



POLICY NUMBER: 42 (C) PUBLIC BUILDING MAINTENANCE GRANTS POLICY

DATE AMENDED BY COUNCIL: 20 December 2011

DATE OF NEXT REVIEW: December 2013

DATE ADOPTED: 21 December 2004

RESPONSIBLE OFFICER: Manager Risk

REFERENCES:

- Hepburn Shire Council's Council Plan 2009-2013

Best Value Principles

Hepburn Shire Council has the responsibility to provide its ratepayers with best value, with all services provided by Council meeting the expectations in terms of quality and cost. In providing this, all services need to be accessible, responsive to the needs of the community, considerate of the natural environment and subject to continuous improvement.

To achieve the best over life outcome for Council's expenditures, which meets quality and service expectations, there will be periodic review of services against best on offer in both the public and private sectors.

All Council staff members are responsible for supporting best value principles in their normal day to day actions to ensure services are recognised by the community as delivering best value.

Signed

A handwritten signature in black ink that reads 'Peter Reeve'.

PETER REEVE

Interim Chief Executive Officer

1. Introduction

This policy has been prepared to confirm Council's commitment to the ongoing provision of maintenance grants for public buildings in Hepburn Shire.

2. Background

Council is responsible for the maintenance of several public buildings either directly or through Council Special Committees.

In addition, community groups use several buildings for which Council does not have management responsibility, such as:

- Neighbourhood Houses;
- Mechanics Institute Halls;
- Community Halls; and
- Scout & Guide Halls.

Council has previously committed to providing organisations and committees outside of Council with funding support for maintenance on public buildings.

3. Scope

This Policy is applicable to the following 19 public buildings in Hepburn Shire:

Buildings	Management Arrangements
Lyonville Hall	Council Special Committee
Drummond Hall	Council Special Committee
Newlyn Community & Sporting Complex	Lease to Incorporated Body
Bullarto Hall	DSE Committee of Management
Campbelltown Hall	DSE Committee of Management
Clunes Free Library	DSE Committee of Management
Clydesdale Hall	DSE Committee of Management
Franklinford Community Hall	DSE Committee of Management
Glenlyon Hall	DSE Committee of Management
Leonards Hill Mechanics Institute Hall	DSE Committee of Management
Newbury Public Hall	DSE Committee of Management
Trentham Mechanics Institute Hall	DSE Committee of Management
Yandoit Mechanics Institute Hall	DSE Committee of Management

Dean Hall	DSE Committee of Management
Mollonghip Hall	DSE Committee of Management
Clunes Neighbourhood House	Neighbourhood House Committee of Management
Creswick Neighbourhood House	Neighbourhood House Committee of Management
Daylesford Neighbourhood House	Neighbourhood House Committee of Management
Trentham Neighbourhood House.	Neighbourhood House Committee of Management

4. Policy

1. That Council will provide an annual grant amount of \$500 to each of the 19 buildings listed above with the following conditions:
 - 1.1. Money is to be spent on existing building maintenance works.
 - 1.2. Any additional costs over and above the grant amount incurred in completing maintenance is to be borne by the managing organisation.
 - 1.3. Organisations and committees are to maintain records evidencing what the grant funds were spent on, for a period of two years after receiving the funds.
 - 1.4. Council may by written request ask for a statement to be provided to Council within 28 days of the request, outlining what the grant money has been spent on for the past year, together with copies of receipts for expenses.