



HEPBURN SHIRE COUNCIL  
ORDINARY MEETING OF COUNCIL  
PUBLIC MINUTES

TUESDAY 15 JANUARY 2019

DOUG LINDSAY RECREATION RESERVE

LUTTET STREET

CRESWICK

6:00PM

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# MINUTES

TUESDAY 15 JANUARY 2019

Doug Lindsay Recreation Reserve

Luttet Street, Creswick

Commencing 6:00PM

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EVAN KING  
CHIEF EXECUTIVE OFFICER  
15 JANUARY 2019

## 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 Don Henderson, Cr Kate Redwood AM, Cr John Cottrell, Cr Greg May, Cr Sebastian Klein

**IN ATTENDANCE:** Mr Evan King Chief Executive Officer, Mr Bradley Thomas General Manager Community and Corporate Services, Mr Carl Telfar Acting General Manager Infrastructure, 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**

Cr Fiona Robson, Cr Neil Newitt

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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 18 December 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 18 December 2018 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

**Moved:** Cr John Cottrell

**Seconded:** Cr Kate Redwood AM

**Carried**

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7. **NOTICES OF MOTION**

Nil.

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8. ITEMS OF URGENT BUSINESS

MOTION

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

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr John Cottrell

**Carried**

8.2. LETTER OF SUPPORT FOR THE CITY OF BALLARAT

MOTION

8.2.1. *That Council provide a letter of support for the City of Ballarat to apply for funding to undertake a Business Case exploring the development of a regional Materials Recycling Facility in Ballarat.*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr Sebastian Klein

**Carried**

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## 9. PRESENTATION OF COUNCILLOR REPORTS

### MAYOR'S REPORT

**Councillor Don Henderson, Creswick Ward**

No written report has been provided.

### COUNCILLOR REPORTS

**Councillor John Cottrell, Holcombe Ward**

No report presented.

**Councillor Kate Redwood AM, Birch Ward**

As usual, things have been quiet on the Council front over the last month. Compared with previous years I have been impressed that there have been no complaints about mowing (or the lack of it) and no missing dog complaints. I put this down to the good work of Council officers.

Over the last month my Council work has been as follows:

- 18/12/2018 St Michaels School presentation of the Council book voucher for citizenship
- 18/12/2018 Final Council meetings for the year.
- 19/12/2018 Hepburn Primary School presentation of the Council book voucher for citizenship
- 20/12/2018 Councillor and Executive end of year dinner
- 21/12/2018 5000 Club Xmas lunch. It was a full house at Stanbridge Hall. Council was thanked for its support over the year. Cr Robson and I represented Council
- 31/12/2018 New Year's Eve Parade in Daylesford. Cr Klein, Cr Robson and I participated in the Parade. The Dja Dja Wurung dancers at the head of the Parade were well received, and we walked behind the RECONCILIATION banner. The organising committee is to be congratulated for delivering a much enjoyed event. Anne E Stewart tells me that the Parade was direct streamed to Lumeah Lodge and Hepburn House and was much enjoyed by residents there too. Council's events officers did a great job in terms of traffic management and other support services. Please note the external powerpoints on the front of the Town Hall need attention.

- 04/01/2019 Met members of the Cars and Coffee event committee to consider their recommendations regarding the safety issues at Vic Park, including risky tree branches, access to No 1 oval and repairs needed to plumbing, fencing and seating.
- 06/01/2019 I attended the annual athletics meet at Cricket Willow on behalf of Council. It is the first time that I have attended this event, and was impressed with the professional level of organisation, and the wonderful setting.
- 06/01/2019 I represented Council at the farewell service of Fr Ryan Bennett who departs Springmount Parish for an appointment in New York. He has left a legacy not only in terms of his pastoral work, but also in repair of two heritage churches and in establishing the Four Seasons Classic Music Festival.

Finally, I have been collecting blackwood seeds to propagate for the Jubilee Lake revegetation. It is perfect now for collecting seeds from acacias, casuarinas and banksias

**Councillor Sebastian Klein, Coliban Ward**

No written report has been provided.

**Councillor Greg May, Creswick Ward**

No written report has been provided.

**RECOMMENDATION**

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

**MOTION**

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

**Moved:** Cr Sebastian Klein

**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.

### BEHAVIOUR AT COUNCIL MEETINGS

Council supports a welcoming, respectful and safe environment for members of the community to participate at Council Meetings regarding issues that are important to them. Local Law 1 sets out guidelines for the Mayor, Councillors, and community members on public participation in meetings. It reinforces the value of diversity in thinking, while being respectful of differing views, and the rights and reputation of others.

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

Respectful behaviour includes:

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

Inappropriate behaviour includes:

- Interjecting or taking part in the debate

- Verbal abuse or harassment of a Councillor, member of staff, ratepayer or member of the public
- Threats of violence

#### 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.

##### **Question 1 – Ms Su Dennett**

**Does the confidential report by DEWLP to Council about essential infrastructure maintenance to the Jubilee Lake spillway include any reference to, or justification for, removal of the extensive willow biofilter at the east end of the lake. If so can that report be made available and if not why not?**

##### **Answer 1 – Mayor Don Henderson**

The removal of wood weeds (willow trees) at the inlet of Jubilee lake is a result of discussions, and follow up advice, with North Central Catchment Management Authority (NCCMA) and are also in accordance with the Jubilee Lake Reserve Management Plan. A hard copy of the DEWLP report is available.

##### **Question 2 – Ms Su Dennett**

**What is the strategic justification for adding this discretionary, controversial and technically contested expenditure destroying the willow biofilter (and against the wording and intent of the JLR Management Plan which says exotic pines and willows should be removed: when they are senescent) into a contract for essential infrastructure maintenance work rather than keeping them separate?**

##### **Answer 2 – Mayor Don Henderson**

The removal of woody weeds (willow trees) and blackberries are in line with recommendations from the relevant management authorities (NCCMA) and Jubilee Lake Reserve Management Plan. The works have been packaged as part of one contract due to the similarity of the works being undertaken e.g. steam injection and removal.

**Question 3 – Mr John McLaren**

**Is Council in a position to indicate the likely sequence and timing of the steps involved in giving effect to its undertaking to re-develop the Trentham Mechanics Hall/Hub site?**

Of immediate concern to regular hall user-groups is the gas stove/cooking range with which they have been struggling for many years.

**Answer 3 – Mayor Don Henderson**

Council has committed to delivering a number of significant projects for the Trentham community, these projects are at different stages of development and are of differing complexities. Council officers are currently working on the detailed project plans and timing of each project identifying the community consultation to be undertaken, procurement approach and seeking government funding. While this work is undertaken, Council officers will shortly inspect the gas stove/cooking range at the Trentham Mechanics Hall and look at appropriate maintenance or replacement options.

**Question 4 – Ms Dallas Kinnear**

Why can't the four famous public icons of this town – Lake Daylesford, Jubilee Lake Reserve, Hepburn Mineral Springs Reserve, and Wombat Hill Botanical Gardens – be protected from development by a law which makes it mandatory that any changes to them must first be outlined in the Council newsletter and in the Council page of The Advocate? This would inform the public before any decisions are made by Council or Council officers, thus allowing for genuine pre-decision community consultation.

These icons are the four geese which lay the golden eggs for the tourism industry in Daylesford and must be protected from inappropriate private development. In my experience they have not been properly protected in the past.

Such a law would stop developers and Council Officers from making decisions such as the contract to control weeds and remove willows at Jubilee Lake which was awarded before the Friends of Jubilee Lake were ever consulted.

I believe that such a law would, in future, stop any inappropriate developments on these public places getting through without public consultation (such as the Jubilee Lake Restaurant and film/shed buildings which currently are detrimentally downgrading the amenity of this beautiful place and which were erected without any public consultation and maybe even without a Council permit.

Such a law would, I believe, be a good way to stop these ongoing disputes between ratepayers and Council – which have often resulted in expensive VCAT appeals.

**Answer 4 – Mayor Don Henderson**

There are existing laws that govern the development of land and buildings throughout Victoria. Depending on the nature of the development, the Zoning, Planning Scheme Overlays and other factors, public notification of the application for a planning permit for the development may be mandatory. Public notification provides an opportunity for the community to have input into the development or lodge an objection, and ultimately, appeal rights at VCAT.

Again, depending on the nature of the development, an application for a planning permit may involve differing levels of public notification – newspaper advertising, direct mailouts to adjoining properties, notices placed on the land.

Where development occurs without the proper planning, building or other permits, Council, upon being made aware of any breaches, investigates and takes enforcement actions as are deemed appropriate.

**Question 5 – Ms Dallas Kinnear**

**Could Council please investigate how this poorly sited and unsightly Jubilee Lake Restaurant building can be relocated to a less visible site so that the beautiful views down to the lake from the entrance and car parking area are not blocked as they are at present.**

**Answer 5 – Mayor Don Henderson**

Council officers are working with the Jubilee Lake Co-Operative (the caravan park lessee) to resolve outstanding issues around the construction of this structure. Appropriate permits were not in place when the building was constructed.

**Supplementary Question taken on notice:** Can Council assure that they will not grant a retrospective permit?

**10.3. REQUESTS TO ADDRESS COUNCIL**

Members of our community who have submitted a request in accordance with Local Law 1 will be heard.

Mr David Holmgren addressed Council regarding the works at Jubilee Lake.

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 January 2019.

MOTION

12.1.1. *That Council receives the Chief Executive Officer's Report for January 2019.*

**Moved:** Cr John Cottrell

**Seconded:** Cr Greg May

**Carried**

ATTACHMENT 1 - CEO REPORT – JANUARY 2019

# CHIEF EXECUTIVE OFFICER REPORT

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Presented at the Ordinary Meeting  
of Council on 15 January 2019

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 23rd DECEMBER 2019

On Monday I had several internal meetings including planning the induction for our new General Manager of Community & Corporate Services.

Tuesday was a day of pre-council meetings and the last Council meeting for the year. Council issued a planning permit for The Rex project at this meeting which is great news as we can now proceed with the final construction works and fit out. One objection was received the day of the Council meeting but was withdrawn at the meeting once clarification was given on parking. The budget for the project was also dealt with at the Council meeting. Additional funds of around \$1.6 million are required to complete the project however rates will not increase, existing projects will not be impacted and we will not be borrowing to cover this shortfall. The shortfall will be financed by the sale of land surplus to Council needs (the old Hepburn Depot and Bleakley Street), and \$296k from cash reserves.

On Wednesday, I met with the three Community Banks to discuss potential funding for some new initiatives.

On Thursday I met with Steve Wroe, CEO of Daylesford Macedon Ranges Tourism.

On Friday we held a morning tea to thank the school crossing supervisors for their efforts throughout the year.

From Tuesday 25<sup>th</sup> December to Tuesday 1<sup>st</sup> January inclusive, the office was closed for the annual shutdown.

### WEEK ENDING 13<sup>th</sup> JANUARY 2019

Monday was the first day in the office for our new General Manager of Community & Corporate Services, Bradley Thomas. Bradley previously held the position of Executive Manager Business Performance with the Mount Alexander Shire Council. He has extensive knowledge of local government finance, information technology and corporate reporting. Bradley is a qualified Chartered Accountant, holds an MBA and is passionate about ensuring a high functioning organisation that delivers quality services to the community.

The remainder of the week involved a number of internal meetings.

The date for the by-election was also announced for Coliban Ward. At the December Council meeting, Cr Sebastian Klein announced his intention to resign as Coliban Ward Councillor. This means that all eligible voters in the Coliban Ward will be required to vote for a new Councillor. The Minister for Local Government, the Hon. Adem Somyurek, announced that the election will be held on 30 March 2019. The Victorian Electoral Commission (VEC) will facilitate this election, so you will see communications in local papers from them over the coming weeks.

This report is a short report due to the annual shutdown over the holiday period.

12.2. 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.

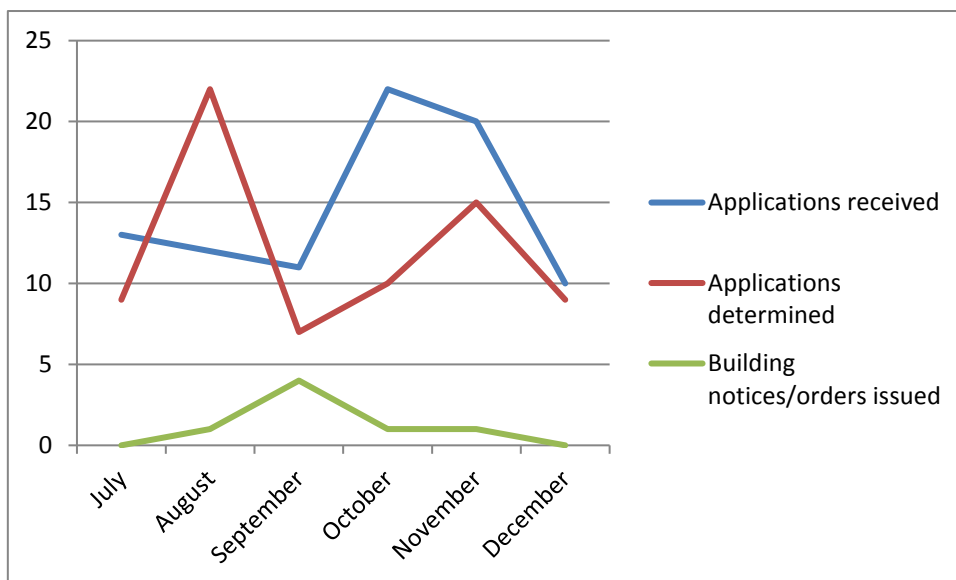
**ISSUE/DISCUSSION**

**Building**

The building activity report for December 2018 is summarized below:

Building Activity	Total
Building applications received	10
Building applications determined	9
Building notices/orders issued	0
Total development cost	\$ 482,490.00

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

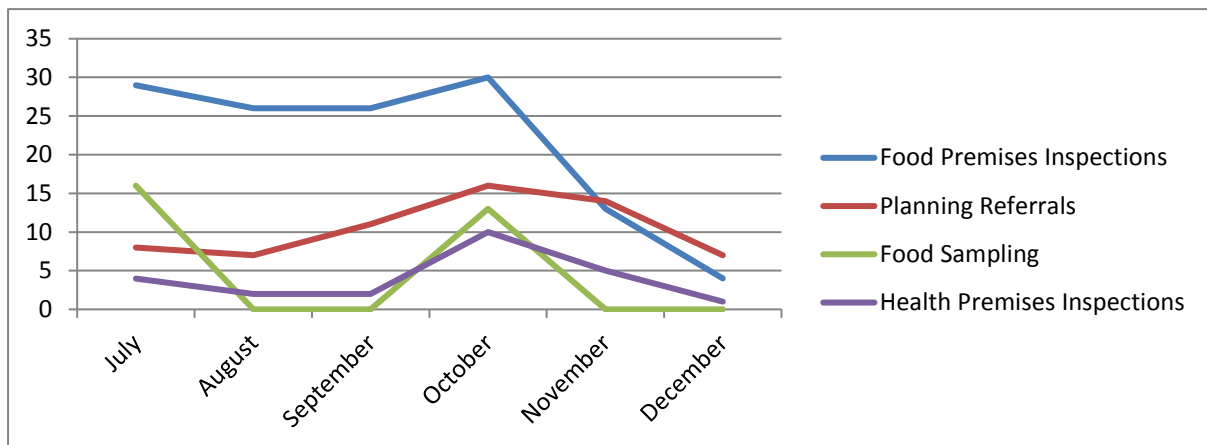


**Environmental Health**

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

Environmental Health Activity	Total
Food Premises Inspections	4
Planning Referrals	7
Food Sampling	0
Health Premises Inspections	1

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

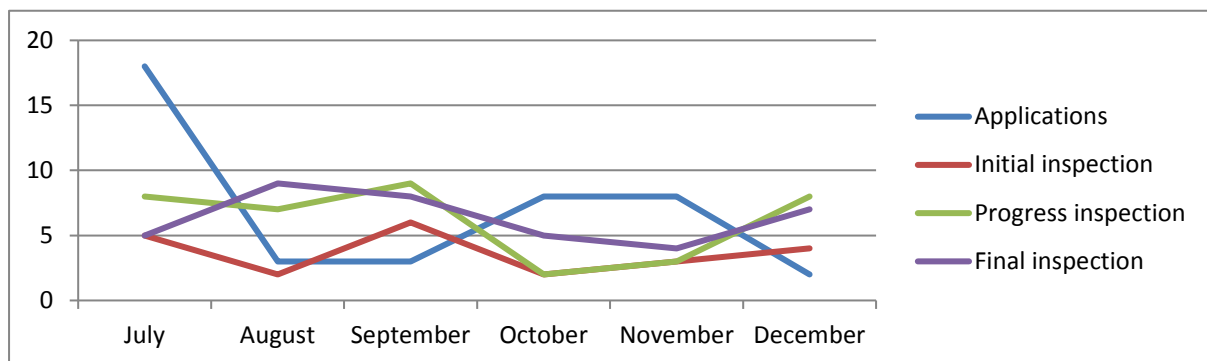


Food Premises inspections have decreased as the inspection program is completed for the 2018 calendar year. Food renewal notices have been sent to businesses wishing to renew their food premises for 2019. Food Sampling is scheduled to commence again in the first quarter of 2019.

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

Septic Tank applications/inspections	Total
Applications	2
Initial inspection	4
Progress inspection	8
Final inspection	7

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



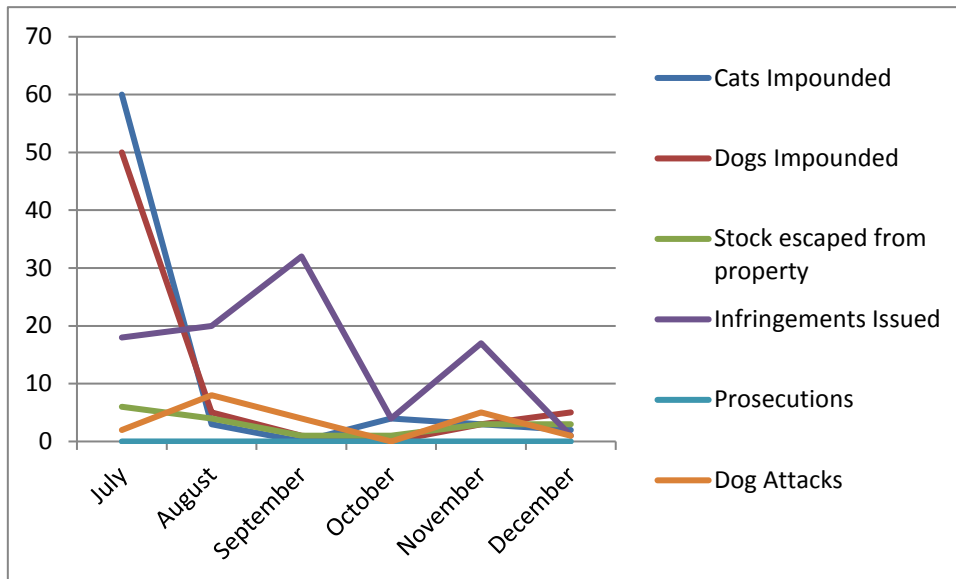
Septic tank applications remain steady in the warmer months. Progress and final inspections are increasing.

### Community Safety

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

Local Laws Activity	Total
Cats Impounded	2
Dogs Impounded	5
Stock escaped from property	3
Infringements Issued	1
Prosecutions	0
Dog attacks	1

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



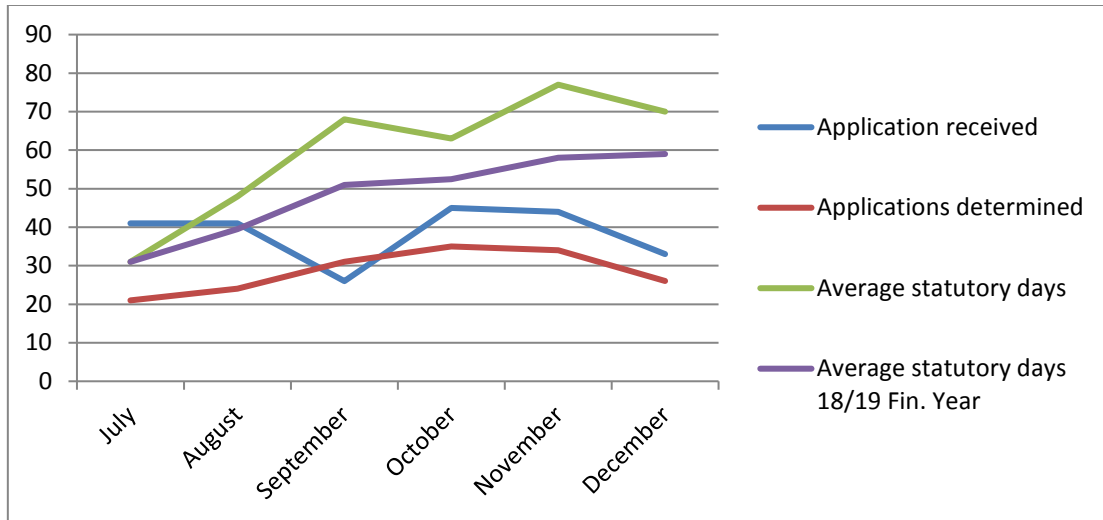
Parking patrols were not undertaken during December due to it being a shorter working month and other competing priorities.

### Planning

The planning activity report for December 2018 is summarized below:

Planning Activity	Total
Applications received	33
Applications determined	26
Average statutory days	70
Average statutory days 18/19 financial yr	59
Average statutory days 17/18 financial yr	45

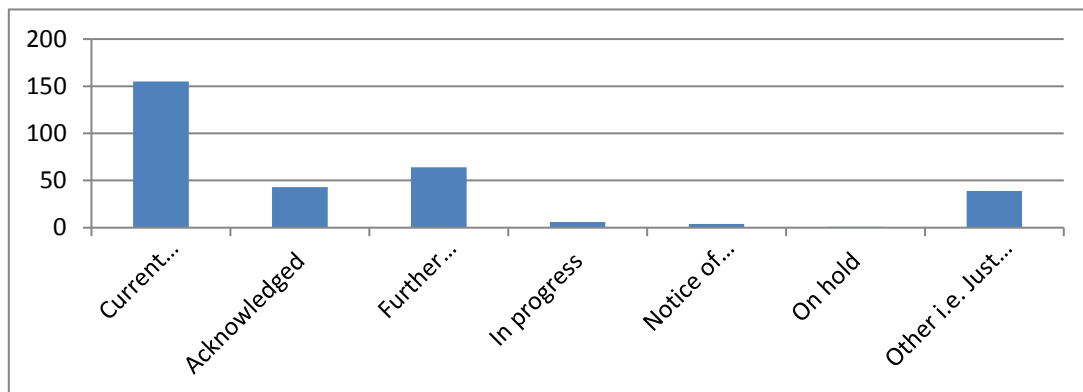
The following graph represents planning activity for the 18/19 financial year.



The average statutory days remains steady in December with the average for the year remaining below 60 statutory days.

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

Status of applications	Total
Current applications	155
Acknowledged	43
Further information request	64
In progress	6
Notice of decision pending	4
On hold	1
Other i.e. just submitted, referred	39



**Applications determined in December under delegation.**

A list of applications issued under delegation is included as an attachment. Twenty six (26) permits were issued in December. The breakdown of permits issued under delegation by category is listed in the table below.

Notice of Decision issued - objector involved	2
Permit issued by delegated officer	23
Withdrawn	1

**OFFICER'S RECOMMENDATION**

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

**MOTION**

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

**Moved:** Cr Sebastian Klein

**Seconded:** Cr Kate Redwood AM

**Carried**



ATTACHMENT 2 - PLANNING PERMITS ISSUED UNDER DELEGATION IN  
DECEMBER 2018

## Planning permits issued under delegation December 2018

Application ID	Full Details	Primary Property	Stage/Decision
PlnPA001996	Ten (10) lot subdivision, construction of ten (10) dwellings, variation to easement and alteration of access to a Road Zone Category 1	59 Main Road, HEPBURN SPRINGS VIC 3461	Notice of Decision
PlnPA002169	Two lot subdivision	32 Victoria Street, TRENTHAM VIC 3458	Notice of Decision
PlnPA002268	Alterations to existing dwelling	17A Church Avenue, HEPBURN SPRINGS VIC 3461	Permit Issued
PlnPA001946	Development of a supermarket, site cut greater than 1m in depth, car parking dispensation, bicycle parking dispensation and associated works, generally in accordance with the endorsed plans	30 Bridport Street, DAYLESFORD VIC 3460	Permit Issued
PlnPA001946	Development of a supermarket, site cut greater than 1m in depth, car parking dispensation, bicycle parking dispensation and associated works, generally in accordance with the endorsed plans	30 Bridport Street, DAYLESFORD VIC 3460	Permit Issued
PlnPA002060	Two lot plan of subdivision and native vegetation removal	21 Chamberlain Road, TRENTHAM VIC 3458	Permit Issued
PlnPA002070	3 lot subdivision with Road Reserve (re-subdivision of 3 lots)	18 Raglan Street, DAYLESFORD VIC 3460	Permit Issued
PlnPA002084	Extension to dwelling and associated works, generally in accordance with endorsed plans	520 Blackwood Road, NEWBURY VIC 3458	Permit Issued
PlnPA002101	5 lot subdivision with common property (re-subdivision of 2 lots), creation of an easement, demolition of 2 outbuildings, construction of 3 dwellings (two storey townhouses) and associated works, generally in accordance with the endorsed plans	39 High Street, TRENTHAM VIC 3458	Permit Issued
PlnPA002130	Buildings and works (spillway upgrade) and vegetation removal generally in accordance with the endorsed plans	Government Road, MUSK VALE VIC 3461	Permit Issued
PlnPA002141	Use and development of the land for a dwelling	15 Suttons Lane, GLENLYON VIC 3461	Permit Issued
PlnPA002159	Use and development of the land for a community facility (including the provision of car parking to the satisfaction of the responsible authority), partial demolition, internal and external alterations & external painting and alteration to a Road Zone	49-51 Vincent Street, DAYLESFORD VIC 3460	Permit Issued
PlnPA002162	Construction of a dwelling and outbuildings	90 Fairview Drive, CLUNES VIC 3370	Permit Issued
PlnPA002176	Partial demolition, construct and carry out works to a dwelling (rear extension) and associated works, generally in accordance with the endorsed plans.	10 Stanley Street, DAYLESFORD VIC 3460	Permit Issued
PlnPA002181	Two (2) lot subdivision (resubdivision)	11 Little King Street, CRESWICK VIC 3363	Permit Issued
PlnPA002185	Alterations and additions to a dwelling and associated works	251 Trentham-Spring Hill Road, SPRING HILL VIC 3444	Permit Issued
PlnPA002199	Development and associated works of the construction of dwelling	6 Looby Lane, NEWLYN NORTH VIC 3364	Permit Issued
PlnPA002202	Develop and carry out works associated construction of a new dwelling	855 Porcupine Ridge Road, PORCUPINE RIDGE VIC 3461	Permit Issued
PlnPA002227	Replacement of damaged plant and equipment within existing mill site	3720 Creswick-Newstead Road, SMEATON VIC 3364	Permit Issued
PlnPA002233	Alterations to the existing building including partial demolition and building and works	57 Vincent Street, DAYLESFORD VIC 3460	Permit Issued
PlnPA002244	Development and associated works with the construction of verandah connected to an dwelling and alterations to carport	2 Camp Street, CLUNES VIC 3370	Permit Issued
PlnPA002254	Extension to an existing dwelling and associated works	517 Dean-Mollongghip Road, MOLLONGGHIP VIC 3352	Permit Issued
PlnPA002255	Construct and display business identification signs	4 Howe Street, DAYLESFORD VIC 3460	Permit Issued
PlnPA002267	Alterations to a dwelling	2 Whybrow Street, FRANKLINFORD VIC 3461	Permit Issued
PlnPA002277	Construction and associated works of an extension to a dwelling and development of a carport	19 Dolphins Road, MUSK VIC 3461	Permit Issued
PlnPA001831	Use & development of a 50m lattice tower telecommunications facility, native vegetation removal	Ballan-Daylesford Road, DAYLESFORD VIC 3460	Withdrawn

12.3. CUSTOMER REQUESTS UPDATE

GENERAL MANAGER COMMUNITY & CORPORATE SERVICES

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

PURPOSE

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

BACKGROUND

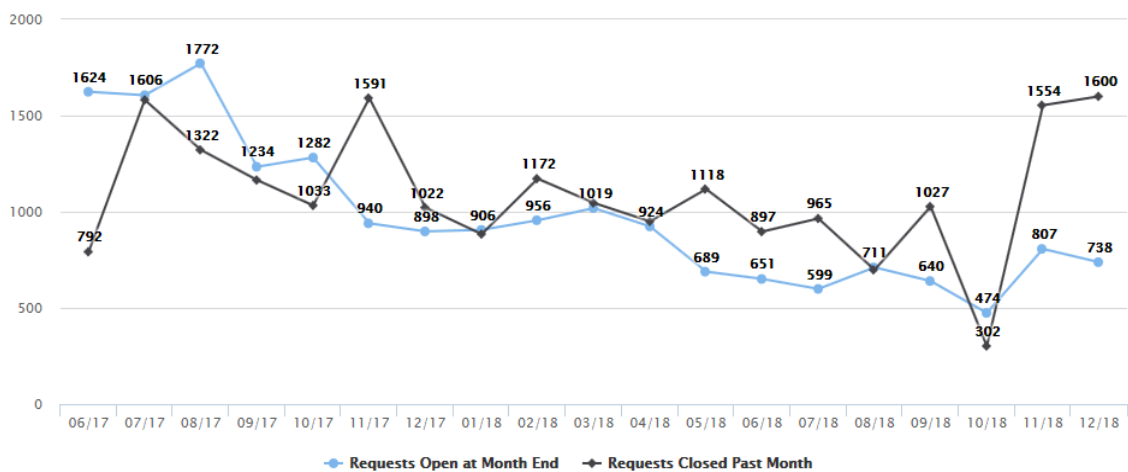
Council uses a Customer Request System *Closing the Loop* to receive and respond to a wide range of requests. The system is web-based and enables community members to directly enter requests, as well as staff to add and manage requests both in council offices as well as remotely.

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.

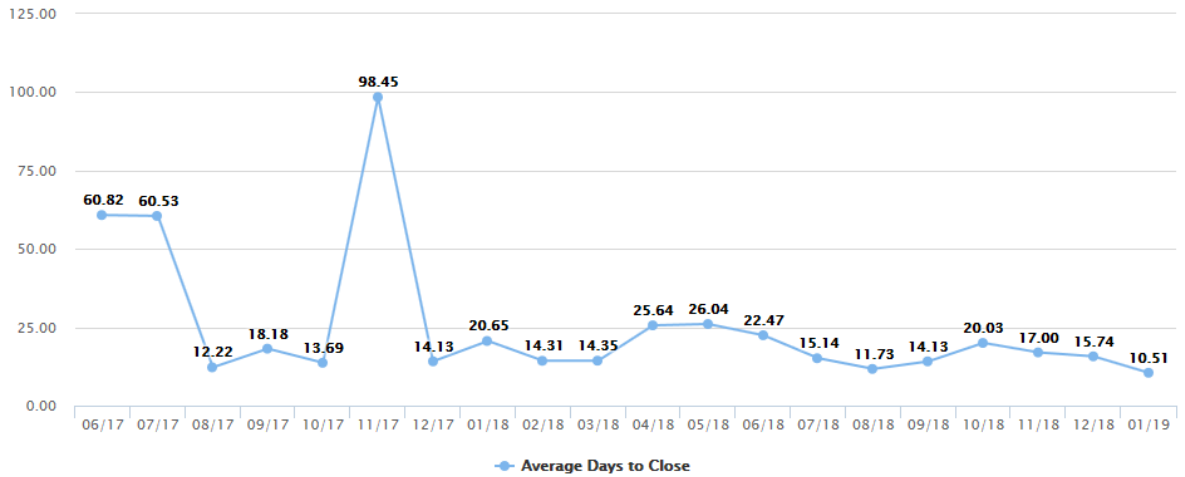
ISSUE/DISCUSSION

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

Total Requests Open and Closed Each Month



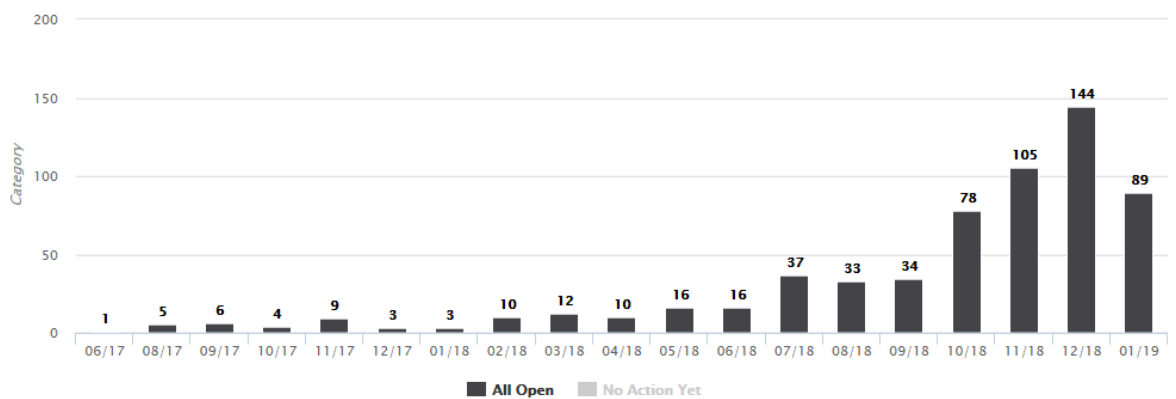
### Average Days to Close External Requests



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.

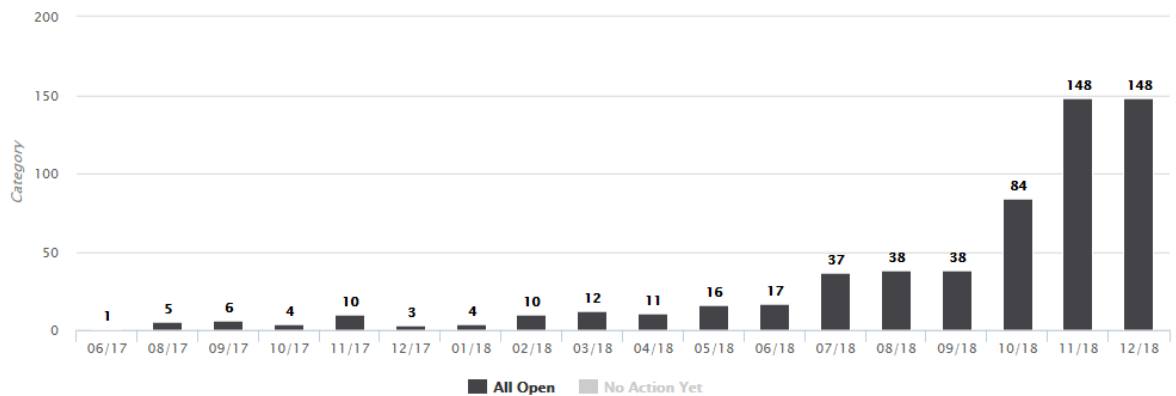
### Open Requests by Month Received

Current - January 2019



Note: extracted on 8 January 2019

Last Month – December 2018



Note: extracted on 13 December 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

12.3.1. That Council notes the update on customer requests for January 2019.

#### MOTION

12.3.1. *That Council notes the update on customer requests for January 2019.*

**Moved:** Cr John Cottrell

**Seconded:** Cr Sebastian Klein

**Carried**

12.4. **GOVERNING POLICY FRAMEWORK**  
**CHIEF EXECUTIVE OFFICER**

*In providing this advice to Council as the Chief Executive Officer, I Evan King have no interests to disclose in this report.*

**PURPOSE**

The purpose of this report is for Council to:

1. Rescind the resolution of Council at its 16 January 2018 Ordinary Meeting to establish a Governing Policy Framework (Item 6.1); and
2. Endorse the establishment of an updated Governing Policy Framework incorporating
  - Governing Policy
  - Managing (Council) Policy
  - Procedures

**BACKGROUND**

At the 16 January 2018 Ordinary Meeting of Council, following a Notice of Motion dated 9 January 2018, Council resolved to establish a Governing Policy Framework. Council officers have not actioned the resolution and therefore, the motion is capable of rescission under Local Law no 1.

An updated Governing Policy Framework has now been developed for consideration by Council.

**ISSUE/DISCUSSION**

Effective policy starts by defining and establishing a policy framework across the following hierarchy:

**Governing Policy**

Governing Policy is the direction from Council as to its intentions in terms of governance and is set by and authorised by Council. Policy at this level is directional in nature and provides the Chief Executive Officer with a framework allowing management to make decisions within policy guidelines.

Management must abide by Governing Policy and any exceptions must be supported by clear and sound rationale and be submitted to Council for explicit approval.

**Managing (Council) Policy**

Managing (Council) Policy is set by the Chief Executive Officer and authorised by Council. Policy at this level sets the nature of how operations will be

managed, be aligned with and support matching Governing Policy, and set clear parameters for staff within which to operate.

A single Governing Policy may require one or more Managing (Council) Policies to provide sufficient direction to staff.

### **Procedures**

Procedures are operational documents that describe processes and actions required to enable the implementation of a Management (Council) Policy, are set by Management and authorised by the Chief Executive Officer.

Procedures provide an outline of how Management (Council) Policy will be implemented, are the means by which staff will conduct process and must not contradict Governing Policy and /or Managing (Council) Policy, nor Council's values and codes of conduct.

It is considered that the adoption of a Governing Policy Framework:

- Is consistent with the principles of good governance;
- Highlights the overarching role and monitoring obligations of Council;
- Makes clear the responsibilities of Council and its role in providing direction to the Chief Executive Officer and Management;
- Informs the community of the separation of functions of Council and Executive;
- Extends and improves the existing framework of operational policies and Council policies; and
- Has no material impact on the current operations of Council.

The following four draft Governing Policies are attached:

- Governing Policy 1 – Core Values;
- Governing Policy 2 – Culture and Behaviour;
- Governing Policy 3 – Community Engagement; and
- Governing Policy 4 – Risk Management.

Additional governing policies will be implemented over the coming months and will be brought to Council for approval. The following include topics to be considered for Governing Policy:

- Delegation of Authority
- Councillor Code of Conduct
- Councillor Conflict of Interest
- Committees
- Council Plan/Strategic Resources Plan / Budget
- Local Planning Policy Framework / Municipal Strategic Statement



- Financial Plan / Financial Sustainability

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

Section 3A of the Local Government Act 1989 sets out the purpose of legislative purpose of local government in Victoria.

### **FINANCIAL IMPLICATIONS**

None noted.

### **RISK IMPLICATIONS**

A Governing Policy Framework will contribute to the reduction in non-compliance with Management (Council) Policy and Procedures by staff.

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

Council has a role to lead and shape the strategic direction of its community. In this role, the culture, behavior and actions of Council are highly visible to our community and other stakeholders. The establishment of a Governing Policy Framework will present a key signal to our community of how the culture, behavior and actions of Council directly impact on the community.

### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

None required nor undertaken.

### **CONCLUSION**

Establishment of a Governing Policy Framework and the Governing Policies will 'set the tone' as to how Council performs its ultimate purpose as the peak body that sets the strategic direction and wellbeing of its community.

### **OFFICER'S RECOMMENDATION**

That Council resolves:

12.4.1. To rescind the resolution at Item 6.1 of the Minutes of the Ordinary meeting of Council held on 16 January 2018 (to establish a Governing Policy Framework);

12.4.2. To establish a Governing Policy Framework incorporating:

1. Governing Policy – set and authorised by Council
2. Managing (Council) Policy – set by the Chief Executive Officer and authorised by Council
3. Procedures – set and authorised by the Chief Executive or delegate; and

12.4.3. To adopt the following Governing Policies as attached:

1. Governing Policy 1 – Core Values;
2. Governing Policy 2 – Culture and Behaviour;
3. Governing Policy 3 – Community Engagement; and
4. Governing Policy 4 – Risk Management

#### MOTION

*That Council resolves:*

12.4.1. *To rescind the resolution at Item 6.1 of the Minutes of the Ordinary meeting of Council held on 16 January 2018 (to establish a Governing Policy Framework);*

12.4.2. *To establish a Governing Policy Framework incorporating:*

1. Governing Policy – set and authorised by Council
2. Managing (Council) Policy – set by the Chief Executive Officer and authorised by Council
3. Procedures – set and authorised by the Chief Executive or delegate; and

12.4.3. *To adopt the following Governing Policies as attached:*

1. Governing Policy 1 – Core Values;
2. Governing Policy 2 – Culture and Behaviour;
3. Governing Policy 3 – Community Engagement; and
4. Governing Policy 4 – Risk Management

**Moved:** Cr John Cottrell

**Seconded:** Cr Kate Redwood AM

**Carried**

ATTACHMENT 3 - GOVERNING POLICY 1 – CORE VALUES

# HSC Governing Policy

## Setting Governing Policy

The following provides an overarching background to the setting of individual Governing Policy.

### Setting Tone

Council is the critical social system charged with leadership responsibility for setting the strategic direction and maintaining oversight of Hepburn Shire. In this role the culture, behaviour and actions of Council are highly visible to our municipality and other stakeholders.

As such, the *'tone at the top'* displayed by this social system can directly impact on community recognition through the culture and behaviour of the organisation.

Council is the highest level decision-making cohort in the organisation. At the apex of this decision-making is Governing Policy: *the direction from Council of what their intentions are in terms of governance – 'tone from the top'*.

### Governing Policy

Governing policies act as guidelines for the CEO and Executive in the development of matching Managing (Council) Policy and Procedures - through which to run the organisation.

### Purpose

The purpose of Hepburn Shire Council is to help bring about and administer the needs and wellbeing of its municipality.

Achievement of high performance to our purpose is reflected in Council's vision - *Our Council: the desired state of community recognition of Council*.

### Core Values

Core values support the vision, shape the culture and reflect what Hepburn Shire Council values.

They are the essence of the organisation's identity, and the principles and beliefs that underpin the decision-making processes.

### Councillor Code of Conduct (Ethics and public accountability)

Ethics and public accountability are essential features of an effective local government. They refer to the culture, processes, structures and rules that ensure those in public office act in the wider public interest, rather than their own self-interest. They are an essential feature of good governance.

Ethics are the rules that define the conduct of public officials in order to ensure that the public is treated fairly and with equality. Ethics can help officials make better decisions in the public interest, as well as help people evaluate the decisions taken on their behalf by public officials.<sup>1</sup>

### Culture Setting

Culture is both a risk and an opportunity. If not taken seriously by Council it can lead to the destruction of community values (*the non-negotiable core principles or standards that the community's citizens wish to maintain*) and community respect for Council.

Culture is also a key organisational capability and fundamental to an organisation's long-term sustainable success and helps characterise the Shire in its community. It is crucial to the achievement of the Council Plan and other strategic goals, and is critical to the well-being of our CEO and his staff.

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<sup>1</sup> Council of Europe, 2017, Strengthening institutional frameworks for local governance, The Handbook on Transparency and Citizen Participation in Armenia

## **HSC Governing Policy**

Positive and aligned corporate cultures can motivate employees to perform and engage with their work, align behaviours to common values and purpose, share knowledge and insights, be more productive and responsive, and build trust. Organisational culture is the responsibility of the CEO.

The collective Governing Policy represents the guiding principles that lay down a desired corporate culture and behaviour – that can help our people understand the difference between right and wrong.

As Council we have a duty to care. The collection of Governing Policy represents the guiding principles that lay down a desired governance framework that can help our people understand the difference between right and wrong, and our community better understand the role of Council.

# HSC Governing Policy

## Governing Policy

### Core Values

Core Values are how Council defines the core pillars of their identity and the principles which affect the way we conduct our business. This unique set of core values supports Council's vision and the decision-making processes across the organisation.

That Council:

*Adopt Accountability, Probity and Transparency as the core values of Council.*

*Accountability, Probity and Transparency are core values which form the foundation on which council will perform work and conduct itself, and upon which all activities of the organisation will be based.*

They are defined as:

*Accountability (to our stakeholders and ourselves)*

- *the fact or condition of being accountable; responsibility*

*Probity (honest dealing between players)*

- *the quality of having strong moral principles; honesty and decency*

*Transparency (openness to allow validation and traceability)*

- *the condition of being transparent - honesty and openness*

ATTACHMENT 4 - GOVERNING POLICY 2 – CULTURE AND BEHAVIOUR

# HSC Governing Policy – Culture and Behaviour

## Setting Governing Policy

The following provides an overarching background to the setting of individual Governing Policy.

**Purpose:** The purpose of Hepburn Shire Council is to help bring about and administer the needs and wellbeing of its municipality. Achievement of high performance to our purpose is reflected in Council's vision - *Our Council: the desired state of community recognition of Council*.

**Setting Tone:** Council is the critical social system charged with leadership responsibility for setting the strategic direction and maintaining oversight of Hepburn Shire. In this role the culture, behaviour and actions of Council are highly visible to our municipality and other stakeholders.

As such, the *'tone at the top'* displayed by this social system can directly impact on community recognition through the culture and behaviour of the organisation.

Council is the highest level decision-making cohort in the organisation. At the apex of this decision-making is Governing Policy: *the direction from Council of what their intentions are in terms of governance – 'tone from the top'*.

**Councillor Code of Conduct:** Ethics and public accountability are essential features of effective local government. They refer to the culture, processes, structures and rules that ensure those in public office act in the wider public interest, rather than their own self-interest. They are an essential feature of good governance. Ethics are the rules that define the conduct of councillors in order to ensure that the public is treated fairly and with equality. Sound ethics help councillors make better decisions in the public interest, as well as help people evaluate the decisions taken on their behalf by Council.

**Governing Policy:** Governing policies act as guidelines for the CEO and Executive in the development of matching Managing (Council) Policy and Procedures - through which to run the organisation.

**Core Values:** Core values support the vision, shape the culture and reflect what Council values. They are the essence of the organisation's identity, and the principles and beliefs that underpin the decision-making processes.

**Culture Setting:** Culture is both a risk and an opportunity. If not taken seriously by Council it can lead to the destruction of community values - *the non-negotiable core principles or standards that the community's citizens wish to maintain* - and community respect for Council.

Culture is also a key organisational capability and fundamental to an organisation's long-term sustainable success and helps characterise the Shire in its community. It is crucial to the achievement of the Council Plan and other strategic goals, and is critical to the well-being of our CEO and his staff. Positive and aligned corporate cultures can motivate employees to perform and engage with their work, align behaviours to common values and purpose, share knowledge and insights, be more productive and responsive, and build trust. Organisational culture is the responsibility of the CEO.

**As Council we have a duty to care.** The collection of Governing Policy represents the guiding principles that lay down a desired governance framework that can help our people understand the difference between right and wrong, and our community better understand the role of Council.



# HSC Governing Policy – Culture and Behaviour

## Governing Policy – Culture & Behaviour

Culture defines how people behave both around others and when they are alone.

The culture of an organisation influences what it does, its relationships with stakeholders and its reputation. It can also be an important determinant of whether the organisation is able to achieve its strategic objectives and deliver on its purpose<sup>1</sup>.

Ethics in engagement is vital. Community trust in Council's integrity is critical to the effectiveness of our vision, purpose, employees and volunteers.

Ethics keeps the process open, honest, inclusive, far-reaching, respectful, fair, collaborative, and informative. Without ethics, participants, and community, lose faith in the engagement process, they don't trust it, they feel used, marginalised, unheard and irrelevant.

Ethics protects the organisation and participants, and upholds the principle of *Our Council*.

Culture setting in Hepburn Shire Council manifests at the two levels - Council and Management, and is reflected both externally and internally through the Mayor/Councillor/CEO – CEO/Management relationships and their respective feed-back loops.

Council has a role to play to help maximise the chance of a positive culture and minimise the chances of a poor, destructive or negative culture in the organisation.

Our organisation's governance culture is driven by the values, attitudes and behaviours of Council itself to governance – including Council's internal dynamic. The resulting governance culture, in turn, drives, or at least heavily impacts, the broader organisational culture<sup>2</sup>.

That Council:

- 1.1. Through a climate of mutual trust, respect and honesty will create a dynamic both amongst councillors and between Council and Management which makes for open discussion, debate and constructive dissent. This dynamic features councillors who can disagree without being disagreeable, with better decision-making being the result;
- 1.2. Will establish a sense of individual accountability amongst councillors that drives them to take their role seriously, work hard and be present and active in their participation in the meetings and work of Council, even in areas in which they may not be so comfortable;
- 1.3. Promotes a culture across the organisational that permeates all aspects of its business, including attitudes towards risk-taking, customer engagement and treatment, compliance with rules, competence, innovation, plain speaking, diversity and inclusion, and empowerment of staff to make decisions;
- 1.4. Desires that Hepburn Shire Council be an employer of choice, and an organisation that:
  - demonstrates zero tolerance to any form of harassment;
  - promotes an awareness of whistleblowing and encourages the use of Protected Disclosure legislation and other mechanisms;
  - promotes respect by staff among fellow staff and all external stakeholders;
  - promotes the use of language and symbols that endear the organisation to its community;
  - promotes in all actions and at all levels – *Our Council*.

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<sup>1</sup> AICD Principle 9: Culture and Ethics

<sup>2</sup> Adapted from Proust, E., 2018, *Opening Address - Australian Governance Summit - Trust, Innovation and Sustainability*, AICD

ATTACHMENT 5 - GOVERNING POLICY 3 – COMMUNITY ENGAGEMENT

### Setting Governing Policy

The following provides an overarching background to the setting of individual Governing Policy.

**Purpose:** The purpose of Hepburn Shire Council is to help bring about and administer the needs and wellbeing of its municipality. Achievement of high performance to our purpose is reflected in Council's vision - *Our Council: the desired state of community recognition of Council*.

**Setting Tone:** Council is the critical social system charged with leadership responsibility for setting the strategic direction and maintaining oversight of Hepburn Shire. In this role the culture, behaviour and actions of Council are highly visible to our municipality and other stakeholders.

As such, the *'tone at the top'* displayed by this social system can directly impact on community recognition through the culture and behaviour of the organisation.

Council is the highest level decision-making cohort in the organisation. At the apex of this decision-making is Governing Policy: *the direction from Council of what their intentions are in terms of governance* – 'tone from the top'.

**Councillor Code of Conduct:** Ethics and public accountability are essential features of effective local government. They refer to the culture, processes, structures and rules that ensure those in public office act in the wider public interest, rather than their own self-interest. They are an essential feature of good governance. Ethics are the rules that define the conduct of councillors in order to ensure that the public is treated fairly and with equality. Sound ethics help councillors make better decisions in the public interest, as well as help people evaluate the decisions taken on their behalf by Council.

**Governing Policy:** Governing policies act as guidelines for the CEO and Executive in the development of matching Managing (Council) Policy and Procedures - through which to run the organisation.

**Core Values:** Core values support the vision, shape the culture and reflect what Council values. They are the essence of the organisation's identity, and the principles and beliefs that underpin the decision-making processes.

**Culture Setting:** Culture is both a risk and an opportunity. If not taken seriously by Council it can lead to the destruction of community values - *the non-negotiable core principles or standards that the community's citizens wish to maintain* - and community respect for Council.

Culture is also a key organisational capability and fundamental to an organisation's long-term sustainable success and helps characterise the Shire in its community. It is crucial to the achievement of the Council Plan and other strategic goals, and is critical to the well-being of our CEO and his staff. Positive and aligned corporate cultures can motivate employees to perform and engage with their work, align behaviours to common values and purpose, share knowledge and insights, be more productive and responsive, and build trust. Organisational culture is the responsibility of the CEO.

**As Council we have a duty to care.** The collection of Governing Policy represents the guiding principles that lay down a desired governance framework that can help our people understand the difference between right and wrong, and our community better understand the role of Council.

## Governing Policy - Community Engagement

*Community engagement refers to the processes by which local government provide opportunities for the community to participate in and influence its decision-making.<sup>1</sup>*

Community is defined as the entire population of a municipality which is made up of many different local and shared interest groups and individuals.<sup>2</sup>

Councils make decisions about a diverse range of community needs, such as recreational facilities, planning and waste disposal. To cater for these needs, transparent and well-managed public participation can help to better inform local government policies and their translation into effective strategies, programs and projects. The real-life experiences of community stakeholders can make a valuable contribution to decision-making, and an open and deliberative process can enhance stakeholders' perceptions of the credibility of a decision. Conversely, inadequate public participation can alienate sections of the community and undermine trust, and is more likely to result in poorly informed decisions.<sup>3</sup>

Council believes that participative governance provides the best outcomes for the municipality, and supports new opportunities to consult and involve its communities. However, Council recognises that it is ultimately accountable for decision-making.

That Council:

- 1.1. Reinforces democratic values and strengthen local democracy by:
  - Consultation, with feed-back, on issues which impact on the local community;
  - Providing full and clear information to the community through regular newsletters, proactive use of the media, reports and publications;
  - Providing opportunities for input through council advisory and special committees, specialist groups, focus groups, and public submissions;
  - Provide for the community to meet with the mayor and councillors.
- 1.2. In reinforcing these democratic values:
  - Increases citizens' knowledge about a community and/or the issue being addressed;
  - Encourages citizens to co-create additional knowledge and understanding - and applying that knowledge;
  - Uses that knowledge to improve the community or address the identified problem;
  - Creates future opportunities for citizens to engage each other;
  - Ensures that these opportunities and effective communications becomes a regular and on-going component of the community engagement process;
  - Ensures clarity and honesty about the process, and provide a public record of the sponsors, outcomes, and range of views and ideas expressed;
  - Promotes in all actions and at all levels – *Our Council*.
- 1.3. Promotes the use of open public submissions, including:
  - Inviting submissions from the community on critical areas of council decision-making;
  - Providing a standard template for submissions (that imposes no bias on input);
  - Ensuring that all public submissions are made accessible to the community on receipt.

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<sup>1</sup> Adapted from: Bradford, Alison, 2016, Community engagement and local government, Masters by Research thesis, School of Management, Operations and Marketing, University of Wollongong

<sup>2</sup> Good Governance Guide

<sup>3</sup> VAGO, 2017, Public Participation and Community Engagement: Local Government Sector, Victorian Auditor-General's Report

ATTACHMENT 6 - GOVERNING POLICY 4 – RISK MANAGEMENT

### Setting Governing Policy

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**As Council we have a duty to care.** The collection of Governing Policy represents the guiding principles that lay down a desired governance framework that can help our people understand the difference between right and wrong, and our community better understand the role of Council.

# HSC Governing Policy – Risk Management

## Governing Policy - Risk Management

Risk is “the effect of uncertainty on objectives”, measured in terms of likelihood and consequence. Managing risk involves “coordinated activities to direct and control an organisation with regard to risk.” (AS/NZS ISO 31000: 2018).

The effect that uncertainty has on the achievement of an organisation, gives rise to risk.

With uncertainty there is no absolute certainty about the future but there is generally a level of predictability to outcomes and performance. Uncertainty reduces the predictability, in turn giving rise to risk. As uncertainty changes, so does the risk. This means a risk is dynamic and needs to be monitored and reviewed on a regular basis.<sup>1</sup>

Risk management is the combination of culture, systems and processes undertaken to coordinate the identification and management of risk, and activities that inform decision making, manage the uncertainties to achieving its objectives, and the prevention of harm.

Risk management is the responsibility of the CEO.

Risk management is a critical area of oversight responsibility for Council and a core component of its governance framework. Council has the obligation of clear oversight and understanding of:

- The risks confronted by Hepburn Shire Council;
- The risk management framework determined by management;
- The systems, through which these risks are managed, revised and reported.

Key Risk Terminology	
Risk management policy	Statement of the overall intentions and direction of the organisation related to risk management.
Risk management framework	Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.
Risk management	Coordinated activities to direct and control the organisation with regard to risk.
Risk culture	Refers to the behaviours that lead to how every person thinks about and manages risk.
Risk appetite	Refers to the type and amount of risk that Council is prepared to accept or avoid.
Risk tolerance	The organisation’s readiness to bear the risk after risk treatment in order to achieve objectives. Risk tolerances are based on the maximum level of acceptable risk and may be expressed in various ways depending on the nature of the risk.

That Council:

- 1.1. Receives from management quarterly;
  - 1.1.1. The Risk Register that shows natural/inherent risk ratings and residual risk ratings;
  - 1.1.2. A synopsis of:
    - Key reputational risks;
    - Key project risks;
    - Key compliance risks.
- 1.2. Sets/reviews its Risk Appetite Statement annually
- 1.3. Ensures that the Audit and Risk Advisory Committee is satisfied council that:

<sup>1</sup> VMIA

## HSC Governing Policy – Risk Management

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- 1.3.1. Risk management is adequately resourced;
- 1.3.2. The organisations risk management framework;
  - Is consistent with the Standard AS/NZS ISO 31000:2018;
  - Supports the development of a positive risk culture;
  - Is reviewed annually;
  - Includes processes that effectively manage risk;
  - Makes it clear who is responsible for managing each risk;
  - Demonstrates that business planning activities incorporate risk management.
- 1.3.3. Risk management will:
  - develop a discipline to avoid or reduce the likelihood and potential impact(s) of a risk;
  - provide a level of comfort that informed decisions are being made;
  - ensure the organisation is doing all it reasonably can to manage its risk.
- 1.3.4. Risk management supports an assessment and decision regarding:
  - what risks to avoid;
  - why some risks can be taken;
  - how risks must be managed.
- 1.3.5. Risk management includes the approach, process and activities undertaken to ensure that:
  - adequate oversight, reporting, monitoring and assurance occurs;
  - risks are identified, assessed and action is taken;
  - controls are identified, assessed and sufficient investment occurs;
  - people have the right capability and skills to manage risk.



12.5. **NAMING OF A FOOTBRIDGE IN CRESWICK**  
**GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to Council as the Rates & Finance Officer, I Joelene Delpont have no interests to disclose in this report.*

**PURPOSE**

The purpose of this report is for Council to consider the naming of an unnamed footbridge in Creswick following public submission and Dja Dja Wurrung Clan consultation.

**BACKGROUND**

Council recently followed up with the Dja Dja Wurrung Clan regarding the naming of a footbridge which crosses Slaty Creek in Creswick. The original discussions happened over 3 years ago, whereby the community had expressed strong desire for a Dja Dja Wurrung name to be given to the footbridge. The proposed footbridge now needs to be named by Council.

The original suggestion from the Creswick Community was to name it after a frog which is on the Creswick branding representing the environment, however it was decided the translation would be a bit difficult. The Dja Dja Wurrung gave initial approval to utilise the word Yaluk meaning Creek or river in the naming of the footbridge.

Council has advertised the proposed footbridge name in The Hepburn Advocate as Yaluk Footbridge, as well as by placing signage at the site and called for submissions from any interested persons.

Map of New footbridge requiring naming



#### ISSUE/DISCUSSION

Public participation was invited by an advertisement in the Hepburn Advocate, notices were placed at both ends of the unnamed footbridge. Community and Dja Dja Wurrung Clan involvement was received in the initial footbridge naming request. Upon closing of submissions, Council had received one request to add Slaty to the name of the footbridge as it crosses over the Slaty Creek. Permission was requested from the Dja Dja Wurrung Clan to add the word Slaty. Representatives of the Dja Dja Wurrung Clan have approved the naming as Slaty Yaluk Footbridge.

#### COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council has followed the rules and procedures included within the Guidelines for Geographic Names 2010 Version 2, as required by the *Geographic Place Names Act 1998 No. 7*.

#### FINANCIAL IMPLICATIONS

Council will be required to produce and install a sign.

#### RISK IMPLICATIONS

None noted.

#### ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

None noted.

#### COMMUNITY AND STAKEHOLDER ENGAGEMENT

Public participation was invited by an advertisement in the Hepburn Advocate, notices were placed at the end of the unnamed footbridge for a period of 1 month. Community and Dja Dja Wurrung involvement was received in the initial name proposal with support from the Dja Dja Wurrung Clan.

#### CONCLUSION

Following agreement by parties concerned, "Slaty Yaluk Footbridge" has been recommended as the new name for this unnamed footbridge.

#### OFFICER'S RECOMMENDATION

That Council:

12.5.1. Adopt the name "Slaty Yaluk Footbridge" for the currently unnamed footbridge

12.5.2. Notify relevant parties of the adopted name

#### MOTION

*That Council:*

*12.5.1. Adopt the name "Slaty Yaluk Footbridge" for the currently unnamed footbridge*

*12.5.2. Notify relevant parties of the adopted name*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr Sebastian Klein

**Carried**

12.6. **NAMING OF AN UNNAMED PARK IN SMEATON**  
**GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES**

*In providing this advice to Council as the Rates & Finance Officer, I Joelene Delpont have no interests to disclose in this report.*

**PURPOSE**

The purpose of this report is for Council to consider the naming of unnamed park in Smeaton between Corringarra Road and Creswick-Newstead Road following public submissions and consultation.

**BACKGROUND**

A local group known as the Friends of Smeaton sent in an online request to have the area where the rotunda and statue of Captain Hepburn was erected to be named, they have had discussions and meetings with Smeaton residents regarding this and came up with the suggestion of Corringarra Place, named after the road which runs alongside the park.

Council has advertised the proposed park name in The Hepburn Advocate as well as placing signage at the site and called for submissions from any interested persons.

Council has approached the Dja Dja Wurrung Clan for further input.

Upon closing of submissions, Council did not receive any further submissions or objections.

Map of park area to be named



#### ISSUE/DISCUSSION

Public participation was invited by an advertisement in the Hepburn Advocate; notices were placed at both ends of the unnamed park for the period of 1 month. No additional community feedback was received. Council sort feedback from the Dja Dja Wurrung Clan, with no further response.

#### COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council has followed the rules and procedures included within the Guidelines for Geographic Names 2010 Version 2, as required by the *Geographic Place Names Act 1998 No. 7*.

#### FINANCIAL IMPLICATIONS

Council will be required to produce and install a sign.

#### RICR SEBASTIAN KLEIN IMPLICATIONS

None noted.

#### ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

None noted.

#### COMMUNITY AND STAKEHOLDER ENGAGEMENT

Public participation was invited by an advertisement in the Hepburn Advocate, notices were placed at the end of the unnamed park. Community involvement was received in the initial name proposal; a further participation request to the Dja Dja Wurrung Clan was requested with no further response.

#### CONCLUSION

Following agreement by parties concerned, "Corringarra Place" has been recommended as the new name for this unnamed park.

#### OFFICER'S RECOMMENDATION

That Council:

12.6.1. Adopt the name "Corringarra Place" for the unnamed park in Smeaton between Corringarra Road and Creswick-Newstead Road

12.6.2. Notify relevant parties of the adopted name

#### MOTION

*That Council:*

*12.6.1. Adopt the name "Corringarra Place" for the unnamed park in Smeaton between Corringarra Road and Creswick-Newstead Road*

*12.6.2. Notify relevant parties of the adopted name*

**Moved:** Cr Greg May

**Seconded:** Cr John Cottrell

**Carried**

12.7. RECORD OF ASSEMBLIES OF COUNCILLORS  
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:

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

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

Date	Committee Name	Location
27 November 2018	Reconciliation Action Plan Community Reference Group	Council Offices, Duke Street
4 December 2018	Councillor Briefing	Council Chamber, Daylesford
6 December 2018	Municipal Emergency Management Planning Committee	Doug Lindsay Recreation Reserve
10 December 2018	Mineral Springs Reserve Advisory Committee	Council Chamber, Daylesford

11 December 2018	Councillor Briefing	Council Chamber, Daylesford
11 December 2018	Central Springs Pavilion Discussion	Council Chamber, Daylesford
18 December 2018	Pre-Council Meeting Briefing	Doug Lindsay Recreation Reserve
18 December 2018	Councillor/ CEO Meeting	Doug Lindsay Recreation Reserve

### 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

12.7.1. That Council receives and notes the Records of Assemblies of Councillors

### MOTION

12.7.1. That Council receives and notes the Records of Assemblies of Councillors

**Moved:** Cr John Cottrell

**Seconded:** Cr Sebastian Klein

**Carried**



ATTACHMENT 7 - RECORDS OF ASSEMBLIES OF COUNCILLORS

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: RECONCILIATION ACTION PLAN  
 Date: 27TH NOVEMBER 2018  
 Time: 10.00AM - 11.30AM

Venue:  Council Chamber Daylesford  
 Senior Citizens Centre Daylesford  
 Other (specify) DUKE STREET MEETING ROOM

Councillors present:

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

Members of Council Staff present:

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

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

Signature: 

## Reconciliation Action Plan (RAP)

### Community Reference Group (CRG)

Tuesday 27th November 2018

Meeting Room, Duke Street Customer Service Centre Daylesford

Attendees: Barry Golding (Chair), Rod Poxon, Anne E Stewart, Peter Sago, Gary Lawrence, Kylie Mookhoek, Rachel Palmer (Coordinator Community Partnerships) Cr. John Cottrell, Ashani Dendara (Minutes)

Apologies:

Item	Time	Agenda Item	Presenter
1	10:00am	<ul style="list-style-type: none"> <li>Acknowledgement of Country</li> <li>Welcome, apologies and introductions</li> <li>Acceptance of minutes from previous meeting</li> </ul> Actions from previous minutes (note – some of these have been carried over as agenda items)	Chair
2	10:05am	Updated Terms Of Reference as accepted at Council Meeting 20 <sup>th</sup> November 2018	Rachel
3	10:20am	Review of actions achieved to date and discussion on implementation priorities for 2019 Review budget year to date against implementation priorities.	Chair & Rachel
2	10:45am	Reconciliation local history bus tour – plan for 2019	Gary, Barry, Anne & Rod
3	11:00am	The Rex – opportunities for Traditional Owner naming and acknowledgement	Chair & Gary
4	11.15am	Other business	Chair
5	11.30am	Meeting close	Chair

## RECORD OF ASSEMBLY OF COUNCILLORS

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

**Title of Meeting:** Councillor Briefing  
**Date:** Tuesday, 4 December 2018  
**Time:** 9:00am – 5:00pm

**Venue:**  Council Chamber Daylesford  
 Senior Citizens Centre Daylesford  
 Other (specify) – Glenlyon Town Hall

**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 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"/> Acting GM Community & Corporate Services Steve Millard | Manager Development & Community Safety – Justin Fiddes, Acting Manager Strategic Asset Management – Stuart Ritchie, Acting Manager Community Partnerships – Rachel Palmer, Sustainability Officer – Dominic Murphy, Manager Strategic Project Delivery - Carl Telfar, Construction Manager Creswick Trails – Michael McCallum - External Presentation, Mr David Stevens - External Presentation, Ms Loris Duclos |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas                          |  |

**Conflict of Interest Disclosures:**

Councillor Name	Time Left and Returned

**Matters Considered:** [Click here to enter a date.](#)

**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"/> Acting GM Community & Corporate Services Steve Millard |   |
| <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.*

Tuesday 4 December 2018  
 Council Chamber, Daylesford Town Hall  
 9:00am – 5:00pm

*The reports, and referenced attachments, are designated as confidential by the Chief Executive Officer under Section 89(2)(h) of the Local Government Act 1989.*

**INVITED:**

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

**CHAIR:**

Mayor Don Henderson Evan King – Chief Executive Officer
--

**APOLOGIES:**

No	Time	Type	Agenda Item	Presenter	Page No
1.	9.00am	Presentation	<b>The Creswick Trails – Project Update</b>	GM Infrastructure	4
2.	9.30am	Presentation	<b>VEAC proposal for the Wombat State Forest</b>	Mr David Stevens	5
3.	10.00am	Report	<b>The Rex Project Audit Report</b>	Chief Executive Officer	6
	11.00am		<b>Break</b>		
4.	11.15am	Report	<b>PA2159 - Use and development of the land for a community facility, partial demolition, internal and external alterations &amp;</b>	Coordinator Planning	7

No	Time	Type	Agenda Item	Presenter	Page No
			external painting at 49-51 Vincent Street, Daylesford		
5.	11.45am	Report	PA2051 - 9 Lot Subdivision at 2813 Creswick-Newstead Road, Smeaton	Coordinator Planning	23
6.	12.00pm	Report	PA1977 - Use and development of the land for group accommodation, function centre, health retreat and spa and associated works, removal of native vegetation and alteration of access to a Road Zone Category 1 and the sale and consumption alcohol at 254 Daylesford-Trentham Road, Daylesford	Coordinator Planning	52
	12.30pm		Lunch		
7.	1.00pm	Report	Creswick District News Incorporated – Proposed Renewal of licence to occupy parts of the Creswick Visitor Information Centre	Acting Manager Strategic Asset Management	59
8.	1.15pm	Report	Jubilee Lake Reserve – Proposed renewal of Caretaker Agreement	Acting Manager Strategic Asset Management	73
9.	1.30pm	Report	Jubilee Lake Reserve – Proposed renewal of outside camping and boat hire licence	Acting Manager Strategic Asset Management	82
10.	1.45pm	Report	Naming of a park in Smeaton	Rates Officer	102
11.	2.00pm	Report	Naming of a footbridge in Creswick	Rates Officer	104

No	Time	Type	Agenda Item	Presenter	Page No
12.	2.15pm	Report	<b>Community Grants Program</b>	Acting Manager Community Partnerships	112
13.	2.30pm	Report	<b>Solar Savers update</b>	Sustainability Officer	116
14.	2.45pm	Report	<b>Glenlyon Hall public toilet replacement</b>	GM Infrastructure	118
	3:00pm		<b>Break</b>		
15.	3.15pm	Discussion	<b>Councillor 'Burning Issues' Discussion</b>	Acting GM Community and Corporate Services	119
16.	3.30pm	Presentation	<b>VEAC proposal re Wombat State Forest</b>	Ms Loris Duclos	120
17.	4.00pm	Presentation	<b>Youth participation and programs</b>	Program participants, FReeZa Committee and Youth Development Officer	121
18.	4.30pm	Discussion	<b>Executive Issues Update</b>	Executive Team	123
19.	4.45pm	Discussion	<b>External Committees Update</b>	All	124
	5.00pm		<b>CLOSE OF MEETING</b>		

**RECORD OF ASSEMBLY OF COUNCILLORS**

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

**Title of Meeting:** Municipal Emergency Management Planning Committee  
**Date:** 6 December 2018  
**Time:** 11.00am – 12.30pm

**Venue:**  Council Chamber Daylesford  
 Senior Citizens Centre Daylesford  
 Other (specify) – Doug Lindsay Recreation Reserve Creswick

**Councillors present:**

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

**Members of Council Staff present:**

- |   |  |
|---|--|
| <input type="checkbox"/> CEO Evan King  | <input checked="" type="checkbox"/> Other, please specify:                         |
| <input type="checkbox"/> Acting GM Community & Corporate Services - Steve Millard | - Carl Telfar, Justin Fiddes, Daryl Clifton, Melissa Phillips, Paulette Pleasance, |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas                 |  |

**Conflict of Interest Disclosures:**

Councillor Name	Time Left and Returned

**Matters Considered:**

**Agenda Attached**

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

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

**Signature:**                     *B. [Signature]*



AGENDA  
▶ MUNICIPAL EMERGENCY MANAGEMENT  
PLANNING COMMITTEE

**MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE**

Thursday 6 December 2018 – 11.00am – 12.30pm

Doug Lindsay Recreation Reserve Creswick

Attendee	Organisation	Attending	Attendee	Organisation	Attending
Matthew Flood	VicPol		Cr Greg May	HSC	
Sgt Dean Towk	VicPol		Bruce Lucas	HSC	
Nathan Gardiner	VicPol		Steve Millard	HSC	
Neil Cheney	VicPol		Carl Telfar	HSC	
Luke Kneebone	CFA		Daryl Clifton	HSC	
Alan Hives	CFA (Creswick)		David George	HSC	
Paul Healy	CFA (Glenlyon)		Melissa Phillips	HSC	
Gordon Cornell	WICEN		Paulette Pleasance	HSC	
Tony Grimme	SES		Justin Fiddes	HSC	
Chris Berry	SES		Siobhan Rogan	Parks Victoria	
Leesa Reid	DHHS Grampians		Kyra Winduss	Parks Victoria	Apology
Mick Keating	DELWP		Margaret Holt	CHW	
Chris Arnold	DELWP		Michelle Djordjevic	VicRoads	Apology
Kate Robertson	DEDJTR		Leith Hunter	VicRoads	Accepted
Rachael Gibney	DEDJTR		Stephen Latter	Hepburn Health	
Dale Farnsworth	GMW		Shane Richardson	Hepburn Health	
Peter Gerolemou	GMW		Nathalie Lopez	Coliban Water	
Jim Blaine	VCC		Angus Bowles	Coliban Water	Apology
Elleni Beshe	Red Cross		Ted Lis	EMV	Apology
Barry Nicholls	Ambulance Victoria				

No	Time	Agenda Item	Presenter
1	11.01am	Welcome & Apologies	Bruce Lucas
2	11.03am	Adoption of Minutes – 20 September 2018	Bruce Lucas
3	11.06am	Actions arising from minutes	Bruce Lucas
4	11.10am	Incoming Correspondence <ul style="list-style-type: none"> <li>• VCC Agency Report November 2018</li> <li>• Fire Danger Preparations – VicRoads</li> <li>• VicTracks Annual Fire Preparations</li> <li>• VFRR Update – November 2018</li> </ul> Outgoing Correspondence	Paulette Pleasance
5	11.15am	Standing Agenda Item MEMP Review Action Plan Quarter 2 - 2 Oct to Dec 2018 <ul style="list-style-type: none"> <li>• Review recommendations and identify changes</li> </ul>	Daryl Clifton

**RECORD OF ASSEMBLY OF COUNCILLORS**

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

**Title of Meeting:** Mineral Springs Reserve Advisory Committee

**Date:** 10 December 2018

**Time:** 5.00pm – 6.30pm

**Venue:**  Council Chamber Daylesford  
 Senior Citizens Centre Daylesford  
 Other (

**Councillors present:**

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

**Members of Council Staff present:**

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

**Conflict of Interest Disclosures:**

Councillor Name	Time Left and Returned

**Matters Considered:**

**Agenda Attached**

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

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

## MINERAL SPRINGS RESERVE ADVISORY COMMITTEE

Monday 10 December 2018 – 5.00pm – 6.30pm

**Attendees:** Bill Guest, Lisa Rodier, Andrew Shugg, Cr Kate Redwood, Bruce Lucas, Sean Ludeke

**Apologies:**

Item No	Time	Agenda Item	Presenter
1	5.00pm	Welcome and Acknowledgement to Country	Cr Redwood
2	5.02pm	Adoption of Minutes – 15 October 2018	Cr Redwood
3	5.04pm	Review of Action Register Items	Cr Redwood
4	5.10pm	Update – Mineral Springs Reserve Land Managers Forum	Sean Ludeke
5	5.20pm	Update – Project Discussion Meeting	Bruce Lucas
6	5.30pm	Maintenance Update	Sean Ludeke
7	5.40pm	General Business <ul style="list-style-type: none"> <li>• Proposed Dates for 2019</li> </ul>	All
8	5.50pm*	Items for Next Meeting	All
	6.15pm	Meeting close	
Next meeting – 11 February 2019 - 5.00pm – 6.30pm, Council Chambers			

## RECORD OF ASSEMBLY OF COUNCILLORS

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

**Title of Meeting:** Councillor Briefing  
**Date:** Tuesday, 11 December 2018  
**Time:** 9:15am – 1:40pm

**Venue:**  Council Chamber Daylesford  
 Senior Citizens Centre Daylesford  
 Other (specify) – Glenlyon Town Hall

**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 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"/> Acting GM Community & Corporate Services Steve Millard | Manager Development & Community Safety – Justin Fiddes, Emergency Management Officer – Darryl Clifton, Rebecca Pedretti – Economic Development Officer, External Presentation – Andrew Burgess and Angela Clough, Regional Development Victoria |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas                          |   |

**Conflict of Interest Disclosures:**

Councillor Name	Time Left and Returned

**Matters Considered:** Click here to enter a date.

**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"/> Acting GM Community & Corporate Services Steve Millard |   |
| <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.*

Tuesday 11 December 2018  
 Council Chamber, Daylesford Town Hall  
 9:00am – 11:30am

*The reports, and referenced attachments, are designated as confidential by the Chief Executive Officer under Section 89(2)(h) of the Local Government Act 1989.*

**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 Steve Millard – Acting GM Community and Corporate Services Bruce Lucas – GM Infrastructure

**CHAIR:** Mayor Don Henderson  
 Evan King – Chief Executive Officer

**APOLOGIES:**

No	Time	Type	Agenda Item	Presenter	Page No
1.	9:00am	Presentation	<b>General Local Law no 2 – Community Amenity and Municipal Places – Review Introduction</b>	Coordinator Community Safety	3
2.	9:45am	Report	<b>Pre-Season Emergency Management Briefing</b>	Manager Development and Community Safety & Emergency Management Officer	15
3.	10:00am	Presentation	<b>Hub for Premium Produce</b>	Mr Andrew Burgess & Ms	25

No	Time	Type	Agenda Item	Presenter	Page No
				Angela Clough, Regional Development Victoria	
4.	11:00am	Report	<b>Community Transition Plan – Final Draft</b>	Sustainability Officer	26
5.	11:15am	Report	<b>Councillor Representation on Committees and External Bodies</b>	Acting GM Community and Corporate Services	88
	11:30am		<b>CLOSE OF MEETING</b>		

## Urgent Business

Construction Variation - Pump Track

Meeting closed at 1.40 PM

**RECORD OF ASSEMBLY OF COUNCILLORS**

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

**Title of Meeting:** Central Springs Pavilion Discussion  
**Date:** 11 December 2018  
**Time:** 2.00pm – 3.00pm

**Venue:**  Council Chamber Daylesford  
 Senior Citizens Centre Daylesford  
 Other (

**Councillors present:**

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

**Conflict of Interest Disclosures:**

Councillor Name	Time Left and Returned

**Matters Considered:**

**Agenda Attached**

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

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

## CENTRAL SPRINGS PAVILION DISCUSSION

Tuesday 11 December 2018

2.00pm – 3.00pm Council Chambers Town Hall Daylesford

Invitees: Councillor Kate Redwood AM, Councillor Fiona Robson, Bruce Lucas, Heather Mutimer, Lesley Hewitt, Frank Page, Mary-Faeth Chenery, Mark Rak, Daylesford Museum

Item No	Time	Agenda Item	Presenter
1	2.00pm	Welcome and Apologies	Cr Redwood
2	2.05pm	Introduction and Overview of Project	Cr Redwood
3	2.15pm	Next Steps	Cr Redwood
4	3.00pm	Meeting Close	



## 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 December 2018

**Time:** 3:45pm – 5:45pm

**Venue:**  Council Chamber Daylesford  
 Senior Citizens Centre Daylesford  
 Other (specify) – Doug Lindsay Reserve, Creswick

**Councillors present:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Cr John Cottrell   | <input checked="" type="checkbox"/> Cr Greg May     |
| <input checked="" type="checkbox"/> Cr Don Henderson   | <input checked="" type="checkbox"/> Cr Neil Newitt  |
| <input checked="" type="checkbox"/> Cr Kate Redwood AM | <input checked="" type="checkbox"/> Cr Fiona Robson |
| <input 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"/> Acting GM Community & Corporate Services Steve Millard | Manager Development Services and Community Safety – Justin Fiddes,   |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas                          | Sustainability Officer – Dominic Murphy,<br>Acting Manager Community & Economic Development - Rebecca Pedretti |

**Conflict of Interest Disclosures:**

Councillor Name	Time Left and Returned

**Matters Considered:** [Click here to enter a date.](#)

**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"/> Acting GM Community & Corporate Services Steve Millard |   |
| <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.*

**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 December 2018  
 Time: 2:00 – 3:30pm

Venue:  Council Chamber Daylesford  
 Senior Citizens Centre Daylesford  
 Other – Doug Lindsay Recreation Reserve, Creswick

**Councillors present:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Cr John Cottrell   | <input checked="" type="checkbox"/> Cr Greg May     |
| <input checked="" type="checkbox"/> Cr Don Henderson   | <input checked="" type="checkbox"/> Cr Neil Newitt  |
| <input checked="" type="checkbox"/> Cr Kate Redwood AM | <input checked="" type="checkbox"/> Cr Fiona Robson |
| <input 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"/> GM Infrastructure Bruce Lucas                          |   |
| <input type="checkbox"/> Acting GM Community & Corporate Services Steve Millard |   |

Signature: 

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

## COUNCILLOR & CEO MEETING

Tuesday 18-12-2018

Doug Lindsay Recreation Reserve

2:00 - 3:30PM

PRESENT: Councillors John Cottrell, Don Henderson, Greg May, Kate Redwood AM, Fiona Robson, Neil Newitt, CEO Evan King

CHAIR: Mayor Don Henderson

APOLOGIES: Cr Sebastian Klein

No.	Time	Agenda Item	Presenter
1.	2:00pm	Relevant items for discussion following Councillor only time	Mayor Don Henderson
2.		Next steps with Planning Scheme Review	Cr Kate Redwood AM
3.		Preliminary discussion on projects to seek support for funding in the Federal Election	Cr Kate Redwood AM
4.		Update on review of Daylesford Macedon Tourism	Cr Kate Redwood AM
5.		Policy re Councillor's access to council files	Cr Kate Redwood AM

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

#### 13.1. MINUTES OF SPECIAL COMMITTEES (SECTION 86) 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 note the minutes and recommendations from Council's Special Committees (Section 86).

##### BACKGROUND

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

##### ISSUE/DISCUSSION

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

- The Lee Medlyn Home of Bottles Special Committee – 3 December 2018
- Lyonville Hall Special Committee – 11 December 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:

- The Lee Medlyn Home of Bottles Special Committee – 3 December 2018
- Lyonville Hall Special Committee – 11 December 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:*

- *The Lee Medlyn Home of Bottles Special Committee – 3 December 2018*
- *Lyonville Hall Special Committee – 11 December 2018*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr Greg May

**Carried**

## 14. COUNCIL ADVISORY COMMITTEES

### 14.1. MINUTES OF ADVISORY COMMITTEES 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 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:

- Disability Advisory Committee – 3 December 2018
- International Women's Day Advisory Committee – 11 December 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:

- Disability Advisory Committee – 3 December 2018
- International Women's Day Advisory Committee – 11 December 2018

## MOTION

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

- *Disability Advisory Committee – 3 December 2018*
- *International Women's Day Advisory Committee – 11 December 2018*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr Sebastian Klein

**Carried**

14.2. **APPOINTMENT OF MEMBERS – MINERAL SPRINGS RESERVES ADVISORY COMMITTEE**  
**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 appoint members to the Mineral Springs Reserves Advisory Committee (MSRAC) for a period of three years.

**BACKGROUND**

The current Mineral Springs Reserves Advisory Committee was appointed for a period of 2 years from the 17 January 2017 to 31 January 2019.

The role of MSRAC Committee is to provide advice and input to Council as follows:

- Input / advice on maintenance needs / schedules and major projects;
- Input / advice on future needs and strategic planning for Mineral Springs Reserves across Hepburn Shire Council including long term improvement programs;
- Assistance in sourcing and securing grant funding.
- Assistance with providing interpretive signage for bridges and pathways throughout the Reserves.

**ISSUE/DISCUSSION**

Council called for nominations for community representatives for the Mineral Springs Reserves Advisory Committee via Council's website and Face Book Page on 29 November 2018 and Council's Advocate Page on 5 December 2018 with nominations closing on 17 December 2018.

Nominees were asked to provide details of their relevant interest or experience in Mineral Springs Reserves or landscape management and their previous involvement in community groups.

Council received three nominations for positions on the Committee:

- Bill Guest
- Lisa Rodier
- Nathan Lundmark



Bill Guest and Lisa Rodier are currently on the Committee and have been very active members and have expressed interest in remaining on the Committee for a further three year term. Nathan Lundmark is a new nominee.

Each of the nominees has demonstrated their commitment to the selection criteria set out on the nomination form and listed below:

- Demonstrated understanding of community needs.
- Ability to objectively consider reserve management issues.
- Ability to work as part of a team and be solution focussed.
- Involvement in other community organisations.
- General background and reason for nomination.

The current Terms of Reference identify a three year term and require the membership of the MSRAC to comprise of:

- Councillors (1)
- Council Officer – General Manager Infrastructure (1)
- Council Officer – Parks & Open Space Coordinator (1)
- DELWP Representative (1)
- Community Panel Members (3-5)
- Representation from the Dja Dja Wurrung.

Nominee Name	Details submitted
Bill Guest (Hepburn Springs)	<ul style="list-style-type: none"> <li>• Current member of MSRAC.</li> <li>• Member of the previous HMSR Advisory Committee</li> <li>• Member of Hepburn Bathhouse Business &amp; Community Liaison Group.</li> <li>• Inaugural member of the Friends of HMS.</li> <li>• Involved in the development of reserve management plan and master plan.</li> <li>• Retired from Australian Defence Force.</li> </ul>
Lisa Rodier (Creswick)	<ul style="list-style-type: none"> <li>• Current member of MSRAC.</li> <li>• Access to experts in the environmental sustainability fields via current working field.</li> <li>• Professional experience in Community Health.</li> <li>• Working in field of Forest and Ecosystem science.</li> <li>• Diploma in Conservation Land Management.</li> <li>• Previous work with Rotary and Lions events.</li> </ul>

<p>Nathan Lundmark</p>	<ul style="list-style-type: none"> <li>• Qualifications in Heritage and Interpretive Tourism</li> <li>• Present volunteer at the Daylesford Information Centre.</li> <li>• Previously been a member of numerous working technical parties and community-based management committees.</li> </ul>
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The nominees provide a good blend which provides consistency with some ongoing membership along with new members bring new ideas and input.

With regards to representation from Dja Dja Wurrung and from DELWP council will formally invite representatives from these agencies to participate in the advisory committee however noting that historically attendance has been on an as needs basis.

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

*Council Plan 2013:2017:*

Strategic Objective – Active and Engaged Communities

Key Strategic Activity:

1. Work with and support communities and residents to implement community driven projects through community planning, provision of advice, information and community grants, acknowledging the significant contribution made by community volunteers.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

#### **RISK IMPLICATIONS**

Not applicable.

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

The MSRAC will play an important role in advising Council on conservation management, strategic planning and long-term improvement programs for eight public mineral spring's reserves managed by Council.

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

Council called nominations for community representatives to be involved in the Mineral Springs Reserves Advisory Committee during December 2018. There has not been any other community engagement.

## CONCLUSION

Council called for nominations for community representatives on the Mineral Springs Reserves Advisory Committee and three nominations were received. Two of the nominees are currently on the MSRAC and have been active and committed members and have expressed their interest in remaining for a three-year term. The third nominee has also demonstrated knowledge and experience that will provide significant input to the advisory committee.

## OFFICER'S RECOMMENDATION

That Council:

14.2.1. Appoints the following community representatives to the Mineral Springs Reserves Advisory Committee for a period of three (3) years, expiring on 31 January 2022.

- Bill Guest
- Lisa Rodier
- Nathan Lundmark

14.2.2. Acknowledges the involvement and input provided by previous members of the Advisory Committee and formally notes its appreciation.

## MOTION

*That Council:*

*14.2.1. Appoints the following community representatives to the Mineral Springs Reserves Advisory Committee for a period of three (3) years, expiring on 31 January 2022.*

- *Bill Guest*
- *Lisa Rodier*
- *Nathan Lundmark*

*14.2.2. Acknowledges the involvement and input provided by previous members of the Advisory Committee and formally notes its appreciation.*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr John Cottrell

**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:

- 89(2)(d) Contractual matters;
  - HEPBU RFT2018.169 Will Square Camp St Kerb and Channel
- 89(2)(h) any other matter which the Council or special committee considers would prejudice the Council or any person;
  - *Australia Day Awards 2019 Nominees*

#### 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;*
  - *HEPBU RFT2018.169 Will Square Camp St Kerb and Channel*
- *89(2)(h) any other matter which the Council or special committee considers would prejudice the Council or any person;*
  - *Australia Day Awards 2019 Nominees*

**Moved:** Cr Sebastian Klein

**Seconded:** Cr John Cottrell

**Carried**

The meeting was closed to the public at 7.08 pm.

15.2. CONFIDENTIAL ITEM OF URGENT BUSINESS

MOTION

15.2.1. *That Council hears a confidential item of urgent business to consider nominations for the International Women's Day Heather Mutimer Honour Roll*

**Moved:** Cr Kate Redwood AM

**Seconded:** Cr John Cottrell

**Carried**

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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.*

**Moved:** Cr John Cottrell

**Seconded:** Cr Sebastian Klein

**Carried**

The meeting was reopened to the public at 7.25 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.

*That Council:*

- 15.3.1 Endorses the recommendations of the International Women's Day Advisory Committee for nominations to the Heather Mutimer Honour Roll*
- 15.3.2 Endorses the recommendation of the International Women's Day Advisory Committee for nominations for the Posthumous Award.*
- 15.3.3 Makes public its decision at the International Women's Day Event to be held in March 2019.*
- 15.4.1. Awards Contract HEPBU RFT2018.169 - Wills Square and Camp St kerb and channel, Daylesford to **Avard Civil Pty Ltd** for a contract sum of **\$307,930.69**, excluding GST.*
- 15.4.3. Authorises the Chief Executive Officer and the Mayor to sign and seal the contract documents.*
- 15.5.1. Endorses the Australia Day Award panel's recommendations for award recipients*
- 15.5.2. Makes public its decision at the Australia Day Eve Civic Reception on Friday 25 January 2019.*

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## 17. CLOSE OF MEETING

The meeting closed 7.29 pm.

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