

HEPBURN SHIRE COUNCIL

ORDINARY MEETING MINUTES

7pm Tuesday
20 November 2007
Yandoit Community Hall.

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HEPBURN SHIRE COUNCIL – COUNCIL PLAN 2006-2011

VISION STATEMENT:

Hepburn Shire will be a vibrant, creative rural Shire with strong and healthy connected communities. Our Council will govern with integrity and inclusiveness. Our natural environment, productive agricultural land and rich heritage will remain valued and protected as assets for residents and visitors to appreciate and enjoy.

Council has in the COUNCIL PLAN established 5 objectives to enable your Team of Councillors and Officers to move forward.

Objective One – Strengthening Communities

Council will engage with and support our diverse communities to realise their potential and determine and achieve their aspirations.

- 1.1 To be a leader in community consultation, advocacy & engagement
- 1.2 Enhance community connectedness, capacity building and leadership
- 1.3 Enhance external relationships

Objective Two – Service Delivery

Council will deliver responsive services to our community within available resources.

- 2.1 Improve service delivery
- 2.2 Improve internal and external communication
- 2.3 Further develop the range of facilities and programs

Objective Three – Asset and Resource Management

Council will effectively manage our assets and resources to create a better Shire for our community.

- 3.1 Improve the management of our assets
- 3.2 Foster & encourage leadership
- 3.3 Responsible financial management
- 3.4 Promote and encourage innovation
- 3.5 Tight, sharp, focussed, professional administration

Objective Four – Economic Development

Council will strengthen our local economy by working in partnership with business and community.

- 4.1 Develop partnerships with educational and research organisations
- 4.2 Promote and market the Shire
- 4.3 Encourage and support diversity of economic activity and employment

Objective Five – Heritage and Environment

Council, in partnership with our community will ensure that our cultural, natural and built environment is protected, conserved and enhanced for future generations.

- 5.1 Promote & practise environmental management and sustainability
- 5.2 Respect and honour our unique historical and cultural attributes

Council has committed itself to these philosophies, to the five objectives, to the strategies of implementation and to being accountable to all of the Hepburn Shire.

Hepburn Shire is a wonderful home for all of us. Our Council Plan and the Community Plan provide a direction for the future.

**MINUTES OF THE ORDINARY MEETING
OF THE HEPBURN SHIRE COUNCIL HELD AT
YANDOIT ON 20 NOVEMBER, 2007,
COMMENCING AT 7 PM**

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CLOSE OF MEETING:

ATTACHMENTS

Cr David Smith,
Mayor 2006-07
21 NOVEMBER, 2007.

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

We would like to acknowledge we are meeting on Jaara people country, of which members and elders of the Dja Dja Wurrung community and their forebears have been custodians for many centuries.

On this land the Jaara people have performed age old ceremonies of celebration, initiation and renewal.

We acknowledge their living culture and their unique role in the life of this region.

PRESENT: Mayor, Cr David Smith; Councillors Janine Booth, Tim Hayes, Bill McClenaghan and Heather Mutimer.

IN ATTENDANCE: Victor Szwed, Chief Executive Officer; Rod Conway, Director Infrastructure & Development; Chris Cowley, Director Corporate Services; 18 Public & 1 Press.

The Mayor opened the meeting with a reading of the Council prayer.

OPENING PRAYER

Almighty God, we ask your blessing upon this Council.
direct and guide our deliberations.

We ask you to grant us wisdom and sensitivity as we deal with
the business of our Shire.

May each decision that we make advance the wellbeing of all our
residents.

This we pray. Amen

1. APOLOGIES:

Nil.

2. DECLARATION OF CONFLICTS OF INTEREST:

Nil.

3. CONFIRMATION OF MINUTES:

3.1 ORDINARY MEETING OF 16 October 2007.

Recommendation:

That item 3.1 Minutes of the Ordinary Meeting of Council held on 16 October 2007 (Attachment 1), be confirmed, as required under Section 93 (2) of the Local Government Act 1989.

Moved the Officer's Recommendation.

Moved: Cr Tim Hayes

Seconded: Cr Janine Booth

Carried.

4. PETITIONS AND PUBLIC QUESTION TIME

This part of the Council Meeting allows 30 minutes for:

- tabling of petitions by Councillors and Officers;
- questions to be asked by members of the public on general matters or on specific items appearing elsewhere in this Agenda.

Where you have more than one question or questions are lengthy or complex it would assist if you could provide a written copy so that we can accurately record it and respond. If you have more than one question please indicate this. In the interests of fairness and equity, one opportunity is normally provided for any person during this part of the Meeting.

Questions may be taken on notice and responded to later. Separate forums and Council processes are provided for deputations or for making submissions to Council.

If you have questions about specific items in this Agenda, Council encourages you to attend the Agenda Meeting held a week before the Council Meeting. This allows reasonable time for us to consider your question or comment before making the decision at the Council Meeting.

Nil Petitions received .

Don Morrison **Representing Yandoit Hall Committee** – spoke regarding Yandoit and thanked Council.

PUBLIC QUESTION TIME:

1. Russ Wilkinson: Structure Plan
2. Christian Wilde: Confidential Council Meeting. What are these matters?
3. Rod Kirby : Federal Constitution
Page 5 – copy of CH21
Page 82 – AM C38 Structure Plans
4. Barry Elliot: Removal of Boardwalk
Slashing – environmentally sensitive.
Boardwalk to be removed manually – why was a heavy excavator used to remove a tree?
5. Russ Wilkinson: Status of Draft 10 Year Financial Plan
6. Mary : Inaccurate street names
7. Sue Dennet: Why are 2 Councillors excluded from CEO review?
8. Pete Tingel: Representation, how ..for elected ... to be silenced,
letters hinting ... to silence 2 councillors.
9. Julieanne Regan: Dispute that all Councillors be involved. Best Practice Statement on responding to correspondence.
10. Sue Dennett: Alienation of ratepayers and residents of Town Hall.

5. GOVERNANCE AND STRATEGIC MATTERS

5.1 COUNCIL MEETING DATES FOR 2008

(A/O – CEO)

File Ref: 16/18/01

Synopsis

Council is requested to adopt meeting dates and locations for 2008 so that these can be advertised in various forms.

Report

Council has utilised a pattern of rotating Council Meetings around the Shire at the four main towns each year and four smaller towns/locations. While this has provided some benefits such as being seen to be more accessible it has also had issues such as confusion for some people and considerable logistical issues with venues such as poor lighting, inadequate heating and furniture and so on.

Following discussion at the 23 October Forward Planning Meeting it was concluded that for 2008 Council use one location for Agenda Meetings (Creswick) and one location for Council Meetings (Daylesford). This was seen as still providing accessibility across the Shire, being less confusing and also ensuring that good facilities are available.

A Meeting schedule is attached. (**Refer Attachment 2**). As discussed the January Council Meeting is scheduled for the fourth Tuesday as the third Tuesday is too early that month considering many people being away.

It is still very important that we have a range of other meetings and forums in various locations across the Shire. These will include: budget and Council Plan meetings; special purpose meetings and forums; Councillor Ward Meetings or similar, attending town meetings or forums organised by community; and other opportunities.

Relevant Policies / Council Plan implications:

Community engagement and accessibility are important and this arrangement will address these.

Community / Engagement / Communication / Consultation:

The Council Meeting dates and locations will be advertised in Council's Advocate Page and on our web site. The meeting schedule is also placed in the public notice board outside the Daylesford Town Hall, displayed at the Creswick Office and upcoming meetings often mentioned in the Advocate page and where practical in the Ballarat Courier Spa Page.

Financial & Resource Implications Initial & Ongoing

The proposed meeting locations will slightly reduce workloads from not having to move around between so many different locations.

Recommendation:

That Council: adopt the Meeting schedule for 2008 which provides for :

- 5.1.1 *Agenda Meetings to be held on the second Tuesday February to December (inclusive) in Creswick*
- 5.1.2 *Council Meetings to be held in Daylesford on the third Tuesday of each month February to December (inclusive) with the January Council Meeting to be held on the fourth Tuesday.*

5. GOVERNANCE AND STRATEGIC MATTERS

Moved the Officer's Recommendation:

Moved: Cr Tim Hayes

Seconded: Cr Janine Booth

Division Called:

For: Councillors Tim Hayes, Janine Booth, David Smith

Against: Councillors Heather Mutimer & Bill McClenaghan

The Motion was upheld, Carried.

5. GOVERNANCE AND STRATEGIC MATTERS

5.2 AUSTRALIA DAY AWARDS 2008

(A/O – CEO)

File Ref: 04/06/02

Synopsis

Nominations were advertised for Australia Day Awards for January and a report is presented.

Report

Each year, Council calls for nominations from the community for Australia Day Awards to be presented at the Shire-wide Ceremony the evening before Australia Day. The nominations are sought under the Australia Day Committee's guidance as they work within the State Department of Premier and Cabinet. The three categories are:

- Citizen of the Year.
- Young Citizen of the Year.
- Community Event of the Year.

The Australia Day Committee guidance notes indicate that the awards for persons should recognise those " who have made a noteworthy contribution during the current year and/or given outstanding service to the local community over a number of years." The Community Event should recognise the "person or group who has staged the most outstanding community event during the year".

As per previous years and in accordance with the guidelines an assessment panel has met to consider the nominations and makes recommendations to Council. This comprised of three community based people who have previously received an Australia Day Award and Council's CEO.

The recommendations are presented in a confidential report to Council. (**Refer Attachment 3**). It is pleasing to note that the recommendations are the unanimous views of the four panel members.

It is proposed that around July next year the 2008 recipients be invited to assist in the planning for the following awards nomination process to encourage widespread interest including involving the Youth Advisory Committee.

Relevant Policies / Council Plan implications:

The recognition of community achievers is consistent with our Council Plan, Hepburn Healthy Communities and the State Government's strategic directions.

Community / Engagement / Communication / Consultation:

Nominations were sought through advertising in Council's Advocate Page on two occasions (25 July, p7 and 15 August p9), in the Ballarat Courier on 17 August, via Community Newsletters, on the Hepburn Shire's website and press were advised with press releases.

Financial & Resource Implications Initial & Ongoing

Council's Budget has a provision each year associated with Australia Day.

Recommendation:

That Council:

5.2.1 *Endorse the recommendations contained in the confidential report for Australia Day 2008 Local Government Awards.*

5. GOVERNANCE AND STRATEGIC MATTERS

Moved the Officer's Recommendation.

Moved: Cr Tim Hayes
Seconded: Cr Janine Booth
Carried.

5. GOVERNANCE AND STRATEGIC MATTERS

5.3 CENTRAL HIGHLANDS REGIONAL STRATEGY UPDATE

(A/O – Chief Executive Officer)

File Ref: 42/10/01

Synopsis

Councillors will recall a series of previous reports on the Central Highlands Regional Strategy being developed through the Central Highlands Mayors and CEO's Forum. That has now developed beyond the first stage and Hepburn's involvement in the further stages is sought. It was agreed at the October Forward Planning Meeting that our Council participate and that this be ratified at the November Council Meeting.

Report

Over the past year or so a number of reports and briefings were provided to Council including a presentation by Richard Hancock Ballarat CEO. Our Council initially participated but then because of resource limitations and our previous Manager Planning leaving advised the CHMAC Forum that we would cooperate but not actively participate for the time being.

A Regional Strategy document has now been completed and forwarded to Council. A copy was provided to each Councillor for the October Forward Planning Meeting. This Strategy report includes Hepburn Shire as well as Moorabool, Ballarat, Golden Plains, Pyrenees, Central Goldfields and Ararat municipalities.

At the Central Highlands Mayors & CEO's Forum on Friday 12 October a report was presented (circulated at October Forward Planning) recommending that the group of Councils now initiate the next stage to develop three, more specific strategies covering: Water; Regional Growth and Public Transport Improvement. It is intended that an Executive Officer be engaged to coordinate and drive the work over two years. Engagement of a resource person dedicated to the project would partly address a key concern of our Council that we do not have resources to actively participate.

Regional Development Victoria had provided funding support for the initial strategy and have indicated that they have funding available under their "Support for Councils to Manage and Plan for Growth" fund which particularly encourages projects involving a number of Councils or covering a region such as ours. Apparently there have been grants already committed in some other regions in Victoria.

The proposal is to pursue \$500,000 from RDV who are encouraging such an application, with Council contributions totalling \$200,000 providing an overall pool of \$700,000. The Mayors & CEO's Forum has supported proceeding, subject to each Council signing off.

Five of the seven Councils had been "active" participants in the first stage and most had already indicated they agree to proceed into the next stage. Central Goldfields had been a "passive" participant as had Hepburn but now have advised that they are committed to the next stage. Funding from each Council is proportional depending on population and Hepburn is asked to contribute \$16,000 over two years.

Our Council has called on the MAV and the State Government to develop an overall Strategy for rural/regional Victoria to complement Melbourne 2030. Having an overall strategy covering the Central Highlands Region would complement that together with having more specific strategies as proposed.

5. GOVERNANCE AND STRATEGIC MATTERS

Relevant Policies / Council Plan Objectives

The Central Highlands Regional Strategy and more detailed strategies will need to reflect our Council's strategic directions.

Community / Engagement / Communication / Consultation:

There were processes involving community input in the initial strategy and further engagement would be appropriate while recognising that each Council has already done a lot of strategic work with their respective communities which will need to be reflected in the new regional strategies and not "reinventing" these.

Financial & Resource Implications Initial & Ongoing

Some officer and Councillor time will need to be invested and \$16,000 over two years. If Council agrees then the financial contribution can be negotiated so that all or the bulk of it is in 2008-09.

Recommendation:

That Council :

5.3.1 *Ratify the agreement reached at the October Forward Planning Meeting to participate in the next phase of the Central Highlands Regional Strategy and contribute \$16,000 in 2008/09.*

Moved the Officer's Recommendation.

Moved: Cr Janine Booth

Seconded: Cr Tim Hayes

Carried.

5. GOVERNANCE AND STRATEGIC MATTERS

5.4 HEPBURN HEALTH SERVICES AND NEW GP PRACTICE FACILITY

(A/O –CEO)

File Ref: 34/02/01

Synopsis

Councillors have previously been briefed about the proposal by Hepburn Health Services to build a facility to house the amalgamated GP practices on land opposite the Daylesford Hospital. This report provides an update on the project and Council's involvement in assisting to secure Federal funding.

Report

Councillors will recall being briefed previously and supporting that Council assist in securing a Federal grant. The application is being finalised by Hepburn Health Services.

Concept Plans and initial costings have been developed by Hepburn Health Services in consultation with the GP practices. The Central Highlands Area Consultative Committee has assisted in developing an application under the Regional Medical Infrastructure funding program to seek \$500,000 towards the project. As advised previously to Councillors, the funding guidelines provide that the applicant is to be the local Council or the regional Division of General Practice. Hepburn Health Services value the positive working relationship that our Council has with them and asked that we sponsor that application.

With the concurrence of Councillors several weeks ago they and CHACC were advised that our Council would be the sponsor for the application. This report seeks ratification.

As discussed previously, our Council has acted as the sponsor for funding applications on behalf of community groups and organisations several times in recent years. In some cases this has involved time and effort such as assisting with contracts for refurbishment of community halls. In this case Hepburn Health Services are running the development project and engaging all the expertise necessary. They will provide the necessary reports to satisfy the Commonwealth. They have a consultant who has put together the funding application. There will be some work for Council in managing the funds as they are received and acquitting them ensuring that appropriate reports are provided as required by the Commonwealth.

To assist with all of this it is proposed that some form of Memorandum of Understanding be entered with the Hepburn Health Services which indicates Council's role and that HHS will provide information and reports to satisfy the funding conditions and also that Council does not take on any responsibility for cost over-runs or other liabilities.

The current Federal Government has announced that if re-elected it will provide the \$500,000 grant subject to the application being submitted and containing adequate information. It is understood the Labor Party is also very supportive also through its local member. It is likely that funding approval would occur in the new year and subject to Town Planning and other approvals the development may commence during 2008.

Relevant Policies / Council Plan implications

In accordance with the 2006-1011 Council Plan.

Community / Engagement / Communication / Consultation

Nil

Financial & Resource Implications Initial & Ongoing

Nil

5. GOVERNANCE AND STRATEGIC MATTERS

Recommendation:

That Council:

- 5.4.1 *Confirm the action of facilitating the application for Rural Medical Infrastructure funding with Council as applicant*
- 5.4.2 *Develop a Memorandum of Understanding between Council and the Hepburn Health Services to ensure that Council's involvement is described together with Council not taking on any liabilities other than facilitating the grant and general participation with the MOU to come to a Council Meeting for endorsement.*

Moved the Officer's Recommendation.

Moved: Cr Bill McClenaghan
Seconded: Cr Heather Mutimer
Carried.

5. GOVERNANCE AND STRATEGIC MATTERS

5.5 ARC REPORT

(A/O – Manager Tourism, Economic Development and Recreation)

File Ref: 5/6370/00100

Synopsis

Further negotiations have occurred with the YMCA Ballarat regarding the management and opening of the ARC Daylesford Indoor Recreation Centre. A report was presented to Councillors at the 23 October Forward Planning Meeting where it was agreed that this report come to the November Council Meeting to adopt the proposed fees and charges.

Report

Council at its meeting of July 17, 2007 agreed to appoint the YMCA Ballarat to manage the ARC and that further negotiations commence with the YMCA regarding their Business Plan, fees program and “start up” plans.

Start Up Plan

The YMCA will be present in the centre from November 2007 with activities commencing in December 2007. An official opening is planned for around the second week of February 2008.

It is expected that recreational activities, basketball, netball, badminton, volleyball will all commence as soon as possible. A meeting was held on Monday 15 October with a number of potential sports. It is intended that small sub committees representing each sport will be established to ensure good co ordination of each sport.

Business Plan and Budget

The Manager Finance and Manager of Tourism, Economic Development and Recreation have met on a number of occasions with the YMCA regarding their budget and consequently it is proposed that the centre will run at a net operating result to 30 June 2008 of \$19,665.86 deficit. This deficit which is effectively the difference between the budgeted income and expenditure will be covered by Council and is within the Council's budget allocation for 2007/08. The fees and charges for user groups proposed is as attached. **(See attachment 4)**

As part of the Business Plan for the centre, the YMCA submitted a list of fees and charges for groups using the centre. These fees and charges were submitted with the tender and were also discussed at the meeting with potential users held Monday 15 October 2007. The fees and charges are the same or cheaper than comparative industry standards and were well received by those at the meeting.

In accordance with the conditions of operation and management of the centre, Council has a responsibility to approve the fees and charges for the centre each year. This condition has been established to protect the community and contractor managing the centre.

Relevant Policies / Council Plan Objectives

Hepburn Shire Recreation Development Policy
Development and Joint Use Agreement 2006 ARC

Financial Implications

The proposed operating result is within Council's budget A/C510 5200 074 of \$20,000 – Indoor Recreation Centre contingency.

5. GOVERNANCE AND STRATEGIC MATTERS

Recommendation:

That Council:

5.5.1 *Adopt the proposed fees and charges for the ARC facility as attached.*

Moved the Officer's Recommendation.

Moved: Cr Bill McClenaghan

Seconded: Cr Janine Booth

Carried.

5. GOVERNANCE AND STRATEGIC MATTERS

5.6 ARC – MONTHLY REPORT

(A/O – Director Infrastructure & Development)

File Ref: H164

Synopsis

Monthly report on the ARC project.

Report

Works are progressing as per program on-site with hand-over the facility planned for late November/ early December 2007.

S J Weir , the building contractor appointed for this project has completed:

- Gymnasium renovations;
- Canteen works;
- School change room renovations;
- Sewer & stormwater works;
- Structural steel frame, roof and wall cladding for 2 court stadium.
- Stumps, bearers & joists for flooring 2 court stadium.
- Theatre lighting and sound equipment.
- Internal wall framing and flooring for amenities, administration, canteen, etc.
- Brickwork
- Glazing
- Plastering
- Vinyl flooring
- Joinery
- Installed timber floor.
- Electrical fit out , except for amplifiers
- Internal wall cladding stadium
- Internal painting
- Plumbing fit out
- Storage rooms in stadium
- Basketball backboards & scoreboards.
- Stadium tiered seating.

Works in progress:

Sanding of main stadium timber floor & squash courts to be followed by line marking and sealing.

Works to complete:

External paving.
Installation of rainwater tanks.
Site clean-up.

The internal renovation works (school component) have been completed and handed back to School. The new building (Council component) hand-over is planned for late November/early December 2007, which is approximately one month behind the original program due to delay in laying stadium flooring because moisture content was not right for flooring timber.

5. GOVERNANCE AND STRATEGIC MATTERS

Relevant Policies / Council Plan implications:

Council Plan – Service Delivery

Community / Engagement / Communication / Consultation:

Extensive community consultation and engagement has occurred with this project.

Financial & Resource Implications Initial & Ongoing

As at 31 October 2007

ARC - DAYLESFORD REC CENTRE BUDGET	REVISED BUDGET	ACTUALS 2007/2008	TOTAL ACTUAL 31-Oct-07	PROJECTIONS 31-Oct-07
EXPENDITURE - 9550 815	Dec-06			
Architect & Sub consultants	\$ 124,500		\$127,873	\$ 129,000
Contract Admin	\$ 5,500		\$12,487	\$ 15,000
Building 2 courts, entry, kiosk & amenities	\$ 1,529,228	254,855	\$1,141,049	\$ 1,529,228
Variations 2 courts,entry,kiosk, etc	\$ 75,000	40,174	\$46,594	\$ 75,287
Building School refurbishment	\$ 302,730		\$302,730	\$ 302,730
Variations School building refurbishment	\$ 257,270	11,200	\$184,322	\$ 257,270
Legals	\$ 1,500		\$0	\$ -
Planning Permit	\$ 2,100		\$2,071	\$ 2,100
Tender costs	\$ 1,500		\$676	\$ 700
Opening function & marketing	\$ 5,000	118	\$616	\$ 5,000
Fitout - equipment & furniture	\$ 25,000	425	\$425	\$ 25,000
Fundraising Committee	\$ 12,094		\$12,094	\$ 12,100
Carparking	\$ -		\$0	\$ -
Drainage & Authority Headworks Charges	\$ 70,000		\$66,646	\$ 66,700
Contingencies	\$ 30,578		\$237	\$ 21,885
TOTAL EXPENDITURE	\$ 2,442,000	\$ 306,772	\$1,897,819	\$ 2,442,000
INCOME - 9550948				
SRV - (DVC)	\$ 500,000		\$375,000	\$ 500,000
COUNCIL	\$ 300,000	- 47,441	\$300,000	\$ 300,000
FEDERAL GRANT	\$ 120,000		\$96,000	\$ 120,000
COM FACILITIES GRANT (DET)	\$ 1,222,000	147,839	\$913,444	\$ 1,222,000
COMMUNITY FUNDRAISING	\$ 300,000	217,250	\$224,250	\$ 300,000
TOTAL INCOME	\$ 2,442,000	\$ 317,647	\$1,908,694	\$ 2,442,000

Progress payments to builder	\$1, 638,435.10
Claims to be processed	\$ 211,373.00

Approved variations to project to date:

School component of the building works	\$ 214,481
Council component of the building works	\$ 75,287

Recommendation:

That Council:

5.6 .1 Note & receive the report.

5. GOVERNANCE AND STRATEGIC MATTERS

Moved the Officer's Recommendation.

Moved: Cr Bill McClenaghan

Seconded: Cr Janine Booth

Carried.

5. GOVERNANCE AND STRATEGIC MATTERS

5.7 UNUSED ROAD LICENCE - BULLARTO TOWNSHIP

(A/O-Manager of Operations)

File Ref: 58/02/03

Synopsis

This report provides information on a request from the Department of Sustainability and Environment for consideration of the issuance of an unused road licence on an unnamed road in the Bullarto South Township.

Report

Council has received a request from the Department of Sustainability and Environment for the consideration of a licence over an unnamed and unused road reserve in the Township of Bullarto South as shown on the attached plan.



This road reserve is currently unused, not maintained by Council and has vegetation clustered within the reserve. The western frontage of the road reserve abuts a water supply reserve.

This road reserve is not required for public traffic and therefore Council should support the issuance of an unused road license.

Relevant Policies / Council Plan implications

Council Plan Objective 3

Asset and resource management-improve the management of assets through rationalisation of unused road reserves.

Community / Engagement / Communication / Consultation

Communication with the Department of Sustainability and Environment, the state Government agency responsible for crown road reserve management

Financial Implications

Nil

Recommendation:

That Council:

- 5.7.1 *Agree to the issuance of an unused road licence on the Government road located west of Crown Allotment 141 to 3 Section 3, Township of Bullarto South pursuant to Section 400 of the Land Act 1958.*

5. GOVERNANCE AND STRATEGIC MATTERS

Moved the Officer's Recommendation.

Moved: ***Cr Janine Booth***
Seconded: ***Cr Tim Hayes***
Carried.

5. GOVERNANCE AND STRATEGIC MATTERS

5.8 ROAD RESERVE CLOSURE – DEEP SPRING RESERVE

(A/O-Manager of Operations)

File Ref: 58/02/04

Synopsis

This report provides information on the request from the Department of Sustainability and Environment for the closure of a road reserve accessing the Deep Spring Reserve and incorporation of the road reserve into the Deep Spring Reserve.

Report

Council has received a request from the Department of Sustainability and Environment for the closure of the road that services the Deep Spring Reserve.

The purpose of the closure is to extinguish the road reserve tenure and incorporate that reserve into the Deep Spring Reserve.

Other Crown Allotment parcels of land will be incorporated into the Deep Spring Reserve to create one parcel of land for management by Parks Victoria. (Refer to attached plan).



The made road will then form part of the Deep Spring Reserve and under the Road Management Act and Local Government Act be managed by the Department of Sustainability and Environment and Parks Victoria.

Deep Spring Road from the Midland Highway servicing the residences along Deep Spring and Nowland Road will continue to be managed and be under Council's control.

5. GOVERNANCE AND STRATEGIC MATTERS

Relevant Policies / Council Plan implications

Council Plan Objective 3

Asset and Resource management- improve the management of assets through rationalisation and closure of assets

Community / Engagement / Communication / Consultation

Communication with the Department of Sustainability and Environment, State Government agency responsible for the crown road reserve

Financial Implications

Nil

Recommendation:

That Council:

5.8 .1 *Agree to the closure of the Government Road Reserve being Crown Allotment 2006 adjacent to Crown Allotments 94H of B and 94T of B, Parish of Bullarook pursuant to Section 349 of the Land Act 1958..*

5.8 .2 *Sign and seal the Consent to Closing of Road form.*

Moved the Officer's Recommendation.

Moved: Cr Tim Hayes
Seconded: Cr Janine Booth
Carried.

5. GOVERNANCE AND STRATEGIC MATTERS

5.9 COMPLIANCE OFFICER AUTHORISATION – PAUL HEALY

(A/O – Compliance Coordinator)

File Ref: Personnel File

Synopsis

Paul Healy has been appointed to the position of casual after hours Compliance Officer.

This report has been prepared to enable Council to formally delegate to Paul Healy the powers, discretions, functions and duties of an authorized officer under certain Acts & Regulations.

Report

Paul Healy has been appointed as a casual after hours Compliance Officer and will need to be an authorised officer under certain Acts & Regulations to carry out the duties of a Compliance Officer and accordingly a formal resolution of Council is required to enable this authorisation.

Relevant Policies / Council Plan implications

Delegations
Local Law No.6

Financial & Resource Implications Initial & Ongoing

The casual position is accommodated within the budget and replaces the position held by Robert Frost.

Recommendation:

That Council:

5.9 .1 *Delegate to Paul Healy the powers, discretions, functions and duties of an authorised officer under the following Acts & Regulations.*

*Local Government Act 1989;
Domestic (feral & nuisance) Animals Act 1994
Local Laws and
Impounding of Livestock Act 1994.*

5.9 .2 *Sign and seal the instrument of delegation to Paul Healy as presented to this meeting.*

Moved the Officer's recommendation.

Moved: Cr Heather Mutimer
Seconded: Cr Bill McClenaghan
Carried.

5. GOVERNANCE AND STRATEGIC MATTERS

5.10 OPERATION AND MANAGEMENT OF OUTDOOR SWIMMING POOLS (INCLUDING SUPERVISION OF DIVE TOWER AT CALEMBEEN PARK)

(A/O – Executive Engineer)

File Ref: H180-2007

Synopsis

Report on tender assessment and awarding of contract for the operation and management of the swimming pools at the Daylesford, Clunes and Trentham outdoor swimming pools and the supervision and control of the Diving Tower at Calembeen Park, Creswick.

Report

Tenders were invited for the operation and management of the swimming pools at the Daylesford, Clunes and Trentham outdoor swimming pools and the supervision and control of the Diving Tower at Calembeen Park, Creswick.

The evaluation panel had not completed assessment of the received tenders and was requiring further information from the two tenderers at the time of the October Council meeting.

As the Swimming Pool operations contract needed to be awarded before the Ordinary Meeting of Council in November 2007 to enable the contractor to engage suitable staff and complete training, etc Council delegated authority, at the October 2007 Council meeting, to the Chief Executive Officer to award the contract.

The tenders received were:

1. YMCA Ballarat Pty Ltd
2. Belgravia Leisure Group Pty Ltd.

The evaluation Panel of:

Mr Geoff Ryan, Manager Recreation, Development and Tourism, Mr Andrew Bourke, Manager of Operations and Mr Richard Russell, Executive Engineer met on Wednesday 31st October 2007 and made a recommendation for awarding the tender.

*“The recommendation of the evaluation panel is to award the contract **H180-2007 Operation and Management of Outdoor Pools (and Calembeen Dive Tower)** to YMCA (Ballarat) Pty Ltd for the tendered sum of \$429,960 for the three year contract.”*

This recommendation was accepted and the award of this tender was made by the Chief Executive Officer to YMCA Ballarat Pty Ltd as per the Evaluation Panel's recommendation and Council's resolution 5.4 of the October 17, 2007 Council Meeting. Attached for Councillors is the confidential report from the Evaluation Panel. **(Confidential Attachment No. 5)**

Relevant Policies / Council Plan Objectives

Council Plan - Servicing the Community

Community / Engagement / Communication / Consultation

Recreation Plan

Financial Implications

5. GOVERNANCE AND STRATEGIC MATTERS

Council has Budget Items for operational expenses that allow contractor payments and utility payments for pools of \$173,230 in 2007/8 and the YMCA's first year's tender cost is \$137,811.

Recommendation:

That Council:

- 5.10.1 *Accept and note the detailed report attached provided by the Evaluation Panel on the awarding of the contract for the Tender H180-2007 Operation and Management of Councils Outdoor Swimming Pools (and Calembeen Park Dive Tower).*

Moved the Officer's Recommendation.

Moved: **Cr Heather Mutimer**
Seconded: **Cr Janine Booth**
Carried.

5. GOVERNANCE AND STRATEGIC MATTERS

5.11 LEASE – JUBILEE LAKE CARAVAN PARK

(A/O – DCS)

File Ref: 4/3795/00050

Synopsis

The current 17 year Lease of Jubilee Lake Caravan Park ends on 22 November 2007. It is proposed that a new Lease be entered into after a competitive Expression of Interest (EoI) process. It will not be possible to execute a new Lease prior to the termination of the current Lease; therefore the 'overholding' provisions in the Lease will become operable. This item was considered at the 23 October Forward Planning Meeting where it was agreed to proceed as indicated in this report and recommendations.

Report

Since the existing Lease was first entered in 1990, the Jubilee Lake Caravan Park (the Park) has had several tenants and in accordance with the Lease those tenants have provided improvements like site slabs, new amenities block and cabins. The tenants have been responsible for the day to day operation, maintenance, setting fees as well as having rights to conduct boat hire on the Lake and subject to a separate, but reciprocal agreement, carry out maintenance in the greater Reserve area.

As the arrangements have generally worked well, no significant changes to these principles are proposed with – Lease, limited Over-flow camping availability, Boat Hire agreement, and Reserve maintenance agreement being offered. These 'subsidiary' agreements are based on 3 year terms.

The format of the Lease will change, being based largely on the standard Department of Sustainability and Environment model. Although this Park is not on Crown land, the DSE format gives consistency. Council's authority to issue a lease for the land comes via s190 of the Local Government Act 1989 and the provisions of this section must be complied with – notice of intention to Lease and under s223 consider any submissions received.

The Park takes up 2.953ha (plus residence and work sheds) of the Jubilee Lake Reserve, which has an overall area of approximately 26ha. A caravan facility has been established on the land for many years.

A delay in addressing the new lease has occurred. Discussions with the current tenants confirm they are willing to continue with current arrangements until a new lessee is decided. The current tenant will submit an EoI for the new Lease. A document to recognise the overholding period, expected to be up to 28 February 2008, will be executed. This period is at the suggestion of the current tenants, covering the busy Christmas/New Year holiday season and allows them time in the quieter February to 'exit' if their EoI is not successful. It is hoped a new tenant can be selected prior to Christmas if advertising proceeds forthwith. If the current tenant is successful, it will largely avoid these arrangements.

Major provisions in the new Lease include:

- The permitted use of caravan park and camping ground, occupancy of the residence and conduct of a kiosk at the tenants discretion;
- Repair and maintenance provisions;
- 20 year term with 3 yearly rent review periods;
- Performance guarantee sum of \$15,000;
- Public liability insurance cover of \$25m, other insurances and indemnities;
- Exclusion of the Retail Leases Act 2003 provisions;

5. GOVERNANCE AND STRATEGIC MATTERS

- Capital works – fire protection services by tenant, amenities block refurbishments (Block 1 at years 5 and Block 2 at 12 years or earlier), all compulsory;
- Other capital works eg site development and additional cabins to be agreed through EoI process and from time to time with tenant;
- Risk management planning;
- Marketing and public relations with emphasis on sustainable economic outcomes;
- Reporting – both financial and statistical – monthly and annually;
- Business name arrangements retained by Council;
- Essential terms and breach provisions;
- Changeover arrangements between tenants (if necessary).

The leasing process will be as follows:

1. Council publishes a notice of intention to lease land in the local paper, and must leave the submission period open for 4 weeks.
2. Once Council has considered the feedback an advertisement will be placed in the appropriate newspapers calling for expressions of interest to lease the caravan park.
3. Council considers expression of interest submissions and awards the lease.

Relevant Policies / Council Plan implications

Relevant matters are:

- Policy # 9 Council Owned and Controlled Property – having in place proper tenure arrangements through appropriate leases;
- Objective 3 – Asset and Resource Management – management of assets, financial responsibilities and professional administration – by having proper written arrangements in place to recognise responsibilities and to protect parties involved.

Community / Engagement / Communication / Consultation

Public notice pursuant to s190 LGA 1989 will give the opportunity for community submissions and then an open EoI process gives further opportunity for engagement and communication prior to a lease being finalised.

Financial Implications

The lease process ensures the Park is operated separate from Council with no direct costs incurred. The tenant is responsible for the provision of capital works to improve the Park and while this may affect the amount of rent received, it does reduce Council expenditure and make funds available for other works and services.

There is a saving for maintenance of the whole Reserve with the Park operator being on the spot and responsible for day to day maintenance issues. Current payment for Reserve maintenance is \$15,300 pa.

Advice from an independent caravan park agent was sought in respect of rent returns that might be expected for the Park. The advice indicated \$45,000 pa with the existing number of cabins.

5. GOVERNANCE AND STRATEGIC MATTERS

Recommendation:

That Council

- 5.11.1 *Note the report and endorse the proposed arrangements for a new lease;*
- 5.11.2 *Authorise the Chief Executive Officer to execute an overholding arrangement for the current Lease with the existing tenants; and*
- 5.11.3 *Endorse the placement of a notice of intention to lease land in the Advocate.*

Moved the Officer's Recommendation.

Moved: Cr Tim Hayes
Seconded: Cr Janine Booth
Carried.

Cr Heather Mutimer opposed.

5. GOVERNANCE AND STRATEGIC MATTERS

5.12 RECREATION CAPITAL WORKS ALLOCATIONS

(A/O Manager Tourism Economic Development and Recreation) File Ref: Various

Synopsis

The Recreation Advisory Committee has considered applications for funding by Council and Sport and Recreation Victoria and proposes that 3 applications be submitted for SRV minor facilities funding, 2 for Community Football and Netball Funding and a range of projects be funded by Council in the 2008-2009 financial year.

Report

Applications were advertised for by both Council and the State Government in local media, newsletters and through letters to interested groups. An information evening was held by Council to explain to community groups how to write an applications on September 13 2007.

Nine applications were received, presentations made to the Recreation Advisory Committee on Thursday October 18 2007, feedback on each application was provided verbally and in writing and subsequently revised applications were received and considered by the committee on Thursday November 1 2007.

A summary of the applications and recommended projects was presented at the Councillors Briefing Meeting on the 7 November and is detailed below:

Recreation Capital Works
Recommendations for the 2008/2009 Financial Year

Group	Project	Grant Recommended			
		Sport & Rec	Council	Community	Grant Program
Clunes Saturday Netball Club	Netball / Tennis Courts and Lighting	56,070	9,500		Football/Netball Grants
Stoney Creek Reserve of Management	Development of Walking Track		10,750	6,250	Council
CDDA	Magic Pudding Playground Creswick - Stage 1	40,000	25,000 (Separate Allocation)		S + R Minor Facilities
Hepburn Football Club	Oval Upgrade and Fence	20,000 20,000		10,000 10,000	Football/Netball Grants X 2
Drummond Hall Committee	Resurface of Tennis Court	Further information required before it could be reconsidered			
Dean Reserve Committee of Management	Kitchen Upgrade		7,000	7,158	Council
Hepburn Golf Club Committee	Refurbish 12th Hole Greens Upgrade - Sustainable Greens	60,000	2,450		S + R Minor Facilities
Clunes Bowling Club		45,594	9,000		S + R Minor Facilities
Doug Lindsay Reserve Committee of Management	Outfit Kiosk		2,000		Council
	Cricket Wicket Replacement Program		9,000		Council
	Project Management		5,000		Council
	Pilot Capital Works Project Review		4,000		Council
	Modify Transportable Skatepark Equipment & New Fun Box		6,300		Council
		<u>65,000</u>			

5. GOVERNANCE AND STRATEGIC MATTERS

Relevant Policies / Council Plan Objectives

Council's Recreation Development Policy
Council's Recreation Capital Works Guidelines
Sport & Recreation Victoria Funding Guidelines
Council Plan 2006 – 2011

Community / Engagement / Communication / Consultation:

Publicly advertised

Financial & Resource Implications Initial & Ongoing

Council's Budget provides \$65,000.

Recommendation:

That Council:

5.12.1 Approve the Recommendations of the Recreation Advisory Committee as detailed in the report above.

Moved the Officer's Recommendation.

Moved: Cr Janine Booth

Seconded: Cr Heather Mutimer

Carried.

5. GOVERNANCE AND STRATEGIC MATTERS

5.13 AUDIT COMMITTEE – BOARD FEES

(A/O – Director Corporate Services)

File Ref:30/04/01

Synopsis

This report considers the matter of whether the external members of Councils Audit Committee should be paid board fees or simply have the ability to claim expenses incurred in attending the Audit Committee Meetings.

Report

The Local Government Act 1989 Section 139 (1) provides that Council must form an Audit Committee & Section 139 (7) states that a Council may pay a fee to a member of an Audit Committee who is not a Councillor or member of Council staff.

The current Audit Committee charter provides that board fees may be paid. Historically Council has not paid any board fees, however in light of the difficulty in attracting and retaining external Audit Committee Members it is prudent for Council to reconsider this matter.

The Audit Committee is unique when compared to Councils other Advisory Committees in the following ways:

- The Audit Committee is a specific requirement under the Act
- The Act provides that a fee may be paid to the external members of the Audit Committee
- The Act is silent on payment of fees to S86 or Advisory Committee members

The Committee's role is to assist Council with Council's obligations in relation to:

- effective management of financial activities and associated risks
- reliable management and financial reporting
- compliance with laws and regulations
- maintenance of an effective and efficient audit.

To gain an industry perspective on the matter, several Councils were canvassed to find out their approach to this matter:

Council	Approach
Brimbank	Pay their two independent members a flat fee per annum. It is \$6,000 for the Chairman and \$5,000 for the independent member.
Golden Plains	They do not have independent members
Monash	Pay their two independent members \$1,500 per meeting
Northern Grampians	They pay their independents. The Chair gets \$1,500 and one of the members is paid \$1,000.
Darebin	They pay a flat fee based on four meetings per year. The Chair is paid \$6,000 and the other independents are paid \$4,000. (Darebin have asked for their fees to be kept confidential)
Knox	Pay their independent members between

5. GOVERNANCE AND STRATEGIC MATTERS

	\$5,000 and \$5,300 based on six meetings per year.
Greater Dandenong	Pay their independent members \$700 per meeting.
Central Goldfields	Pay their independent members \$1,000 per year
Mount Alexander	Do not pay their independent members
Southern Grampians	Pay their independent members \$250 per meeting.

To provide further perspective to the matter it is prudent to consider the guidelines produced by the Victorian Department of Premier and Cabinet on the remuneration of State Government advisory committees. Using a committee similar to the audit committee the fee range is as follows:

Chairperson: \$150 - \$291 per day

Member: \$130 - \$226 per day

Whilst the metro. Councils are paying quite high fees, they also considerably larger budgets. It is envisaged that the Hepburn Audit Committee will meet 4 times per year, therefore it is recommended that a fee of \$150 per day be paid in recognition of the time given and the professional expertise that the independent members bring to the table.

In paying the recommended fee this would cost council \$1800 per year (\$600 x 3 members)

Relevant Policies / Council Plan Objectives

Local Government Act 1989

Community / Engagement / Communication / Consultation:

Nil

Financial & Resource Implications Initial & Ongoing

\$1,800 per year to be funded from Audit Fees 1520 070. For this financial year there is no specific budget for this expenditure. If Council agrees to go ahead the cost in 07/08 will be \$900 as we are already part way through the year.

Recommendation:

That Council:

5.13.1 Pay the external Audit Committee Members a sitting fee of \$150 per meeting.

Moved the Officer's Recommendation.

Moved: Cr Janine Booth

Seconded: Cr Tim Hayes

Carried.

5. GOVERNANCE AND STRATEGIC MATTERS

5.14 FIXED ASSETS POLICIES & PROCEDURES

(A/O – Director Corporate Services)

File Ref: 16/22/03

Synopsis

In the Management Letter for the year ended 30th June 2006 Councils Auditor, Hall Chadwick included in their report key audit observation number 8, “*The Council does not have an update policies and procedures manual covering all areas of financial operations.*” A number of Policies and Procedures have been developed to date and work is continuing in this area. The Fixed Asset Policies and Procedures manual is presented in line with this recommendation.

Report

A Fixed Asset Policy has been drafted and referred to the Management Group for comment. The draft policy was also referred to the Audit Committee for comment. All comments were considered and the final draft is attached for Councils consideration.

The Policy covers the following topics:

- Asset Acquisitions
- Depreciation
- Disposal of Assets
- Internal Asset Transfers
- Leased Assets
- Revaluation of Assets
- Physical Verification of Assets
- Accounting for Fixed Assets

A copy of the policy is attached for Councils information as **Attachment 6**.

Relevant Policies / Council Plan implications:

This policy is in line with Objective 3 of the Council Plan 2006 – 2011 Asset and resource management. Strategy - 3.3 Responsible Financial Management.

Community / Engagement / Communication / Consultation:

Nil

Financial & Resource Implications Initial & Ongoing

Nil

Recommendation:

That Council:

5.14 .1 Adopt the draft Fixed Assets Policies and Procedures Manual.

Moved the Officer’s Recommendation.

Moved: Cr Janine Booth
Seconded: Cr Bill McClenaghan
Carried.

5. GOVERNANCE AND STRATEGIC MATTERS

5.15 MONTHLY FINANCIAL REPORT 1/7/07 – 31/10/07

(A/O – Director Corporate Services)

File Ref: 30/08/16

Synopsis

A summary report on the Council's financial performance for the financial year to the 31 October 2007 is provided for information.

Report

The report shows the annual budget and year to date actuals with a percentage calculation based on the actual expenditure or income to the end of the reporting period. This should be viewed against the percentage of year completed which is shown in the report heading of 34%.

**Hepburn Shire Council
Monthly Financial Report October 2007
Percentage of year complete 34%**

	Annual Budget 000's	Actual Sept 07 000's	Percentage of Budget
1. Administration			
Expenditure	4984	1668	33%
Income	(11757)	(9567)	81%
1. Administration	(6773)	(7899)	
2. Human And Community Services			
Expenditure	2630	749	28%
Income	(1830)	(660)	36%
2. Human And Community Services	800	89	
3. Regional Development/promotion			
Expenditure	1932	596	31%
Income	(527)	(172)	33%
3. Regional Development/promotion	1405	424	
4. Public Safety			
Expenditure	641	193	30%
Income	(254)	(38)	15%
4. Public Safety	387	155	
5. Recreation			
Expenditure	1162	326	28%
Income	(125)	(8)	7%
5. Recreation	1037	318	
6. Infrastructure Development			
Expenditure	4904	1029	21%
Income	(3227)	(821)	25%
6. Infrastructure Development	1677	208	

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**Hepburn Shire Council
Monthly Financial Report October 2007
Percentage of year complete 34%**

	Annual Budget 000's	Actual Sept-07 000's	Percentage Of Budget
7. Waste & Environment			
Expenditure	1424	339	24%
Income	(1,469)	(1,393)	95%
7. Waste & Environment	(45)	(1,054)	
8. Unclassified			
Expenditure	18	1	8%
Income	(88)	(1)	1%
8. Unclassified	(70)	0	
9. Capital Works And Projects			
Expenditure	4605	1040	23%
Income	(3025)	(488)	16%
9. Capital Works And Projects	1580	552	
Report Total	(2)	(7,207)	

The report has been produced at a summary level to provide Council with a snap shot as at the end of October 2007. There are eight areas where the percentage varies significantly from the year completed percentage they are:-

Administration – Income. This relates to the recognition of all the rate income being included in the July figures which is when it is raised.

Human and Community Services – Expenditure. Some of this work is provided under contract with contract payments traditionally a month behind, e.g. the September account is normally paid in October.

Public Safety – Income. This relates mainly to health regulation fees due in January 08 and animal registrations where virtually all income is received by the end of April. 08

Recreation.-Expenditure. Swimming Pool operations don't commence until Dec-March.

Recreation – Income. Bathhouse rent not expected to be received until March 2008.

Infrastructure Development - Expenditure. Majority of Road works takes place Nov-March

Infrastructure Development - Income. Income is received from two principal sources the grants commission which is paid quarterly and Roads 2 Recovery which is claimed when the works are completed.

Waste & Environment – Expenditure. The majority of this work is provided under contract with contract payments traditionally a month behind, e.g. the September account is normally paid in October.

5. GOVERNANCE AND STRATEGIC MATTERS

Waste & Environment – Income. This relates to the recognition of all the income for the Waste Management Charge, Garbage Charge and Recycling charge being included in the July figures which is when they are raised.

Unclassified – Expenditure & Income. Transfers to and from reserves are carried out at the end of year.

Capital & Projects – Expenditure & Income. Projects in this area are traditionally lumpy as such will be reported on separately at the November Forward Planning meeting.

Relevant Policies / Council Plan Objectives

The Management of Council financials is in line with objective 3.3 of the adopted Council Plan 2006 – 2011.

Community / Engagement / Communication / Consultation:

Nil

Financial & Resource Implications Initial & Ongoing

Nil.

Recommendation:

That Council:

5.15 .1 *Receive and note the October 2007 Finance Report.*

Moved the Officer's Recommendation.

Moved: Cr Bill McClenaghan

Seconded: Cr Tim Hayes

Carried.

5. GOVERNANCE AND STRATEGIC MATTERS

5.16 COMMUNITY GRANTS – ROUND 1

(A/O – DCS)

File Ref: 30/14/03

Synopsis

Thirty applications have been received seeking funds under Council's Round 1 06/07 Community Grants Program

Report

This financial year Council adopted a new community grants policy which is designed to provide greater accountability, and also engage Council's relevant advisory committee's in the process of evaluating the grant applications.

In this round there is \$21,500 available for allocation in the following proportions:

Youth - \$2,500

Culture & Arts - \$2,500

Community Strengthening - \$16,500

The table below details the grants received:

Category	Number Received	Amount Requested	Amount Recommended
Youth	4	7,928	2,500
Culture & Arts	7	6,345	2,500
Community Strengthening	19	23,497	14,371
Totals	30	37,770	19,371

The assessment of the grants applications has been carried out in the following ways:

Youth – applications were reviewed by 2 members of the Youth Advisory Committee (YAC) and the Youth Development Co-ordinator (YDC). Each assigned a score out of 95. The Manager Community Services, Director of Corporate Services and Culture and Arts Officer each reviewed the applications and determined a mean average score from their assessment. This mean was calculated in conjunction with those scores of the YAC and YDC to reach the mean presented in the table. The mean in turn determined the ranking. Ranked out of 4 being number of applications received in the youth category.

Culture & Arts - applications were reviewed by 3 members of the Culture & Arts Advisory Committee (CAAC). Each assigned a score out of 95. The Manager Community Services, Director of Corporate Services and Culture and Arts Officer each reviewed the applications and determined a mean average score from their assessment. This mean was calculated in conjunction with those scores of the YAC and YDC to reach the mean presented in the table. The mean in turn determined the ranking. Ranked out of 7 being number of applications received in the culture & arts category.

Community Strengthening - applications were reviewed by 2 members of the Hepburn Healthy Communities Advisory Committee (HHC) and the Community Strengthening Co-ordinator (CSC). Each assigned a score out of 95. The Manager Community Services, Director of Corporate Services and Culture and Arts Officer each reviewed the applications and determined a mean average score from their assessment. This mean was calculated in conjunction with those scores of the YAC and YDC to reach the mean presented in the table. The mean in turn determined the

5. GOVERNANCE AND STRATEGIC MATTERS

ranking. Ranked out of 19 being number of applications received in the community strengthening category.

Attached for Councillors information in the **confidential attachment No.7** is a detailed summary and analysis of the grant applications received. The far right hand column contains the recommended amounts to be paid and specific comments.

Relevant Policies / Council Plan implications

Council Plan – 1.2 Enhance community connectedness, capacity building and leadership.

Community / Engagement / Communication / Consultation

- 2 public information nights were held to market the new community grants program.
- Members of Council relevant advisory committee were involved in the evaluation process

Financial & Resource Implications Initial & Ongoing

For Community grants Council has a budget of:

1250 039	\$40,000
5765 001	\$ 5,000
5765 039	<u>\$ 5,000</u>
	\$50,000

Recommendation:

That Council:

5.16.1 *Award the community grants as recommended in the confidential attachment.*

Moved the Officer's Recommendation.

Moved: Cr Heather Mutimer
Seconded: Cr Bill McClenaghan
Carried.

5. GOVERNANCE AND STRATEGIC MATTERS

5.17 FIRST QUARTER FINANCIAL REVIEW SEPTEMBER 2007

(A/O – Director Corporate Services)

File Ref: 30/08/15

Synopsis

A review of the Councils income and expenditure to the 30 September 2007 has been undertaken across the organisation. Attached are two reports indicating performance to date.

Report

The first quarters review has now been completed and is presented for Councils information (**Attachment 8**). There are a number of areas that have been identified where there is likely to be a deviation from the original budget. With the exception of the Capital and projects section the variances are shown in the attached report along with comments where appropriate.

The Capital and Projects section which is presented as a separate attachment includes all items with comments on the progress of each. For the purposes of budget control three projects that were not included in the original budget have been added to the Capital & Projects list for monitoring both projects are cost neutral to Council in that they are fully grant funded. The projects are A/c 9520744 Positive ageing strategy \$10k, A/c 9510726 Glenlyon Hall Restoration \$40k and A/c 9520725 Emergency Recovery Planning Project \$42.3k.

At this stage no attempt has been made to provide forecast figures for year end, this exercise will be undertaken when we look at the mid year review in January 2008.

A review of the telephone and internet cost budgets across the organisation is being undertaken jointly by finance and IT as there is a need to redistribute the original budget allocations. We now have the ability to download information on each telephone line and allocate costs to the appropriate cost centres and as such the original budget allocations need to be realigned with the billing allocations.

The mid year review will give the Council a clearer picture of our performance against budget and will include an end of year forecast.

Relevant Policies / Council Plan Objectives

The Management of Council financials is in line with objective 3.3 of the adopted Council Plan 2006 – 2011.

Community / Engagement / Communication / Consultation:

Financial & Resource Implications Initial & Ongoing

Nil.

Recommendation:

That Council:

5.17.1 Receive and note the first quarter Financial Review September 2007.

5. GOVERNANCE AND STRATEGIC MATTERS

Moved the Officer's Recommendation.

Moved: Cr Tim Hayes

Seconded: Cr Janine Booth

Carried.

6. COUNCIL AS COMMITTEE OF MANAGEMENT OF CROWN LAND

Nil Reports

7. COUNCIL SECTION 86 AND ADVISORY COMMITTEES

7.1 CLUNES COURT HOUSE
(A/O – Director Corporate Services)

File Ref:1/0320/00098

Synopsis

The Clunes Municipal Purposes Reserve Special Committee advises that as a result of their community consultation process they wish to call for expressions of interest to lease the Court House.

Report

Clunes Court House as part of the Clunes Town Hall complex is Crown land for which Council is committee of management. To look after the 'day to day' management, maintenance and operation of the building, Council established a special committee under Section 86, Local Government Act 1989 and delegated certain functions, powers and duties to the Committee.

The Committee's Instrument of Delegation contains power to operate the premises and hire it out for exhibitions, displays, entertainment and appropriate activities. The delegation mentions leases, but it is unclear as to whether this includes a longer term lease giving an exclusive occupancy to a tenant and for what might be more of a commercial purpose, rather than the more normal short term or seasonal hire agreements. This has generated the original request to Council asking if it would be prepared to allow the Committee to lease the Court House part of the premises.

Council considered this matter at its 17 July 2007 Council meeting and resolved the following:

That Council:

8.1 .1 Agree in principle to the Clunes Municipal Purposes Reserve Special Committee being able to offer a lease of the Clunes Court House;

8.1.2 As an initial stage, the Committee be requested to consult with the Clunes community by holding a public meeting and the results of this meeting be reported to Council;

8.1.3 Provided there is no or little opposition to the proposal, the Council support the Committee administratively in its endeavours, but the Committee remain responsible for the project.

8.1.4 Ensure that the Heritage Advisory Committee are consulted as part of the process.

Moved the Officer's Recommendation.

Moved: Cr Tim Hayes

Seconded: Cr Janine Booth

Carried.

In response the Council resolution 8.1.2 above the committee held a public meeting on the 6 September 2007 in the Clunes Town Hall to seek community comment of the proposal to lease out the Clunes Court House. Listed below are the comments made at the meeting:

Clunes Town Hall Committee of Management
Public Meeting to Discuss Use of the Courthouse Facility
Thursday 6th September, 2007. 7:30pm.

7. COUNCIL SECTION 86 AND ADVISORY COMMITTEES

Comment	Suggested Use
<ul style="list-style-type: none"> Malcolm Hull, President of Clunes Town Hall Committee of Management introduced Chris Cowley, to Chair Meeting from Hepburn Shire Council. 	
<ul style="list-style-type: none"> Chris addressed the community and invited members to put forward ideas for use of Courthouse from a community perspective. 	
<ul style="list-style-type: none"> Steve Morse secretary of Clunes Neighborhood House opened discussion. Facilities at the current location are cramped and the group is looking at relocating. Annual turnover of Neighborhood House is \$115,000. The organization has a grant of \$75,000 to spend on upgrading the Neighborhood House facilities. 	Clunes Neighbourhood House
<ul style="list-style-type: none"> John Sayers independent community member expressed disagreement of Clunes Neighborhood House tenanting Court House and reminded the community of the heritage value of the building and its contents. John is in favour of the building being used and would prefer the facility to be certainly kept in tact and open to the public as an exhibition space. 	Public Exhibition space
<ul style="list-style-type: none"> Karen McMullan Coordinator of the Clunes Neighborhood House replied by inviting people to come and see how the Neighbourhood House facility operates. 	
<ul style="list-style-type: none"> Michael Rogolsky – New Town resident expressed that Clunes has many venues within walking distance to town. He said that the town needs to have a vision regarding the use of all public buildings 	
<ul style="list-style-type: none"> Ian McFarlane – asked if there were any other organizations that have expressed an interest in tenanting the Court House. 	
<ul style="list-style-type: none"> Kerry Loughery – Chairperson of Neighborhood House asked who the other “expression of interest” are. 	
<ul style="list-style-type: none"> John Sayers spoke again and mentioned that there could be someone seeking the Court House facility for exhibitions from a State level. 	
<ul style="list-style-type: none"> Tess Brady – BookTown – is investigating the Court House and other Venues once “expressions of interest” are called for. 	Book town use
<ul style="list-style-type: none"> Lisa Dillon – Neighborhood House Committee – asked about what the procedure is for making an “expression of interest” and is confused about the purpose of this first public meeting. 	
<ul style="list-style-type: none"> Chris Cowley revisited the reasons for the purpose of the community meeting and the process taken after the community meeting. 	
<ul style="list-style-type: none"> Councillor Tim Hayes – has endorsed the process for “expressions of interest”. 	
<ul style="list-style-type: none"> John Sayers expressed view that the use of the Court House not be dominated by the Income it produces but rather the Heritage Value it holds. 	Respect for Heritage Value

7. COUNCIL SECTION 86 AND ADVISORY COMMITTEES

<ul style="list-style-type: none"> Chris Culvenor – Does the Committee of Management have an expectation of financial revenue? 	
<ul style="list-style-type: none"> Malcolm Hull replied that the committee was in agreeance that the Court House should provide some funds but needs to be sympathetic to the Heritage significance. 	
<ul style="list-style-type: none"> Chris Fenner – Community Member - endorsed that we need to refocus on What is the General us of the usage of the Community groups buildings? ??[does not make sense] <ul style="list-style-type: none"> - Commercial Business - Preserving Heritage - Community Benefit - Some financial return 	
<ul style="list-style-type: none"> Norah Campbell – lifetime member of Clunes – is not happy that the use of the building be used only for one particular group. Needs to be opened to the public as a facility for everyone to use! Must be kept in tact! 	Used by every one
<ul style="list-style-type: none"> John Sayers – amount of free space. Has asked that the proposition not only be dealt with by the Town Hall Committee. That expression of interest be submitted to the Community. 	
<ul style="list-style-type: none"> Kerry Loughery – Neighborhood House – prefers to not have a business but a shared Community use. 	Shared community use
<ul style="list-style-type: none"> Shelley Kimpton – Community Member – expressed that we not only need to be considering now but in the future. Ultimately we have a generational responsibility and that any decision on the future of the building be not made lightly and too quickly. 	
<ul style="list-style-type: none"> Deborah Harmes – Community Member – Could the committee operate the Court House as an open Museum to the public? 	Museum
<ul style="list-style-type: none"> John Sayers – Do we have a vision for the town? 	
<ul style="list-style-type: none"> John Payne – the Court House belongs to the community and does not want to see a commercial business. 	
<ul style="list-style-type: none"> Lisa Dillon – Neighborhood House Committee – What is the process? Should the committee members who are on other committees be involved in the decision process? 	
<ul style="list-style-type: none"> Chris Cowley – commented full committee decision and has the committee members involved in other groups and should they be involved in the decision process. 	
<ul style="list-style-type: none"> Wally Cook – commented that the members of the Town Hall Committee may be vetoed by the Council and under statutory law. 	
<ul style="list-style-type: none"> Michael Rogolsky – Overall plan how these communities work together in the Clunes Community 	
<ul style="list-style-type: none"> Neale Dick – asked the Neighborhood House what they wanted to do with the facility 	

7. COUNCIL SECTION 86 AND ADVISORY COMMITTEES

<ul style="list-style-type: none">• Sandra Saunders – Court House be used for an educational facility to tell the Story of Clunes	Educational Facility to tell the story of Clunes
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Meeting Closed at 8:35pm

Summary of feedback concerning the future use of the building from the meeting:

1. Clunes Neighborhood House
2. Public exhibition space
3. Book town use
4. Heritage must be respected
5. Facility for every one to use
6. Shared community use
7. Museum
8. Educational facility to tell the story of Clunes

When looking at the feedback that was provided the aspect that most people were most concerned about was respecting the heritage of the site. With one possible exception, there was acceptance that the building should be used for some purpose and that it was not in the community's long term interest for it to remain 'vacant' or unoccupied. It was apparently last used as a Court House in the early 1980s.

In light of the feedback that was received it is recommended that Council advise the committee that if they wish to proceed, Council is happy for them to proceed with calling for expressions of interest to lease the Court House.

To assist the committee in the process it is recommended that Council provide support in the preparation of the EOI document. With regard to the EOI document it is proposed that the document will contain certain criteria that applicants will have to address.

The criteria would require as a minimum that the following areas be addressed:

1. Heritage Considerations – applicants would need to demonstrate what actions they would take to ensure that the integrity of the building is maintained; protection of furniture and fittings, the extent to which the Conservation Management Plan is addressed etc;
2. Community Benefit – applicants to demonstrate how their proposal will benefit the community;
3. Economic Benefit – applicants to demonstrate how their proposal will benefit the community;
4. Compatibility of Use – applicants to demonstrate the compatibility of the proposed use to the building;
5. Access to the public – applicants to demonstrate how the public could obtain access to the building (to view its historical significance; hours of opening etc);
6. Financial Considerations – the financial return to be derived and the investment to be made;

Relevant Policies / Council Plan implications:

Any proposal to lease would need to be in accordance with Policy # 9 Management of Council Owned and Controlled Property, DSE leasing requirements and the Crown Land (Reserves) Act 1978.

Council Plan Objectives: 1 Strengthening Communities; 3 Asset & Resource

7. COUNCIL SECTION 86 AND ADVISORY COMMITTEES

Management; 4 Economic Development; and 5 Heritage and Environment

Community / Engagement / Communication / Consultation:

Community input has been achieved via the public meeting that was held on the 6 September 2007. It is not proposed to seek any specific community input on this matter. The final decision to award a lease (if the committee decided to proceed) would require a decision of Council.

This report has been reviewed by the committee and they have advised that they are comfortable with the suggested recommendations

Financial & Resource Implications Initial & Ongoing

Generation of income through a lease will assist in maintenance of this historic building, including the Town Hall areas. If the Council is prepared to provide support to the Committee, initially there could be some administrative costs involved.

Recommendation:

That Council:

7.1.1 Having considered the feedback received from the public meeting held on 6 September 2007:

1. advise the Clunes Municipal Purposes Special Committee (the Committee) that Council has no objection to the proposal to invite expressions of interest for the lease of the Clunes Court House building;
2. provide administrative support to the Committee in the preparation and advertising of the Specification for Expression of Interest document;
3. offer to advertise, receive and evaluate the Expressions of Interest on behalf of the Committee including referral to the Heritage Advisory Committee for comment;

Moved the Officer's Recommendation.

Moved: Cr Tim Hayes
Seconded: Cr Janine Booth
Carried.

7. COUNCIL SECTION 86 AND ADVISORY COMMITTEES

7.2 WOMBAT HILL BOTANIC GARDENS ADVISORY COMMITTEE

(A/O – Director Infrastructure & Development)

File Ref: 5/1330/01950

Synopsis

The terms of reference for the Wombat Hill Botanic Gardens Advisory Committee has a provision that for the Wombat Hill Botanic Gardens with the Friends of Wombat Hill Botanic Gardens being invited to nominate three representatives to be on the Committee and publicly inviting applications for the two community representatives.

This report provides information on the nominations from the Friends and applications received for the community positions.

Report

Council at its Ordinary Meeting on 19 July 2005 adopted terms of reference for the Wombat Hill Botanic Gardens Advisory Committee (WHBGAC) and resolved to ... *"proceed to publicly invite applications for the two community representatives and request the Friends of Wombat Hill Botanic Gardens to nominate their three representatives to the Advisory Committee."*

The community representatives appointed by Council were David Marshall & Nicholas Wong for a two year period in accordance with the terms of reference.

The terms of reference for the WHBGAC states that: *"Prior to the term expiring or as soon after as practical, Council will call afresh expressions of interest."*

Accordingly expressions of interest will be invited for the two community representatives and the Friends of Wombat Hill Botanic Gardens will be requested to nominate their three representatives to the WHBGAC for a further two years.

Relevant Policies / Council Plan Objectives

Wombat Hill Botanic Gardens Advisory Committee Terms of Reference.

Financial & Resource Implications Initial & Ongoing

The Advisory Committee is envisaged not to require any specific funding for meeting purposes other than a venue for meeting and some minor catering (tea, coffee). The Advisory Committee however will make recommendations to Council which will require Council funding to a higher level than in the past.

Recommendation

7.2.1 *That Council advise both David Marshall & Nicholas Wong that their term of appointment to the Wombat Hill Botanic Gardens Advisory Committee has expired and Council wishes to thank them for their contribution to the Advisory Committee over the past two years and would encourage them to again lodge an expression of interest in being a community representative on the Advisory Committee*

7.2.2 *That Council call for expressions of interest for two community representatives for the Wombat Hill Botanic Gardens Advisory Committee.*

7. COUNCIL SECTION 86 AND ADVISORY COMMITTEES

Moved the Officer's Recommendation.

Moved: Cr Bill McClenaghan
Seconded: Cr Heather Mutimer
Carried.

7. COUNCIL SECTION 86 AND ADVISORY COMMITTEES

7.3 SECTION 86 COMMITTEE & ADVISORY COMMITTEE MINUTES

(Manager Administration)

File Ref: Various

Synopsis

Section 86 Committee and Advisory Committee minutes are tabled for noting.

Report

Please see listed below the minutes of various Section 86 and Advisory Committees for your information:

- Minutes of the Clunes Historic Medlyn Complex Committee dated 3rd Sept 2007. (File Ref. 1/030/00070)(Section 86)
-
- Minutes of the Heritage Advisory Committee dated 19th October 2007 and Agenda for 16th November (File Ref. 66/08/02) (Advisory)
-
- Minutes of the Clunes Museum Advisory Committee dated (File Ref. 1/2570/00036) (Advisory)

Relevant Policies / Council Plan implications:

2.2 – Improve internal and external communication.

Community / Engagement / Communication / Consultation:

Members of the community are represented on these committees.

Financial Implications

Nil.

Recommendation:

That Council

7.3.1 *Note the Minutes of the Committees listed above*

Moved the Officer's Recommendation.

Moved: Cr Janine Booth
Seconded: Cr Heather Mutimer
Carried.

8.1 APPLICATION NO. 2007/9456, PROPOSED: CONVENIENCE RESTAURANT AND ASSOCIATED PARKING, DEMOLITION OF TWO OUTBUILDINGS

(A/O – Planning Officer 1)

File Ref: 5/5660/01700/P

Synopsis

Applicant

Wayne Quinn

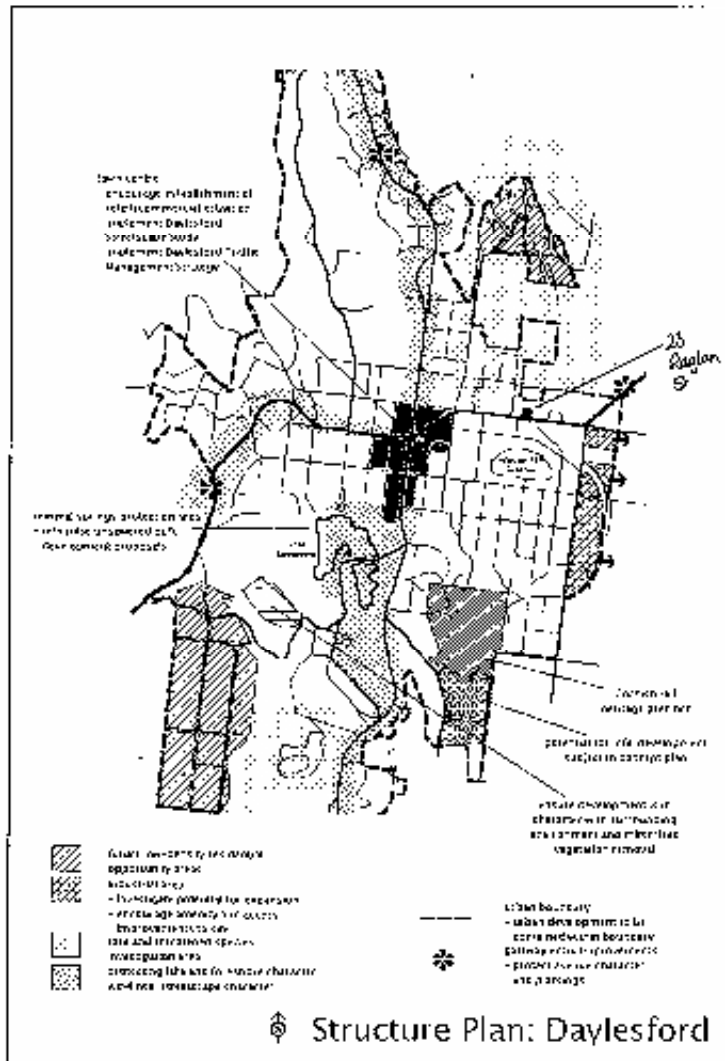
8. STATUTORY MATTERS

Location	23 Raglan Street, Daylesford
Proposal	Convenience Restaurant and associated parking, demolition of two outbuildings
Zoning	Residential 1 Zone
Overlay Controls	ESO1, ESO2, HO461 & HO698
No of Objections received	Nil
Recommendation	Refusal to Grant a Permit



8. STATUTORY MATTERS

HEPBURN PLANNING STUDY



8. STATUTORY MATTERS

Report

INTRODUCTION

An application was received on 11th July 2007 for the construction of a retail shop on the subject land. This report was presented to the October Council Meeting and deferred for a month at the request of the applicant.

The applicant was advised that the proposed use was prohibited under the Residential Zone and that Council could not consider the proposal in its current form. The applicant then amended the application on 20th August 2007 to reflect the use and development of the land for a convenience restaurant with associated carparking and the demolition of two outbuildings.

PROPOSAL

It is proposed to use and develop the land for a convenience restaurant. This will include the construction of a new restaurant building to the street frontage and demolition of two existing outbuildings.

The subject site is located on Raglan Street, a major entrance into the town of Daylesford, with an area of 2200m² and contains an existing heritage listed dwelling and associated garden.

The restaurant will operate from 10 a.m. to 11 p.m. on selected days (e.g. Thursday to Sunday) and reduced hours or closed shop on Monday to Wednesday. Approx. 3 to 5 staff will be required to manage the restaurant including managers.

REFERRAL AUTHORITIES

The application was referred to VicRoads under Section 55 Notification requirement with no objection subject to a condition regarding the crossover. There were no Section 52 notifications.

REFERRAL WITHIN COUNCIL

The application was referred to Council's Engineering Department. There was no objection to the proposal subject to conditions regarding stormwater and carparking requirements.

The application was referred to Council's Heritage Advisor. There was no objection to the proposal subject to conditions requiring the re-siting of the buildings to ensure that oblique views of the existing house from the east are retained and that, as a consequence, the restaurant is set back from the frontage and modified in building form to a gabled structure.

ADVERTISING/NOTICE OF APPLICATION

The application was advertised to adjoining property owners/occupiers, notification in the Advocate newspaper and by placing a sign on the land. The notification process was satisfactorily completed and no objections were received.

8. STATUTORY MATTERS

Relevant Policies / Council Plan implications:

Council Plan 2006-2011 – the relevant objective to this application is key objective no. 5 that ‘Council, in partnership with our community will ensure that our cultural, natural and built environment is protected, conserved and enhanced for future generations.’

STATE PLANNING POLICY FRAMEWORK (SPPF)

15.11 Heritage

The objective of this policy is to assist the conservation of places that have aesthetic, historic, cultural or social significance as a means of understanding our past. Responsible authorities should conserve and protect places of natural or cultural value from inappropriate development.

The subject property is individually identified by Heritage Overlay 461 as being of historic significance.

17.02 Business

The objective of this policy is to encourage developments which meet communities’ needs for retail, entertainment, office and other commercial services and provide net community benefit in relation to accessibility, efficient infrastructure use and the aggregation and sustainability of commercial facilities.

Commercial facilities should be located in existing or planned activity centres unless they are new developments in new residential areas or outlets of trade-related goods or services.

The subject property is adjacent to established residential areas of Daylesford as well as some minor tourism-related businesses. The area is not identified as an activity centre on the Daylesford Structure Plan.

LOCAL PLANNING POLICY FRAMEWORK (LPPF)

21.03-2 Key Land use themes

Support for local employment and investment that leads to value adding and processing opportunities

Support industrial and commercial in-fill opportunities and investigate the provision of new locations for industrial and commercial development that are compatible with the objectives and strategies of the MSS.

Ensure that future development is compatible with the quality, character, amenity and lifestyle of rural and urban communities and the development of the Shire’s tourism and recreational product.

21.03-3 Structure Plan: Daylesford

The subject site is not identified as part of the ‘town centre’ where the establishment of retail/commercial activities is encouraged. In fact, the subject site is located in close proximity to the urban boundary of Daylesford. As such, this proposal is not supported by this policy.

21.07 Economic Development

Objective 3 of this policy aims to improve local prosperity and quality of local environments within the Shire as identified in the MSS and other strategic reports. This is to be achieved by encouraging the consolidation of commercial activity in existing

8. STATUTORY MATTERS

commercial areas and supporting high quality development in mixed use and residential areas where local amenity impacts can be adequately addressed.

It is recommended that the structure plans should be used to identify the economic characteristics and potential of precincts and localities, with reference to potential land use conflicts, environmental constraints and infrastructure opportunities and to use the relevant neighbourhood character studies to provide guidance in design decisions in urban centres.

As described above, this subject site is located near the outskirts of Daylesford and away from the established commercial precinct of town. This proposal is not supported by this policy.

21.09 Environment and Heritage

Objective 1 of this policy aims to protect the cultural heritage of Hepburn Shire, while promoting appropriate development opportunities for areas and sites of cultural heritage significance and neighbourhoods of strong residential character. This is to be achieved by providing guidance for development to maintain the integrity of localities and precincts with important heritage character.

It is recommended that the Daylesford Neighbourhood Character policies be used to guide development decisions in areas with strong neighbourhood character significance.

The subject site is identified as being part of Precinct 10 and, as such, Clause 22.08 of the Planning Scheme applies to this proposal.

22.07 Settlement

This policy aims to ensure that new use and development is compatible with the underlying character of the surrounding built areas and to ensure that non-residential uses in residential areas do not adversely affect residential amenity. It is policy where a permit is required for use and development Daylesford to:

- Ensure that non-residential uses do not segregate a single dwelling or collection of dwellings.
- Ensure that non-residential uses do not adversely affect residential amenity.
- Ensure the scale, design, and appearance of any new buildings are in harmony with the character of the area.
- Ensure the non-residential use does not present a potential safety risk for nearby residents.
- Require any proposed conversion of a residential use to a non-residential use to demonstrate why the use would not be more appropriately located within a business zone.
- Ensure residential amenity is protected from:
 - Significant changes to traffic conditions in local streets including an increase in car parking demand.
 - Noise, light odours emitted from the site
 - Disturbance associated with the hours of operation.

The proposed use of the subject land, near the edge of Daylesford, is not supported by this policy as it:

- segregates the existing dwelling on site from surrounding dwellings by encircling it with a restaurant and its associated car parking.
- has the potential to detrimentally affect residential amenity by means of the hours of operation, number of car movements, noise, smell and deliveries.
- is not able to be sited such that it has minimal impact on the heritage significance or neighbourhood character of the area.

8. STATUTORY MATTERS

- is not adequately justified to be located outside the appropriate business zone and existing commercial centre of Daylesford.

22.08 Daylesford Neighbourhood Character

This policy applies to all land within a Daylesford Neighbourhood Character Precinct shown on the map. The subject land is located within Precinct 10 on the attached map.

The objective of this policy is to maintain and enhance the character and amenity of residential areas in Daylesford.

22.12 Daylesford Neighbourhood Character Precinct Ten

The preferred neighbourhood character statement includes:

“The importance of the area as an entrance to the town, its vegetated and historic appearance will be retained and enhanced by ensuring new buildings are designed to reflect the form of buildings in the area.”

It appears that, in order to use and develop the land for a convenience restaurant and associated carparking on the subject land the constraints of the site (existing heritage house and garden, existing access point) would require the new building to be sited to the frontage of the site. The proposed siting of the building does not meet the objectives of this or the Daylesford Neighbourhood Character policy as it overcrowds the site, and does not protect the openness of the streetscape.

ZONE AND OVERLAY PROVISIONS

Residential 1 Zone – the purpose of the zone is to provide for residential development at a range of densities and in appropriate locations, to allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs.

Convenience Restaurant is defined as a section 2 (permit required) use in the Residential 1 Zone and pursuant to Clause 32.01-1 Council may consider this proposal.

As described above the proposal for a convenience restaurant on the edge of Daylesford is designed primarily to catch the tourist trade, especially on a weekend. The location is inappropriate, considering that there is appropriately-zoned land in the centre of town, less than 500m to the west.

This proposal does not meet the purpose of the Residential 1 Zone as the location is inappropriate for such a use and development (i.e. not within an activity centre) and it is not designed to meet or serve local community needs.

Heritage Overlay – Schedule 698 (Daylesford Railway Precinct) and 461 (23 Raglan St) – Under Clause 43.01-1 a permit is required to construct a building or carry out works or to demolish a building on land affected by a Heritage Overlay. This proposal was referred to Council’s Heritage Advisor for comment. It was confirmed that this precinct is presently subject to assessment as an important entry to the town, however, based on those controls presently applying to the land:

The proposal for a commercial style building is reasonably consistent with the character of the area and would not be intrusive subject to its appropriate design and siting.

HO 461 is directed to the existing house and its immediate setting (i.e. a developed garden layout defined at the front of the site but an early (possibly original) picket fence and hedge. The house remains symmetrically located on its fence and garden flanked by the side hedges.

8. STATUTORY MATTERS

The main heritage issue with this proposal is that the building is set forward sufficiently to obscure views of the dwelling, secondary concerns are that the pattern of the front garden is altered from a focus on the dwelling entry to a diagonal path, the loss of the east side hedge and inadequate screening of the parking at the west side of the site.

Nevertheless, based on heritage concerns no objection was received, however a number of conditions were recommended to be placed on any permit to issue.

Environmental Significance Overlay – Schedule 1 (ESO1) – no permit is required under the provisions of this overlay.

The following Particular Provisions also apply to the proposal:

Clause 52.20 – Convenience Restaurant.

Before deciding on an application to use land for a convenience restaurant, the responsible authority must consider, as appropriate; whether the location is appropriate for a convenience restaurant having regard to the amenity of the neighbourhood, proximity of the non to non-residential uses and zones, the effect of the use on heritage and environment features and the suitability of land for a residential use.

Whilst the subject land is appropriately located adjacent to land in the Road Zone Category 1, it is not considered that the location is appropriate for a convenience restaurant as:

- It is likely that neighbourhood amenity will be adversely impacted by noise, smell, hours of operation;
- There is appropriately zoned (business) land less than 500m to the west of the subject site, and
- The effect of the use (inc signage, carparking, rubbish, loss of landscaping) on the heritage features of the site and the precinct would be detrimental.

Clause 52.29 – Land adjacent to a Road Zone Category 1

Applications which create or alter access to land in a Road Zone Category 1 must be referred to VicRoads for comment under Section 55 of the Act. Accordingly, this application was referred to VicRoads and they advised that there was no objection subject to a condition regarding the proposed crossover to Raglan Street.

ASSESSMENT

The subject land is located near the edge of the residential area of Daylesford, opposite a number of existing semi-commercial tourism-related developments and less than 500m west of the existing commercial (Business 1 Zoned) precinct.

The proposal is not supported by State or Local Planning policy as it is not located within an existing or preferred activity/commercial centre and does not relate to services required in newly developed areas.

The proposal is not consistent with the purpose of the Residential 1 Zone as it does not meet the needs of the local community. It is instead targeted at the growing tourism market in Daylesford.

Council's Municipal Strategic Statement and local policies are clearly designed to prevent the creation of commercial sites outside of the precincts designated in the relevant Structure Plan.

The proposal would set an unfavourable precedent of approving commercial developments not designed to meet local community needs in existing residential areas in the Shire.

8. STATUTORY MATTERS

Community / Engagement / Communication / Consultation

No formal consultation was undertaken.

Financial & Resource Implications Initial & Ongoing

Potential cost of appeal to VCAT.

Recommendation:

That Council, having considered all the matters required under Section 60 of the Planning and Environment Act 1987, decide to Refuse to Grant a Permit under the provisions of Clause 32.01-1 and Clause 52.20 of the Hepburn Planning Scheme in respect of the land known and described as 23 Raglan Street, Daylesford, for the Use and Development of a Convenience Restaurant and associated parking, demolition of two outbuildings in accordance with the attached plans, with the application dated 20/08/2007.

- 1 *The application fails to meet the purpose and intent of the Residential 1 Zone.*
- 2 *The application fails to meet the objectives and strategies of Clause 21 (Municipal Strategic Statement) of the Hepburn Planning Scheme.*
- 3 *The application fails to meet the objectives and strategies of Clause 22.07 (Settlement) of the Hepburn Planning Scheme.*
- 4 *The application fails to meet the decision guidelines contained in Clause 52.20 (Convenience Restaurant and Take-Away Food Premises) of the Hepburn Planning Scheme.*
- 5 *The application fails to demonstrate that a convenience restaurant is reasonably required by the local community at this location.*
- 6 *The application would set an undesirable precedent for other commercial developments in residential areas in Daylesford.*

Moved the Officer's Recommendation:

Moved: **Cr Bill McClenaghan**
Seconded: **Cr Heather Mutimer**
Carried.

8. STATUTORY MATTERS

8.2 APPLICATION NO 2007/9494 PROPOSAL: THIRTEEN LOT SUBDIVISION AND TREE REMOVAL

(A/O – Team Leader Planning)

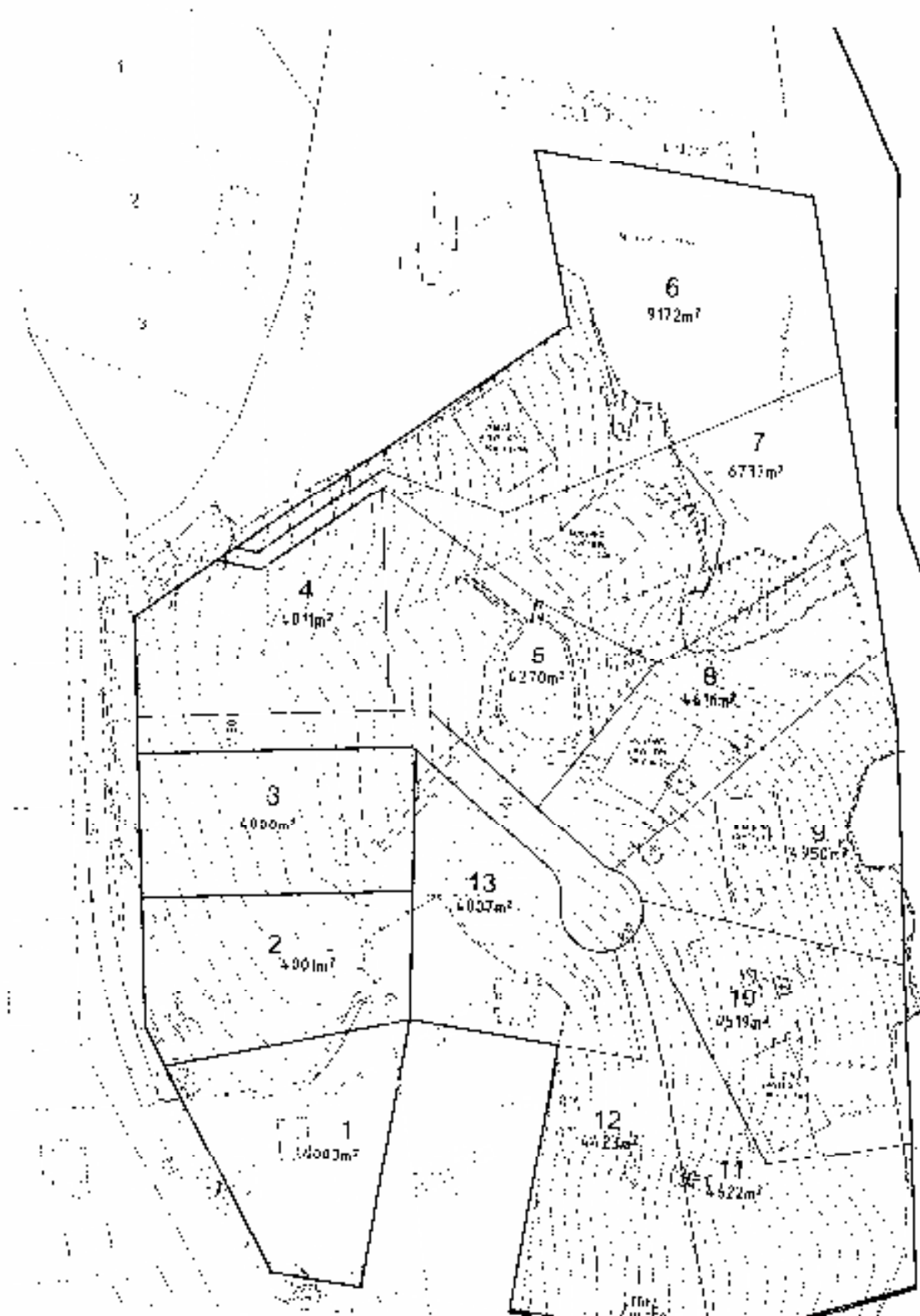
File Ref: 3/7420/01100/P

Synopsis

Applicant	Cavendish Developments c/- JCA Land Developments P/L 200 Main Street, Lilydale
Location	7 West Street, Daylesford
Proposal	Thirteen (13) Lot Subdivision & Native Vegetation Removal
Zoning	Low Density Residential Zone (LDRZ)
Overlay Controls	Wildfire Management, Environmental Significance ES01 – Catchment & ES02 – Mineral Springs Aquifer Protection
No of Objections received	Two (2)
Recommendation	Notice of Decision To Grant a Permit



8. STATUTORY MATTERS



8. STATUTORY MATTERS

Report

INTRODUCTION

An application was received on the 6th August 2007 to subdivide land at 7 West Street, Daylesford into thirteen lots. The application includes four parcels of land totalling 6.6 hectares, located generally on the north western fringe of the township of Daylesford.

PROPOSAL

The proposed lots range from 4000m² to 9172m². The majority of the lots are under 5000m². The proposed lot 6 is 9172m² and the proposed lot 7 is 6737m².

The majority of the lots will have access from West Street and via common property. Lots 6 & 7 will have access from Viewpoint Lane. West Street is formed and sealed. Viewpoint Lane to the north is a gravel road.

The proposed larger lots 6 -9, are located on the eastern side of the land, which is the steeper, treed areas adjacent to the public land, Doctors Gully. Building envelopes indicate the extent of tree removal.

Reticulated sewer and water are available.

REFERRAL AUTHORITIES

- Goulburn-Murray Rural Water Corporation
- Central Highland Water
- Department of Sustainability & Environment
- Country Fire Authority
- Powercor
- Telstra
- Tenix

The Referral Authorities have no objections subject to conditions including a Goulburn-Murray Rural Water Corporation condition requiring connection to reticulated sewer.

REFERRAL WITHIN COUNCIL

- Engineers
- Environment Officer

No objections subject to conditions

ADVERTISING/NOTICE OF APPLICATION

The proposal was notified by way of a sign on site, notices to adjoining owners and occupiers and in the Advocate newspaper on the 26th September 2007.

Council has received two objections which are summarised in the table below:

The following concerns relating to the proposed subdivision have been raised in the objections:

8. STATUTORY MATTERS

Area

Adverse affect on the character of the area due to density	Objection is outside ambit of discretion for this application The lot sizes proposed are at or above the minimum lot sizes allowed in the Low Density Residential Zone (4000m ²) and consistent with the pattern of development in the area.
Adverse im pact on the drainage, power and telephone lines in the area	Objection has limited planning merit The engineering conditions on any permit that may issue can ensure appropriate drainage according to Australian Standards.
Adverse affect the area due to tree removal	Objection has limited planning merit Building envelopes direct development to areas to minimise tree removal. This application provides the opportunity to manage the pest plants and animals on site. The Department of Sustainability and Environment require an Offset Plan for tree removal.

Relevant Policies / Council Plan implications

STATE PLANNING POLICY FRAMEWORK (SPPF)

Clause 14 Settlement

14.01-1 General implementation

Planning authorities should prepare structure plans encouraging consolidation of existing urban areasResponsible Authorities should use any relevant structure plan in considering applications for subdivision.

LOCAL PLANNING POLICY FRAMEWORK (LPPF)

Clause 21.03 – Municipal Strategic Statement

Vision & Strategic Framework – Structure Plan: Daylesford

The proposal is for a residential subdivision within the urban boundary for Daylesford.

ZONE AND OVERLAY PROVISIONS

Low Density Residential Zone

In addition to the implementation of the State and Local Planning Policy the purpose of the Low Density Residential Zone includes:

To provide for low density residential development on lots which, in the absence of reticulated sewerage can treat and retain all wastewater.

Environmental Significance Overlays

Wildfire Management Overlay

The objective of this overlay is to consider fire risk relating to residential uses.

8. STATUTORY MATTERS

ASSESSMENT

- + Denotes a positive weight in the balance of considerations for the application
- Denotes a negative weight in the balance of considerations for the application
- 0 Denotes a neutral contribution to the balance

Brief description of matters dealt with in each area and applicability

The matters set out in Section 60 of the Act.	+		
The State Planning Policy Framework	+		
Clause 56 Particular Provisions for Subdivision do not apply to a Low Density Residential Zone		0	
Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.	+		
The purpose of the zone, overlay or other provision. The land is zoned primarily for residential purposes. The CFA requires fire hydrants to be installed. The proposed development must also be connected to reticulated sewer.	+		
The orderly planning of the area. The area is within the urban growth area of the township of Daylesford	+		
The effect on the amenity of the area.		0	
The proximity of the land to any public land.		0	
Factors likely to cause or contribute to land degradation, salinity or reduce water quality. The proposed development will be connected to reticulated systems and management measures for erosion control and weed management.	+		
Whether the proposed development is designed to maintain or improve the quality of storm water within and exiting the site.	+		
The extent and character of native vegetation and the likelihood of its destruction. The proposed subdivision has design features to minimise tree removal and weed control. The larger lot sizes are allocated to those areas which are most heavily treed and adjacent to public lands. Building envelopes have been designated. DSE require net gain offset plan for tree removal.		0	

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Whether native vegetation is to be or can be protected, planted or allowed to regenerate. As above	+		
The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.		0	

The balance of considerations is weighted towards the issuing of a Notice of Decision to grant a permit subject to conditions.

Community / Engagement / Communication / Consultation

Apart from the notification process no other consultation was undertaken

Financial & Resource Implications Initial & Ongoing

There will be financial and resource implications if an application for review is lodged with VCAT.

Recommendation:

That Council having caused notice of Planning Application No. 2007/9494 to be given under Section 52 of the Planning and Environment Act 1987 and having considered all the matters required under Section 60 of the Planning and Environment Act 1987 decides to grant a Notice of Decision to Grant a Permit under the provisions of 32.03-3 of the Hepburn Planning Scheme in respect of the land known and described as 7 West Street, Daylesford for a thirteen (13) lot subdivision in accordance with the endorsed plan subject to the following conditions:

- 1 *Prior to the certification of a plan of subdivision under the Subdivision Act 1988, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved the plans will be endorsed and form part of the permit. The plans must be drawn to scale with dimensions and three (3) copies provided. The plans must be generally in accordance with the plans submitted to Council but modified to show:

 - (a) *Building envelopes on each lot;*
 - (b) *The specific area containing the fire track to be incorporated into the nature reserve and shown as a separate lot;*
 - (c) *Revisions to comply with Condition 5.6 of this permit**
- 2 *Prior to the issue of a Statement of Compliance all lots must be connected to the reticulated sewerage system.*
- 3 *Soil erosion control measures must be employed throughout the construction stage of the development in accordance with Construction Techniques for Sediment Pollution Control EPA 1991.*
- 4 *Before the plan of subdivision is certified under the Subdivision Act 1988, the owner must enter into an agreement with the Responsible Authority*

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made pursuant to section 173 of the Planning and Environment Act 1987, and make application to the Registrar of Titles to have the agreement registered on the title to the land under section 181 of the Act, which provides that on each lot to be created, buildings may be constructed only within the building envelopes, as shown on the endorsed plans of this permit.

The owner must pay the reasonable costs of the preparation, execution and registration of the section 173 agreement.

5 Council's Engineering Department:

- 5.1 *Stormwater is to be directed to the legal point of discharge being the reserve to the east of the property.*
- 5.2 *All underground or surface drainage works that are considered necessary by the Responsible Authority shall be constructed in accordance with professionally prepared plans and computations to be provided by the developer and approved by the Responsible Authority prior to commencement of construction. Such drainage works shall be designed and installed to transport run-off from the subject land and surrounding land or adjoining roads to the approved point of discharge. No stormwater shall drain or discharge from the land to adjoining properties.*
- 5.3 *All easements deemed necessary by the Responsible Authority shall be provided by the applicant regardless of whether they are through the subject land or through other titles. Any drainage easements created are to be in favour of Hepburn Shire Council.*
- 5.4 *Lot 1 and Lot 2 vehicle access/crossing from West Street to the allotments are to be located and constructed to the satisfaction of the Responsible Authority.*
- 5.5 *Lot 3 and Lot 4 only to have vehicle access from Common Property.*
- 5.6 *Internal roads shall be designed and constructed to the satisfaction of the Responsible Authority. Road reserve shall be a minimum width of 16 metres. 4m 2 coat seal, shoulders 1.0m wide comprising 100mm depth class 2 FCR. Table or swale drains grassed. Pavement shall be 200mm class 3 40mm FCR sub-base compacted to 97% modified, 100mm class 2 20mm FCR base compacted to 98% modified. Court bowl shall have a minimum trafficable sealed pavement diameter of 25m to allow garbage truck collection to be undertaken.*
- 5.7 *The application shall provide a road works contribution or undertaken works to the satisfaction of the Responsible Authority on Viewpoint Road from West Street to service the development. The extent of road works contribution/ road works shall be based on the benefiting use of the landowners that abut Viewpoint Road. Road works contribution will be based on a road standard of 6.5 metre wide pavement with 300mm depth of gravel or class 3 crushed rock. The road works contribution or works shall be completed to the satisfaction of the Responsible Authority prior*

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to the issue of statement of compliance.

5.8 *Plans are to be submitted to Council prior to construction. In accordance with the Subdivision Act 1989, Council requires the following fees for the works undertaken on this stage of development: Plan checking fee of 0.75% of the value of works and Supervision Fee of 2.5% of the value of the works.*

5.9 *All costs incurred in complying with the above conditions shall be borne by the applicant.*

6 *Goulburn-Murray Rural Water Corporation:*

Each lot must be provided with a connection point that enables wastewater from any future dwelling to be disposed of via the reticulated sewerage system.

7 *Country Fire Authority:*

Hydrants

- *Operable hydrants, above or below ground must be provided.*
- *The maximum distance between a hydrant and the rear of a building envelope (or in the absence of the building envelope, the rear of a lot) must be 120m and hydrants must be no more than 200m apart.*
- *Hydrants must be identified as specified in 'Identification of Street Hydrants for Firefighting Purposes' available under publications on the Country Fire Authority web site (www.cfa.vic.gov.au).*

Vegetation Management Requirements

Protection Zone

A distance of 30 metres around the proposed dwelling or to the property boundary "whichever is the lesser) must be maintained to the following requirements during the declared 'Fire Danger Period' to the satisfaction of the Responsible Authority.

- *Grass must be no more than 100mm in height;*
- *Leaf litter must be less than 10mm deep;*
- *There must be no elevated fuel on at least 50% of the area. On the remaining 50% the elevated fuel must be at most, sparse, with very little dead material.*
- *Dry native shrubs must be isolated in small clumps more than ten metres away from the dwelling;*
- *Trees must not overhang the roofline of the dwelling.*

Note: *Non-flammable features such as tennis courts, swimming pools, dams, patios, driveways, or paths should be incorporated into the vegetation management plan, especially on the north and western sides of the proposed building.*

Features with high flammability such as coir doormats, firewood stacks should not be located near the dwelling during the fire danger period. Clumps of hedges and shrubs with low flammability and/or high moisture content may be retained to act as a barrier to embers and radiant heat.

Roads:

- *Roads must be constructed to a standard so that they are*

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accessible in all weather conditions and capable of accommodating a vehicle of 15 tonnes for the trafficable road width.

- *The average grade must be no more than 1 in 7 (14.4%) (8.1 degrees) with a maximum of no more than 1 in 5 (20%) (11.3 degrees) for no more than 50 metres. Dips must have no more than a 1 in 8 (12%) (7.1 degree) entry and exit angle.*
- *Roads more than 60m in length from the nearest intersection must have a turning circle with a minimum radius of 8m (including roll-over kerbs if they are provided) T or Y heads of dimensions specified by the CFA may be used as alternatives.*

Note: For Category of Bushfire Attack

The land is in a bushfire prone area designated under regulation 804 of the Building Regulations 2006. The planning permit conditions mean the building is located within 100 metres of vegetation with a medium fuel load, which corresponds to a medium category of bushfire attack under AS 3959.

Note: Information on these conditions, including the CFA preferred requirements are available in the CFA publication 'Requirements for Water Supplies and Access for Subdivisions in Residential 1 and 2 and Township Zones' that is available on the CFA web site at 222.cfa.vic.gov.au under 'Publications'.

8 Department of Sustainability & Environment:

8.1 *Prior to the certification of the first plan of subdivision, amended plans must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be amended to show:*

- i) *A public open space reserve in the north-eastern portion of the site, vested in "The Secretary, Department of Sustainability and Environment". The reserve must fully contain the existing fire access track in accordance with the plan reference 91-6630 (Department of Sustainability and Environment).*
- ii) *Building envelopes on lots 1, 11 and 12, setback an adequate distance from the drip line of native trees, to ensure the long term protection of the trees.*
- iii) *Suitable locations for driveway access to lots 1, 2, 3, 4, 6, 7, 8, 9, 10, 11 and 12, sited so as to avoid and minimise the need for removal of native vegetation.*

8.2 *Prior to certification of the first plan of subdivision, a detailed native vegetation net gain offset plan must be prepared by a suitably qualified ecological specialist and submitted to and approved by the Department of Sustainability and Environment. Once approved, the plan will be endorsed and will then form part*

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of the permit. The offset plan must include the following:

- a) *Quantification of native vegetation losses, assuming the total loss of vegetation from building envelopes and access envelopes, and accounting for losses associated with utility services and CFA fire buffer requirements.*
- b) *Details of the proposed offsets which will achieve a net gain in quality and quantity of native vegetation.*
- c) *Fully dimensioned plans (drawn to an appropriate scale), which clearly show the locations, boundaries and title details of all offset sites. The plans must also clearly show the boundaries of any different management zones and the location of any proposed fencing.*
- d) *Type of offsets to be provided for each location.*
- e) *Details of revegetation including number of trees, shrubs and other plants, species mix and density (consistent with the characteristics of the relevant Ecological Vegetation Class).*
- f) *Methods of managing and restoring the vegetation, such as fencing, weed control, enhancement planting and other habitat management actions.*
- g) *Pest plant and animal control methods.*
- h) *A statement of the need to source local seed stock and options available for sourcing of local seed.*
- i) *A statement of the need for revegetation works to be carried out by a suitably qualified ecological specialist.*
- j) *Methods of permanent protection for the offsets, such as the registration on title of a covenant under section 3A of the Victorian Conservation Trust Act 1972, or an agreement under Section 173 of the Planning and Environment Act 1987, or an agreement under Section 69 of the Conservation Forests and Lands Act 1987, or (subject to agreement) transfer of the land to the Responsible Authority or the Crown.*
- k) *Persons responsible for implementing and monitoring the offset plan.*
- l) *A schedule of management actions, which documents how the net gain outcomes will be achieved within a 10 year timeframe. The schedule must clearly state:*

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- i) *That initial works/actions (ie any planting, fencing, signage, initial pest plant and animal control works, and the registration of an appropriate agreement or covenant on title) will be completed by the developer prior to a statement of compliance being issued for the final plan of subdivision under the Subdivision Act 1988.*
 - ii) *Who will be responsible for implementing and monitoring the net gain outcomes following the issue of a statement of compliance.*

- 8.3 *Construction activity and the removal and disposal of vegetation must not cause damage to native vegetation stands to be retained.*

- 8.4 *To prevent the spread of weeds and pathogens, all vehicles and machinery must be made free of soil, seed and plant material before being taken to the works site and again before being taken from the works site.*

- 8.5 *Plant species which may act as invasive environmental weeds must not be planted.*

- 8.6 *Site works must be carried out in accordance with the guidelines and recommendations included in Environment Protection Authority publication No. 275 "Construction Techniques for Sediment Pollution Control (May 1991)" (batters steeper than 3:1 must be treated in accordance with this publication) and publication No. 960 "Doing it Right on Subdivisions (September 2004)".*

- 8.7 *Prior to the issue of a statement of compliance under the Subdivision Act 1988, all building envelopes and access envelopes must be secured (at full cost to the applicant or owner) by means of either a 'restriction' on the certified plan of subdivision, or an agreement registered on title under Section 173 of the Planning and Environment Act 1987.*

- 8.8 *Prior to the issue of a statement of compliance under the Subdivision Act 1988 for the final plan of subdivision, all actions specified in the endorsed offset plan, including measures to be implemented to improve the security of any offset works (such as the registration on title of a covenant under the Victorian Conservation Trust Act 1972, or an agreement under Section 173 of the Planning and Environment Act 1987), must be completed to the satisfaction of the Department of Sustainability and Environment and the Responsible Authority.*

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- 8.9 *Prior the issue of a statement of compliance for the subdivision, permanent white steel posts (ie steel tube with a minimum diameter/width of 5cm) of one metre height, must be installed along the common boundary between the lots and the public open space reserve, and between the lots and the Hepburn Regional Park. The posts must be located at each change in direction of the surveyed common boundary and must be maintained to the satisfaction the Department of Sustainability and Environment.*

- Permit Notes
1. *There is to be no access or inference that access to the adjacent Hepburn Regional Park is provided where lots adjoin the Regional Park. The existing vehicle track located within the Hepburn Regional Park, east of the subject land, must not be used as a means of vehicular access to Lots 6-11.*
 2. *Parks Victoria will not grant permission for private access to the Hepburn Regional Park from the private property. There is to be no access or inference that access to the adjacent Hepburn Regional Park is provided.*

- 9 *Prior to the issue of a statement of compliance for the subdivision herein permitted, the owner/applicant must pay to the Responsible Authority a contribution equivalent to two percent (2%) of the site value of all the land in the subdivision for open space purposes, in accordance with Clause 52.01 of the Hepburn Shire Planning Scheme.*

- 10 *This permit will expire if:*
- a) *The plan of subdivision is not certified within the two (2) years of the date of this permit; or*
 - b) *The registration of the subdivision is not completed within five (5) years of the date of this permit.*
- The Responsible Authority may extend the time if a request is made in writing before the permit expires within three months afterwards.*

Motion Moved at Meeting:

Moved the Officer's Recommendation with the change to 5.6 16 metres to become 11.5 metres and also Condition 9 to require 5% open Space Contribution.

Moved: Cr Tim Hayes
Seconded: Cr Janine Booth
Motion Lost.

Alternative Motion Moved at Meeting:

Moved the Officer's Recommendation with the change to 5.6, to become 11.5 metres and also Condition 9 to require 3% open Space Contribution.

Moved: Cr David Smith
Seconded: Cr Janine Booth
Motion Carried.

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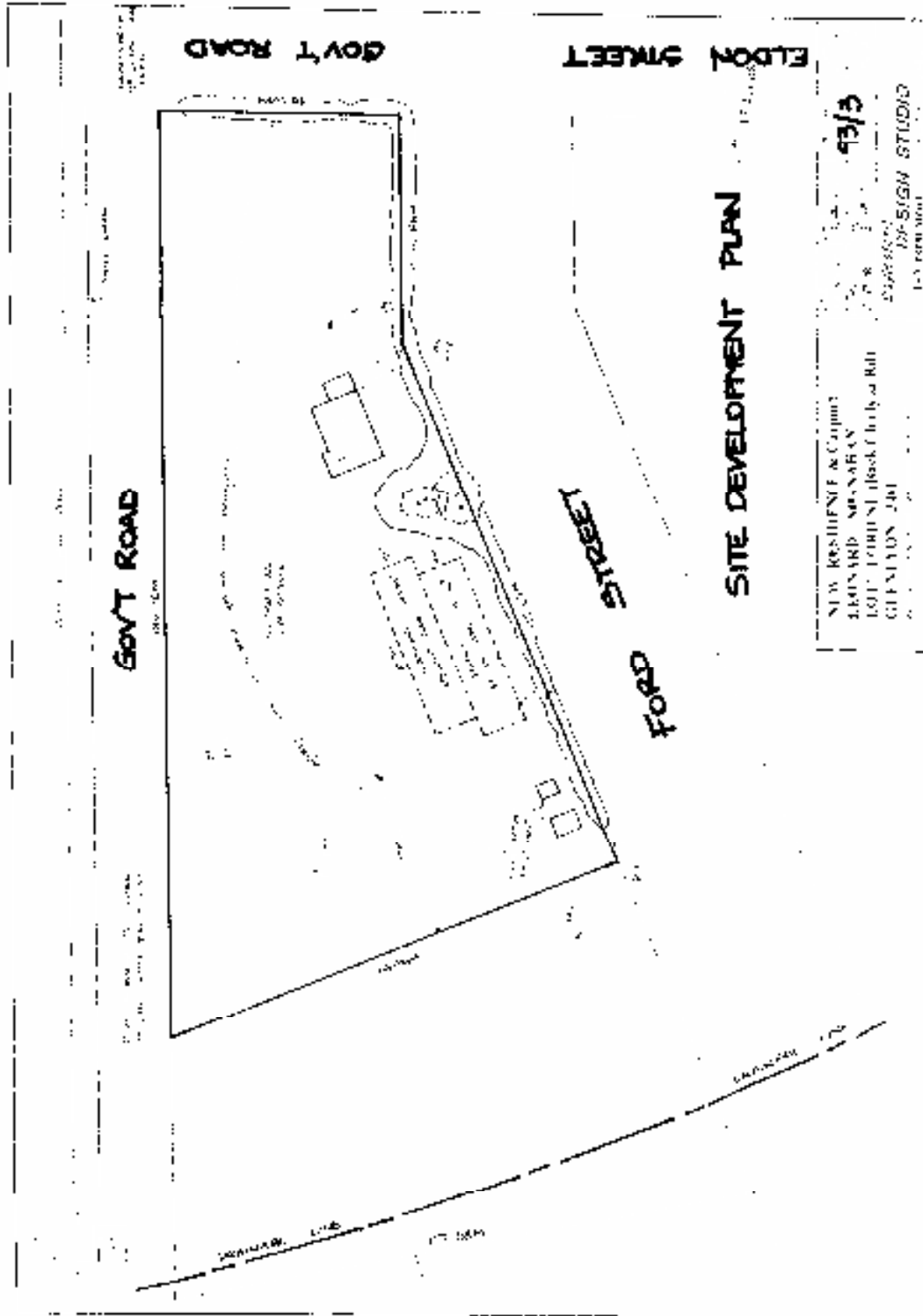
8.3 APPLICATION NO 2007/9508 PROPOSAL: CONSTRUCTION OF A DWELLING AND CARPORT
(A/O – Planning Officer 2) File Ref: 5/2465/00200/P

Synopsis

Applicant	Daylesford Design Studio
Location	15 Ford Street, Glenlyon
Proposal	Construction of a dwelling and carport
Zoning	Farming Zone
Overlay Controls	ESO1, LSIO
No of Objections Received	None
Recommendation	Refusal to Grant a Permit



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Report

INTRODUCTION

This report has been prepared to assist Council in reaching a determination on the application to develop a dwelling at 15 Ford Street, Glenlyon.

The site has an area of 1.11Ha, and is generally cleared and covered in pasture, low lying and subject to flooding at its western end. One lot is developed with a dwelling to the west of the site, in the Township zone. Land to the North of Ford Street is open agricultural land. To the South of Ford Street lies the township of Glenlyon. In the immediate vicinity of the subject site, lots in the township zone are only sparsely developed.

PROPOSAL

The proposal is to construct a dwelling on this small lot in the farming zone just outside the township boundary of Glenlyon. The applicant was advised at an early stage that the proposal was unlikely to be supported for the following reasons:

- The dwelling is not reasonably required for the operation of the agricultural activity carried out on the land.
- The proposal does not accord with the purposes of the Farming Zone.
- The proposal is not consistent with the orderly planning of the area.

They were also advised that should they wish to withdraw the application at that stage, a refund of 80% of the application would be made available to them. However they have elected to proceed with the application.

REFERRAL AUTHORITIES

The application was referred to the following external authorities under section 55 of the Act:

Department of Sustainability and Environment -	Waiting comment
Goulburn Murray Water -	Waiting comment
North Central Catchment Management Authority -	Waiting comment

REFERRAL WITHIN COUNCIL

The application was not referred within Council

ADVERTISING/NOTICE OF APPLICATION

As the recommendation is for refusal, the application was not advertised.

Relevant Policies / Council Plan implications

STATE PLANNING POLICY FRAMEWORK (SPPF)

Clause 17.05 Agriculture states the objective to ensure that the State's agricultural base is protected from the unplanned loss of productive agricultural land due to permanent changes of land use and to enable protection of productive farmland which is of strategic significance in the local or regional context. The current proposal does not further this objective. It is a permanent change of land use leading to an unplanned loss of agricultural land.

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LOCAL PLANNING POLICY FRAMEWORK (LPPF)

Clause 22.04 – Rural Land. The relevant objective for dwellings in rural zones is:
To provide for the erection of dwellings on rural lots where associated with and required to support a productive agricultural enterprise.

In achieving this objective, it is policy to ensure that proposals including housing and small lot excisions show the ongoing use of the land for productive agricultural activity is not diminished and that the development is directly related to an agricultural enterprise.

The proposal fails to show that the use of the land for agriculture will not be diminished by the development. Nor does it demonstrate that the development is directly related to an agricultural enterprise.

ZONE AND OVERLAY PROVISIONS

Farming Zone. The purpose of the zone as set out in the planning scheme is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To provide for the use of land for agriculture.
- To encourage the retention of productive agricultural land.
- To ensure that non-agricultural uses, particularly dwellings, do not adversely affect the use of land for agriculture.
- To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.
- To protect and enhance natural resources and the biodiversity of the area.

Assessment against the SPPF and LPPF has been made above.

The proposal does not provide for the use of the land for agriculture.

The proposal does not encourage the retention of productive agricultural land.

The salient purpose with this application is four.

In deciding an application for a dwelling in the farming zone, the decision guidelines are set out as follows:

- Whether the dwelling will result in the loss or fragmentation of productive agricultural land.
- Whether the dwelling is reasonably required for the operation of the agricultural activity conducted on the land.
- Whether the dwelling will be adversely affected by agricultural activities on adjacent and nearby land due to dust, noise, odour, use of chemicals and farm machinery, traffic and hours of operation.
- Whether the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses.
- The potential for the proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture.

The land is currently used for grazing. The use for a dwelling is likely to reduce the availability of the land for this agricultural use. The applicant made no case for why a dwelling is reasonably required for the agricultural activity conducted on the land. It is hard to imagine a reasonable requirement of a dwelling to assist in the use of just over 1Ha of land for grazing.

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Whether the proposed dwelling would be adversely affected by neighbouring agricultural uses is somewhat hard to determine. We can however be confident that a dwelling on this lot would remove it permanently from the market as a piece of agricultural land which could be acquired as part of an expansion of operations by neighbouring agricultural users.

The proposal has the potential to lead to a proliferation of dwellings in the area. It represents an incremental step, fudging the township boundary by putting a dwelling over the road into the farming zone. Were this to be approved it could certainly lead to a further proliferation of dwellings in this situation, eroding the availability of land for agriculture just beyond the town boundary.

Environmental Significance Overlay Schedule 1 Proclaimed Catchment Protection.

The proposal involves generation of effluent. A Land Capability Assessment was submitted with the application, demonstrating that effluent could be contained and treated on site. Were the application to be successfully appealed, a requirement would undoubtedly be put in place that the applicant would need to apply for a separate permit for a septic system.

Land Subject to Inundation Overlay - The proposal sites the house and effluent disposal field outside that part of the property covered by the overlay.

THE DECISION GUIDELINES OF CLAUSE 65.01

Clause 65.01 sets out the matters which the Responsible Authority must consider as appropriate. Most of these matters have already been considered above through assessment against the Zone, Overlays, SPPF and LPPF. However a final relevant matter, already touched on, is the orderly planning of the area.

The application effectively seeks to have the proposal considered as suitable because the land lies adjacent to the township zone, and some adjacent lots in that zone have been developed with dwellings. This argument if applied widely would have the effect of allowing development in accordance with the adjacent zone, rather than the actual zone of the site. As such it does not represent orderly planning. Orderly planning would require a rezoning of the site, based on a strategic justification.

ASSESSMENT

There is no policy support for this proposal. Neither the SPPF nor the LPPF support the use of agricultural land for dwellings where no agricultural purpose is served by a dwelling.

Brief assessment under the overlays has been made above, and will not be elaborated here due to the overwhelming obstacles to the success of the application under the provisions of Local Planning Policy on Rural Land (clause 22.04) and the Zoning (clause 35.07).

The Local Planning Policy on Rural Land stipulates as an objective to provide for the erection of dwellings on rural lots where associated with and required to support a productive agricultural enterprise. It is also a requirement under the zoning to consider whether the dwelling is reasonably required for the operation of the agricultural activity conducted on the land. The current agricultural activity carried out on the land is grazing, and the application fails to show why a dwelling is reasonably required for this activity.

The proposal seeks to effectively extend the township zone by stealth. It is not consistent with the orderly planning of the area.

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Community / Engagement / Communication / Consultation

None undertaken

Financial & Resource Implications Initial & Ongoing

Possible appeal costs.

Recommendation:

That Council having considered all the matters required under Section 60 of the Planning and Environment Act 1987 decides to Refuse to Grant a Permit under the provisions of Clause 35.07 of the Hepburn Planning Scheme in respect of the land known and described as 15 Ford Street, Glenlyon, for the Construction of a Dwelling and Carport in accordance with the plans submitted with the application dated 17 August 2007, on the following grounds:

- 1 *The proposal is inconsistent with the purposes of the Farming Zone.*
- 2 *The proposal fails to meet the objectives of clause 17.05 (Agriculture).*
- 3 *The proposal fails to meet the objectives of clause 22.04 (Rural Land).*
- 4 *The proposal is not consistent with the orderly planning of the area.*

Motion Moved at Meeting:

That as requested by the applicant, that this item be deferred.

Moved: Cr Janine Booth

Seconded: Cr Tim Hayes

Carried.

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8.4 APPLICATION NO 2007/9378 PROPOSED: SECOND DWELLING AND USE FOR GROUP ACCOMMODATION

(A/O– Planning Officer2)

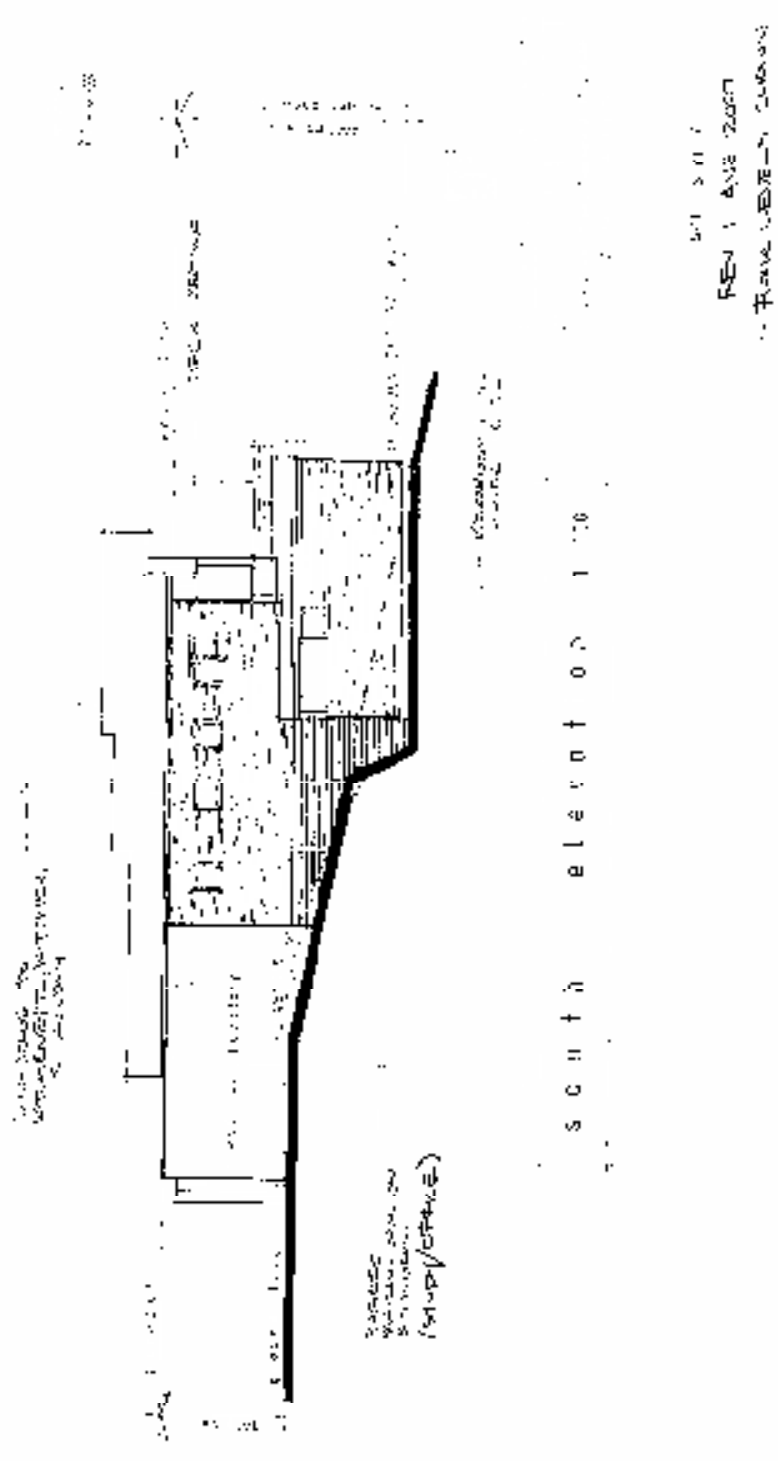
File Ref: 5/4300/05300/P

Synopsis

Applicant	Clinton Krause Architect
Location	65 Main Road, Hepburn Springs
Proposal	Construction of a second dwelling and use for group accommodation
Zoning	Residential One Zone
Overlay Controls	DDO1, ESO1, ESO2 and WMO
No of Objections Received	4
Recommendation	Refusal to Grant a Permit



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Report

INTRODUCTION

This report has been prepared to assist Council in reaching a determination on the application to develop a second dwelling for use as group accommodation at 65 Main Road, Hepburn Springs.

There is a substantial dwelling already developed at the front of the site, which is operated by its current resident owners as bed and breakfast accommodation.

The site has an unusual shape, as can be seen from the attached plan. The small section of land, which is for most practical purposes separate from the main area of the lot, has an area of 195m². This piece of land slopes significantly to the South and East, to the extent that when standing in it you gain quite a sense of looking over the neighbouring properties. The site as a whole has an area of 1424m² suggesting that a proposal for two dwellings is reasonable. The configuration and slope do however pose substantial design challenges.

PROPOSAL

The proposal is to construct a second dwelling on the 195m² section of the site. The owners intend to live in this, and continue to offer short term accommodation in the existing dwelling. This entails a change of use from bed and breakfast to group accommodation due to there being more than one dwelling on the lot. The second dwelling would make use of the existing driveway and car park, with access to the dwelling from the car parking area across the current back yard. It is proposed to include two extra car parking spaces at the end of the existing ones in order to provide the required parking for the expanded use.

The proposed dwelling comprises two bedrooms, study, lounge, meals area and kitchen. It is single storey on the west, with two storeys and upper level deck on the east, to take account of the slope of the site. The roof is skillion, pitched at 10 degrees. There is a 1.25m retaining wall proposed north of the building to deal with the required site cut.

REFERRAL AUTHORITIES

The application was referred under section 55 of the Act to Goulburn-Murray Rural Water Corporation, the Department of Sustainability and Environment and the Country Fire Authority. None of these authorities objected to the proposal, with GMRWC and CFA requiring some conditions on any ensuing permit.

It was referred to Central Highlands Water under section 52 of the Act. They likewise had no objection.

REFERRAL WITHIN COUNCIL

The application was referred to Council's Engineering department, who had no objection subject to conditions.

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ADVERTISING/NOTICE OF APPLICATION

The application was advertised by mail to adjoining owners and occupiers, and by placing a sign on the land.

Four objections were received. A broad range of issues were raised, which can be divided under four headings.

- a) Deficiencies in the application.
- b) Technical problems
- c) Amenity impacts
- d) Other planning considerations

Further elaboration of these objections, with responses, follows below. These were quite detailed.

- (a) Deficiencies in the application.
 1. Application inadequate – does not show contours, levels and site cut details.
 2. Does not address the Wildfire Management Overlay.
 3. Clause 55 assessment not properly undertaken.
 4. Does not address impact on operation of the Savoia Hotel.
 5. Application does not address need for a permit for B&B.
- (b) Technical problems.
 6. Application appears to show encroachment on Savoia Hotel property boundary.
 7. Ground is unsuitable for building due to previous use as an area to dispose of vegetation and surplus fill.
 8. Will reduce neighbours property value.
- (c) Amenity impacts.
 9. Proposal overlooks neighbours, especially their private outdoor space.
 10. Proposal overshadows neighbours.
 11. Will be a source of unacceptable noise.
- (d) Other planning considerations.
 12. Impact of excavations on Spring Creek.
 13. Problems with future subdivision.
 14. Design is not site responsive.
 15. Design out of character.

Response:

Most of the concerns have been addressed already in the body of the report. However a brief summary is appropriate.

1. Application was required to show details of contour levels, floor levels and details of site cut. The information supplied was considered adequate to make informed assessment.
2. Applicant completed the Wildfire Management Overlay Declaration Form, which provides sufficient information for an assessment against the objectives of the overlay.
3. A clause 55 assessment was undertaken by the applicant. As a part of the assessment of the application, an independent clause 55 assessment has been undertaken, and forms part of this report.
4. This objection fails to identify any impact on the operation of the Savoia Hotel not covered by clause 55 assessment.
5. Applicant has applied for a permit for a second dwelling, and use for group accommodation.
6. All buildings and works proposed are shown as falling within the boundaries of the property as shown on the certificate of title.

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7. Suitability of the site for foundations would be assessed at the building permit stage.
8. Neither increase nor decrease of adjoining property values is a valid planning consideration.
9. Planning assessment supports this objection.
10. The extent of private open space on neighbouring properties ensures that the overshadowing objectives of clause 55 can be achieved.
11. There are no external sources of noise such as air conditioners proposed. Noise normal to the use of a dwelling is considered acceptable in a residential area.
12. Ongoing erosion problems are not envisaged. Conditions could be put on any permit issued to ensure adequate erosion control measures are put in place during construction.
13. Any future application for subdivision would be considered on its merits. It is noted that any subdivision proposal creating a lot of 195m² with the proposed dwelling would be unlikely to be supported due to its failure to meet the site coverage and permeability objectives of clause 55.
14. Planning assessment supports this objection.
15. Planning assessment supports this objection.

Relevant Policies / Council Plan implications

STATE PLANNING POLICY FRAMEWORK (SPPF)

Clause 16.01-1 seeks to encourage opportunities for increased residential densities to help consolidate urban areas. The proposal represents such an opportunity.

Clause 16.02-1 seeks to encourage the development of well-designed medium density housing which respects neighbourhood character. The proposal is questionable in this regard.

Clause 17.04-1 seeks to encourage tourism development to maximise the employment and long term economic, social and cultural benefits of developing the State as a competitive domestic and international tourism destination. The proposal increases the supply of tourist accommodation.

LOCAL PLANNING POLICY FRAMEWORK (LPPF)

Clause 21.05 – Settlement and Housing. The relevant objective is objective 2, which is to improve the character of development in established urban areas. The relevant strategies listed are the following:

- Provide for residential infill opportunities, using the township structure plans.
- Promote innovative residential development and a range of lot sizes in existing urban areas.
- Promote residential development that acknowledges and enhances the valued character of neighbourhood areas.
- Support the consolidation of development in urban areas where infrastructure capacity exists and where the character of the area is not prejudiced.

The proposal is an infill opportunity. Whether it is an innovative residential development for a constrained site, or a poor and opportunistic response to the site, is a question which will be addressed as part of the clause 55 analysis.

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The proposal is a consolidation of development in an urban area where infrastructure capacity exists. However it is considered that it does prejudice the character of the area.

ZONE AND OVERLAY PROVISIONS

Residential One Zone: A permit is required for group accommodation. A permit is also required to construct a dwelling if there is already one dwelling on the lot.

The purposes of the zone are as follows:

- (i) To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
 - (ii) To provide for residential development at a range of densities with a variety of dwellings to meet the housing needs of all households.
 - (iii) To encourage residential development that respects the neighbourhood character.
 - (iv) In appropriate locations, to allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs.
- (i) Was dealt with above, and (iv) is not relevant to the present application.
- (ii) The proposal for a second small dwelling on the same site of a substantial two storey dwelling offers a variety in terms of dwelling type. The dwelling density, *taking both houses into account*, fits reasonably within the range of dwelling densities of surrounding properties. Accommodation for people away from their normal place of residence is a clear housing need in towns such as Daylesford and Hepburn Springs, with their established tourism industry.
- (iii) Assessment of neighbourhood character, and whether a development respects it, might appear to be a subject designed for disagreement, and will always have an element of subjectivity. Some common ground can however be reasonably agreed upon. This might include boundary setbacks, bulk and scale of development, and form of development, including roof form. Surrounding buildings offer a mix of styles, including single storey weatherboards with iron roofs and a weatherboard with extensive attic extension and tiled roof. The neighbouring Savoia Hotel is a substantial brick building with tiled roof. All have roofs pitched at 30 degrees or more, with both hipped and gable forms. All have generous side and rear set backs, creating a sense of spaciousness in gardens and back yards. On the positive side, the proposed building is modest in scale and bulk, with single and two storey elements which fits well with the neighbourhood character. The roof form is however completely at odds with the character of neighbouring buildings. Of greatest concern is how the proposed building sits on its site. Set backs from all three side and rear boundaries is absolutely minimal. With the shape of the part of the lot it sits on, the building has the character of taking up the whole block, giving the character of an intensive development, which has none of the sense of openness or spaciousness shown by its neighbours.

The proposal accords with some, but not all of the purposes of the zone. It is a requirement that consideration is also given to the objectives, standards and decision guidelines of clause 55. This follows.

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		Standard	Objective	
B1	Neighbourhood Character	X	X	See purposes of the zone above.
B2	Residential Policy	X	X	Meets relevant State and Local Planning Policies, but design response is inappropriate.
B3	Dwelling Diversity	N/A	N/A	Proposal is less than 10 dwellings and therefore requirement not relevant
B4	Infrastructure	✓	✓	Will be connected to reticulated services. Stormwater drainage provided for.
B5	Integration with Street	X	✓	Vehicle and pedestrian linkages adequate – utilises existing vehicle access. No fencing proposed at front. New dwelling cannot front the street.
B6	Street setback	NA	NA	Existing dwelling has relevant setback.
B7	Building Height	✓	✓	Max height of proposed dwelling 8m
B8	Site coverage	✓	✓	Max. allowed 60%, proposal has 24% [see note below]
B9	Permeability	✓	✓	Over 70% pervious surface. [see note below]
B10	Energy efficiency	✓	✓	Oriented to take advantage of northern exposure. Does not impact on solar access to existing buildings.
B11	Open space	N/A	N/A	Not relevant as no communal open space required or provided
B12	Safety	✓	✓	Layout allows for safety and security
B13	Landscaping	✓	✓	No alteration proposed to existing landscaping.
B14	Access	✓	✓	New dwelling uses existing access which meets standards and objectives.
B15	Parking location	X	X	Car parking is 30m from entrance.
B16	Parking provision	✓	✓	7 spaces provided on site.

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B17	Side and Rear setbacks	✓	✓	North Boundary (wall height 3.5m) min setback 1.00m, actual 1.5m South Boundary (wall height 5.9m) min setback 1.69m, actual 1.7m East Boundary – lower level (wall height 4.0m) min setback 1.12m, actual 2.0m East Boundary – upper level (wall height 7.8m) min setback 2.9m, actual 3.1m
B18	Walls on boundaries	✓	✓	Wall is 6.5m long (max allowed 10m plus 25%) Height does not exceed 3m.
B19	Daylight to existing windows	✓	✓	
B20	North facing windows	✓	✓	No existing north facing windows within 3m of boundary
B21	Overshadowing	✓	✓	There will be some overshadowing of private open space of properties to the south and east of the subject site. The large area of such space on both properties means however that the overshadowing objective and standards are easily achieved.
B22	Overlooking	X	X	No overlooking of habitable room windows (greater than 9m separation). Overlooking of neighbouring private open space from elevated deck on east of new dwelling.
B23	Internal views	✓	✓	Meets requirements.
B24	Noise impacts	✓	✓	No external noise sources.
B25	Accessibility	✓	✓	Entry at ground level.
B26	Dwelling entry	X	✓	Dwelling entry cannot be made visible from street. Objective is met as the proposed dwelling entry is clearly identified as for that dwelling only.

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B27	Daylight to new windows	✓	✓	Adequate daylight to all new habitable room windows.
B28	Private open space	✓	✓	Balcony of 8m2. The dwelling also has access to extensive shared open space with other dwelling on site.
B29	Solar access to open space	X	✓	Balcony on east of dwelling with a short side on the north allows solar access.
B30	Storage	X	X	No external storage provided
B31	Design detail	X	X	Roof form especially at odds with surrounding built form
B32	Front fence	✓	✓	No front fences proposed
B33	Common property	✓	✓	Clear delineation of shared land
B34	Site services	X	X	No clear provision for convenient bin and recycling enclosures.

[Note: Site coverage and permeability are calculated for the whole site. The 195m2 part of the lot would not be capable of achieving site coverage and permeability objectives as a stand alone proposal.]

Environmental Significance Overlay Schedules 1 & 2 – Proclaimed Catchment, Mineral Springs and Groundwater Protection: The environmental objectives to be achieved are:

- To protect the quality of domestic water supplies within the Shire and the broader region.
- To maintain and where practicable enhance the quality and quantity of water within watercourses.
- To prevent increased runoff or concentration of surface water leading to erosion or siltation of watercourses.
- To prevent erosion of banks, streambeds adjoining land and siltation of watercourses, drains and other features.
- To prevent pollution and increased turbidity and nutrient levels of water in natural watercourses, water bodies and storages.
- To protect the mineral springs, their aquifers and their environs from the impacts of effluent and drainage.
- To protect water bores that provide town water supply.

The proposed dwelling will be connected to reticulated sewerage. It should therefore have no impact on water quality within the catchment. Some site cutting is involved. It is not considered likely that this will lead to siltation of watercourses due to erosion, nor that it will impact on groundwater quality. Appropriate measures to avoid erosion during construction will be required through permit conditions. The application was also referred to DSE and Goulburn-Murray Water, who raised no objections.

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Design and Development Overlay Schedule 1: The principal objective of the schedule is:

- To preserve and enhance the significant visual qualities of Main Road, its environs and the semi-urban link between Daylesford and Hepburn Springs.

The proposed development will not impact on the visual qualities of Main Road due to its location at the rear of the property.

Wildfire Management Overlay: The relevant objectives of the overlay are:

To ensure that development which is likely to increase the number of people in the overlay area:

- Satisfies the specified fire protection objectives.
- Does not significantly increase the threat to life and surrounding property from wildfire.

The application was referred to the CFA. Conditions required by them satisfy the specified fire protection objectives. It is not considered that the proposed development of a dwelling, on a cleared site within an established residential area would significantly increase the threat to life and surrounding property from wildfire.

ASSESSMENT

There is some policy support for the development of a second dwelling at 65 Main Road Hepburn Springs. To the extent that the proposal represents an opportunity for urban consolidation and medium density housing, there is qualified support from both the State and Local Planning Policy Provisions. The proposal also accords with the purposes of the overlays that apply to the land.

The use for group accommodation is supported by State Planning Policy and the purposes of the Zone.

Both State and Local Policy are only supportive of residential development that respects neighbourhood character and existing residential amenity. A detailed assessment of the proposal shows that it fails to meet this requirement. This is fundamentally due to the proposal failing to respond adequately to what is an unusual and difficult site.

An assessment against the provisions of the Zone, and the standards and objectives of clause 55, show problems with the proposal, specifically, neighbourhood character, design response, overlooking and parking location. A number of these matters were also raised in objections to the proposal.

In conclusion, the proposal to put a dwelling on a particularly constrained part of the site, has led to a result that is unacceptable.

Community / Engagement / Communication / Consultation

None undertaken.

Financial & Resource Implications Initial & Ongoing

Possible VCAT appeal costs.

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Recommendation:

That Council resolve to issue a Refusal to Grant a Planning Permit in respect of the land known and described as 65 Main Road, Hepburn Springs, for the Construction of a second dwelling and use for group accommodation in accordance with the plans submitted with the application dated 11/07/2007, on the following grounds:

- 1 *The proposal fails to meet the purposes of the Residential One Zone.*
- 2 *The proposal fails to meet all the relevant objectives of clause 55 (two or more dwellings on a lot).*
- 3 *The proposal would be detrimental to the character and amenity of the area.*

Motion moved at Meeting:

That at the request of the applicant this item be deferred.

Moved: Cr Heather Mutimer
Seconded: Cr Bill McClenaghan
Carried.

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8.5 REVIEW OF LOW DENSITY RESIDENTIAL ZONE, BECKWORTH COURT ROAD, SITUATED TO THE WEST OF CLUNES

(A/O – Strategic Planner)

File Ref: 66/20/01/C40

Synopsis

This matter was reported to the 17 July 2007 Council meeting, regarding a Low Density Residential Zone (LDRZ), roughly 2km x 2km, located about 3km to the west of Clunes township, in the vicinity of Beckworth Court Road and north of the railway line, to the Ballarat-Maryborough Road. This land is separated from the Clunes township by Farming Zone, plus LDRZ on the outskirts of Clunes, and appears to have been translated into the incorrect zone since the gazettal of the current new format planning scheme.

Report

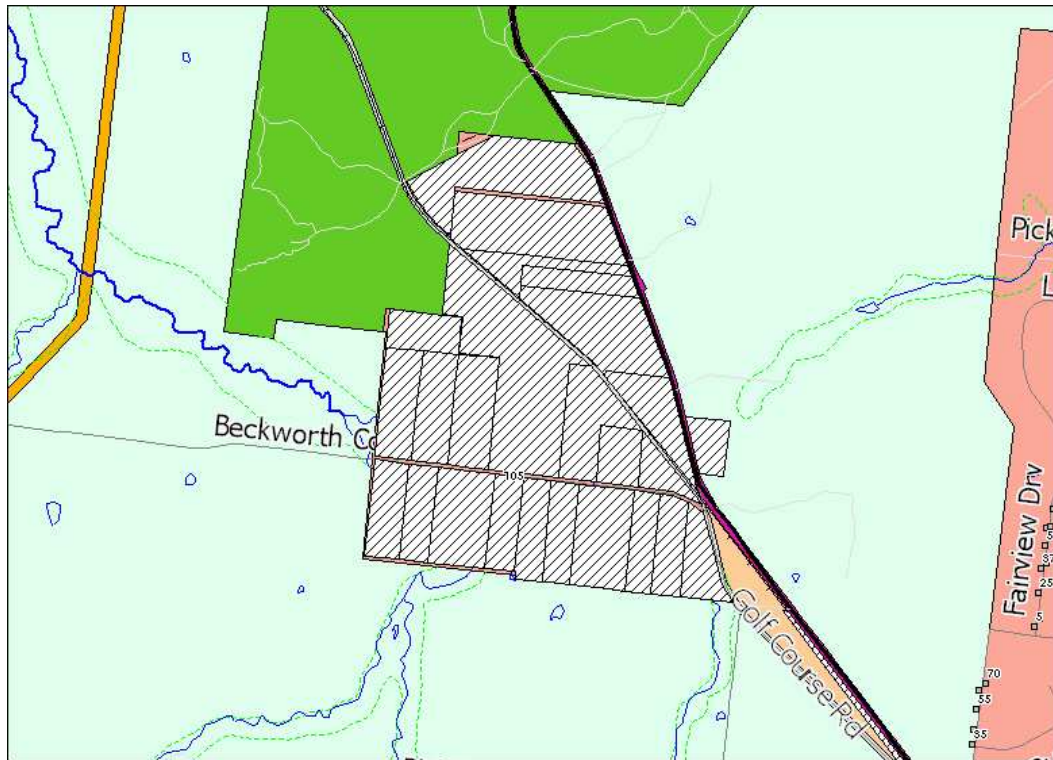
Council agreed to the preparation of a planning scheme amendment to rezone the land to Rural Living Zone (RLZ) which is more appropriate for the area. The matter became critical when the owner of 100 Beckworth Court Rd, 41ha near the centre of the subject area, a mix of farmland and forest typical in this area submitted a planning application for an 11 lot subdivision.

Council wrote to the twenty three (23) affected land owners, advising of Council's proposal to rezone the land in question from LDRZ to RLZ. Some 12 responses were received. The applicants for No.100 objected to the proposal to rezone the area. Most of the other responses supported the rezoning.

The planning application for the subdivision of 8 lots was refused. The applicants appealed the refusal, later substituting it with the 11 lot version. Several of the supporters of the proposed rezoning participated in the hearing. VCAT disallowed the appeal, indicating that the 11 lot subdivision was not appropriate.

The No.100 applicants decided to proceed with their objection to the proposed rezoning, in light of the VCAT finding against their proposal. Therefore, Council requested the appointment of a panel to hear all submissions, including all of those in support.

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The panel hearing took place on 26 September 2007 at the Clunes community hall. Around a dozen people attended, including the Panel Chairperson, Cr Tim Hayes, most of the supporters of the amendment, and Council's strategic planner, who gave a brief summary of events and considerations; three of those present spoke for the proposed amendment. No-one appeared for the objector, but a 10-page written submission was lodged on his behalf. The hearing went for over an hour; after which the chairperson inspected the periphery of the zoned areas by car.

The panel has now reported back to Council, with a 17-page summary of Council's key issues, those of the respondents, and all relevant state and local policies. The report found that there was an error in the translation of the new format scheme, that Rural Living Zone is more consistent with the previous zone of the land, that the latter is consistent with relevant state and local policies; therefore, proposed Am C40 should be adopted as exhibited.

Relevant Policies / Council Plan implications

Hepburn Planning Scheme
Council Plan Objectives in Settlement and Housing

Community / Engagement / Communication / Consultation

At the commencement of this proposed amendment, Council wrote to all the owners of land in the subject Low Density Residential Zone, outlining the current situation and advising that Council was seeking comment from the affected land owners prior to undertaking the preparation of a planning scheme amendment to rectify the current anomaly.

These land owners were also advised that Council would consider the matter of the rezoning of this area, at the 17th October 2006 Council meeting. Some of the neighbours have been contacted by telephone about the succession of events, and all were encouraged to attend the panel hearing and give submissions.

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Financial Implications

There are funds within the current budget to cover the cost of the preparation of these types of amendments.

Recommendation:

That Council:

- 1 *Resolve to adopt the Panel's report, that proposed Amendment C40 be adopted, for lodgement with the Minister of Planning, for approval of the amendment.*

Moved the Officer's Recommendation.

Moved: ***Cr Tim Hayes***
Seconded: ***Cr Bill McClenaghan***
Carried.

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8.6 SECTION 173 AGREEMENT BETWEEN HEPBURN SHIRE COUNCIL, GOULBURN-MURRAY RURAL WATER CORPORATION, ROMSEMARY MARSHALL, SHIRLEY PATON AND GEORGE RING, PLANING PERMIT NO 2004/8277

(A/O – Planning Administration Officer)

File Ref: 3/5820/00400/P

Synopsis

This report concerns a Section 173 Agreement that provides for management of the waste water treatment and disposal facility for the subject property at Lots 1 & 2 PS 541045J, Parish of Wombat, under Condition 7 of Planning Permit 2004/8277, issued for a two lot subdivision and construction of a residential dwelling on Lot 2.

Applicant: **ROSEMARY LILLIAN MARSHALL, SHIRLEY MAY PATON AND GEORGE WALTER RING**

Property: 4 RINGS ROAD, DAYLESFORD
LOTS 1 AND 2 PS 541045J PARISH OF WOMBAT

Report

The land owner/applicant is to enter into an agreement with the Responsible Authority pursuant to Section 173 of the Planning and Environment Act 1987, in accordance with the planning permit.

The agreement provides that the waste water treatment and disposal facility be maintained, repaired and inspected at Lots 1 and 2, PS 541045J Parish of Wombat, under Condition 7 of Planning Permit 2004/8277.

Relevant Policies / Council Plan implications

Community / Engagement / Communication / Consultation

Financial Implications

Nil

Recommendation:

That Council:

8.6.1 *Sign and seal the Section 173 Agreement between Hepburn Shire Council, Goulburn-Murray Rural Water Corporation, Rosemary Marshall, Shirley Paton and George Ring, as detailed under item 8.6.*

Moved the Officer's Recommendation.

Moved: ***Cr Bill McClenaghan***

Seconded: ***Cr Tim Hayes***

Carried.

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8.7 HEPBURN PLANNING SCHEME AMENDMENT C38, TO INCORPORATE THE REVISED STRUCTURE PLANS AND AMEND THE MUNICIPAL STRATEGIC STATEMENT

(A/O – Senior Strategic Planner)

File Ref: 66/20/11, 66/20/04C38

Synopsis

The most recent report on this amendment was to Council's August meeting in 2006. The consultant engaged by Council had completed a draft report and revised structure plans for the five main towns within the shire, to replace those currently in the Hepburn Planning Scheme.

The associated planning scheme amendment documentation which amends the MSS and Local Policy section of the planning scheme had also been drafted. The Council resolved to proceed with the process of preparing a planning scheme amendment, which involved seeking the Minister's authorisation to prepare an amendment to the Hepburn Planning Scheme and placing the amendment on formal public exhibition.

The State planners advised that proceeding with exhibition was conditional upon clarifying several elements of the plans and report. In particular, some areas shown for future growth were not considered to be adequately justified by projected population increase, or not satisfactorily related to clear urban growth boundaries. It was not clear whether the best ways to achieve some of the objectives, eg with overlay controls, were presented. Council's position on whether Clunes and Trentham should continue to use Township Zoning (which accommodates a range of semi-urban uses in small settlements), rather than adopt Residential 1 Zoning, (which is accompanied by a range of urban zones), needed to be clarified.

After a series of meetings with the State planners, further revised plans and report have been re-submitted to the Department of Planning & Community Development (DPCD) to address the conditions. The DPCD planners requested that the Council verify its consent to the revisions, which resulted from addressing the conditions, new census figures, other factors, and given the time elapsed.

Report

The process of preparing draft revised structure plans for Daylesford, Hepburn Springs, Trentham, Creswick and Clunes, with report, was deemed to be completed in August 2006, following informal community exhibition, workshops and comment.

A total of fifteen written submissions were received by Council with respect to all five draft revised structure plans. Where deemed appropriate, the content of the submissions were incorporated into the drafting of the revised structure plans, report and proposed amendments to the Hepburn Planning Scheme.

The process of incorporating the revised structure plans for the five towns into the Hepburn Planning Scheme requires a planning scheme amendment to be prepared and formally placed on public exhibition, once Ministerial authorisation to exhibit the amendment is obtained. After lodging the draft documents with DPCD, the State planners advised that such authorisation was subject to addressing several conditions.

The State planners wish to be assured that Council endorses responses to the conditions, for the purpose of formal exhibition, particularly where the response could be seen as a new direction.

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Conditions for authorisation

References to the Rural Zone had to be up-dated to Farming Zone, which had come into being during preparation of the documents; this has been done.

More justification for all urban growth had to be provided. Population projections were assisted by the recent availability of the 2006 Census figures, which showed that Daylesford-Hepburn's growth has levelled, while the other towns showed strong growth, particularly Creswick and Clunes. The response in the structure plans is set out for each town below.

The appropriateness of development control methods to be used to achieve the strategic planning objectives had to be clarified. The list of possible planning policies for each town has to be more focussed, together with the use of overlay controls, to be introduced or strengthened. These controls are discussed town-by-town below.

The depiction of the urban growth boundary for Clunes and Trentham, given the extensive Low Density Residential Zones on their peripheries, had to be clarified and more consistent with the other towns. The response to this condition is discussed with each town below.

Council's position on whether Clunes and Trentham should continue to use Township Zoning (which can accommodate a range of semi-urban uses in small settlements), rather than adopt Residential 1 Zoning (which is accompanied by a range of urban zones, as for service centres), needs to be clarified. Council should support the positive step of shedding Township Zoning in these two service towns, which are no longer just villages, and the text is being revised accordingly. The introduction of Residential 1 Zoning must be accompanied by a satisfactory complement of commercial zones, which can all be addressed in a future planning scheme amendment.

Daylesford

Previous census figures are shown as combined with Hepburn in the report. The 2006 census shows that both are losing permanent population, likely explained by a higher proportion of dwellings being used for weekend and holiday accommodation only. With that comes a levelling of demand for new housing. There is ample capacity for this modest demand in existing zonings, particularly Residential 1 Zones in the north-east and south-east, plus the large Low Density Residential Zone in the south-west, up to (and perhaps beyond) the 10-year planning period. Therefore, reference to possible investigation areas (particularly further south-east of the urban growth boundary, shown on the Sept '06 version of the plan) should be eliminated.

The guideline for encouragement of medium density close to the town centre should be revised from the Sept '06 version, still avoiding the lake, hills and ridges, but more proximate to the schools.

Regarding overlay controls and policies, work is well underway to provide a new Design and Development Overlay (DDO) for the eastern gateway. This is to include a policy for non-residential uses in residential zones, to become part of Clause 22 to

benefit all of the towns. Revising existing DDO controls for other entrances should also be considered. A retail, traffic and parking study should clarify town centre issues.

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Hepburn Springs

Like Daylesford, projected growth is catered for by existing zonings, by infill development and the larger areas near the northern end. The existing DDOs should be reviewed, and possibly extended to better cover town entrances, and to strengthen their text. Possible minor extension of the Business 1 Zone is shown, bringing the two halves closer together, and only if justified; this is to dissuade any bids to seek retailing elsewhere.

Creswick

This is the best performer in population growth; however, it has extensive existing undeveloped and underdeveloped residential zones, particularly in the north and west. They provide ample scope for projected demand, minimising the need to look at re-zoning all of the Low Density Residential Zone (LDRZ) south of Bald Hills Road to Residential 1 Zone (R1Z), as was shown in the Sept'06 plan; an exception is the north-east corner of this area, which is substantially developed at residential standards already, and is separated from the balance of the area by a natural drain.

The Sept'06 plan also raised the possibility of rezoning the woollen mill from residential to industrial; however, the immediately surrounding land is substantially developed for residential use, so the zoning should stay to encourage the mill to re-locate to the Industrial 1 Zone if it wishes to expand significantly.

The northern entry has a Vegetation Protection Overlay; this should be reviewed as part of the second amendment, together with controls for the other entries. Particular attention is being given to ways to soften the visual impact of the Forest Resort entry, south of Creswick.

Clunes

The second-best population growth performer also has extensive underdeveloped, residentially-zoned land, which could absorb the 10-year projection. Although alternatives should be available, the Sept'06 plan suggests re-zoning of far more Low Density Residential Zone (LDRZ) to Township Zone (TZ) than can be justified. Only the areas most proximate to the town centre should remain on the plan: in the west, to the creek and western extent of existing TZ; and in the north-east, to the property which surrounds the primary school, both being serviceable.

The LDRZ continues further to the west, nearly another kilometre, and over 4 kilometres north, consisting mainly of 1-2 hectare lots, subdivided around the late 60's. Establishing a clear Urban Growth Boundary (UGB) is awkward in this situation, with LDRZ usually included within the UGB. The State planners requested more clarity on this matter than as shown on the Sept'06 plan. It is now proposed to only include LDRZ areas with smaller lots or those likely to be encouraged for subdivision into smaller lots (the minimum of 0.4 hectare only acceptable if seweraged, otherwise around one hectare) within the UGB. This includes the LDRZ areas to be considered for residential zoning as described above. The matter of whether owners of the 1-2 hectare lots would seek certainty of the status quo, with the adoption of a larger minimum lot size, could be raised during the exhibition period.

On the matter of the further use of TZ, Council should support the introduction of Residential 1 Zoning (R1Z), ideally in the same amendment as the above re-zonings. With R1Z comes the need to provide zones for a range of commercial uses, including industry. The Sept'06 plan identified a 7.6 hectare site (cut into halves by a pipe track) on the Smeaton Rd, just outside of the Urban Growth Boundary (UGB), just over a

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kilometre from the town centre, as having industrial potential, subject to investigation. The plan also identified the 5 hectare, under-utilised railway station site for general investigation, just under a kilometre from the town centre (which VicTrack can make available for lease). There was concern about showing both on the plan; however, given that Clunes has no industrial zone(s), alternatives should be presented. It is therefore proposed to show both as sites suitable for investigation as industry.

In regard to consolidation around the town centre, one particular area was shown for medium density housing, rather than the alternatives that the guide line provides for the first three towns. This was possibly out of concern for heritage buildings, however, the Heritage Overlays should provide sufficient control to keep second dwellings from dominating the genuine heritage buildings on many of the sites, which tend to be 1000 square metres in area. Therefore, the Clunes plan should also provide a medium density guide line.

Town entrances are shown on the plan for enhancement of character, and should be the subject of overlay controls in the near future, particularly the south-east entry from Creswick, and the western entry, from Maryborough.

Trentham

Like Clunes, Trentham had strong growth since the last census, and has extensive under-developed areas already in Township Zone (TZ) and Low Density Residential Zone (LDRZ) to absorb projected growth in the next 5 -10 years. The report points out that substantial amounts of LDRZ are a kilometre or less from the town centre, the others as far out as another kilometre, to the Urban Growth Boundary (UGB).

In the Sept'06 plan, some of the closer areas were nominated for 'smaller-lot LDRZ', to be within a 'consolidation boundary', a kilometre within the UGB. The planning scheme does not provide for 'smaller-lot' LDRZ'; and more clarity on the UGB was required. The LDRZ areas within a kilometre of the town centre, on the west side, should be identified on the plan for investigation to re-zoning for normal residential density; this is to include a 3.3 hectare parcel east of the medical centre and north of the school, and exclude the LDRZ area west of the golf course, which would have servicing constraints, and best left in LDRZ. This western re-zoning should eventually balance the extensive residential zoning in the east.

While seeking such re-zoning, TZ should be converted to R1Z, similarly as for Clunes, to acknowledge Trentham's service town status, and complement of commercial zones. Regarding industry, the Sept'06 plan shows the industrial zone expanded west, along the north side of the railway, but this land is already developed as LDRZ. A better choice is a strip of vacant land on the south side of the railway, adjoining existing industry.

For consolidation around the town centre, the Sept'06 plan nominated a few specific sites for medium density housing (similarly as for Clunes); showing a guide line, as for the other towns, should be a better option.

Town entrances and their features are shown on the plan, to be followed-up in future with special overlays, after necessary investigation.

Formal exhibition of the planning scheme amendment

This allows for further community input/comment before the planning scheme amendment is finally adopted by Council. It is understood that Council wishes to hold a further public workshop for each of the five towns during the two month exhibition

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period. Where submissions are received which cannot be resolved by changing the amendment in the manner requested, Council will need to refer the submission(s) to a panel in accordance with the provisions of the Act before making the final decision whether or not to adopt the amendment.

The proposed amendment to the planning scheme will replace the existing structure plans with the revised plans for the towns of Daylesford, Hepburn Springs, Clunes, Creswick and Trentham, and rewrite sections of the Municipal Strategic Statement, and revise Local Policies within the Hepburn Planning Scheme, to strengthen policy support for the five structure plans.

The purpose of the amendment

The current structure plans for the five main townships were prepared as part of a major planning scheme review 1998-1999, in association with the preparation of the new format planning scheme for Hepburn Shire (gazetted in June 2000). The structure plans provide the framework and major strategic directions for town growth and development. Generally structure plans have a time frame of 10 – 15 years. Structure plans can be used to flag strategic intentions for a town. Amendments to planning schemes such as rezoning of land are required to be consistent with structure plans.

There are several problems with the existing structure plans, including some errors and anomalies that need correcting. The need to amend the existing structure plans provided an opportunity to undertake a more detailed review of future planning, involving community consultation and input at the outset of the process.

Overview of the proposed amendment

Structure plans for Daylesford, Hepburn Springs, Creswick Clunes and Trentham

The structure plans include:

- Urban growth boundaries defining the physical limit of future town growth and the urban/rural edge.
- Priority areas and sites for residential growth, mainly infill and consolidation.
- Possible minor expansion for some town centres.
- Elements of town structure and form eg, open space networks.
- Sites, areas, and features to be protected so that growth can be properly managed.
- Investigations required into future zoning and application of overlays.

Key Elements of Revised Structure Plans

Urban form

The urban form of each town has been influenced by historical factors, landform, forest boundaries, highway and major road routes and natural features. Defining urban growth boundaries on structure plans is a means by which urban form can be controlled.

The existing urban form and possible future forms from existing zoning could be quite different for the towns of Clunes, Creswick and Trentham. In these towns there are expansive areas of undeveloped land in existing residential zones. Increasing residential densities at the urban edge of these townships, and more clearly defining

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the transition from conventional township density to low density, will be important in terms of achieving sustainable urban form, improved access to town facilities and efficient use of existing infrastructure.

Consolidation

Urban consolidation is proposed in all townships. Most new residential development in Daylesford and Hepburn Springs will be by consolidation as there are limited residential expansion opportunities, or growth in permanent population, in these towns.

There are considerable opportunities for residential infill and consolidation in Clunes, Creswick and Trentham. Consolidation within the existing urban areas of these townships needs to be encouraged having particular regard to the protection of rural town character. Community workshops indicated a clear preference for maintaining the spaciousness of prevailing density of townships.

Greater housing diversity needs to be encouraged in all towns. Declining household sizes and the diversity of household types require a mix of housing densities and styles including medium density housing. Locations for medium density housing have been identified on all structure plans, with a guideline based on 20 minute walks from town centres and schools.

Town centres

There is a small 'gap' in the Business 1 Zoning of the Trentham town centre, along Market St, north of Albert St, which contains substantial business; so the structure plan indicates closure of the gap. This extension is logical and would not cause adverse impact on existing town centre businesses. A planning scheme amendment will be required for proposed rezoning from Township zone to Business 1 zone.

The Hepburn Springs Structure Plan shows a proposed business precinct along Main Road extending north and south of the existing business zone. Mixed use (retail, commercial and residential) and active street frontages need to be encouraged in this proposed precinct. Strategic work is required prior to any planning scheme amendment to rezone land, which could include minor Business 1 Zone extension if justified in the future, and this is indicated on the structure plan.

The other towns are also deemed to have sufficient Business 1 zoning currently. The Clunes structure plan indicates the direction of any minor expansion, to the east, if

justified in future. There is a large development site in the Creswick Business 1 Zone, subject to development approval. The Zone also contains the Council depot, identified on the structure plan as a possible site for car parking associated with the town centre. A retail, traffic and parking study are to be undertaken for the Daylesford/Hepburn Springs and Creswick town centres.

Industrial Development

Planning for industrial development has been addressed in the structure plans for Creswick, Trentham and Clunes. Industrial development opportunities in Daylesford can be met from the existing supply of vacant, serviced industrially zoned land.

The Review Report recommends that a master plan be prepared for Creswick's major industrial zone adjoining Ring Road. The proposed master plan will provide a land use planning framework for the development of this area. It will address issues such as a future local road network, the location of industrial development, open space areas and drainage management.

8. STATUTORY MATTERS

A possible industrial area is proposed for Clunes, fronting Smeaton Road, on the urban boundary; the under-utilised land around the railway station is also shown for future industrial investigation. The Trentham Structure Plan shows the existing industrial area, north of the disused railway, which has ample space for redevelopment, and shows existing and potential industrial sites south of the railway.

Protection of Character

Structure plans for the towns include proposals to protect and enhance structural landscape elements of the town. These elements are important to the character of towns and include open space links, protection of views and vistas, avoiding intrusive development on ridgelines, hilltops and retention of vegetation.

Open space networks

An open space network is identified for each town following watercourses, gullies and drainage lines. Potential exists to extend the network in Creswick, Clunes and Trentham, where there are greater opportunities for residential subdivision, and therefore potential to create secondary links to open space networks.

Urban Forest Interface

The structure plans identify urban–forest interface areas, where some planning control will be required to ensure development proposals address potential bushfire risk, habitat management of adjacent forests, landscape and visual amenity.

Municipal Strategic Statement (Clause 21.05)

Township structure plans require policy support in the Municipal Strategic Statement at Clause 21.05 (Settlement and Housing) of the Hepburn Planning Scheme. In its current form this clause does not provide sufficient policy support. This was also a conclusion of the Panel in its report on the new format planning scheme in 1999.

The structure plan review project recommended some changes to the plans. These changes also need support in this clause.

Objectives and strategies

Eight strategic objectives with strategies have been formulated. These are proposed for insertion in the MSS replacing the existing Clause 21.05. They complement and support the township structure plans.

Objectives and strategies must also assist Council in its assessment of land use and development proposals. The objectives and strategies relate to the following strategic themes:

- Sustainable urban form
- Protection of heritage and townscape character
- Town centre consolidation and expansion
- Housing diversity and affordability
- Water and energy efficiency
- Economic development and diversity
- Open space and recreation
- Protection of Biodiversity

8. STATUTORY MATTERS

Revised Settlement Strategy/Hierarchy

In association with the review of the structure plans a revised settlement strategy was prepared in 2004. This strategy generally endorses the existing planning scheme policies and objectives relating to settlement and housing, supporting the focus of new development in the five main towns. It also supports some development in villages, subject to necessary infrastructure being available. Some minor changes to the hierarchy are proposed, one of which is to separate Daylesford from the other towns into its own category i.e. regional town. Strategically, this is justified because Daylesford performs a wider role, with its range of shopping, business, administrative and community facilities in relation to the other four towns.

These changes will be reflected in a revised Clause 21.01 of the planning scheme.

Review of Settlement Local Policy (Clause 22.07)

This local policy repeats policy in other parts of the planning scheme (eg zone provisions and State policy, and includes text and policy statements that are more suited to the Municipal Strategic Statement (MSS) at Clause 21.05.

It is proposed that local policy 22.07 be deleted from the planning scheme and that relevant statements of the policy be inserted in Clause 21.05 of the MSS.

Conclusion

It is recommended that Council agree to the revisions to the September '06 structure plans and report, as outlined in the Conditions for Authorisation section above. Hopefully, the State planners will agree that the revisions have responded satisfactorily to their conditions, and allow Council to proceed with the formal planning scheme amendment process without further delay.

Relevant Policies / Council Plan Objectives

Hepburn Planning Scheme
Council Plan Objectives No. 2 - Service Delivery, No. 3 – Asset and Resource Management, No. 5 – Heritage and Environment

Community / Engagement / Communication / Consultation

The review of the Structure plans was first informally undertaken with extensive community consultation, mainly in workshops.

Further community consultation will be undertaken as part of the formal exhibition of the amendment to the planning scheme process, including workshops for each town during exhibition.

Financial & Resource Implications Initial & Ongoing

There is a current budget allocation for the review and amendment of the Hepburn Planning Scheme.

8. STATUTORY MATTERS

Recommendation:

That Council:

- 8.7.1 *Adopt the revisions to the September 2006 version of the structure plans and report as outlined in the body of this Council report, referred to as July 2007 revisions, and seek the Minister's authorisation to prepare and exhibit an amendment (C38) to the Hepburn Planning Scheme, ie amendment of the relevant sections of the Municipal Strategic Statement Clause 21, and Local Planning Policies Clause 22, which includes:*
- The incorporation of the revised structure plans for Daylesford, Hepburn Springs, Clunes, Creswick and Trentham in Clause 21.03-3 of the Municipal Strategic Statement;*
 - The modification of the table at Clause 21.01-5 (Key town and settlements) and insert updated census data;*
 - The amendment of clause 21.5 Settlement & Housing;*
 - The deletion of local policy 22.07, and the inclusion of relevant statements of the policy, inserted in Clause 21.05 of the Municipal Strategic Statement.*
 - The listing of the "Hepburn Structure Plan Review" July 2007 as a reference document.*
- 8.7.2 *Place this amendment on exhibition for a period of no less than two months.*

Motion the Officer's Recommendation.

Moved: **Cr Bill McClenaghan**
Seconded: **Cr Tim Hayes**
Carried.

9. COUNCILLOR REPORTS AND CONGRATULATIONS

Cr Tim Hayes
Cameron Ward:

No report.

Cr Janine Booth
Creswick Ward.

I am pleased to report to the Mayor on some of the additional activities I have attended to over the past month.

I attended the AGM of the Creswick District Development Association in which Mr. Mark Shallless was installed as the new President. All vacant positions were filled and the new CDDA executive is now enthusiastically looking forward to continuing the tradition of community involvement, representation and working co-operatively on projects with Council and Creswick ward residents.

The CDDA was originally formed approximately 30 years ago and was called the Businessman's Association – to gain membership - as the name might suggest ...you needed to :

- 1..have a business
And 2... be a Man.

Thankfully, the name was later changed to the Creswick Progress Association to accommodate the changing faces and gender of interested members and was later again changed to the Creswick District development Association to better reflect the wide interest and representation across the Creswick district.

I am pleased to report that the current CDDA now has gender balance across its Executive and I am looking forward to working with this Committee as it works on upcoming projects such as the Market at the Mill project, the Forestry Fiesta and the Creswick of the Lindsay Arts Trail incorporating the Magic pudding playground. In touching on Women's matters...which I know that you the Mayor are particularly interested in, I have also attending meetings on the International Women's Day Committee.

Arrangements are proceeding to arrange a guest speaker and assessing the Women's Honour Roll nominations. I have also attended workshops on the "Women's Charter" at Clunes and Creswick as part of a series of workshops facilitated by the VLGA to better inform and raise the profile of the "Women's Charter" which Council adopted in 2003.

A very important task to be involved with this month was working with the Recreation Officer Adam and the Shires Recreation Advisory Committee on submissions for the current round of Sport and Recreation Grants and whose recommendations are being considered by Council this evening. This process is involved and the responsibility is taken most seriously by all members of the Recreation Advisory Committee and I would like to congratulate the Chairperson Conrad Hartz and the Committee on their diligence, fairness and discretion.

Finally, I along with Councillor Hayes and Senior officers attended a Community planning Forum at Beaufort. This was run by the MAV and provided insight into Economic Development Diagnostic indicators and tools based on the CIEL Leadership model.

There were numerous cases raised where, when used in a community planning capacity it can inspire vitality and entrepreneurship in our jaded communities and this

9. COUNCILLOR REPORTS AND CONGRATULATIONS

information will assist Council and Officers as we continue along the path of true Community planning.

Cr Heather Mutimer Coliban Ward.

Since returning home from Thailand and recovering from an unexpected illness which hit me within a couple of days of arriving in Bangkok – which resulted in emergency surgery, I have been slowly getting back on top of council duties and have attended a number of meetings and events. A list of these I provide at the end of this report. And rather speaking to all of them I will report on some particular items of interest. I would also like to take this opportunity to apologise to my constituents of the Coliban ward and the broader Shire community for not being able to perform my council duties to the best of my ability over the past few months. A combination of ill health and the affects of stressful internal matters have impacted on this ability.

The “Women’s Charter Workshops’ which Cr.Booth and I have been working together on, in conjunction with the VLGA and the IWD committee have commenced and the final workshop will be held in Trentham next Monday. The outcomes of these important workshops will be presented at the 2008 International Women’s Day event. Four women from the “Building Communities Leadership Programme are facilitating 2 of the workshops.

We hope as a result of these workshops we can encourage and support more women to take on civic leadership roles and also to discover the barriers that to date have prevented this. And of course in the long term break down those inhibiting barriers. This is a serious issue and must be taken seriously if we are to have women, who make up more than 50% of the population equitably represented in the decision making process at all levels of civic life.

Cr.Booth and I together with members of IWD committee have been working on a grant application to celebrate the ‘The Centenary of Suffrage’. The title of the project is ‘Putting Women on The Map’ and will involve the historical societies from across the Shire and story teller Ann E Stewart. The project will comprise both physical and digital components. Part of the project will be researching those many women from our area who signed ‘The Monster Petition’ in 1891 which sought “That women should vote on Equal terms with Men’ (30,000 signatures -260 metres long and 200mm wide). This petition also played an important role in Federation, because in 1901 Australia became the first nation in the world to give women both right to vote and the right to stand for parliament.

On the 11th November along with the Mayor and Cr.McClenaghan attended the Remembrance Day Service at the Daylesford Cenotaph. Later with Cr.McClenaghan laid a wreath at Hepburn.

The Hepburn Health Services held there AGM on 12th Nov and guest speaker at the AGM was the architect for the 8 million dollar Trentham Bush Hospital/Hostel redevelopment. This exciting development will create 15 new high care beds and incorporate allied health facilities and the opportunity for increased capacity. It will be a 2 staged project. The project will begin in 2009 and construction of the first stage will take about 10 months.

Last Sunday I presented awards to the winners of the ‘Trentham Lions Cool Classic Fun Run’. This is a fantastic event organised by the Trentham Lions Club. The event is in its 8th or 9th year and raises a considerable amount of money which the Lions Club

9. COUNCILLOR REPORTS AND CONGRATULATIONS

distribute to needy community causes. It's a real family day and competitors come from near and far.

(Portable water tank provided instead of plastic bottles of water!)

I would like to conclude my report by expressing the deep concerns I have with the events which have taken place in my absence from council duties – especially during my time overseas. Some of these events have personally affected me and because of the extreme confidentiality surrounding them I can not elaborate in this forum. The processes involved raise serious issues I believe pertaining to 'Natural Justice' and 'Fair Process'

Events that are not subject to confidentiality which I would like to express my objection to are: The exclusion of Cr.McClenaghan and myself from the CEO's annual appraisal.

The shifting of our document collection point from 'upstairs to downstairs' (in a cupboard) by a decision of 3 councillors without any consultation or explanation to Cr. McClenaghan and myself. Mr. Mayor you have said to me via email that you have a "duty of care" – what does this in fact mean and imply. I would like this explained to me.

The removal of the computer from the Mayor's room and strict guidelines now relating to the use by councillors of the Mayor's room. I hope these same strict rules are being applied to use by 'non councillors' and there is a fair and consistent approach.

These above examples are I believe backward steps and not helpful to the current climate within council and I urge the Mayor to reflect on these actions and consider the consequences.

MEETINGS/ACTIVITIES since I attended last council meeting

20/10: 'Lost Children's walk event/Daylesford

26/10: Chaired Cornish Hill Committee of Management

31/10: 'Women's Charter Workshop' Daylesford

7/11: Council Briefing Meeting: 'Sustainability Accord' Workshop

8/11: IWD/ 'Women's Suffrage Grant Application meeting

11/11: Remembrance Day

12/11: Hepburn Health Services AGM/Town Hall

13/11: Community Planning Presentation; Staff Climate Survey Presentation; Agenda Meeting

14/11: Chaired TRATA /AGM

15/11: Presented 'Indigenous Shelter' awards at Bullarto Primary School

18/11: Trentham Lions 'Cool Classic Fun Run'

9. COUNCILLOR REPORTS AND CONGRATULATIONS

Cr Bill McClenaghan Holcombe Ward.

The past month has seen some important activity within my areas of responsibility external to Hepburn Shire. I attended the State Council meeting of the Municipal Association of Victoria on Friday 2nd of November 07 and also changes are in the wind on the Highlands Regional Waste Management Group.

Firstly, the MAV State Council was well attended with Councillor Delegates and Officers from Victoria's 79 Councils meeting in Melbourne to receive the latest information about many current issues and to debate a range of motions offered up by the member Councils.

This particular State Council was somewhat controversial and commenced with an address from the Victorian Treasurer, the Hon John Lenders MP. This address was not on the agenda and the Treasurer had approached the MAV late in the piece to speak at the State Council. His request was naturally agreed to but some municipalities disagreed with several statements made especially when it came to subjects like water, water pipelines and infrastructure development. What nobody argued with was the State Government's stated objective to reduce the regulatory burden on Local Government by cutting the red tape; by 15% over 3 years and by 25% over 5 years. Another controversial policy of the Government is to rationalize services by creating partnerships to leverage better use of land. This involves building new municipal libraries in schools rather than stand alone libraries like we have now. Also, combined public and emergency services precincts like what is planned for Daylesford when the Police, ambulance and SES will share a new headquarters site on the Midland Hw at the Ballarat end of town. Another example of this in practice is the Daylesford ARC (Access Recreation Centre) now almost ready to open on the Secondary College site on Monday 3rd of December 07.

The treasurer faced several spirited questions from Northern Victorian Shires, mainly in response to water and pipeline issues. These issues also created considerable controversy and debate later in the meeting when various related motions were moved and debated.

Hepburn Shire put a motion to the State Council seeking support to lobby the State Government to create a strategic planning document for rural Victoria. There exists already a strategic plan for the metropolitan area called "Melbourne 2030" which was implemented in 2002. However, no such strategic plan exists for the country and there is widespread confusion and discord created by the new Rural Zones, particularly the Farming Zone and the ill defined Rural Activity Zone. This has made strategic and statutory planning very difficult and considerable conflict at local level with regard to the various Shire planning schemes. Our motion was passed unanimously.

This was certainly the liveliest State Council that I have attended. It is a great opportunity to network with other Shires and fellow Councillors and to discuss issues relevant to us all. I hereby table the MAV Annual Report 2006/07 and the MAV Financial Report 2006/07.

Also, as Hepburn Shire is a member Council of the Highlands Regional Waste Management Group, a State statutory authority under Sustainability Victoria, it will be of significance to us that DSE is reviewing the future of Regional Waste Management Groups. All the metropolitan groups have been amalgamated into a huge Metropolitan Region and a review is being undertaken of the smaller Regional Groups. A DSE

9. COUNCILLOR REPORTS AND CONGRATULATIONS

officer conducted the review of the HRWMG two weeks ago and Hepburn Shire hosted the review at the Daylesford Town Hall. The intention seems to be to make these regional groups more efficient and cost effective, which implies that their share of funding from the EPA's waste management levy may change. In addition, the HRWMG is being told that it may not be permitted to extend the contract of its Executive Officer and that this position must be converted into full time employment. This move is being investigated by our Group as there are certain budgetary and logistic implications of employing an EO on a full time basis and providing an office and all the logistic requisites of employment. I and all the other Directors of the Group are well aware that the Shires we represent as Councillors do not want to assume the financial liability for having to fund full time employees should DSE & S.V. decide to alter the structure of our regional groups and our levels of funding at such a critical time.

I also table the Annual Report of the Highlands Regional Waste Management Group, 2006/07, together with full financial statements.

Lastly, I attended the Annual General Meeting of the Central Highlands Agribusiness Forum at Waubra last Wednesday. Council is a member of CHAF and a really exciting project is being developed involving the use of waste tree bark as a purifier for septic waste. If the project goes ahead and is funded, then small communities struggling for an adequate clean and environmentally friendly domestic waste disposal system may have another viable alternative and I commend the project to Council to "watch this space". The AGM concluded with a visit to an award winning Learmonth piggery where the state of the art waste disposal system is industry best practice and the leader in its field.

I finally table the 2006/2007 Annual Report plus financial reports for the Central Highlands Agribusiness Forum.

Cr. David Smith JP Birch Ward

- Since the last meeting, I have attended several meetings and functions in all parts of the Shire.
- Thursday 18th October attended the community project "From the Past to the Future" at Blampied. This is a unique project with a focus on conservation, community buildings, history, education tourism and recreation. The midday function was attended by the Minister for Community Development – Peter Batchelor M.P. and many local residents and a group of children from the Newlyn Primary School.
- Saturday 20th October saw another morning tea and information session for the new residents of our Shire held at the Daylesford Neighbourhood House. Only three new families were in attendance but I am sure those attending enjoyed the morning with the various speakers and morning tea.
- Later that day I attended the 80th Anniversary celebrations with the owners, staff and officials of Tylden Quarries. This function was held at the new Macedon Spa Hotel.
- 23rd October - Forward Planning
- Saturday 27th October – Landcare Meeting
Followed at 2pm the "Three Lost Children's Walk."

9. COUNCILLOR REPORTS AND CONGRATULATIONS

- Sunday 28th October – Creswick Festa and the Launch of the Community Sculpture. Large crowd attended this annual function.
- Tuesday 6th November – Councillor Briefing meeting.
- Monday 12th November – Meeting with Simon Ramsey – V.F.F.
- Tuesday 13th November - Agenda Meeting
- Saturday 17th November – Clunes Show – large crowd in attendance and the official opening of the rectangle rotunda in the showgrounds which was funded by drought grant monies.
- Tuesday 20th November – Council Meeting here at Yandoit.
- I wish to thank my fellow councillors for stepping in at short notice at couple of functions that for unforeseen I could not attend due to family medical reasons.

Mayoral Report: Cr David Smith Mayor 2006-07.

It is always an honour to be a representative of the Hepburn Shire Council and the past 12 months has been no exception.

The past year has resulted in many achievements for the Hepburn Shire Council. Many of these have been partnership projects between community, council and other levels of government and a range of organisations.

This ability to work together is representative of so many of our residents and communities and is the very reason that I delight in representing the beautiful and vibrant Shire of Hepburn.

However, it must not go without noting that the current time is a difficult one for our farming community as we battle the worst drought on record. While some recent rain has lifted spirits, water catchments remain low and the drought continues.

We will all be called upon to battle this drought whether it is saving water in the home or helping a neighbour in need.

Council is working with the community to help where it can and it was wonderful to meet with farmers from across the municipality at a drought forum organised by Council's Drought Recovery Committee at Newlyn earlier this year attended by over 250 of the rural community.

The Council formed the Drought Recovery Committee, with membership from groups and organisations from across the region, to consider long term strategies to address the impact of drought on the community.

This committee has provided some valuable assistance to farmers and will continue to advocate for the farming community.

Among the many exciting progressions has been the strengthening of joint council and community partnerships.

It is pleasing to report that this year council adopted a Framework for Community Planning and as a result the first community plans will be developed in two of our towns in the New Year.

Community planning which enables a more community driven approach to decision making is fast becoming popular and it is anticipated to become a way of the future in the Hepburn Shire.

9. COUNCILLOR REPORTS AND CONGRATULATIONS

The Council is also pleased to have assisted with the formation of the Daylesford and District Business Group with this sector of the community now having a stronger voice.

The Council's Youth Advisory Committee also continues to go from strength to strength with new committee members recently elected and promising to be active ambassadors for our young people.

There are also numerous committees which work with and advise council on many areas of community life in the Hepburn Shire and these partnerships are extremely valuable and much appreciated. These committees assist council in many ways including attracting hundreds of thousands of dollars in Government grants towards community projects.

Across the Shire there are hundreds of volunteers and the hard work of these dedicated people is invaluable. It was a great delight to see our volunteers gather at a civic function organised by council earlier this year as a way to say thankyou.

The Council has worked with many communities throughout the year and many achievements have been celebrated include the Clunes Showground improvements, major work at Park Lake, Creswick, the Trentham Park Estate open space and playground development, fencing and lighting at Newlyn Sporting Complex, Kingston grandstand refurbishment works, and refurbishment of Clunes and Creswick Skate Parks. Many of these projects have partnerships with community some have received state and federal government funding.

A major joint project and a fine example of what can be achieved through working together is of course the Daylesford ARC Recreation Centre with the opening only weeks way.

Early next year we look forward to another very special occasion, the reopening of the iconic bathhouse which has been closed for redevelopment. This project will be a great asset to the community and the many people from around the globe who visit our wonderful area.

The past 12 months has also included much planning for the future.

The Council is in the process of developing a five year Municipal Early Years Plan to identify the community's current and future needs, aspirations and opportunities for children and their families.

A positive ageing strategy is being developed for residents in the Hepburn Shire, and through the Hepburn Healthy Communities Project funding has been obtained to employ a transport officer to enhance services and opportunities for our residents.

The council prides itself on its Community Services and among the achievements for the past year has been the outstanding work of Council's Home and Community Care Services which received an exceptional score of 96 per cent when audited by Australian Health Care Associates on behalf of the Commonwealth Government.

Council has been pleased to support joint initiatives such as the Better Buddies Project to help safeguard our children and Destination Daylesford to support sustainable tourism.

9. COUNCILLOR REPORTS AND CONGRATULATIONS

On the more traditional side of Council services, roads and footpaths continue to be an area of demand and each year Council has stepped up its financial contribution to this area.

Just recently the old timber Nelson's Bridge near Clunes has been replaced at a cost of \$437,000 and footpaths have been constructed and upgraded in towns across the shire including Fraser Street Clunes, Napier Street Creswick, Newstead Road, Hepburn, King Street, Daylesford and Victoria Street Trentham.

I have been proud to represent council on a range of issues and committees including Municipal Emergency Management, Fire Prevention, the Central Highlands Mayor's and the CEO's forum.

It will be a great privilege as Mayor to welcome the Governor of Victoria, Professor David de Kretser, AC and Mrs de Kretser when they make their first official visit to Hepburn Shire on Wednesday 5 and Thursday 6 December.

There is much to be proud of in the Hepburn Shire including the beauty of our landscape and the bond and strength of our communities.

I look to the coming 12 months to continue in my role as a councillor to work with and represent the residents of the Hepburn Shire.

Special thanks to my wife Rhonda for her total support and commitment to my role as Mayor and that of Councillor.

Thanks to our Chief Executive Office, Victor Szwed, for his dedication to the Shire and Councillors, their families, officers and all staff and the community for their support to me as Mayor.

My role as Mayor has been fulfilling and rewarding and I thank you all for the opportunity.

Recommendation:

That Council:

9.1 *Receive and note the reports of Councillors.*

Moved the Officer's Recommendation.

Moved: ***Cr Bill McClenaghan***
Seconded: ***Cr Heather Mutimer***
Carried.

CLOSE OF MEETING

CLOSE OF MEETING

The Meeting closed at 9.12pm

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ATTACHMENT 1

**Minutes of The Ordinary Meeting Of Council
Held On 16 October 2007.**

The minutes will be tabled at the meeting.

ATTACHMENT 2

**MEETING DATES 2008 -
HEPBURN SHIRE COUNCIL**

Day	Date	DRAFT AGENDA MEETING	COUNCIL MEETING	Location
	JANUARY			
Tuesday	22		• 7pm	Daylesford SCR
	FEBRUARY			
Tuesday	12	• 7pm		Creswick SCR
Tuesday	19		• 7pm	Daylesford SCR
	MARCH			
Tuesday	11	• 7pm		Creswick SCR
Tuesday	18		• 7pm	Daylesford SCR
	APRIL			
Tuesday	8	• 7pm		Creswick SCR
Tuesday	15		• 7pm	Daylesford SCR
	MAY			
Tuesday	13	• 7pm		Creswick SCR
Tuesday	20		• 7pm	Daylesford SCR
	JUNE			
Tuesday	10	• 7pm		Creswick SCR
Tuesday	17		• 7pm	Daylesford SCR
	JULY			
Tuesday	8	• 7pm		Creswick SCR
Tuesday	15		• 7pm	Daylesford SCR
	AUGUST			
Tuesday	12	• 7pm		Creswick SCR
Tuesday	19		• 7pm	Daylesford SCR
	SEPTEMBER			
Tuesday	9	• 7pm		Creswick SCR
Tuesday	16		• 7pm	Daylesford SCR
	OCTOBER			
Tuesday	14	• 7pm		Creswick SCR
Tuesday	21		• 7pm	Daylesford SCR
	NOVEMBER			
Tuesday	11	• 7pm		Creswick SCR
Tuesday	18		• 7pm	Daylesford SCR
	DECEMBER			
Tuesday	9	• 7pm		Creswick SCR
Tuesday	16		• 7pm	Daylesford SCR

ATTACHMENT 3

CONFIDENTIAL REPORT

AUSTRALIA DAY AWARDS 2008

Following advertising the following nominations were received:

CITIZEN OF THE YEAR

- Robert Campbell of Clunes
- Norah Campbell of Clunes
- Johanna Van Oostveen-Thomas of Creswick

YOUNG CITIZEN OF THE YEAR

- Caelli Greenbank of Creswick

COMMUNITY EVENT OF THE YEAR

- Booktown For A Day – Clunes
- Bullarto Tractor Pull – Bullarto
- Bullarto Tractor Pull – Bullarto

A late nomination was received for the Creswick Australia Day Committee some nineteen days after closing and was not considered.

Full details are available for Councillors to read on the file which is with Mary Ashdown. Please note these are confidential.

The assessment panel comprised of: Jane Lessock (Community Event Award 2007); Bob Orr (Citizen Award 2007) and Adrian Tinetti (Young Citizen Award 2006?? As there was no awardee in 2007) and Council's CEO.

Each of the panel was given a copy of each nomination and were able to assess them initially themselves. Three of the panel members then met on 5th November and the fourth provided their views over the phone.

In each category there was a unanimous view on the recommendation. Each has an extensive background of outstanding service and benefit to the local community. The nominations provide the details of how each is worthy of an Award. In fact, all nominees display achievements at a very high level. Council does not name the unsuccessful nominees out of respect and also as some have been nominated confidentially. While it would be nice to recognise them as well it is difficult for some to face a public situation where they are announced as missing out. A letter is sent out to

Recommendation:

That Council endorse the following Australia Day 2008 Awards:

CITIZEN OF THE YEAR: ROBERT CAMPBELL.

YOUNG CITIZEN OF THE YEAR: CAELLI GREENBANK.

COMMUNITY EVENT OF THE YEAR: BOOKTOWN FOR A DAY – CLUNES.

ATTACHMENT 4

**DAYLESFORD INDOOR RECREATION CENTRE
FEES AND CHARGES SUMMARY**



YMCA
We build strong **PEOPLE**
strong **FAMILIES**
strong **COMMUNITIES**

	Year 1	
	Price - Including GST	Price - Excluding GST
Stadium		
Spectator Fee	\$0.00	\$0.00
Basketball - Junior Teamsheet	\$37.00	\$33.64
Basketball - Senior Teamsheet (Men's, Women's & Mixed)	\$47.00	\$42.73
Average Referee Fee per game (Junior)	\$17.00	N/A
Average Referee Fee per game (Senior)	\$20.00	N/A
Badminton - Senior Teamsheet	\$20.00	\$18.18
Netball - Senior Teamsheet	\$47.00	\$42.73
Netball - Junior Teamsheet	\$37.00	\$33.64
Average Umpire Fee per game (Junior)	\$17.00	N/A
Average Umpire Fee per game (Senior)	\$20.00	N/A
Senior Indoor Soccer - Senior Teamsheet	\$45.00	\$40.91
Average Umpire Fee per game (Senior)	\$20.00	N/A
Junior Indoor Soccer - Teamsheet	\$35.00	\$31.82
Average Umpire Fee per game (Junior)	\$17.00	N/A

ATTACHMENT 4

Volleyball - Senior Teamsheet	\$45.00	\$40.91
Volleyball - Junior Teamsheet	\$35.00	\$31.82
Average Umpire Fee per game (Junior)	\$17.00	N/A
Average Umpire Fee per game (Senior)	\$20.00	N/A
All Clinics	\$3.50	\$3.18
Gymnastics - Recreational Term Fees	\$8.50	\$7.73
Gymnastics - Ed Gym Term Fees	\$6.00	\$5.45
Squash Court Hire - per court	\$10.00	\$9.09
Equipment hire - per racquet per game.	\$2.50	\$2.27
Adult Fitness Class Fees	\$8.50	\$7.73
School Holiday Program	\$9.00	\$8.18
Court Rental - Peak, with lights	\$35.00	\$31.82

Finals Matches - It is the intention that finals matches be charged at the same rate as season competition

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Hepburn Shire Council

Tender Evaluation

Contract H180 - 2007

for

**Operation and Management of Outdoor
Swimming Pools**
(and Calambeen Park Dive Tower)

Responsible Officer: *Richard Russell*
Executive Engineer

CONFIDENTIAL - COUNCILLOR INFORMATION ONLY

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ATTACHMENT 6



Fixed Assets

Policies and Procedures

February 2007

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INTRODUCTION

This manual is intended to provide a guide for staff who are responsible for the management, monitoring, recording and reporting of fixed assets.

The purpose of the manual is to ensure that the Council has a fixed assets system which provides for good, effective management of the Council's fixed assets.

All aspects of the management of assets are covered in this manual including acquisitions, transfers, disposals, depreciation, revaluations, physical verification and accounting treatment.

The policies and procedures have been formulated based on compliance with the Local Government Act and current accounting standards (in accordance with Australian equivalent International Financial Reporting Standards).

Whilst every attempt has been made to comply with all known and pending changes to the accounting standards and legislative provisions, future amendments to compliance provisions may require a further review of the fixed assets policies and procedures.

The accounting standards referred to in this manual are as follows:

- AAS 27 Financial Reporting by Local Governments
- AASB 117 Leases
- AASB 116 Property Plant & Equipment

ASSET ACQUISITIONS

Definition of an asset

Assets are generally defined as service potential or future economic benefits controlled by an entity as a result of past transactions or other events. Therefore the main characteristics of an asset are:

- It must have service potential for an entity
- It must be controlled by the entity
- The control must have been obtained through a specific past event

A non-current asset is an asset that is tangible (ie: has a physical nature) and has a useful life of more than 12 months.

The policies and procedures outlined in this manual have been developed for the management of non-current assets and therefore the use of the word "asset" should be read as non-current asset.

Service potential in respect to an asset represents a future benefit to the entity from using that asset. It enables the entity to achieve its objectives.

Council may have infrastructure assets such as sporting ovals which can't be sold for sale proceeds but which fulfills the Council's objective of providing sporting facilities to the community.

Control of an asset by an entity is in relation to whether the entity has the authority to control the use of the asset. Can the entity use the asset to meet its objectives, restrict access to the asset, dispose of the asset or carry the risks associated with custody of the asset?

If all these questions are answered in the affirmative then the entity does have control of the asset.

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A transaction or event has to have taken place where control has been vested to the entity. An entity has to establish that it has clear legal rights to the asset.

An example is in regard to non-monetary contributions of land from developers arising from subdivisions. The transfer has to go through a formal legal process before the land can be recognised as an asset.

An asset must have a value which can be reliably measured. The value needs to be accurate and appropriate to the class of asset. On the rare occasion that a value cannot be ascertained for an asset it cannot be recognised in the financial statements. However, this omission should be disclosed as a note to the financial statements.

In recognising assets a clear distinction needs to be made as to whether an expenditure is recurrent or capital. Recurrent expenditure is an expense and capital expenditure is an asset.

A recurrent expenditure is the cost of maintaining an asset, such as expenditure incurred to maintain the safe operation of an asset and replacement of parts. Examples are servicing, tyre replacement and building maintenance.

A capital expenditure is an outlay which adds to the service potential of the asset. An expenditure is considered to be capital when it is material, extends the asset's useful life or improves the asset's operating capacity.

Capital expenditure can be further broken down into renewal, upgrade, expansion and new expenditure.

Capital renewal expenditure is expenditure on an existing asset which restores the service potential or life of the asset up to that which it had originally. It restores the service potential and may reduce future operating and maintenance expenditure.

Capital upgrade expenditure is expenditure which enhances an existing asset to provide a higher level of service or increase the life of the asset beyond that which it had originally. It will increase future operating and maintenance costs because of the increase in the asset base.

Capital expansion expenditure is expenditure which extends an existing asset to a wider group of users. It will result in additional future operating and maintenance costs but may contribute to additional revenue.

New capital expenditure is expenditure on additional capital works which will result in future additional operating costs, maintenance and capital renewal.

Useful or economic life is an estimated period of time over which the future economic benefits embodied in a depreciable asset are expected to be consumed by the entity. Presumably an asset is considered economically unviable and would be removed from service once it has come to the end of its useful life.

The useful life of an asset can vary over time. Some of the factors which can have a considerable impact on the remaining useful life of an asset are:

- Whether a cost-effective asset maintenance program is in place which is designed to regularly maintain the performance of the asset
- The environment in which the asset is operated or constructed
- The quality of materials and methods used to construct the asset

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- Wear and tear on the asset
- Technical obsolescent wherein an asset becomes unsuitable because of advances in technology.

Infrastructure assets, along with land and buildings, comprise a large component of a Council's non-current assets. They are usually large, have long life expectancies, are fixed in place and more often than not have no market value. Examples of infrastructure assets are parks and reserves, sporting ovals, roads, footpaths, bridges, drainage and recreational facilities.

Other non-current assets comprise furniture and equipment, plant and equipment, motor vehicles, art works .

POLICY

The Council will recognise all material, controlled, non-current assets in its financial statements.

Controlled non-current assets may include Crown land, land under roads (if prescribed in the accounting standards) and assets for which the municipality may not have ownership.

Acquisition and construction costs

AASB 116 Property Plant & Equipment states that an acquired asset must be measured at acquisition date at the cost of acquisition.

With respect to property, plant and equipment, costs of acquisition include the cost of site preparation, initial delivery and handling costs, installation costs and professional fees for architects and engineers, and excludes trade discounts and other rebates. Associated costs not directly linked to the acquisition of the asset, such as general administrative costs, are treated as expenses and not added to the cost of acquisition.

AASB 116 Property Plant & Equipment provides that total contract costs arising from a construction contract comprises costs that relate directly to the contract, costs that are related to construction activities in general and can be allocated to the contract on a reasonable basis and other costs that are specifically attributed to the project under the terms of the contract.

Examples of direct costs are as follows:

- Costs of securing the contract
- Costs of design and technical assistance
- Site supervision and labour costs
- Materials, plant hire and equipment

Other costs associated with the contract may include general administration and development costs.

POLICY

The acquisition cost of an acquired non-current asset must include all costs directly related to the acquisition.

Construction projects relating to infrastructure assets must include all costs associated with the project.

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Capitalisation Thresholds

One of the considerations in determining whether an expenditure item is considered to be of a capital nature is whether or not the amount of outlay is material. An outlay may satisfy all criteria in ascertaining its capital nature but because of the small amount of expenditure incurred it is considered immaterial and therefore treated as a recurrent expenditure.

Minimum thresholds have been prepared for the municipality's various classifications of non-current assets which determine the levels of expenditure required to satisfy entry into the fixed assets register.

Purchases made below the recognised threshold may be small and portable. Examples are smaller items of computer equipment, hand held organisers, digital cameras and mobile phones. These items should be recorded in a register of minor assets but not recognised as non-current assets.

POLICY

The Council will recognise in the Statement of Financial Position expenditure on non-current assets for each class of assets where outlays on separate items is in excess of the following thresholds:

<u>Classification</u>	<u>\$</u>
Roads and streets	\$5,000
Footpaths, kerb and channels	\$5,000
Bridges	\$5,000
Drainage	\$5,000
Buildings and improvements	\$1,000
Plant and equipment	\$1,000
Furniture and equipment	\$ 500
Artworks	\$ 50
Motor vehicles	\$10,000
Minor plant & parts	\$1,000

Acquisition outlays on non-current assets with less than these values will be treated as recurrent expenses in the accounting period of purchase.

The Capital threshold will be reviewed at least every five years.

Purchases of portable items such as computer equipment, mobile phones, hand held organisers and digital cameras, which have not exceeded the threshold, are to be recorded in a register of minor assets but these items are to be clearly distinguished from other assets and are not to be included as non-current assets in the Statement of Financial Position.

Methods by which assets may be acquired

Non-current assets may be acquired as follows:

- outright purchase
- construction
- donation or grant

Outright purchase is to be acquired at cost and all costs associated with construction of infrastructure assets and buildings will comprise the cost of the project.

Non monetary assets acquired through grants or donations must be recognised at their fair value on date of acquisition. According to *AASB 116 Property Plant & Equipment*

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fair value is defined as the amount for which an asset could be exchanged between knowledgeable, willing parties in an arms length transaction.

An annual budget, including a capital works budget, has to be prepared and approved by Council prior to any acquisition or construction of non-current assets. After approval of the budget, managers responsible for carrying out the capital works program can commence to implement the program.

Process for preparing and approving construction projects

Construction projects usually take a considerable period of time to be constructed and installed ready for use. Accordingly, preliminary work needs to be undertaken such as design, engineering, planning and architect services prior to the commencement phase.

Accounting Procedures

1. The Manager responsible for the construction project will ensure that the following occurs at the preliminary stage;
 - review of initial design, plans, costing, needs analysis and assessment made of impact of any significant changes.
 - consideration given to likely efficiencies arising from the use of external contractors.
 - consideration of municipal resources required to complete the project.
 - confirmation of external and internal funding together with the appropriate documentation.
 - projected time period for the construction phase in consultation with the Financial Accountant and other appropriate officers.
2. Appoint an appropriate officer as Project Manager to be responsible for and supervise the project, as well as liaise with the contractor.
3. Project Manager will ensure that the following is undertaken;
 - invite proposals for construction of the project.
 - arrange for execution and sealing of the contract.
 - ensure that contractors have paid security deposits and submitted bank guarantees associated with the contract.
4. Preparation of a detailed budget for the project in consultation with the Financial Accountant.
5. Arrange for monthly reporting of project costs to budget to monitor possible expenditure overruns.
6. The Project Manager is to review and approve contract progress claims and variations and forward to accounts payable for payment.
7. On completion of the project, the following will be undertaken;
 - appropriate asset details are recorded in the fixed assets register.
 - relevant general ledger accounts are updated for the transfer of works in progress expenditure to non-current assets.
 - A comparison of actual to budgeted costs including explanations for major variances.

Approval for other asset acquisitions

Acquisition of other assets usually involves the purchase of an item which requires the preparation of a purchase order and, after delivery, can be ready for use fairly quickly.

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Accounting procedures

1. For cash budgeting purposes the Managers responsible for asset acquisitions must confirm with the Manager Finance or Financial Accountant the timing of those acquisitions.
2. In accordance with the *Local Government Act 1989 Section 186(1)* should the cost of acquisition be in excess of \$100,000, the Manager must publicly advertise tenders for supply of the asset.
3. Where the cost of acquisition is likely to be in excess of \$10,000 the municipality must obtain at least three quotations from prospective suppliers.
4. After a quotation or tender is accepted, the Manager will issue a purchase order with details of the asset to be acquired.
5. Upon receipt of the asset at the depot or other location the Manager or his delegate will check the asset for any damage and that it meets specifications.
6. When preparing the supplier's invoice for payment the Manager will also enclose a signed *Asset Acquisition, Disposal & Movement* form (detailing details of the asset acquired) to be forwarded to the Financial Accountant.
7. Upon receipt of the form the Financial Accountant will ensure that the acquisition details are entered into the fixed assets register.
8. Should the Manager withhold payment because of deficiencies in the item delivered the following steps will need to be adhered to:
 - not approve payment
 - contact the supplier to remedy the deficiencies
 - advise accounts payable of the pending delay to payment

Accounting for asset acquisitions

The accounting treatment for purchase of a non-current asset such as a plant and equipment item is:

Purchase

Dr	Plant & equipment	Asset
Cr	Accounts payable	Liability

The accounting treatment for the construction of an asset such as a municipal building is:

Progressive project costs

Dr	Works in progress	Asset
Cr	Accounts payable	Liability

Completion of project

Dr	Buildings & improvements	Asset
Cr	Works in progress	Asset

DEPRECIATION

Definition of depreciation

AASB 116 Property Plant & Equipment requires non-current assets that have limited useful lives to be depreciated over those useful lives.

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Depreciation is a systematic charge against revenue made for the purpose of allocating the depreciable amount of a depreciable asset over its useful life.

Depreciation is a recognition that an asset has a limited life and its service potential declines over that period. In other words it is equivalent to the consumption or loss of economic benefits embodied in non-current assets.

The depreciable amount represents the historical cost or revalued amount of an asset less the net amount (or residual value) anticipated to be recovered on disposal of the asset at the end of its useful life.

For the purposes of determining the depreciable amount of buildings *AASB 116 Property Plant & Equipment* specifies that the historical cost of freehold land and buildings must be apportioned between the land and the buildings erected on the land.

Buildings are considered to have a limited useful life and therefore need to be depreciated. Land in contrast is affected by market demand and tends to increase in value. It has no limit to its life and as a consequence is not subject to depreciation.

Methods of depreciation

AASB 116 Property Plant & Equipment stipulates that the basis for allocating the depreciable amount needs to be appropriate to the nature of the respective asset and its expected use.

The straight-line method is a means of determining systematic charges which are constant from reporting period to reporting period. The reducing-balance method has the effect of decreasing depreciation charges from reporting period to reporting period. Such decreasing allocations would be justified where an asset is expected to yield more service in the earlier reporting periods than in the later, so that it could be argued that the earlier reporting periods ought to bear a larger portion of the depreciable amount of the asset.

POLICY

The Council will use the straight-line method of depreciation for all depreciable non-current assets.

Date of commencement of depreciation

According to *AASB 116 Property Plant & Equipment* the depreciable amount must be charged from the time when a depreciable asset is first put into use or held ready for use.

POLICY

Depreciation for newly acquired assets will commence from the date of acquisition of the asset.

Date of cessation of depreciation

AASB 116 Property Plant & Equipment provides that where an asset is disposed of, scrapped or permanently withdrawn from use then depreciation will cease from that date.

POLICY

Depreciation for disposed or scrapped assets will cease at the date of disposal or scrapping of the asset.

Depreciation of additions and enhancements to existing assets

AASB 116 Property Plant & Equipment indicates that costs incurred relating to a non-current asset subsequent to it having been first put into use must be added to the carrying amount of the asset when it is probable that future economic benefits, in

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excess of the originally assessed performance of the asset, will flow to the entity in future reporting periods.

In other words, subsequent expenditure on non-current assets is recognised as part of an asset when the expenditure improves the condition of the asset beyond its originally assessed performance or capacity.

Major components of some non-current assets can be accounted for as separate assets and be depreciated separately because they have useful lives different from those of the non-current asset to which they relate.

POLICY

An addition or enhancement to an existing depreciable asset which becomes an integral part of that asset shall be depreciated over the remaining useful life of the original asset.

An addition or enhancement to an existing depreciable asset which retains a separate identity and is capable of being used after the pre existing asset is disposed of shall be depreciated independently of that existing asset on the basis of its own useful life.

Process of review of depreciation rates

In terms of AASB 116 *Property Plant & Equipment* depreciation rates must be reviewed at least annually and, if necessary, adjusted so that they will reflect the most recent assessments of the useful lives of the respective assets, having regard to such matters as asset usage and the rate of technical obsolescence.

Depreciation by its very nature is an estimate or an approximation which emphasises the need to have an ongoing review of depreciation rates. Inadequate review of depreciation could produce misleading depreciation charges as well as inaccurate estimates of the value of assets and their remaining service potential.

The following is an example of a change in depreciation following a review of depreciation rates:

Plant item at cost:	\$6,000
Original estimate of useful life:	6 years
1 st years depreciation	\$1000
2 nd years depreciation	\$1000
Written down cost at end of year 2:	\$4,000

At the end of year 2, the useful life is re-estimated downwards to 5 years, leaving only 3 years of remaining useful life instead of 4 years.

	<u>Depreciation Recalculated</u>
3rd year depreciation	\$1,333
4th year depreciation	\$1,333
5th year depreciation	\$1,333

POLICY

Depreciation rates will be reviewed annually and adjusted to reflect realistic reassessments of the useful lives of assets and the net amounts expected to be recovered on disposal.

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Accounting procedures

1. The Manager Operations will be responsible for the annual review of asset lives in respect of plant and equipment.
2. After the review the Manager Operations will forward details of any changes in useful asset lives to the Financial Accountant.
3. The Financial Accountant will ensure that the register is updated with subsequent changes to asset depreciation rates.

Useful life of assets

Useful life relates to the time period over which the asset is expected to provide service potential.

For some types of assets estimating their useful life can be a difficult exercise. Based on prior experience and knowledge of estimations of useful life within the local government sector, the following policy is recommended for the estimation of asset lives for non-current assets.

POLICY

The following classifications of assets are considered to have estimated lives as indicated for the purpose of ascertaining depreciation expense;

<u>Classification</u>	<u>Asset life (years)</u>
Roads and streets	10 - 80
Footpaths, kerb and channels	10 - 65
Bridges	5 - 80
Drainage	5 - 80
Buildings and improvements	25 - 150
Plant and equipment	3 - 10
Furniture and equipment	3 - 20
Artworks	50-100
Motor vehicles	3 - 10

Accounting for depreciation

AASB 116 *Property Plant & Equipment* states that the depreciation amount must be recognised as an expense and that the allocated amount should be included in the carrying amount or written down book value of the asset. The carrying amount of an asset comprises the original cost of the asset less accumulated depreciation to date.

The accounting treatment for a periodical depreciation charge is:

Dr	Depreciation expense	Expense
Cr	Accumulated depreciation	Asset

DISPOSAL OF ASSETS

Methods by which assets may be disposed

There are a number of ways in which assets can be disposed of, such as sale, trade-in, scrapping and retirement.

Sale of assets and trade-ins are the most common occurrences particularly with respect to plant and equipment, furniture and equipment and motor vehicles.

Retirement or scrapping of assets is usually undertaken following an overall review of assets.

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Process for identifying assets for disposal

The Council should ensure that procedures are in place to enable identification of non-current assets which are surplus to requirements, worn out or technically obsolete. This process needs to be done regularly, and at the very least, on an annual basis.

POLICY

The Council will undertake an annual review of the performance of all non-current assets.

Recommended actions emanating from the review are to be taken into account in developing the annual budget for the new financial year.

Assets shall be scrapped or retired where there is no perceived future use for those assets and there is no likelihood of sale.

Accounting for asset disposals

ASSET DISPOSALS

According to *AASB 116 Property Plant & Equipment* when a depreciable asset is scrapped or disposed of, the difference between its accumulated depreciation and historical cost less any amount recovered on disposal, must be recognised as revenue or an expense.

A depreciable asset must cease to be recognised on its disposal or when the asset is permanently withdrawn from use and there are no probable future economic benefits from its disposal.

The accounting treatment required for assets disposed of is as follows:

- Record the sale proceeds
- Reverse out the historical cost or valuation from the assets section of the general ledger
- Reverse out the accumulated depreciation from the assets section of the general ledger
- Reverse out any revaluation increment from the asset revaluation reserve.

The following is an example of the accounting treatment required for recognition of profit on sale of an item of plant and equipment.

Plant item at cost:	\$15,000
Accumulated depreciation:	\$10,000
Carrying amount:	\$5,000
Proceeds of sale:	\$6,000
Profit on sale:	\$1,000

Recording of the sale

Dr	Cash at Bank	\$6,000	Asset
Cr	Profit on Sale of Assets	\$6,000	Revenue

Removal of carrying amount of the asset

Dr	Accumulated Depreciation	\$10,000	Asset
Dr	Profit on Sale of Assets	\$5,000	Revenue
Cr	Plant & Equipment	\$15,000	Asset

POLICY

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When an asset is disposed of, the difference between the proceeds of disposal and the carrying amount of the asset will be recognised as revenue or expense.

DISPOSALS OF REVALUED ASSETS

AASB 116 *Property Plant & Equipment* provides that the gain or loss on disposal of a previously revalued non-current asset must be measured as the difference between the carrying amount of the asset at the time disposal and the net proceeds, if any, from disposal and must be recognised in the profit and loss or other operating statement for the reporting period in which disposal of the asset occurs.

POLICY

When a revalued asset is disposed of the difference between the proceeds of disposal and the carrying amount of the asset will be recognised as revenue or expense.

PARTIAL DISPOSAL OF ASSETS

Accounting procedures

1. Managers shall firstly advise the Financial Accountant of details of approved plans for partial replacement of existing non-current assets.
2. The Financial Accountant shall calculate the portion of the book value of the replaced asset to be written off as expenses in the profit and loss or other operating statement.
3. The Financial Accountant shall record the disposal in the fixed assets register.
4. The Financial Accountant will ensure that periodic depreciation charges are adjusted to record the disposal.

POLICY

Where a non-current asset is partially disposed and replaced by a new component, the book value of the replaced asset will be removed and the cost of the replacement component will represent part of the value of the asset.

INTERNAL ASSET TRANSFERS

Definitions

Assets are sometimes required to be transferred for any one of a number of reasons, such as a change in the use of the asset, changes in the requirements of the custodian and changes in the organisation structure.

Assets which are more likely to be transferred would comprise plant and equipment, motor vehicles, furniture and equipment and other assets of a portable nature.

Accordingly, procedures need to be followed to ensure that the fixed assets register is appropriately updated to reflect these transfers.

LEASED ASSETS

Definitions of leases

The Council has to deal with assets which are either leased to the municipality or are leased by the municipality to another party.

The accounting treatment for these leased assets is dependent on the type of lease entered into.

AASB 117 *Leases* distinguishes leases into two types, operating and finance leases:

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- An *Operating lease* is a lease which the lessor effectively retains all the risks and benefits associated with the ownership of the asset.
- A *Finance lease* is a lease in which the lessor effectively transfers to the lessee all such risks and benefits.

The following characteristics are indicative of a lease being classified as a finance lease:

- the lease is not cancellable, and
- ownership is transferred at the end of the lease term, or
- the lease contains a purchase option, or
- the lease term is for 75% or more of the useful life of the leased item.

A finance lease is, in effect, a financing method for acquisition of an asset. All other leases which don't have the above characteristics of a finance lease are therefore considered to be operating leases.

Rental proceeds arising from an operating lease are treated as income to the lessor and expense to the lessee. With respect to a finance lease, the rental proceeds will be treated as finance revenue to the lessor and finance expense to the lessee.

Accounting procedures

1. The Lease Administration Officer shall be responsible for maintaining a lease register for leases of municipal property.
2. The lease register shall record for each lease the following information;
 - lessee name and address
 - term of the lease including date of commencement
 - description of the leased property
 - amount of lease rental and due dates for payment
 - any special conditions.
3. The Lease Administration Officer will be responsible for retaining a signed copy of every lease contract.

POLICY

The Council will comply with the provisions of AASB 117 Leases for all lease contracts.

All leases of property owned by the Council will be recorded in a lease register.

In ascertaining approvals for leases all leases are subject to delegated authority up to defined limits.

Approval process for leases

The Council often leases non-current assets such as land and buildings to various community and other organizations. Most of these leases are considered to be operating as the Council controls and maintains the asset.

Accounting procedures

1. The Lease Administration Officer will advise the Accounts Receivable Officer and Senior Rates Administrator of any new lease entered into by the municipality as a lessor. All details relevant to the lease are to be provided including amount of lease rentals and due dates for payment.

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2. The Accounts Receivable Officer will ensure that outstanding lease rentals are reviewed on a monthly basis. The Property Officer will be advised of tenants who are experiencing difficulties in meeting the due dates for payment.
3. In the last three months of a lease the Property Officer shall arrange for an inspection of the property to determine the suitability of the tenant prior to renegotiation of the lease contract.

POLICY

Lease transactions will only be recognised when the Council is the lessor and is entitled to receive lease rentals due under the lease.

From the date of adoption of this Policy tenants of Council property are required to lodge a security deposit of a minimum of one months rent payable under the lease.

The municipality may lease property from suppliers for items such as plant and fleet vehicles. These leases are operating leases as the municipality is not obliged to maintain the assets.

POLICY

The Council will enter into a lease as lessee only when;

- *the lease approach is considered to be the least costly method compared to other forms of finance.*
- *the item to be acquired is subject to rapid obsolescence through likely technical advancements in the product.*

The Council will enter into finance leases with suppliers only when the acquisition is new.

Leases must be reviewed at least every five years. A new lease may be reentered after a review has been conducted.

Maintenance of a lease register

A review is to be conducted of the Rates Property register to ensure that Council properties which are leased to other parties are recorded against the appropriate property.

REVALUATION OF ASSETS

Why revaluation of assets is required

When a non-current asset is purchased its value is initially recognised at cost. When a construction project is completed the costs associated with the project make up the initial value of the asset.

However, depending on the class of the asset, an ongoing review program involving revaluation of the asset will need to be carried out to ensure that the carrying amount of the asset is a true reflection of the fair value of the asset.

AASB 116 Property Plant & Equipment stipulates that each class of non-current asset must be measured on either the cost basis or the fair value basis.

Cost basis is further defined as the cost of acquisition, less any accumulated depreciation and accumulated recoverable amount write-downs or impairment losses.

With respect to non-monetary assets contributed to the entity, the cost basis measure will be adopted whereby the assets will be valued at fair value at the date of

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contribution, less any accumulated depreciation and accumulated recoverable amount write-downs or impairment losses.

Fair value is defined as an amount for which an asset could be exchanged between knowledgeable, willing parties in an arms length transaction. The assumption behind the fair value basis is that the value is measured having regard to the highest and best use of the asset for which market participants would be prepared to pay.

Some non-current assets such as land and buildings are able to be measured by reference to the current market buying price for that asset. However, other infrastructure assets, such as roads and bridges, do not have a market and therefore the value is assessed involving a review of the asset's use, age and state of condition.

The Victorian Government produced a policy (entitled *Revaluation of Non-Current Physical Assets*) for the revaluation of non-current assets which had mandatory effect on all State Government departments, statutory bodies and enterprises. The policy specifies that infrastructure assets are to be measured at fair value and other assets such as plant and equipment, furniture and equipment and motor vehicles are to be measured at cost.

Although this policy has no application to local government authorities it is considered appropriate for the municipality to adopt the same approach for the purposes of recognising the value of its non-current assets.

However, it should also be acknowledged that some assets such as artworks have different characteristics to other assets in that they tend to rise in value over a period of years. Accordingly, artworks should be revalued to recognise the increase in value.

POLICY

In accordance with the Victorian Government policy 'Revaluation of Non-Current Physical Assets' infrastructure assets and land and buildings will be recognised at fair value. Other non-current assets such as plant and equipment, furniture and equipment and motor vehicles will be recorded at cost.

Artworks will be initially recognised at cost with a revaluation conducted every five years.

Process for assessing assets for revaluation

This section has application to infrastructure assets, land and buildings which are recognised at fair value.

AASB 116 Property Plant & Equipment states that where the fair value of an asset in the class of non-current assets being revalued differs materially from its carrying amount, a revaluation is necessary.

Some non-current assets may experience frequent and material movements in fair value which would require a revaluation each reporting period. For non-current assets which have immaterial movements in fair value there is no specified minimum period for revaluation, although a 3 to 5 year period is recommended in *AASB 116*.

The same accounting standard recommends that a class of non-current assets may be revalued on a progressive basis.

<u>Asset class</u>	<u>Valuation type</u>	<u>Valuation frequency</u>
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Roads and streets,
comprising:

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Sealed Roads – Urban	Fair value	4 Yearly	Last valuation: Jan 2004
Sealed Roads – Rural	Fair value	4 Yearly	Last valuation: Jan 2004
Unsealed Roads	Fair value	4 Yearly	Last valuation: Jan 2004
Bridges	Fair value	4 Yearly	Last valuation: Jan 2004
Footpaths	Fair value	4 Yearly	Last valuation: Jan 2004
Kerb and channels	Fair value	4 Yearly	Last valuation: Jan 2004
Drainage	Fair value	4 Yearly	Last valuation: Jan 2004
Land	Fair value	Biennial	Last valuation: June 2006
Buildings	Fair value	Biennial	Last valuation: June 2006

Roads and streets are to be progressively reviewed over a four year period in accordance with *AASB 116 Property Plant & Equipment*. The review process involves assessing the use, age and condition of the roads to determine an appropriate fair value of the asset.

Bridges and major culverts are required to be reviewed every four years. As with roads the review process will include an assessment of the use, age and condition of the bridge.

Footpaths, kerbs and channels and drainage are to be reviewed every three years. The review process will involve an assessment of the use, age and condition of the assets.

Land should be valued at its current market buying price. Current market buying price represents the current market value plus incidental costs in making the asset operational.

Current market buying price would form the basis for some municipal buildings. However, many municipal buildings cannot be readily obtained on the market and therefore should be valued at written-down replacement cost.

Replacement cost represents the cost of acquiring a modern equivalent version of the same asset. Written-down replacement cost is the replacement cost less accumulated depreciation.

POLICY

Revaluations of non-current assets will be in accordance with the provisions of AASB 116 Property Plant & Equipment.

Revaluations shall be made as at 1 January in the year of revaluation and shall apply from the following 30 June.

Assets within the class of roads and streets, comprising sealed urban roads, sealed rural roads and unsealed roads, will be revalued each 4 years.

Bridges and major culverts will be revalued in conjunction with roads and streets over a four year period.

Footpaths, kerbs and channels and drainage will be revalued every three years.

Land and buildings are to be revalued in accordance with the timeframe set by the Valuation of Land 1960 Act for the valuation of rateable properties.

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Persons authorised to perform revaluations

Accounting procedures

1. Revaluations of the various classes of non-current assets will be performed by as follows;

<u>Class of assets</u>	<u>Valuer</u>
Land	Municipal Valuer
Buildings and structures	Municipal Valuer
Roads and streets	Executive Engineer
Bridges	Executive Engineer
Footpaths	Executive Engineer
Kerbs and channels	Executive Engineer
Drainage	Executive Engineer
Other infrastructure assets	Executive Engineer

2. The principle persons involved in the revaluation process must be appropriately qualified in order to satisfy the skills and competence necessary to fulfill the revaluation requirements.
3. When appointing an external valuer or engineer to undertake a revaluation process the Council should ensure the following:
 - the appointment should be made in the form of a letter which includes adequate written instructions
 - due care given to the qualifications and experience of the appointee
 - specific, relevant information, such as changes in the existing or future use of the asset, must be made available to the appointee.
4. The data collected during the revaluation process must include;
 - full details of the asset
 - any changes in primary use of the asset
 - condition of the asset
 - expected remaining useful life
 - market value and/or written-down replacement cost.
5. A working group will be formed with the task of planning, collection of data and completion of the revaluation process. The group will comprise the Municipal Valuer, Infrastructure Management Officer and Financial Accountant.
6. The Financial Accountant will be responsible for recording the revaluation adjustments in the fixed assets register and general ledger as well as recognising the revaluation adjustments in the financial statements.

Accounting for revaluations

According to *AASB 116 Property Plant & Equipment* revaluation increments and revaluation decrements must be offset against one another, within a class of non-current assets, but must not be offset in respect of different classes of non-current assets.

The same standard also states that where non-current assets are revalued the net revaluation increment or decrement must be accounted for as follows;

- A net revaluation increment relating to a class of non-current assets must be credited directly to an asset revaluation reserve. However, to the extent that the net increment reverses a net revaluation decrement previously recognised as an

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expense in the operating result in respect to that same class of assets, it must be recognised immediately as revenue in the operating result.

- A net revaluation decrement relating to a class of non-current assets must be recognised as an expense in the operating result. However, to the extent that a credit balance exists in the asset revaluation reserve, in respect to that same class of non-current assets, the net revaluation decrement must be debited directly to the asset revaluation reserve.

Further to the above, *AASB 116 Property Plant & Equipment* provides that the balance of an asset revaluation reserve in respect of a class of non-current assets must only be credited with amounts in accordance with provisions of *AASB 116*. eg; amounts cannot be transferred to the asset revaluation reserve from another reserve.

The accounting standards will not allow a redefinition of the reclassification of a class of non-current assets in the balance of the asset revaluation reserve arising from a change in the functions of particular assets within the entity's operations.

The following is an example of the accounting treatment required for the revaluation of a class of assets:

An increase in valuation due to an expected increase in economic benefits.

Dr	Non-current asset - Bridges	Asset	Increase
Cr	Asset revaluation reserve	Equity	Increase

Downward revaluation due to an expected decrease in economic benefits or productivity.

Dr	Operating result	Expense	Increase
Cr	Non-current asset - Bridges	Asset	Decrease

However, should there be a previous credit balance in the asset revaluation reserve in respect to Bridges, the revaluation decrement should firstly be offset against the asset revaluation reserve, as follows;

Dr	Asset revaluation reserve	Equity	Decrease
Cr	Non-current asset - Bridges	Asset	Decrease

PHYSICAL VERIFICATION OF ASSETS

Frequency and nature of physical verification of assets

The purpose of a physical verification of assets is to confirm the accuracy of the fixed assets register and therefore the accuracy of asset values and depreciation charges.

Accounting procedures

1. All managers will be required once a year to review the fixed assets register for all assets under their control in order to confirm the accuracy of the register to the Financial Accountant.
2. Non-current assets are to be counted on a cyclical basis so that all assets are counted at least once every three years.
Computer equipment and smaller, portable equipment, such as mobile phones and digital cameras, are to be counted annually.
3. Physical verification will be undertaken on a rotation basis during the year, not just at year end.

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4. The Financial Accountant will ensure that all adjustments emanating from the physical verification process are recorded in the fixed assets register and are reflected in the general ledger.

Responsibility for undertaking and coordinating physical verification of assets

Accounting procedures

1. The Financial Accountant will be responsible for pre-planning and coordinating the physical verification process.
2. The Managers will liaise with the Financial Accountant for the purpose of assigning officers to perform the physical verification of non-current assets.
3. The Financial Accountant will be required to provide appropriate asset checklists with details of each asset, including location and age.

Investigation of variances

Accounting procedures

1. The Managers will ensure that explanations have been provided and notified to the Financial Accountant for any variances arising from the physical verification of non-current assets under their control.

Reporting of variances to Executive

1. Should there be any variances arising from a process of physical verification of non-current assets, the Financial Accountant will be required to report the findings to the Director of Corporate Services.
2. Items to be included in the report to Director of Corporate Services will include asset description, location and explanations for variations.
3. Approval must be given by Director of Corporate Services prior to any adjustments for variations being recorded in the fixed assets register and general ledger.

ACCOUNTING FOR FIXED ASSETS

Maintaining the fixed assets register and general ledger

Accounting procedures

1. The Financial Accountant will be responsible for maintaining the fixed assets register and associated general ledger accounts.

Reconciling the fixed asset register to the general ledger

Accounting procedures

1. The Financial Accountant or delegate will be required to reconcile the fixed assets register to the general ledger control accounts on an annual basis.

Reviewing capital works in progress

Works in progress represents the expenditure incurred on capital works projects which are incomplete at the reporting date.

This expenditure should remain in the non-current assets section of the Statement of Financial Position and clearly identified as works in progress.

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Once the project is completed the expenditure is entered into the fixed assets register and depreciated accordingly.

Accounting procedures

1. At the end of financial year, the Financial Accountant will be required to review all works in progress accounts in consultation with the project managers to establish the status of each project.
2. Expenditure relating to completed projects, emanating from the review process, must be recorded in the fixed assets register and journals arranged for transfers to the appropriate general ledger accounts.

GLOSSARY OF TERMS

<i>Accumulated Depreciation</i>	The aggregate, at a given point of time, of the depreciation expenses made in respect of a particular depreciable asset or class of depreciable assets.
<i>Acquisition</i>	Obtaining control of an asset, group of assets, or net assets in exchange for a cost of acquisition.
<i>Acquisition Date</i>	The date on which an acquirer obtains control of an asset, group of assets or net assets.
<i>Assets</i>	Future economic benefits controlled by the entity as a result of past transactions or other past events.
<i>Capital Expenditure</i>	Expenditure that improves, enlarges or adds to the service potential of an asset.
<i>Carrying Amount</i>	In relation to an asset or liability, the amount at which the asset or liability is recorded in the accounting records at a particular date.
<i>Control</i>	The capacity of an entity to dominate the decision-making, directly or indirectly, in relation to the financial and operating policies of another entity so as to enable that other entity to operate with it in pursuing the objective of the controlling entity.
<i>Cost of Acquisition</i>	The purchase consideration plus any incidental costs directly attributable to the acquisition.
<i>Current Assets</i>	Cash or other assets of the entity that would in the ordinary course of operations of the entity be consumed or converted into cash within twelve months after the end of the last reporting period of the entity.
<i>Current Market Buying Price</i>	The amount for which an asset with similar service potential could be bought by a knowledgeable willing buyer, from a knowledgeable willing seller, in an arm's length transaction at current prices plus the buyer's

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	transaction costs and all other costs involved in making the asset operational.
<i>Current Market Value</i>	The price that a willing but not anxious buyer would accept for an asset in an arm's length transaction at current prices.
<i>Depreciable Amount</i>	The historical cost of a depreciable asset, or other revalued amount substituted for historical cost, in the financial report, less in either case the net amount expected to be recovered on disposal of the asset at the end of its useful life.
<i>Depreciable Asset</i>	A non-current asset having a limited useful life.
<i>Depreciation Expense</i>	An expense recognised systematically for the purpose of allocating the depreciable amount of a depreciable asset over its useful life.
<i>Entity</i>	Legal, administrative or fiduciary arrangement, organisational structure or other party (including a person) having the capacity to deploy scarce resources in order to achieve objectives.
<i>Equity</i>	The residual interest in the assets of the entity after deduction of its liabilities.
<i>Expenses</i>	Consumptions or losses of future economic benefits in the form of reductions in assets or increases in liabilities of the entity, other than those relating to distributions to owners, that result in a decrease in equity during the reporting period.
<i>Fair Value</i>	The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.
<i>Liabilities</i>	Future sacrifices of economic benefits that the entity is presently obliged to make to other entities as a result of past transactions or other past events.
<i>Non-Current Assets</i>	All assets other than current assets.
<i>Recognised</i>	Reported on, or incorporated in amounts reported on, the financial statements.
<i>Recoverable Amount</i>	In relation to an asset, the net amount that is expected to be recovered through the cash inflows and outflows arising from its continued use and subsequent disposal
<i>Replacement Cost</i>	The gross current cost of a modern equivalent asset of the same service capacity.

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<i>Revaluation</i>	The act of recognising a reassessment of the carrying amount of a non-current asset to its fair value as at a particular date, but excludes recoverable amount write-downs and impairment losses.
<i>Revaluation Decrement</i>	The amount by which the revalued carrying amount of a non-current asset as at the revaluation date is less than its previous carrying amount.
<i>Revaluation Increment</i>	The amount by which the revalued carrying amount of a non-current asset as at the revaluation date exceeds its previous carrying amount.
<i>Revenues</i>	Inflows or other enhancements, or savings in outflows, of future economic benefits in the form of increases in assets or reductions in liabilities of the entity, other than those relating to contributions by owners, that result in an increase in equity during the reporting period.
<i>Useful Life</i>	The estimated period of time over which the future economic benefits embodied in a depreciable asset are expected to be consumed by the entity or the estimated total service, expressed in terms of production or similar units, that is expected to be obtained from the asset by the entity.
<i>Written-Down Replacement Cost</i>	The gross current cost of a modern equivalent asset of the same capacity less accumulated depreciation.

Appendix 1 - SUMMARY OF FIXED ASSETS POLICIES

The following is a summarised version of the fixed assets policies. For a more detailed explanation of the background to the policies please refer to the appropriate headings in the earlier sections of this manual.

Acquisitions

The municipality will recognize all material controlled non-current asset in its financial statements.

Controlled non-current assets will include Crown land, land under roads (if prescribed in the accounting standards) and assets for which the municipality may not have ownership.

Acquisition and construction costs

The acquisition cost of an acquired non-current asset must include all costs directly related to the acquisition.

Construction projects relating to infrastructure assets must include all costs associated with the project.

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Capitalisation thresholds

The Council will recognise in the Statement of Financial Position expenditure on non-current assets for each class of assets where outlays on separate items is in excess of the following thresholds;

<u>Classification</u>	<u>\$</u>
Roads and streets	\$5,000
Footpaths, kerb and channels	\$5,000
Bridges	\$5,000
Drainage	\$5,000
Buildings and improvements	\$1,000
Plant and equipment	\$1,000
Furniture and equipment	\$500
Library stock	
Artworks	\$50
Motor vehicles	\$10,000
Minor plant & accessories	\$1,000

Acquisition outlays on non-current assets with less than these values will be treated as recurrent expenses in the accounting period of purchase.

The capital threshold will be reviewed at least every five years.

Purchases of portable items such as computer equipment, mobile phones, hand held organisers and digital cameras, which have not exceeded the threshold, are to be recorded in the fixed assets register but these items are to be clearly distinguished from other assets and are not to be included as non-current assets in the Statement of Financial Position.

Methods of depreciation

The Council will use the straight-line method of depreciation for all depreciable non-current assets.

Date of commencement of depreciation

Depreciation for newly acquired assets will commence from the date they were acquired/completed.

Date of cessation of depreciation

Depreciation for disposed or scrapped assets will cease at the date of disposal/scrapping.

Depreciation of additions and enhancements to existing assets

An addition or enhancement to an existing depreciable asset which becomes an integral part of that asset shall be depreciated over the remaining useful life of the original asset.

An addition or enhancement to an existing depreciable asset which retains a separate identity and is capable of being used after the pre existing asset is disposed of shall be depreciated independently of that existing asset on the basis of its own useful life.

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Process of review of depreciation rates

Depreciation rates will be reviewed annually and adjusted to reflect realistic reassessments of the useful lives of assets and the net amounts expected to be recovered on disposal.

Useful life of assets

The following classifications of assets are considered to have estimated lives as indicated for the purpose of ascertaining depreciation expense:

<u>Classification</u>	<u>Asset life (years)</u>
Roads and streets	10 - 80
Footpaths, kerb and channels	10 - 65
Bridges	5 - 80
Drainage	5 - 80
Buildings and improvements	25 - 150
Plant and equipment	3 - 10
Furniture and equipment	3 - 20
Library books	
Artworks	50-100
Motor vehicles	3 - 10

Process for charging depreciation

Depreciation charges will be charged on a quarterly basis.

Process for approving asset disposals

Assets for sale will not be handed over until sale proceeds have firstly been received.

Process for identifying assets for disposal

The Council will undertake an annual review of the performance of all non-current assets.

Recommended actions emanating from the review are to be taken into account in developing the annual budget for the new year.

Assets shall be scrapped or retired where there is no perceived future use for those assets and there is no likelihood of sale.

Accounting for asset disposals

When an asset is disposed of, the difference between the proceeds of disposal and the carrying amount of the asset will be recognised as revenue or expense.

When a revalued asset is disposed of the difference between the proceeds of disposal and the carrying amount of the asset will be recognised as revenue or expense.

Where a non-current asset is partially disposed and replaced by a new component, the book value of the replaced asset will be removed and the cost of the replacement component will represent part of the value of the asset.

Definitions of leases

The Council will comply with the provisions of AASB 1008 Leases for all lease contracts.

All leases of property owned by the Council will be recorded in a lease register.

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Approval process for leases

Lease transactions will only be recognised when the Council is the lessor and is entitled to receive lease rentals due under the lease.

Should the Council enter into a lease in which it is not entitled to receive a lease rental, the leased asset is not considered to be controlled by the municipality and the leased asset will not be recognised as an asset of the municipality.

From the date of adoption of this Policy tenants of Council property are required to lodge a security deposit of a minimum of one months rental payable under the lease.

The Council will enter into a lease as lessee only when;

- the lease approach is considered to be the least costly method compared to other forms of finance.*
- the item to be acquired is subject to rapid obsolescence through likely technical advancements in the product.*

The Council will enter into leases with suppliers only when the acquisition is new.

Leases must be reviewed at least every five years. A new lease may be reentered after a review has been conducted.

Revaluation of assets

In accordance with the Victorian Government policy 'Revaluation of Non-Current Physical Assets' infrastructure assets and land and buildings will be recognised at fair value. Other non-current assets such as plant and equipment, furniture and equipment and motor vehicles will be recorded at cost.

Artworks will be initially recognised at cost with a revaluation conducted every five years.

Process for assessing assets for revaluation

Revaluations of non-current assets will be in accordance with the provisions of AASB 116 Property Plant & Equipment.

Revaluations shall be made as at 1 January in the year of revaluation and shall apply from the following 30 June.

Assets within the class of roads and streets, comprising sealed urban roads, sealed rural roads and unsealed roads, will be revalued each 4 years.

Bridges and major culverts will be revalued in conjunction with roads and streets over a three year period.

Footpaths, kerbs and channels and drainage will be revalued every three years.

Land and buildings are to be revalued in accordance with the timeframe set by the Valuation of Land 1960 Act for the valuation of rateable properties.

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Appendix 2 - SUMMARY OF FIXED ASSETS PROCEDURES

The following is a summary of accounting procedures contained in the earlier sections of this manual;

Process for preparing and approving construction projects

1. *The Manager responsible for the construction project will ensure that the following occurs at the preliminary stage;*
 - *review of initial design, plans, costing, needs analysis and assessment made of impact of any significant changes.*
 - *consideration given to likely efficiencies arising from the use of external contractors.*
 - *consideration of municipal resources required to complete the project.*
 - *confirmation of external and internal funding together with the appropriate documentation.*
 - *projected time period for the construction phase in consultation with the Accountant and other appropriate officers.*
2. *Appoint an appropriate officer as Project Manager to be responsible for and supervise the project, as well as liaise with the contractor.*
3. *The Project Manager will ensure that the following is undertaken;*
 - *invite proposals for construction of the project.*
 - *arrange for execution and sealing of the contract.*
 - *ensure that contractors have paid security deposits and submitted bank guarantees associated with the contract.*
4. *Preparation of a detailed budget for the project in consultation with the Financial Accountant.*
5. *Arrange for monthly reporting of project costs to budget to monitor possible expenditure overruns.*
6. *The Project Manager is to review and approve contract progress claims and variations and forward to accounts payable for payment.*
7. *On completion of the project, the following will be undertaken;*
 - *appropriate asset details are recorded in the fixed assets register.*
 - *relevant general ledger accounts are updated for the transfer of works in progress expenditure to non-current assets.*
 - *A comparison of actual to budgeted costs including explanations for major variances.*

Approval for other asset acquisitions

1. *For cash budgeting purposes the Managers responsible for asset acquisitions must confirm with the Accountant the timing of those acquisitions.*
2. *In accordance with the Local Government Act 1989 Section 186(1) should the cost of acquisition be in excess of \$100,000, the Manager must publicly advertise tenders for supply of the asset.*
3. *Where the cost of acquisition is likely to be in excess of \$10,000 the municipality must obtain at least three quotations from prospective suppliers.*
4. *After a quotation or tender is accepted, the Manager will issue a purchase order with details of the asset to be acquired.*

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5. *Upon receipt of the asset at the depot or other location the Manager or his delegated authority will check the asset for damages and specifications.*
6. *When preparing the supplier's invoice for payment the Manager will also enclose a signed Asset Acquisition, Disposal & Movement form (detailing details of the asset acquired) to be forwarded to the Financial Accountant.*
7. *Upon receipt of the form the Financial Accountant will be required to enter the acquisition details into the fixed assets register.*
8. *Should the Manager withhold payment because of deficiencies in the item delivered the following steps will need to be adhered to;*
 - *not approve payment*
 - *contact the supplier to remedy the deficiencies*
 - *advise the accounts payable of the pending delay to payment*

Process of review of depreciation rates

1. *The Works Officer will be responsible for the annual review of useful asset lives in respect of plant and equipment.*
2. *After the review the Works Officer will forward details of any changes in useful asset lives to the Accountant.*
3. *The accountant will ensure that the register is updated with subsequent changes to asset depreciation Rates.*

Process for charging depreciation

1. *At the beginning of the financial year the Financial Accountant will prepare a schedule of depreciation charges for the year for each classification of non-current assets.*
2. *The schedule will disclose depreciation charges on a quarterly basis and will form the basis of the quarterly depreciation charges.*
3. *At the beginning of each quarter the schedule will be updated to include any asset additions and disposals which occurred during the previous quarter.*
4. *At the end of the financial year the quarterly postings of depreciation charges will be reconciled with full year calculations taking into consideration acquisitions and disposals of assets.*

Process for approving asset disposals

1. *Managers must complete and sign an Asset Acquisition, Disposal & Movement form for every non-current asset under their responsibility which is disposed of.*
2. *A copy of the form is to be forwarded to the Financial Accountant who will record the disposal in the fixed assets register.*
3. *The Financial Accountant will ensure that adjustments are recorded for depreciation with respect to disposed assets.*

Process for identifying assets for disposal

1. *Managers who have responsibilities for managing non-current assets will, by 30 June each year, conduct a review of their assets for the purpose of identifying excess, under utilized, worn out or obsolete assets.*
2. *Each Manager will forward to Director of Corporate Services a list of these assets with recommendations for further actions.*

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3. *The list will be reviewed by Director of Corporate Services and referred to Council with recommended action.*
4. *The Financial Accountant will ensure that the fixed assets register and general ledger are updated as a result of actions approved by the Council*

Partial disposal of assets

1. *Managers shall firstly advise the Financial Accountant of details of approved plans for partial replacement of existing non-current assets.*
2. *The Accountant shall calculate the portion of the book value of the replaced asset to be written off as expenses in the profit and loss or other operating statement.*
3. *The Financial Accountant shall record the disposal in the fixed assets register.*
4. *The Financial Accountant will ensure that periodic depreciation charges are adjusted to record the disposal.*

Definitions of leases

1. *The Lease Administration Officer shall be responsible for maintaining a lease register for leases of municipal property.*
2. *The lease register shall record for each lease the following information;*
 - *lessee name and address*
 - *term of the lease including date of commencement*
 - *description of the leased property*
 - *amount of lease rental and due dates for payment*
 - *any special conditions.*
3. *The Lease Administration Officer will be responsible for retaining a signed copy of every lease contract.*

Approval process for leases

1. *The Lease Administration Officer will advise the Accounts Receivable Officer and Senior Rates Administrator of any new lease entered into by the municipality as a lessor. All details relevant to the lease are to be provided including amount of lease rentals and due dates for payment.*
2. *The Accounts Receivable Officer will ensure that outstanding lease rentals are reviewed on a monthly basis. The Lease Administration Officer will be advised of tenants who are experiencing difficulties in meeting the due dates for payment.*
3. *In the last three months of a lease the Lease Administration Officer shall arrange for an inspection of the property to determine the suitability of the tenant prior to renegotiation of the lease contract.*

Process for transferring assets within the municipality

1. *Managers must complete and sign an Asset Acquisition, Disposal & Movement form for every non-current asset under their responsibility which is transferred.*
2. *A copy of the form is to be forwarded to the Financial Accountant who will record the transfer in the fixed assets register.*

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Persons authorised to perform revaluations

1. *Revaluations of the various classes of non-current assets will be performed by as follows;*

<u>Class of assets</u>	<u>Valuer</u>
Land	Municipal Valuer
Buildings and structures	Municipal Valuer
Roads and streets	Executive Engineer
Bridges	Executive Engineer
Footpaths	Executive Engineer
Kerbs and channels	Executive Engineer
Drainage	Executive Engineer
Other infrastructure assets	Executive Engineer

2. *The principle persons involved in the revaluation process must be appropriately qualified in order to satisfy the skills and competence necessary to fulfill the revaluation requirements.*
3. *When appointing an external valuer or engineer to undertake a revaluation process the Council should ensure the following;*
 - *the appointment should be made in the form of a letter which includes adequate written instructions*
 - *due care given to the qualifications and experience of the appointee*
 - *specific, relevant information, such as changes in the existing or future use of the asset, must be made available to the appointee.*
4. *The data collected during the revaluation process must include;*
 - *full details of the asset*
 - *any changes in primary use of the asset*
 - *condition of the asset*
 - *expected remaining useful life*
 - *market value and/or written-down replacement cost.*
5. *A working group will be formed with the task of planning, collection of data and completion of the revaluation process. The group will comprise the Municipal Valuer, Executive Engineer and Financial Accountant.*
6. *The Financial Accountant will be responsible for recording the revaluation adjustments in the fixed assets register and general ledger as well as recognising the revaluation adjustments in the financial statements.*

Frequency and nature of physical verification of assets

1. *All managers will be required once a year to review the fixed assets register for all assets under their control in order to confirm the accuracy of the register to the Financial Accountant.*
2. *Non-current assets are to be counted on a cyclical basis so that all assets are counted at least once every three years.*
Computer equipment and smaller, portable equipment, such as mobile phones and digital cameras, are to be counted annually.
3. *Physical verification will be undertaken on a rotation basis during the year, not just at year end.*
4. *The Financial Accountant will ensure that all adjustments emanating from the physical verification process are recorded in the fixed assets register and are reflected in the general ledger.*

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Responsibility for undertaking and coordinating physical verification of assets

1. *The Financial Accountant will be responsible for pre-planning and coordinating the physical verification process.*
2. *The Managers will liaise with the Financial Accountant for the purpose of assigning officers to perform the physical verification of non-current assets.*
3. *The Financial Accountant will be required to provide appropriate asset checklists with details of each asset, including location and age.*

Investigation of variances

1. *The Managers will ensure that explanations have been provided and notified to the Financial Accountant for any variances arising from the physical verification of non-current assets under their control.*

Reporting of variances to management

1. *Should there be variances arising from a process of physical verification of non-current assets, the Accountant will be required to report the findings to the Director of Corporate Services.*
2. *Items to be included in the report to Director of Corporate Services will include asset description, location and explanations for variations.*
3. *Approval must be given by Director of Corporate Services prior to any adjustments for variations being recorded in the fixed assets register and general ledger.*

Maintaining the fixed assets register and general ledger

1. *The Financial Accountant will be responsible for maintaining the fixed assets register and associated general ledger accounts.*

Reconciling the fixed assets register to the general ledger

1. *The Financial Accountant will be required to reconcile the fixed assets register to the general ledger control accounts on a monthly basis.*

Reviewing capital works in progress

1. *At the end of each quarter, the Financial Accountant will be required to review all works in progress accounts in consultation with the project managers to establish the status of each project.*
2. *Expenditure relating to completed projects, emanating from the review process, must be recorded in the fixed assets register and journals arranged for transfers to the appropriate general ledger accounts.*

ATTACHMENT 7

CONFIDENTIAL

File 30/14/03

HEPBURN SHIRE COUNCIL

**RECOMMENDATIONS FOR COMMUNITY GRANTS
2007/2008 – ROUND ONE**



Category

Indicated in left column. Y – Youth, CA – Culture and Arts, CS – Community Strengthening

Available Resources for this round

Youth - \$2,500

CA - \$2,500

CS - \$16,500

Scoring

Youth – applications were reviewed by 2 members of the Youth Advisory Committee (YAC) and the Youth Development Co-ordinator (YDC). Each assigned a score out of 95. The Manager Community Services, Director of Corporate Services and Culture and Arts Officer each reviewed the applications and determined a mean average score from their assessment. This mean was calculated in conjunction with those scores of the YAC and YDC to reach the mean presented in the table. The mean in turn determined the ranking. Ranked out of 4 being number of applications received in the youth category.

Culture & Arts - applications were reviewed by 3 members of the Culture & Arts Advisory Committee (CAAC). Each assigned a score out of 95. The Manager Community Services, Director of Corporate Services and Culture and Arts Officer each reviewed the applications and determined a mean average score from their assessment. This mean was calculated in conjunction with those scores of the YAC and YDC to reach the mean presented in the table. The mean in turn determined the ranking. Ranked out of 7 being number of applications received in the culture & arts category.

Community Strengthening - applications were reviewed by 2 members of the Hepburn Healthy Communities Advisory Committee (HHC) and the Community Strengthening Co-ordinator (CSC). Each assigned a score out of 95. The Manager Community Services, Director of Corporate Services and Culture and Arts Officer each reviewed the applications and determined a mean average score from their assessment. This mean was calculated in conjunction with those scores of the YAC and YDC to reach the mean presented in the table. The mean in turn determined the ranking. Ranked out of 19 being number of applications received in the community strengthening category.

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Youth							
	APPLICANT	SUMMARY OF GRANT SOUGHT	\$ AMOUNT REQUESTED FROM HSC	TOTAL PROJECT AMOUNT \$	MEAN SCORE	RANK	RECOMMEND & COMMENTS
1. Y	Daylesford District Girl Guides / Glenda Fleischer (NPFO)	Daylesford Guide Hall Kitchen / Meeting room floor covering	2,180	3,460	29	3	\$250 – Application was not strong and demonstrated no significant community building.
2. Y	Sturt-Yuille Division Council of Girl Guides / Robyn Ashmore	Oven – replacement of current over at Lingbogol. (Guides from Daylesford Creswick and Trentham use the camp site).	1,900	2,200.	27	4	\$250 – Application was not strong and demonstrated no significant community building.
3. Y	Daylesford Neighbourhood Centre VCAL Program / Stephanie Goetz-Thies	Emu Made of Stars – Students of the program are writing and creating a short file as part of their course work. This group of young people is made up of predominately disadvantaged individuals, some of whom would be classified as at risk.	2,000	12,300	85.5	1	\$1000 – thought to be a significant contribution to youth wellbeing and community.

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4. Y	Ballarat District Scouts / Gjama Lopez Matta (NPFO)	SK8 and CREATE will involve youth within the 1 st Daylesford Joeys, Scouts and Rovers groups as well as Daylesford Secondary College VCAL students in the design and the implementation of a series of Mosaics for the sides and the backs of ramps at the Skate Park in Daylesford.	1,848.	7,848.	82	2	\$1000 – engaging several different groups and improving on existing youth infrastructure. Will need to work in with recreation officer in light of previous and ongoing work in the park.
	Total Youth		\$7928	\$25, 808			\$2500

Culture and Arts

	APPLICANT	SUMMARY OF GRANT SOUGHT	\$ AMOUNT REQUESTED FROM HSC	TOTAL PROJECT AMOUNT \$	MEAN SCORE	RANK	RECOMMEND & COMMENTS
1. CA	Glenlyon Music Festival / Garry Eyles (NPFO)	Glenfest 2008	\$500	9,600	69.8	3	\$500

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2. CA	Creswick-Smeaton RSL / Norah Stubbs	"Avenues of Honour", as shown at the shrine of Remembrance Melbourne. To create an exhibition using material from the exhibition at the shire of Remembrance along with memorabilia and contribution from the Creswick Light Horse Brigade and other local people and organisations. There will also be a powerpoint program going continuously showing various view of the Avenues, with a voice-over giving a full description.	\$1,000	13,880	74.8	1	\$500 – Acknowledged as a strong project. Reduced amount awarded as project has already received significant in-kind from council including hall hire and C&A Officer time.
3. CA	Creswick Museum & Gold Battery / Jack Sewell	Gold Crushing Battery – purchase equipment to operate machinery on the fourth Sunday of the month.	580	730.	46.3	7	No allocation – application lacked detail. Two applications received from same organisation and the other was a stronger application.

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4. CA	Creswick Museum & Gold Battery / Margaret Fullwood	Converting strong room as suitable storage room for artefacts. Following consultation with both the Engineer & Heritage Adviser the following needs to be undertaken. Present shelving removed and hole patched. Floor to be re concreted where concrete has crumpled and vinyl laid. Walls seals; steel book cases purchased to house "Creswick Advertisers" as instructed by Conservation Consultants.	765	1,365.	60.3	5	\$500 - As above. \$500 thought to be a significant contribution toward the project.
5. CA	"Opera Affair" / Maureen Sartori Peterson	A concert performance of "The Merry Widow"	500	3,657.	67.5	4	Not this round. Assessors liked the project however timelines were not thought to be realistic for what was being proposed, i.e. engaging school children. Suggest applicants to work with C&A Officer to resubmit next round.
6. CA	Daylesford Foto Biennale Inc. / Jeff Moorfoot	DFB Exhibition Display Stands	2,000	9,450.	74.3	2	\$1000. Recognised to be a benefit for whole of community. Recommended condition that these be rented to other community groups at below commercial rates.

ATTACHMENT 7

7. CA	Basil Eliades	An Animated Epic – two artists will work together to draw approximately two thousand large, sequential drawings on one piece of paper. The theme will be taken from one of Basil Eliades' poems from his published book 3rd i. The drawing will be then animated and composted in to a short film and screen as part of the National Poetry Festival.	1,000	3,450.	58.8	6	No allocation – Application didn't reflect significant community benefit. Thought to be primarily to benefit of individual applicants.
Total CA			\$6345	\$39,132			\$2500

Community Strengthening

	APPLICANT	SUMMARY OF GRANT SOUGHT	\$ AMOUNT REQUESTED FROM HSC	TOTAL PROJECT AMOUNT \$	MEAN SCORE	RANK	RECOMMEND & COMMENTS
1. CS	Dean Hall & Mechanics Institute (NPFO)	Heritage Walk (Signs + installation,; brochures; advertising; artwork; photos)	960.	2,782.	69.75	4	\$960
2. CS	Andersons Mill Festival / Greg May	Weather Protection for Festival	500	1,000.	62.5	10	\$500 – Identified that these could be shared as a community asset

ATTACHMENT 7

3. CS	Clunes Tourist & Development Assoc. Inc / Jane Lescock	Christmas Decorations	611	1,722.	58	13	\$611
4. CS	Clunes & District Pre-School / Wendy O'Kelly	Sandpit cover up	800	900.	41.75	18	No allocation – Very limited benefit. Should have been budgeted for as a part of original sandpit purchase.
5. CS	Daylesford & District Historical Society Inc. / David Endacott	Digital Camera for Newspaper Archive Copying	969	1,569.	56.25	14	\$500 – Organisation already received annual council funding.
6. CS	Rural Access – Building Inclusive Communities / Fiona Strahan	Hepburn Mobility Map – The project will develop a map of the five major town in the Hepburn Shire that identifies: Accessible toilets public and private; accessible parking; rest areas on footpaths; information centres; main services: hospitals, police; accessible post offices and banks/AMT's.	2000	5,130	55	15	\$1000 – Popular idea with some assessors. Recommendation that this project be considered in conjunction with existing town maps produced by the Shire to reduce replication. Encourage to seek further funding from philanthropic trust.
7. CS	Daylesford Little Monkeys Playgroup / Lindy Churches	Careful selection and purchase of a range of new equipment to support playgroup activities.	540	800.	70.5	3	\$250 – Group received funding in 2005. Need to consider other source of revenue generation such as increasing rates from \$00.50 per week. Concern over sustainability or repeated funding to playgroups.

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3. CS	Cricket Willow Wanderers Inc. – Adrian Tinetti	Run for the Willow is a fundraising event for Camp Quality and local causes. `The 3 rd Run for the Willow carnival will be held at Cricket Will on Saturday 5 January 2008. Australia's finest athletes for a full card of Victorian Athletic League professional footraces. The main Event will be the \$2,000 100m Daylesford Gift.	500	34,000	71	2	\$500
9. CS	Daylesford Community Acrobatics & Circus / Mara Macs	To engage a professional circus performer and trainer to run a week workshop. The workshop aims to enhance the Group's technical and performance skills.	850	850.	59.5	12	\$500 - Application lacking information. Demonstrated little contribution from group. Some assessors however felt this to be a good example of community building.
10. CS	Daylesford Laugh Club / Greg Govinda	Laugh Club promotion and development.	390	390.	47.5	16	\$250 – Recommendation that funding is used for purchase of banner and not paper. Limited demonstration of accessing or generating own resources.

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11. CS	New Years Eva Gala Rescue / Robert Scott	New Years Eve Gala 2007 – a continuation of the traditional New Years Eve parade on Vincent Street.	\$2000	2,000.	45	17	\$1300 – As requested for liability insurance. Concerns by assessors as to sustainability and what action will be taken in future years. Application also not completed adequately and lacking detail.
12. CS	Daylesford Primary School / Peter Burke	The Stephanie Alexander Kitchen Garden Program. Four stage strategic plan – The initial stage is to develop an appropriate garden site.	2,000	2,000	67.5	6	\$1500 Project popular with assessors. There were some inadequacies in budget. \$1500 will cover cost of materials rain tanks as outlines in application but not bobcat hire.
13. CS	Wombat Kindergarten Initiative Inc. / Jacinta Saunders	Greening Wombat Steiner Playgroup – project would be to plan and grow a vegetable garden with the children of Wombat Steiner Playgroup and Stepping Stones group who are aged between 1 and 5 years. This will introduce sustainable gardening practices to the children by incorporating the garden project as part of their weekly routine.	767	2,434.	68.7	5	\$500 toward purchase of materials. Concerns voiced over future of this fledgling group, currently located in shared short- term premises.

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14. CS	Daylesford Learning Collective – Multi-aged, Holistic Primary School. Miri	Establishment costs. Reason for funding application: payment of a teacher, rent and resources. Very low fee school with approximately 50% of families in receipt of pension or benefits.	0 – 2,000	2,000.	35.7	19	No allocation – Assessors felt that the establishment of a school is not appropriate use of community grant and that this should be supported independently.
15. CS	Clunes Neighbourhood House / Karen McMullan	Apple Macbook Shared Resource – this resource is to be shared between the Ravan Project and Clunes Neighbourhood House therefore providing a multi organisation benefit. The lap-top in combination with CNH's camera permanently available to the Raven Project will be used to facilitate film and music projects with young people across the Shire and the boarder Clunes community.	2,000	13,034.	62.1	11	\$750 Suggest applicants seek philanthropic funding for remainder through DGR status partner – Family Services.
16. CS	Daylesford Neighbourhood Centre / Kathleen Brannigan	Replace photocopier – DNC is seeking a contribution toward the purchase of a new photocopier. The old copier has no capacity to collate or manual feed option which makes photocopying time consuming.	1,950	2,950.	66.3	7	\$1500 An improved photocopying facility available to the public at a low cost was seen to be a significant community strengthening initiative.

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17. CS	Daylesford Secondary College / Elaine Anderson	BBQ – This project is designed to provide breakfast to students at DSC and strengthen community links and connectedness through providing an opportunity for the students to feel valued by the wider community.	500	4,150	78.7	1	\$500 Application included quote for new BBQ & equipment to the sum of \$270. Additional money will allow for improved equipment and gas bottle.
18. CS	Trentham Festival / Sheryl Thompson		2,000	16,835	64.2	9	\$1,250 Application had not provided adequate detail. Assessors would have preferred to know how the money was to be spent. They felt that it could be lost in the pool of festival funding.
19. CS	Trentham Quarry St Reserve	Construction of outdoor sound stage	2,000	8,500	64.5	8	\$2,000 Whilst this application should ideally have been put forward to the Recreation Advisory Committee, due to timing issues it is appropriate to deal with it as a Community Grant.
	Total		23,497	103,046			14,371

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
d Total	-1,581,550	-8,660,166		
Administration	-6,772,500	-8,265,074		
I. Administration	-6,772,500	-8,214,785		
111. Corporate Services	-10,275,450	-9,138,287		
1000. Corporate Services	-10,275,450	-9,138,287		
Expenditure	905,000	212,729	21%	
001. Operating Expenses	637,500	135,394	18%	
003. Conferences	2,000	365	22%	
004. Printing & Stationery	14,000	3,102	27%	
010. Rate Notices	14,500	3,944	2%	
014. Training	9,000	200	0%	
069. Agency Fees	2,000	0	21%	Sept A/C paid in October
086. Debt Collection	40,000	8,589	81%	Review of all telephone and internet costs being undertaken.
104. Telephone	2,500	2,023	35%	Majority of expenditure will occur in the first half.
129. Valuations	150,000	52,121	0%	Usually undertaken in the second half.
190. Customer Satisfaction Survey	5,500	0	25%	
407. Plant & Equipment	28,000	6,990		
Income	-11,180,450	-9,351,016		
502. Govt. Grants/subsidies	0	0	20%	
506. Interest	-205,000	-40,592	36%	
516. Certificate Fees	-13,500	-4,810	55%	Higher volume of photocopying being carried out for groups
528. Photocopying	-750	-414	61%	Agents for DPI Exceptional Circumstances
532. Agency Fees	-1,500	-912	8%	
547. Insurance Recoups	-3,700	-300	35%	Invoiced in advance
551. Lease	-22,200	-7,824	76%	Teisira annual rent (licence) charged in advance
562. Miscellaneous	-1,500	-1,136	0%	
563. Interest - Sundry Debtors	-600	0	9%	
565. Interest - Heritage Loans	-250	-21	114%	Rate collection activity for 2006/2007 arrears, limited recovery from here on.
566. Reimbursements - Legal Fees	-40,000	-45,424	114%	Requests already exceeded Budget
569. Freedom Of Information	-100	-114	100%	Full year's rates brought to account in July
579. General Rates	-8,251,800	-8,287,522	6%	
586. Valuation Receipts	-75,000	-4,350	23%	
587. Interest On Rates	-55,000	-12,518	25%	
589. Grants	-2,095,950	-530,926	100%	Full year's charges brought to account in July
594. Municipal Charge	-413,600	-414,155		

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
112. Technical Services	760,700	141,093		
1050. Technical Services	487,900	82,870		
Expenditure	510,000	113,266		
001. Operating Expenses	448,300	98,195	22%	
003. Conferences	800	0	0%	
004. Printing & Stationery	12,500	3,150	25%	
014. Training	2,000	0	0%	
104. Telephone	2,400	1,091	45%	Review of all telephone and internet costs being undertaken.
407. Plant & Equipment	42,000	10,485	25%	
408. Furniture & Equipment	2,000	345	17%	
Income	-22,100	-30,396		
502. Govt. Grants/subsidies	0	0		
518. Supervision Fees	-1,000	-14,881	1488%	Project Management Fee Smith St
524. Legal Point Of Discharge Fee	-100	-233	233%	Higher activity than anticipated
528. Photocopying	-1,000	-283	28%	
546. Administration Fees	-20,000	-15,000	75%	ARC Administration
1080. Engineering Services	272,800	58,223		
Expenditure	272,800	58,223		
001. Operating Expenses	222,600	48,237	22%	
004. Printing & Stationery	9,500	672	7%	
014. Training	3,000	908	30%	
044. Rental	4,500	736	16%	
066. Asset Management & Special Projects	15,000	3,025	20%	
104. Telephone	1,500	293	20%	Review of all telephone and internet costs being undertaken.
201. Survey	1,100	858	78%	OK will only expend as necessary
407. Plant & Equipment	14,000	3,495	25%	
408. Furniture & Equipment	1,600	0	0%	
113. Council Management	565,300	115,776		
1200. Council Management	565,300	115,776		
Expenditure	565,300	115,776		
001. Operating Expenses	376,200	77,062	20%	
003. Conferences	3,000	39	1%	
004. Printing & Stationery	8,000	1,061	13%	
009. Meeting Expenses	7,500	2,578	34%	
012. Subscriptions	4,000	969	24%	
014. Training	3,000	840	28%	

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
016. Mayoral/councillors	70,000	16,769	24%	
018. Electoral Review Costs	33,500	0	0%	
022. Traveling	24,000	7,996	33%	
067. Councilor Development	5,000	2,273	45%	
101. Electricity	2,400	600	25%	
104. Telephone	7,000	1,270	18%	Review of all telephone and internet costs being undertaken.
110. Cleaning	1,200	300	25%	
190. Customer Satisfaction Survey	2,500	0	0%	
240. Internet Costs	1,000	343	34%	Review of all telephone and internet costs being undertaken.
407. Plant & Equipment	14,000	3,495	25%	
408. Furniture & Equipment	3,000	180	6%	
114. Civic Activities	143,000	21,587		
1250. Civic Activities Expenditure	143,000	21,587		
004. Printing & Stationery	2,000	5	0%	
009. Meeting Expenses	8,500	1,041	12%	
015. Council Promotion	6,000	3,117	52%	
036. Community Newsletter/brochures	5,000	3,342	67%	
039. Community Grants Scheme	40,000	900	2%	
040. Council Controlled Halls Sec 86 Hall Hire	5,000	300	6%	
056. Women's Day Events	3,000	0	0%	
062. Council Communications Newspapers	41,000	9,013	22%	
111. Community Leadership Courses	4,000	348	9%	
143. Attendance At Dinners & Events	2,500	431	17%	
270. Australia Day	5,000	0	0%	
274. Other Civic Receptions / Events	12,000	3,089	26%	
275. Staff Gatherings	7,000	0	0%	
408. Furniture & Equipment	2,000	0	0%	
448. Community Directory/new Residents Info	0	0		
115. Organisational Development	212,200	60,071		
1260. Human Resource Management Expenditure	202,200	52,671		
001. Operating Expenses	202,200	52,671		
003. Conferences	178,300	43,356	24%	
004. Printing & Stationery	1,000	192	19%	
011. Legal Expenses	500	2	0%	
	0	4,440		

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Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
014. Training	1,500	223	15%	
104. Telephone	900	247	27%	Review of all telephone and internet costs being undertaken.
164. Employee Assistance	1,000	348	35%	
175. Staff Service Awards	1,000	0	0%	
191. Provisional - Future Programs	4,000	370	9%	
407. Plant & Equipment	14,000	3,495	25%	
1420. Risk Management Program Expenditure	10,000	7,400		
001. Operating Expenses	0	0		
011. Legal Expenses	0	0		
014. Training	0	0		
037. Contractors	10,000	7,400	74%	Current project nearing completion should come in on budget.
140. Risk Rectification Works	0	0		
116. Information Technology	351,300	83,024		
1280. Information Technology Expenditure	351,300	83,024		
Expenditure	351,300	83,024		
001. Operating Expenses	158,500	33,527	21%	
004. Printing & Stationery	600	0	0%	
005. Equipment Purchase (minor)	9,000	1,350	15%	
012. Subscriptions	1,000	0	0%	
014. Training	2,500	23	1%	
029. Equipment Maintenance	2,100	2,635	125%	Will run over budget should be covered by under expenditure on 1280005
104. Telephone	1,500	203	14%	Review of all telephone and internet costs being undertaken.
133. Computer Software	100,000	25,417	25%	
142. Geographic Information System(gis)	53,000	15,157	29%	
170. Council Web Page	8,000	274	3%	
240. Internet Costs	1,100	942	86%	Review of all telephone and internet costs being undertaken.
407. Plant & Equipment	14,000	3,495	25%	
117. Office Operations	124,450	31,001		
1150. Office Operations - Duke St	32,200	7,076		
Expenditure	32,200	7,076		
101. Electricity	5,000	1,044	21%	
102. Gas	1,800	583	32%	
105. Water	800	0	0%	
108. Building Maintenance	11,000	3,020	27%	
110. Cleaning	13,000	2,429	19%	

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
122. Mowing	600	0	0%	
1300. Office Operations - Daylesford Expenditure	92,250	23,926		
001. Operating Expenses	4,750	1,092	23%	
101. Electricity	3,000	1,259	42%	Will need to be monitored
102. Gas	3,000	840	28%	
104. Telephone	45,000	13,288	30%	Review of all telephone and internet costs being undertaken.
109. Building Maintenance	7,000	468	7%	
110. Cleaning	24,500	6,428	26%	
240. Internet Costs	5,000	552	11%	Review of all telephone and internet costs being undertaken.
118. Customer Services	593,000	294,367		
1325. Customer Services Expenditure	317,200	78,405		
001. Operating Expenses	317,200	78,405		
003. Conferences	289,700	71,999	25%	
004. Printing & Stationery	1,000	0	0%	
012. Subscriptions	500	0	0%	
014. Training	4,000	2,036	51%	
104. Telephone	500	28	6%	Review of all telephone and internet costs being undertaken.
230. Records Storage	3,500	339	10%	
330. Internal Mail Courier	3,500	508	15%	
407. Plant & Equipment	14,000	3,495	25%	
1350. Insurance	275,800	215,962		
Expenditure	278,800	215,962		
080. Electronic Equipment	800	709	89%	Full Year Insurance paid
081. Fidelity Guarantee	2,100	1,600	76%	Full Year Insurance paid
082. Industrial Special Risks	90,400	64,055	71%	Full Year Insurance paid
083. Personal Accident	2,000	1,957	98%	Full Year Insurance paid
084. Professional Indemnity	6,000	4,466	74%	Full Year Insurance paid
085. Public Liability	166,000	130,625	79%	Full Year Insurance paid
091. Broker Service Fee	9,000	10,550	117%	Full Year Insurance paid
094. Public Liability Events	2,500	2,000	80%	There may be further accounts for this one it depends on the No. of events
Income	-3,000	0		
531. Re-imburement	-3,000	0		Reimbursements will occur when events are booked and paid for.
119. Other Administration	753,000	176,583		
1520. Other Administration	753,000	176,583		

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
104. Telephone	0	280		
407. Plant & Equipment	14,000	3,495	25%	Review of all telephone and internet costs being undertaken.
2760. Hepburn Healthy Communities	46,800	6,109		
Expenditure	146,800	31,109		
001. Operating Expenses	119,000	26,948	23%	
002. Advertising	2,500	0	0%	
005. Equipment Purchase (minor)	800	64	8%	
014. Training	2,500	360	14%	
022. Travelling	3,000	94	3%	
042. Consultants	5,000	0	0%	
104. Telephone	0	147		Review of all telephone and internet costs being undertaken.
407. Plant & Equipment	14,000	3,495	25%	
Income	-100,000	-25,000		
502. Govt. Grants/subsidies	-100,000	-25,000		
2770. Transport Connections (Front Seat)	0	-72,892		
Expenditure	127,072	5,644		
001. Operating Expenses	65,690	0	0%	Position yet to be filled
002. Advertising	5,850	2,149	37%	Advertising for co-ordinator
005. Equipment Purchase (minor)	15,000	0	0%	
014. Training	1,300	0	0%	
022. Travelling	1,000	0	0%	
197. Brokerage	9,750	0	0%	
198. Community Engagement & Research	4,880	0	0%	
407. Plant & Equipment	23,602	3,495	15%	
Income	-127,072	-78,536		
502. Govt. Grants/subsidies	-127,072	-78,536		
4300. Community Liaison Officer	26,100	18,524		
Expenditure	74,850	18,524		
001. Operating Expenses	69,850	17,474	25%	
090. Project Expenditure	5,000	1,050	21%	
108. Administration Support	0	0		
Income	-48,750	0		
502. Govt. Grants/subsidies	-41,250	0		0% Arts Vic to be invoiced late October
531. Re-imbusement	-7,500	0	0%	
5765. Youth Initiatives	49,500	9,583		
Expenditure	49,500	9,583		

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
001. Operating Expenses	44,000	9,454	21%	
022. Traveling	0	0		
039. Community Grants Scheme	5,000	0	0%	
104. Telephone	0	129	0%	Review of all telephone and internet costs being undertaken.
240. Internet Costs	500	0	0%	
5766. Hepburn Shire Youth Council Expenditure	5,000	560	11%	
001. Operating Expenses	5,000	560		
5770. Freeza Program Expenditure	1,500	-5,806		
001. Operating Expenses	21,000	3,946	19%	
Income	-19,500	-9,752		
502. Govt. Grants/subsidies	-19,500	-9,725	50%	Half yearly claim paid in advance
513. Fees	0	-27		
211. Office Operator's Creswick	188,300	36,855		
1310. Office Operations - Creswick Expenditure	188,300	36,855		
001. Operating Expenses	188,300	36,855	22%	
004. Printing & Stationery	135,100	29,374	11%	
014. Training	7,500	848		
101. Electricity	500	0	0%	
104. Telephone	4,700	1,333	28%	
105. Water	800	1,489	186%	Review of all telephone and internet costs being undertaken.
109. Building Maintenance	1,200	0	0%	
110. Cleaning	5,500	1,333	24%	
240. Internet Costs	10,500	2,477	24%	
256. Cyclic Painting Maintenance	21,000	0	0%	Review of all telephone and internet costs being undertaken.
Income	1,500	0	0%	
531. Re-imburement	0	0		
Family And Childrens Services	123,600	9,451		
220. Maternal & Child Health	111,600	9,651		
1850. Maternal & Child Health Expenditure	111,600	9,651		
001. Operating Expenses	202,600	33,856	17%	Contract payment one month behind
Income	202,600	33,856		
502. Govt. Grants/subsidies	-91,000	-24,206		
	-91,000	-24,206		

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
221. Child Care Centre	10,500	0		
3100. Daylesford Community Child Care Centre Expenditure	10,500	0		
109. Building Maintenance	10,500	0		0% Will be invoiced to us in October
222. Capsule Hire Scheme	1,500	300		
2030. Capsule Hire Scheme Expenditure	1,500	300		
049. Baby Capsules Replacement	1,500	300	20%	
223. Childrens Week	0	-500		
2020. Childrens Week Expenditure	0	-500		
001. Operating Expenses	500	0		
Income	500	0		0% Occurs in October
502. Govt. Grants/subsidies	-500	-500		
4. Education	-500	-500		
240. Pre-schools	9,530	442		
2000. Pre-schools	9,530	442		
Expenditure	9,530	442		
109. Building Maintenance	10,000	494		
Income	10,000	494		5%
551. Lease	-470	-52		
5. Housing	-470	-52		
250. Housing	-700	-9,514		
2160. Smith Street Units	-700	-9,514		
Expenditure	-7,400	-2,894		
001. Operating Expenses	5,100	500		
105. Water	250	18		
109. Building Maintenance	500	0		0%
222. Rates & Charges	3,000	154		5%
Income	1,350	328		24%
533. Rent	-12,500	-3,394		
2180. Vincent Street North - Gables Bend	-12,500	-3,394		
Expenditure	-3,700	-4,773		
001. Operating Expenses	11,800	1,504		
105. Water	2,500	0		0%
109. Building Maintenance	1,200	0		0%
	5,500	880		16%

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Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
222. Rates & Charges	2,600	624	24%	
Income	-15,500	-6,277		
533. Rent	-15,500	-6,277		
2280. Senior Cit's Units - C'wick Expenditure	18,000	0	0%	
001. Operating Expenses	18,000	0	0%	
271. Human Services Units Rate Refund	9,000	0	0%	
2290. Trentham Units Expenditure	-7,600	-1,847		
001. Operating Expenses	6,900	2,619		
105. Water	500	0	0%	
109. Building Maintenance	1,500	332	22%	
122. Mowing	2,500	1,833	73%	
222. Rates & Charges	550	0	0%	
Income	1,850	453	25%	
533. Rent	-14,500	-4,466		
260. Property Maintenance	-14,500	-4,466	31%	
2350. Property Maintenance Expenditure	252,140	18,645		
001. Operating Expenses	0	2,563		
022. Travelling	17,850	8,295		
079. Householder Equip Purchase	15,350	7,543		
104. Telephone	500	0	0%	
Income	2,000	753	38%	Reflects seasonal peak in requests , will balance over year
502. Govt. Grants/subsidies	-17,850	-5,732		
513. Fees	-15,350	-4,359		
261. Support Services	-2,500	-1,373		
2410. Respite Care Expenditure	0	-2,613		
001. Operating Expenses	79,000	16,539		
005. Equipment Purchase (minor)	63,400	14,897	23%	
014. Training	300	0	0%	
022. Travelling	300	0	0%	
Income	15,000	1,642	11%	
502. Govt. Grants/subsidies	-79,000	-20,887		
	-71,000	-20,084	28%	

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Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
513. Fees	-8,000	-803	10%	
2420. Personal Care Expenditure	0	1,736		
001. Operating Expenses	102,100	27,158		
005. Equipment Purchase (minor)	80,100	22,505	28%	Reflects seasonal increased requests for service, will balance over year
014. Training	3,000	156	5%	
022. Travelling	3,000	0	0%	
Income	16,000	4,497	28%	
502. Govt. Grants/subsidies	-102,100	-25,423	26%	
513. Fees	-92,100	-23,899	26%	
262. Housekeeping & Assessment	-10,000	-1,524	15%	
2460. Housekeeping Expenditure	87,630	11,987		
001. Operating Expenses	0	6,958		
005. Equipment Purchase (minor)	406,700	104,509		
014. Training	302,700	85,108	28%	Reflects seasonal increased requests for service, will balance over year
022. Travelling	2,000	377	19%	
124. Meetings	5,000	58	1%	
Income	72,000	14,094	20%	
502. Govt. Grants/subsidies	25,000	4,871	19%	
513. Fees	-406,700	-97,551		
2470. Assessment And Care Management Expenditure	-341,700	-86,228	25%	
001. Operating Expenses	-65,000	-11,323	17%	
004. Printing & Stationery	24,430	4,606		
005. Equipment Purchase (minor)	144,800	36,863	26%	
014. Training	113,900	32,872	29%	
022. Travelling	600	58	10%	
104. Telephone	1,000	0	0%	
407. Plant & Equipment	1,000	0	0%	
Income	300	0	0%	
502. Govt. Grants/subsidies	0	438		Review of all telephone and internet costs being undertaken.
2480. Hacc Administration Expenditure	28,000	3,495	12%	
001. Operating Expenses	-120,370	-32,258	27%	
004. Printing & Stationery	-120,370	-32,258	27%	
Income	63,200	23,812		
502. Govt. Grants/subsidies	63,200	23,812		
2480. Hacc Administration Expenditure	61,700	23,389	38%	Reflects entitlements paid following resignation
004. Printing & Stationery	1,000	0	0%	

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Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
005. Equipment Purchase (minor)	-100	0	0%	
014. Training	300	0	0%	
022. Traveling	-100	0	0%	
104. Telephone	0	423		Review of all telephone and internet costs being undertaken.
2490. Hacc Oncost Recoup Expenditure	0	-23,389		
060. Superannuation	148,850	12,352		
177. Annual Leave	45,500	2,329	5%	
178. Compassionate Leave	47,600	7,541	16%	
179. Public Holidays	1,000	439	44%	
181. Sick Leave	19,850	0	0%	
182. On Cost - Long Service Leave	12,000	2,068	17%	
310. Work Cover	12,600	0	0%	
Income	10,300	-25	0%	
508. On Cost Recovery	-148,850	-35,741		
263. Food Services	-148,850	-35,741	24%	
2500. Delivered Meals Expenditure	17,660	2,081		
001. Operating Expenses	17,660	2,081		
Income	46,700	9,892		
502. Govt. Grants/subsidies	46,700	9,892		21% Reflects one month delay in receiving invoice
264. Senior Citizens	-29,040	-7,811		
2550. Clunes Senior Citizens Expenditure	-29,040	-7,811		
Income	9,400	1,408		
005. Equipment Purchase (minor)	2,300	725		
101. Electricity	7,250	2,071		
102. Gas	1,000	150	15%	
104. Telephone	1,000	174	17%	
105. Water	500	286	57%	
109. Building Maintenance	0	71		Review of all telephone and internet costs being undertaken.
110. Cleaning	500	0	0%	
Income	2,050	955	47%	
502. Govt. Grants/subsidies	2,200	435	20%	
2560. Creswick Senior Citizens Expenditure	-4,950	-1,346		
Income	-4,950	-1,346	27%	
005. Equipment Purchase (minor)	2,300	816		
Expenditure	7,250	2,163		
005. Equipment Purchase (minor)	500	0	0%	

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Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
101. Electricity	1,500	275	18%	
102. Gas	2,100	600	29%	
105. Water	500	0	0%	
109. Building Maintenance	400	941	235%	Repairs required to heating system exceeded nominal budget allocation
110. Cleaning	1,650	346	21%	
256. Cyclic Painting Maintenance	600	0	0%	
Income	-4,950	-1,346		
502. Govt. Grants/subsidies	-4,950	-1,346	27%	
2570. Daylesford Senior Citizens	3,300	410		
Expenditure	8,250	1,757		
005. Equipment Purchase (minor)	300	91	30%	
101. Electricity	850	263	31%	
102. Gas	550	166	30%	
105. Water	250	0	0%	
109. Building Maintenance	3,300	542	16%	
110. Cleaning	3,000	696	23%	
Income	-4,950	-1,346		
502. Govt. Grants/subsidies	-4,950	-1,346	27%	
2580. Trentham Senior Citizens	1,800	100		
Expenditure	5,350	1,060		
001. Operating Expenses	3,300	635	19%	
044. Rental	2,050	425	21%	
Income	-3,550	-960		
502. Govt. Grants/subsidies	-3,550	-960	27%	
2582. Podiatry	-300	-643		
Expenditure	3,000	790		
459. Podiatry	3,000	790	26%	
Income	-3,300	-1,433		
502. Govt. Grants/subsidies	-1,500	-825	55%	
513. Fees	-1,800	-608	34%	
265. Centre Based Groups	-1,850	-4,190		
2650. Daylesford Planned Activity Group	-1,500	-2,005		
Expenditure	109,200	26,712		
001. Operating Expenses	87,700	20,851	24%	
005. Equipment Purchase (minor)	400	67	17%	
014. Training	500	0	0%	

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Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
022. Travelling	1,300	3	0%	
144. Meals	8,500	2,468	29%	
462. Special Events And Activities	10,800	3,323	31%	
Income	-110,700	-28,717		
502. Govt. Grants/subsidies	-101,880	-26,013	26%	
513. Fees	-8,820	-2,704	31%	
2655. Daylesford Activity Centre	2,100	-509		
Expenditure	10,100	1,669		
001. Operating Expenses	4,200	1,057	25%	
101. Electricity	700	137	20%	
102. Gas	400	98	25%	
104. Telephone	1,300	339	26%	Review of all telephone and internet costs being undertaken.
105. Water	600	0	0%	
109. Building Maintenance	2,900	38	1%	
Income	-8,000	-2,178		
502. Govt. Grants/subsidies	-8,000	-2,178	27%	
2680. Creswick Planned Activity Group	1,350	-1,030		
Expenditure	56,150	11,428		
001. Operating Expenses	38,450	10,293	27%	Reflects increased staff costs of relievers due to staff illness
005. Equipment Purchase (minor)	200	0	0%	
014. Training	1,000	0	0%	
022. Travelling	150	0	0%	
104. Telephone	350	10	3%	Review of all telephone and internet costs being undertaken.
144. Meals	8,000	577	7%	
462. Special Events And Activities	8,000	547	7%	
Income	-54,800	-12,458	23%	
502. Govt. Grants/subsidies	-54,800	-12,458		
2670. Activities In Motion	-3,600	-647		
Expenditure	19,000	4,253		
001. Operating Expenses	13,000	2,864	22%	
005. Equipment Purchase (minor)	500	0	0%	
014. Training	500	0	0%	
304. Transportation	1,000	0	0%	
462. Special Events And Activities	4,000	1,389	35%	
Income	-22,600	-4,901		
502. Govt. Grants/subsidies	-22,600	-4,901		

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Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
268. Hacc Transport	0	-2,890		
2800. Hacc Transport Expenditure	0	-2,890		
304. Transportation	17,000	1,521	10%	
489. Plant Purchases	1,000	0	0%	
Income	-17,000	-4,411		
502. Govt. Grants/subsidies	-14,000	-3,851	28%	
513. Fees	-3,000	-560	19%	
269. Operational Support & Management	139,100	10,298		
2475. Co-ordination And Management Expenditure	79,600	6,172		
001. Operating Expenses	78,900	6,172	8%	
004. Printing & Stationery	300	0	0%	
014. Training	400	0	0%	
2485. Hacc Contract Costs Expenditure	19,500	2,056		
104. Telephone	9,300	1,950	21%	Review of all telephone and internet costs being undertaken.
133. Computer Software	5,000	0	0%	
191. Provisional - Future Programs	4,000	106	3%	
240. Internet Costs	1,200	0	0%	
2495. Hacc Minor Capital Expenditure	40,000	2,070		
005. Equipment Purchase (minor)	40,000	2,070	0%	Review of all telephone and internet costs being undertaken.
Income	0	0		
502. Govt. Grants/subsidies	0	0		
Contract Services	-7,330	7,099		
270. Contract Care	-7,330	7,099		
2700. Linkages Contract Care Expenditure	-13,900	-1,417		
001. Operating Expenses	18,100	4,776	32%	
022. Traveling	14,100	4,532	6%	
Income	-32,000	-6,194	19%	
513. Fees	-32,000	-6,194		
2710. Carers Choice Contract Expenditure	-250	-126		
001. Operating Expenses	650	0	0%	
	550	0	0%	

Note - All contract service income is one month behind

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Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
022. Travelling	100	0	0%	
Income	-900	-126		
513. Fees	-900	-126	14%	
2720. Hospital In The Home Contract Care	-180	0		
Expenditure	220	0		
001. Operating Expenses	100	0	0%	
022. Travelling	120	0	0%	
Income	-400	0		
513. Fees	-400	0	0%	
2730. Post Acute Care	-5,300	378		
Expenditure	16,700	5,171		
001. Operating Expenses	15,200	4,398	29%	
022. Travelling	1,500	773	52%	
Income	-22,000	-4,793		
513. Fees	-22,000	-4,793	22%	
2735. Rehab In The Home	-100	0		
Expenditure	200	0		
001. Operating Expenses	75	0	0%	
022. Travelling	125	0	0%	
Income	-300	0		
513. Fees	-300	0	0%	
2741. Home 2 Home Contract Care	-1,100	244		
Expenditure	7,900	981		
001. Operating Expenses	7,200	865	12%	
022. Travelling	700	116	17%	
Income	-9,000	-737		
513. Fees	-9,000	-737	8%	
2742. Villa Maria Contract Care	-1,400	-462		
Expenditure	3,000	3,379		
001. Operating Expenses	2,500	3,025	121%	Increased activity will be covered by income
022. Travelling	500	354	71%	
Income	-4,400	-3,841		
513. Fees	-4,400	-3,841	87%	
2743. Southern Cross-care	-1,000	250		
Expenditure	11,400	2,255		
001. Operating Expenses	9,000	1,897	21%	

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Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
022. Traveling	2,400	357	15%	
Income	-12,400	-2,005		
513. Fees	-12,400	-2,005	16%	
2744. Lyndoch-cacp	-4,200	167		
Expenditure	7,800	3,101	35%	
001. Operating Expenses	7,200	2,547	92%	Extended travel involved will be covered by income (Reimbursement)
022. Traveling	600	554		
Income	-12,000	-2,934		
513. Fees	-12,000	-2,934	24%	
2745. Other	-9,100	-187		
Expenditure	44,900	11,173		
001. Operating Expenses	38,300	9,236	24%	
022. Traveling	6,600	1,937	29%	
Income	-54,000	-11,359	21%	
513. Fees	-54,000	-11,359		
2747. Community Care Packages	-11,400	672		
Expenditure	36,600	7,910		
001. Operating Expenses	29,600	6,619	22%	
022. Traveling	7,000	1,282	18%	
Income	-48,000	-7,239		
513. Fees	-48,000	-7,239	15%	
2748. Veterans Home Care	-5,700	-2,209		
Expenditure	20,800	3,596		
001. Operating Expenses	18,000	3,127	17%	
022. Traveling	2,800	470	17%	
Income	-26,500	-5,805		
513. Fees	-26,500	-5,805	22%	
2749. Client Services Admin	46,300	9,510		
Expenditure	43,300	9,510	22%	
001. Operating Expenses	1,000	0	0%	
004. Printing & Stationery	1,000	0	0%	
005. Equipment Purchase (minor)	1,000	0	0%	
014. Training	0	278		
2752. St Laurence Contract Care	0	278		
Expenditure	0	219		
001. Operating Expenses	0	219		New service contract taken on.

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Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
022. Traveling	0	59		
Income	0	0		
513. Fees	0	0		
1. Aged Care Services	3,750	-2,700		
280. Community Visitors Scheme	2,750	-836		
3150. Community Visitors Scheme	2,750	-836		
Expenditure	17,550	3,277		
001. Operating Expenses	16,650	3,253	20%	
004. Printing & Stationery	300	0	0%	
019. Volunteers	500	13	3%	
022. Traveling	100	0	0%	Review of all telephone and internet costs being undertaken.
104. Telephone	0	10		
Income	-14,800	-4,113		
502. Govt. Grants/subsidies	-14,800	-4,113		
281. Senior Citizens Week	1,000	-1,864		
2585. Senior Citizens Week	1,000	-1,864		
Expenditure	3,000	0		
117. Senior Citizens Week	3,000	0	0%	
Income	-2,000	-1,864		
502. Govt. Grants/subsidies	-2,000	-1,864		
Disability Services	0	-2,166		
290. Public Safety & Community Services	0	-2,166		
3210. Community Access Program	0	-2,166		
Expenditure	22,600	6,364		
001. Operating Expenses	17,900	5,711	32%	
005. Equipment Purchase (minor)	500	159	32%	
014. Training	500	0	0%	
104. Telephone	500	11	2%	Review of all telephone and internet costs being undertaken.
304. Transportation	1,000	0	0%	
462. Special Events And Activities	2,200	484	22%	
Income	-22,600	-8,530		
502. Govt. Grants/subsidies	-22,600	-8,530		
Regional Development/promotion	1,404,650	352,431		
Regional Development	707,650	127,935		
300. Town Planning	600,950	129,198		
3250. Town Planning	430,400	105,845		

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Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
Expenditure	616,900	148,746		
001. Operating Expenses	559,000	135,985	24%	
002. Advertising	7,000	2,319	33%	May exceed Budget - no straight line expenditure
003. Conferences	1,000	0	0%	
004. Printing & Stationery	2,800	824	29%	
011. Legal Expenses	12,000	1,514	13%	
014. Training	4,000	200	5%	
023. Other Expenses	500	15	3%	
101. Electricity	1,300	315	24%	
104. Telephone	1,300	336	26%	Review of all telephone and internet costs being undertaken.
407. Plant & Equipment	28,000	7,240	26%	
Income	-186,500	-42,902		
502. Govt. Grants/subsidies	0	0		
513. Fees	-1,300	-115	9%	
516. Certificate Fees	-6,200	-1,976	32%	
517. Permit Fees	-164,000	-38,052	23%	
536. Subdivision Fees	-15,000	-2,516	17%	
571. Public Open Space - Contribution	0	0		
572. Car Parking Space - Contribution	0	-242		
573. Drainage - Contribution	0	0		
3255. Strategic Planning	104,350	18,618		
Expenditure	104,850	18,618		
001. Operating Expenses	86,700	15,984	18%	
004. Printing & Stationery	800	240	30%	
014. Training	500	0	0%	
046. Planning Panels	5,000	0	0%	
101. Electricity	650	165	25%	
104. Telephone	1,200	228	19%	Review of all telephone and internet costs being undertaken.
141. Scheme Amendment	10,000	2,000	20%	
407. Plant & Equipment	0	0		
Income	-500	0		
502. Govt. Grants/subsidies	0	0		
535. Lodgement Fees	0	0		
555. Scheme Amendment Fee	-500	0	0%	
3256. Planning Investigation	66,200	4,735		
Expenditure	68,200	4,735		

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Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
001. Operating Expenses	62,200	4,714	8%	Officer did not commence until late August
011. Legal Expenses	5,000	0	0%	
014. Training	1,000	0	0%	
104. Telephone	0	21		Review of all telephone and internet costs being undertaken.
Income	-2,000	0		
512. Fines & Costs	-2,000	0	0%	
301. Heritage Services	37,600	6,458		
3260. Heritage Advisor	34,100	6,400		
Expenditure	46,100	6,400		
001. Operating Expenses	46,100	6,400	14%	Payments made monthly in arrears
Income	-12,000	0		
502. Govt. Grants/subsidies	-12,000	0	0%	
3265. Heritage Committee	3,500	58		
Expenditure	3,500	58		
001. Operating Expenses	500	58	12%	
087. Heritage Signs & Plaques	3,000	0	0%	
302. Building Control	69,100	-7,721		
3350. Building Control	69,100	-7,721		
Expenditure	182,100	34,082		
001. Operating Expenses	147,600	29,628	20%	Under due to changed staff resources.
003. Conferences	1,000	0	0%	
004. Printing & Stationery	600	119	20%	
014. Training	1,000	50	5%	
101. Electricity	800	195	24%	
104. Telephone	3,100	596	19%	Review of all telephone and internet costs being undertaken.
407. Plant & Equipment	28,000	3,495	12%	Budget to be reviewed at mid year only one vehicle now operating in this cost centre due to changed staffing arrangements.
Income	-113,000	-41,803		
516. Certificate Fees	-12,000	-6,330	53%	Increased activity
517. Permit Fees	-55,000	-18,401	33%	
527. Building Inspections	-25,000	-11,587	46%	Increased activity
531. Re-imbursement	-16,000	-2,625	16%	Reduction of income due to 33500001 above
535. Lodgement Fees	-5,000	-2,860	57%	Increased activity
Economic Development & Tourism	152,700	48,403		
310. Tourism	173,700	61,867		
3400. Tourism Information Centre	157,450	60,391		

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
Expenditure	230,450	56,376		
001. Operating Expenses	140,500	32,582	23%	
002. Advertising	1,000	0	0%	
003. Conferences	1,000	45	5%	
004. Printing & Stationery	2,000	360	18%	
005. Equipment Purchase (minor)	500	78	16%	
014. Training	9,000	2,108	23%	
033. Marketing/promotions	6,000	1,727	29%	
088. Stock Purchases	23,000	5,107	22%	
101. Electricity	2,000	614	31%	
102. Gas	2,500	1,416	57%	More gas used in Winter
104. Telephone	9,500	2,203	23%	Review of all telephone and internet costs being undertaken.
105. Water	450	0	0%	
109. Building Maintenance	3,000	2,020	67%	
110. Cleaning	8,500	1,846	22%	
240. Internet Costs	1,000	188	19%	Review of all telephone and internet costs being undertaken.
281. Tourist Maps	6,000	2,470	41%	
407. Plant & Equipment	14,000	3,611	26%	
463. Display Equipment	500	0	0%	
Income	-73,000	4,015		
511. Sale Of Materials	-32,000	-4,834	15%	
513. Fees	-31,000	1,450	-5%	
541. Display Fees	0	8,509		Invoices for cube displays raised as income in 2006/07 no longer required. Reversed in 2007/08 financial year.
542. Map Income	-10,000	-1,110	11%	
3410. Creswick Tourist Info Centre	4,500	900		
Expenditure	4,500	900		
001. Operating Expenses	2,500	109	4%	
101. Electricity	1,500	361	24%	
104. Telephone	0	213		Review of all telephone and internet costs being undertaken.
109. Building Maintenance	500	218	44%	
3415. Trentham Tourist Info Centre	3,750	0		
Expenditure	3,750	0		
001. Operating Expenses	3,750	0	0%	
3420. Clunes Tourist Information Centre	2,000	45		
Expenditure	2,000	45		

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
001. Operating Expenses	2,000	15	1%	
104. Telephone	0	30		Review of all telephone and internet costs being undertaken.
3450. Regional Tourism Expenditure	6,000	531		
012. Subscriptions	6,000	531		
089. Business/domain Names Registration	5,000	59	1%	
311. Economic Development	1,000	472	47%	
3430. Economic Development Expenditure	44,800	6,838		
001. Operating Expenses	44,800	6,838		
003. Conferences	44,800	6,838		
033. Marketing/promotions	44,800	6,838		
3431. Forum & Business Training Expenditure	39,000	6,838	18%	
001. Operating Expenses	800	0	0%	
003. Conferences	800	0	0%	
3431. Forum & Business Training Expenditure	5,000	0	0%	
001. Operating Expenses	0	0		
001. Operating Expenses	60,000	0		
Income	60,000	0	0%	
502. Govt. Grants/subsidies	-60,000	0		
312. Caravan Parks	-65,800	-20,302		
3500. Creswick Caravan Parks Expenditure	-12,200	-2,440		
109. Building Maintenance	3,000	479	16%	
Income	3,000	479		
513. Fees	-15,200	-2,919		
551. Lease	-7,000	0	0%	
3520. Clunes Caravan Park	-8,200	-2,919	36%	Lease billed monthly in advance
Income	-2,500	-780		
551. Lease	-2,500	-780	31%	Lease billed monthly in advance
3530. Jubilee Lake Caravan Parks Expenditure	-13,400	-4,489		
109. Building Maintenance	4,000	805	20%	
Income	4,000	805		
545. Licenses	-17,400	-5,294		
551. Lease	-1,900	-667	35%	Licences billed monthly in advance
3540. Victoria Park Caravan Parks	-15,500	-4,628	30%	Lease billed monthly in advance
Income	-37,700	-12,593		
551. Lease	-37,700	-12,593	33%	Lease billed monthly in advance
Income	-37,700	-12,593		

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
Community Amenities	158,000	27,901		
320. Public Conveniences	158,000	27,901		
3680. Public Conveniences Expenditure	158,000	27,901		
001. Operating Expenses	130,000	20,291	16%	Contract payments made monthly in arrears
101. Electricity	2,500	700	28%	
109. Building Maintenance	25,500	6,910	27%	
Public Halls	75,450	20,654		
331. Town Halls	49,450	9,154		
3800. Clunes Town Hall Expenditure	8,700	225		
001. Operating Expenses	8,700	225		
105. Water	2,000	225	11%	
109. Building Maintenance	500	0	0%	
256. Cyclic Painting Maintenance	500	0	0%	
3810. Creswick Town Hall Expenditure	5,700	0	0%	
001. Operating Expenses	10,100	223		
101. Electricity	10,200	332		
102. Gas	0	74		
109. Building Maintenance	700	120	17%	
256. Cyclic Painting Maintenance	0	0		
Income	2,800	138	5%	
513. Fees	6,700	0	0%	
3820. Daylesford Town Hall Expenditure	-100	-109	109%	
001. Operating Expenses	-100	-109		
101. Electricity	30,650	8,706		
102. Gas	37,650	9,649		
104. Telephone	17,100	3,588	21%	
105. Water	3,650	1,285	35%	
109. Building Maintenance	800	276	35%	More gas used in Winter
256. Cyclic Painting Maintenance	0	16		Review of all telephone and internet costs being undertaken.
Income	400	0	0%	
513. Fees	7,000	4,483	64%	To be monitored
531. Re-imbusement	8,700	0	0%	
Income	-7,000	-943		
513. Fees	-7,000	-943	13%	
531. Re-imbusement	0	0		

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
334. Public Halls - Other	26,000	11,500		
4060. Provision For Maintenance Expenditure	25,000	11,500		
109. Building Maintenance	25,000	11,500	46%	
4070. Creswick Band Hall (old Library) Expenditure	1,000	0	0%	
105. Water	500	0	0%	
109. Building Maintenance	500	0	0%	
Library Services	272,700	122,710		
340. Clunes	5,600	2,147		
4100. Clunes Library Services Expenditure	5,600	2,147		
001. Operating Expenses	900	421	47%	
101. Electricity	800	189	24%	
102. Gas	2,200	701	32%	More gas used in Winter
104. Telephone	0	64		Review of all telephone and internet costs being undertaken.
105. Water	500	0	0%	
109. Building Maintenance	1,200	773	64%	
341. Creswick	5,300	794		
4150. Creswick Library Services Expenditure	5,300	794		
001. Operating Expenses	2,400	350	15%	
101. Electricity	1,400	444	32%	
109. Building Maintenance	1,500	0	0%	
342. Daylesford	7,600	4,452		
4200. Daylesford Library Services Expenditure	7,600	4,452		
001. Operating Expenses	400	0	0%	
101. Electricity	1,300	310	24%	
102. Gas	1,200	603	50%	More gas used in Winter
105. Water	500	0	0%	
109. Building Maintenance	1,000	2,971	297%	Unbudgeted maintenance to repair damage to front of building & flashing.
110. Cleaning	3,200	567	18%	
343. Central Highlands Regional Library	254,200	115,317		
4250. Central Highlands Regional Library Service Expenditure	254,200	115,317		
	254,200	115,317		

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
001. Operating Expenses	254,200	115,317	45%	Paid quarterly in advance.
Income	0	0		
524. Legal Point Of Discharge Fee	0	0		
5. Other Cultural Activities	38,150	4,828		
351. Cultural Activities	25,000	2,275		
4310. Community Events	25,000	2,275		
Expenditure	25,000	2,275		
001. Operating Expenses	25,000	2,275	9%	
353. Museums And Heritage	13,150	2,552		
4500. Croswick Museum	8,000	1,625		
Expenditure	8,000	1,625		
001. Operating Expenses	5,000	1,307	26%	
109. Building Maintenance	3,000	318	11%	
4520. Clunes Museum	3,200	773		
Expenditure	3,200	773		
001. Operating Expenses	3,200	644	24%	
104. Telephone	0	128	20%	
4530. Clunes Bottle Museum	1,700	0		
Expenditure	1,700	0		
001. Operating Expenses	1,700	0	0%	
4540. Gold Crushing Battery	250	155		
Expenditure	250	155		
001. Operating Expenses	250	155	62%	
Public Safety	387,750	114,911		
1. Fire Hazards	20,900	524		
410. Fire Prevention	17,900	352		
1600. Fire Prevention	17,900	352		
Expenditure	32,900	0		
001. Operating Expenses	25,000	0	0%	Seasonal expenditure incurred mainly over summer months
023. Other Expenses	1,900	0	0%	Seasonal expenditure incurred mainly over summer months
108. Administration Support	1,000	0	0%	Seasonal expenditure incurred mainly over summer months
135. Fire Access Tracks	3,500	0	0%	Seasonal expenditure incurred mainly over summer months
251. Sign Maintenance	1,500	0	0%	Seasonal expenditure incurred mainly over summer months
Income	-15,000	352		
512. Fines & Costs	-4,600	352	-8%	Income generated during fire season
513. Fees	-4,400	0	0%	Income generated during fire season

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
531. Re-imbursment	-6,000	0		
412. Miscellaneous Fire Hazards	3,000	172		
1700. Miscellaneous Fire Expenditure	3,000	172		
134. Fire Plugs	3,000	172	6%	
2. Local Law Enforcement	136,750	48,659		
420. Animal Control	-52,400	5,051		
1750. Animal Control Expenditure	-52,400	5,051		
040. Council Controlled Halls Sec 86 Hall Hire	23,400	11,839		
054. Pound Operating	9,000	8,780	98%	This is an annual State Govt levy paid in July
255. Microchipping	12,400	3,059	25%	
Income	2,000	0	0%	
512. Fines & Costs	-75,800	6,787		
513. Fees	-5,000	-1,686	34%	
530. Registrations & Licenses	-2,000	0	0%	
550. Stock Pound Fees	-68,000	-4,887	7%	Renewal of registrations falls due in April 08
Income	-800	-264	26%	
421. Compliance Officer	189,150	43,608		
1800. Compliance Officer Expenditure	189,150	43,608		
001. Operating Expenses	215,650	50,966		
004. Printing & Stationery	171,000	42,171	25%	
014. Training	4,000	0	0%	
020. Casual Wages	3,000	0	0%	
086. Debt Collection	1,000	0	0%	
101. Electricity	4,000	612	15%	
104. Telephone	650	165	25%	
407. Plant & Equipment	4,000	968	24%	
Income	28,000	6,990	25%	
512. Fines & Costs	-26,500	-7,298		
538. Footpath Sign Permits	0	-223		Unbudgeted item litter fine
539. Local Law Fees	-14,000	-3,133	22%	
548. Parking Fines	-4,500	-2,067	46%	Might exceed budget - not straight line income
Public Health	-8,000	-1,881	24%	
430. Health Administration	205,100	57,439		
1950. Health Administration	101,300	35,842		
	101,300	35,842		

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
Expenditure	226,700	50,333		
001. Operating Expenses	202,500	44,852	22%	
003. Conferences	900	0	0%	
004. Printing & Stationery	900	68	8%	
014. Training	2,000	200	10%	
055. Headlice Control	1,800	0	0%	
101. Electricity	600	165	28%	
104. Telephone	1,000	351	35%	Additional mobile phone for operational purposes
163. Sample Testing	3,000	1,202	40%	Conducting program early
407. Plant & Equipment	14,000	3,495	25%	
Income	-125,400	-14,491		
502. Govt. Grants/subsidies	-1,400	-372	27%	
511. Sale Of Materials	0	-25		
513. Fees	-95,000	-4,294	5%	Dec/Jan is Annual registration time
517. Permit Fees	-29,000	-9,800	34%	
431. Immunisations	4,000	489		
1900. Immunisations Costs	4,000	489		
Expenditure	7,000	680	10%	
001. Operating Expenses	7,000	680		
Income	-3,000	-191		
502. Govt. Grants/subsidies	7,200	0	0%	
432. Medical Officer Of Health	7,200	0	0%	
1960. Medical Officer Of Health	7,200	0		
Expenditure	7,200	0		
001. Operating Expenses	7,200	0	0%	
434. Environmental Initiatives	92,600	21,108		
1980. Environmental Initiatives	92,600	21,108		
Expenditure	92,600	21,108		
001. Operating Expenses	68,600	15,323	22%	
090. Project Expenditure	10,000	2,218	22%	
104. Telephone	0	72		
407. Plant & Equipment	14,000	3,495	25%	
4. Public Safety	25,000	8,290		
440. School Crossing	25,000	8,290		
2050. School Crossing	25,000	8,290		
Expenditure	32,800	8,290		

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Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
008. Supervision	32,800	8,290	25%	
Income	-7,800	0		
502. Govt. Grants/subsidies	-7,800	0		
0. Recreation	1,036,660	219,209		
501. Parks And Gardens	746,210	204,602		
4700. Wombat Hill Gardens Residence	199,450	37,006		
Expenditure	1,350	129		
105. Water	600	0	0%	
109. Building Maintenance	750	129	17%	
Income	0	0		
533. Rent	0	0		
4750. Daylesford Gardens	129,520	28,337		
Expenditure	129,920	28,404		
001. Operating Expenses	1,170	233	20%	
101. Electricity	4,560	569	12%	
105. Water	1,150	0	0%	
136. Begonia's	21,500	1,793	8%	
262. Maintenance	101,540	25,809	25%	
Income	-400	-67		
502. Govt. Grants/subsidies	0	0		
513. Fees	-400	-67	17%	
4760. Creswick Gardens	28,200	1,355		
Expenditure	28,200	1,355		
001. Operating Expenses	1,380	154	11%	
101. Electricity	400	52	13%	
105. Water	550	0	0%	
262. Maintenance	25,870	1,149	4%	
4770. Clunes Gardens	30,130	5,523		
Expenditure	30,130	5,523		
001. Operating Expenses	1,900	0	0%	
101. Electricity	1,250	0	0%	
105. Water	450	0	0%	
262. Maintenance	26,530	5,523	21%	
4780. Trentham Gardens	10,250	1,662		
Expenditure	10,250	1,662		

Claimed six monthly in December and June

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
101. Electricity	450	0	0%	
105. Water	1,640	0	0%	
262. Maintenance	8,160	1,662	20%	
502. Reserves	546,760	129,685		
5040. Daylesford Reserves	188,330	49,222		
Expenditure	197,830	53,284		
001. Operating Expenses	9,290	1,837	20%	
101. Electricity	5,300	1,568	30%	
105. Water	7,500	67	1%	
262. Maintenance	164,740	46,968	29%	
329. Playgrounds	11,000	2,844	26%	
Income	-9,500	-4,062		
513. Fees	-4,500	-1,562	35%	
551. Lease	-5,000	-2,500	50%	Billed quarterly in advance
5050. Creswick Reserves	117,945	29,570		
Expenditure	118,095	29,674		
101. Electricity	300	92	31%	
105. Water	400	0	0%	
262. Maintenance	116,265	29,519	25%	
329. Playgrounds	1,130	63	6%	
Income	-150	-104		
551. Lease	-150	-104	69%	
5060. Hepburn Reserves	17,300	5,063		
Expenditure	17,400	5,063		
101. Electricity	0	0		
105. Water	1,000	717	72%	
262. Maintenance	15,700	3,717	24%	
329. Playgrounds	700	629	90%	
Income	-100	0		
513. Fees	-100	0	0%	
551. Lease	0	0		
5070. Clunes Reserves	78,500	17,754		
Expenditure	78,500	17,754		
001. Operating Expenses	4,410	474	11%	
101. Electricity	700	97	14%	
105. Water	200	0	0%	

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
262. Maintenance	72,850	15,215	21%	
329. Playgrounds	340	1,969	579%	Necessary works carried out.
5080. Trentham Reserves	56,570	11,380		
Expenditure:	56,570	11,380		
001. Operating Expenses	1,700	457	27%	
101. Electricity	900	108	12%	
105. Water	2,500	1,037	41%	
262. Maintenance	50,620	9,606	19%	
329. Playgrounds	850	172	20%	
5090. Other Reserves	88,115	16,696		
Expenditure	88,215	16,706		
001. Operating Expenses	5,705	1,715	30%	
101. Electricity	570	170	30%	
105. Water	800	0	0%	
262. Maintenance	76,060	12,518	16%	
304. Transportation	4,000	0	0%	
329. Playgrounds	1,080	2,303	213%	Necessary works carried out
Income	-100	-10		
537. Bbq Fees	0	0		
551. Lease	-100	-10	10%	
503. Mineral Springs Reserves	0	37,910		
5100. Mineral Springs Reserves	0	37,910		
Expenditure	115,000	40,839		
001. Operating Expenses	48,540	8,102	17%	
008. Supervision	10,500	2,625	25%	
101. Electricity	4,000	616	15%	
105. Water	1,100	0	0%	
122. Mowing	41,780	2,308	6%	
147. Barbeques	28,300	7,221	26%	
222. Rates & Charges	2,900	750	26%	
246. Structure Maintenance	84,440	17,915	21%	
253. Trees	15,990	1,076	7%	
262. Maintenance	5,850	3	0%	
329. Playgrounds	3,100	223	7%	
498. Transfer To Reserves	-131,500	0	0%	
Income	-115,000	-2,929		

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Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
551. Lease	-15,000	-2,929	20%	
597. Bath House Lease	-100,000	0	0%	
Indoor Recreation	20,000	0		
510. Indoor Recreation Facilities	20,000	0		
5200. Indoor Recreation Centres	20,000	0		
Expenditure	20,000	0		
074. Contingency	20,000	0	0%	Costs will not be incurred until second half. (Centre due to open in Dec)
Cemeteries	1,000	600		
520. Cemeteries	1,000	600		
5650. Cemetary	1,000	600		
Expenditure	1,000	600		
171. Bullarto Cemetary	500	600	120%	Relates to cleaning works undertaken expect to remain within overall
172. Blue Mountain Cemetary	500	0	0%	Cemeteries budget
Swimming Areas	209,450	4,244		
530. Swimming Pools	209,450	4,244		
5700. Calamben Park Swim Area	44,340	838		
Expenditure	44,340	838		
001. Operating Expenses	40,590	838	2%	
122. Mowing	3,750	0	0%	
5710. Clunes Swimm. Pool	52,840	65		
Expenditure	52,840	65		
001. Operating Expenses	41,085	65	0%	
109. Building Maintenance	11,755	0	0%	
5720. Daylesford Swimm. Pool	73,500	2,893		
Expenditure	73,500	2,893		
001. Operating Expenses	59,000	1,310	2%	
109. Building Maintenance	14,500	1,583	11%	
5730. Trentham Swimm. Pool	38,770	448		
Expenditure	38,770	448		
001. Operating Expenses	32,555	344	1%	
104. Telephone	0	103		
109. Building Maintenance	6,215	0	0%	
Recreation Management	60,000	9,764		
40. Recreation Management	60,000	9,764		
5120. Recreation Program	60,000	9,764		
Expenditure	60,000	9,764		

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Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
001. Operating Expenses	56,500	9,504	17%	
003. Conferences	500	100	20%	
004. Printing & Stationery	1,000	0	0%	
005. Equipment Purchase (minor)	1,000	0	0%	
104. Telephone	1,000	160	16%	
Income	0	0		
502. Gov. Grants/subsidies	0	0		
Infrastructure Development	1,677,200	50,399		
1. Local Roads Maintenance	2,176,850	254,197		
611. Local Roads Periodic Maintenance	1,402,000	13,276		Most road works are undertaken over the summer period
6210. Reseals Council Expenditure	339,000	0		
284. Reseals	339,000	0	0%	
6220. Roads To Recovery Reseals Expenditure	255,000	0		
284. Reseals	255,000	0	0%	
6230. Reseal Preparations Council Expenditure	70,000	6,237		
283. Reseals Preparation	70,000	6,237		
6240. Roads To Recovery Reseal Preparation Expenditure	70,000	6,237	9%	
283. Reseals Preparation	0	0		
283. Reseals Preparation	0	0		
6250. Gravel Resheets Council Expenditure	263,000	2,126		
288. Gravel Resheets	263,000	2,126	1%	
6260. Roads To Recovery Gravel Resheets Expenditure	150,000	0		
288. Gravel Resheets	150,000	0	0%	
6270. Stabilisation Program Council Expenditure	283,000	3,470		
308. Pavement Stabilisation	283,000	3,470	1%	
6280. Roads To Recovery Stabilisation Program Expenditure	56,000	0		
308. Pavement Stabilisation	56,000	0	0%	
6290. Shoulder Sealing Council Expenditure	210,000	0		
210,000	0			

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
282. Shoulder Sealing	210,000	0	0%	
6300. Roads To Recovery Shoulder Sealing Expenditure	130,000	0		
282. Shoulder Sealing	130,000	0	0%	
6320. Infrastructure Gap Projects Expenditure	257,000	1,443		
262. Maintenance	257,000	1,443	1%	
6395. Roads To Recovery Federal Grant Income	-611,000	0		
502. Govt. Grants/subsidies	-611,000	0	0%	
612. Local Roads Routine Maintenance	774,850	240,921		
6010. Bridge Maintenance Expenditure	153,000	1,899		
262. Maintenance	153,000	1,899	1%	
6020. Footpaths Maintenance Expenditure	54,000	6,516		
262. Maintenance	54,000	6,516	12%	
6030. Kerb & Channel Maintenance Expenditure	2,550	0		
262. Maintenance	2,550	0	0%	
6040. Urban Drainage Maintenance Expenditure	65,000	13,761		
262. Maintenance	65,000	13,761	21%	
6050. Street Lighting Expenditure	76,500	12,865		
101. Electricity	76,500	12,865	18%	
299. Installation New Lights	66,500	11,825	10%	
6060. Rural Drainage - Maintenance Expenditure	100,000	54,469		
262. Maintenance	100,000	54,469	54%	
6070. Gravel Roads Maintenance Expenditure	523,000	145,815		
262. Maintenance	523,000	145,815	28%	
6080. Signs Maintenance Expenditure	86,700	35,550		
262. Maintenance	86,700	35,550	41%	

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
6090. Sealed Roads Maintenance Expenditure	469,400	132,047		
262. Maintenance	469,400	132,047	28%	
6100. Line Marking Maintenance Expenditure	10,000	0		
262. Maintenance	10,000	0	0%	
6110. Roadside Maintenance Expenditure	200,000	83,041		
262. Maintenance	200,000	83,041	42%	
6120. Roads Vandalism Maintenance Expenditure	2,550	0		
262. Maintenance	2,550	0	0%	
6130. Road Inspection Officer Expenditure	77,500	23,308		
383. Inspection	77,500	23,308	30%	
6140. Roads To Recovery Administration Expenditure	20,000	0		
006. Administration	20,000	0	0%	
6195. Local Roads Grant Income	-1,065,350	-268,351		
502. Govt. Grants/subsidies	-1,065,350	-268,351	25%	
Depots	48,000	17,680		
640. Depots	48,000	17,680		
8000. Wombat Hill Depot Expenditure	7,000	2,301		
001. Operating Expenses	5,600	1,482	26%	
104. Telephone	1,400	818	58%	Review of all telephone and internet costs being undertaken.
8010. Creswick Depot Expenditure	18,000	2,914		
001. Operating Expenses	16,000	2,514	16%	
104. Telephone	2,000	400	20%	
8020. Hepburn Depot Expenditure	23,000	12,465		
001. Operating Expenses	7,100	1,799	25%	
104. Telephone	6,000	1,386	23%	
106. Two Way Radio	2,400	1,409	59%	

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
139. Information Technology	6,000	7,495	125%	Annual maintenance payment made for Works scheduling (IT Works) and additional support fee for Road analysis program also paid annually in advance.
240. Internet Costs	1,500	376	25%	
i. Transport - Other	-547,650	-221,478		
650. Private Works	-600	5,173		
8110. Workover Employee Costs	0	5,173		
Expenditure	0	5,173		
401. Workover	0	5,173		
Income	0	0		
531. Re-imbursment	0	0		
8120. Private Works	-600	0		
Expenditure	0	0		
001. Operating Expenses	0	0		
Income	-600	0	0%	
531. Re-imbursment	-600	0		
651. Oncost	0	-78,497		
8200. Maintenance Unit Oncost	0	-78,497		
Expenditure	572,900	92,951		
009. Meeting Expenses	36,200	12,987	36%	
014. Training	63,000	6,197	10%	
058. Protective Clothing	26,800	8,675	32%	
059. Emergency Services Volunteer	3,400	90	3%	
060. Superannuation	137,300	18,600	14%	
173. Paternity/maternity Leave	1,200	0	0%	
177. Annual Leave	139,300	26,895	19%	
178. Compassionate Leave	2,500	929	37%	
179. Public Holidays	59,300	0	0%	
180. Rdb	0	-4,543		Will balance to nil at year end
181. Sick Leave	35,600	15,280	43%	
182. On Cost - Long Service Leave	37,600	5,151	14%	
310. Work Cover	30,700	2,691	9%	
Income	-572,900	-171,448		
502. Govt. Grants/subsidies	-2,000	0	0%	
508. On Cost Recovery	-570,900	-171,448	30%	
653. Plant Hire	-551,550	-147,914		

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
8210. Plant Operating Expenditure	-431,000	-88,024		
407. Plant & Equipment	224,000	70,829		
Income	224,000	70,829		
590. Plant Income - Municipal	-655,000	-158,853	32%	Actual includes annual insurance paid of \$23k, A/c will flatten out over time.
8211. Small Plant Operating Hepburn Maintenance Expenditure	-655,000	-158,853	24%	
492. Plant Fuel	3,000	1,055		
496. Parts	3,000	1,055		
8212. Small Plant Operating Parks & Gardens Expenditure	1,850	182	10%	
492. Plant Fuel	1,150	873	76%	
496. Parts	2,250	458		
8215. Plant Operating Passenger Fleet Expenditure	2,250	458		
407. Plant & Equipment	750	68	9%	
Income	1,500	390	26%	
590. Plant Income - Municipal	-125,800	-61,403		
655. Other	196,200	22,477		
8030. Gravel Pits Expenditure	196,200	22,477		
001. Operating Expenses	5,000	0		
8100. Road Openings	5,000	0	0%	
Income	-500	-240		
513. Fees	-500	-240		
8300. Street Cleaning Expenditure	-45,500	-1,167,960	48%	
001. Operating Expenses	119,700	32,222		
213. Litter Trap Cleaning	119,700	32,222		
710. Transfer Stations/tips	119,700	32,222		
8350. Waste Management Expenditure	119,700	32,222		
001. Operating Expenses	99,000	24,302	25%	
213. Litter Trap Cleaning	20,700	7,920	38%	
710. Transfer Stations/tips	-187,200	-1,200,392		
8350. Waste Management Expenditure	-262,850	-701,665		
Income	-682,900	-737,320		
655. Other	62,400	8,100		

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
001. Operating Expenses	4,200	0	0%	
007. Crown Land Leases	10,000	2,400	24%	
043. Clean Up Day	1,000	0	0%	
078. Regional Waste Group	2,000	0	0%	
107. Public Education & Awareness	6,750	1,437	21%	
119. Recycling Kingston & Smeaton	500	0	0%	
125. Ground Water - D'fordic wick	19,250	4,263	22%	
126. Bin Purchases	4,200	0	0%	
128. Clunes Hard Rubbish	14,500	0	0%	
Income	-745,300	-745,420		
598. Waste Management Charge Improved	-603,800	-606,892	101%	Annual Charges raised in July 07
599. Waste Management Charge Unimproved	-141,500	-138,528	98%	Annual Charges raised in July 07
8360. Former Clunes Tip	0	626		
Expenditure	0	626		
211. Groundwater Monitoring	0	626		
8370. Creswick Transfer Station	149,850	9,219		
Expenditure	175,200	10,395		
001. Operating Expenses	27,100	104	0%	
037. Contractors	72,100	2,968	4%	
095. Greenwaste	12,000	0	0%	
112. Waste Transport And Levy	64,000	7,323	11%	
Income	-25,350	-1,176		
513. Fees	198,150	21,217	5%	
8380. Daylesford Transfer Station	243,150	25,375		
Expenditure	17,400	4,666	27%	
001. Operating Expenses	64,875	4,545	7%	
037. Contractors	25,875	0	0%	
095. Greenwaste	135,000	16,164	12%	
112. Waste Transport And Levy	-45,000	-4,158	9%	
Income	-45,000	-4,158		
513. Fees	72,050	4,593		
8390. Trentham Transfer Station	82,700	4,865		
Expenditure	9,000	191	2%	No invoice received from contractor
001. Operating Expenses	47,600	1,336	3%	
037. Contractors	17,100	0	0%	
095. Greenwaste				

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

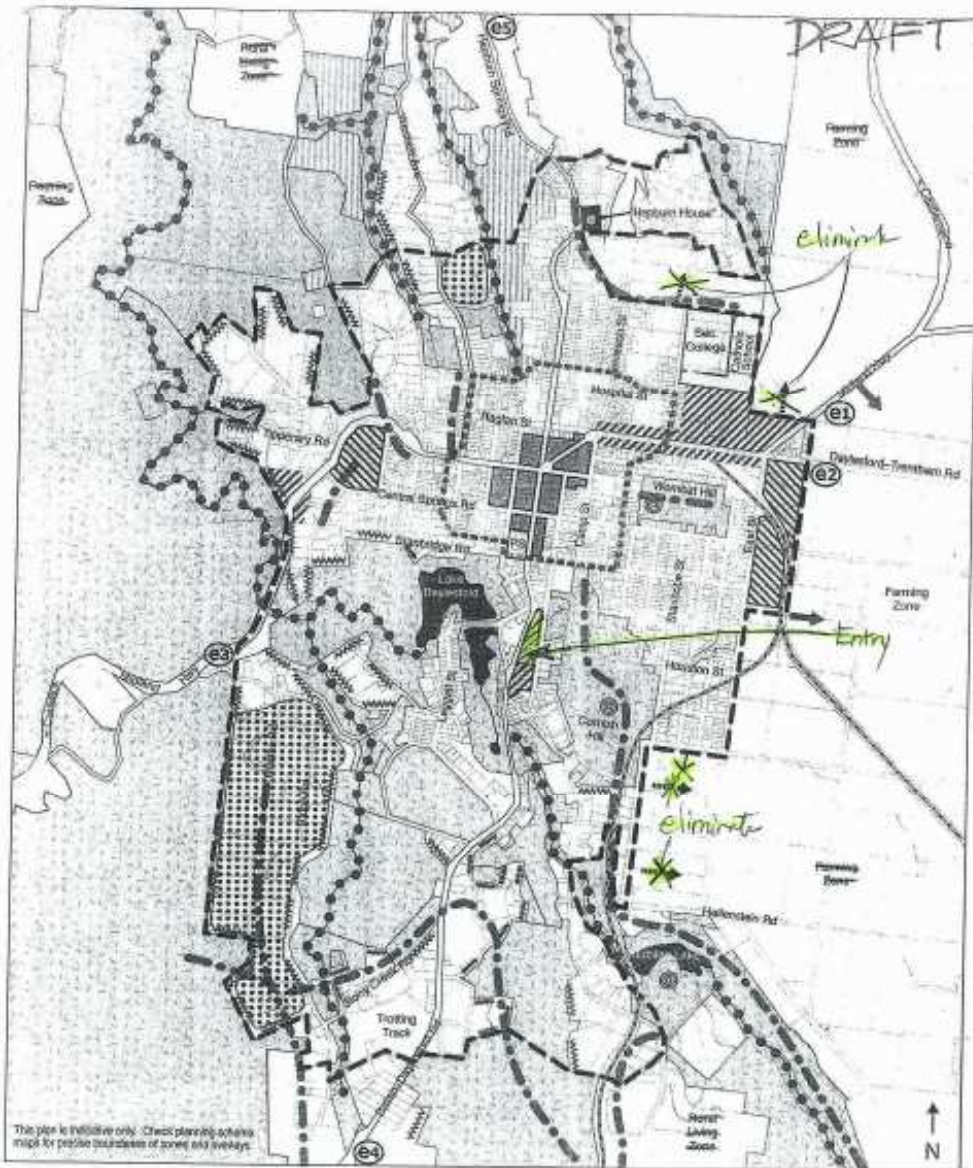
Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
112. Waste Transport And Levy	9,000	3,339	37%	
211. Groundwater Monitoring	0	0		
Income				
513. Fees	-10,650	-273		
	-10,650	-273		3% Follow up required with contractor
712. Garbage Collection	76,950	-278,079		
8420. Garbage Collection - Kerbside	338,000	56,370		
Expenditure	338,000	56,370		
037. Contractors	257,000	43,682	17%	
112. Waste Transport And Levy	81,000	12,687	16%	
8440. Garbage Collection - Garbage Charge	-354,200	-355,314		
Income	-354,200	-355,314		
511. Sale Of Materials	-4,200	-3,053		73% Offset by expenditure in buying additional bins
595. Garbage Charge	-350,000	-352,262		101% Annual Charges raised in July 07
8450. Litterbin Collection - Streets & Reserves	93,150	20,865		
Expenditure	93,150	20,865		
037. Contractors	78,150	17,544	22%	
112. Waste Transport And Levy	15,000	3,321	22%	
713. Recycling	-1,300	-220,647		
8500. Recycling	-1,300	-220,647		
Expenditure	275,000	57,460		
037. Contractors	188,150	37,424	20%	
052. Sorting	86,850	20,036	23%	
Income	-276,300	-278,108		
502. Govt. Grants/subsidies	0	0		
511. Sale Of Materials	0	0		
595. Garbage Charge	-276,300	-278,108		101% Annual Charges raised in July 07
Land Management	22,000	210		
720. Land Management	22,000	210		
8610. Land Care	12,000	210		
Expenditure	12,000	210		
001. Operating Expenses	12,000	210	2%	
8620. Noxious Weeds Gorse Task Force	10,000	0		
Expenditure	22,500	0		
145. Noxious Weeds	22,500	0	0%	
Income	-12,500	0		
502. Govt. Grants/subsidies	-12,500	0	0%	

ATTACHMENT 8

Hepburn Shire Council
Quarterly Review - September 2007 (25%)

Account No. & Name	Annual Budget	Actuals Mar-07	Percentage	Comments
classified	-70,500	457		
. Unclassified	-70,500	457		
810. Unclassified	1,000	457		
9000. Unclassified	1,000	0		
Expenditure	1,000	0	0%	
470. Emergency Management	1,000	0		
9010. Drought Committee Initiatives	0	457		
Expenditure	0	1,457		Unbudgeted expenditure
001. Operating Expenses	0	1,457		
Income	0	-1,000		Unbudgeted income from Central Highlands Primary Care Partnership
528. Community Contributions	0	-1,000		
811. Transfers To Reserve	17,000	0		
9100. Transfers To/(from) Reserves	17,000	0		
Expenditure	17,000	0		0% Transfers processed at year end
498. Transfer To Reserves	17,000	0		
812. Transfers From Reserve	-88,500	0		
9100. Transfers To/(from) Reserves	-88,500	0		
Income	-88,500	0		0% Transfers processed at year end
593. Transfer From Reserve	-88,500	0		

ATTACHMENT 9



This plan is indicative only. Check planning schemes maps for precise boundaries of zones and overlays.

DAYLESFORD STRUCTURE PLAN

- | | |
|--|---|
| <ul style="list-style-type: none"> Urban growth boundary
Contain township development within boundary
Ensure consolidation of township within boundary. Low density residential (rural)
Understand existing Low Density Residential Zone. Investigate/encourage town residential expansion Town Centre (Business 1 zone)
Develop and implement parking strategy for low centre
Ensure new development complements streetscape character Medium density housing
Encourage medium density housing within 20 minute walking distance of town centre and at locations accessible to services
Ensure medium density proposals are consistent with Daylesford's Neighbourhood Character Study Residential Design to Address Town Entrance Character
Investigate use of Design and Development Overlay for visually exposed residential zoned land adjacent to town entrance Areas/Sites of Natural Beauty and Cultural Landscape Significance
Wooded Hill, Condon Hill, Lake Daylesford, Jubilee Lake
Protect major viewlines to significant assets
Ensure adjacent development proposals protect environmental and cultural landscape significance of assets | <ul style="list-style-type: none"> Prominent ridgelines
Protect ridgelines and hillsides from visually intrusive development Protection of Significant Views and Vistas
Maintain and protect significant views of rural hinterland east of township Open space network
Open space network based on watercourses and major drainage lines
Encourage establishment of walking trails and bicycle paths
Protect and create wildlife corridors Urban-Public Forest Interface
Development proposals at interface to address potential bushfire risk and reduce significance of forests Existing Industrial 1 Zone
Encourage improved amenity and vehicle access Town entrances - maintain and enhance town entrance character and presentation
E1, E2 - Protect avenue planting and rural character of entry
E3, E4 - Maintain rural and forest setting of entry
E5 - Define entry and transition from Daylesford and Hopton Springs Green Wedges including existing Public Park & Recreation Zone and Public Conservation & Resource Zone Rural Conservation Zone |
|--|---|