

A black and white photograph of a paved path lined with trees, leading into the distance. The path is flanked by mature trees with dense foliage, creating a canopy effect. The ground is covered with fallen leaves.

*Hepburn*  
SHIRE COUNCIL

# 2020-21

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## BUDGET

This Budget Report has been prepared with reference to Local Government Victoria's Model Budget 2020-21 and Better Practice Guide.

## Proposed Budget 2020 - 2021

### Contents

|  | Page |
|--|------|
| Mayor's Introduction                           | 4    |
| <b>Budget Reports</b>                          |      |
| 1. Link to the Council Plan                    | 6    |
| 2. Services and service performance indicators | 8    |
| 3. Financial statements                        | 16   |
| 4. Notes to the financial statements           | 23   |
| 5. Financial Performance Indicators            | 35   |
| 6. Schedule of Fees and Charges                | 36   |



## Mayor's Introduction

### COVID-19

The global impact of Coronavirus (COVID-19) is being felt across the community, business, health organisations and government. We understand that this is a difficult and trying time for our communities, and many families will be experiencing life-changing circumstances. There is lots of uncertainty while we struggle with this emergency, and act on information as it becomes available.

The COVID-19 situation has been moving quickly; this is likely to continue and will impact on our budget. The 2020/21 financial year will be extremely challenging, given the economic damage caused by the COVID-19 pandemic and the need for Hepburn Shire Council to support the community's recovery while continuing to deliver essential services. Councillors and our Officers are assessing the longer-term impact on our community and our operations.

We have slightly delayed the release of this 2020/21 proposed budget (originally planned for June). In line with State Government regulations, our budget for 2020/21 must be adopted by the end of August 2020, and therefore we are continuing with the advertising process.

### Financial Support

Council has already confirmed a package of financial relief options for residents and businesses to support the Hepburn Shire community in response to the COVID-19 pandemic. Council has initiated a campaign called "Helping Hepburn." It is designed to let the community and business know how we can help them, or point them in the right direction for information on other support services.

- Council has decided there will be no interest charged on outstanding rates balances for the 2019/20 financial year. This applies to all property types, for payments made before 30 September 2020.
- We have allowed additional time for residents to pay pet registrations. An extension of two months with payment now due 10 June 2020.
- We are processing supplier payments weekly to support them with improved cash-flow.
- Refund of all permit fees for events and activities that have been cancelled or closed as directed by Government.
- Dedicated COVID-19 business support page on Council's website with links to Federal and State Government programs (<https://www.hepburn.vic.gov.au/covid-19-business-information-links/>)
- Access to dedicated business support officer within Council for local businesses to receive individual assistance - contact them on 5321 6122 or 5321 6105 or email [business@hepburn.vic.gov.au](mailto:business@hepburn.vic.gov.au).
- Council have agreed to assist commercial tenants occupying Council buildings through to 30 September 2020 following the newly released Code of Conduct for Commercial Leasing Principles, with immediate rent deferment of six months. Council and tenants share a common interest in working together, to ensure business continuity, and to facilitate the resumption of normal trading activities at the end of the COVID-19 pandemic during a reasonable recovery period and will work through with individual tenants.
- Waiver of rent for community groups that are occupiers for Council Buildings and Facilities, for 1 April 2020 through to 30 June 2020.
- Council will also provide all ratepayers with a one-month extension on the due dates for the fourth rates instalment, to 26 June 2020.
- Reallocation \$60,000 of funding in the 2019/20 to create the Coronavirus (COVID-19) Community Support Grant Program aims to support and sustain our community and residents throughout the response and recovery phase of the pandemic.

### Budget 2020/2021

This budget will fund the final year of our 2017-2021 Council Plan and outlines the operations, services and capital investment that we will deliver to our community to achieve the vision of Our Council.

This document outlines the extensive range of services provided by Council, more than 100 - from home care for the elderly, to road construction, urban planning, environmental initiatives, leisure facilities and so much more. It also details the funding that is required to deliver these services and maintain community infrastructure.

This budget will deliver \$12.99 million of capital works – improving, renewing and creating new infrastructure. This is a significant allocation of funding, in fact, 71% of general rates. \$3.102 million of funding from new borrowings will be used to complete the Hepburn Hub at The Rex. Other projects to be delivered across the Shire include:

- \* Over \$1.60M on road improvements, upgrades and rehabilitation;
- \* Over \$1.28M on gravel and road reseals;
- \* Over \$5.0M will be invested in the renewal of our communities' buildings including several projects relating to early childhood facilities;
- \* \$1.71M for recreation facilities, including detailed design work for Trentham and Glenlyon Recreation Reserve Community pavilions, in order to seek Government funding, and continuing investment into play and outdoor fitness spaces;
- \* \$549,000 on new and upgrades to footpaths and cycleways; and
- \* \$207,000 on parks and open spaces works.

## Mayor's Introduction continued

Rates and charges makeup approximately two-thirds of our annual budgeted revenue, and are vital to allow us to provide the services and facilities that our community needs. Rate increases have been capped at 2% in line with the Victorian Government's Fair Go Rates System, and Council has not applied to the Essential Services Commission for a rate cap variation. The State Government now requires all properties to be revalued annually and this will result in a redistribution of rates payable, based on the change to a property's value. This means that while Council proposes an increase to average rate income of 2%, the actual rate increase for each ratepayer varies due to the amount of their property valuation. The 2% increase is on average, \$31.55 per property for the year.

An average increase of approximately 13.0% in annual waste charges has been necessary to meet increased service costs to users of the service. This increase will amount to an average additional \$46 per property per year. The increase also accounts for the rising costs of waste management, global recycling challenges and the payment of the State Government landfill levy (which is doubling over the next three years). Council have fully passed on the savings (\$23,800) from the State Government's announcement that the landfill levy increase would be delayed by six months as a response to COVID-19. We have also funded some projects aimed at developing innovative ways to process our waste and efficiently increase our overall recycling efforts.

Importantly, we have enacted the emergency clause of our current hardship policy. As a result of this, any ratepayers who are suffering financial hardship can make an application for deferment of payment of rates and charges. This applies to all property types. Details of how to access the hardship relief is available on our website and has been included with rate notices.

Council will continue to accept e-Waste materials free of charge at our transfer stations and encourage the recycling of e-Waste items. We will also continue to offer significantly reduced first-year animal registration fees to promote the registration, de-sexing and microchipping of cats and dogs. Swimming pool fees for the 2020/2021 season will remain the same as the 2019/2020 season and be free of charge - encouraging our residents to stay active and healthy.

We are committed to delivering high-quality services, and this budget includes many important initiatives. These include:

- \* Over \$270,000 of strategic planning activities, including Stage 3 of the Hepburn Planning Scheme Review;
- \* Development of a Shire wide Aquatic Strategy (\$80,000);
- \* Funding for the Council Elections (\$210,000, October 2020), and develop a new Council Plan including community consultation;
- \* increased resources for Parks and Gardens, Early Years, Health and Wellbeing, Planning; and
- \* continued funding for programs such as libraries, biodiversity, aged and disability, tourism, reconciliation and sustainability.

As your Councillors, it is our role to engage with our community and understand your needs and priorities, and to balance these demands. We want to ensure that our services meet community needs and are delivered as efficiently and effectively as possible. Council will continue to deliver high quality and accessible services to the community while increasing our advocacy efforts to ensure we are attracting State and Federal government funding.

Please understand that the impact of COVID-19 on Council services is wide-ranging and we have had to change the way we do business. However, we look forward to working with our community to deliver these exciting projects throughout the coming year.

Please stay safe.



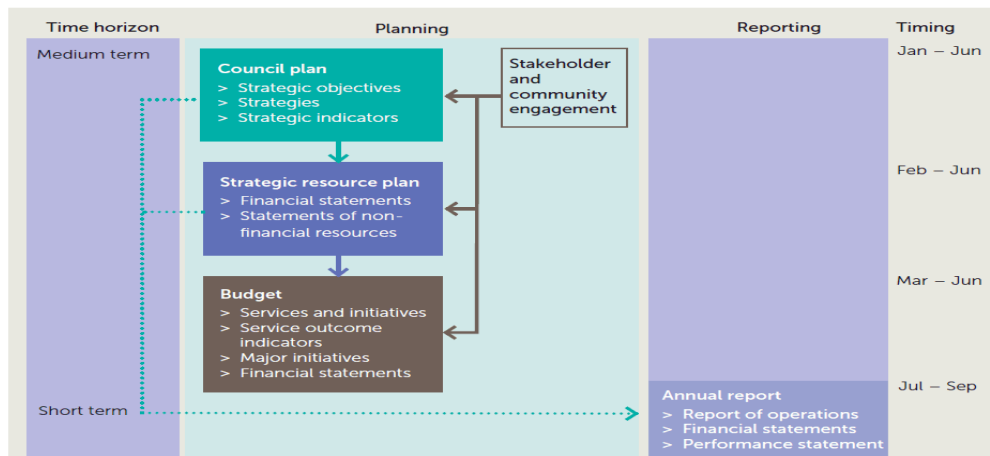
**Cr Licia Kokocinski**  
**Mayor**

## 1. Link to the Council Plan

This section describes how the Annual Budget links to the achievement of the Council Plan within an overall planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term, medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Annual Report).

### 1.1 Legislative Planning and accountability framework

The Strategic Resource Plan, part of and prepared in conjunction with the Council Plan, is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The Annual Budget is framed within the Strategic Resource Plan, considering the services and initiatives which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the planning and accountability framework that applies to local government in Victoria.



Source: Department of Environment, Land, Water and Planning

In addition to the above, Council has a long term plan which articulates a community vision, mission and values. These will be updated in 2020-21 following the Council elections, and the requirements of the new Local Government Act 2020.

The timing of each component of the planning framework is critical to the successful achievement of the planned outcomes.

#### 1.1.2 Key planning considerations

##### Service level planning

Although councils have a legal obligation to provide some services— such as animal management, local roads, food safety and statutory planning—most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, Council should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

## 1.2 Our purpose

### Our Vision

#### "Our Council"

Council has set as its vision the simple term - 'Our Council'. 'Our Council' reflects a desired expression by the community of a strong sense of pride in the high-quality work of Hepburn Shire Council developed as the outcome of an open partnership between council and our community. Attaining this aspirational community recognition will require significant ongoing effort from the entire organisation as we seek to achieve excellence in service delivery.

### Mission

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

## 1. Link to the Council Plan

### Our values

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

Council has adopted the following organisational values which are embedded in the culture of the Hepburn Shire:

|                       |   |
|-----------------------|---|
| <b>Accountability</b> | We will be responsible for our choices. We will acknowledge and learn from our mistakes.  |
| <b>Respect</b>        | We will accept people's differences. We will look for the best in people and value their contribution. We will treat people with respect and dignity. |
| <b>Excellence</b>     | We will perform to our best ability. We will commit to learning and growing. We will strive to achieve the organisation's long term vision.           |
| <b>Trust</b>          | We will encourage creativity and innovation. We will value everyone's contribution. We will lead by example. We will act honestly.                    |
| <b>Fun</b>            | We will acknowledge and celebrate our successes. We believe in getting involved. We will promote a healthy sense of humour.                           |

### Our Pillars

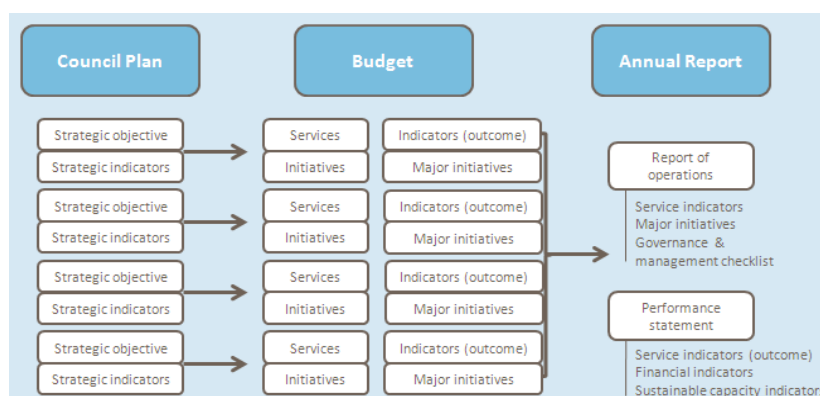
Council delivers activities and initiatives under major service categories. Each contributes to the achievement of one of the pillars as set out in the four year Council Plan 2017-2021. The five pillars described in the Council Plan are:

| Strategic Objective                 | Description  |
|-------------------------------------|--|
| 1. Quality Community Infrastructure | Providing quality infrastructure that supports community needs now and into the future.                |
| 2. Active & Engaged Communities     | Working with our diverse community to understand and deliver quality services.                         |
| 3. Sustainable Environment          | Protecting our natural and built environment.  |
| 4. Vibrant Economy                  | Creating a vibrant economy by adding value.  |
| 5. High Performing Organisation     | Driving innovation to continuously improve service delivery to our customers (better, faster, cheaper) |



## 2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2020/2021 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Environment, Land, Water and Planning

### 2.1 Strategic Objective 1 : Quality Community Infrastructure

To achieve our objective of quality community infrastructure, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

| Service area                  | Description of services provided   |                 | 2018/19          | 2019/20          | 2020/21          |
|-------------------------------|--|-----------------|------------------|------------------|------------------|
|                               |  |                 | Actual<br>\$'000 | Budget<br>\$'000 | Budget<br>\$'000 |
| Assets, Roads and Maintenance | With forward planning, the timely intervention and replacement of infrastructure assets is programmed to maximise serviceability of assets and minimise escalating maintenance costs. This proactive management of assets also allows long term financial demands for asset renewal works to be anticipated and planned for. | <i>Expenses</i> | 4,479            | 3,847            | 4,936            |
|                               |  | <i>Revenue</i>  | 3,409            | 3,059            | 3,717            |
|                               |  | <b>NET</b>      | <b>1,070</b>     | <b>788</b>       | <b>1,219</b>     |
| Parks and Open Space          | This service provides well presented Parks & Gardens, Public Open Space and Sporting Fields for the enjoyment, amenity and well being of our community and visitors to the Shire.  | <i>Expenses</i> | 1,696            | 1,885            | 2,450            |
|                               |  | <i>Revenue</i>  | 67               | 5                | 351              |
|                               |  | <b>NET</b>      | <b>1,629</b>     | <b>1,880</b>     | <b>2,099</b>     |



## 2. Services and service performance indicators

| Service area    | Description of services provided   | 2018/19          | 2019/20          | 2020/21          |          |
|-----------------|--|------------------|------------------|------------------|----------|
|                 |  | Actual<br>\$'000 | Budget<br>\$'000 | Budget<br>\$'000 |          |
| Risk & Property | To utilise risk management proactively as a tool to achieve success across all areas. To make effective and efficient risk-based decisions on the allocation of budget and resources. To make decisions on property management arrangements that are underpinned by service plans, the long term financial plan and a minimisation of risks. | Expenses         | 812              | 885              | 1,081    |
|                 |  | Revenue          | 1,201            | 1,149            | 1,074    |
|                 |  | <b>NET</b>       | <b>(389)</b>     | <b>(264)</b>     | <b>7</b> |

### Major Initiatives

- \* Finalisation of the construction of the Hepburn Hub at the Rex (\$3.012 million, funded by borrowings)
- \* Annual asset renewal program including road reconstruction, building, road, footpaths, bridges, and drainage – refer to capital works listing for details.
- \* Capital investment in sealed road network (\$2.25 million, grant funding of \$969,000)

### Other Initiatives

- \* Creswick information centre irrigation installation and Turf Upgrade (\$50,000)
- \* Annual maintenance program including road reconstruction, buildings, roads, footpaths, bridges, drainage and parks and open spaces.



## 2. Services and service performance indicators

### 2.2 Strategic Objective 2 : Active & Engaged Communities

To achieve our objective of active & engaged communities, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

| Service area               | Description of services provided  |                 | 2018/19          | 2019/20          | 2020/21          |
|----------------------------|---|-----------------|------------------|------------------|------------------|
|                            |   |                 | Actual<br>\$'000 | Budget<br>\$'000 | Budget<br>\$'000 |
| Aged & Disability Services | This service provides high quality aged and disability services including home and community care.  | <i>Expenses</i> | 1,554            | 1,856            | 1,779            |
|                            |   | <i>Revenue</i>  | 1,412            | 1,578            | 1,494            |
|                            |   | <b>NET</b>      | <b>142</b>       | <b>278</b>       | <b>285</b>       |
| Family Services            | This service provides leadership in the planning and development of early years services and programs and in partnership with community and service providers facilitate integrated and co-ordinated service provision including maternal and child health. | <i>Expenses</i> | 332              | 332              | 472              |
|                            |   | <i>Revenue</i>  | 184              | 138              | 199              |
|                            |   | <b>NET</b>      | <b>148</b>       | <b>194</b>       | <b>273</b>       |
| Library Services           | This service provides, through our public libraries, a welcoming space that develops strong and connected communities, supports a culture of reading and improves quality of life.  | <i>Expenses</i> | 943              | 847              | 865              |
|                            |   | <i>Revenue</i>  | 211              | 206              | 207              |
|                            |   | <b>NET</b>      | <b>732</b>       | <b>641</b>       | <b>658</b>       |
| Recreation                 | This service provides proactive and planned approach to the maintenance, renewal and upgrade of recreation assets, and provide strategic direction for future recreation and aquatic facilities.  | <i>Expenses</i> | 818              | 553              | 449              |
|                            |   | <i>Revenue</i>  | 736              | 366              | 142              |
|                            |   | <b>NET</b>      | <b>82</b>        | <b>187</b>       | <b>307</b>       |
| Youth                      | This service seeks to engage our young people. Invest in them now and create our community leaders for the future.  | <i>Expenses</i> | 97               | 167              | 154              |
|                            |   | <i>Revenue</i>  | 18               | 25               | 25               |
|                            |   | <b>NET</b>      | <b>79</b>        | <b>142</b>       | <b>129</b>       |
| Community Development      | This service seeks to identify and create opportunities with residents to participate in enhancing community health and wellbeing.  | <i>Expenses</i> | 973              | 1,217            | 1,616            |
|                            |   | <i>Revenue</i>  | 259              | 332              | 304              |
|                            |   | <b>NET</b>      | <b>714</b>       | <b>885</b>       | <b>1,312</b>     |
| Environmental Health       | To provide a range of public health programs including food safety throughout the community which focus on a preventative approach to health and aim to minimise future problems.   | <i>Expenses</i> | 301              | 323              | 332              |
|                            |   | <i>Revenue</i>  | 177              | 178              | 179              |
|                            |   | <b>NET</b>      | <b>124</b>       | <b>145</b>       | <b>153</b>       |
| Compliance                 | Through education and Local Law enforcement, including animal management, the Compliance Department provides a safe community for all to enjoy.   | <i>Expenses</i> | 405              | 515              | 587              |
|                            |   | <i>Revenue</i>  | 271              | 271              | 273              |
|                            |   | <b>NET</b>      | <b>134</b>       | <b>244</b>       | <b>314</b>       |

## 2. Services and service performance indicators

### 2.2 Strategic Objective 2 : Active & Engaged Communities (continued)

#### Major Initiatives

- \* Glenlyon Recreation Reserve Community Pavilion Redevelopment Detailed Design (\$121,000)
- \* Trentham Recreation Reserve Community Pavilion Redevelopment Detailed Design (\$199,650)
- \* Daylesford Aquatic and Civic Plaza Precinct (\$1,020,000 including \$500,000 grant)

#### Other Initiatives

- \* Development of Shire wide Aquatic strategy (\$80,000)
- \* Undertake implementation of Year 2 priorities of the Play space Strategy (\$36,000) and Year 3 of the development of outdoor fitness spaces (Clunes) (\$60,500)
- \* Purchase of library collection (\$60,000)
- \* Implementation of the Hepburn Shire Council Active Women and Girls Strategy (\$10,000)
- \* Kindergarten and Childcare extensions and refurbishments, Hepburn, Creswick, and Daylesford (\$395,000, net \$211,000)
- \* State and Federal Governments will continue to part fund the Home and Community Care and Commonwealth Home Support Program to deliver quality programs in aged and disability services.

### 2.3 Strategic Objective 3: Sustainable Environment

To achieve our objective of a sustainable environment, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

| Service area                | Description of services provided  |                 | 2018/19      | 2019/20      | 2020/21      |
|-----------------------------|---|-----------------|--------------|--------------|--------------|
|                             |   |                 | Actual       | Budget       | Budget       |
|                             |   |                 | \$'000       | \$'000       | \$'000       |
| Waste Management            | This service is to deliver high quality kerbside waste and recycling collection services, and general waste management which includes transfer stations, transporting materials, public place bins, disposing of waste, street cleaning, rehabilitating closed landfills and other waste management services. | <i>Expenses</i> | 3,199        | 3,299        | 3,967        |
|                             |   | <i>Revenue</i>  | 3,424        | 3,619        | 4,083        |
|                             |   | <b>NET</b>      | <b>(225)</b> | <b>(320)</b> | <b>(115)</b> |
|                             |   |                 |              |              |              |
| Emergency Management        | We work with the community and response agencies to develop robust and innovative plans to prepare, respond and recover from emergencies.   | <i>Expenses</i> | 148          | 120          | 220          |
|                             |   | <i>Revenue</i>  | 120          | 120          | 220          |
|                             |   | <b>NET</b>      | <b>28</b>    | <b>-</b>     | <b>-</b>     |
|                             |   |                 |              |              |              |
| Sustainability              | To guide and support Council and the community in the development of innovative sustainable practices that ensure the preservation of limited resources.  | <i>Expenses</i> | 122          | 155          | 175          |
|                             |   | <i>Revenue</i>  | 250          | -            | -            |
|                             |   | <b>NET</b>      | <b>(128)</b> | <b>155</b>   | <b>175</b>   |
|                             |   |                 |              |              |              |
| Natural Resource Management | In partnership with the community, natural resources are managed to ensure their conservation, enhancement and control.   | <i>Expenses</i> | 135          | 156          | 165          |
|                             |   | <i>Revenue</i>  | 2            | -            | -            |
|                             |   | <b>NET</b>      | <b>133</b>   | <b>156</b>   | <b>165</b>   |
|                             |   |                 |              |              |              |

#### Major Initiatives

- \* Funding for resource recovery education and other waste management initiatives to develop innovative ways to process our waste.

#### Other Initiatives

- \* Implement actions from the Biodiversity Strategy (\$65,477)
- \* An Emergency Management Coordinator funded by the State Government (\$120,000 grant funded).

## 2. Services and service performance indicators

### 2.4 Strategic Objective 4: Vibrant Economy

To achieve our objective of a vibrant economy, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

| Service area                     | Description of services provided   |                 | 2018/19<br>Actual<br>\$'000 | 2019/20<br>Budget<br>\$'000 | 2020/21<br>Budget<br>\$'000 |
|----------------------------------|--|-----------------|-----------------------------|-----------------------------|-----------------------------|
| Economic Development and Tourism | To facilitate Hepburn Shire becoming a recognised tourist destination and to foster economic development that is appropriate within the Shire which increases employment and business opportunities.   | <i>Expenses</i> | 1,096                       | 1,743                       | 734                         |
|                                  |  | <i>Revenue</i>  | 966                         | 330                         | 82                          |
|                                  |  | <b>NET</b>      | <b>130</b>                  | <b>1,413</b>                | <b>652</b>                  |
| Statutory and Strategic Planning | The Planning team provides advice and guidance for responsible current and future land use planning which includes the consideration of applications for planning permits and ensuring compliance with planning permits and controls. Through regular review of the Hepburn Shire Planning Scheme and development of new policy documents, the Planning Department ensures that statutory planning, investment and decision making for the Shire is relevant to the needs of the community and provides a sustainable base for future generations. | <i>Expenses</i> | 719                         | 858                         | 1,080                       |
|                                  |  | <i>Revenue</i>  | 480                         | 500                         | 500                         |
|                                  |  | <b>NET</b>      | <b>239</b>                  | <b>358</b>                  | <b>580</b>                  |

#### Major Initiatives

- \* Continued planning and construction of the Creswick Trails Project (carried forward from 2019/20)
- \* Support the region's small-scale producers to increase their economic potential through The Hepburn Hub for Premium Produce (\$236,000, net \$30,000)

#### Initiatives

- \* Stage 3 of the Hepburn Planning Scheme Review (\$120,000)
- \* Recruitment of additional statutory planners to respond to the increased planning activity within the Shire.



## 2. Services and service performance indicators

### 2.5 Strategic Objective 5: High Performing Organisation

To achieve our objective of a high performing organisation, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

| Service area       | Description of services provided   |                 | 2018/19        | 2019/20        | 2020/21        |
|--------------------|--|-----------------|----------------|----------------|----------------|
|                    |  |                 | Actual         | Budget         | Budget         |
|                    |  |                 | \$'000         | \$'000         | \$'000         |
| Financial Services | To deliver efficient and effective allocation of resources through sound financial planning and management, that is guided by the long-term financial plan and secures the financial viability of the municipality.  | <i>Expenses</i> | 1,445          | 1,154          | 1,510          |
|                    |  | <i>Revenue</i>  | 4,503          | 4,053          | 4,743          |
|                    |  | <b>NET</b>      | <b>(3,058)</b> | <b>(2,899)</b> | <b>(3,233)</b> |
| ICT                | To provide the highest quality technology-based services, in the most cost-effective manner, to facilitate the delivery of services to Council and the community.  | <i>Expenses</i> | 1,100          | 961            | 1,585          |
|                    |  | <i>Revenue</i>  | -              | -              | 306            |
|                    |  | <b>NET</b>      | <b>1,100</b>   | <b>961</b>     | <b>1,279</b>   |
| People and Culture | In partnership with Management, People and Culture provide a high level of service and support to the organisation for recruiting and retaining qualified and diverse staff, facilitating positive employee relations, developing and delivering training to enhance employees skills and capabilities, measuring employee performance and job satisfaction and providing industrial relations advice to contribute to Council's organisational effectiveness. | <i>Expenses</i> | 453            | 540            | 718            |
|                    |  | <i>Revenue</i>  | -              | -              | 157            |
|                    |  | <b>NET</b>      | <b>453</b>     | <b>540</b>     | <b>561</b>     |
| Customer Service   | To provide consistent, high quality customer service, by managing, resolving, and preventing problems; empowering and educating our customers with self-service tools and solutions; communicating effectively; and exceeding customer expectations which will enable Council and our community to reach their goals.  | <i>Expenses</i> | 346            | 418            | 472            |
|                    |  | <i>Revenue</i>  | 9              | -              | -              |
|                    |  | <b>NET</b>      | <b>337</b>     | <b>418</b>     | <b>472</b>     |
| Building           | To provide quality regulatory advice on all building matters associated with properties in the Shire.  | <i>Expenses</i> | 245            | 277            | 366            |
|                    |  | <i>Revenue</i>  | 225            | 208            | 653            |
|                    |  | <b>NET</b>      | <b>20</b>      | <b>69</b>      | <b>(287)</b>   |
| Governance         | Good governance is provided through the development and implementation of policies and procedures that support good decision making.   | <i>Expenses</i> | 1,851          | 1,607          | 2,059          |
|                    |  | <i>Revenue</i>  | 1              | -              | 68             |
|                    |  | <b>NET</b>      | <b>1,850</b>   | <b>1,607</b>   | <b>1,991</b>   |
| Communications     | Council delivers effective communication through varied channels to ensure all who wish to be informed are.  | <i>Expenses</i> | 139            | 161            | 212            |
|                    |  | <i>Revenue</i>  | -              | -              | 50             |
|                    |  | <b>NET</b>      | <b>139</b>     | <b>161</b>     | <b>162</b>     |

#### Major Initiatives

\* Purchase of hardware, software and accessories as part of the ICT capital and renewal budget (\$425,000)

\* Working for Victoria Program - recruitment of 33 employees across the organisation on six month contracts. Delivering services to the community and organisation, designed to stimulate the economy through employment, in response to the economic hardship created by the COVID 19 Pandemic. (\$1.58 million grant funded)

#### Initiatives

\* Hepburn Hub at the Rex Coworking Space (\$147,500, net \$50,000)

\* Council elections are scheduled for October 2020 (\$211,000, net \$193,000) and following this the development of a new Council Plan (\$35,000).

## 2. Services and service performance indicators

### 2.6 Service Performance Outcome Indicators

| Service                   | Indicator         | Performance Measure   | Computation  |
|---------------------------|-------------------|---|--|
| Governance                | Satisfaction      | Satisfaction with Council decisions. (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)  | Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community  |
| Statutory planning        | Decision making   | Council planning decisions upheld at VCAT. (Percentage of planning application decisions subject to review by VCAT and that were not set aside)                       | [Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100  |
| Roads                     | Satisfaction      | Satisfaction with sealed local roads. (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)                | Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.  |
| Libraries                 | Participation     | Active library members. (Percentage of the municipal population that are active library members)  | [Number of active library members / municipal population] x100   |
| Waste collection          | Waste diversion   | Kerbside collection waste diverted from landfill. (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill) | [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100  |
| Aquatic Facilities        | Utilisation       | Utilisation of aquatic facilities. (Number of visits to aquatic facilities per head of municipal population)  | Number of visits to aquatic facilities / Municipal population  |
| Animal Management         | Health and safety | Animal management prosecutions. (Number of successful animal management prosecutions)   | Number of successful animal management prosecutions  |
| Food safety               | Health and safety | Critical and major non-compliance notifications. (Percentage of critical and major non-compliance notifications that are followed up by Council)                      | [Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100 |
| Maternal and Child Health | Participation     | Participation in the MCH service. (Percentage of children enrolled who participate in the MCH service)  | [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100  |
|                           |                   | Participation in MCH service by Aboriginal children. (Percentage of Aboriginal children enrolled who participate in the MCH service)                                  | [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100  |

## 2. Services and service performance indicators

### 2.7 Reconciliation with budgeted operating result

| Strategic Objective                                | Net Cost<br>\$'000 | Expenses<br>\$'000 | Revenue<br>\$'000 |
|--|--------------------|--------------------|-------------------|
| Quality Community Infrastructure                   | 3,326              | 8,467              | 5,142             |
| Active & Engaged Communities                       | 3,431              | 6,253              | 2,822             |
| Sustainable Environment                            | 225                | 4,527              | 4,303             |
| Vibrant Economy                                    | 1,232              | 1,814              | 582               |
| High Performing Organisation                       | 945                | 6,922              | 5,977             |
| <b>Total</b>                                       | <b>9,158</b>       | <b>27,983</b>      | <b>18,825</b>     |
| <b>Expenses added in:</b>                          |                    |                    |                   |
| Depreciation & Amortisation                        | 7,270              |                    |                   |
| <b>Deficit before funding sources</b>              | <b>16,428</b>      |                    |                   |
| <b>Funding sources added in:</b>                   |                    |                    |                   |
| General Rates revenue                              | (18,275)           |                    |                   |
| <b>Operating (surplus) / deficit for the year</b>  | <b>(1,847)</b>     |                    |                   |
| <b>Less</b>  |                    |                    |                   |
| Capital non-recurrent grants                       | 1,386              |                    |                   |
| Capital contributions                              | 100                |                    |                   |
| <b>Underlying (surplus) / deficit for the year</b> | <b>(361)</b>       |                    |                   |



### 3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2020/2021 has been supplemented with projection to 2023/2024 extracted from the Strategic Resource Plan.

This section includes the following financial statements prepared in accordance with the Local Government Act 1989 and the Local Government Planning and Reporting regulations 2014.

- \* Comprehensive Income Statement
- \* Balance Sheet
- \* Statement of Changes in Equity
- \* Statement of Cash Flows
- \* Statement of Capital Works
- \* Statement of Human Resources

#### Pending Accounting Standards

The 2020-21 budget has been prepared based on the accounting standards applicable at the date of preparation. It has been updated to include the impact of AASB 16 Leases, AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-Profit Entities, but pending accounting standards that will be in effect from the 2020-21 financial year have not been considered in the development of the budget.

Standards that are likely to impact on the 2020-21 financial statements, not considered in the preparation of the budget include AASB 1059 Service Concession Arrangements: Grantors





### 3. Financial Statements

#### 3.1 Comprehensive Income Statement

For the four years ending 30 June 2024

|  | Notes  | Budget            | Budget            | Strategic Resource Plan Projections |                   |                   |
|--|--------|-------------------|-------------------|-------------------------------------|-------------------|-------------------|
|  |        | 2019/20<br>\$'000 | 2020/21<br>\$'000 | 2021/22<br>\$'000                   | 2022/23<br>\$'000 | 2023/24<br>\$'000 |
| <b>Income</b>  |        |                   |                   |                                     |                   |                   |
| Rates and charges  | 4.1.1  | 21,306            | 22,266            | 22,897                              | 23,543            | 24,100            |
| Statutory fees and fines   | 4.1.2  | 890               | 915               | 938                                 | 962               | 986               |
| User fees  | 4.1.3  | 1,047             | 964               | 983                                 | 1,007             | 1,033             |
| Grants - Operating   | 4.1.4  | 7,146             | 8,741             | 7,400                               | 7,584             | 7,773             |
| Grants - Capital   | 4.1.4  | 2,712             | 2,355             | 4,591                               | 4,312             | 1,455             |
| Contributions - monetary   | 4.1.5  | 155               | 370               | 300                                 | 281               | 287               |
| Net gain/(loss) on disposal of property, infrastructure, plant and equipment       |        | 11                | (20)              | 70                                  | 60                | 55                |
| Other income   | 4.1.6  | 1,617             | 1,485             | 1,614                               | 1,642             | 1,672             |
| <b>Total income</b>  |        | <b>34,885</b>     | <b>37,076</b>     | <b>38,793</b>                       | <b>39,391</b>     | <b>37,360</b>     |
| <b>Expenses</b>  |        |                   |                   |                                     |                   |                   |
| Employee costs   | 4.1.7  | 12,936            | 15,518            | 14,613                              | 14,978            | 15,353            |
| Materials and services   | 4.1.8  | 10,731            | 11,424            | 11,497                              | 11,427            | 11,655            |
| Depreciation   | 4.1.9  | 7,096             | 7,168             | 7,243                               | 7,319             | 7,396             |
| Amortisation - intangible assets   | 4.1.10 | 94                | 101               | 101                                 | 101               | 101               |
| Bad and doubtful debts   |        | 18                | 18                | 18                                  | 18                | 18                |
| Borrowing costs  |        | 187               | 206               | 190                                 | 135               | 113               |
| Other expenses   | 4.1.11 | 804               | 794               | 813                                 | 829               | 846               |
| <b>Total expenses</b>  |        | <b>31,866</b>     | <b>35,229</b>     | <b>34,475</b>                       | <b>34,806</b>     | <b>35,481</b>     |
| <b>Surplus/(deficit) for the year</b>  |        | <b>3,019</b>      | <b>1,847</b>      | <b>4,319</b>                        | <b>4,585</b>      | <b>1,879</b>      |
| <b>Other comprehensive income</b>  |        |                   |                   |                                     |                   |                   |
| <b>Items that will not be reclassified to surplus or deficit in future periods</b> |        |                   |                   |                                     |                   |                   |
| Net asset revaluation increment /(decrement)                                       |        | -                 | -                 | -                                   | -                 | -                 |
| <b>Total comprehensive result</b>  |        | <b>3,019</b>      | <b>1,847</b>      | <b>4,319</b>                        | <b>4,585</b>      | <b>1,879</b>      |

### 3. Financial Statements

#### 3.2 Balance Sheet

For the four years ending 30 June 2024

|   | Notes | Budget            | Budget            | Strategic Resource Plan Projections |                   |                   |
|---|-------|-------------------|-------------------|-------------------------------------|-------------------|-------------------|
|   |       | 2019/20<br>\$'000 | 2020/21<br>\$'000 | 2021/22<br>\$'000                   | 2022/23<br>\$'000 | 2023/24<br>\$'000 |
| <b>Assets</b>                               |       |                   |                   |                                     |                   |                   |
| <b>Current assets</b>                       |       |                   |                   |                                     |                   |                   |
| Cash and cash equivalents                   |       | 4,297             | 3,430             | 632                                 | 1,152             | 1,596             |
| Trade and other receivables                 |       | 2,541             | 4,208             | 4,251                               | 4,278             | 4,322             |
| Other financial assets                      |       | 5,933             | 5,933             | 4,733                               | 2,733             | 1,233             |
| Inventories                                 |       | 12                | 6                 | 19                                  | 19                | 19                |
| Other assets                                |       | 228               | 86                | 77                                  | 68                | 68                |
| <b>Total current assets</b>                 | 4.2.1 | <b>13,011</b>     | <b>13,663</b>     | <b>9,712</b>                        | <b>8,251</b>      | <b>7,238</b>      |
| <b>Non-current assets</b>                   |       |                   |                   |                                     |                   |                   |
| Property, infrastructure, plant & equipment |       | 259,605           | 277,237           | 283,453                             | 289,090           | 291,556           |
| Intangible assets                           |       | 365               | 415               | 314                                 | 213               | 112               |
| <b>Total non-current assets</b>             | 4.2.1 | <b>259,970</b>    | <b>277,652</b>    | <b>283,767</b>                      | <b>289,302</b>    | <b>291,668</b>    |
| <b>Total assets</b>                         |       | <b>272,981</b>    | <b>291,314</b>    | <b>293,479</b>                      | <b>297,553</b>    | <b>298,906</b>    |
| <b>Liabilities</b>                          |       |                   |                   |                                     |                   |                   |
| <b>Current liabilities</b>                  |       |                   |                   |                                     |                   |                   |
| Trade and other payables                    |       | 2,167             | 2,196             | 2,242                               | 2,288             | 2,334             |
| Trust funds and deposits                    |       | 1,073             | 962               | 966                                 | 970               | 974               |
| Provisions                                  |       | 1,922             | 2,107             | 2,009                               | 2,107             | 2,203             |
| Interest-bearing liabilities                | 4.2.3 | 412               | 2,063             | 625                                 | 647               | 669               |
| Other Liabilities                           | 4.2.2 | 216               | 528               | 523                                 | 518               | 513               |
| <b>Total current liabilities</b>            | 4.2.2 | <b>5,791</b>      | <b>7,855</b>      | <b>6,365</b>                        | <b>6,530</b>      | <b>6,693</b>      |
| <b>Non-current liabilities</b>              |       |                   |                   |                                     |                   |                   |
| Provisions                                  |       | 424               | 442               | 422                                 | 402               | 382               |
| Interest-bearing liabilities                | 4.2.3 | 3,568             | 4,397             | 3,771                               | 3,124             | 2,455             |
| Other Liabilities                           | 4.2.2 | 80                | 63                | 45                                  | 36                | 36                |
| <b>Total non-current liabilities</b>        | 4.2.2 | <b>4,072</b>      | <b>4,901</b>      | <b>4,238</b>                        | <b>3,562</b>      | <b>2,872</b>      |
| <b>Total liabilities</b>                    |       | <b>9,863</b>      | <b>12,757</b>     | <b>10,603</b>                       | <b>10,092</b>     | <b>9,565</b>      |
| <b>Net assets</b>                           |       | <b>263,118</b>    | <b>278,557</b>    | <b>282,876</b>                      | <b>287,462</b>    | <b>289,341</b>    |
| <b>Equity</b>                               |       |                   |                   |                                     |                   |                   |
| Accumulated surplus                         |       | 155,353           | 157,242           | 162,717                             | 167,158           | 168,987           |
| Reserves                                    |       | 107,765           | 121,315           | 120,159                             | 120,304           | 120,354           |
| <b>Total equity</b>                         |       | <b>263,118</b>    | <b>278,557</b>    | <b>282,876</b>                      | <b>287,462</b>    | <b>289,341</b>    |

### 3. Financial Statements

#### 3.3 Statement of Changes in Equity

For the four years ending 30 June 2024

| Notes                                       | Total<br>\$'000      | Accumulated<br>Surplus<br>\$'000 | Revaluation<br>Reserve<br>\$'000 | Other<br>Reserves<br>\$'000 |
|---|----------------------|----------------------------------|----------------------------------|-----------------------------|
| <b>2019/20 Budget</b>                       |                      |                                  |                                  |                             |
| Balance at beginning of the financial year  | 260,099              | 153,098                          | 104,930                          | 2,071                       |
| Surplus/(deficit) for the year              | 3,019                | 3,019                            | -                                | -                           |
| Net asset revaluation increment/(decrement) | -                    | -                                | -                                | -                           |
| Transfers to other reserves                 | -                    | (958)                            | -                                | 958                         |
| Transfers from other reserves               | -                    | 195                              | -                                | (195)                       |
| <b>Balance at end of the financial year</b> | <b>263,118</b>       | <b>155,353</b>                   | <b>104,930</b>                   | <b>2,835</b>                |
| <b>2020/21 Budget</b>                       |                      |                                  |                                  |                             |
| Balance at beginning of the financial year  | 276,711              | 155,852                          | 118,024                          | 2,835                       |
| Surplus/(deficit) for the year              | 1,847                | 1,847                            | -                                | -                           |
| Net asset revaluation increment/(decrement) | -                    | -                                | -                                | -                           |
| Transfers to other reserves                 | 4.3.1 -              | (667)                            | -                                | 667                         |
| Transfers from other reserves               | 4.3.1 -              | 210                              | -                                | (210)                       |
| <b>Balance at end of the financial year</b> | <b>4.3.2 278,557</b> | <b>157,242</b>                   | <b>118,024</b>                   | <b>3,291</b>                |
| <b>2021/22 SRP</b>                          |                      |                                  |                                  |                             |
| Balance at beginning of the financial year  | 278,557              | 157,242                          | 118,024                          | 3,291                       |
| Surplus/(deficit) for the year              | 4,319                | 4,319                            | -                                | -                           |
| Net asset revaluation increment/(decrement) | -                    | -                                | -                                | -                           |
| Transfers to other reserves                 | -                    | (663)                            | -                                | 663                         |
| Transfers from other reserves               | -                    | 1,819                            | -                                | (1,819)                     |
| <b>Balance at end of the financial year</b> | <b>282,876</b>       | <b>162,717</b>                   | <b>118,024</b>                   | <b>2,135</b>                |
| <b>2022/23 SRP</b>                          |                      |                                  |                                  |                             |
| Balance at beginning of the financial year  | 282,876              | 162,717                          | 118,024                          | 2,135                       |
| Surplus/(deficit) for the year              | 4,585                | 4,585                            | -                                | -                           |
| Net asset revaluation increment/(decrement) | -                    | -                                | -                                | -                           |
| Transfers to other reserves                 | -                    | (595)                            | -                                | 595                         |
| Transfers from other reserves               | -                    | 450                              | -                                | (450)                       |
| <b>Balance at end of the financial year</b> | <b>287,462</b>       | <b>167,158</b>                   | <b>118,024</b>                   | <b>2,280</b>                |
| <b>2023/24 SRP</b>                          |                      |                                  |                                  |                             |
| Balance at beginning of the financial year  | 287,462              | 167,158                          | 118,024                          | 2,280                       |
| Surplus/(deficit) for the year              | 1,879                | 1,879                            | -                                | -                           |
| Net asset revaluation increment/(decrement) | -                    | -                                | -                                | -                           |
| Transfers to other reserves                 | -                    | (400)                            | -                                | 400                         |
| Transfers from other reserves               | -                    | 350                              | -                                | (350)                       |
| <b>Balance at end of the financial year</b> | <b>289,341</b>       | <b>168,987</b>                   | <b>118,024</b>                   | <b>2,330</b>                |

### 3. Financial Statements

#### 3.4 Statement of Cash Flows

For the four years ending 30 June 2024

|   | Notes | Budget                | Budget                | Strategic Resource Plan Projections |                       |                       |
|---|-------|-----------------------|-----------------------|-------------------------------------|-----------------------|-----------------------|
|   |       | 2019/20<br>\$'000     | 2020/21<br>\$'000     | 2021/22<br>\$'000                   | 2022/23<br>\$'000     | 2023/24<br>\$'000     |
|   |       | Inflows<br>(Outflows) | Inflows<br>(Outflows) | Inflows<br>(Outflows)               | Inflows<br>(Outflows) | Inflows<br>(Outflows) |
| <b>Cash flows from operating activities</b>                         |       |                       |                       |                                     |                       |                       |
| Rates and charges   |       | 21,107                | 22,156                | 22,709                              | 23,367                | 23,905                |
| Statutory fees and fines  |       | 873                   | 898                   | 921                                 | 945                   | 969                   |
| User fees   |       | 1,047                 | 850                   | 982                                 | 1,007                 | 1,032                 |
| Grants - operating  |       | 7,146                 | 8,741                 | 7,400                               | 7,584                 | 7,773                 |
| Grants - capital  |       | 2,712                 | 2,355                 | 4,591                               | 4,312                 | 1,455                 |
| Contributions - monetary  |       | 155                   | 370                   | 300                                 | 281                   | 287                   |
| Interest received   |       | 419                   | 320                   | 357                                 | 361                   | 365                   |
| Rent received   |       | 1,124                 | 1,048                 | 1,148                               | 1,180                 | 1,213                 |
| Trust funds and deposits taken                                      |       | 12                    | -                     | 4                                   | 4                     | 4                     |
| Other receipts  |       | 219                   | 227                   | 231                                 | 236                   | 241                   |
| Employee costs  |       | (12,936)              | (15,518)              | (14,711)                            | (14,880)              | (15,257)              |
| Materials and services  |       | (10,732)              | (11,424)              | (11,462)                            | (11,392)              | (11,629)              |
| Other payments  |       | (804)                 | (795)                 | (813)                               | (829)                 | (846)                 |
| <b>Net cash provided by/(used in) operating activities</b>          | 4.4.1 | <b>10,343</b>         | <b>9,229</b>          | <b>11,659</b>                       | <b>12,175</b>         | <b>9,511</b>          |
| <b>Cash flows from investing activities</b>                         |       |                       |                       |                                     |                       |                       |
| Payments for property, infrastructure, plant and equipment          |       | (9,895)               | (12,631)              | (13,533)                            | (13,016)              | (9,887)               |
| Proceeds from sale of property, infrastructure, plant and equipment |       | 64                    | (20,000)              | 130                                 | 120                   | 80                    |
| Payments for investments  |       | (8,000)               | (8,000)               | (8,000)                             | (6,000)               | (6,500)               |
| Proceeds from sale of investments                                   |       | 8,000                 | 8,000                 | 9,200                               | 8,000                 | 8,000                 |
| <b>Net cash provided by/ (used in) investing activities</b>         | 4.4.2 | <b>(9,831)</b>        | <b>(12,651)</b>       | <b>(12,203)</b>                     | <b>(10,896)</b>       | <b>(8,307)</b>        |
| <b>Cash flows from financing activities</b>                         |       |                       |                       |                                     |                       |                       |
| Finance costs   |       | (187)                 | (206)                 | (190)                               | (135)                 | (113)                 |
| Proceeds from borrowings  |       | -                     | 3,012                 | -                                   | -                     | -                     |
| Repayment of borrowings   |       | (596)                 | (532)                 | (2,063)                             | (625)                 | (647)                 |
| Interest paid - lease liability                                     |       | -                     | -                     | -                                   | -                     | -                     |
| Repayment of lease liabilities                                      |       | -                     | -                     | -                                   | -                     | -                     |
| <b>Net cash provided by/(used in) financing activities</b>          | 4.4.3 | <b>(783)</b>          | <b>2,274</b>          | <b>(2,253)</b>                      | <b>(760)</b>          | <b>(760)</b>          |
| <b>Net increase/(decrease) in cash &amp; cash equivalents</b>       |       | <b>(271)</b>          | <b>(1,147)</b>        | <b>(2,797)</b>                      | <b>520</b>            | <b>444</b>            |
| Cash and cash equivalents at the beginning of the financial year    |       | 4,569                 | 4,577                 | 3,430                               | 632                   | 1,152                 |
| <b>Cash and cash equivalents at the end of the financial year</b>   |       | <b>4,297</b>          | <b>3,430</b>          | <b>632</b>                          | <b>1,152</b>          | <b>1,596</b>          |

### 3. Financial Statements

#### 3.5 Statement of Capital Works

For the four years ending 30 June 2024

|  | Notes | Budget            | Budget            | Strategic Resource Plan Projections |                   |                   |
|--|-------|-------------------|-------------------|-------------------------------------|-------------------|-------------------|
|  |       | 2019/20<br>\$'000 | 2020/21<br>\$'000 | 2021/22<br>\$'000                   | 2022/23<br>\$'000 | 2023/24<br>\$'000 |
| <b>Property</b>                                |       |                   |                   |                                     |                   |                   |
| Land improvements                              |       | 50                | 88                | -                                   | -                 | -                 |
| Buildings and improvements                     |       | 1,234             | 5,318             | 723                                 | 4,040             | 1,660             |
| <b>Total property</b>                          |       | <b>1,284</b>      | <b>5,406</b>      | <b>723</b>                          | <b>4,040</b>      | <b>1,660</b>      |
| <b>Plant and equipment</b>                     |       |                   |                   |                                     |                   |                   |
| Plant, machinery and equipment                 |       | 719               | 866               | 1,203                               | 954               | 702               |
| Computers and telecommunications               |       | 358               | 602               | 890                                 | 385               | 530               |
| Library books                                  |       | 60                | 60                | 60                                  | 60                | 60                |
| <b>Total plant and equipment</b>               |       | <b>1,137</b>      | <b>1,527</b>      | <b>2,152</b>                        | <b>1,399</b>      | <b>1,292</b>      |
| <b>Infrastructure</b>                          |       |                   |                   |                                     |                   |                   |
| Roads  |       | 4,604             | 2,886             | 3,280                               | 3,436             | 3,524             |
| Bridges  |       | 250               | 275               | 2,482                               | 405               | 288               |
| Footpaths and cycleways                        |       | 461               | 549               | 591                                 | 638               | 607               |
| Drainage                                       |       | 289               | 299               | 298                                 | 220               | 190               |
| Recreational, leisure and community facilities |       | 886               | 1,679             | 3,452                               | 2,610             | 1,917             |
| Parks, open space and streetscapes             |       | 257               | 207               | 555                                 | 267               | 410               |
| Other infrastructure                           |       | 674               | 165               |                                     |                   |                   |
| <b>Total infrastructure</b>                    |       | <b>7,421</b>      | <b>6,060</b>      | <b>10,657</b>                       | <b>7,577</b>      | <b>6,935</b>      |
| <b>Total capital works expenditure</b>         | 4.5.1 | <b>9,842</b>      | <b>12,993</b>     | <b>13,533</b>                       | <b>13,016</b>     | <b>9,887</b>      |
| <b>Represented by:</b>                         |       |                   |                   |                                     |                   |                   |
| New asset expenditure                          |       | 1,728             | 3,404             | 172                                 | 330               | 737               |
| Asset renewal expenditure                      |       | 7,258             | 7,750             | 10,457                              | 6,651             | 6,701             |
| Asset upgrade expenditure                      |       | 857               | 1,839             | 2,904                               | 6,034             | 2,450             |
| <b>Total capital works expenditure</b>         | 4.5.1 | <b>9,842</b>      | <b>12,993</b>     | <b>13,533</b>                       | <b>13,016</b>     | <b>9,887</b>      |
| <b>Funding sources represented by:</b>         |       |                   |                   |                                     |                   |                   |
| Grants   |       | 2,712             | 2,275             | 4,591                               | 4,312             | 1,455             |
| Contributions & asset sales                    |       | 134               | 192               | 422                                 | 263               | 236               |
| Council cash                                   |       | 6,996             | 7,514             | 8,519                               | 8,441             | 8,196             |
| Borrowings                                     |       | -                 | 3,012             | -                                   | -                 | -                 |
| <b>Total capital works expenditure</b>         | 4.5.1 | <b>9,842</b>      | <b>12,993</b>     | <b>13,533</b>                       | <b>13,016</b>     | <b>9,887</b>      |

### 3. Financial Statements

#### 3.6 Statement of Human Resources

For the four years ending 30 June 2024

|                                | Budget            | Budget            | Strategic Resource Plan Projections |                   |                   |
|--------------------------------|-------------------|-------------------|-------------------------------------|-------------------|-------------------|
|                                | 2019/20<br>\$'000 | 2020/21<br>\$'000 | 2021/22<br>\$'000                   | 2022/23<br>\$'000 | 2023/24<br>\$'000 |
| <b>Staff expenditure</b>       |                   |                   |                                     |                   |                   |
| Employee costs - operating     | 12,936            | <b>15,518</b>     | 14,613                              | 14,978            | 15,353            |
| Employee costs - capital       | 775               | <b>1,035</b>      | 1,060                               | 1,087             | 1,114             |
| <b>Total staff expenditure</b> | <b>13,711</b>     | <b>16,552</b>     | <b>15,673</b>                       | <b>16,065</b>     | <b>16,466</b>     |
|                                | FTE               | FTE               | FTE                                 | FTE               | FTE               |
| <b>Staff numbers</b>           |                   |                   |                                     |                   |                   |
| Employees                      | 139.7             | <b>179.9</b>      | 163.4                               | 163.4             | 163.4             |
| <b>Total staff numbers</b>     | <b>139.7</b>      | <b>179.9</b>      | <b>163.4</b>                        | <b>163.4</b>      | <b>163.4</b>      |

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

| Directorate                              | Budget            | Permanent           |                     | Casual       |
|--|-------------------|---------------------|---------------------|--------------|
|  | 2020-21<br>\$'000 | Full Time<br>\$'000 | Part time<br>\$'000 | \$'000       |
| Community & Corporate Services           | <b>5,628</b>      | 3,209               | 2,215               | 204          |
| Executive Services                       | <b>892</b>        | 892                 | -                   | -            |
| Infrastructure and Development Services  | <b>7,370</b>      | 5,656               | 856                 | 858          |
| <b>Total permanent staff expenditure</b> | <b>13,890</b>     | <b>9,757</b>        | <b>3,071</b>        | <b>1,062</b> |
| Temporary and other expenditure          | <b>1,628</b>      |                     |                     |              |
| Capitalised labour costs                 | <b>1,035</b>      |                     |                     |              |
| <b>Total expenditure</b>                 | <b>16,552</b>     |                     |                     |              |

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

| Directorate                             | Budget<br>2020/21 | Comprises              |             |             |
|---|-------------------|------------------------|-------------|-------------|
|   |                   | Permanent<br>Full Time | Part time   | Casual      |
| Community & Corporate Services          | <b>65.9</b>       | 35.5                   | 27.9        | 2.5         |
| Executive Services                      | <b>9.0</b>        | 9.0                    | -           | -           |
| Infrastructure and Development Services | <b>94.4</b>       | 74.3                   | 9.5         | 10.5        |
| <b>Total staff</b>                      | <b>169.2</b>      | <b>118.8</b>           | <b>37.4</b> | <b>13.0</b> |
| Capitalised labour                      | <b>10.7</b>       |                        |             |             |
| <b>Total staff</b>                      | <b>179.9</b>      |                        |             |             |

The increase in staffing costs and FTE is in part due to the fact in the 2019/2020 budget year our cleaners, transfer station staff and lifeguards were employed as contractors by a third party. These staff are now directly employed by Hepburn Shire and therefore contributes to our total employee numbers. Additional employees recruited under the Work for Victoria Program account for a further increase of 16.5 FTE. Council secured, as part of this scheme \$1.58 million of grant funding to recruit 33 employees on six month contracts as part of the economic stimulus measures in place as a result of the COVID 19 pandemic.

## 4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

### 4.1 Comprehensive Income Statement

#### 4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's annual budget.

In developing the Strategic Resource Plan, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2020/21 the FGRS cap has been set at 2.0%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 2.0% in line with the rate cap.

This budget will raise total rates and charges for 2020-2021 of \$22,266,043.

#### 4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

|   | Budget<br>2019/20<br>\$'000 | Budget<br>2020/21<br>\$'000 | Change<br>\$'000 | %           |
|---|-----------------------------|-----------------------------|------------------|-------------|
| General rates*                            | 17,797                      | 18,275                      | 478              | 2.7%        |
| Waste management charge                   | 1,454                       | 1,662                       | 208              | 14.3%       |
| Service rates and charges                 | 1,630                       | 1,937                       | 307              | 18.9%       |
| Special rates and charges                 | 125                         | 125                         | -                | 100.0%      |
| Supplementary rates and rate adjustments* | 150                         | 150                         | -                | 0.0%        |
| Interest on rates and charges             | 144                         | 110                         | (34)             | -23.6%      |
| Revenue in lieu of rates                  | 6                           | 6                           | -                | 0.0%        |
| <b>Total rates and charges</b>            | <b>21,306</b>               | <b>22,266</b>               | <b>960</b>       | <b>4.5%</b> |

\*These items are subject to the rate cap established under the FGRS

#### 4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year

| Type or class of land                            | 2019/20<br>cents/\$CIV* | 2020/21<br>cents/\$CIV* | Change   | %      |
|--|-------------------------|-------------------------|----------|--------|
| General rate for residential properties          | 0.32850                 | 0.31100                 | (0.0175) | -5.33% |
| Rate concession for farm properties              | 0.21350                 | 0.20220                 | (0.0113) | -5.29% |
| General rate for commercial properties           | 0.38110                 | 0.36080                 | (0.0203) | -5.33% |
| General rate for mixed use properties            | 0.38110                 | 0.36080                 | (0.0203) | -5.33% |
| General rate for industrial properties           | 0.38110                 | 0.36080                 | (0.0203) | -5.33% |
| General rate for vacant land township properties | 0.41060                 | 0.38880                 | (0.0218) | -5.31% |
| General rate for vacant land other properties    | 0.32850                 | 0.31100                 | (0.0175) | -5.33% |
| Rate concession for trust for nature properties  | 0.16430                 | 0.15550                 | (0.0088) | -5.36% |
| Rate concession for recreational properties      | 0.16430                 | 0.15550                 | (0.0088) | -5.36% |

\*Cents/\$CIV are subject to minor changes as the general revaluation is finalised, and will be adopted when the proposed budget is.

#### 4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

| Type or class of land                             | 2019/20<br>\$'000 | 2020/21<br>\$'000 | Change<br>\$'000 | %           |
|---|-------------------|-------------------|------------------|-------------|
| Residential                                       | 11,862            | 12,140            | 278              | 2.3%        |
| Farm  | 1,832             | 2,088             | 256              | 13.9%       |
| Commercial  | 2,373             | 2,307             | (66)             | -2.8%       |
| Industrial  | 115               | 101               | (14)             | -12.0%      |
| Mixed Use   | 316               | 308               | (8)              | -2.4%       |
| Vacant land - township                            | 674               | 631               | (43)             | -6.4%       |
| Vacant land - other                               | 591               | 667               | 76               | 12.8%       |
| Trust for nature                                  | 18                | 18                | -                | 0.0%        |
| Recreational                                      | 16                | 15                | (1)              | -5.6%       |
| <b>Total amount to be raised by general rates</b> | <b>17,797</b>     | <b>18,275</b>     | <b>478</b>       | <b>2.7%</b> |

## 4. Notes to the financial statements

4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year

| Type or class of land              | 2019/20<br>Budget<br>Number | 2020/21<br>Budget<br>Number | Change    | %           |
|------------------------------------|-----------------------------|-----------------------------|-----------|-------------|
| Residential                        | 7,594                       | 7,669                       | 75        | 1.0%        |
| Farm                               | 1,116                       | 1,127                       | 11        | 1.0%        |
| Commercial                         | 839                         | 859                         | 20        | 2.4%        |
| Industrial                         | 58                          | 58                          | -         | 0.0%        |
| Mixed use                          | 109                         | 111                         | 2         | 1.8%        |
| Vacant land - township             | 662                         | 645                         | (17)      | -2.6%       |
| Vacant land - other                | 856                         | 855                         | (1)       | -0.1%       |
| Trust for nature                   | 21                          | 21                          | -         | 0.0%        |
| Recreational                       | 13                          | 13                          | -         | 0.0%        |
| <b>Total number of assessments</b> | <b>11,268</b>               | <b>11,358</b>               | <b>90</b> | <b>0.8%</b> |

4.1.1(e) The basis of valuation to be used is the Capital Improved Value (CIV)

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year

| Type or class of land      | 2019/20<br>\$'000 | 2020/21<br>\$'000 | Change<br>\$'000 | %           |
|----------------------------|-------------------|-------------------|------------------|-------------|
| Residential                | 3,647,526         | 3,903,561         | 256,035          | 7.0%        |
| Farm                       | 848,008           | 1,032,674         | 184,666          | 21.8%       |
| Commercial                 | 598,037           | 639,507           | 41,470           | 6.9%        |
| Industrial                 | 27,173            | 28,046            | 873              | 3.2%        |
| Mixed Use                  | 83,718            | 85,581            | 1,863            | 2.2%        |
| Vacant land - township     | 152,455           | 162,264           | 9,809            | 6.4%        |
| Vacant land - other        | 195,237           | 214,321           | 19,084           | 9.8%        |
| Trust for Nature           | 10,762            | 11,662            | 900              | 8.4%        |
| Recreational               | 9,467             | 9,730             | 263              | 2.8%        |
| <b>Total value of land</b> | <b>5,572,383</b>  | <b>6,087,346</b>  | <b>514,963</b>   | <b>9.2%</b> |

4.1.1(g) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year

| Type of Charge                                | Per Rateable<br>Property<br>2019/20<br>\$ | Per Rateable<br>Property<br>2020/21<br>\$ | Change<br>\$ | %     |
|---|---|---|--------------|-------|
| Kerbside collection - garbage (weekly)        | 134                                       | 149                                       | 15           | 11.2% |
| Kerbside collection - garbage (Fortnightly)   | 114                                       | 122                                       | 8            | 7.0%  |
| Kerbside collection - recycling (Fortnightly) | 82  | 95  | 13           | 15.9% |
| Commercial garbage charge                     | 310                                       | 351                                       | 41           | 13.2% |
| Waste management improved charge              | 134                                       | 152                                       | 18           | 13.4% |
| Waste management unimproved charge            | 134                                       | 152                                       | 18           | 13.4% |

4.1.1(h) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year

| Type of Charge                                | 2019/20<br>\$'000 | 2020/21<br>\$'000 | Change<br>\$'000 | %            |
|---|-------------------|-------------------|------------------|--------------|
| Kerbside collection - garbage (weekly)        | 724               | 833               | 109              | 15.0%        |
| Kerbside collection - garbage (Fortnightly)   | 214               | 267               | 53               | 24.8%        |
| Kerbside collection - recycling (Fortnightly) | 618               | 727               | 109              | 17.6%        |
| Commercial garbage charge                     | 74                | 111               | 37               | 50.0%        |
| Waste management improved charge              | 1,231             | 1,411             | 180              | 14.7%        |
| Waste management unimproved charge            | 223               | 251               | 28               | 12.5%        |
| <b>Total</b>                                  | <b>3,084</b>      | <b>3,600</b>      | <b>516</b>       | <b>16.7%</b> |

4.1.1(i) Fair Go Rates System Compliance

Hepburn Shire Council is fully compliant with the State Government's Fair Go Rates System

|  | 2020/21       |
|--|---------------|
| Total Rates 2019/2020 (excluding Recreational)                   | \$ 17,905,865 |
| Number of rateable properties 2019/2020 (excluding Recreational) | 11,345        |
| Base Average Rates - 2019/2020                                   | \$ 1,578.30   |
| Maximum Rate Increase (set by the State Government)              | 2.00%         |
| Capped Average Rate - 2020/2021                                  | \$ 1,609.87   |
| Maximum General Rates and Municipal Charges Revenue              | \$ 18,263,982 |
| Budgeted General Rates and Municipal Charges Revenue             | \$ 18,259,834 |
| Budgeted Supplementary Rates                                     | \$ 150,000    |
| Budgeted Total Rates and Municipal Charges Revenue               | \$ 18,409,834 |



## 4. Notes to the financial statements

### **4.1.1(j) Any significant changes that may affect the estimated amounts to be raised by rates and charges**

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the

\* The making of supplementary valuations (2020/2021: estimated \$150,000 )

\* The variation of returned levels of value (e.g. valuation appeals)

\* Changes of use of land such that rateable land becomes non-rateable land and vice versa

### **4.1.1(k) Differential rates**

#### **Rates to be levied**

The rate and amount of rates payable in relation to land in each category of differential are:

\* A general rate of 0.3110% (0.3110 cents in the dollar of CIV) for all rateable residential properties;

\* A concessional rate of 0.2022% (0.2022 cents in the dollar of CIV) for all rateable farm properties;

\* A general rate of 0.3608% (0.3608 cents in the dollar of CIV) for all rateable commercial properties;

\* A general rate of 0.3608% (0.3608 cents in the dollar of CIV) for all rateable industrial properties;

\* A general rate of 0.3608% (0.3608 cents in the dollar of CIV) for all rateable mixed use properties;

\* A general rate of 0.3888% (0.3888 cents in the dollar of CIV) for all rateable vacant land-township properties;

\* A general rate of 0.3110% (0.3110 cents in the dollar of CIV) for all rateable vacant land-other properties;

\* A concessional rate of 0.1555% (0.1555 cents in the dollar of CIV) for all rateable trust for nature properties;

\* A concessional rate of 0.1555% (0.1555 cents in the dollar of CIV) for all rateable recreation properties.

Council considers that each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate, are set out below.

**General Rate** - Residential rateable land which is used solely for residential purposes and the balance of land defined by exception to the general rate.

**Farm Rate** - Rateable land identified and defined as farmland and which is used solely for the purpose of farming as defined in section 2(1) of the Valuation of Land Act 1960 and is deemed to be a property for primary production purposes as accepted by the Australian Taxation Office.

**Commercial Rate** - Rateable land which is used solely for commercial purposes. Includes rateable land which is used for short term accommodation which does not qualify as Residential under the Residential Tenancies Act 1997 characterised by stays of greater than 60 days and the existence of a tenancy agreement to which the Residential Tenancy Act 1997 applies.

**Industrial Rate** - Rateable land which is used solely for industrial purposes.

**Mixed Used Rate** - Rateable land which is not used solely for residential or commercial or farmland or industrial or recreational but is a combination of residential and at least one other category.

**Trust For Nature Rate** - Rateable land which has a Trust for Nature Covenant applying to the land. A Trust for Nature Covenant enables the permanent protecting of significant areas of natural bush land. To encourage landowners to voluntarily place conservation covenants on their land, Council will offer a lower differential compared to the general rate.

**Vacant Land (Township Rate)** - Rateable land, within township boundaries, which does not form part of a commercial or industrial or farming enterprise or recreational purpose or upon which a residence is erected.

**Vacant Land (Other Rate)** - Rateable land which does not form part of a commercial or industrial or farming enterprise or recreational purpose or upon which a residence is erected. This applies to all vacant land that does not meet the definition of "township" above.

**Vacant Premises (Commercial)** - Vacant rateable premises which, if occupied, would be used solely for commercial purposes.

**Vacant Premises (Industrial)** - Vacant rateable premises which, if occupied, would be used solely for industrial purposes.

**Recreational Rate** - Rateable land upon which sporting, recreational or cultural activities are conducted, including buildings which may be ancillary to such activities. Profits from recreational land must be applied in promoting its objectives. The definition of "recreational lands" is per section 2 of the Cultural and Recreational Lands Act 1964. The recreational differential will not apply to any component of the property that is used for gaming. This component will be rated as commercial.

## 4. Notes to the financial statements

### 4.1.2 Statutory fees and fines

|                                       | Budget     | Budget     | Change    |             |
|---------------------------------------|------------|------------|-----------|-------------|
|                                       | 2019/20    | 2020/21    | \$'000    | %           |
| Infringements and costs               | 104        | 104        | -         | 0           |
| Permits                               | 89         | 93         | 4         | 4.3%        |
| Registration fees                     | 229        | 233        | 4         | 1.7%        |
| Planning fees                         | 455        | 455        | -         | 0.0%        |
| Other fees and fines                  | 13         | 30         | 17        | 133.1%      |
| <b>Total statutory fees and fines</b> | <b>890</b> | <b>915</b> | <b>25</b> | <b>2.8%</b> |

Statutory fees relate mainly to fees and fines levied in accordance with legislation and include animal registrations, Public Health and Wellbeing Act 2008 registrations infringements and planning fees. Increases in statutory fees are made in accordance with legislative requirements.

### 4.1.3 User fees

|                           | Budget       | Budget     | Change      |              |
|---------------------------|--------------|------------|-------------|--------------|
|                           | 2019/20      | 2020/21    | \$'000      | %            |
| Aged and health services  | 298          | 296        | (2)         | -0.6%        |
| Aquatic centres           | 61           | 12         | (49)        | -80.4%       |
| Building services         | 228          | 241        | 13          | 5.6%         |
| Tourism                   | 25           | 10         | (15)        | -60.0%       |
| Waste management services | 345          | 316        | (29)        | -8.4%        |
| Other fees and charges    | 90           | 89         | (1)         | -1.5%        |
| <b>Total user fees</b>    | <b>1,047</b> | <b>964</b> | <b>(83)</b> | <b>-8.0%</b> |

User fees relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include use of transfer stations, leisure, and other community facilities and the provision of human services such as home help services and building services. User charges are projected to decrease by 8% or \$83,000 over 2019/20, primarily due to the waiver of pool entry charges, with a detailed listing of fees and charges is included in Appendix A.

### 4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's annual budget.

|  | Budget       | Budget       | Change       |               |
|--|--------------|--------------|--------------|---------------|
|  | 2019/20      | 2020/21      | \$'000       | %             |
| <b>Grants were received in respect of the following:</b> |              |              |              |               |
| <b>Summary of grants</b>                                 |              |              |              |               |
| Commonwealth funded grants                               | 6,697        | 7,249        | 552          | 8.2%          |
| State funded grants                                      | 3,161        | 2,162        | (998)        | -31.6%        |
| <b>Total grants received</b>                             | <b>9,858</b> | <b>9,412</b> | <b>(446)</b> | <b>-4.5%</b>  |
| <b>(a) Operating Grants</b>                              |              |              |              |               |
| <b>Recurrent - Commonwealth Government</b>               |              |              |              |               |
| Financial Assistance Grants - General                    | 3,298        | 3,617        | 319          | 9.7%          |
| Financial Assistance Grants - Local Roads                | 1,498        | 1,703        | 205          | 13.7%         |
| General home care  | 1,097        | 961          | (136)        | -12.4%        |
| Community health   | 5            | -            | (5)          | -100.0%       |
| <b>Recurrent - State Government</b>                      |              |              |              |               |
| Aged care  | 152          | 150          | (2)          | -1.0%         |
| Libraries  | 164          | 167          | 3            | 1.7%          |
| Maternal and child health                                | 138          | 140          | 2            | 1.5%          |
| School crossing supervisors                              | 31           | 32           | 1            | 1.6%          |
| Youth  | 25           | 25           | (1)          | -2.0%         |
| Other  | 52           | 56           | 4            | 8.6%          |
| <b>Total recurrent grants</b>                            | <b>6,460</b> | <b>6,850</b> | <b>390</b>   | <b>6.0%</b>   |
| <b>Non-recurrent - State Government</b>                  |              |              |              |               |
| Information Technology                                   | -            | 100          | 100          | 0.0%          |
| Working for Victoria                                     | -            | 1,585        | 1,585        | 0.0%          |
| Commerce and tourism                                     | 435          | -            | (435)        | -100.0%       |
| Emergency management and preparation                     | 120          | 120          | -            | 0.0%          |
| Recreation   | 74           | 30           | (44)         | 100.0%        |
| Transport  | 29           | 29           | -            | 0.0%          |
| Waste and Environment                                    | 28           | 28           | -            | 0.0%          |
| <b>Total non-recurrent grants</b>                        | <b>686</b>   | <b>1,891</b> | <b>1,205</b> | <b>175.8%</b> |
| <b>Total operating grants</b>                            | <b>7,146</b> | <b>8,741</b> | <b>1,595</b> | <b>22.3%</b>  |

## 4. Notes to the financial statements

### 4.1.4 Grants (continued)

|  | Budget<br>2019/20<br>\$'000 | Budget<br>2020/21<br>\$'000 | Change<br>\$'000 | %             |
|--|-----------------------------|-----------------------------|------------------|---------------|
| <b>(b) Capital Grants</b>                  |                             |                             |                  |               |
| <b>Recurrent - Commonwealth Government</b> |                             |                             |                  |               |
| Roads to recovery                          | 799                         | 969                         | 170              | 21.3%         |
| <b>Total recurrent grants</b>              | <b>799</b>                  | <b>969</b>                  | <b>170</b>       | <b>21.3%</b>  |
| <b>Non-recurrent - State Government</b>    |                             |                             |                  |               |
| Roads                                      | 1,498                       | 98                          | (1,401)          | -93.5%        |
| Buildings                                  | -                           | 500                         | 500              | 100%          |
| Recreation                                 | 240                         | 696                         | 456              | 190.0%        |
| Tourism                                    | -                           | 92                          | 92               | 100.0%        |
| Waste and Environment                      | 175                         | -                           | (175)            | 100.0%        |
| <b>Total non-recurrent grants</b>          | <b>1,913</b>                | <b>1,386</b>                | <b>(527)</b>     | <b>-27.5%</b> |
| <b>Total capital grants</b>                | <b>2,712</b>                | <b>2,355</b>                | <b>(357)</b>     | <b>-13.2%</b> |
| <b>Total Grants</b>                        | <b>9,858</b>                | <b>11,096</b>               | <b>1,239</b>     | <b>12.6%</b>  |

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants is projected to increase by 22.3% or \$1,595,000 compared to 2019/20. The increase in funding primarily relates to the State Government response to the COVID 19 Pandemic with the introduction Work for Victoria, Council secured funding of \$1,585,000. A list of all grants by type and source, classified into recurrent and non-recurrent, has been included above.

Capital grants include all monies received from State and Federal sources for the purposes of funding the capital works program. Overall the level of capital grants is budgeted to increase by 12.6% or \$1,239,000 compared to 2019/2020 even though State Government funding for roads works (Fixing Country Roads Program) was removed, additional funding was secured for Council building and recreation facilities. Section 4.5 "Capital works program" includes a more detailed analysis of the capital grants expected to be received during the 2020/2021 year.

### 4.1.5 Contributions

|                            | Budget<br>2019/20<br>\$'000 | Budget<br>2020/21<br>\$'000 | Change<br>\$'000 | %             |
|----------------------------|-----------------------------|-----------------------------|------------------|---------------|
| Monetary                   | 155                         | 370                         | 215              | 138.7%        |
| <b>Total contributions</b> | <b>155</b>                  | <b>370</b>                  | <b>215</b>       | <b>138.7%</b> |

Contributions can relate to monies paid by developers in regard to public resort and recreation, drainage and car parking in accordance with planning permits issued for property development, as well as community groups contributions to capital works.

### 4.1.6 Other income

|                           | Budget<br>2019/20<br>\$'000 | Budget<br>2020/21<br>\$'000 | Change<br>\$'000 | %            |
|---------------------------|-----------------------------|-----------------------------|------------------|--------------|
| Interest                  | 275                         | 210                         | (65)             | -23.6%       |
| Reimbursements            | 152                         | 121                         | (31)             | -20.4%       |
| Rental income             | 1,124                       | 1,048                       | (76)             | -6.8%        |
| Other                     | 66                          | 106                         | 40               | 60.3%        |
| <b>Total other income</b> | <b>1,617</b>                | <b>1,485</b>                | <b>(132)</b>     | <b>-8.2%</b> |

Other income relates to a range of items such as sale of materials, cost recoups and other miscellaneous income items. It also includes interest revenue on investments and rental income.

## 4. Notes to the financial statements

### 4.1.7 Employee costs

|                             | Budget<br>2019/20<br>\$'000 | Budget<br>2020/21<br>\$'000 | Change       |              |
|-----------------------------|-----------------------------|-----------------------------|--------------|--------------|
|                             |                             |                             | \$'000       | %            |
| Wages and salaries          | 10,598                      | 13,363                      | 2,765        | 26.1%        |
| WorkCover                   | 349                         | 423                         | 74           | 21.1%        |
| Superannuation              | 1,021                       | 1,312                       | 291          | 28.5%        |
| Fringe Benefits Tax         | 90                          | 95                          | 5            | 5.6%         |
| Other initiatives           | 878                         | 325                         | (553)        | -63.0%       |
| <b>Total employee costs</b> | <b>12,936</b>               | <b>15,518</b>               | <b>2,582</b> | <b>20.0%</b> |

Employee costs include all labour related expenditure such as wages and salaries and on-costs such as allowances, leave entitlements, employer superannuation, WorkCover premium and fringe benefits tax.

Employee costs are budgeted to increase by 20.0% or \$2.58million compared to 2019/2020 with factors such as an organisational re-alignment, additional cost of bringing services in-house increases in the Enterprise Agreement and grant funded positions, most notably the additional 33 roles funded by the Work for Victoria scheme as the main contributing factors.

\$1.18 million of the increase in staffing costs relates to the Working for Victoria program responding to the COVID 19 pandemic, while the balance is predominately due to the fact in the 2019/2020 budget year our cleaners, transfer station staff and lifeguards were employed as contractors by a third party. These staff are now directly employed by Hepburn Shire and therefore contributes to our total employee numbers.

A summary of human resources expenditure categorised according to the organisational structure of Council is included in the "3.6 Statement of Human Resources".

### 4.1.8 Materials and services

|                                     | Budget<br>2019/20<br>\$'000 | Budget<br>2020/21<br>\$'000 | Change     |             |
|-------------------------------------|-----------------------------|-----------------------------|------------|-------------|
|                                     |                             |                             | \$'000     | %           |
| Contract and consultant payments    | 5,903                       | 6,123                       | 220        | 3.7%        |
| Materials and maintenance           | 3,107                       | 3,204                       | 97         | 3.1%        |
| Utilities                           | 607                         | 580                         | (27)       | -4.4%       |
| Office administration               | 373                         | 348                         | (25)       | -6.7%       |
| Information technology              | 315                         | 690                         | 375        | 119.1%      |
| Insurance                           | 426                         | 479                         | 53         | 12.4%       |
| <b>Total materials and services</b> | <b>10,731</b>               | <b>11,424</b>               | <b>693</b> | <b>6.5%</b> |

Materials and services include the purchases of consumables, payments to contractors for the provision of services and utility costs. Materials and services are budgeted to increase by 6.5% or \$693,000 compared to 2019/2020. The majority of the additional costs relate to the Work for Victoria program and the additional PPE, vehicle and equipment required for the employees to perform their duties.

### 4.1.9 Depreciation

|  | Budget<br>2019/20<br>\$'000 | Budget<br>2020/21<br>\$'000 | Change    |             |
|--|-----------------------------|-----------------------------|-----------|-------------|
|  |                             |                             | \$'000    | %           |
| Property                                   | 1,511                       | 1,269                       | (242)     | -16.0%      |
| Plant & equipment                          | 793                         | 908                         | 115       | 14.5%       |
| Infrastructure                             | 4,792                       | 4,990                       | 198       | 4.1%        |
| <b>Total depreciation and amortisation</b> | <b>7,096</b>                | <b>7,168</b>                | <b>72</b> | <b>1.0%</b> |

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains.

### 4.1.10 Amortisation - Intangible assets

|   | Budget<br>2019/20<br>\$'000 | Budget<br>2020/21<br>\$'000 | Change   |             |
|---|-----------------------------|-----------------------------|----------|-------------|
|   |                             |                             | \$'000   | %           |
| Intangible assets                             | 94                          | 101                         | 7        | 8.0%        |
| <b>Total amortisation - intangible assets</b> | <b>94</b>                   | <b>101</b>                  | <b>7</b> | <b>8.0%</b> |

### 4.1.11 Other expenses

|                                  | Budget<br>2019/20<br>\$'000 | Budget<br>2020/21<br>\$'000 | Change      |              |
|----------------------------------|-----------------------------|-----------------------------|-------------|--------------|
|                                  |                             |                             | \$'000      | %            |
| Auditors remuneration- VAGO      | 54                          | 54                          | 0           | 0.5%         |
| Auditors remuneration - Internal | 27                          | 24                          | (3)         | -11.2%       |
| Councillors allowances           | 207                         | 210                         | 3           | 1.5%         |
| Community grants                 | 366                         | 354                         | (12)        | -3.3%        |
| Others                           | 150                         | 152                         | 2           | 1.0%         |
| <b>Total other expenses</b>      | <b>804</b>                  | <b>794</b>                  | <b>(10)</b> | <b>-1.3%</b> |

Other expenses relate to a range of unclassified items including contributions to community groups, audit expenses, councillor allowances and other miscellaneous expenditure items. Other expenses are budgeted to decrease by 1.3% or \$11,000 compared to 2019/2020.

## 4. Notes to the financial statements

### 4.2 Balance Sheet

#### 4.2.1 Assets

|   | Budget<br>2019/20<br>\$'000 | Budget<br>2020/21<br>\$'000 | Change        |             |
|---|-----------------------------|-----------------------------|---------------|-------------|
|   |                             |                             | \$'000        | %           |
| <b>Assets</b>                               |                             |                             |               |             |
| <b>Current assets</b>                       |                             |                             |               |             |
| Cash and cash equivalents                   | 4,297                       | 3,430                       | (867)         | -20.2%      |
| Trade and other receivables                 | 2,541                       | 4,208                       | 1,667         | 65.6%       |
| Other financial assets                      | 5,933                       | 5,933                       | 0             | 0.0%        |
| Inventories                                 | 12                          | 6                           | (6)           | -47.0%      |
| Other assets                                | 228                         | 86                          | (142)         | -62.4%      |
| <b>Total current assets</b>                 | <b>13,011</b>               | <b>13,663</b>               | <b>652</b>    | <b>5.0%</b> |
| <b>Non-current assets</b>                   |                             |                             |               |             |
| Property, infrastructure, plant & equipment | 259,605                     | 277,237                     | 17,632        | 6.8%        |
| Intangible assets                           | 365                         | 415                         | 49            | 13.5%       |
| <b>Total non-current assets</b>             | <b>259,970</b>              | <b>277,652</b>              | <b>17,682</b> | <b>6.8%</b> |
| <b>Total assets</b>                         | <b>272,981</b>              | <b>291,315</b>              | <b>18,334</b> | <b>6.7%</b> |

Cash and Cash equivalents include cash on hand, deposits at call and term deposits with original maturity dates of 90 days or less. Other financial assets include term deposits which will mature within the next twelve months with original maturity dates of greater than 90 days.

Trade and other receivables include monies owing to Council and include Council rates and charges, fire service levy, and GST receivable. Inventories include Council's diesel storage and other assets include accrued income and prepaid expenses.

Current assets are budgeted to increase by \$0.65 million or 5.0% compared to 2019/2020. Movements contributing to the increase in cash and cash equivalents are detailed in section 4.4 "Statement of Cash Flows".

Property, infrastructure, plant & equipment includes all of Council's land, buildings, vehicles, plant, information technology, roads, bridges, recreational and other infrastructure assets. Intangible assets include software programs. The value of these non-current assets represent their written down values, which is either their acquisition cost less accumulated depreciation or current valuation following an asset revaluation.

Non-current assets will increase by \$17.68 million or 6.8% compared to 2019/2020 reflecting the change in asset valuations and budgeted capital works less depreciation.

## 4. Notes to the financial statements

### 4.2.2 Liabilities

|                                      | Budget<br>2019/20<br>\$'000 | Budget<br>2020/21<br>\$'000 | Change       |              |
|--------------------------------------|-----------------------------|-----------------------------|--------------|--------------|
|                                      |                             |                             | \$'000       | %            |
| <b>Liabilities</b>                   |                             |                             |              |              |
| <b>Current liabilities</b>           |                             |                             |              |              |
| Trade and other payables             | 2,167                       | 2,196                       | 29           | 1.3%         |
| Trust funds and deposits             | 1,073                       | 962                         | (112)        | -10.4%       |
| Provisions                           | 1,922                       | 2,107                       | 185          | 9.6%         |
| Interest-bearing liabilities         | 412                         | 2,063                       | 1,651        | 400.8%       |
| Other Liabilities                    | 216                         | 528                         | 312          | 144.8%       |
| <b>Total current liabilities</b>     | <b>5,791</b>                | <b>7,855</b>                | <b>2,065</b> | <b>35.7%</b> |
| <b>Non-current liabilities</b>       |                             |                             |              |              |
| Provisions                           | 424                         | 442                         | 18           | 4.3%         |
| Interest-bearing liabilities         | 3,568                       | 4,397                       | 829          | 23.2%        |
| Other Liabilities                    | 80                          | 63                          | (17)         | -21.9%       |
| <b>Total non-current liabilities</b> | <b>4,072</b>                | <b>4,901</b>                | <b>829</b>   | <b>20.4%</b> |
| <b>Total liabilities</b>             | <b>9,863</b>                | <b>12,757</b>               | <b>2,894</b> | <b>29.3%</b> |

Trade and other payables include amounts owed to suppliers for goods and or services and other accrued expenses. Trust funds and deposits represent amounts received as deposits and retention amounts controlled by Council until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Provisions include liability for accrued employee benefits and landfill rehabilitation. Interest bearing liabilities reflect the outstanding principal balance of previous borrowings.

The classification as current liabilities illustrates that portion that is likely to be repaid in upcoming twelve months. Total liabilities are budgeted to increase by \$2.89 million or 29.3% compared to the budget 2019/2020. This is primarily due to additional borrowings to undertake the completion of the Hepburn Hub at the Rex project, refer to section 4.2.3 "Borrowings".

### 4.2.3 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

|   | Budget<br>2019/20<br>\$'000 | Budget<br>2020/21<br>\$'000 |
|---|-----------------------------|-----------------------------|
| Amount borrowed as at 30 June of the prior year | 4,576                       | 3,980                       |
| Amount proposed to be borrowed                  | -                           | 3,012                       |
| Amount projected to be redeemed                 | (596)                       | (532)                       |
| Amount of borrowings as at 30 June              | <u>3,980</u>                | <u>6,460</u>                |

Borrowings are an important funding source which enables funding for capital works or other items as identified without adversely affecting Council's liquidity position. Council has committed to borrowing an additional \$3.012 million to fund the Hepburn Hub at the Rex project during 2020/21.

The following table sets out future proposed borrowings, based on the forecast financial position of Council as at 30 June 2020 as included in the Strategic Resource Plan.

| Year      | New<br>Borrowings<br>\$'000 | Principal<br>Paid<br>\$'000 | Interest<br>paid<br>\$'000 | Balance<br>30 June<br>\$'000 |
|-----------|-----------------------------|-----------------------------|----------------------------|------------------------------|
| 2019/2020 | -                           | 596                         | 187                        | 3,980                        |
| 2020/2021 | 3,012                       | 532                         | 206                        | 6,460                        |
| 2021/2022 | -                           | 2,063                       | 190                        | 4,397                        |
| 2022/2023 | -                           | 625                         | 135                        | 3,772                        |
| 2023/2024 | -                           | 647                         | 113                        | 3,125                        |

## 4. Notes to the financial statements

### 4.3 Statement of changes in Equity

#### 4.3.1 Reserves

|   | Total<br>\$'000 | Accumulated<br>Surplus<br>\$'000 | Revaluation<br>Reserve<br>\$'000 | Other<br>Reserves<br>\$'000 |
|---|-----------------|----------------------------------|----------------------------------|-----------------------------|
| <b>2020/2021 Budget</b>                     |                 |                                  |                                  |                             |
| Balance at beginning of the financial year  | 276,711         | 155,852                          | 118,024                          | 2,835                       |
| Surplus/(deficit) for the year              | 1,847           | 1,847                            | -                                | -                           |
| Net asset revaluation increment/(decrement) | -               | -                                | -                                | -                           |
| Transfers to other reserves                 | -               | (667)                            | -                                | 667                         |
| Transfers from other reserves               | -               | 210                              | -                                | (210)                       |
| <b>Balance at end of the financial year</b> | <b>278,557</b>  | <b>157,242</b>                   | <b>118,024</b>                   | <b>3,291</b>                |

Council has allocated funds to reserves for specific purposes. These reserves are either statutory or discretionary reserves. Statutory reserve funds must be applied for specified statutory purposes in accordance with various legislative requirements. Discretionary reserves have been established by Council regarding the future use of these funds. Net reserve movements for 2020/2021 is forecast to be a transfer to reserve of \$456,000. Each reserve and their forecast balance are shown below, with all "other reserves" cash backed.

|  | Budget<br>2019/20<br>\$'000 | Budget<br>2020/21<br>\$'000 | Change<br>\$'000 | %            |
|--|-----------------------------|-----------------------------|------------------|--------------|
| <b>Asset revaluation reserve</b>             | <b>104,930</b>              | <b>118,024</b>              | <b>13,094</b>    | <b>12.5%</b> |
| <b>Other reserves</b>                        |                             |                             |                  |              |
| Open Space Recreation Reserve *              | 427                         | 729                         | 302              | 70.6%        |
| Car Parking Reserve *                        | 21                          | -                           | (21)             | -100.0%      |
| Mineral Springs Reserves Financial Reserve * | 841                         | 1,014                       | 173              | 20.5%        |
| <b>Discretionary Reserves</b>                |                             |                             |                  |              |
| Clunes Caravan Park                          | 7                           | 7                           | -                | 0.0%         |
| Heritage Advisory Fund Reserve               | 20                          | 20                          | -                | 0.0%         |
| Mt Beck worth Pit Reserve                    | 28                          | 28                          | -                | 0.0%         |
| Smeaton Hill Pit Reserve                     | 74                          | 74                          | -                | 0.0%         |
| Waste Management Reserve                     | 120                         | -                           | (120)            | -100.0%      |
| Debt Management Reserve                      | 1,296                       | 1,419                       | 123              | 9.5%         |
| <b>Total Other Reserves</b>                  | <b>2,835</b>                | <b>3,291</b>                | <b>456</b>       | <b>16.1%</b> |
| <b>Total Reserves</b>                        | <b>107,765</b>              | <b>121,315</b>              | <b>13,550</b>    | <b>12.6%</b> |

\* Indicates statutory reserve

#### 4.3.2 Equity

|                     | Budget<br>2019/20<br>\$'000 | Budget<br>2020/21<br>\$'000 | Change<br>\$'000 | %           |
|---------------------|-----------------------------|-----------------------------|------------------|-------------|
| <b>Equity</b>       |                             |                             |                  |             |
| Accumulated surplus | 155,353                     | 157,242                     | 1,889            | 1.2%        |
| Reserves            | 107,765                     | 121,315                     | 13,550           | 12.6%       |
| <b>Total equity</b> | <b>263,118</b>              | <b>278,557</b>              | <b>15,439</b>    | <b>5.9%</b> |

Total equity always equals net assets and is made up of the following components:

\* Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations.

\* Other reserves that are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the surplus of the Council to be separately disclosed.

\* Accumulated surplus which is the value of all net assets less reserves that have accumulated over time.

## 4. Notes to the financial statements

### 4.4 Statement of Cash Flows

#### 4.4.1 Net cash flows provided by/used in operating activities

|  | Budget<br>2019/20<br>\$'000 | Budget<br>2020/21<br>\$'000 | Change         |               |
|--|-----------------------------|-----------------------------|----------------|---------------|
|  |                             |                             | \$'000         | %             |
|  | Inflows                     | Inflows                     |                |               |
|  | (Outflows)                  | (Outflows)                  |                |               |
| Rates and charges  | 21,107                      | 22,156                      | 1,049          | 5.0%          |
| Statutory fees and fines                                   | 873                         | 898                         | 25             | 2.8%          |
| User fees  | 1,047                       | 850                         | (196)          | -18.8%        |
| Grants - operating   | 7,146                       | 8,741                       | 1,596          | 22.3%         |
| Grants - capital   | 2,712                       | 2,355                       | (357)          | -13.2%        |
| Contributions - monetary                                   | 155                         | 370                         | 215            | 138.7%        |
| Interest received  | 419                         | 320                         | (99)           | -23.6%        |
| Rent received  | 1,124                       | 1,048                       | (76)           | -6.7%         |
| Trust funds and deposits taken                             | 12                          | -                           | (12)           | -100.0%       |
| Other receipts   | 219                         | 227                         | 8              | 3.8%          |
| Employee costs   | (12,936)                    | (15,518)                    | (2,581)        | 20.0%         |
| Materials and services                                     | (10,732)                    | (11,424)                    | (692)          | 6.5%          |
| Other payments   | (804)                       | (795)                       | 9              | -1.1%         |
| <b>Net cash provided by/(used in) operating activities</b> | <b>10,343</b>               | <b>9,229</b>                | <b>(1,113)</b> | <b>-10.8%</b> |

Cash flow from operating activities refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provision of services to the community may be available for investment in capital works, or repayment of debt.

#### 4.4.2 Net cash flows provided by/used in investing activities

|   | Budget<br>2019/20<br>\$'000 | Budget<br>2020/21<br>\$'000 | Change         |              |
|---|-----------------------------|-----------------------------|----------------|--------------|
|   |                             |                             | \$'000         | %            |
|   | Inflows                     | Inflows                     |                |              |
|   | (Outflows)                  | (Outflows)                  |                |              |
| Payments for property, infrastructure, plant and equipment  | (9,895)                     | (12,631)                    | (2,735)        | 27.6%        |
| Proceeds from sale of property, infrastructure, plant and   | 64                          | (20)                        | (84)           | -131.3%      |
| Payments for investments                                    | (8,000)                     | (8,000)                     | -              | 0.0%         |
| Proceeds from sale of investments                           | 8,000                       | 8,000                       | -              | 0.0%         |
| <b>Net cash provided by/ (used in) investing activities</b> | <b>(9,831)</b>              | <b>(12,651)</b>             | <b>(2,819)</b> | <b>28.7%</b> |

Cash flows from investing activities refers to cash generated or used in the enhancement or creation of infrastructure and other assets. These activities also include the acquisition and sale of other assets such as vehicles, property and other financial assets including term deposits greater than 90 days maturity.

The 2020/2021 budget for net cash used in investing activities is \$12.65 million, which is \$2.82 million more than 2019/2020 which is reflective of an increase in the capital works program due in particular to the \$3.012 additional funding for the Hepburn Hub at the Rex project and government grant funding received.

#### 4.4.3 Net cash flows provided by/used in financing activities

|  | Budget<br>2019/20<br>\$'000 | Budget<br>2020/21<br>\$'000 | Change       |                |
|--|-----------------------------|-----------------------------|--------------|----------------|
|  |                             |                             | \$'000       | %              |
|  | Inflows                     | Inflows                     |              |                |
|  | (Outflows)                  | (Outflows)                  |              |                |
| Finance costs  | (187)                       | (206)                       | (19)         | 10.4%          |
| Proceeds from borrowings                                   | -                           | 3,012                       | 3,012        | 100.0%         |
| Repayment of borrowings                                    | (596)                       | (532)                       | 64           | -10.8%         |
| <b>Net cash provided by/(used in) financing activities</b> | <b>(783)</b>                | <b>2,274</b>                | <b>3,057</b> | <b>-390.5%</b> |

Cash flows from financing activities refers to cash generated or used in the financing of Council functions and include borrowings from financial institutions and advancing of repayable loans to other organisations. These activities also include repayment of the principal component of loan repayments for the year.

The 2020/2021 budget for cash flows provided by financing activities is an increase of cash of \$2.27 million, which is \$3.05 million greater than 2019/2020. This is due to proceeds from borrowings of \$3.01 million budgeted in 2019/2020.



## 4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2020/2021 year, classified by expenditure type and funding source.

### 4.5.1 Summary

|                     | Budget<br>2019/20<br>\$'000 | Budget<br>2020/21<br>\$'000 | Change<br>\$'000 | %          |
|---------------------|-----------------------------|-----------------------------|------------------|------------|
| Property            | 1,284                       | 5,406                       | 4,122            | 321%       |
| Plant and equipment | 1,137                       | 1,527                       | 390              | 34%        |
| Infrastructure      | 7,421                       | 6,060                       | (1,361)          | -18%       |
| <b>Total</b>        | <b>9,842</b>                | <b>12,993</b>               | <b>3,151</b>     | <b>32%</b> |

|                     | Project<br>Cost<br>\$'000 | Asset expenditure types |                   |                   | Summary of Funding Sources |                                   |                           |                      |
|---------------------|---------------------------|-------------------------|-------------------|-------------------|----------------------------|-----------------------------------|---------------------------|----------------------|
|                     |                           | New<br>\$'000           | Renewal<br>\$'000 | Upgrade<br>\$'000 | Grants<br>\$'000           | Contrib./<br>Asset Sale<br>\$'000 | Council<br>cash<br>\$'000 | Borrowings<br>\$'000 |
| Property            | 5,406                     | 3,012                   | 1,414             | 979               | 610                        | -                                 | 1,783                     | 3,012                |
| Plant and equipment | 1,527                     | -                       | 1,527             | -                 | -                          | 192                               | 1,335                     | -                    |
| Infrastructure      | 6,060                     | 392                     | 4,808             | 860               | 1,665                      | -                                 | 4,395                     | -                    |
| <b>Total</b>        | <b>12,993</b>             | <b>3,404</b>            | <b>7,750</b>      | <b>1,839</b>      | <b>2,275</b>               | <b>192</b>                        | <b>7,514</b>              | <b>3,012</b>         |

Projects that are funded/part funded from Council reserves are annotated as follows to indicate source of funds -

- ° Open space recreation reserve
- + Mineral springs financial reserve
- \* Waste management reserve

### 4.5.2 Capital works program

| Capital Works Area  | Project<br>Cost<br>\$'000 | Asset expenditure types |                   |                   | Summary of Funding Sources |                                   |                           |                      |
|---|---------------------------|-------------------------|-------------------|-------------------|----------------------------|-----------------------------------|---------------------------|----------------------|
|   |                           | New<br>\$'000           | Renewal<br>\$'000 | Upgrade<br>\$'000 | Grants<br>\$'000           | Contrib./<br>Asset Sale<br>\$'000 | Council<br>cash<br>\$'000 | Borrowings<br>\$'000 |
| <b>PROPERTY</b>   |                           |                         |                   |                   |                            |                                   |                           |                      |
| <b>Land Improvements</b>                                      |                           |                         |                   |                   |                            |                                   |                           |                      |
| Central Springs Reserve - Footbridge and Signage <sup>°</sup> | 27                        | -                       | -                 | 27                | -                          | -                                 | 27                        | -                    |
| Jubilee Lake Upgrades <sup>+</sup>                            | 61                        | -                       | -                 | 61                | -                          | -                                 | 61                        | -                    |
| <b>Buildings</b>  |                           |                         |                   |                   |                            |                                   |                           |                      |
| Building and Structures Renewal Program                       | 509                       | -                       | 310               | 199               | -                          | -                                 | 509                       | -                    |
| Creswick Mechanics Institute Building Upgrade                 | 100                       | -                       | -                 | 100               | -                          | -                                 | 100                       | -                    |
| Clunes Stadium Kitchen Upgrade                                | 45                        | -                       | 45                | -                 | -                          | -                                 | 45                        | -                    |
| Hepburn Hub at the Rex  | 3,012                     | 3,012                   | -                 | -                 | -                          | -                                 | -                         | 3,012                |
| Trentham Early Learning Construction                          | 108                       | -                       | -                 | 108               | -                          | -                                 | 108                       | -                    |
| Trentham Community Hub Detailed Design                        | 207                       | -                       | -                 | 207               | -                          | -                                 | 207                       | -                    |
| Creswick Kindergarten Accessibility                           | 53                        | -                       | -                 | 53                | 30                         | -                                 | 22                        | -                    |
| Lee Medlyn Building works Stage 2                             | 80                        | -                       | 80                | -                 | -                          | -                                 | 80                        | -                    |
| Hepburn Kindergarten extension                                | 225                       | -                       | -                 | 225               | 90                         | -                                 | 135                       | -                    |
| Hepburn Recreation Reserve Community Pavilion                 | 545                       | -                       | 545               | -                 | 110                        | -                                 | 435                       | -                    |
| State Government Building Stimulus                            | 317                       | -                       | 317               | -                 | 317                        | -                                 | -                         | -                    |
| Daylesford Community Childcare Centre Refurbishment           | 118                       | -                       | 118               | -                 | 63                         | -                                 | 55                        | -                    |
| <b>TOTAL PROPERTY</b>   | <b>5,406</b>              | <b>3,012</b>            | <b>1,414</b>      | <b>979</b>        | <b>610</b>                 | <b>-</b>                          | <b>1,783</b>              | <b>3,012</b>         |
| <b>PLANT AND EQUIPMENT</b>                                    |                           |                         |                   |                   |                            |                                   |                           |                      |
| <b>Plant, Machinery and Equipment</b>                         |                           |                         |                   |                   |                            |                                   |                           |                      |
| Vehicle and Plant Replacement                                 | 866                       | -                       | 866               | -                 | -                          | 192                               | 674                       | -                    |
| <b>Computers and Telecommunications</b>                       |                           |                         |                   |                   |                            |                                   |                           |                      |
| IT Hardware / Technology Renewal Program                      | 602                       | -                       | 602               | -                 | -                          | -                                 | 602                       | -                    |
| <b>Library books</b>  |                           |                         |                   |                   |                            |                                   |                           |                      |
| Library Collection Renewal                                    | 60                        | -                       | 60                | -                 | -                          | -                                 | 60                        | -                    |
| <b>TOTAL PLANT AND EQUIPMENT</b>                              | <b>1,527</b>              | <b>-</b>                | <b>1,527</b>      | <b>-</b>          | <b>-</b>                   | <b>192</b>                        | <b>1,335</b>              | <b>-</b>             |

## 4.5 Capital works program

### 4.5.2 Capital works program (continued)

| Capital Works Area  | Project Cost<br>\$'000 | Asset expenditure types |                   |                   | Summary of Funding Sources |                                   |                           |                      |
|---|------------------------|-------------------------|-------------------|-------------------|----------------------------|-----------------------------------|---------------------------|----------------------|
|   |                        | New<br>\$'000           | Renewal<br>\$'000 | Upgrade<br>\$'000 | Grants<br>\$'000           | Contrib./<br>Asset Sale<br>\$'000 | Council<br>cash<br>\$'000 | Borrowings<br>\$'000 |
| <b>INFRASTRUCTURE</b>   |                        |                         |                   |                   |                            |                                   |                           |                      |
| <b>Roads</b>  |                        |                         |                   |                   |                            |                                   |                           |                      |
| Road Reseals Program  | 853                    | -                       | 853               | -                 | -                          | -                                 | 853                       | -                    |
| Gravel Resheet Program  | 433                    | -                       | 433               | -                 | -                          | -                                 | 433                       | -                    |
| Pavement Rehabilitation   | 1,400                  | -                       | 1,400             | -                 | 969                        | -                                 | 431                       | -                    |
| Road Safety Improvements Program                                  | 200                    | -                       | -                 | 200               | -                          | -                                 | 200                       | -                    |
| <b>Bridges</b>  |                        |                         |                   |                   |                            |                                   |                           |                      |
| Bridge Renewal Program  | 275                    | -                       | 275               | -                 | -                          | -                                 | 275                       | -                    |
| <b>Footpaths and Cycleways</b>                                    |                        |                         |                   |                   |                            |                                   |                           |                      |
| Footpath Improvement and Renewal Program                          | 501                    | 270                     | 231               | -                 | -                          | -                                 | 501                       | -                    |
| Daylesford, Coomoora & Glenlyon – Walking Trail feasibility study | 48                     | 48                      | -                 | -                 | -                          | -                                 | 48                        | -                    |
| <b>Drainage</b>   |                        |                         |                   |                   |                            |                                   |                           |                      |
| Drainage/Kerb & Channel Implementation and Renewal and Program    | 299                    | -                       | 299               | -                 | -                          | -                                 | 299                       | -                    |
| <b>Recreational, Leisure &amp; Community Facilities</b>           |                        |                         |                   |                   |                            |                                   |                           |                      |
| Glenlyon Recreation Reserve Masterplan Implementation             | 30                     | -                       | -                 | 30                | -                          | -                                 | 30                        | -                    |
| Glenlyon Recreation Reserve Community Pavilion                    | 121                    | -                       | 121               | -                 | -                          | -                                 | 121                       | -                    |
| Trentham Recreation Reserve Community Pavilion                    | 200                    | -                       | 200               | -                 | 171                        | -                                 | 29                        | -                    |
| Calambeen Park Aquatics project                                   | 187                    | -                       | 187               | -                 | -                          | -                                 | 187                       | -                    |
| Playspace Strategy Implementation <sup>o</sup>                    | 36                     | -                       | -                 | 36                | -                          | -                                 | 36                        | -                    |
| Outdoor Fitness Spaces <sup>o</sup>                               | 61                     | 61                      | -                 | -                 | 25                         | -                                 | 36                        | -                    |
| Hard-court Annual Renewal Program                                 | 24                     | -                       | 24                | -                 | -                          | -                                 | 24                        | -                    |
| Daylesford Aquatic and Civic Plaza Precinct                       | 1,020                  | -                       | 510               | 510               | 500                        | -                                 | 520                       | -                    |
| <b>Parks, Open Space and Streetscapes</b>                         |                        |                         |                   |                   |                            |                                   |                           |                      |
| Hepburn Recreation Reserve irrigation controller                  | 13                     | 13                      | -                 | -                 | -                          | -                                 | 13                        | -                    |
| Lake Jubilee Furniture renewal <sup>o</sup>                       | 33                     | -                       | 33                | -                 | -                          | -                                 | 33                        | -                    |
| Creswick Fountain Refurbishment                                   | 42                     | -                       | 42                | -                 | -                          | -                                 | 42                        | -                    |
| Lake Daylesford Amphitheatre Works                                | 24                     | -                       | 24                | -                 | -                          | -                                 | 24                        | -                    |
| Queens Park irrigation  | 36                     | -                       | -                 | 36                | -                          | -                                 | 36                        | -                    |
| Chatfield Reserve Lake Daylesford Development of Landscape Plan   | 9                      | -                       | 9                 | -                 | -                          | -                                 | 9                         | -                    |
| Creswick Information Centre Irrigation and Turf upgrade           | 50                     | -                       | 50                | -                 | -                          | -                                 | 50                        | -                    |
| <b>Other Infrastructure</b>                                       |                        |                         |                   |                   |                            |                                   |                           |                      |
| Transfer Station Infrastructure Upgrades                          | 47                     | -                       | -                 | 47                | -                          | -                                 | 47                        | -                    |
| Towards Zero Emissions Program                                    | 118                    | -                       | 118               | -                 | -                          | -                                 | 118                       | -                    |
| <b>TOTAL INFRASTRUCTURE</b>                                       | <b>6,060</b>           | <b>392</b>              | <b>4,808</b>      | <b>860</b>        | <b>1,665</b>               | <b>-</b>                          | <b>4,395</b>              | <b>-</b>             |
| <b>TOTAL CAPITAL WORKS</b>  | <b>12,993</b>          | <b>3,404</b>            | <b>7,750</b>      | <b>1,839</b>      | <b>2,275</b>               | <b>192</b>                        | <b>7,514</b>              | <b>3,012</b>         |

## 5. Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

| Indicator                               | Measure  | Notes | Actual  | Budget  | Budget  | Strategic Resource Plan Projections |         |         | Trend |
|---|--|-------|---------|---------|---------|-------------------------------------|---------|---------|-------|
|   |  |       | 2018/19 | 2019/20 | 2020/21 | 2021/22                             | 2022/23 | 2023/24 | +/-   |
| <b>Operating position</b>               |  |       |         |         |         |                                     |         |         |       |
| Adjusted underlying result <sup>V</sup> | Adjusted underlying surplus (deficit) / Adjusted underlying revenue  | 1     | 5.5%    | 3.3%    | 1.5%    | 2.0%                                | 3.5%    | 3.8%    | +     |
| <b>Liquidity</b>                        |  |       |         |         |         |                                     |         |         |       |
| Working Capital <sup>V</sup>            | Current assets / current liabilities   | 2     | 381%    | 225%    | 174%    | 153%                                | 126%    | 108%    | -     |
| Unrestricted cash                       | Unrestricted cash / current liabilities  | 3     | 276%    | 136%    | 91%     | 49%                                 | 25%     | 8%      | -     |
| <b>Obligations</b>                      |  |       |         |         |         |                                     |         |         |       |
| Loans and borrowings                    | Interest bearing loans and borrowings / rate revenue   | 4     | 21.4%   | 18.7%   | 29.0%   | 19.2%                               | 16.0%   | 13.0%   | -     |
| Loans and borrowings                    | Interest and principal repayments on interest bearing loans and borrowings / rate revenue                  |       | 3.2%    | 3.7%    | 3.3%    | 9.8%                                | 3.2%    | 3.2%    | o     |
| Indebtedness <sup>V</sup>               | Non-current liabilities / own source revenue   |       | 18.4%   | 16.4%   | 19.1%   | 16.0%                               | 13.1%   | 10.3%   | +     |
| Asset renewal                           | Asset renewal expenses / Asset depreciation  | 5     | 90.2%   | 102.3%  | 108.1%  | 144.4%                              | 90.9%   | 90.6%   | +     |
| <b>Stability</b>                        |  |       |         |         |         |                                     |         |         |       |
| Rates concentration                     | Rate revenue / adjusted underlying revenue   | 6     | 69%     | 65%     | 63%     | 66%                                 | 66%     | 66%     | o     |
| Rates effort                            | Rate revenue / CIV of rateable properties in the municipality  |       | 0.43%   | 0.38%   | 0.37%   | 0.38%                               | 0.35%   | 0.36%   | o     |
| <b>Efficiency</b>                       |  |       |         |         |         |                                     |         |         |       |
| Expenditure level                       | Total expenses / no. of property assessments   |       | \$2,722 | \$2,828 | \$3,102 | \$3,025                             | \$3,043 | \$3,091 | o     |
| Revenue level                           | Residential rate revenue / no. of residential property assessments   |       | \$1,520 | \$1,562 | \$1,583 | \$1,623                             | \$1,663 | \$1,705 | +     |
| Workforce turnover                      | No. of permanent staff resignations & terminations / average no. of permanent staff for the financial year |       | 15%     | 15%     | 14%     | 13%                                 | 11%     | 10%     | o     |

### Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

<sup>V</sup> Identifies those financial performance indicators that are also included in the financial sustainability indicators for councils as per the Victorian Auditor-General's Office (VAGO). In addition to the three indicators above, VAGO also uses a further three indicators, namely Self-financing, Capital replacement and Renewal gap.

### Notes to indicators

#### 1 - Adjusted underlying result

An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. The positive result for this indicator identifies an adjusted underlying surplus and the trend indicates similar underlying surpluses over the strategic resource plan.

#### 2 - Working Capital

The proportion of current liabilities represented by current assets. This indicator reduces due to a reduction in cash reserves to fund the capital works program, impact of rate capping and replacement of loans.

#### 3 - Unrestricted Cash

Similar to working capital, this indicator represents Council's ability to meet its short term commitments without the need to use funds which are earmarked for other purposes. The reduction from is due to a significant loan repayment amount, capital work investment and impact of rate capping.

#### 4 - Debt compared to rates

This indicator measures the level of Council's total debt as a percentage of rate revenue.

#### 5 - Asset renewal

This percentage indicates the extent of Council's renewals against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets.

#### 6 - Rates concentration

Reflects extent of reliance on rate revenues to fund all of Council's on-going services.

## Appendix A Fees and charges schedule

This appendix presents the fees and charges of a statutory and non-statutory nature which will be charged in respect to various goods and services provided during the 2020/21 year.

The Fees and Charges are grouped by functional area and include:

- Environmental Health
- Town Planning
- Building Services
- Domestic and Commercial Waste
- Infrastructure
- Compliance
- Visitor Information Centres
- Swimming Pools
- Community Services
- Libraries
- Home and Community Care Services
- Functions in Council Reserves and Facilities
  - All Reserves and Facilities
  - Victoria Park, Daylesford
  - Wombat Hill Botanic Gardens
  - Lake Daylesford Foreshore
  - Doug Lindsay Reserve
  - Creswick Town Hall
  - Clunes Town Hall
  - Daylesford Town Hall
  - Clunes Community Centre
  - Creswick Hub
  - The Warehouse – Clunes
- Photocopying/Printing
- Rates Information
- Freedom of Information
- Dishonoured Payments

All items include GST, except where denoted with an \*

Shading denotes statutory fees as determined by legislation and therefore subject to any change in legislation. Please note these fees are still at the 2019/20 rate as new statutory fees for 2020/21 have not yet been set.

| Description of Charge   | Fee/Charge<br>2019/20<br>(inc GST) | Fee/Charge<br>2020/21<br>(inc GST) |
|---|------------------------------------|------------------------------------|
| <b>ENVIRONMENTAL HEALTH</b>   |                                    |                                    |
| <b>Food Act 1984</b>  |                                    |                                    |
| <b>CLASS 1: High risk unpackaged food supplied to vulnerable people</b><br>Premises include: Child Care, Kindergartens, Aged Care and Nursing Homes | \$486.00                           | \$496.00                           |
| <b>CLASS 2: Handling unpackaged high risk potentially hazardous foods</b>   |                                    |                                    |
| 2(A) Premises include: Large function centres, Manufacturers, Supermarkets, and restaurants employing more than 20 staff                            | \$523.00                           | \$534.00                           |
| 2(B) Premises include: Restaurants, cafes, caterers, supermarkets, home based manufacturer, takeaway outlets employing less than 20 staff           | \$429.00                           | \$438.00                           |
| 2(C) Premises include: Prep and cooking of potentially hazardous foods for immediate consumption at accommodation getaway premises.                 | \$355.00                           | \$363.00                           |
| 2(D) Premises include: Community groups, sporting clubs serving full meals  | \$178.00                           | \$182.00                           |
| <b>CLASS 3: Handling and supplying low risk unpackaged foods</b>  |                                    |                                    |
| 3(A) Milk Bars, Convenience Stores, Fruit Stall, Pre-packaged and home based manufacturer.  | \$262.00                           | \$268.00                           |
| 3(B) Seasonal Kiosks, Community Groups, Sporting Clubs (½ Annual Fee of Class 3(A))   | \$131.00                           | \$134.00                           |
| <b>CLASS 4: Low risk to public health packaged food</b> (includes Newsagents, Pharmacies, Video Stores)   | Fee Exempt                         | Fee Exempt                         |
| <b>Stretrader (Temporary and Mobile Premises)</b>   |                                    |                                    |
| Class 2 Food Vehicle or Stall (business)  | \$373.00                           | \$381.00                           |
| Class 2 Food Vehicle or Stall (community group)   | \$170.00                           | \$174.00                           |
| Class 3 Food Vehicle or Stall (business)  | \$250.00                           | \$255.00                           |
| Class 3 Food Vehicle or Stall (community group)   | \$125.00                           | \$128.00                           |
| Business (1 event for no more than 2 consecutive days)  | \$88.00                            | \$90.00                            |
| Inspection Fee for non-compliant food premises - Class 2  | \$130.00                           | \$133.00                           |
| Inspection Fee for non-compliant food premises - Class 3  | \$80.00                            | \$82.00                            |
| Community Group/Fundraiser (1 event for no more than 2 consecutive days)  | \$44.00                            | \$45.00                            |
| <b>Other Fees</b>   |                                    |                                    |
| New Business Registration   | 150% of annual registration fee    | 150% of annual registration fee    |
| Transfer of Registration of Food Business   | 50% of annual registration fee     | 50% of annual registration fee     |
| Late Fee - applicable to renewal of registration if the renewal fee is not received within 14 days of the due date                                  | 50% of the annual registration fee | 50% of annual registration fee     |
| <b>Public Health and Wellbeing Act 2008</b>   |                                    |                                    |
| Beauty premises, day spa, nails and hair removal premises *   | \$158.00                           | \$162.00                           |
| Skin Penetration - tattooing and piercing *   | \$309.00                           | \$316.00                           |
| Prescribed Accommodation – hotels/motels, recreation camps, B&Bs (NOT self contained or exclusive use of Units, 6 to 10 persons*                    | \$267.00                           | \$273.00                           |
| Over 10 persons*  | \$330.00                           | \$337.00                           |
| New Hair Dresser registration   | \$142.00                           | \$145.00                           |
| New Business Registration   | 150% of annual registration fee    | 150% of annual registration fee    |
| Transfer of Registration of Public Health and Wellbeing Premises  | 50% of annual registration fee     | 50% of annual registration fee     |
| Late Fee - applicable to renewal of registration if the renewal fee is not received within 14 days of the due date                                  | 50% of the annual registration fee | 50% of the annual registration fee |

| Description of Charge  | Fee/Charge<br>2019/20<br>(inc GST)              | Fee/Charge<br>2020/21<br>(inc GST)              |
|--|---|---|
| <b>Residential Tenancies Act 1970</b>  |   |   |
| Caravan Parks* (3 Yearly Fee)  | as per Sched 5 of the Residential Tenancies Act | as per Sched 5 of the Residential Tenancies Act |
| Transfer of Registration*  | \$72.25<br>(5 Fee Units)                        | \$74.05<br>(5 Fee Units)                        |
| <b>Public Health and Wellbeing Regulations 2019</b>  |   |   |
| <b>NEW FEE</b>   |   |   |
| Category 1 Aquatic Facilities annual registration fee  | N/A   | \$100.00  |
| Transfer of Registration Category 1 Aquatic Facilities   | N/A   | 50% of annual registration fee                  |
| <b>Environment Protection Act 1970</b>   |   |   |
| Special Visit – Pre-purchase inspections *   | \$210.00  | \$215.00  |
| Special Visit – Pre-purchase inspections within 48 hours*  | \$314.00  | \$321.00  |
| New Septic Tank systems*   | \$575.00  | \$587.00  |
| Major alteration to septic system<br>e.g. increasing wastewater field, replacing an existing system        | \$366.00  | \$374.00  |
| Minor alteration to septic system<br>e.g. connecting new internal plumbing fixtures                        | \$210.00  | \$215.00  |
| Extension of Time for Septic Permit  | \$262.00  | \$268.00  |
| <b>General Fees</b>  |   |   |
| Property Enquiries/Plan Search – Commercial (site history/copies of permits/copies of endorse plans/etc)*  | \$210.00  | \$215.00  |
| Property Enquiries/Plan Search – Residential (site history/copies of permits/copies of endorse plans/etc)* | \$92.00   | \$94.00   |
| Written request for General Advice   | \$154.00  | \$158.00  |
| Special request for inspection – septic, food premises   | \$262.00  | \$268.00  |

**NOTES** Full registration fees are to be paid up until 31 August. Registrations after this date, i.e. from 1 September

| Description of Charge   | Fee/Charge<br>2019/20<br>(inc GST)  | Fee/Charge<br>2020/21<br>(inc GST)   |
|---|---|--|
| <b>TOWN PLANNING</b>  |   |  |
| <b>Part 1: Prescribed Statutory Fees (subject to change by State Government)</b>                    |   |  |
| <b>Fees for amendment to planning scheme (regulation 6)</b>   |   |  |
| Stage   | Stage of Amendment  |  |
| 1   | For:<br>a) considering a request to amend a planning scheme; and<br>b) taking action required by Division 1 of Part 3 of the Act; and<br>c) considering any submissions which do not seek a change to the amendment; and<br>d) if applicable, abandoning the amendment  | \$3,050.86   |
| 2   | For:<br>a) considering<br>(i) up to and including 10 submissions which seek a change to an amendment and where necessary referring the submissions to a panel; or<br>(ii) 11 to (and including) 20 submissions which seek a change to an amendment and where necessary referring the submissions to a panel; or<br>(iii) Submissions that exceed 20 submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; and<br>b) providing assistance to a panel in accordance with section 158 of the Act; and<br>c) making a submission to a panel appointed under Part 8 of the Act at a hearing referred to in section 24(b) of the Act; and<br>d) considering the panel's report in accordance with section 27 of the Act; and<br>e) after considering submissions and the panel's report, abandoning the amendment. | \$15,121.01  |
|   |   | TBC<br>(206 fee units)   |
|   |   | \$30,212.40  |
|   |   | TBC<br>(1021 fee units)  |
|   |   | \$40,386.87  |
|   |   | TBC<br>(2040 fee units)  |
|   |   | TBC<br>(2727 fee units)  |
| 3   | For:<br>a) adopting the amendment or part of the amendment in accordance with section 29 of the Act; and<br>b) submitting the amendment for approval by the Minister in accordance with section 31 of the Act; and<br>c) giving the notice of the approval of the amendment required by section 36(2) of the Act.   | \$481.33   |
|   |   | \$481.32<br>(32.5 fee units)<br>if the Minister is not the<br>planning authority |
| <b>Applications for Permits under section 47 of the Planning and Environment Act (Regulation 9)</b> |   |  |
| Class   | Type of Application   |  |
| 1   | Amendment to a permit to change the use of land allowed by the permit or allow a new use of land  | 1318.09  |
|   |   | TBC<br>(89 fee units)  |
| 2   | To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 7 permit or a permit to subdivide or consolidate land) if the estimated cost of development is \$10,000 or less  | 199.935  |
|   |   | TBC<br>(13.5 fee units)  |
| 3   | To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$10,000 but not more than \$100,000  | 629.425  |
|   |   | TBC<br>(42.5 fee units)  |
| 4   | To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$100,000 but not more than \$500,000   | 1288.47  |
|   |   | TBC<br>(87 fee units)  |

| Description of Charge |   | Fee/Charge<br>2019/20<br>(inc GST) | Fee/Charge<br>2020/21<br>(inc GST)                              |
|-----------------------|---|------------------------------------|---|
| 5                     | To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$500,000 but not more than \$1,000,000   | 1392.14                            | TBC<br>(94 fee units)   |
| 6                     | To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$1,000,000 but not more than \$2,000,000 | 1495.81                            | TBC<br>(101 fee units)  |
| 7                     | VicSmart application if the estimated cost of development is \$10,000 or less   | 199.935                            | TBC<br>(13.5 fee units)   |
| 8                     | VicSmart application if the estimated cost of development is more than \$10,000   | 429.49                             | TBC<br>(29 fee units)   |
| 9                     | VicSmart application to subdivide or consolidate land   | 199.935                            | TBC<br>(13.5 fee units)   |
| 10                    | VicSmart application other than class 7, class 8 or class 9 permit  | 199.935                            | TBC<br>(13.5 fee units)   |
| 11                    | To develop land (other than a class 2, class 3, class 7 or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is less than \$100,000  | 1147.775                           | TBC<br>(77.5 fee units)   |
| 12                    | To develop land (other than a class 4, class 5, or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$100,000 and not more than \$1,000,000  | 1547.645                           | TBC<br>(104.5 fee units)  |
| 13                    | To develop land (other than a class 6 or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$1,000,000 and not more than \$5,000,000  | 3413.705                           | TBC<br>(230.5 fee units)  |
| 14                    | To develop land (other than a class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$5,000,000 and not more than \$15,000,000  | 8700.875                           | TBC<br>(587.5 fee units)  |
| 15                    | To develop land (other than a class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$15,000,000 and not more than \$50,000,000   | 25658.325                          | TBC<br>(1,732.5 fee units)                                      |
| 16                    | To develop land (other than a class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$50,000,000  | 57670.14                           | TBC<br>(3,894 fee units)  |
| 17                    | To subdivide an existing building (other than a class 9 permit)   | 1318.09                            | TBC<br>(89 fee units)   |
| 18                    | To subdivide land into 2 lots (other than a class 9 or class 16 permit)   | 1318.09                            | TBC<br>(89 fee units)   |
| 19                    | To effect a realignment of a common boundary between lots or consolidate 2 or more lots (other than a class 9 permit)   | 1318.09                            | TBC<br>(89 fee units)   |
| 20                    | Subdivide land (other than a class 9, class 16, class 17 or class 18 permit)  | 1318.09                            | TBC per 100 lots created<br>(89 fee units per 100 lots created) |
| 21                    | To:<br>a) create, vary or remove a restriction within the meaning of the Subdivision Act 1988; or<br>b) create or remove a right of way; or<br>c) create, vary or remove an easement other than a right of way; or<br>d) vary or remove a condition in the nature of an easement (other than right of way) in a Crown grant.  | 1318.09                            | TBC<br>(89 fee units)   |
| 22                    | A permit not otherwise provided for in the regulation   | 1318.09                            | TBC<br>(89 fee units)   |



| Description of Charge  |  | Fee/Charge<br>2019/20<br>(inc GST) | Fee/Charge<br>2020/21<br>(inc GST) |
|--|--|------------------------------------|------------------------------------|
| <b>Applications to amend permits under section 72 of the Planning and Environment Act 1987 (Regulation 11)</b> |  |                                    |                                    |
| Class  | Type of Application  |                                    |                                    |
| 1  | Amendment to a permit to change the use of land allowed by the permit or allow a new use of land   | \$ 1,318.09                        | TBC<br>(89 fee units)              |
| 2  | Amendment to a permit (other than a permit to develop land for a single dwelling per lot or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of land for a single dwelling per lot) to change the statement of what the permit allows or to change any or all of the conditions which apply to the permit. | \$ 1,318.09                        | TBC<br>(89 fee units)              |
| 3  | Amendment to a class 2, class 3, class 4, class 5 or class 6 permit, * if the cost of any additional development permitted by the amendment is \$10,000 or less  | \$ 199.94                          | TBC<br>(13.5 fee units)            |
| 4  | Amendment to a class 2, class 3, class 4, class 5 or class 6 permit, * if the cost of any additional development permitted by the amendment is more than \$10,000 but not more than \$100,000  | \$ 629.43                          | TBC<br>(42.5 fee units)            |
| 5  | Amendment to a class 2, class 3, class 4, class 5 or class 6 permit, * if the cost of any additional development permitted by the amendment is more than \$100,00 but not more than \$500,000  | \$ 1,288.47                        | TBC<br>(87 fee units)              |
| 6  | Amendment to a class 2, class 3, class 4, class 5 or class 6 permit, * if the cost of any additional development permitted by the amendment is more than \$500,000   | \$ 1,392.14                        | TBC<br>(94 fee units)              |
| 7  | Amendment to a permit * that is the subject of VicSmart application, if the estimated cost of the additional development is \$10,000 or less   | \$ 199.94                          | TBC<br>(13.5 fee units)            |
| 8  | Amendment to a permit * that is the subject of VicSmart application, if the estimated cost of the additional development is more than \$10,000   | \$ 429.49                          | TBC<br>(29 fee units)              |
| 9  | Amendment to a class 9 permit  | \$ 199.94                          | TBC<br>(13.5 fee units)            |
| 10   | Amendment to a class 10 permit   | \$ 199.94                          | TBC<br>(13.5 fee units)            |
| 11   | Amendment to a class 11, class 12, class 13, class 14, class 15 or class 16 permit * if the estimated cost of the additional development to be permitted by the amendment is \$100,000 or less   | \$ 1,547.65                        | TBC<br>(104.5 fee units)           |
| 12   | Amendment to a class 12, class 13, class 14, class 15 or class 16 permit * if the estimated cost of any additional development to be permitted by the amendment is more than \$100,000 but not more than \$1,000,000   | \$ 3,413.71                        | TBC<br>(230.5 fee units)           |
| 13   | Amendment to a class 11, class 12, class 13, class 14, class 15 or class 16 permit * if the estimated cost of any additional development to be permitted by the amendment is more than \$1,000,000   | \$ 1,318.09                        | TBC<br>(89 fee units)              |
| 14   | Amendment to a class 17 permit   | \$ 1,318.09                        | TBC<br>(89 fee units)              |
| 15   | Amendment to a class 18 permit   | \$ 1,318.09                        | TBC<br>(89 fee units)              |
| 16   | Amendment to a class 19 permit   | \$ 1,318.09                        | TBC<br>(89 fee units)              |
| 17   | Amendment to a class 20 permit   | \$ 1,318.09                        | TBC<br>(89 fee units)              |
| 18   | Amendment to a class 21 permit   | \$ 1,318.09                        | TBC<br>(89 fee units)              |
| 18   | Amendment to a class 22 permit   | \$ 1,318.09                        | TBC<br>(89 fee units)              |

| Description of Charge  |  | Fee/Charge<br>2019/20<br>(inc GST)  | Fee/Charge<br>2020/21<br>(inc GST)   |
|--|--|---|--|
| <b>Other Statutory Fees</b>  |  |   |  |
| <b>Regulation</b>  | <b>Type of Application</b>   |   |  |
| 10   | For combined permit applications   | Sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made  |  |
| 12   | Amend an application for a permit or an application to amend a permit  | a) Under section 57A(3)(a) of the Act the fee to amend an application for a permit after notice is given is 40% of the application fee for that class of permit set out in the Table at regulation 9<br>b) Under section 57A(3)(a) of the Act the fee to amend an application to amend a permit after notice is given is 40% of the application fee for that class of permit set out in the Table at regulation 11 and any additional fee under c) below<br>c) If an application to amend an application for a permit or amend an application to amend a permit has the effect of changing the class of that permit to a new class, having a higher application fee set out in the Table to regulation 9, the applicant must pay an additional fee being the difference the original class of application and the amended class of permit |  |
| 13   | For a combined application to amend permit   | The sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made  |  |
| 14   | For a combined permit and planning scheme amendment  | Under section 96A(4)(a) of the Act:<br>The sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made   |  |
| 15   | For a certificate of compliance  | 325.82  | \$325.80<br>(22 fee units)   |
| 16   | For an agreement to a proposal to amend or end an agreement under section 173 of the Act   | 659.05  | \$659.00<br>(44.5 fee units)   |
| 17   | For a planning certificate   | a) \$22.20 (1.5 fee units) for an application not made electronically<br>b) \$7 for an application made electronically  | a) \$22.20 (1.5 fee units) for an application not made electronically<br>b) \$7 for an application made electronically |
| 18   | Where a planning scheme specifies that a matter must be done to the satisfaction of a responsible authority, Minister, public authority or municipal council | 325.82  | TBC  |
| <b>Part 2: Administrative Charges (Non Statutory Fees)</b>                 |  |   |  |
| <b>Enquiries</b>   |  |   |  |
| Written request for Heritage Control advice                                |  | \$158.00  | \$162.00   |
| Written request for Demolition Control advice (Section 29A – Form 8)       |  | \$158.00  | \$162.00   |
| Written request for General Planning advice                                |  | \$158.00  | \$162.00   |
| Request a copy of a planning permit (on site archives - From 2012 onwards) |  |   | \$50.00  |
| Request a copy of a planning permit (off site archives - Pre 2012)         |  | \$210.00  | \$215.00   |
| Formal Pre-Application Meeting and Advice                                  |  |   |  |
| <b>Extension of Time</b>   |  |   |  |
| Extension of time (First Request)  |  | \$ 262.00   | \$ 268.00  |
| Extension of time (second request)   |  |   | \$ 400.00  |
| Extension of Time (Third and subsequent requests)                          |  |   | \$ 600.00  |

| Description of Charge   | Fee/Charge<br>2019/20<br>(inc GST)      | Fee/Charge<br>2020/21<br>(inc GST)               |
|---|---|--|
| <b>Refunds</b>  |   |  |
| Cancellation/withdrawal of application when no work carried out   | Refund ¾ of application fee             | Refund ¾ of application fee                      |
| Cancellation/withdrawal after direction to advertise but before commenced   | Refund ½ of application fee             | Refund ½ of application fee                      |
| Cancellation/withdrawal after advertising commenced   | No Refund                               | No Refund  |
| Cancellation/withdrawal due to prohibited proposal (written planning advice will be provided)   | Full Refund                             | \$162  |
| <b>Other fees</b>   |   |  |
| Condition Plan assessment - First Submission (plans submitted for endorsement as required by conditions of a planning permit)                 |   | \$ -   |
| Condition Plan assessment - Second and subsequent submission (plans submitted for endorsement as required by conditions of a planning permit) |   | \$ 100.00  |
| Preparation and registration of section 173 agreement   |   | \$ 1,250.00                                      |
| Review of Section 173 Agreement not prepared by Council   |   | Invoice to applicant Re-coup full costs \$268.00 |
| Secondary Consent   | \$262.00                                |  |
| Miscellaneous Planning Consent  |   | \$400.00   |
| <b>Advertising</b>  |   |  |
| Advertising – A3 Notice   | \$106.00                                | \$109.00   |
| Advertising – Letters to adjoining owners   | \$54.00                                 | \$56.00  |
| Advertising – Notice in Newspaper   | Invoice to applicant Re-coup full costs | Invoice to applicant Re-coup full costs          |

**NOTES**

**Statutory Fees**

These fees are cumulative unless otherwise stated. If your application or request falls into several categories the highest

**Administrative charges for photocopying and printing**

These charges are in accordance with those published by Hepburn Shire Council and subject to amendment. Please contact the Planning Customer Service for the list of charges.

The preceding sections are a summary of the fees prescribed under the Planning and Environment (Fees) Regulations 2016, and is not a complete representation of these Regulations or other legislative provisions. Reference should be made to the Regulations to obtain the complete wording of individual fee Regulations and other Regulations (which include waiving and rebating provisions). Please visit [www.planning.vic.gov.au](http://www.planning.vic.gov.au) for more details on the Planning and Environment (Fees) Regulations 2016 setting out the new fees and the Planning and Environment Act 1987.

| Description of Charge   | Fee/Charge<br>2019/20<br>(inc GST)   | Fee/Charge<br>2020/21<br>(inc GST)   |
|---|--|--|
| <b>BUILDING SERVICES</b>  |  |  |
| <b>Residential</b>  |  |  |
| New Dwelling  | \$626.00 plus \$6.15 per m <sup>2</sup><br>(plus levy & lodgement fee)<br>(Minimum \$1,104.00) | \$626.00 plus \$6.15 per m <sup>2</sup><br>(plus levy & lodgement fee)<br>(Minimum \$1,104.00) |
| Alteration to Dwelling  | \$626.00 plus \$6.15 per m <sup>2</sup><br>(plus levy & lodgement fee)<br>(Minimum \$1,104.00) | \$626.00 plus \$6.15 per m <sup>2</sup><br>(plus levy & lodgement fee)<br>(Minimum \$1,104.00) |
| Addition to a Dwelling  | \$626.00 plus \$6.15 per m <sup>2</sup><br>(plus levy & lodgement fee)<br>(Minimum \$1,104.00) | \$626.00 plus \$6.15 per m <sup>2</sup><br>(plus levy & lodgement fee)<br>(Minimum \$1,104.00) |
| Units   | (Minimum \$1,304 per unit)   | (Minimum \$1,304 per unit)   |
| Garages/Carports up to \$10,000   | \$600.00<br>(plus lodgement fee)   | \$600.00<br>(plus lodgement fee)   |
| Garages/Carports over \$10,000  | \$678.00<br>(plus lodgement fee & levy)  | \$678.00<br>(plus lodgement fee & levy)  |
| Swimming Pools  | \$597.00   | \$609.00   |
| Restump   | \$376.00   | \$384.00   |
| Building Reg 326 (2) statutory fee  | \$46.10<br>(3.19 fee units)  | \$47.20<br>(3.19 fee units)  |
| Lodgement Fees (Payable on Council & Private Building Surveyor Projects)* | \$118.90<br>(8.23 fee units)   | \$121.90<br>(8.23 fee units)   |
| Conducting an assessment for compliance under AS3959 (Bushfire Code)      | \$329.00   | \$336.00   |
| <b>Commercial/Industrial</b>  |  |  |
| All works under \$5,000   | \$523.00   | \$534.00   |
| Works valued \$5,000 – \$30,000   | \$783.00   | \$799.00   |
| Works valued \$30,000 – \$250,000   | \$Cost x 0.4% plus \$1,000   | \$Cost x 0.4% plus \$1,000   |
| Works valued \$250,000 – \$500,000  | \$Cost x 0.25% plus \$2,000  | \$Cost x 0.25% plus \$2,000  |
| Works valued over \$500,000   | \$Cost x 0.25% plus \$2,000  | \$Cost x 0.25% plus \$2,000  |
| Lodgement Fees (Commercial/Industrial)*                                   | \$39.70<br>(2.75 fee units)  | \$40.70<br>(2.75 fee units)  |
| <b>Demolition</b>   |  |  |
| Single Storey Building  | \$767.00 plus<br>Sec 29A fee \$<br>(4.6 fee units)   | \$782.00 plus<br>Sec 29A fee \$<br>(4.6 fee units)   |
| Any other building more than one storey                                   | \$1,227.00 plus<br>Sec 29A fee \$<br>(4.6 fee units)   | \$1252.00 plus<br>Sec 29A fee \$<br>(4.6 fee units)  |

| Description of Charge   | Fee/Charge<br>2019/20<br>(inc GST)       | Fee/Charge<br>2020/21<br>(inc GST)       |
|---|--|--|
| <b>Other Permits/Services</b>   |  |  |
| Fences and signs  | \$314.00                                 | \$321.00                                 |
| Swimming Pool Reports (Existing)  | \$299.00                                 | \$305.00                                 |
| Request for variation of siting*  | \$283.40<br>(19.61 fee units)            | \$290.40<br>(19.61 fee units)            |
| Any other service not otherwise provided for (per Hour)   | \$253.00                                 | \$259.00                                 |
| Extension of Time for a Permit  | \$262.00                                 | \$268.00                                 |
| Amendment to a Building Permit  | \$288.00                                 | \$294.00                                 |
| Inspection associated with lapsed permits (per inspection)  | \$210.00                                 | \$215.00                                 |
| State Government Building Levy<br>Cost recovery of levy*  | \$1.28 per \$1,000 of construction value | \$1.28 per \$1,000 of construction value |
| <b>Requests for Information</b>   |  |  |
| Property Certificates (last 10 years information)*  |  |  |
| Temporary Structures  | \$288.00                                 | \$294.00                                 |
| Copies of Plans from Building files*  | \$210.00                                 | \$215.00                                 |
| Written Advice  | \$158.00                                 | \$162.00                                 |
| Any other service   | \$106.00                                 | \$109.00                                 |
| <b>Swimming Pools and Spas</b>  |  |  |
| Pool or Spa registration fee  | N/A                                      | \$31.85                                  |
| Information Search fee  | N/A                                      | \$47.25                                  |
| Lodgement of a certificate of compliance  | N/A                                      | \$20.45                                  |
| Lodgement of a certificate of non-compliance  | N/A                                      | \$385.10                                 |
| <b>Other Fees</b>   |  |  |
| Issue Building Notice   | No Charge                                | No Charge                                |
| Issue Building Order  | \$783.00                                 | \$799.00                                 |
| <b>NOTES</b>  |  |  |
| 1. Square metres calculated on total floor  |  |  |
| 2. Cost of works determined by Relevant Building Surveyor, unless contract applies.                             |  |  |
| 3. All fees quoted (unless determined by legislation) are a minimum basis.                                      |  |  |
| Shading denotes statutory fees as determined by legislation and therefore subject to any change in legislation. |  |  |

| Description of Charge                                   | Fee/Charge<br>2019/20<br>(inc GST)   | Fee/Charge<br>2020/21<br>(inc GST)   |
|---|--------------------------------------|--------------------------------------|
| <b>Transfer Station Disposal Fees</b>                   |                                      |                                      |
| <b>Domestic Waste &amp; Recyclables</b>                 |                                      |                                      |
| Standard Garbage Bag (approx. 120 litre)                | \$6.00                               | \$7.00                               |
| Car/Boot Load (½ m³ max)                                | \$20.00                              | \$21.00                              |
| Utility/Small Trailer (1.0 m³ max)                      | \$40.00                              | \$41.00                              |
| Small Truck/Tandem Trailer (2.0 m³ max)                 | \$80.00                              | \$82.00                              |
| Other Loads that are non-commercial / m³                | \$40.00                              | \$41.00                              |
| Commercial or Industrial Waste                          | Not accepted                         | Not accepted                         |
| Clean Green Waste up to ½ m³                            | \$10.00                              | \$11.00                              |
| Clean Green Waste / m³                                  | \$19.00                              | \$20.00                              |
| Woody Weeds / m³  | \$40.00                              | Not accepted                         |
| Comingled recyclables - up to 240L bin                  | \$3.00                               | \$4.00                               |
| Comingled recyclables - ½ m³                            | \$6.00                               | \$7.00                               |
| Comingled recyclables - per m³                          | \$11.00                              | \$12.00                              |
| Separated recyclable cardboard & paper                  | No charge                            | No charge                            |
| <b>Tyres</b>  |                                      |                                      |
| Car   | \$5.00                               | \$6.00                               |
| Light Truck   | \$31.00                              | \$32.00                              |
| Truck   | \$62.00                              | \$64.00                              |
| Tractor – Small   | \$133.00                             | \$136.00                             |
| Tractor – Large   | \$204.00                             | \$209.00                             |
| Rims only   | No charge                            | No charge                            |
| <b>Other</b>  |                                      |                                      |
| Paint   | 4 Ltr container or smaller<br>\$2.00 | 4 Ltr container or smaller<br>\$2.50 |
| Paint   | 5 Ltr container or greater<br>\$4.00 | 5 Ltr container or greater<br>\$5.00 |
| Empty paint containers - Recyclable                     | No charge                            | No charge                            |
| Oil   | No charge                            | No charge                            |
| Batteries   | No charge                            | No charge                            |
| Scrap steel   | No charge                            | No charge                            |
| Non ferrous metals                                      | No charge                            | No charge                            |
| Car bodies  | No charge                            | No charge                            |
| Refrigerators and freezers (Degassed/Gassed)            | \$11.00                              | \$12.00                              |
| Televisions / Computer +                                | No charge                            | No charge                            |
| Other E-Waste Item                                      | No charge                            | No charge                            |
| Mattresses  | \$26.00                              | \$27.00                              |
| <b>Sale of Garbage Bins (Delivered)</b>                 |                                      |                                      |
| 120 or 140 ltr bin (township & rural residential waste) | \$59.00                              | \$61.00                              |
| 240 ltr bin (Commercial Waste)                          | \$74.00                              | \$76.00                              |

Commercial waste and recycling quantities not accepted

+ Government Subsidy scheme conditions apply

| Description of Charge   | Fee/Charge<br>2019/20<br>(inc GST) | Fee/Charge<br>2020/21<br>(inc GST) |
|---|------------------------------------|------------------------------------|
| <b>INFRASTRUCTURE</b>   |                                    |                                    |
| Legal Point of Discharge*   | \$66.50<br>(4.6 fee units)         | \$68.10<br>(4.6 fee units)         |
| <b>Consent to Work on Road where speed greater than 50 kph</b>  |                                    |                                    |
| Works on road, shoulder or pathway (max speed greater than 50 kph)  | \$622.80<br>(43.1 fee units)       | \$638.30<br>(43.1 fee units)       |
| Road but <b>NOT</b> on roadway, shoulder or pathway   | \$399.60<br>(23.5 fee units)       | \$348.00<br>(23.5 fee units)       |
| Minor works on a road, shoulder or pathway  | \$134.40<br>(9.3 fee units)        | \$137.70<br>(9.3 fee units)        |
| Minor works but <b>NOT</b> on a road, shoulder or pathway   | \$86.70<br>(6 fee units)           | \$88.90<br>(6 fee units)           |
| <b>Consent to Work on Road where speed not more than 50 kph</b>   |                                    |                                    |
| Works on road, shoulder or pathway  | \$339.60<br>(23.5 fee units)       | \$348.00<br>(23.5 fee units)       |
| Road but <b>NOT</b> on roadway, shoulder or pathway   | \$86.7<br>(6 fee units)            | \$88.90<br>(6 fee units)           |
| Minor works on a road, shoulder or pathway  | \$134.40<br>(9.3 fee units)        | \$137.70<br>(9.3 fee units)        |
| Minor works but <b>NOT</b> on a road, shoulder or pathway   | \$86.7<br>(6 fee units)            | \$88.90<br>(6 fee units)           |
| <b>Street Signage (Tourist Accommodation)</b>   |                                    |                                    |
| Blade supply and installation   | \$230.00                           | \$235.00                           |
| Blade plus pole supply and installation   | \$288.00                           | \$294.00                           |
| <b>Vic Roads signage installation</b>   |                                    |                                    |
| One pole  | \$113.00                           | \$210.00                           |
| two poles   | \$225.00                           | \$230.00                           |
| <b>Land Use Activity Agreements LUAA</b>  |                                    |                                    |
| Facilitation fee - Negotiation and other  | \$408.00                           | \$417.00                           |
| <b>Water Sensitive Urban Design Contribution WSUD</b>   |                                    |                                    |
| Standard sizes subdivision 450 sq/m to 2000 sq/m. Minimum contribution \$1,500.00   | N/A                                | \$8.00 per sq/m                    |
| High density subdivision less than 450 sq/m. Minimum contribution \$1,500.00  | N/A                                | \$10.00 per sq/m                   |
| Industrial/Commercial development. Minimum contribution \$1,500.00  | N/A                                | \$10.00 per sq/m                   |
| Low density subdivision larger than 2000 sq/m. Minimum contribution \$1,500.00  | N/A                                | \$1.00 per sq/m                    |
| <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <ul style="list-style-type: none"> <li>• Minimum contribution fee is \$1,500 including when a partial contribution is made</li> <li>• Partial contributions will be based on the amount of treatment that will not be met with proposed stormwater treatment infrastructure. For example if a treatment will achieve 80% then the partial contribution will be 20% of the rate based on the development type.</li> </ul> </div> |                                    |                                    |
| Shading denotes statutory fees as determined by legislation and therefore subject to any change in legislation.   |                                    |                                    |

| Description of Charge  | Fee/Charge<br>2019/20<br>(inc GST)       | Fee/Charge<br>2020/21<br>(inc GST)       |
|--|--|--|
| <b>COMPLIANCE AND LOCAL LAWS</b>   |  |  |
| <b>Animal Registration Fees</b>  |  |  |
| Dog – Full fee*  | \$95.00                                  | \$97.00                                  |
| Dog – Discounted fee*#   | \$32.00                                  | \$33.00                                  |
| Dog - Menacing dog fee   | \$210.00                                 | \$215.00                                 |
| Dog - Dangerous / restricted breed fee   | \$366.00                                 | \$374.00                                 |
| Dog - 1st year registration 50% of fee   | \$48.00                                  | \$49.00                                  |
| Dog - 1st year registration free Discounted fee*#  | \$0.00                                   | \$0.00                                   |
| Cat – Full fee*  | \$80.00                                  | \$82.00                                  |
| Cat – Discounted fee*#   | \$28.00                                  | \$29.00                                  |
| Cat - 1st year registration 50% of fee   | \$40.00                                  | \$41.00                                  |
| Cat - 1st year registration free Discounted fee*#  | \$0.00                                   | \$0.00                                   |
| Replacement Tag  | \$10.00                                  | \$11.00                                  |
| Domestic animal business registration*   | \$210.00                                 | \$215.00                                 |
| # The discounted fees only apply if the animal meets certain eligibility criteria (e.g. Micro-chipped and desexed) |  |  |
| <b>Domestic Animal Impound Release Fees</b>  |  |  |
| Unregistered dog not desexed*  | \$178.00                                 | \$182.00                                 |
| Unregistered dog desexed*  | \$178.00                                 | \$182.00                                 |
| Registered dog not desexed*  | \$178.00                                 | \$182.00                                 |
| Registered dog desexed*  | \$178.00                                 | \$182.00                                 |
| Unregistered cat not desexed*  | \$121.00                                 | \$124.00                                 |
| Unregistered cat desexed*  | \$121.00                                 | \$124.00                                 |
| Registered cat not desexed*  | \$121.00                                 | \$124.00                                 |
| Registered cat desexed*  | \$121.00                                 | \$124.00                                 |
| <b>Live Stock Impounding - Agistment Fees</b>  |  |  |
| Medium animals (sheeps/goats)*   | \$1.90 per day,<br>per animal            | \$2.00 per day,<br>per animal            |
| Large animals (cows/horses)*   | \$2.30per day,<br>per animal             | \$2.50 per day,<br>per animal            |
| Sustenance fees  | At cost                                  | At cost                                  |
| Identification tags  | At cost                                  | At cost                                  |
| Vet costs  | At cost                                  | At cost                                  |
| Transport contractor fees  | At cost                                  | At cost                                  |
| <b>Live Stock Impounding - Release Fees</b>  |  |  |
| Medium animals (sheeps/goats)*   | up to 3: \$50.00<br>4 or over: \$100.00  | up to 3: \$55.00<br>4 or over: \$110.00  |
| Large animals (cows/horses)*   | up to 3: \$100.00<br>4 or over: \$300.00 | up to 3: \$110.00<br>4 or over: \$320.00 |
| <b>Abandoned Vehicles</b>  |  |  |
| Impounded vehicle release fee  | \$106.00                                 | \$109.00                                 |
| Towing contractor fees   |  | At contractors cost                      |
| <b>Parking Fines</b>   |  |  |
| Overstaying time*  | \$81.00<br>(0.5 penalty unit)            | \$81.00<br>(0.5 penalty unit)            |
| In No Parking area*  | \$81.00<br>(0.5 penalty unit)            | \$81.00<br>(0.5 penalty unit)            |
| Not within parking bay*  | \$81.00<br>(0.5 penalty unit)            | \$81.00<br>(0.5 penalty unit)            |
| Not completely within parking bay*   | \$81.00<br>(0.5 penalty unit)            | \$81.00<br>(0.5 penalty unit)            |
| <b>Fire Prevention</b>   |  |  |
| Private grass slashing administration fee which is in addition to the contractor's charge                          | \$168.00                                 | \$172.00                                 |
| Costs of works to clear property   | At contractors cost                      | At contractors cost                      |
| Failing to comply with notice  | 10 penalty units                         | 10 penalty units                         |



| Description of Charge   | Fee/Charge<br>2019/20<br>(inc GST)   | Fee/Charge<br>2020/21<br>(inc GST)   |
|---|--|--|
| <b>Other</b>  |  |  |
| Tradesperson Parking Permit*  | \$27.00 per day  | \$28.00 per day  |
| A-Frame Signage*  | Daylesford CBD \$116 per year<br>Outside Daylesford CBD \$58 per year  | Daylesford CBD \$118 per year<br>Outside Daylesford CBD \$60 per year  |
| Table & Two chairs*   | Daylesford CBD \$210 per year in trading zone (up to 3 sets) Above 3 sets a further \$210<br>Outside Daylesford CBD \$103 per year in trading zone (up to 3 sets) Above 3 sets a further \$103 | Daylesford CBD \$214 per year in trading zone (up to 3 sets) Above 3 sets a further \$214<br>Outside Daylesford CBD \$103 per year in trading zone (up to 3 sets) Above 3 sets a further \$103 |
| Goods for Display or Sale*  | Daylesford CBD \$186 per year<br>Outside Daylesford CBD \$93 per year  | Daylesford CBD \$190 per year<br>Outside Daylesford CBD \$95 per year  |
| Wind Barriers*  | Daylesford CBD \$110 per year<br>Outside Daylesford CBD \$55 per year  | Daylesford CBD \$112 per year<br>Outside Daylesford CBD \$56 per year  |
| Cat Cage Hire*  | \$100 Bond refundable on return of cage  | \$125 Bond refundable on return of cage  |
| Skip Bin Permit   | \$115.00 per week or part thereof  | \$117.00 per week or part thereof  |
| Busking Permit  | \$16.00 per day<br>\$104.00 per year   | \$17.00 per day<br>\$105.00 per year   |
| Street Stalls +   | \$32.00 per day  | \$33.00 per day  |
| Hoarding / Fencing Permit   | \$115.00 per week or part thereof  | \$117.00 per week or part thereof  |
| Excess Animals Permit   | \$106  | \$109.00   |
| Itinerant Trader - other than Policy 19   | \$470 (annual)<br>\$158 (up to 1 week)   | \$480 (annual)<br>\$161 (up to 1 week)   |
| Occupation of Road for Works  | \$116  | \$119.00   |
| Roadside Grazing Permit   | \$27   | \$28.00  |
| Other Local Law Permits (not separately identified) issued in   | \$54   | \$56.00  |
| Firewood Collection   | N/A  | No Charge  |
| Planting Vegetation   | N/A  | No Charge  |
| Farm Gate Sale  | N/A  | No Charge  |
| + Fees will be waived for Community Not for Profit organisations on application                         |  |  |
| Denotes statutory fees as determined by legislation and therefore subject to any change in legislation. |  |  |

| Description of Charge  | Fee/Charge<br>2019/20<br>(inc GST) | Fee/Charge<br>2020/21<br>(inc GST) |
|--|------------------------------------|------------------------------------|
| <b>VISITOR INFORMATION CENTRES</b>   |                                    |                                    |
| Basic  | \$0.00                             | \$0.00                             |
| <i>Basic website listing and single VIC Brochure display</i>   |                                    |                                    |
| Premium  | \$160.00                           | \$164.00                           |
| <i>Premium website listing with multiple categories and multiple VIC brochure display</i>  |                                    |                                    |
| Ultimate   | \$400.00                           | \$408.00                           |
| <i>Premium website listing , Daylesford VIC window display for 2 weeks &amp; Daylesford VIC cube display for 12 months</i>   |                                    |                                    |
| Cube Display - 12 month period   | \$160.00                           | \$164.00                           |
| Window Display - 2 week period   | \$123.00                           | \$126.00                           |
| <i>Previous membership options have been simplified to make it easier for businesses and easier for VIC staff and the accounts team. Conditions apply. This will be managed directly through the new 'Visit' websites with online payment required</i> |                                    |                                    |
| <b>SWIMMING POOLS</b>  |                                    |                                    |
| Family Season Ticket   | \$161.00                           | Free                               |
| Adult Season Ticket  | \$102.00                           | Free                               |
| Concession Season Entry  | \$78.00                            | Free                               |
| Child Season Ticket  | \$68.00                            | Free                               |
| Family Day Entry   | \$14.00                            | Free                               |
| Adult Day Entry  | \$7.00                             | Free                               |
| Concession Day Entry   | \$6.00                             | Free                               |
| Child Day Entry  | \$4.00                             | Free                               |
| Spectators Day Entry   | \$1.00                             | Free                               |
| School Entry per student   | \$4.00                             | Free                               |
| <b>Please Note 2019/20 fees were not charged. Entry Free</b>   |                                    |                                    |
| <b>COMMUNITY SERVICES</b>  |                                    |                                    |
| <b>Marquee Hire</b>  |                                    |                                    |
| 5m x 5m  | \$106.00                           | \$109.00                           |
| <b>Bonds</b>   |                                    |                                    |
| Marquee*   | \$345.00                           | \$352.00                           |

| Description of Charge  | Fee/Charge<br>2019/20<br>(inc GST)                                       | Fee/Charge<br>2020/21<br>(inc GST)                                       |
|--|--|--|
| <b>LIBRARIES</b>   |  |  |
| Fines  | \$0.40 cents per day per item to a maximum of \$5.00                     | \$0.50 cents per day per item to a maximum of \$6.00                     |
| Holds  | Free (Maximum of 30 holds)   | Free (Maximum of 30 holds)   |
| Inter Library Loans  | \$4.20 plus other charges incurred*                                      | \$4.30 plus other charges incurred*                                      |
| Inter Library Loans - Universities   | \$20.00  | \$22.00  |
| Replacement card   | \$3.00   | \$3.20   |
| Photocopying A3  | \$0.80   | \$0.90   |
| Photocopying A4  | \$0.40   | \$0.45   |
| Colour printing A4   | \$1.40   | \$1.45   |
| Colour printing A3   | \$2.00   | \$2.05   |
| Scanning   | Free   | Free   |
| Fax receiving  | \$0.60   | \$0.70   |
| <ul style="list-style-type: none"> <li>• 1st page</li> <li>• Additional pages</li> </ul>                             | <ul style="list-style-type: none"> <li>\$2.50</li> <li>\$1.35</li> </ul> | <ul style="list-style-type: none"> <li>\$2.60</li> <li>\$1.40</li> </ul> |
| Lost or damaged items  | Cost of replacement plus processing fee                                  | Cost of replacement plus processing fee                                  |
| Processing fee   | \$6.50   | \$6.70   |
| Debt Collection charge   | \$17.00  | \$17.50  |
| Book Club Package <ul style="list-style-type: none"> <li>• Private Book Club</li> <li>• Library Book Club</li> </ul> | \$160 per club per year<br>\$51.00 per person per year                   | \$165 per club per year<br>\$55.00 per person per year                   |
| Book Sales   | From \$0.25 per item   | From \$0.30 per item   |
| Events   | Variable fee from Free to \$84.00  | Variable fee from Free to \$90.00  |
| <b>Note</b> GST is applicable unless it is the copying of official documents.  |  |  |

| Description of Charge  | Fee/Charge<br>2019/20<br>(inc GST) |         |         | Fee/Charge<br>2020/21<br>(inc GST) |         |         |
|--|------------------------------------|---------|---------|------------------------------------|---------|---------|
| AGED AND DISABILITY SERVICES   |                                    |         |         |                                    |         |         |
| Client Contribution  | Low*                               | Medium  | High    | Low*                               | Medium  | High    |
| Social Support Group* (per day)<br>Inclusive of attendance fee and<br>meal component | \$8.30                             | \$15.40 | \$19.90 | \$20.00                            | \$20.00 | \$20.00 |
| Home Care* (per hour)  | \$6.80                             | \$15.70 | \$48.20 | \$7.00                             | \$15.90 | \$48.50 |
| Personal Care* (per hour)  | \$4.70                             | \$9.40  | \$47.20 | \$4.90                             | \$9.80  | \$47.50 |
| Respite Care* (per hour)   | \$3.70                             | \$5.20  | \$47.20 | \$3.90                             | \$5.40  | \$47.50 |
| Property Maintenance* (per hour)   | \$15.40                            | \$25.70 | \$51.20 | \$15.50                            | \$25.90 | \$51.50 |

| Description of Charge  | Fee/Charge<br>2019/20<br>(inc GST)  |                                |                          | Fee/Charge<br>2020/21<br>(inc GST) |                                |                          |
|--|---|--------------------------------|--------------------------|------------------------------------|--------------------------------|--------------------------|
| <b>FUNCTIONS IN COUNCIL RESERVES AND FACILITIES</b>  |   |                                |                          |                                    |                                |                          |
| <b>ALL RESERVES AND FACILITIES</b>   |   |                                |                          |                                    |                                |                          |
|  | Local<br>Community  | Not for Profit /<br>Government | Private or<br>Commercial | Local<br>Community                 | Not for Profit /<br>Government | Private or<br>Commercial |
| <b>Bonds</b>   |   |                                |                          |                                    |                                |                          |
| Keys*  | \$50.00   | \$50.00                        | \$50.00                  | \$50.00                            | \$50.00                        | \$50.00                  |
| Meetings*  | \$100.00  | \$100.00                       | \$100.00                 | \$100.00                           | \$100.00                       | \$100.00                 |
| Functions*   | \$200.00  | \$200.00                       | \$200.00                 | \$200.00                           | \$200.00                       | \$200.00                 |
| Functions with alcohol*  | \$500.00  | \$500.00                       | \$500.00                 | \$500.00                           | \$500.00                       | \$500.00                 |
| Functions with alcohol >200*   | \$1,000.00  | \$1,000.00                     | \$1,000.00               | \$1,000.00                         | \$1,000.00                     | \$1,000.00               |
| Insurance admin fee (if no Certificate of Currency is provided) (charged once per annum for regular users) | \$57.00   | \$57.00                        | \$57.00                  | \$59.00                            | \$59.00                        | \$59.00                  |
| <b>ALL RESERVES</b>  |   |                                |                          |                                    |                                |                          |
|  | Local<br>Community  | Not for Profit /<br>Government | Private or<br>Commercial | Local<br>Community                 | Not for Profit /<br>Government | Private or<br>Commercial |
| Personal training Subject to LTA   | \$174.00  | \$174.00                       | \$174.00                 | \$178.00                           | \$178.00                       | \$178.00                 |
| <b>VICTORIA PARK DAYLESFORD</b>  |   |                                |                          |                                    |                                |                          |
| Function (1 Day or part there of)  | Not Applicable  |                                |                          | Not Applicable                     |                                |                          |
| Function (2 Days or part there of)   | Not Applicable  |                                |                          | Not Applicable                     |                                |                          |
| Function (2+ Days)   | Not Applicable  |                                |                          | Not Applicable                     |                                |                          |
|  | Local<br>Community  | Not for Profit /<br>Government | Private or<br>Commercial | Local<br>Community                 | Not for Profit /<br>Government | Private or<br>Commercial |
| No fee waiver is applicable to the hire of this venue - refer Council Policy 48                            |   |                                |                          |                                    |                                |                          |
|  | Local<br>Community  | Not for Profit /<br>Government | Private or<br>Commercial | Local<br>Community                 | Not for Profit /<br>Government | Private or<br>Commercial |
| Function + Kitchen (Day)   | \$32.00   | \$105.00                       | \$307.00                 | \$55.00                            | \$110.00                       | \$310.00                 |
| Function + Kitchen (Half Day)  | \$16.00   | \$76.00                        | \$220.00                 | \$20.00                            | \$80.00                        | \$230.00                 |
| Function + Kitchen with alcohol  | \$16.00   | \$76.00                        | \$220.00                 | \$200.00                           | \$250.00                       | \$400.00                 |
| Football Club  |   |                                | Under review             |                                    |                                | Under review             |
| <b>WOMBAT HILL BOTANIC GARDENS</b>   |   |                                |                          |                                    |                                |                          |
|  | Local<br>Community  | Not for Profit /<br>Government | Private or<br>Commercial | Local<br>Community                 | Not for Profit /<br>Government | Private or<br>Commercial |
| Wedding (1 Day or part thereof)  | \$200.00  | \$200.00                       | \$200.00                 | \$204.00                           | \$204.00                       | \$204.00                 |
| <b>LAKE DAYLESFORD FORESHORE</b>   |   |                                |                          |                                    |                                |                          |
|  | Local<br>Community  | Not for Profit /<br>Government | Private or<br>Commercial | Local<br>Community                 | Not for Profit /<br>Government | Private or<br>Commercial |
| Wedding (1 Day or part there of)   | \$200.00  | \$200.00                       | \$200.00                 | \$204.00                           | \$204.00                       | \$204.00                 |
| <b>DOUG LINDSAY RESERVE</b>  |   |                                |                          |                                    |                                |                          |
| Meetings   | Not set by Council  | Not set by Council             | Not set by Council       | Not set by Council                 | Not set by Council             | Not set by Council       |
| Functions – Use of Kitchen   | Not set by Council  | Not set by Council             | Not set by Council       | Not set by Council                 | Not set by Council             | Not set by Council       |
| Function with alcohol  | Not set by Council  | Not set by Council             | Not set by Council       | Not set by Council                 | Not set by Council             | Not set by Council       |
| Kitchen Use  | Not set by Council  | Not set by Council             | Not set by Council       | Not set by Council                 | Not set by Council             | Not set by Council       |
| <b>CRESWICK TOWN HALL</b>  |   |                                |                          |                                    |                                |                          |
|  | Local<br>Community  | Not for Profit /<br>Government | Private or<br>Commercial | Local<br>Community                 | Not for Profit /<br>Government | Private or<br>Commercial |
| Hepburn Shire Community Not for Profit   | Fee waiver is by application only in accordance with Council Policy Number 48 (bond and insurance fees must still be paid). All applications must be sent to Governance for assessment. |                                |                          |                                    |                                |                          |
| <i>Fees based on 1 day hire or part there of</i>   |   |                                |                          |                                    |                                |                          |
| Rehearsals/Regular user  | \$40.00   | \$40.00                        | \$40.00                  | \$41.00                            | \$40.00                        | \$41.00                  |
| Regular User - Use of Kitchen  | \$54.00   | \$54.00                        | \$54.00                  | \$56.00                            | \$80.00                        | \$105.00                 |
| Meetings   | \$131.00  | \$131.00                       | \$131.00                 | \$134.00                           | \$80.00                        | \$105.00                 |
| Functions – Use of Kitchen   | \$152.00  | \$152.00                       | \$152.00                 | \$156.00                           | \$110.00                       | \$310.00                 |
| Function with alcohol  | \$262.00  | \$262.00                       | \$262.00                 | \$200.00                           | \$250.00                       | \$400.00                 |
| <b>CLUNES TOWN HALL</b>  |   |                                |                          |                                    |                                |                          |
|  | Local<br>Community  | Not for Profit /<br>Government | Private or<br>Commercial | Local<br>Community                 | Not for Profit /<br>Government | Private or<br>Commercial |
| Hepburn Shire Community Not for Profit   | Fee waiver is by application only in accordance with Council Policy Number 48 (bond and insurance fees must still be paid). All applications must be sent to Governance for assessment. |                                |                          |                                    |                                |                          |
| <i>Fees based on 1 day hire or part there of</i>   |   |                                |                          |                                    |                                |                          |
| Rehearsals/Regular user (no Kitchen Use)   | \$39.00   | \$39.00                        | \$39.00                  | \$50.00                            | \$80.00                        | \$105.00                 |
| Regular User - Use of Kitchen  | \$52.00   | \$52.00                        | \$52.00                  | \$50.00                            | \$80.00                        | \$105.00                 |
| Meetings / Functions (no Kitchen Use)  | \$128.00  | \$128.00                       | \$128.00                 | \$50.00                            | \$80.00                        | \$105.00                 |
| Functions – Use of Kitchen   | \$149.00  | \$149.00                       | \$149.00                 | \$180.00                           | \$220.00                       | \$270.00                 |
| Function with alcohol  | \$256.00  | \$256.00                       | \$256.00                 | \$200.00                           | \$250.00                       | \$400.00                 |

| Description of Charge  | Fee/Charge<br>2019/20<br>(inc GST)  |  |                                  | Fee/Charge<br>2020/21<br>(inc GST) |  |                                  |
|--|---|--|----------------------------------|------------------------------------|--|----------------------------------|
| <b>TRENTHAM MECHANICS INSTITUTE HALL</b>   |   |  |                                  |                                    |  |                                  |
|  | <b>Local<br/>Community</b>  | <b>Not for Profit /<br/>Government</b> | <b>Private or<br/>Commercial</b> | <b>Local<br/>Community</b>         | <b>Not for Profit /<br/>Government</b> | <b>Private or<br/>Commercial</b> |
| Main Hall Hire   | \$123.00  | \$123.00                               | \$123.00                         | \$50.00                            | \$80.00                                | \$105.00                         |
| Supper Room - Meeting  | \$102.00  | \$102.00                               | \$102.00                         | \$18.00                            | \$30.00                                | \$50.00                          |
| Small meeting Room   | \$16.00   | \$16.00                                | \$16.00                          | \$8.00                             | \$17.00                                | \$34.00                          |
| Insurance admin fee (if no Certificate of Currency is provided) (charged once per annum for regular users) | \$55.00   | \$55.00                                | \$55.00                          | \$59.00                            | \$59.00                                | \$59.00                          |
| Function with alcohol  |   |  |                                  | \$200.00                           | \$250.00                               | \$400.00                         |
| <b>DAYLESFORD TOWN HALL</b>  |   |  |                                  |                                    |  |                                  |
|  | <b>Local<br/>Community</b>  | <b>Not for Profit /<br/>Government</b> | <b>Private or<br/>Commercial</b> | <b>Local<br/>Community</b>         | <b>Not for Profit /<br/>Government</b> | <b>Private or<br/>Commercial</b> |
| Hepburn Shire<br>Community Not for Profit  | Fee waiver is by application only in accordance with Council Policy Number 48 (bond and insurance fees must still be paid). All applications must be sent to Governance for assessment. |  |                                  |                                    |  |                                  |
| <i>Fees based on 1 day hire or part there of</i>   |   |  |                                  |                                    |  |                                  |
| Rehearsals   | \$101.00  | \$101.00                               | \$101.00                         | \$50.00                            | \$80.00                                | \$105.00                         |
| Meetings   | \$201.00  | \$201.00                               | \$201.00                         | \$50.00                            | \$80.00                                | \$105.00                         |
| Functions and set up days  | \$262.00  | \$262.00                               | \$262.00                         | \$180.00                           | \$220.00                               | \$270.00                         |
| Function with alcohol  | \$366.00  | \$366.00                               | \$366.00                         | \$200.00                           | \$250.00                               | \$400.00                         |
| Senior Citizens Room   | \$101.00  | \$101.00                               | \$101.00                         | \$50.00                            | \$80.00                                | \$105.00                         |
| PA System  | \$51.00   | \$51.00                                | \$51.00                          | \$25.00                            | \$50.00                                | \$80.00                          |
| <b>CLUNES COMMUNITY CENTRE</b>   |   |  |                                  |                                    |  |                                  |
|  | <b>Local<br/>Community</b>  | <b>Not for Profit /<br/>Government</b> | <b>Private or<br/>Commercial</b> | <b>Local<br/>Community</b>         | <b>Not for Profit /<br/>Government</b> | <b>Private or<br/>Commercial</b> |
| No fee waiver is applicable to the hire of this venue - refer Council Policy 48                            |   |  |                                  |                                    |  |                                  |
| Oval Lights (per hour)   | \$11.00   | \$11.00                                | \$11.00                          | \$0.00                             | \$0.00                                 | \$0.00                           |
| Rehearsals/Regular user (1 Day or part there of)   | \$40.00   | \$40.00                                | \$40.00                          | \$50.00                            | \$80.00                                | \$105.00                         |
| Meetings (1 Day or part there of)  | \$131.00  | \$131.00                               | \$131.00                         | \$50.00                            | \$80.00                                | \$105.00                         |
| Functions (1 Day or part there of)   | \$152.00  | \$152.00                               | \$152.00                         | \$180.00                           | \$220.00                               | \$270.00                         |
| Function with alcohol (1 Day or part there of)   | \$210.00  | \$210.00                               | \$210.00                         | \$200.00                           | \$250.00                               | \$400.00                         |

| Description of Charge   | Fee/Charge<br>2019/20<br>(inc GST) |                                |                          | Fee/Charge<br>2020/21<br>(inc GST) |                                |                          |
|---|------------------------------------|--------------------------------|--------------------------|------------------------------------|--------------------------------|--------------------------|
| <b>CRESWICK HUB - OFFICE HOURS ONLY</b>   |                                    |                                |                          |                                    |                                |                          |
|   | Local<br>Community                 | Not for Profit /<br>Government | Private or<br>Commercial | Local<br>Community                 | Not for Profit /<br>Government | Private or<br>Commercial |
| No fee waiver is applicable to the hire of this venue - refer Council Policy 48 |                                    |                                |                          |                                    |                                |                          |
| <b>Meeting Room</b>   |                                    |                                |                          |                                    |                                |                          |
| Regular (per hour)  | \$6.50                             | \$16.00                        | \$32.00                  | \$7.00                             | \$17.00                        | \$33.00                  |
| Casual (per hour)   | \$15.50                            | \$31.00                        | \$50.00                  | \$16.00                            | \$32.00                        | \$55.00                  |
| Saturday Morning (per hour)<br>Not Public Holidays                              | \$19.00                            | \$38.00                        | \$60.00                  | \$20.00                            | \$40.00                        | \$65.00                  |
| <b>THE WAREHOUSE - CLUNES</b>   |                                    |                                |                          |                                    |                                |                          |
|   | Local<br>Community                 | Not for Profit /<br>Government | Private or<br>Commercial | Local<br>Community                 | Not for Profit /<br>Government | Private or<br>Commercial |
| No fee waiver is applicable to the hire of this venue - refer Council Policy 48 |                                    |                                |                          |                                    |                                |                          |
| <b>Community Meeting Room - Ullumburra</b>                                      |                                    |                                |                          |                                    |                                |                          |
| Regular (per hour)  | \$6.50                             | \$15.50                        | \$32.00                  | \$7.00                             | \$17.00                        | \$33.00                  |
| Casual (per hour)   | \$16.00                            | \$32.00                        | \$50.00                  | \$16.00                            | \$32.00                        | \$55.00                  |
| Weekend (per hour)<br>Fri evenings, Sat, Sun &<br>Public Holidays               | \$19.00                            | \$38.00                        | \$60.00                  | \$20.00                            | \$40.00                        | \$65.00                  |
| <b>Community Activity Room - Esmond Gallery</b>                                 |                                    |                                |                          |                                    |                                |                          |
| Regular (per hour)  | \$12.40                            | \$28.00                        | \$45.00                  | \$7.00                             | \$17.00                        | \$33.00                  |
| Casual (per hour)   | \$26.00                            | \$42.50                        | \$60.50                  | \$16.00                            | \$32.00                        | \$55.00                  |
| Weekend (per hour)<br>Fri evenings, Sat, Sun &<br>Public Holidays               | \$29.20                            | \$58.50                        | \$72.00                  | \$20.00                            | \$40.00                        | \$65.00                  |
| Weekly Hire   | \$487.00                           | \$972.00                       | \$2,410.00               | \$490.00                           | \$980.00                       | \$2,450.00               |
| <b>ALL OTHER FACILITIES NOT PREVIOUSLY LISTED</b>                               |                                    |                                |                          |                                    |                                |                          |
| Regular (per hour)  | N/A                                | N/A                            | N/A                      | \$7.00                             | \$17.00                        | \$33.00                  |
| Casual (per hour)   | N/A                                | N/A                            | N/A                      | \$16.00                            | \$32.00                        | \$55.00                  |
| Weekend (per hour)<br>Fri evenings, Sat, Sun &<br>Public Holidays               | N/A                                | N/A                            | N/A                      | \$20.00                            | \$40.00                        | \$65.00                  |

A minimum hire of one hour will be charged to allow for set up and pack up.

| Description of Charge  | Fee/Charge<br>2019/20<br>(inc GST)                  | Fee/Charge<br>2020/21<br>(inc GST)                  |
|--|---|---|
| <b>PHOTOCOPYING / PRINTING</b>   |   |   |
| A4 per side – Black & White  | \$0.40  | \$0.45  |
| A4 per side – Colour   | \$1.40  | \$1.45  |
| A3 per side – Black & White  | \$0.80  | \$0.85  |
| A3 per side – Colour   | \$2.00  | \$2.05  |
| Tender documents   | \$60.00   | \$62.00   |
| Note: GST is applicable unless copying official documents.                                   |   |   |
| <b>RATES INFORMATION</b>   |   |   |
| Land information certificate* 1.82 fee units   | \$26.30<br>(1.82 fee units)                         | \$27.00<br>(1.82 fee units)                         |
| Urgent Land information certificate  | \$37.00   | \$38.00   |
| Duplicate/Reprint Rates Notice   | \$14.00   | \$15.00   |
| Rate search 15 years   | \$68.00   | \$70.00   |
| Rate search 30 Years   | \$134.00  | \$137.00  |
| <b>FREEDOM OF INFORMATION</b>  |   |   |
| Freedom of information access supervision fee (per ¼ hr)*                                    | \$21.70 (1.5 fee units) per hour or part of an hour | \$22.20 (1.5 fee units) per hour or part of an hour |
| Freedom of information search fee (per hr)*  | \$21.70 (1.5 fee units) per hour or part of an hour | \$22.20 (1.5 fee units) per hour or part of an hour |
| Photocopying Charge (Black & White A4)   | \$0.20  | \$0.20  |
| Freedom of Information lodgement fee*  | \$28.90<br>(2 fee units)                            | \$29.60<br>(2 fee units)                            |
| Other charges may apply, as per the Freedom of Information (Access Charges) Regulations 2014 |   |   |
| <b>COMMUNITY HOUSING</b>   |   |   |
| Community housing units  | N/A Handed over to Community Housing Victoria       |   |
| <b>DISHONOURED PAYMENTS</b>  |   |   |
| Direct Debit fee   | \$6.00  | \$7.00  |
| Dishonoured Cheque Fee   | \$21.00   | \$7.00  |