018.*

**Moved:** Cr Fiona Robson

**Seconded:** Cr Don Henderson

**Carried**

ATTACHMENT 1 - CEO REPORT – OCTOBER 2018

# CHIEF EXECUTIVE OFFICER REPORT

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Presented at the Ordinary Meeting  
of Council on 16 October 2018

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



## CEO Update

### WEEK ENDING 21<sup>st</sup> SEPTEMBER

#### September Council Meeting

On Tuesday 18<sup>th</sup> September the Council meeting was held in Trentham.

The monthly Council meetings are a very important part of Local Government. Resolutions made by Council at Council meetings are how Council instructs the organisation and provide strategic direction. Council meetings are also an opportunity for the community to gain an understanding of Council business and participate in the meeting through public questions, submissions and addressing Council.

#### Hepburn Shire Health – Women & Girls Workshop

On Tuesday morning I opened a workshop that was looking out how we can increase the participation of Women and Girls in Sport & Recreation. This workshop was hosted in partnership with Sport and Recreation Victoria and brought together a range of community stakeholders connected to sport and active recreation in the shire, including representatives from sporting clubs, physical activity groups, health services/organisations, state sporting associations, the Daylesford Secondary College, Sports Central and Parks Victoria.

#### Communities of Respect and Equality (CoRE) meeting

On Wednesday I attended a CoRE meeting to acknowledge and celebrate the milestone of reaching 100 members. The *Communities of Respect and Equality Alliance* (CoRE) is a partnership of organisations, businesses, clubs, groups and networks from across the Grampians Region that share a vision for safe, equal and respectful communities. All member organisations have committed to the vision and goals outlined in the [Communities of Respect and Equality: A plan to prevent violence against women and their children](#).

#### Recognition and Settlement Agreement

On Friday I met with representatives from the Dja Dja Wurrung Clans Aboriginal Corporation to discuss the Reconciliation Action Plan (RAP) and the Recognition and Settlement Agreement. The Recognition and Settlement Agreement (amongst other things) sets out how the culture and traditional practices and the unique relationship of Dja Dja Wurrung People to their traditional Country are recognised, strengthened, protected and promoted, for the benefit of all Victorians, now and into the future.

## WEEK ENDING 27th SEPTEMBER

### Meeting with Regional Roads Victoria (RRV)

This week started with a meeting in Ballarat with the newly created Regional Roads Victoria (RRV). RRV is a country focused division of VicRoads based in Ballarat. RRV will advocate for increased funding for regional roads and improved response times for maintenance. Following on from the meeting with RRV was an announcement of the \$100 million "Fixing Country Roads" Program. This is great news for rural councils who are constantly battling the renewal demands of our large road networks with our financial sustainability. The first round of funding will be \$30 million with applications closing 12 October.

### Meeting with Central Highlands Water

On Tuesday I met with the CEO of Central Highlands Water (CHW) to participate in a tour of CHW assets within the Shire. We travelled to the Bullarto Reservoir, Daylesford Treatment Plant and the storage tanks on Wombat Hill. It is evident that CHW are investing significantly in water infrastructure in the Shire - \$1.5 million on a new spillway at Bullarto Reservoir, \$750k on refurbishing the bottom water storage on Wombat Hill with plans to address the top tank next year and significant investment at the water treatment facility to improve water security.



### Regional Development Victoria

On Thursday I met with Regional Development Victoria (RDV). RDV is the State Government's lead agency responsible for rural and regional economic development. RDV provides this support through a series of funding programs, most notably the Government's \$500 million Regional Jobs and Infrastructure Fund that is designed to deliver important place-based planning and infrastructure investment around the state. It is vitally important that we build strong relationships with all funding bodies

to ensure we get our share of Government Funding. Government funding through grants accounts for 28.6% of Council's annual income:

- Grants 28.6%
- Rates & Charges 60.4%
- Statutory Fees 2.4%
- User Fees & Charges 3.1%
- Other 2.5%

Friday was the Grand Final Public Holiday.

## WEEK ENDING 05th OCTOBER

### Meeting with Coliban Water

This week commenced with a meeting with the Managing Director of Coliban Water to discuss the Trentham Water supply. Much like Central Highlands Water, Coliban Water is investing significantly in water infrastructure to drive water efficiency and security.

### Victorian Chamber of Commerce & Industry

On Monday night, the Acting General Manager Community & Corporate Services Steve Millard and I attended a Victorian Chamber of Commerce function in Melbourne to hear the Premier, the Honourable Daniel Andrews, speak about the Labor Party's plans for Victoria.

On Tuesday I had my weekly meeting with the Mayor and Deputy Mayor, followed by Council briefing day.

On Thursday night I attended a Regional Partnerships meeting in Bannockburn where we discussed issues relating to health, a digital plan, transport and agriculture.

On Friday morning I attended a Central Highlands Councils Victoria CEO meeting in Ballarat.

## WEEK ENDING 12th OCTOBER

### Councillor Strategic Briefing

This week we held the Strategic Briefing session with Councillors and one of the key items on the agenda was a presentation from Louisa Watts in our Aged and Disability Services team. As many of you would know, the Aged and Disability Services sector has been going through significant change for a number of years now. It appears that the Commonwealth Home Support Program Funding and Victorian HACC Program for Younger People funding will be extended until 30 June 2020.

This is great news for one of our most important services. Our Aged and Disability Services Team provide services to our most vulnerable members of the community. This service is highly regarded by the community, State and Federal Government and the Council.

### Creswick Community Bank

On Monday I met with the Creswick Community Bank. The Community Bank is very keen to partner with Council on projects that are "Community Changing". I will be attending their November board meeting to further the discussion on potential projects.

### Regional Meetings

This week I was involved in a number of regional meetings:

- Central Highlands Greenhouse Alliance – Power Purchasing Agreement forum
- Central Highlands Mayor & CEO meeting
- Local Government Professionals (LGPro) Corporate Partner Networking Event
- Municipal Liaison Meeting with VicRoads and Transport Victoria
- Meeting with Macedon Ranges Council, CEO & Mayor

### Funding Announcement – Trentham Kindergarten

On Thursday, Mary Anne Thomas MP, Member for Macedon, announced that Trentham Kindergarten will receive \$305,000 for facility upgrades to improve the quality of the learning environment and provide access for all abilities for three and four-year-old kindergarten. Council will be contributing \$276,000 to the project which will provide additional long day care places integrated with kindergarten and address future demand for kindergarten and other early child hood services, particularly childcare in the Trentham area. This is a huge win for families in Trentham and surrounds.



### Caretaker Period

Finally, with the Victorian state election nearing (24 November 2018), I thought it worth mentioning the caretaker conventions around the election as Council need to be mindful of our interactions with government.

At this stage, the **Caretaker Period will commence at 6pm on Tuesday 30 October 2018** (unless the Victorian Legislative Assembly is dissolved earlier) and runs until the election result is clear or a new government is commissioned.

This means that, during the caretaker period, the government should avoid:

- implementing major policy decisions that are likely to commit an incoming government;
- making significant appointments; and
- entering into major contracts or undertakings.

It is this last point that may affect Council business, in terms of funding agreements, requests for Ministerial procurement exemptions etc.

Full details on caretaker convention and practices is available by accessing the following link:

[https://www.dpc.vic.gov.au/images/documents/Policies/Incoming\\_Government\\_-\\_caretaker\\_guidelines\\_updated\\_-\\_3\\_July\\_2018.pdf](https://www.dpc.vic.gov.au/images/documents/Policies/Incoming_Government_-_caretaker_guidelines_updated_-_3_July_2018.pdf)

## 12.2. ANNUAL REPORT 2017/18

### ACTING GENERAL MANGER COMMUNITY AND CORPORATE SERVICES

*In providing this advice to Council as the Acting General Manager Community and Corporate Services, I Steve Millard have no interests to disclose in this report.*

#### PURPOSE

The purpose of this report is for Council to receive and note the Annual Report 2017/18 for the year ended 30 June 2018.

#### BACKGROUND

Under section 134 of the Local Government Act 1989 (the Act), Council is required to receive the Annual Report at a meeting of Council as soon as practicable after the Council has sent the Annual Report to the Minister for Local Government. The 2017/18 Annual Report was sent to the Minister on 27 September 2018, as required under the Act.

#### ISSUE/DISCUSSION

The 2017/18 Annual Report contains the following information as required by the Local Government (Planning and Reporting) Regulations 2014 (the Regulations):

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

The audited performance statement and financial statements were adopted in principle by Council at its Ordinary Meeting held on Tuesday 18 September 2018.

Key elements of the Annual Report are as follows:

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

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

The 2017/18 Annual Report is available for viewing at Council's offices, Hubs, Libraries and on Council's website.

#### **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

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

#### **FINANCIAL IMPLICATIONS**

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

#### **RISK IMPLICATIONS**

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

#### **ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS**

Publishing the Annual Report allows the public to evaluate how Council performed against its objectives in its 2017 – 2021 Council Plan and the financial results of Council for the year ended 30 June 2018.

#### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

As required by the Act, a public notice appeared in The Courier newspaper on 6 October 2018 and will appear in The Advocate newspaper on 10 October 2018 to advise that the Annual Report has been prepared and that Council will consider it at the Ordinary Meeting of Council on 18 October 2018.



## CONCLUSION

The Annual Report 2017/18 presents the operational and financial performance of Council for the previous year, including the many highlights and achievements.

## OFFICER'S RECOMMENDATION

12.2.1. That Council receives and notes the Hepburn Shire Council Annual Report 2017/18, including Report of Operations, Audited Financial Statements and Audited Performance Statement.

## MOTION

*12.2.1. That Council receives and notes the Hepburn Shire Council Annual Report 2017/18, including Report of Operations, Audited Financial Statements and Audited Performance Statement.*

**Moved:** Cr Greg May

**Seconded:** Cr Neil Newitt

**Carried**



ATTACHMENT 2 - ANNUAL REPORT OF OPERATIONS 2017/18  
(ISSUED UNDER SEPARATE COVER)

ATTACHMENT 3 - AUDITED FINANCIAL REPORT AND PERFORMANCE  
STATEMENT 2017/18  
(ISSUED UNDER SEPARATE COVER)

### 12.3. FINANCIAL REPORT AS AT 30 SEPTEMBER 2018

#### ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

*In providing this advice to Council as the Financial Accountant, I Kathie Attwood have no interests to disclose in this report.*

#### PURPOSE

The purpose of this report is to present a summary of Council's financial performance for the 2018/19 financial year up to 30 September 2018.

#### BACKGROUND

This report provides information on Council's operating performance for the period 1 July 2018 to 30 September 2018 and compares the Income Statement to the budget adopted by Council in June 2018, and the Balance Sheet and Statement of Cash Flows to the corresponding period last year.

#### ISSUE/DISCUSSION

##### Income Statement - Income

Total income year to date is \$22.83 million, which is \$244K less than budget.

The greatest variance appears against Grants – Operating which is \$183K behind year to date budget due mainly to Grants Commission funding down \$358K because of Grants Commission pre-payment in June 2018, plus income received in advance of budget for school crossing grant \$30K and emergency management \$60K. A prior year climate resilience grant of \$63K has also been received.

Grants - Capital is \$26K less than budget including Victorian Grants Commission \$183K down due to an advance payment received in June 2018. Grant payments received for 3 prior year projects not yet included in this year's budget \$110K. Roads to Recovery grant for 2017/18 \$12K received, Newlyn netball court upgrade \$80K received ahead of budget phasing and \$45K of grants not received yet compared to budget for two projects.

Contributions – monetary are \$29K behind budget as the community contribution for Outdoor Exercise Equipment (\$25K) has not been invoiced. Statutory fees and fines up \$36K.

##### Income Statement - Expenses

Total expenses year to date is \$6.79 million, which is \$554K less than budget.

The main contributors are:

- Materials and services where we have spent \$734K less than budget;
- Employee costs are \$260K over budget
- Other expenses which are \$76K less than budget.

Under expenditure in materials and services is predominantly a timing variance of operational payments including Creswick Trails (\$418K) and waste contract payments \$144K. Over expenditure on Employee costs reflects Workcover premium \$67K greater than budget, redundancy payments of \$111K and imported leave provisions adjustments. Other expenses reflect timing variances for community grants \$50K and audit expenses \$20K.

#### **Income Statement - Overall**

The year to date operating result provides a \$16.03 million surplus, which is \$311K greater than budget.

Please refer to the Income Statement attached for further details.

#### **Balance Sheet**

Total Cash as at 30 September 2018 is \$16.6 million including \$6.9 million classified as other financial assets (September 2017 by comparison was \$15.0 million and \$5.9 million). Other financial assets are term deposits with an initial term greater than 90 days.

Total debtors are \$19.6 million (September 2017: \$19.2 million), comprising rate debtors of \$17.3 million (September 2017; \$16.2 million) and \$2.3 million in non-rate debtors (September 2017; \$3 million).

Council's loan balances are at a total of \$4.72 million (September 2017; \$5.39 million).

Please refer to the Balance Sheet attached for further details.

#### **Statement of Cash Flows**

Net decrease in cash and cash equivalents as at 30 September 2018 is \$0.73 million (September 2017; \$3.30 million increase). This is comprised of \$1.03 million provided by operations (September 2017; \$5.94 million), \$1.56 million being spent on investing activities (September 2017; \$2.35 million) and \$0.20 million used in financing activities (September 2017; \$0.28 million provided by financing activities). The greatest operating variance is reflected in Grants – operating due to receipt of flood restoration financial assistance funding in the prior year.

### **Statement of Capital Works**

To date, \$537K of the \$10.4 million capital works budget for 2018/19 has been spent. In addition, \$2.5 million has been committed to be spent through purchase orders.

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

### **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

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

### **FINANCIAL IMPLICATIONS**

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

### **RISK IMPLICATIONS**

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

### **ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS**

None noted.

### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

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

### **CONCLUSION**

The report on the financial performance of Council for the three months from 1 July 2018 to 30 September 2018 is presented for Council's review and noting.

### **OFFICER'S RECOMMENDATION**

12.3.1. That Council receives and notes the Financial Report for the three months from 1 July 2018 to 30 September 2018.

**MOTION**

12.3.1. *That Council receives and notes the Financial Report for the three months from 1 July 2018 to 30 September 2018.*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr Neil Newitt

**Carried**

ATTACHMENT 4 - YEAR TO DATE FINANCIAL REPORT AS AT 30 SEPTEMBER  
2018

# Hepburn Shire Council

## Comprehensive Income Statement

### For the Period Ended 30 September 2018

	YTD Budget 2018/19 \$'000	YTD Actual 2018/19 \$'000	YTD Variance \$'000	
<b>Income</b>				
Rates and charges	20,328	20,327	(1)	
Statutory fees and fines	157	193	36	1
User fees	221	211	(10)	
Grants - operating	1,349	1,166	(183)	2
Grants - capital	487	461	(26)	
Contributions - monetary	60	31	(29)	3
Contributions - non monetary	-	-	-	
Net gain/(loss) on disposal of assets	12	-	(12)	4
Other income	457	439	(18)	
<b>Total income</b>	<u>23,072</u>	<u>22,828</u>	<u>(244)</u>	
<b>Expenses</b>				
Employee costs	2,906	3,166	(260)	5
Materials and services	2,446	1,713	734	6
Bad and doubtful debts	4	1	4	
Depreciation and amortisation	1,757	1,757	0	
Borrowing costs	35	34	1	
Other expenses	200	124	76	7
<b>Total expenses</b>	<u>7,348</u>	<u>6,794</u>	<u>554</u>	
<b>Surplus/(deficit) for the year</b>	<u>15,724</u>	<u>16,034</u>	<u>311</u>	

1. Town planning fees up \$11k, Registration fees up \$9k, Permits up \$6k, Infringements up \$11k.
2. Grants Commission funding down \$358k due to pre-payment in June 2018, \$70K received for projects completed in previous year and \$95K received in advance of budget for emergency management and school crossing supervisors.
3. Contributions down as community contribution for Outdoor Exercise Equipment has not been invoiced.
4. There has been no sale of plant to date.
5. Workcover \$67k over budget for entire year, Redundancy payments \$111k, AL & LSL provision adjusted to 30/09/2018 \$140k. Savings in Aged Care \$36k, Planning \$29k and IT \$26k.
6. Underspend of operational projects including Creswick Trails \$446k and delayed contract payments for Waste Management \$144K.
7. Timing of Community Grants \$50k and audit expenses \$20k.



# Hepburn Shire Council

## Balance Sheet

### As at 30 September 2018

	<i>Current Year Actual</i>	<i>Prior Year Actual</i>	<i>Variance Year on Year</i>
	\$'000	\$'000	\$'000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	9,638	9,164	474
Trade and other receivables	19,641	19,190	451
Other financial assets	6,933	5,866	1,067
Inventories	(16)	18	(34)
Non-current assets classified as held for sale	545	545	-
Other assets	120	43	77
<b>Total current assets</b>	<u>36,861</u>	<u>34,826</u>	<u>2,035</u>
<b>Non-current assets</b>			
Property, infrastructure, plant and equipment	245,666	231,227	14,439
Intangible assets	450	544	(94)
<b>Total non-current assets</b>	<u>246,116</u>	<u>231,771</u>	<u>14,345</u>
<b>Total assets</b>	<u>282,977</u>	<u>266,597</u>	<u>16,379</u>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	261	452	191
Trust funds and deposits	2,888	3,122	233
Provisions	1,885	2,635	750
Interest-bearing loans and borrowings	596	729	132
Other Liabilities	18	18	-
<b>Total current liabilities</b>	<u>5,649</u>	<u>6,955</u>	<u>1,307</u>
<b>Non-current liabilities</b>			
Provisions	447	452	4
Interest-bearing loans and borrowings	4,127	4,666	539
Other Liabilities	80	98	18
<b>Total non-current liabilities</b>	<u>4,654</u>	<u>5,215</u>	<u>561</u>
<b>Total liabilities</b>	<u>10,303</u>	<u>12,171</u>	<u>1,868</u>
<b>Net assets</b>	<u>272,674</u>	<u>254,427</u>	<u>18,247</u>
<b>Equity</b>			
Accumulated surplus	165,793	160,821	4,972
Reserves	106,881	93,606	13,275
<b>Total Equity</b>	<u>272,674</u>	<u>254,427</u>	<u>18,247</u>

# Hepburn Shire Council

## Statement of Cash Flows

### For the Period Ended 30 September 2018

	<i>Current Year Actual</i>	<i>Prior Year Actual</i>	
	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000	
<b>Cash flows from operating activities</b>			
Rates and charges	4,844	4,312	532
Statutory fees and fines	193	180	13
User fees	135	295	(160)
Grants - operating	1,212	6,055	(4,843)
Grants - capital	461	177	284
Contributions - monetary	31	41	(10)
Interest received	126	65	61
Rent received	150	249	(100)
Trust funds and deposits taken	505	509	(4)
Other receipts	21	26	(5)
Net GST refund/payment	170	384	(214)
Employee costs	(3,200)	(2,814)	(386)
Materials and services	(3,486)	(3,363)	(123)
Trust funds and deposits repaid	(7)	(15)	8
Other payments	(124)	(165)	41
<b>Net cash provided by/(used in) operating activities</b>	<b>1,031</b>	<b>5,937</b>	<b>(4,905)</b>
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equipment	(562)	(641)	80
Proceeds from sale of property, infrastructure, plant and equipment	-	-	-
Payments for investments	(6,000)	3,000	(9,000)
Proceeds from sale of investments	5,000	(4,712)	9,712
<b>Net cash provided by/(used in) investing activities</b>	<b>(1,562)</b>	<b>(2,354)</b>	<b>792</b>
<b>Cash flows from financing activities</b>			
Finance costs	(34)	(47)	14
Proceeds from borrowings	-	-	-
Repayment of borrowings	(163)	(235)	72
<b>Net cash provided by/(used in) financing activities</b>	<b>(197)</b>	<b>(283)</b>	<b>85</b>
Net increase (decrease) in cash and cash equivalents	(727)	3,300	(4,028)
Cash and cash equivalents at the beginning of the period	10,365	5,864	4,502
<b>Cash and cash equivalents at the end of the period</b>	<b>9,638</b>	<b>9,164</b>	<b>474</b>

ATTACHMENT 5 - STATEMENT OF CAPITAL WORKS – SEPTEMBER 2018

## Hepburn Shire Council Statement of Capital Works as at 30 September 2018

Project Number	Project Name	New/ Renew/ Upgrade	2018/19 Expenditure			2018/19 Expenditure			% Spent YTD	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Full Year Budget	YTD Actual
			Full Year Budget	YTD Actual	% Spent YTD	2018/19 Expenditure	2018/19 Expenditure	2018/19 Income						
<b>PROPERTY</b>														
<b>Land improvements</b>														
	Town and Shire Road Signage		-	2,352	100%	35	2,387	100%	-	-	-	-	-	-
	Interpretive Signage at Calembreen Park		-	450	100%	-	450	100%	-	-	-	-	-	-
			-	<b>2,802</b>	<b>100%</b>	<b>35</b>	<b>2,837</b>	<b>100%</b>	-	-	-	-	-	-
<b>Total land Buildings</b>														
	Multi Purpose Facility - Victoria Park Daylesford		-	-	100%	-	-	100%	-	-	-	-	50,000	-
	Trentham Community Hub		30,000	1,711	6%	65,049	66,760	223%	-	-	-	-	-	-
	Hepburn Shire Council Services & Community Hub Construction		65,000	115,300	177%	607,767	723,066	1112%	-	-	-	-	-	-
	Kitchen - Creswick Town Hall		-	-	100%	-	-	100%	-	-	-	-	-	(384)
	Waste Management Facility Construction		-	(6,674)	100%	-	(6,674)	100%	-	-	-	-	-	-
	Daylesford Pool Upgrades		20,000	375	2%	-	375	2%	-	-	-	20,000	-	-
	Reserve Facility Renewal and Upgrade Program		15,000	-	0%	230	230	2%	-	-	-	-	-	-
	Hepburn Netball Changerooms		390,350	5,628	1%	250	5,878	2%	-	-	-	130,000	-	-
<b>Building improvements</b>														
	Capital Building and Structures Renewal Program		953,000	30,773	3%	40,926	71,700	8%	-	-	-	-	-	-
	Bullarto Community Facilities		-	225	100%	415	640	100%	-	-	-	-	-	-
	Sustainability Strategy - Towards Zero - Council Assets		258,000	7,271	3%	39,941	47,212	18%	-	-	-	-	-	-
	Daylesford Town Hall Community Hub assoc works		250,000	4,806	2%	4,500	9,306	4%	-	-	-	250,000	-	-
	<b>Total buildings</b>		<b>1,981,350</b>	<b>159,415</b>	<b>8%</b>	<b>759,078</b>	<b>918,493</b>	<b>46%</b>	-	-	-	<b>400,000</b>	<b>49,616</b>	-
	<b>TOTAL PROPERTY</b>		<b>1,981,350</b>	<b>162,217</b>	<b>8%</b>	<b>759,113</b>	<b>921,330</b>	<b>47%</b>	-	-	-	<b>400,000</b>	<b>49,616</b>	-
<b>PLANT AND EQUIPMENT</b>														
<b>Plant, machinery and equipment</b>														
	Vehicle and Plant Replacement		2,121,100	4,165	0%	180,761	184,926	9%	-	-	-	209,000	-	-
	National Flagship Bioenergy Facility		975,000	390	0%	45,000	45,390	5%	-	-	-	450,000	75,000	-
	Trentham Pool Blanket Replacement		14,000	-	0%	-	-	0%	-	-	-	-	-	-
	Transfer Stations CCTV		20,000	-	0%	-	-	0%	-	-	-	-	-	-
<b>Computers and telecommunications</b>														
	IT Hardware / Technology Renewal Program		96,500	6,382	7%	22,207	28,589	30%	-	-	-	-	-	-
	Library Equipment		-	-	100%	43,097	43,097	100%	-	-	-	-	-	-
	Library Collection Renewal		57,389	-	0%	-	-	0%	-	-	-	-	-	-
	<b>TOTAL PLANT AND EQUIPMENT</b>		<b>3,283,989</b>	<b>10,937</b>	<b>0%</b>	<b>291,065</b>	<b>302,002</b>	<b>9%</b>	-	-	-	<b>659,000</b>	<b>75,000</b>	-
<b>INFRASTRUCTURE</b>														
<b>Roads</b>														
	Road Reseals Program		869,000	-	0%	-	-	0%	-	-	-	-	-	-
	Gravel Resheet Program		496,000	13,637	3%	152,450	166,086	33%	-	-	-	-	-	-
	Pavement Rehabilitation, Formation & Drainage		1,453,985	4,268	0%	330,550	334,818	23%	-	-	-	621,526	11,663	-
	Road Safety Improvements Program		50,000	-	0%	-	-	0%	-	-	-	-	-	-
	East St Railway Bridge Underpass		200,000	6,938	3%	13,001	19,938	10%	-	-	-	-	-	-
	Road Upgrade Policy & Road Sealing Implementation Fund		200,000	-	0%	1,969	1,969	1%	-	-	-	-	-	-
	<b>Bridges</b>		278,250	3,408	1%	133,162	136,569	49%	-	-	-	-	-	-
<b>Footpaths and cycleways</b>														
	Footpath Improvement and Renewal Program		146,500	191,567	131%	8,354	199,921	136%	-	-	-	-	-	-
	Walking and Cycling Footpath and Trail Implementation		414,700	-	0%	-	-	0%	-	-	-	-	-	-

## Heppburn Shire Council Statement of Capital Works as at 30 September 2018

Project Number	Project Name	New/ Renew/ Upgrade	2018/19 Expenditure			Commit- ments	2018/19 Expenditure		% Spent YTD	YTD Actual + Commit.	% Spent YTD Incl Commit.	2018/19 Income	
			Full Year Budget	YTD Actual	% Spent YTD		YTD Actual Budget	YTD Actual Income					
	Creswick crossing/outstands - Path Vic Park Soccer facility to pavillion		-	18,380	100%	-	18,380	100%	-	100%	-	-	
			10,000	-	0%	-	-	0%	-	0%	-	-	
	<b>Drainage</b>												
	Kerb & Channel Rehabilitation		249,000	19,620	8%	97,718	117,338	47%	-	47%	-	-	
	Drainage condition assessment and renewal/upgrade program		38,000	(120)	0%	-	(120)	0%	-	0%	-	-	
	Heppburn Springs Rd Drainage between Ingrow and Lardi Lanes		-	-	100%	77,172	77,172	100%	-	100%	-	-	
	<b>Recreational, leisure and community facilities</b>												
	Playground Equipment Replacement Program		-	-	100%	1,990	1,990	100%	-	100%	-	-	
	Hard-court Annual Renewal Program		-	-	100%	1,780	1,780	100%	-	100%	-	-	
	Creswick Soccer Club lighting		-	-	100%	-	-	100%	-	100%	-	10,000	
	Daylesford Soccer Clubrooms Refurbishment		60,000	11,369	19%	56,724	68,093	113%	-	113%	-	-	
	Swimming Pool Consultation and Scoping Creswick		-	-	100%	38,285	38,285	100%	-	100%	-	-	
	Climate Resilient Recreation Facilities		6,000	-	0%	-	-	0%	-	0%	-	-	
	Reserves Entrance Enhancement Program		3,000	-	0%	-	-	0%	-	0%	-	-	
	Newlyn Netball Court Upgrades		150,000	50	0%	-	50	0%	-	0%	-	79,875	
	Reserve Benches and Tables Renewal and Expansion Program		35,400	-	0%	-	-	0%	-	0%	-	-	
	Outdoor Exercise Equipment		40,000	-	0%	-	-	0%	-	0%	-	25,000	
	Clunes Turf Wicket Replacement		81,000	-	0%	77,582	77,582	96%	-	96%	-	54,000	
	<b>Parks, open space and streetscapes</b>												
	Trentham Streetscape Implementation		-	1,875	100%	-	1,875	100%	-	100%	-	-	
	Hepburn Streetscape Construction		-	-	100%	212,000	212,000	100%	-	100%	-	-	
	Lake Daylesford Improvements		-	-	100%	2,680	2,680	100%	-	100%	-	50,000	
	Mineral Springs Reserve Improvement Works		-	89,171	100%	19,108	108,278	100%	-	100%	-	-	
	Wombat Hill Botanic Garden Works		-	600	100%	7,600	8,200	100%	-	100%	-	-	
	Additional street trees and Parklet prototype		-	125	100%	-	125	100%	-	100%	-	-	
	Bouldering wall (rock climbing) in Creswick community park		-	2,693	100%	13,662	16,355	100%	-	100%	-	-	
	Fraser St (Service St-Creswick Rd) Clunes Streetscape Works		-	190	100%	720	910	100%	-	100%	-	-	
	Jubilee Lake Remedial Works		190,000	-	0%	185,500	185,500	98%	-	98%	-	-	
	<b>Other infrastructure</b>												
	Public Art Appropriation & Replacement		40,000	-	0%	185	185	0%	-	0%	-	-	
	Doug Lindsay Carpark and Traffic Management		120,000	-	0%	-	-	0%	-	0%	-	-	
	<b>TOTAL INFRASTRUCTURE</b>		<b>5,130,835</b>	<b>363,800</b>	<b>7%</b>	<b>1,432,291</b>	<b>1,796,091</b>	<b>35%</b>		<b>35%</b>	<b>805,526</b>	<b>151,538</b>	
	<b>TOTAL CAPITAL WORKS</b>		<b>10,396,174</b>	<b>536,954</b>	<b>5%</b>	<b>2,482,469</b>	<b>3,019,423</b>	<b>29%</b>		<b>29%</b>	<b>1,864,526</b>	<b>276,154</b>	
	<b>Represented by:</b>												
	New asset expenditure	New	2,810,700	113,869	4%	731,662	845,531	30%	-	30%	475,000	85,000	
	Asset renewal expenditure	Renew	6,905,474	393,491	6%	1,405,564	1,799,055	26%	-	26%	1,284,526	11,279	
	Asset upgrade/expansion expenditure	Upgrade	680,000	29,595	4%	345,242	374,836	55%	-	55%	105,000	179,875	
	<b>Total capital works expenditure</b>		<b>10,396,174</b>	<b>536,954</b>	<b>5%</b>	<b>2,482,469</b>	<b>3,019,423</b>	<b>29%</b>		<b>29%</b>	<b>1,864,526</b>	<b>276,154</b>	

12.4. DEVELOPMENT AND COMMUNITY SAFETY REPORT  
 GENERAL MANAGER INFRASTRUCTURE

*In providing this advice to Council as the Manager Development and Community Safety, I Justin Fiddes have no interests to disclose in this report.*

**PURPOSE**

The purpose of this report is to update Council on the activities of the building, environmental health, community safety and planning units of council.

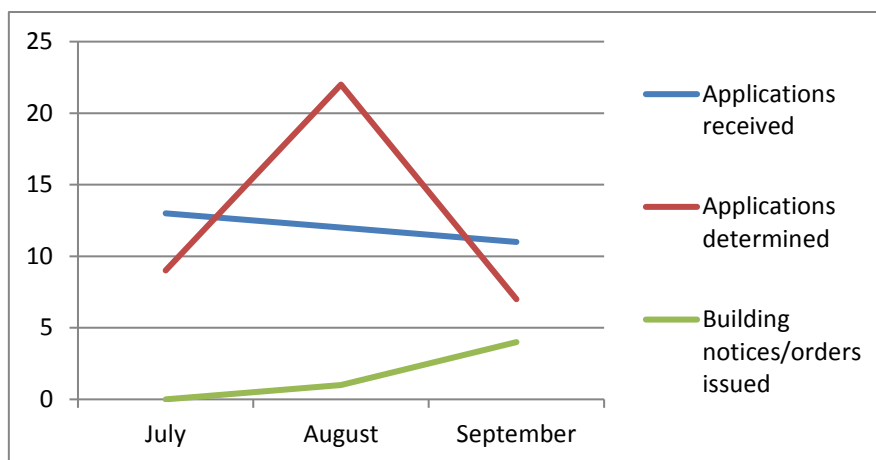
**ISSUE/DISCUSSION**

**Building**

The building activity report for September 2018 is summarized below:

Building Activity	Total
Building applications received	11
Building applications determined	7
Building notices/orders issued	4
Total development cost	\$ 1,129,637.71

The following graph indicates building statistics and activity for the 18/19 financial year.



Building applications received remains consistent. Building resources were focused on a number of outstanding approvals in August which explains why there was a

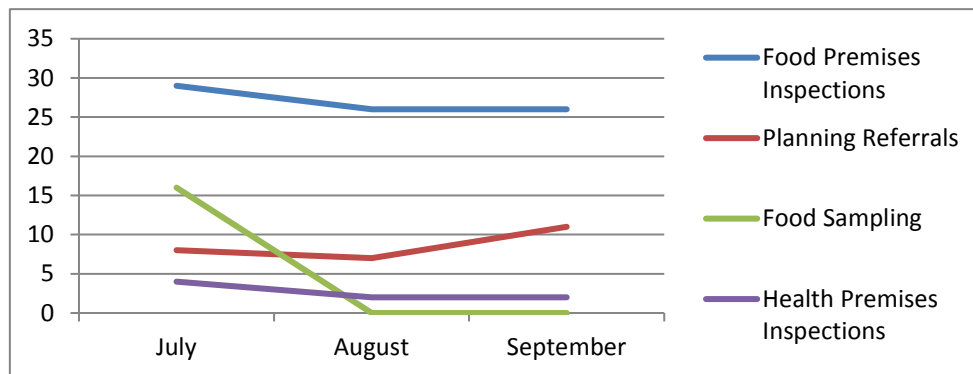
spike in approvals in August. A focus in future months on outstanding orders/notices/swimming pool audits will see a rise in activity on compliance issues.

**Environmental Health**

The environmental health activity report for September 2018 is summarized below:

Environmental Health Activity	Total
Food Premises Inspections	26
Planning Referrals	11
Food Sampling	0
Health Premises Inspections	2

The following graph indicates environmental health statistics and activity for the 18/19 financial year.



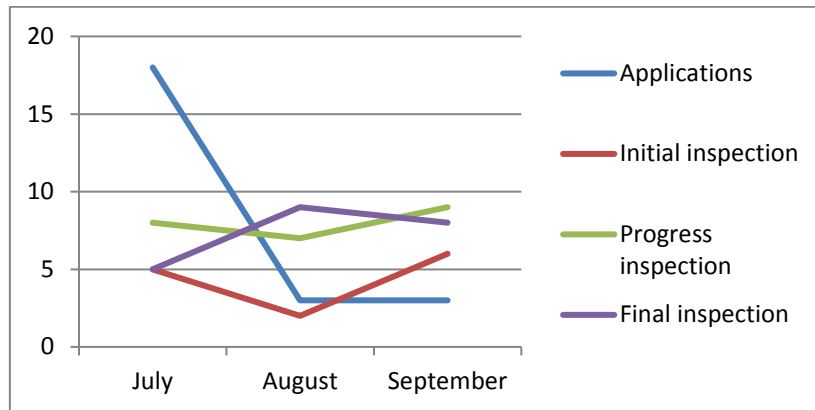
Note: August figure adjusted to account for unreported inspections at time of August report.

Food Sampling is scheduled every second month however was not undertaken in September and will be conducted in October. All other indicators remain on track.

The environmental health septic tank application/inspection activity report for September 2018 is summarized below:

Septic Tank applications/inspections	Total
Applications	3
Initial inspection	6
Progress inspection	9
Final inspection	8

The following graph indicates environmental health septic tank application/inspection statistics and activity for the 18/19 financial year.



July saw a large number of Septic applications submitted in preparation for installation towards the end of the year to coincide with more favourable weather.

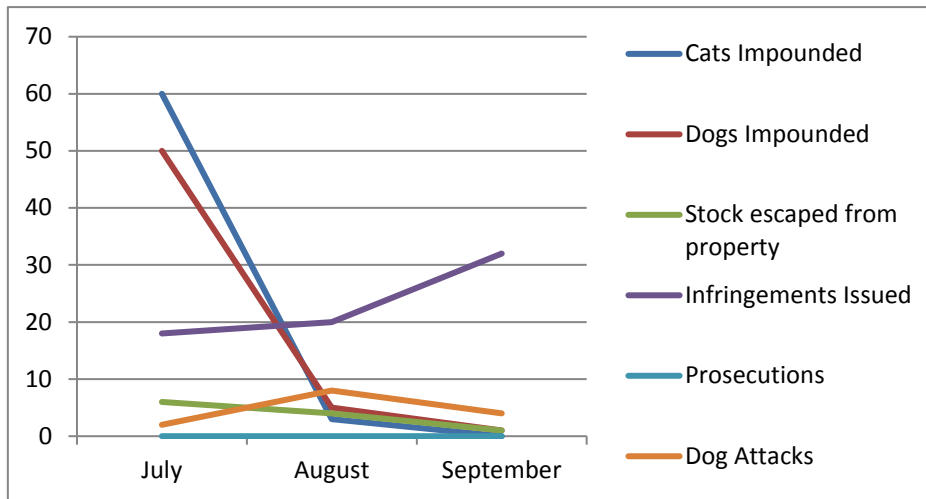
### Community Safety

The local laws activity report for September 2018 is summarized below:

Local Laws Activity	Total
Cats Impounded	0
Dogs Impounded	1
Stock escaped from property	1
Infringements Issued	32
Prosecutions	0
Dog attacks	4



The following graph indicates local laws statistics and activity for the 18/19 financial year.



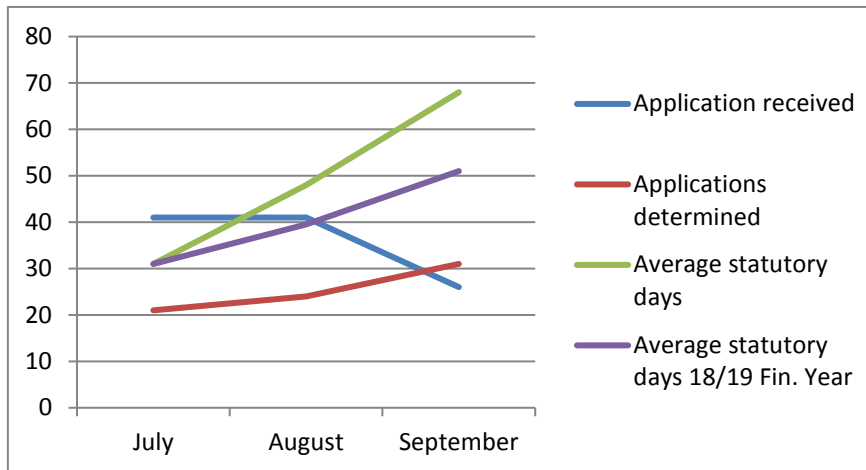
The most notable change in trends in the above graph is the drop in cats and dogs impounded in July compared to August and September. This was due to a joint operation between Council and the RSPCA in July on reported unregistered animals at several locations throughout the shire which resulted in a large number of animals being surrendered.

### Planning

The planning activity report for September 2018 is summarized below:

Planning Activity	Total
Applications received	26
Applications determined	31
Average statutory days	68
Average statutory days 18/19 financial yr	51
Average statutory days 17/18 financial yr	45

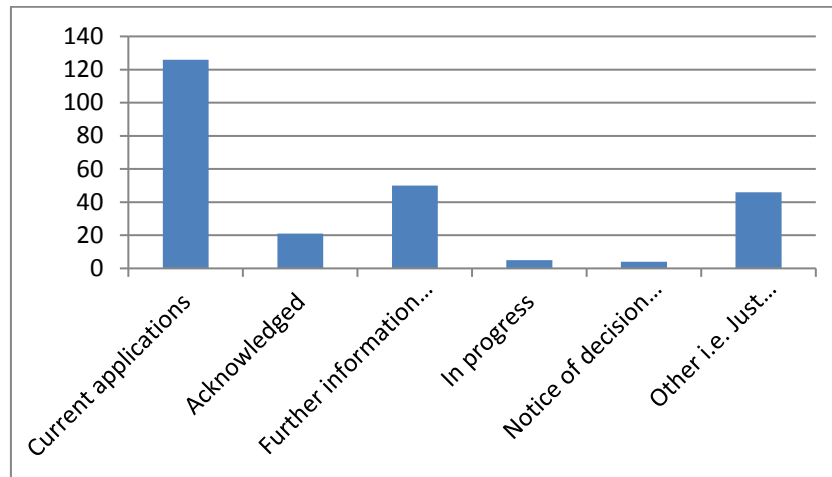
The following graph represents planning activity for the 18/19 financial year.



The numbers of days (average statutory days) to assess planning applications has increased from approx 31 to 67 from July to September. This is expected due to staff vacancies while positions are being filled. A recruitment process is complete and over the coming months it is expected that the average statutory days will start to trend downwards.

The status of all active applications as at September 2018 is summarized below:

Status of applications	Total
Current applications	126
Acknowledged	21
Further information request	50
In progress	5
Notice of decision pending	4
Other i.e. just submitted, referred	46



#### OFFICER'S RECOMMENDATION

12.4.1. That Council receives and notes the report for information.

#### MOTION

12.4.1. *That Council receives and notes the report for information.*

**Moved:** Cr Neil Newitt

**Seconded:** Cr Greg May

**Carried**

12.5. CUSTOMER REQUESTS UPDATE

ACTING GENERAL MANAGER COMMUNITY & CORPORATE SERVICES

*In providing this advice to Council as the Acting General Manager Community & Corporate Services, I Steve Millard have no interests to disclose in this report.*

PURPOSE

The purpose of this report is to provide Council with an update on customer requests received and responded to through the Closing the Loop system.

BACKGROUND

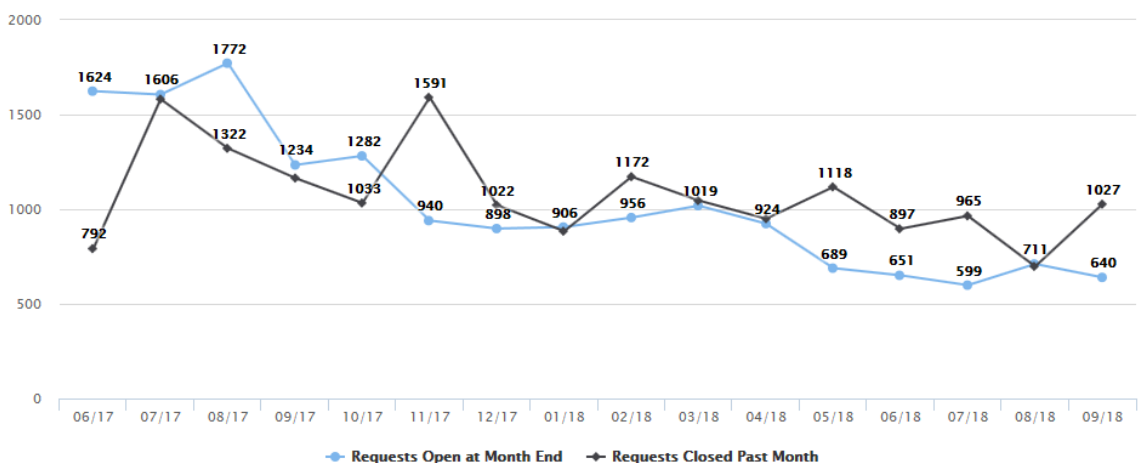
Council uses a Customer Request System *Closing the Loop* to receive and respond to a wide range of requests. The system is web-based and enables community members to directly enter requests, as well as staff to add and manage requests both in council offices as well as remotely.

In using the system, the organisation is focussed on the importance of contact with customers to close the loop on all requests and recording details of actions taken.

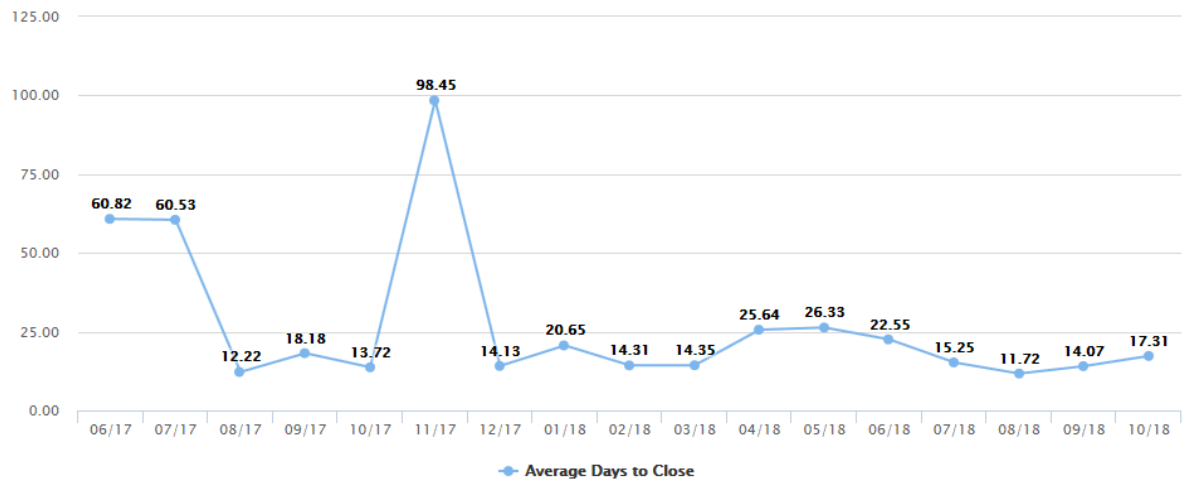
ISSUE/DISCUSSION

The following data provides the key indicators for the customer requests in *Closing the Loop*.

Total Requests Open and Closed Each Month



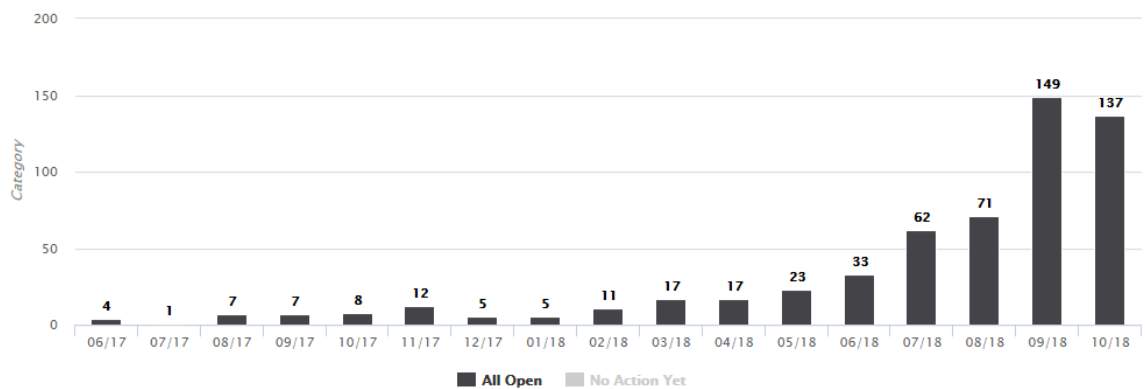
### Average Days to Close External Requests



The average days to close requests in the months of June, July and November 2017 were particularly high due to closing out old requests that were migrated from our old customer request system. This included a large number of waste requests that had previously been actioned, but not closed in the request system.

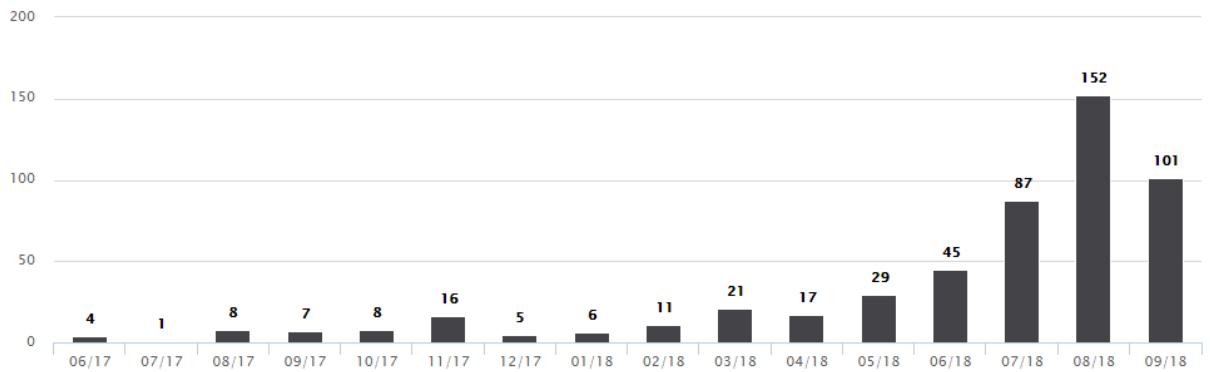
### Open Requests by Month Received

Current - October 2018



Note: extracted on 8 October 2018

Last Month – September 2018



Note: extracted on 12 September 2018.

## COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

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.

Action: 12.06 Set improvement targets for timeframes for responding to customer inquiries and requests.

Key Strategic Indicator: Average Days to Close External Customer Requests

## FINANCIAL IMPLICATIONS

Responding to customer requests is managed within the recurrent operational budget.

## RISK IMPLICATIONS

Customer requests relate to a range of different matters and risks. Effective processes for managing and responding to requests is an important part of Council's control framework.

## ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

No specific matters noted.

## COMMUNITY AND STAKEHOLDER ENGAGEMENT

Customer requests are an important mechanism to engage on a range of matters. This report enables Council to inform the community on the volumes of received and processed requests.

## CONCLUSION

Council manages and responds to customer requests using the *Closing the Loop* system, including a focus on actively closing the loop with contacting customers. The above summary information has been provided for Council's information.

## OFFICER'S RECOMMENDATION

12.5.1. That Council notes the update on customer requests for October 2018.

## MOTION

12.5.1. *That Council notes the update on customer requests for October 2018.*

**Moved:** Cr Neil Newitt

**Seconded:** Cr Kate Redwood AM

**Carried**

**12.6. ANNUAL BUILDING AND STRUCTURES RENEWAL PROGRAM  
GENERAL MANAGER INFRASTRUCTURE**

*In providing this advice to Council as the General Manager Infrastructure, I Bruce Lucas have no interests to disclose in this report.*

**PURPOSE**

The purpose of this report is for Council to consider amending the current Building and Structures Asset Renewal Program.

**BACKGROUND**

Council's current 2018/19 Building and Structures Asset Renewal Program has a total budget allocation of \$953,000 and is made up of many individual projects. In addition, there are a number of incomplete projects from the 2017/18 program.

Within this program is an allocation of \$30,000 for external painting and minor repairs for the Creswick Town Hall and \$60,000 for Emergency Works across the across the asset group. This is allocated to address unforeseen items as they may arise through the year and address risks that may arise needing urgent attention.

**ISSUE/DISCUSSION**

Creswick Town Hall

In detailing the scope and seeking quotes for this work it has identified that it is a complex project that is likely to require additional funds to achieve the expected result. Prior to painting, there are extensive repairs required on the timber window frames which has also raised some security concerns.

It was proposed that works focus on restoring the window frames to repair damage and paint these however this will not achieve the expected outcomes of the project.

Given the intended outcome is not able to be achieved with the funding allocated and considering there is additional investment programmed over the next 1-3 years, officers believe it would be beneficial to use the current funds to have a suitably qualified Conservation Architect complete an assessment of the facility.

The Conservation Architect would undertake a full condition survey of the building and provide a report detailing assessments to the condition of interior and exterior fabric as well as compliance improvements and a staged scope of works to ensure Council's ongoing investment is correctly targeted and prioritised. This process may also provide an opportunity to consider ideas relating to the improved flow of the change room area at the rear of the stage and its integration to the main hall.



This will ensure a strategic and targeted approach is taken to the preservation and restoration of the valued community facility and also facilitate opportunities to explore external funding for completing identified works.

#### Emergency Works

Council's current program also has an allocation for emergency works which is intended to be available to complete urgent works to ensure safety and ongoing use of the various facilities without detrimentally impacting on other identified projects.

Concerns have recently been identified in relation to the floor structure of the Trentham Kindergarten which appears to require a full restumping of the building.

The current Building and Structures Renewal Program has an allocation of \$60,000 for repairs and maintenance works at the Trentham Kindergarten and also supports an external funding application which has just now been announced.

Whilst the necessary restumping works may not be considered 'urgent emergency' works, it is unlikely that the upgrade works will be able to proceed without the necessary restumping being completed. This is expected to cost in the order of \$20,000 and is outside the current improvement project.

To allow the timely delivery of the upgrade to the Trentham Kindergarten it is proposed to fund the restumping works from the funds set aside for Emergency works and commence these works as soon as possible. At the time of preparing this report these funds remain fully available.

#### **COUNCIL PLAN/LEGISLATIVE COMPLIANCE**

Council Plan 2013:2017:

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.

Action: Continue to invest in our assets at a level greater than depreciation by delivering the annual asset renewal capital works program.

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

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

Action: Support the development and delivery of early years services including kindergartens, pre-schools and child-care to meet demand.

#### **FINANCIAL IMPLICATIONS**

The two proposed changes to the Building and Structures Asset Renewal program do not alter the total budget allocation for the program and therefore do not have any financial impact on the total 2018/19 budget.

There is also an opportunity to explore external funding opportunities for the Creswick Town Hall Project in future years with a full detailed assessment and supporting reports that give some strategic priority to future works. This will have a positive impact on future budget demand.

#### **RISK IMPLICATIONS**

There may be a risk with allocating the emergency works funding should one or more significant items arise within the buildings portfolio prior to 30 June 2019 however this risk is deemed to be small.

Without the adjustment to the current Building and Structures Asset Renewal Program, there is also a risk that both the Painting of the Creswick Town Hall Project and the upgrade and extension to the Trentham Kindergarten projects will not be delivered or delivered to meet the community's expectation.

#### **ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS**

Both of these projects will provide social benefits to the respective communities and surrounding areas with improved community assets and services being delivered from these facilities.

The delivery of works ensures responsible investment in Councils assets and will provide a more economically sustainable management of Councils assets, some economic benefit to the respective communities and secure improved childcare and kindergarten services in the Trentham and surrounding area.

#### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

There have been discussions with the Creswick Museum during the scoping of the painting and repairs project and in particular the maintenance needed on the window frames. There were concerns raised through this engagement around security for the museum which will need to be resolved in the planning for any works to be undertaken.

There has also been ongoing discussions with the community and Eureka Community Kindergarten Association Inc (ECKA) as the approved provider of the Trentham Kindergarten service and ECKA are represented on the Project Control Group for this project.

### CONCLUSION

Within Council's Building and Structures Asset Renewal program there is an allocation of \$30,000 for external painting and minor repairs for the Creswick Town Hall and \$60,000 for Emergency Works across the building and structures portfolio.

Given the intended outcome is not able to be achieved with the funding allocated for either project it is proposed to:

- alter the scope for the Creswick Town Hall Project to be a full condition survey of the building and provide a report detailing assessments to the condition of interior and exterior fabric, compliance improvements and a staged scope of works to ensure Council's ongoing investment is correctly targeted and prioritised, and
- fund the restumping works at the Trentham Kindergarten from the Emergency Works within the Building and Structures Asset Renewal program to allow the timely delivery of the maintenance and upgrade works.

### OFFICER'S RECOMMENDATION

That Council:

- 12.6.1. Agrees to vary the project scope for the Creswick Town Hall works to now be for the engagement of Conservation Architects to complete a full condition survey of the building and provide a report detailing assessments to the condition of interior and exterior fabric as well as compliance improvements and a staged scope works.
- 12.6.2. Agrees to the restumping works required at the Trentham Kindergarten facility and it being funded from the Emergency Works allocation of the Building and Structures Renewal Program.

## MOTION

*That Council:*

- 12.6.1. *Agrees to vary the project scope for the Creswick Town Hall works to now be for the engagement of Conservation Architects to complete a full condition survey of the building and provide a report detailing assessments to the condition of interior and exterior fabric as well as compliance improvements and a staged scope works, at an already budgeted cost of \$30,000.*
- 12.6.2. *Agrees to the restumping works required at the Trentham Kindergarten facility and it being funded from the Emergency Works allocation of the Building and Structures Renewal Program at an estimated cost of \$20,000, subject to the matter returning to council before the approval of the works.*

**Moved:** Cr Don Henderson

**Seconded:** Cr Sebastian Klein

**Carried**

**12.7. SUPPORT FOR DAYLESFORD SPA COUNTRY RAILWAY BULLARTO TOURIST  
PRECINCT STATION REDEVELOPMENT**

**CHIEF EXECUTIVE OFFICER**

*In providing this advice to Council as the Manager, Special Projects, I Kathleen Brannigan have no interests to disclose in this report.*

**PURPOSE**

The purpose of this report is for Council to resolve to provide a letter of support to the Daylesford Spa Country Railway's proposed redevelopment of Bullarto Station.

**BACKGROUND**

Daylesford Spa Country Railway (DSCR) and the Daylesford Sunday Market has been operating successfully for over 25 years. The 9-kilometre railway operates railmotors through the picturesque Wombat State Forest from Daylesford to Bullarto attracting over 10,000 patrons annually, mainly families and couples enjoying the attractions offered in the Spa Country. The Sunday Market, which attracts over 180,000 patrons annually, has a reputation as a quality venue in a superb rustic setting. The railway and market are a major regional attraction that adds significantly to the regional economy and employment. DSCR also ensures that Victoria's rich rail heritage of branch lines and railmotors is retained.

DSCR is progressing the Bullarto Station Tourist Precinct Development to improve the visitor experience, to develop Bullarto as a visitor destination, and to consolidate its position as a regional attraction.

A re-developed Bullarto Station would operate as a year-round facility for exhibitions, conferences and wedding receptions. The re-developed Station has the potential to increase the number of train passengers annually from 10,000 to 20,000.

**ISSUE/DISCUSSION**

The Daylesford to Hanging Rock Rail Trail has been identified by Hepburn and Macedon Ranges Shire Councils as a high priority economic development project.

Along with the core rail trail, the project encompasses several connection spurs including Woodend to Hanging Rock, Karlsruhe to Kyneton, Trentham to Falls Trail and the Bullarto Station Tourist Precinct Development Project.

The improved infrastructure provided by the Bullarto Station development will enhance the visitor experience along the trail. The station redevelopment will provide visitors with a unique opportunity to experience a train ride between Daylesford Station and Bullarto Station, which operates at the highest elevation of any operating railway station in Victoria.

## COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Vibrant Economy

Key Strategic Activity:

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

Action 10.2 Develop, build and promote iconic walking and cycling trails including the Creswick Trails "Mountain Bike Mecca" and Daylesford Macedon Rail Trail

## FINANCIAL IMPLICATIONS

Council has allocated \$100,000 in the 2018 -19 budget for the 'core' rail trail. It is not proposed that Council allocate any funding to the Bullarto Station Tourist Precinct Development Project.

## RISK IMPLICATIONS

Nil identified

## ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The re-developed Bullarto Station will operate as a year-round facility for exhibitions, conferences and events. The development of the Bullarto Station has the potential to increase the annual number of train passengers from 10,000 to 20,000.

## COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Bullarto Station Tourist Precinct Development is included in the Daylesford and Macedon Ranges Tourism Region Product Development Plan which prioritises product development opportunities.

## CONCLUSION

The DSCR Bullarto Station Tourist Precinct Development complements the Daylesford Hanging Rock Rail Trail and it is appropriate for Council to express its support for the project.

## OFFICER'S RECOMMENDATION

12.7.1. That Council resolves to support the Daylesford Spa Country Railway Bullarto Station Tourist Precinct Development Project and provides a letter of support.

**MOTION**

12.7.1. *That Council resolves to support the Daylesford Spa Country Railway Bullarto Station Tourist Precinct Development Project and provides a letter of support*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr Sebastian Klein

**Carried**

## 12.8. COMMUNITY GRANTS - OCTOBER 2018

### ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

*In providing this advice to Council as the Coordinator Community Partnerships, I Rachel Palmer have no interests to disclose in this report.*

#### PURPOSE

The purpose of this report is for Council to recommend the allocation of the 2018-2019 Community Grants Program for September 2018.

#### BACKGROUND

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

- A. Sustainable Environment and Vibrant Economy
- B. Active and Engaged Communities
- C. Quality Community Infrastructure (including small equipment)
- D. Reconciliation Support
- E. White Ribbon and Family Violence Action Initiatives
- F. Children's Program
- G. Charitable Purposes

#### ISSUE/DISCUSSION

A total of three applications were received for October.

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

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

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

To be successfully recommended to Council, the application must meet all Guidelines to the satisfaction of all three Assessment Team members. In relation to the unsuccessful application, the Community Grant Project Support Officer and



relevant Council Officers will continue to work with the applicant to meet the Guidelines.

For October two applications have been recommended.

Project Name	Community Organisation	Description	Grant Category	Amount
Reconciliation Garden	Hands On Learning at Daylesford Secondary College auspiced by Friends of Cornish Hill Inc.	Student led project to build a Reconciliation Garden to embrace different cultures.	A.	\$2,000
Pavilion Arts Artists Exhibition	Pavilion Arts & Sustainability Inc. auspiced by Creswick Neighbourhood Centre Inc.	Purchase equipment and facilitate an exhibition "Threads of Life Textiles through the Ages".	A.	\$1,000
Total				\$3,000

### COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective:

Active & Engaged Communities

Key Strategic Activity:

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

Action:

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

#### FINANCIAL IMPLICATIONS

Council has allocated \$42,000 for Community Grants in the 2018-2019 budget.

Following the September Community Grants allocation there is a funding balance of \$28,475 in the 2018-2019 Program.

#### RISK IMPLICATIONS

All applicants are required to identify how project risk and safety issues will be managed, and this formed part of the assessment process. Insurance and not-for-profit status is checked for all applications. All successful applicants are required to sign grant terms and conditions prior to receiving the grant allocation. There is a system in place for Council officers to monitor receipt of acquittals and follow up of any outstanding acquittals.

#### ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

The ongoing storage of the items to be purchased by Pavilion Arts & Sustainability Inc. has been determined as an appropriate, safe and secure option.

#### COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

#### CONCLUSION

The recommended projects support the objectives of the 2018-19 Community Grants Program.

#### OFFICER'S RECOMMENDATION

- 12.8.1. That Council resolves to support the Daylesford Spa Country Railway Bullarto Station Tourist Precinct Development Project and provides a letter of support.

Project Name	Community Organisation	Amount
Reconciliation Garden	Hands On Learning at Daylesford Secondary College	\$2,000

	auspiced by Friends of Cornish Hill Inc.	
Pavilion Arts Artists Exhibition	Pavilion Arts & Sustainability Inc. auspiced by Creswick Neighbourhood Centre Inc.	\$1,000

**MOTION**

12.8.1. *That Council awards the following applications from the 2018-19 Community Grants Program to:*

Project Name	Community Organisation	Amount
Reconciliation Garden	Hands On Learning at Daylesford Secondary College auspiced by Friends of Cornish Hill Inc.	\$2,000
Pavilion Arts Artists Exhibition	Pavilion Arts & Sustainability Inc. auspiced by Creswick Neighbourhood Centre Inc.	\$1,000

**Moved:** Cr Greg May

**Seconded:** Cr Don Henderson

**Carried**

**12.9. COUNCIL MEETING DATES AND LOCATIONS FOR 2019**

**ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES**

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

**PURPOSE**

The purpose of this report is for Council to set the dates and locations for Council's meetings in the 2019 calendar year.

**BACKGROUND**

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

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

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

**ISSUE/DISCUSSION**

It is suggested that Council continues to hold its Ordinary Meetings on the third Tuesday of each month starting at 6:00pm.

The proposed Council Meeting timetable for 2019 will provide for 2 meetings in each single Councillor ward (Cameron, Coliban and Holcombe) and 3 meetings in each dual Councillor ward (Birch and Creswick).

The following schedule is proposed:

PROPOSED ORDINARY MEETING DATES AND LOCATIONS 2019		
Date	Time	Location
Tuesday 15 January	6:00pm	Doug Lindsay Recreation Reserve
Tuesday 19 February	6:00pm	Glenlyon Town Hall
Tuesday 19 March	6:00pm	Doug Lindsay Recreation Reserve
Tuesday 16 April	6:00pm	Trentham Neighbourhood Centre
Tuesday 21 May	6:00pm	The Warehouse Clunes
Tuesday 18 June	6:00pm	Senior Citizens' Daylesford
Tuesday 16 July	6:00pm	The Warehouse Clunes
Tuesday 20 August	6:00pm	Senior Citizens' Daylesford

Tuesday 17 September	6:00pm	Trentham Neighbourhood Centre
Tuesday 15 October	6:00pm	Glenlyon Town Hall
Tuesday 19 November	6:00pm	Victoria Park Daylesford
Tuesday 17 December	6:00pm	Doug Lindsay Recreation Reserve

PROPOSED OTHER MEETINGS 2019		
Date	Time	Location
Meeting to Hear Budget Submissions - Tuesday 4 June	6:00pm	Daylesford Senior Citizens' Room
Statutory Meeting - Tuesday 12 November	6:00pm	Daylesford Town Hall

#### COUNCIL PLAN/LEGISLATIVE COMPLIANCE

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

#### FINANCIAL IMPLICATIONS

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

#### RISK IMPLICATIONS

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

#### ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

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

#### COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

## CONCLUSION

An annual schedule of Council meeting dates and locations provides the community with advance notice of meetings and an opportunity to attend, observe and participate, where appropriate, in Council meetings.

## OFFICER'S RECOMMENDATION

That Council:

- 12.9.1. Adopts the Council meeting dates and locations for the 2019 calendar year meetings of Council as presented in this report.
- 12.9.2. Places a public notice in local newspapers to advertise the dates and locations for meetings of Council for the 2019 calendar year in accordance with section 89(4) of the Local Government Act 1989.
- 12.9.3. Makes the Council meeting dates and locations for the 2019 calendar year available on Council's website.

**MOTION**

*That Council:*

12.9.1. *Adopts the Council meeting dates and locations for the 2019 calendar year meetings of Council as presented in the tables below.*

PROPOSED ORDINARY MEETING DATES AND LOCATIONS 2019		
Date	Time	Location
Tuesday 15 January	6:00pm	Doug Lindsay Recreation Reserve
Tuesday 19 February	6:00pm	Glenlyon Town Hall
Tuesday 19 March	6:00pm	Doug Lindsay Recreation Reserve
Tuesday 16 April	6:00pm	Trentham Neighbourhood Centre
Tuesday 21 May	6:00pm	The Warehouse Clunes
Tuesday 18 June	6:00pm	Senior Citizens' Daylesford
Tuesday 16 July	6:00pm	The Warehouse Clunes
Tuesday 20 August	6:00pm	Senior Citizens' Daylesford
Tuesday 17 September	6:00pm	Trentham Neighbourhood Centre
Tuesday 15 October	6:00pm	Glenlyon Town Hall
Tuesday 19 November	6:00pm	Victoria Park Daylesford
Tuesday 17 December	6:00pm	Doug Lindsay Recreation Reserve
PROPOSED OTHER MEETINGS 2019		
Date	Time	Location
Meeting to Hear Budget Submissions - Tuesday 4 June	6:00pm	Daylesford Senior Citizens' Room
Statutory Meeting - Tuesday 12 November	6:00pm	Daylesford Town Hall

12.9.2. *Places a public notice in local newspapers to advertise the dates and locations for meetings of Council for the 2019 calendar year in accordance with section 89(4) of the Local Government Act 1989.*

12.9.3. *Makes the Council meeting dates and locations for the 2019 calendar year available on Council's website.*

**Moved:** Cr Don Henderson

**Seconded:** Cr Sebastian Klein

**Carried**



## 12.10. RECORD OF ASSEMBLIES OF COUNCILLORS

### ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

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

#### PURPOSE

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

#### BACKGROUND

The Local Government Act 1989 defines Assembly of Councillors as

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

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

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

#### ISSUE / DISCUSSION

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

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

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

Date	Location	Committee Name
04/09/2018	Council Chamber - Daylesford	Council Briefing
11/09/2018	Council Chamber - Daylesford	Council Briefing
18/09/2018	Trentham Neighbourhood House	Pre-Council Meeting Briefing
18/09/2018	Trentham Neighbourhood House	Councillor/CEO Meeting

#### COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Local Government Act 1989, Section 80A

#### FINANCIAL IMPLICATIONS

Nil

#### RISK IMPLICATIONS

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

#### ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

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

#### COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

#### CONCLUSION

Information provided for noting.

#### OFFICER'S RECOMMENDATION

12.10.1. That Council receives and notes the Records of Assemblies of Councillors for the month of September 2018.

#### MOTION

*12.10.1. That Council receives and notes the Records of Assemblies of Councillors for the month of September 2018.*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr Don Henderson

**Carried**

ATTACHMENT 6 - RECORDS OF ASSEMBLIES OF COUNCILLORS

**RECORD OF ASSEMBLY OF COUNCILLORS**

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

Title of Meeting: Council Briefing  
 Date: Tuesday, 4 September 2018  
 Time: 10:10am – 2:30pm

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

**Councillors present:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Cr John Cottrell (arrived 10:25am) | <input checked="" type="checkbox"/> Cr Greg May                       |
| <input checked="" type="checkbox"/> Cr Don Henderson (arrived 10:25am) | <input checked="" type="checkbox"/> Cr Neil Newitt                    |
| <input checked="" type="checkbox"/> Cr Kate Redwood AM                 | <input checked="" type="checkbox"/> Cr Fiona Robson (arrived 11:40am) |
| <input checked="" type="checkbox"/> Cr Sebastian Klein                 |   |

**Members of Council Staff present:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> CEO Evan King   | <input checked="" type="checkbox"/> Other, please specify:  |
| <input checked="" type="checkbox"/> GM Community and Corporate Services<br>Grant Schuster | Interim GM Community and Corporate Services<br>Steve Millard, Manager Community and<br>Economic Development Amanda Western,<br>Sustainability Officer Dominic Murphy, Carl<br>Telfar Manager Strategic Project Delivery |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas                         |   |

**Conflict of Interest Disclosures:**


Councillor Name	Time Left and Returned
Cr Redwood	10:58am – 11:10am
Cr Henderson	10:58am – 11:10am

**Matters Considered:**

Agenda Attached

**Name and title of Officer responsible for this written record:**

- |   |   |
|---|---|
| <input type="checkbox"/> CEO Evan King  | <input type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> GM Community & Corporate Services<br>Grant Schuster |   |
| <input type="checkbox"/> GM Infrastructure Bruce Lucas                                  |   |

Signature: 

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

CONFIDENTIAL

► COUNCILLOR BRIEFING AGENDA  
TUESDAY 4 SEPTEMBER 2018

*Hepburn*  
SHIRE COUNCIL

Tuesday 4 September 2018  
Council Chamber, Daylesford Town Hall  
10:00 am – 2:30pm

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**INVITED:**

Councillors	Councillor Don Henderson Councillor Fiona Robson Councillor Greg May Councillor John Cottrell Councillor Kate Redwood AM Councillor Neil Newitt Councillor Sebastian Klein
Officers	Evan King – Chief Executive Officer Grant Schuster – GM Community and Corporate Services Bruce Lucas – GM Infrastructure

**CHAIR:**

Mayor John Cottrell  
Evan King – Chief Executive Officer

**APOLOGIES:**

No	Time	Type	Agenda Item	Presenter	Page No
1.	10.00am	Report	Boathouse Cafe, 2 Leggatt Street Daylesford - Proposal to Reduce Minimum Opening Hours – Animal Farm Daylesford Pty Ltd	Manager Strategic Asset Management	3
2.	10.30am	Report	Central Highlands Region Water Corporation – Draft Strategic Directions Statement	Manager Strategic Asset Management	5
3.	10.45am	Report	Immunisation Service Review	Environmental Health Officer	11
4.	11.00am	Report	Program of 'Welcome to' Sessions	Manager Community and Economic Development	23

CONFIDENTIAL

► COUNCILLOR BRIEFING AGENDA  
TUESDAY 4 SEPTEMBER 2018

No	Time	Type	Agenda Item	Presenter	Page No
5.	11.15am	Report	Community Grants - September Recommendations	Manager Community and Economic Development	25
6.	11.30am	Report	Draft Policy – Reduction of Single Use Plastics	Sustainability Officer	27
7.	11.45am	Report	Community Transition Plan – Potential Funding Stream	Sustainability Officer	34
8.	12.00pm	Discussion	MAV State Council Meeting	CEO	36
	12.30pm		Lunch		
9.	1.00pm	Presentation	Creswick Trails Project Update	Project Manager	37
10.	1.30pm	Discussion	Forward Meeting and Briefing Agenda Discussion	GM Community and Corporate Services	39
11.	1.45pm	Discussion	Executive Issues Update	Executive Team	40
12.	2.00pm	Discussion	External Committees Update	All	41
	2:30pm		CLOSE OF MEETING		

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Council Briefing  
 Date: Tuesday, 11 September 2018  
 Time: 9:15am – 1:00pm

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

Councillors present:

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

Members of Council Staff present:

<input checked="" type="checkbox"/> CEO Evan King	<input checked="" type="checkbox"/> Other, please specify:
<input checked="" type="checkbox"/> GM Community and Corporate Services Steve Millard	Manager Finance and IT Trafford Thompson, Manager Strategic Asset Management Steve Millard, Manager Strategic Project Delivery Carl Telfar
<input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas	

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Nil	

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

GM Community & Corporate Services  
 Grant Schuster

Signature: 

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

CONFIDENTIAL  
 ► COUNCILLOR BRIEFING AGENDA  
 TUESDAY 11 SEPTEMBER 2018

Tuesday 11 September 2018  
 Council Chamber, Daylesford Town Hall  
 9:00 am – 2:30pm

**INVITED:**

Councillors	Councillor Don Henderson Councillor Fiona Robson Councillor Greg May Councillor John Cottrell Councillor Kate Redwood AM Councillor Neil Newitt Councillor Sebastian Klein
Officers	Evan King – Chief Executive Officer Grant Schuster – GM Community and Corporate Services Bruce Lucas – GM Infrastructure Steve Millard – Acting General Manager Community and Corporate Services Justin Fiddes – Manager Development and Community Safety

**CHAIR:** Mayor John Cottrell  
 Evan King – Chief Executive Officer

**APOLOGIES:**

No	Time	Type	Agenda Item	Presenter	Page No
1.	9.00am	Report	<b>Draft Annual Financial Report and Performance Statement for the Year Ended 30 June 2018</b>	Manager Finance and IT	3
2.	10.00am	Presentation	Projects 2018/19	General Manager Community and Corporate Services	54
	1.00pm	<b>Lunch</b>			
3.	1.30pm	Presentation	<b>Trentham Place Making Project</b>	Manager Development	56



CONFIDENTIAL  
▶ COUNCILLOR BRIEFING AGENDA  
TUESDAY 11 SEPTEMBER 2018

No	Time	Type	Agenda Item	Presenter	Page No
				and Community Safety	
	2.30pm		CLOSE OF MEETING		

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: Councillor/CEO Meeting  
 Date: 18 September 2018  
 Time: 2:00 – 3:30pm

Venue:  Council Chamber Daylesford  
 Senior Citizens Centre Daylesford  
 Other – Trentham Neighbourhood House

Councillors present:

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

Members of Council Staff present:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> CEO Evan King                               | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Acting GM Infrastructure Carl Telfar                   |   |
| <input type="checkbox"/> Acting GM Community & Corporate Services Steve Millard |   |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> CEO Evan King                               | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Acting GM Infrastructure Carl Telfar                   |   |
| <input type="checkbox"/> Acting GM Community & Corporate Services Steve Millard |   |

Signature:

*Evan King*

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

## COUNCILLOR & CEO MEETING

Tuesday 18-09-2018

Trentham Neighbourhood Centre

2:00 - 3:30PM

PRESENT: Councillors John Cottrell, Don Henderson, Greg May, Kate Redwood AM, Fiona Robson, Neil Newitt, Interim CEO Bruce Lucas

CHAIR: Councillor John Cottrell

APOLOGIES:

No.	Time	Agenda Item	Presenter
1.	2:00pm	Relevant items for discussion following Councillor only time	Cr John Cottrell
2.		Resident tours of the Rex	Cr Kate Redwood AM
3.		Jubilee Lake Project	Evan King
4.			
5.			
6.			
7.			
8.			
9.			

**RECORD OF ASSEMBLY OF COUNCILLORS**

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

Title of Meeting: Pre-Council Meeting Briefing  
Date: Tuesday, 18 September 2018  
Time: 3:40pm – 5:25pm

Venue:  Council Chamber Daylesford  
 Senior Citizens Centre Daylesford  
 Other (specify) – Trentham Neighbourhood House

**Councillors present:**

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

**Members of Council Staff present:**

CEO Evan King  
 A/GM Community and Corporate Services Steve Millard  
 A/GM Infrastructure Carl Telfar  
 Other, please specify:  
Manager Development and Community Safety Justin Fiddes, Manager Community & Economic Development Amanda Western, Project Manager Angeline Dooley, Sustainability Officer Dominic Murphy

**Conflict of Interest Disclosures:**

Councillor Name	Time Left and Returned
Cr Don Henderson	4:50pm – 4:55pm
Cr Kate Redwood	4:50pm – 4:55pm

**Matters Considered: Council Meeting Agenda Tuesday, 18 September 2018**

**Name and title of Officer responsible for this written record:**

CEO Evan King  
 A/GM Community & Corporate Services Steve Millard  
 GM Infrastructure Bruce Lucas  
 Other, please specify:

Signature:  \_\_\_\_\_

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

### 13. COUNCIL SPECIAL COMMITTEES (SECTION 86)

#### 13.1. MINUTES OF SPECIAL COMMITTEES (SECTION 86)

##### ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

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

##### PURPOSE

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

##### BACKGROUND

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

##### ISSUE/DISCUSSION

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

- Lee Medlyn Home of Bottles – 17-09-2018
- Creswick Museum Special Committee – 03-09-2018
- Creswick Museum Special Committee – 01-10-2018

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

##### COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

##### FINANCIAL IMPLICATIONS

Nil

##### RISK IMPLICATIONS

Nil

##### ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

## COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

## CONCLUSION

Minutes and reports have been provided for noting.

## OFFICER'S RECOMMENDATION

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

- Lee Medlyn Home of Bottles – 17-09-2018
- Creswick Museum Special Committee – 03-09-2018
- Creswick Museum Special Committee – 01-10-2018

## MOTION

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

- *Lee Medlyn Home of Bottles – 17-09-2018*
- *Creswick Museum Special Committee – 03-09-2018*
- *Creswick Museum Special Committee – 01-10-2018*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr Don Henderson

**Carried**

## 14. COUNCIL ADVISORY COMMITTEES

### 14.1. MINUTES OF ADVISORY COMMITTEES

#### ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

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

#### PURPOSE

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

#### BACKGROUND

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

#### ISSUE/DISCUSSION

Please see listed below the minutes and other reports from Advisory Committees, as provided by the Committees:

- International Women's Day Advisory Committee – 4/09/2018
- Mineral Springs Reserve Advisory Committee – 13/08/2018

These minutes have been provided to Councillors under separate cover.

#### COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

#### FINANCIAL IMPLICATIONS

Nil

#### RISK IMPLICATIONS

Nil

#### ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil



## COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

## CONCLUSION

Minutes have been provided for noting.

## OFFICER'S RECOMMENDATION

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

- International Women's Day Advisory Committee – 04/09/2018
- Mineral Springs Reserve Advisory Committee – 13/08/2018

## MOTION

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

- *International Women's Day Advisory Committee – 04/09/2018*
- *Mineral Springs Reserve Advisory Committee – 13/08/2018*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr Don Henderson

**Carried**



## 15. CONFIDENTIAL ITEMS

### 15.1. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

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

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

#### RECOMMENDATION

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

- *9(2)(d) Contractual matters;*
  - o Contract HEPBU.RFT2018.101 – Reconstruction of Creswick-Lawrence Road, Creswick North
  - o Boathouse Cafe, 2 Leggatt Street Daylesford - Proposal To Reduce Minimum Opening Days/Hours – Animal Farm Daylesford Pty Ltd
- 89(2)(h) any other matter which the Council or special committee considers would prejudice the Council or any person;
  - o Disability Access and Inclusion Plan Implementation - Endorsement of Recommended Applicants for Disability Advisory Committee

## MOTION

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

- *89(2)(d) Contractual matters;*
  - *Contract HEPBU.RFT2018.101 – Reconstruction of Creswick-Lawrence Road, Creswick North*
  - *Boathouse Cafe, 2 Leggatt Street Daylesford - Proposal to Reduce Minimum Opening Days/Hours – Animal Farm Daylesford Pty Ltd*
- *89(2)(h) any other matter which the Council or special committee considers would prejudice the Council or any person;*
  - *Disability Access and Inclusion Plan Implementation - Endorsement of Recommended Applicants for Disability Advisory Committee*

**Moved:** Cr Don Henderson

**Seconded:** Cr Fiona Robson

**Carried**

The meeting was closed to the public at 7.36 pm

## 16. REOPENING OF MEETING TO PUBLIC

### RECOMMENDATION

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

### MOTION

*16.1.1. That Council, having considered the confidential items, re-opens the Meeting to members of the public and makes public the outcome of confidential deliberations.*

**Moved:** Cr Don Henderson

**Seconded:** Cr Sebastian Klein

**Carried**

The meeting was reopened to the public at 7.52 pm

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

*15.2.1. Awards Contract HEPBU RFT2018.101 - Reconstruction of Creswick-Lawrence Road, Creswick North to Fulton Hogan Industries Pty Ltd for a contract sum of \$552,265.34.*

*15.3.1. Consent to the request from Animal Farm Daylesford Pty Ltd, as the lessee of the Boathouse Cafe building at Lake Daylesford, to reduce the minimum operating days/hours under special condition 9 of its lease as follows:*

- *Monday and Tuesday*  
*Closed*
- *Wednesday and Thursday*  
*Open 8:30am to 4:00pm*
- *Friday and Saturday*  
*Open 8:30am to 9:00pm*
- *Sunday*

*Open 8:30am to 4:00pm*

*15.4.1. Endorses the following candidates put forward for Council's inaugural Disability Advisory Committee for a period commencing 29 October 2018 and expiring in accordance with the Terms of Reference to be developed by the Committee and approved by Council*

- 1. Andrew Brown*
- 2. Barbara Simpson*
- 3. Brenda Muscat*
- 4. Brett Sartori*
- 5. Darren Manning*
- 6. David Moten*
- 7. Graham Downey*
- 8. John Condon*
- 9. Kaylene Howell*
- 10. Steve Kelly*

*15.4.2. Nominates Councillor John Cottrell to chair the Disability Advisory Committee for the first year of operation and Cr Robson as alternate/deputy support.*

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**17. CLOSE OF MEETING**

Meeting closed at 7.52 pm

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