

# **HEPBURN SHIRE COUNCIL**

## **SPECIAL MEETING MINUTES**

4.15 pm Tuesday  
28 August  
Senior Citizens' Room  
Daylesford Town Hall

## 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.*

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**NOTICE IS HEREBY GIVEN THAT AN SPECIAL MEETING  
OF THE HEPBURN SHIRE COUNCIL WILL BE HELD AT  
SENIOR CITIZENS' ROOM ON TUESDAY 28 AUGUST,  
COMMENCING AT 4.15PM.**

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## **AGENDA**

|   | <b>Page No</b> |
|---|----------------|
| 1. <b>APOLOGIES:</b>  | <b>1</b>       |
| 2. <b>DECLARATION OF PECUNIARY INTEREST:</b>                        | <b>1</b>       |
| 3. <b>2006/20007 FINANCIAL REPORT AND PERFORMANCE<br/>STATEMENT</b> | <b>2</b>       |

**CLOSE OF MEETING:**

**ATTACHMENTS**



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**DAVID SMITH - Mayor**

## **ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

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

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

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

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

**IN ATTENDANCE: Chief Executive Officer, Victor Szwed; Director Infrastructure & Development, Rod Conway; Director Corporate Services, Chris Cowley; Manager Finance, John Traill; Manager Community Services, Martin Walmsley; Manager Planning, Sylvester Tan  
1 Public**

The Mayor to open 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 PECUNIARY INTEREST: Nil**

**3.1 2006/2007 FINANCIAL REPORTS & PERFORMANCE STATEMENT –  
ADOPTION IN PRINCIPLE**

(A/O – Director Corporate Services)

File Ref: 30/08/15

**Synopsis**

The audit of the financial statements, standard statements and performance statement for 2006/07 has commenced. One of the statutory steps in the audit process is for the statements to be officially accepted by Council before they are sent to the Auditor-General by Council's auditors, McLean Delmo Hall Chadwick. Council is asked to give in principle approval to these statements on the understanding that the auditors may still require changes to be made.

**Report**

Attached are the draft financial statements (*refer attachment 1*), draft standard statements (*refer attachment 2*) and the draft performance statement has been included in the report below.

A copy of the statements has also been forwarded to the independent members of the Audit Committee which is scheduled to meet again on Tuesday the 18<sup>th</sup> September 2007.

Highlights of the draft financial statements:

- The Council's cash position (Cash & Investments) has reduced over the past 12 months from \$5.86 million to \$3.96 million. However this was in line with expectations as the one off roads to recovery grant and ARC loan money received late in 2005/06 were expended in the 2006/07 year.
- A Working Capital Ratio (Current assets divided by current liabilities) of 149.6% compared to 149.9% in 2005/06 means that Council is holding its ground. As part of Council's 10 year financial plan Council's target for the Working Capital Ratio is 140%.
- Council's actual result for the 2006/07 year was a deficit of \$4.3 million however this figure includes the temporary writing out of the accounts of the Hepburn Bathhouse while the redevelopment is taking place of \$4 million. Which would indicate a loss of only \$0.3 million after allowing for depreciation of \$4.2 million. This figure should be viewed with some caution as included in this result is the drought initiatives grant of \$0.3 million for example that was received late in the financial year and has not been expended which makes the result look better than it actually is. A more detailed analysis of the result will be undertaken shortly.
- The final result for the 2006/07 financial year is very pleasing with Council achieving a small cash surplus for the year expected to be in the order of \$9,000. There are a few items to follow up on and a report will be presented at the Councillor briefing session scheduled for the 4<sup>th</sup> September 2007.

Draft performance statement

**INTRODUCTION**

The use of performance indicators by local government is a significant first step towards achieving an improved capacity to objectively measure council performance leading to better informed local communities and a better set of relationships between state and local government.

The Council's budget for 2006/2007 identified five key strategic objectives that the Council had set for the year. These objectives and Council's performance in achieving the targets set are as follows:

**STRATEGIC OBJECTIVE NO.1**

**Strengthening Communities**

| <b>Key Strategic Activities</b>                                    | <b>Performance Measure</b>                        | <b>Achieved</b>  | <b>Comment</b>  |
|--|---|--|---|
| Enhance community connectedness, capacity building and leadership. | Hepburn Health Communities Project Implementation | There are 8 key areas contained in the social plan which forms the substantive part of the Hepburn Health Communities Project. 1. Community Spaces, 2. Community Connectedness, 3. Connecting Young People, 4. Affordable housing, 5. Transport, 6. Life Long Learning, 7. Communications and 8. Employment. This year either through direct action or advocacy Council can demonstrate that positive outcomes have been achieved regarding each area. | The Hepburn Healthy Communities Project is now half way through its funded life. A significant body of work has been conducted across the shire in line with the related plans and initiatives outlined in the project proposal. The achievements have been based on the structure of the social plan which is the primary document directing this project. |

**STRATEGIC OBJECTIVE NO.2**

**Service Delivery**

| <b>Key Strategic Activities</b> | <b>Performance Measure</b> | <b>Achieved</b> | <b>Comment</b> |
|---------------------------------|----------------------------|-----------------|----------------|
|                                 |                            |                 |                |

|                          |                                    |   |   |
|--------------------------|------------------------------------|---|---|
| Improve Service Delivery | Delivery of Services within budget | After allowing for carry overs Council realised a cash surplus of \$8,853 | At the March 07 qtr review Council forecast a surplus of \$107,025. The final cash result compares favourably with this forecast in that in the original budget the sale of block of land did not occur by balance date, however this was subsequently sold for \$100,000 with Council to net \$80,600 after costs and connection of sewer to the site. If the block had sold prior to balance date a surplus of \$89,453 would have been realised. |
|--------------------------|------------------------------------|---|---|

**STRATEGIC OBJECTIVE NO.3**

**Asset and Resource Management**

| Key Strategic Activities             | Performance Measure                         | Actual Performance  | Comment  |
|--------------------------------------|---|---|--|
| Improve the management of our assets | Reduction in the infrastructure funding gap | The infrastructure funding gap as at 30 June 2007 is \$4M | Due to inaccuracies in the previous years data it is not possible to accurately compare the current years figure with the previous year. It is pleasing to note that given the additional funding that Council is committing to reducing the gap it is predicted that over the medium to long term Council's infrastructure funding gap will reduce. |

**STRATEGIC OBJECTIVE NO.4**

**Economic Development**

| Key Strategic Activities | Performance Measure | Actual Performance | Comment |
|--------------------------|---------------------|--------------------|---------|
|--------------------------|---------------------|--------------------|---------|

|                              |  |   |  |
|------------------------------|--|---|--|
| Promote and market the shire | Number and annual value of planning applications | 376 permit applications were received. The value of these planning permits was - \$65,243,605 | As this is the first year that this measure has been in place we will be in a position to provide comparisons next year. |
|------------------------------|--|---|--|

**STRATEGIC OBJECTIVE NO.5**  
**Heritage and Environment**

| Key Strategic Activities   | Performance Measure  | Actual Performance   | Comment  |
|--|--|--|--|
| Promote and practice environmental management and sustainability | Projects implemented through the environmental projects budget | 5 projects were budgeted for under this area. 3 projects have been completed with 2 projects currently 50% complete. This represents an 80% completion rate. | The five projects were: Noxious weed removal in Glenlyon (50% complete), Old Glenlyon Dam Rehabilitation (complete), Asbestos Management Plan (50% complete), Hepburn Depot Environmental Audit (Complete), Removal of Asbestos shed at Jubilee Lake (complete). |

**SUMMARY OF PERFORMANCE**

On review of the 5 key strategic activities Council achieved the following results:

- Enhance community connectedness, capacity building & leadership – Yes
- Improve service delivery - Yes
- Improve the management of our assets - Yes
- Promote and market the shire - Yes
- Promote and practice environmental management and sustainability – Yes

These results demonstrate that Council is committed to pursuing the goals and objectives as contained in its Council Plan

It is important to view these measures in the context of Council's performance as a whole.

**Relevant Policies/Council Plan Objectives**



Local Government Act 1989 – Sect 131  
Local Government Act 1989 – Sect 132

## **Financial & Resource Implications Initial & Ongoing**

### **Recommendation**

**Motion moved at Meeting:**  
**That Council:**

- 3.1.1** *Approve in principle the financial statements, standard statements and performance statement for 2006/07 for submission to the Auditor-General.*
- 3.1.2** *Add a note to the Financial Report that details the changes to the published figures of the 2005-2006 Financial Report which have come to Council's attention since that Report was published.*
- 3.1.3** *Approve that Councillor signatories are to be Cr Tim Hayes and Cr Bill McClenaghan.*
- 3.1.4** *Be provided with details of Section 86 Committee bank balances in due course.*

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

### **CLOSE OF MEETING**

The meeting closed at 4.52pm

**ATTACHMENTS**

**ATTACHMENT 1**     **Draft Financial Statement** (Item 3.1)

**ATTACHMENT 2**     **Draft Financial Statement** (Item 3.2)