



***HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF
COUNCIL
MINUTES***

TUESDAY 15 FEBRUARY 2011

**CLUNES TOWN HALL
BAILEY STREET, CLUNES
5.30PM**

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**Hepburn Shire Council
Ordinary Meeting of
Council**



MINUTES

TUESDAY 15 FEBRUARY 2011

CLUNES TOWN HALL
Bailey Street, Clunes
Commencing 5.30PM

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KAYLENE CONRICK
CHIEF EXECUTIVE OFFICER
10 FEBRUARY 2011

1. **ACKNOWLEDGEMENT OF TRADITIONAL OWNERS:**

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

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

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

2. **OPENING OF MEETING: The Meeting opened at 5.41pm**

PRESENT: Mayor Councillor Rod May; Deputy Mayor Councillor Sebastian Klein; Birch Ward Councillor Jon Barrell; Cameron Ward Councillor Tim Hayes; Creswick Ward Councillor Janine Booth; Creswick Ward Councillor Don Henderson; Holcombe Ward Councillor Bill McClenaghan.

IN ATTENDANCE: Chief Executive Officer Kaylene Conrick; General Manager Corporate Services Evan King; General Manager Community Development Martin Walmsley; General Manager Sustainable Development Robert Jennings; General Manager Infrastructure Peter Reeve.

STATEMENT OF COMMITMENT

“WE THE COUNCILLORS OF HEPBURN SHIRE
DECLARE THAT WE WILL UNDERTAKE ON EVERY OCCASION
TO CARRY OUT OUR DUTIES IN THE BEST INTERESTS
OF THE COMMUNITY
AND THAT OUR CONDUCT SHALL MAINTAIN THE STANDARDS
OF THE CODE OF GOOD GOVERNANCE
SO THAT WE MAY FAITHFULLY REPRESENT
AND UPHOLD THE TRUST PLACED IN THIS COUNCIL BY THE
PEOPLE OF HEPBURN SHIRE”

3. **APOLOGIES: Nil.**

4. DECLARATION OF CONFLICTS OF INTEREST:

Cr Don Henderson declared a direct conflict of interest in item 9.3 Recycle Central due to his involvement with the committee.

Cr Bill McClenaghan declared a direct conflict of interest in item 10.1 Adoption of Fees and Charges Waste Management and Item 10.5 waste management steering committee, due to his operation of a private waste management business.

Cr Tim Hayes declared a direct conflict of interest in item 10.1 fees and charges (Compliance – footpath signs) due to his operation of a private business.

5. CONFIRMATION OF MINUTES:

OFFICER'S RECOMMENDATION

5.1.1 *That the Minutes of the Ordinary Meeting held 18 January 2011 be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

MOTION

5.1.1 *That the Minutes of the Ordinary Meeting held 18 January 2011 be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

Moved: Councillor Janine Booth
Seconded: Councillor Jon Barrell
Carried.

6. NOTICES OF MOTION

MOTION

That Officers consider the merits of ongoing funding and pro bono appearance agreements for the Daylesford & District Municipal Brass Band and the Creswick Municipal Brass Band, and report to Council regarding this matter.

**Moved: Cr Jon Barrell
Seconded: Cr Don Henderson**

Councillor Bill McClenaghan moved the following Amendment:

Add the words: *“that Council pay any amounts of \$1,000 that are outstanding.”*

The Mover and Seconder accepted the Amendment which was incorporated into the Motion.

AMENDED MOTION

That Officers consider the merits of ongoing funding and pro bono appearance agreements for the Daylesford & District Municipal Brass Band and the Creswick Municipal Brass Band, and report to Council regarding this matter, and that Council pay any amounts of \$1,000 that are outstanding.

Carried.

Background:

Local brass bands have been an integral part of civic life in our region for many years. They function to provide enjoyment and encourage musicianship. They are not intrinsically fundraising organisations.

Birch Ward Councillors Barrell & May have received a number of representations on this matter including the following submission:

“The Daylesford and District Municipal band is one of the oldest in Australia being some two years short of 150 – a heritage of which we are justifiably proud along with the fact that over its lifetime it has provided a great deal of pleasure to the people of the Hepburn Shire and surrounds.

We are a registered entity and operate under the "model rules". In addition we are endorsed by the Australian Taxation Department as a "Deductible Gift Recipient"

The Band is made up of some 28 players ranging in age from 13 through to the mid 70s and over the year makes anywhere from 30 to 40 playouts at a wide variety of events ranging from New Years Day sporting events through Anzac Day to Carols by Candlelight.

The Band is there for the people of the local shire and should someone wish to join then we will provide them with an instrument and a uniform and if they are unable to play we will teach them to play

Over the years many young people have been introduced to music via the band and have gone on, in a number of cases, to making music their career but in all cases it is the commencement of a lifelong love and appreciation of music.

Up until last year we received an annual grant of \$1000.00 from the Shire to assist us in running the Band, however, this once reliable source has now dried up and as a result has placed a further strain on the Band.

It costs \$4000.00 a year to run the Band – this is a basic figure and covers such things as Insurance, Registrations, rent, heating, power and a small honorarium for the Band Master. This figure does not include items such as instrument repair and maintenance ,new music new uniforms and instrument replacement.

Being an old Band we are now in the position of having to replace our instruments and this has become a priority. A brass instrument in a Band such as ours has a life of approximately 25 – 30 years – the newest instrument we have is 16 years old and it and many of the other instruments were second hand when we purchased them thus making them well in excess of 30 years old and almost worn out.

Our instrument position is such that seven of our main players are using instruments borrowed from other bands.

A new set of instruments for a Band such as ours would cost in the vicinity of \$130,000.00 and these would not be the best available but still good quality and most suitable.

In our meeting with the Mayor and Councillor Barrell we provided copies of our Balance Sheet as at the annual meeting in June 2010 and this showed a loss of \$1000.00 for the year so the removal of the annual grant has caused us much alarm as you can imagine.

We request that the Council revisit the decision to cut our funding and come up with a figure more in keeping with 2011 and in return we as a Band would agree to a minimum

number of “payouts” - i.e. for the sum of say \$3500.00 we would guarantee say eight payouts per year.

Should this proposition be acceptable we also request that Council look at the possibility of giving the Band a say 3 – 5 year advance payment of this sum to enable us to replace some instruments immediately.

Again we thank you for your time and look forward to your response.

Yours Faithfully,

Richard W Byrne.

For the Daylesford and District Municipal Band.”

Council may consider entering into a supportive arrangement with them in exchange for their pro bono appearances at a number of civic functions each year.

Daylesford & District Municipal Brass Band currently receives \$1,000 per annum.

Creswick Municipal Brass Band currently receives \$1,000 per annum.

Such an arrangement would not preclude the bands from applying for Community Support grants for specific purposes.

Arrangements may include periodic direct grants, payments in accordance with a service agreement to perform eg Council agrees to pay each band a fixed amount per annum for a number years in the return for each band performing a number of times per year at Council facilitated functions, and a Memorandum of Understanding

Officers may also assist the bands with business planning and identification of opportunities for community support, sponsorship & corporate support.

Councillor Name: Jonathan Barrell

Councillor Signature:

A handwritten signature in black ink, appearing to read "Jonathan Barrell".

CEO Signature:

A handwritten signature in black ink, consisting of stylized initials.

PRESENTATIONS

7.1 PRESENTATION OF REPORTS

Mayor's Report

Councillor Rod May, Birch Ward delivered the following report:

Numerous flood related events characterised a great deal of the last months activities . These included tow well attended public meetings in Clunes and Creswick. Considering the frequency of flooding this summer and the frustration of the local community the two meetings were carried out with the decency and respect that these communities are known for. Meetings with the Premier and opposition leader in addition to press and TV were significant during the month.

Upper Loddon Catchment Groundwater Management committee meeting in Clunes saw further steps towards the development of a new groundwater management plan for the west and central parts of the shire. I have re-iterated the HSC belief that the zone should include areas east of Daylesford within the protection area.

Our Hepburn springs reserve committee has met to consider the forthcoming works program and to consider the impact of floods on the reserve which are not insignificant.

My attendance at the event titled "Rebels Down Under" held at Craigs hotel drew attention to the connections between this district and the US civil war.

Australia day was well attended at the three events I addressed in Creswick, Clunes and Daylesford. I drew attention to the plight of asylum seekers and refugees and foreshadowed that climate change will likely see numbers swell in the future. Our legacy of sharing our great land should be at the front of our mind as we deal with this likelihood.

The MAV southern region meeting revealed the many issues that are faced by LG and its relationship with the state. It was not altogether surprising to hear that planning act review is subject to wide differences in opinion.

HRNs film at the town hall was title "Garbage Warriors" by Michael Reynolds a US architect and critic of current planning and housing structures. His attendance at Daylesford next week will provide an opportunity to hear about US success in establishing and experimental building code.

Mayors training weekend provided a good chance to network and discuss common issues such as floods and infrastructure. Dealing with community discontent saw

transparency of council activities a major factor in defusing potential frustration. The devolution by one council of planning and infrastructure activities to ratepayers with financial assistance for expert input was revealed to be a viable alternative to more traditional arrangements

Finally, I would like to sincerely thank Mt Martin Walmsley for his long dedicated service and Mr Rob Jennings for his short but significant input to the development of sustainability across the HSC.

Councillor Reports

Councillor Don Henderson, Creswick Ward delivered the following report:

Since last meeting I have attended all statutory meetings as well as briefings. I also attended the Environmental and Sustainability advisory Committee. The group recognised the need for a plan with milestones and outcomes was deemed to be a priority rather than just dealing with issues on an ad hoc basis.

I also attended my first Women's Committee meeting and found a group of very dedicated women who are a pleasure to work with. We have had a further meeting to put plans for the event in place and all seems to be going very well and within budget this year. Although the budget is tight we will, with the help of sponsors, pull the event off. Thanks were expressed to Cr Booth for her time with the committee and also appreciation of the work that Kathy Graham has put in over the years.

Not much needs to be reported regarding floods other than to say I have been kept extremely busy in Clunes and Creswick over the last months. Despite some criticism the Shire has continued very good works and is now in a position to take a lead in a future flood and drainage strategy.

I must not let this time pass without mentioning Clunes local Barry Goldsmith who got up a petition to go to Government. Barry and Bruce Hill also spoke with water minister Peter Walsh MP when he visited Clunes. Luckily when the Minister came over to Creswick I was able to show him first hand some of the work being undertaken and how successful it had been. I did take the opportunity to lobby him for action in both Clunes and Creswick as well as point out the devastation to our farming community many of whom have lost their years income.

The initiative of the Creswick and district Residents Association in putting together a forum for local involvement in present and future strategies for the area is to be applauded. Of note is their inclusion of Clunes in the group. It is good to see out of all the anger and frustration a group who want to be a positive part of a solution.

Once again our outdoor staff have gone well beyond the call of duty and we are truly lucky to have workers who care about our residents and towns. I can see and understand their frustration at having to do the same work over and over again and it seem that the mountain of work is still growing. I remember looking out of the window of the relief centre at some ungodly hour to see our workers putting out sand in the pouring rain. On behalf of our communities, I thank them and the army of volunteers who have contributed and are still playing a part in recovery.

A very successful new citizens event was held in Creswick and we were able to welcome new residents from Creswick and Clunes. Some consideration needs to be given to Clunes residents as unfortunately the focus was mainly on Creswick.

Councillor Tim Hayes, Cameron Ward delivered the following report:

Cr Hayes reported to Council in relation to the Central Highlands Regional Library Corporation (CHRLC).

At a meeting of the CHRLC Board on Monday 14 February, Mr Anthony Schinck, CEO of the City of Ballarat presented a Position Paper in support of a Shared Services Model for the provision of library services in the Region. Cr Hayes expressed the view that Council needs to work in a co-operative manner with the City of Ballarat in developing the model further.

Details of the City of Ballarat proposal will be presented to a Briefing Session in March.

Councillor Jon Barrell, Birch Ward delivered the following report:

1. Wombat Hill Botanical Gardens Advisory Committee

- a. The meeting schedule for 2011 includes a review of the action plan for the WHBG & meeting with stakeholders
- b. *Meanwhile I am advised that the Friends of Wombat Hill Botanic Gardens are planning a 'Summer of Open Gardens' to raise funds to refurbish the Rustic Cascade at the Wombat Hill Botanic Gardens*

2. Daylesford Macedon Ranges Regional Tourism Board

- a. *is completing its' Strategic Planning exercise*
- b. *will be liasing closely with Daylesford Macedon Produce to clarify the inter-relationships and mutual responsibilities between DMR RTB & DMP*

- c. currently plans to continue with project based staffing until full staffing entitlement is achieved, perhaps not until next financial year*
- d. was briefed by Tourism Victoria regarding Phase 9 of the 'Lead A Double Life' marketing campaign, with a focus on our small towns & villages*

3. ARC Advisory Committee is scheduled to meet in 7 March 2011

- a. The ARC Advisory Committee Terms of Reference have been reviewed and a briefing and Council report will be provided for March to allow for the Advisory Committee to consider Draft Annual Plan.
- b. I am hoping that a card system will allow members access to the Health Club when it is not staffed however this may require changes to service specifications which is in train;

Councillor Sebastian Klein, Coliban Ward delivered the following report:

Over the end of January and February I attended:

And emceed the Australia Day Civic Gala in Daylesford

The Trentham Australia Day Lunch

And I ran in the VLGA board elections and attended the Leading Edge Forum where candidates presented on their candidacy. I regret to say that I missed out on a position on the board, however I am confident in the new board, both the five members who have previously served and the four new members. I will continue to represent our Council and communities in this forum and am happy to say that I have a better knowledge and engagement of the Association and its members and board than previously was the case.

Councillor Janine Booth, Creswick Ward did not present a report.

Councillor Bill McClenaghan, Holcombe Ward delivered the following report:

Hepburn Shire has certainly been impacted by floods, especially in Creswick & Clunes although other parts of the Shire were also affected. In Holcombe Ward, creeks have run high, overtopped culverts, damaged road pavement and private property damage including fencelines. Flash flooding has occurred everywhere after torrential rain & all low lying areas have their own stories. The Glenlyon District News recently published photographs of flooded local roads and a Wheatsheaf house completely surrounded by floodwater. Fortunately, the house was on stumps. The upper Loddon River broke its banks in the Glenlyon Reserve and washed out the road and part of the race track and

came right up to the pavilion, built at ground level. The horse dressage area was also washed out by runoff from Suttons Lane. All of this has added to Hepburn Shire's \$10 million plus flood bill. Repair works have started with new sand for the dressage area to go down this week although damage and inconvenience from floods in Holcombe Ward was not as serious as elsewhere.

Last Saturday morning, I attended a new residents' welcome session at the Daylesford Neighbourhood Centre to represent Council. All agree that Hepburn Shire's excellent directory of contacts and events is the best single reference to who's who and what is happening. This will be the last such session in the old court house part of the Centre where conditions are cramped and the layout rather judicial. A new multi-purpose room has been built up the hill and connected to the existing facilities by a zig-zag concrete path for disabled access and tastefully landscaped with innovative use of the hillside with areas beside the path made into elevated vegetable gardens for tending by people in wheelchairs. I congratulate Beverley Risstrom of Daylesford Neighbourhood Centre who successfully applied for \$250,000 of Federal stimulus funding to build this wonderful new community asset. The multi-purpose room will be used as a classroom, a meeting room, an art and craft studio and a much needed space for local youth. Funding has been stretched by use of recycled carpet tiles and donated fittings. Outside is a small amphitheatre for plays, films and forums. There are plans to build a wood fired kiln on the back verandah for firing pottery. Congratulations to Daylesford Neighbourhood Centre for its success at achieving funding, building its dreams and providing magnificent resources and facilities to the community.

Yesterday, I attended the MAV South Central Regional Forum held in Ballarat. The Mayor also attended and we all received the latest important information from various visiting speakers.

- Firstly, the MAV Board is up for election soon and there are four candidates for President and two candidates for our regional rep.
- Geelong City Council is moving to have a popularly elected Mayor as a state government election promise. It will be the second Council in Victoria to have such a Mayor after the City of Melbourne. Some see this situation as the domain of the independently wealthy or that of political affiliation. Certainly small Shires will remain as they are.
- Good news in that the state government will be reducing the amount of mandatory reporting from local government by 30% thereby cutting our operating and compliance costs.
- The state government has established a working party to revise the Planning and Environment Act and the management of roadside weeds and pests. It will involve a cost - benefit analysis; examining who will benefit, who should manage it and who should pay. Of course, legal opinion is divided on this matter.

- Mr. Russell Rees, the former CFA Chief Officer, has been engaged by MAV to review local government's emergency management role. Mr. Rees addressed the forum and provided an update on the consultation so far in which he has visited many Shires including Hepburn. The only common thread he has found is that absolutely nobody feels comfortable with emergency management as it is and certainly the fires and floods have tested every affected Shire's resources and ability to respond. I will send on to Councillors a large amount of additional information electronically when the forum notes arrive. One of the big issues in emergency management is the stability of funding when we are required to increase services without more dollars especially for the SES and Lifesaving Victoria. Shared resources is the answer here. This week, we will be formally asked if we accept our share of the "magic 25" or the 25 new staff positions to be funded in emergency management as we have four out of the fifty two identified fire prone towns in our Shire.
- Another big issue in the face of fire and flood emergencies is business continuity. It has been a hard call; on our staff to respond to emergencies, provide extra services and all hours, repair all the damage and maintain our everyday business as usual.
- Another speaker was Cr. Ken Gale from Rural Councils Victoria which runs two forums and one summit per year. Cr Gale spoke of challenges to small rural councils from the Whelan Report, the infrastructure funding gap and long term viability. This year's summit is in Rutherglen (Indigo Shire) on 23 – 24 March with the focus on retaining youth in small country towns. (Some Councillors may be interested in attending this forum and details are on the Indigo website.)
- Liz Johnstone from MAV also spoke about the review of the Planning and Environment Act and provided a handout that I will pass on. The review reveals polarization between Councils and industry groups.
- The state government is again reviewing Councillor conflict of interest legislation and hopefully will get it right on this third attempt.

OFFICER'S RECOMMENDATION

7.1.1 *That Council receive and note the reports of the Councillors.*

MOTION

7.1.1 *That Council receive and note the reports of the Councillors.*

Moved: **Councillor Janine Booth**

Seconded: **Councillor Tim Hayes**

Carried.

8. PUBLIC PARTICIPATION TIME:

This part of the Ordinary Meeting of Council allows for the tabling of petitions by Councillors and Officers and 30 minutes for the purpose of:

- Responding to questions that have been submitted by members of the community
- Allowing members of the community to address Council.

Community members are invited to submit written questions to the CEO by 12 noon on the day of the Council meeting. If you wish to address Council you must provide a brief synopsis of your address in writing to the CEO by 12 noon on the day of the Council meeting.

Questions may be taken on notice and responded to later. Likewise, some questions of an operational nature may be responded to through usual administrative procedures. Separate forums and Council processes are provided for deputations or for making submissions to Council.

8.1. PETITIONS:

Nil petitions received at time of collating Agenda.

8.2 QUESTIONS:

Submitted by Joan and Graeme Rattray, Glenlyon:

We both attended the Rate Review meetings held 10 October 2010 at Creswick and 17 October 2010 at Daylesford. We were told at the conclusion of those meetings we would receive a written summary of what had been decided at those two meetings and another meeting would be held to discuss same.

We never received anything, whoever (SIC) we did receive an email from Sue Moses about getting involved in the rate review which was sent to her from Anthe Lyons, but the action group received it too late to do anything about it.

We rang Anthea to find out what was going on and she informed us that there was now a Questionnaire / Discussion paper to be filled in, and this was sent to use.

This was not supposed to happen according to the 2 days we spent in October.

Our Question why change the process of the Rate Review. Is it because the original workshop did not turn out with the answers the council officers wanted?

Answer by General Manager Corporate Services, Evan King:

On the completion of the two rating strategy workshops Council identified the opportunity for further community consultation. Council developed a discussion paper that included the principals used in the workshops and other rating principals. The discussion paper was then sent out to all the participants of the original workshops along with many of Council's other committees. The outcomes of the original workshops and the feedback from the discussion paper will be used to form a draft Rating Strategy. Council believes that this process will ensure that the community's views are incorporated in the rating strategy and enforces Council's commitment to community consultation.

9. URGENT BUSINESS

9.1 CONSIDERATION OF ITEM OF URGENT BUSINESS

MOTION

9.1.1 That Council consider an item of urgent business

Moved: Councillor Tim Hayes
Seconded: Councillor Bill McClenaghan
Carried.

9.2 ITEM OF URGENT BUSINESS

MOTION

That Council:

- 9.2.1 *Welcome the announcement of the Minister for Water that funds have been made available through the North Central Catchment Management Authority (NCCMA) for the preparation of a Flood Mitigation and Drainage Plan for the township of Creswick;*
- 9.2.2 *Is of the opinion that, like Creswick, the township of Clunes has been severely impacted through the inundation of floodwaters brought about by high intensity rainfalls and massive inflows of surface water from properties in and around Clunes;*
- 9.2.3 *Note that the NCCMA has applied for additional funding for the preparation of further flood mitigation and drainage plans for other townships within its jurisdiction, including Clunes;*
- 9.2.4 *Write to the Victorian Minister for Water (the Honourable Peter Walsh MP) and to the Federal Member for Ballarat (the Honourable Catherine King MHR) seeking their support for the allocation of additional funding for the preparation of a Flood Mitigation and Drainage Plan for Clunes;*
- 9.2.5 *That copies of correspondence to the Minister and Ms. King be forwarded to the Honourable Joe Helper MP (Member for Ripon), Geoff Howard MP (Member for Ballarat East) to all five Victorian Upper House Members for Western Province, to the Honourable Jeanette Powell MP Minister for Local Government and to the NCCMA.*

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

10. OFFICERS REPORTS

10.1 ADOPTION OF BUDGET 2011-12¹ FEES AND CHARGES GENERAL MANAGER CORPORATE SERVICES

Councillors Hayes and McClenaghan left the Meeting at 6.52pm due to direct conflicts of interest.

In providing this advice to Council as the Manager of Finance, I have no interests to disclose in this report.

PURPOSE

Each year Council needs to adopt a schedule of Fees and Charges as part of the annual budget process.

BACKGROUND

Section 127(1) of the Local Government Act requires that Council prepares a budget for each financial year and that it be adopted by 31 August (Section 130 (3) of the Act).

To facilitate the timely preparation and review of the 2011-12 budget, the Schedule of Fees and Charges for 2011-12 have been reviewed and updated by Council officers for Council's consideration.

ISSUE/DISCUSSION

Fees and charges are grouped by functional area and include the following:

- Visitor Information Centre
- Compliance
- Building Services
- Town Planning related information
- Environmental Health
- Domestic and Commercial Waste
- Daylesford - Victoria Park, Wombat Gardens & Lake Foreshore
- Creswick Town Hall

¹ Correction from 2010-11 to 2011-12

- Daylesford Town Hall
- Photocopying/Printing
- Rates Information
- Freedom of Information
- Community Housing
- Dishonoured Payments
- Home and Community Care Services
- Technical Services
- Community Hire Facilities

Fees and charges are reviewed taking into consideration some or all of the following factors, depending on the category:

- Anticipated changes in costs associated with delivering the service
- CPI (2.75% used)
- Statutory charge set by the State Government
- Benchmarking with other Councils

There are no significant fee changes proposed from the prior year.

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

Council has a statutory responsibility to prepare and adopt a budget (Section 127(1)).

FINANCIAL IMPLICATIONS

Revenue estimates from Fees and Charges will be included in the Draft Budget 2011-12.

RISK IMPLICATIONS

There are no significant risk implications noted with this process.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

In most cases, where fees and/or charges have been increased it has been in line with CPI, therefore no significant social or economic implications noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Schedule of Fees and Charges, together with the other components of the draft 2011-12 Budget will be publicly advertised in the local newspapers seeking submissions from interested parties in accordance with Section 223 of the Local Government Act 1989.

A plan in relation to engagement per the Hepburn Shire Community Engagement Framework will be developed for when the entire Budget is on public display in April/May 2011.

CONCLUSION

The fees and charges for 2011-12 have been set and require Council approval.

OFFICER'S RECOMMENDATION

- 10.1.1 *That Council approve the Schedule of Fees and Charges for 2011-12 for inclusion in the Draft 2011-12 Budget.*

MOTION

- 10.1.1 *That Council approve the Schedule of Fees and Charges for 2011-12 for inclusion in the Draft 2011-12 Budget.*

Moved: Councillor Jon Barrell
Seconded: Councillor Sebastian Klein
Carried.

Councillors Hayes and McClenaghan returned to the Meeting at 6.55pm.

Attachment 1 – Item 9.1
Schedule of Fees and Charges

SCHEDULE OF FEES AND CHARGES

This appendix presents a listing of the Fees and Charges that will apply for the 2010/2011 year.

The fees and charges are grouped by functional area and include the following:

- Visitor Information Centre
- Compliance
- Building Services
- Town Planning related
- Environmental Health
- Domestic and
- Daylesford - Victoria Park, Wombat Gardens &
- Creswick Town Hall
- Daylesford Town Hall
- Photocopying/Printing
- Rates Information
- Freedom of Information
- Dishonoured Payments
- Home and Community Care Services
- Technical Services
- Community Hire Services

All these items include GST, except where denoted with a *

VISITORS INFORMATION CENTRE

Use	Fee 2010/2011 (incl GST)	Recommended Fee 2011/2012 (incl GST)
Level One VIC fees	\$100	\$105
Level Two VIC fees	\$150	\$155
Level Three VIC fees	\$185	\$190
Level Four VIC Fees	\$350	\$360
Level Five VIC Fees	\$450	\$460
Special Conditions		
VIC fees for volunteers.		
To be entitled to the discount you must:		
1. Be on the permanent roster, or complete a minimum of ten shifts per annum on the emergency roster, and		
2. This discount is for one business only displayed in a single brochure section.		
Level One VIC Volunteers fees	\$0	\$0
Level Two VIC Volunteers fees	\$0	\$0
Level Three VIC Volunteers fees	\$60	\$65
Level Three VIC Volunteers fees	\$120	\$125
Level Three VIC Volunteers fees	\$175	\$180

COMPLIANCE

	Fee/Charge 2010/2011 (incl GST)	Recommended Fee/Charge 2011/2012 (incl GST)
Registration Fees		
Dog – full fee*	\$73.00	\$76.00
Dog – discounted fee*#	\$24.00	\$25.00
Cat – full fee*	\$60.00	\$63.00
Cat – discounted fee*#	\$20.00	\$21.00
Replacement Tags	\$5.50	\$5.50
Domestic Animal Impound Release Fees		
Unregistered dog not desexed	\$132 + \$11.00/day	\$146.00
Unregistered dog desexed	\$110 + \$11.00/day	\$124.00
Registered dog not desexed	\$110 + \$11.00/day	\$124.00
Registered dog desexed	\$77 + \$11.00/day	\$90.00
Unregistered cat not desexed	\$110 + \$11.00/day	\$124.00
Unregistered cat desexed	\$99 + \$11.00/day	\$112.00
Registered cat not desexed	\$110 + \$11.00/day	\$124.00
Registered cat desexed	\$88 + \$11.00/day	\$101.00
Local Law Permits		
Permits issued in accordance with the provisions of General local Law No.2	To range from \$100.00 to \$500, depending on permit requested	SAME
Fire Prevention		
Private grass slashing administration fee which is in addition to the contractors charges	\$126.50	
Parking Fines		
Overstaying time*	\$58	\$59
In No Parking area*	\$58	\$59
Not within parking bay*	\$58	\$59
Not completely within parking bay*	\$58	\$59
Street Furniture - All fees associated with the street furniture, goods for sale & a-frame signs are reduced by 50% outside of the		
A-frame signage	Daylesford CBD \$90.00 per year Outside Daylesford CBD \$45.00 per year	Daylesford CBD \$90.00 per year Outside Daylesford CBD \$45.00 per year
Tables & two chairs	Daylesford CBD: \$150.00/year in trading zone (up to 3 sets) Above 3 sets a further \$150.00 Outside Daylesford CBD: \$75.00/year in trading zone (up to 3 sets) Above 3 sets a further \$75.00	Daylesford CBD: \$165.00/year in trading zone (up to 3 sets) Above 3 sets a further \$165.00 Outside Daylesford CBD: \$82.50/year in trading zone (up to 3 sets) Above 3 sets a further \$82.50
Goods for Display or Sale	Daylesford CBD: \$150.00/year Outside Daylesford CBD: \$75.00/year	SAME
Wind barriers	Daylesford CBD: \$90.00 each/year Outside Daylesford CBD: \$45.00 each/year	SAME
Cat cage hire*	\$50.00 Bond refundable on return of cage	SAME

The discounted fees are one-third of the full fee and only apply if the animal:

- is over ten years old
- is kept for working stock (dogs only)
- is kept for breeding on a registered premises
- has undergone obedience training (dogs only)
- is registered with the relevant association
- is permanently identified in the prescribed manner.

Denotes fees as determined by legislation and therefore subject to any change in legislation

BUILDING SERVICES

	Fee/Charge 2010/2011 (incl GST)	Recommended Fee/Charge 2011/2012 (incl GST)
Residential		
New Dwelling	\$330 plus \$3.41 per m2 (Minimum \$500)	\$350 plus \$3.41 per m2 (plus levy & lodgement fee) (Minimum \$500)
Alteration to Dwelling	\$330 plus \$3.41 per m2 (Minimum \$500)	\$350 plus \$3.41 per m2 (plus levy & lodgement fee) (Minimum \$500)
Addition to Dwelling	\$330 plus \$3.41 per m2 (Minimum \$500)	\$350 plus \$3.41 per m2 (plus levy & lodgement fee) (Minimum \$500)
Units	\$330 plus \$3.41 per m2	\$350 plus \$3.41 per m2 (plus levy & lodgement fee)
Garages/Carports up to \$10,000	\$297	\$300 (plus lodgement fee)
Garages/Carports over \$10,000	\$396	\$400 (plus levy and lodgement fee)
Swimming Pools	\$385	\$400
Solid Fuel Heaters	\$171	\$175
Restump	\$226	\$250
Lodgement Fees - (Payable on Council & Private Building Surveyor Projects)*	\$33.30	Statutory fee (to be advised by Building Commission - July 2011)
Conducting an assessment for compliance under AS3959 (Bushfire Code)	\$220	\$220
Commercial/Industrial New/Alterations/Additions		
All works under \$5,000	\$341	\$350
Works valued \$5,000 - \$30,000	\$451	\$475
Works valued \$30,000 - \$250,000	\$Cost x 0.25% plus \$451 (Minimum \$500)	\$Cost x 0.25% plus \$451 (Minimum \$500)
Works valued \$250,000 - \$500,000	\$Cost x 0.25% plus \$902	\$Cost x 0.25% plus \$902
Works valued over \$500,000	\$Cost x 0.25% plus \$1,606	\$Cost x 0.25% plus \$1,606
Lodgement Fees (Commercial/Industrial)*	\$33.30	Statutory fee (to be advised by Building Commission - July 2011)
Demolition		
Single Storey building	\$275 plus \$55.55 (section 29A)	\$275 + (Sec 29a fee to be advised by Building Commission - July 2011)
Any other building more than one storey	\$275 per storey plus (section 29A)	\$275 per storey plus (section 29A)
Other Permits/Services		
Fences and signs	\$204	\$210
Swimming Pool Reports (Existing)	\$138	\$138
Request for variation of siting	\$222.30	Statutory fee (to be advised by Building Commission - July 2011)
Permit to erect hoarding/public protection	\$116	\$120
Any other service not otherwise provided for	P.O.A. (hourly rates apply)	P.O.A. (hourly rates apply)
Extension of time for a permit	\$110	\$110
Amendment to a Building Permit		\$110
Inspection associated with lapsed permits	\$110	\$110
Illegal works		
State Government Building Levy Cost recovery of levy*	1.28 per \$1,000 value of works (ie. Cost of works x 0.00128)	Statutory fee (to be advised by Building Commission - July 2011)
HIH Levy (Domestic works over \$10,000)*	0.32 per \$1,000 value of works (ie. Cost of works x 0.00032)	HIH Levy no longer applicable
Requests for Information		
Property Certificates (last 10 years information)*	\$44.40	Statutory fee (to be advised by Building Commission - July 2011)
Temporary structures	\$220	\$220
Copies of plans from building files	\$44.40 Minimum	Statutory fee (to be advised by Building Commission - July 2011)
Inspection on behalf of other practitioner	\$112.75	\$110.00
Any other service	P.O.A	P.O.A

Notes:

1. Square metres calculated on total floor area, including garages, verandahs, etc.
2. Cost of works determined by Relevant Building Surveyor, unless contract applies.
3. All fees quoted (unless determined by regulation) are a minimum basis.

Denotes fees as determined by legislation and therefore subject to any change in legislation

TOWN PLANNING RELATED INFORMATION

ed Statutory Fees as of January 2011 (subject to change by Sta

APPLICATIONS FOR PLANNING PERMITS (Regulation 7)				
CLASS	APPLICATION TYPE	Fee/Charge 2010/2011	Recommended Fee/Charge 2011/2012	Comments
1	Use Only	\$502		Statutory Charges set
To develop land or to use and develop the land for a single dwelling per lot or to undertake development ancillary to the use of the land for a single dwelling				
2b	> \$10,000 ...\$100,000	\$239		Statutory Charges set
3b	> \$100,001	\$490		
To develop land (other than for a single dwelling per lot) if the estimated cost of development included in the				
4c	< \$10,000	\$102		Statutory Charges set by State Gov
5d	> \$10,000 ...\$250,000	\$604		
6e	> \$250,001 ...\$500,000	\$707		
7e	> \$500,001 ...\$1,000,000	\$815		
8e	> \$1,000,001 ...\$7,000,000	\$1,153		
9e	> \$7,000,001 ...\$10,000,000	\$4,837		
10e	> \$10,000,001 ...\$50,000,000	\$8,064		
11e	> \$50,000,001	\$16,130		
Subdivision				
12	To subdivide existing building.	\$386		Statutory Charges set by State Gov
13f	To subdivide land into two (2) lots.	\$386		
14	To effect a realignment of a common boundary between lots or to consolidate two or more lots.	\$386		
15g	To subdivide land (3 or more lots)	\$781		
16	To remove restriction (within the meaning of the <i>Subdivision Act 1988</i>) over land if the land has been used or developed for more than 2 years before the date of the applications in a manner which would have been lawful under the <i>Planning and Environment Act 1987</i> but for the existence of the restriction.	\$249		
17h	To create, vary or remove a restriction within the meaning of the <i>Subdivision Act 198</i> ; or To create or remove a right of way.	\$541		
18h	To create, vary or remove an easement other than a right of way; or To vary or remove a condition in the nature of an easement other than a right of way in a Crown	\$404		

CLASS DESCRIPTIONS (Regulations 7 & 8)	
CLASS	CLASS DESCRIPTION
a	Applications for permit under Section 47, other than an application under Section 96(1) of the <i>Planning</i>
b	Other than an application to subdivide land
c	Other than an application to undertake development ancillary to the use of the land for a single dwelling
d	Other than a Class 2 application; or a Class 3 application; or an application to subdivide land
e	Other than a Class 3 application; or an application to subdivide land
f	Other than a Class 12 application
g	Other than a Class 12 application; or a Class 13 application; or a Class 14 application
h	Other than a Class 16 application
i	Other than a Class 4 application
j	Other than a Class 5 application
k	Other than a permit to develop land or to use and develop land for a single dwelling per lot or to
l	Other than an application to subdivide land
m	Other than a permit to undertake development ancillary to the use of the land for a single dwelling per lot where the total estimated cost of the development originally permitted and the additional development to
n	Other than a Class 3 application or a Class 4 application
o	Other than a Class 4 application

COMBINED PERMIT APPLICATIONS
The fee for an application for any combination of the classes of application outlined above is the sum arrived at by adding the highest of the fees, which would have applied if separate applications had been made, plus 50% of each of the other fees that would have applied if separate applications had been made.

FEES TO AMEND APPLICATIONS AFTER NOTICE HAS BEEN GIVEN (Regulation 8a)			
	Fee/Charge 2010/2012	Recommended Fee/Charge 2011/2012	Comments
Amend an application for a permit after notice has been given under Section 52 for every Class of application (other than a Class 4 application) set out in the table in Regulation 8	\$102		Statutory charges set by state gov
Amend an application to amend a permit after notice has been given under Section 52 for every Class of application (other than a Class 5 application) set out in the table in Regulation 8b	\$102		Statutory charges set by state gov

APPLICATIONS FOR AMENDMENTS TO PERMITS (Regulation 8a)				
CLASS	APPLICATION TYPE	Fee/Charge 2010/2011	Recommended Fee/Charge 2011/2012	Comments
	To amend a permit to use land if that amendment is to change the use of which the land may be used.	\$502		Statutory charges set by state gov
2k	To amend a permit: a) to change the statement of what the permit b) to change any or all of the conditions which apply to the permit; or c) in any way not otherwise provided for in	\$502		Statutory charges set by Statutory Statutory charges set by Statutory

APPLICATIONS FOR AMENDMENTS TO PERMITS (Regulation 8a)				
Amended Plans Single Dwelling on a lot less				
3l	To amend a permit to develop land or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of any additional development to be permitted by the amendment is:			Statutory charges set by state gov
	< \$10,000	\$102		
	> \$10,000 - \$100,000	\$239		
	> \$100,001	\$490		

4l	Amended Plans Two (2) or more dwellings or Industrial & Commercial Developments			
5m	To amend a permit to develop land if the estimated cost of any additional development to be permitted by the amendment is \$10,000 or less	\$102		Statutory charges set by state gov
6n	To amend a permit if the estimated cost of any additional development to be permitted by the amendment is:			Statutory charges set by state gov
7o	> \$10,001 - \$250,000	\$604		
8g	> \$250,001 - \$500,000	\$707		
	> \$500,001	\$815		
Amendment to Permit & Plans Subdivision				
9	To amend a permit to: a) subdivide an existing building; or b) subdivide land into two (2) lots; or c) effect realignment of a common boundary between lots or to consolidate two (2) or more lots	\$386		Statutory charges set by state gov
AMENDMENTS TO PLANNING SCHEMES (Regulation 6)				
STAGE		Fee/Charge 2010/2011	Recommended Fee/Charge 2011/2012	Comments
Stage 1	<ul style="list-style-type: none"> • Considering a request to amend a planning And • Taking action required by Division 1 of Part 3 of the <i>Planning and Environment Act 1987</i>; And • Considering any submissions which do not seek a change to the amendment; And If applicable, abandoning the amendments in accordance with Section 28 	\$798		Statutory charges set by state gov
Stage 2	<ul style="list-style-type: none"> • Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; And • Providing assistance to a panel in accordance with Section 158; And • Making a submission in accordance with Section And • Considering the report in accordance with Section 27; And • After considering submissions and the report in accordance with Section 27, if applicable, abandoning the amendment in accordance with Section 28 	\$798		Statutory charges set by state gov
Stage 3	<ul style="list-style-type: none"> • Adopting an amendment or a part of an amendment in accordance with Section 29; And • Submitting the amendment for approval in accordance with Section 31 	\$524		Statutory charges set by state gov
Stage 4	<ul style="list-style-type: none"> • Considering a request to approve an amendment in accordance with Section 35; And • Giving notice of approval of an amendment in accordance with Section 36 	\$798		Statutory charges set by state gov

NOTE: Fees for Stages 1, 2 & 3 are paid to the planning authority by the person who requested the amendment. The fee for Stage 4 is paid to the Minister by the person who requested the amendment.

COMBINED PERMIT APPLICATION AND PLANNING PERMIT SCHEME AMENDMENT

The fee for an application for a planning permit combined with a request for amendment of a planning scheme, made in accordance with Section 96A, is the sum arrived at by adding the higher of the fees plus 50% of the lower of the fees which would have applied if separate applications had been made.

If the application for a planning permit is for any combination of the classes of application outlined previously, the fee for the planning permit is for the purposes of this calculation is the higher of the fees which would have applied if separate applications for permits had been made.

CERTIFICATES OF COMPLIANCE (Regulation 10)

	Fee/Charge 2010/2011	Recommended Fee/Charge 2011/2012	Comments
Application for a Certificate of Compliance under Section 97N	\$147		Statutory charges set by state gov
PLANNING CERTIFICATES (Regulation 11)			

	Fee/Charge 2010/2011	Recommended Fee/Charge 2011/2012	Comments
Application for a Planning Certificate under Section 198	\$18.20		Statutory

SATISFACTION MATTERS (Regulation 12)

	Fee/Charge 2010/2011	Recommended Fee/Charge 2011/2012	Comments
Determining a matter where a planning scheme specifies that the matter must be done to the satisfaction of a Responsible Authority or a Referral Authority	\$102		Statutory charges set by state gov

Part 2: Administrative Charges (Non Statutory Fees)

ISSUED PERMITS & ENDORSED PLANS

This administrative fee is set internally to cover the cost associated with the planning process such as a review of the planning history and copying.

	Fee/Charge 2010/2011	Recommended Fee/Charge 2011/2012
Application to Amend Endorsed Plans	\$155.00	159
Application to Amend Planning Permit	\$155.00	159
Application for Secondary Consent	\$206.00	Unchanged
Correction to a Planning Permit, Notice of Decision or Refusal	FREE	FREE

ENQUIRIES		
	Fee/Charge 2010/2011	Recommended Fee/Charge 2011/2012
Written request for Heritage Control advice	\$60.00	\$62.00
Written request for Demolition Control advice (Section 29a – Form B)	\$60.00	\$62.00
Written request for General Planning advice	\$55.00	\$56.50
Request for e-mail aerial photographs	\$23.95	\$25.00

ENQUIRIES		
	Fee/Charge 2010/2011	Recommended Fee/Charge 2011/2012
Property Enquiries/Plan Search – Commercial (Site history/copies of permits/copies of endorsed plans etc)	\$60 minimum	\$62.00
Property Enquiries/Plan Search – Residential (Site history/copies of permits/copies of endorsed plans etc)	\$60 minimum	\$62.00

EXTENSION OF TIME		
	Current Fee/Charge 2009/2010*	Recommended Fee/Charge 2011/2012
Extension of Time for permits – 1 st request	\$155	\$160.00
Extension of Time for permits – 2nd request	\$260	\$267.00
Extension of Time for permits – 3rd request	\$360	\$370.00
Subsequent requests -	\$470 thereafter	\$470 thereafter

REFUNDS		
	Current Fee/Charge 2009/2010*	Recommended Fee/Charge 2011/2012
Cancellation of application when no work carried out	Refund 3/4 of application fee	No change
Cancellation after direction to advertise but before commenced	Refund 1/2 of application fee	No change
Cancellation after advertising commenced	No Refund	No change
Cancellation due to prohibited proposal	Full Refund	No change

NOTES

Statutory Fees

These fees are cumulative unless otherwise stated. If your application or request falls into several categories the highest fee and half the lower fee are payable.

Administrative charges for photocopying and printing

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

GST

Planning fees are exempt from GST unless otherwise denoted by an asterisk*

End Note

The preceding sections are a summary of the fees prescribed under the *Planning and Environment (Fees) Regulations 2000*, and is not a complete representation of these Regulations or other legislative provisions. Reference should be made to the Regulations to obtain the complete wording of individual fee Regulations and other Regulations (which include waiving and rebating provisions). Please visit www.dms.dpc.vic.gov.au or select link provided Victorian Law Today Statutory Rule for more details on amended *Planning and Environment (Fees) Regulations 2000* setting out the new fees.

Note:

Fee for amending a planning permit application depends on the Schedule of fees as per the Planning & Environment Regulations (Fees).

Fee for lodging amended subdivision plans at certification stage depends on the schedule of fees as per the Planning & Environment Regulations (Fees)

Denotes fees as determined by legislation and therefore subject to any change in legislation

The non-statutory fees are above the benchmark for the surrounding municipalities. A policy is to be formed to determine future non stat fees rises.

ENVIRONMENTAL HEALTH

Type of Premises/Activity	Fee/Charge 2010/2011	Recommended Fee/Charge 2011/2012
CLASS 1 High Risk Unpackaged Food Supplied to Vulnerable people (Premises Include Child Care, Kindergartens, Aged Care, Nursing Homes)	\$390	\$390
CLASS 2 Handling unpackaged high risk potentially hazardous foods.		
2(A) Premises Include - Cafes, Caterers, Supermarkets, Groceries, Fast Foods, Takeaway	\$340	\$340
2(B) Premises Include – Accommodation Centres, Food Vehicles	\$280	\$280
2(C) Premises Include – Community Groups, Sporting Clubs both serving full meals (½ Annual	\$140	\$140
CLASS 3 Handling and Supplying Low Risk Unpackaged Foods.		
3 (A) Premises Include - Milk Bars, Convenience Stores, Fruit Stall, Pre-packaged Foods,	\$210	\$210
3 (B) Premises Include – Seasonal Kiosks, Community Groups, Sporting Clubs (½ Annual	\$105	\$105
CLASS 4 Low Risk to public health packaged food (premises include Newagents	no fee	no fee
Temporary Food Stalls (One Event) (Sausage Sizzles /Wine Tasting exempt)	\$20	\$20
Temporary Food Stalls (12 mth Permit) (Comprising of 13 events only)	\$120	\$120
Hairdressers, Beauty Parlours*	\$113	\$116
Skin Penetration*	\$246	\$252
Prescribed Accommodation – hotels/motels, recreation camps, B&B's (NOT self contained or exclusive use of Units, Villas, Houses)*		
6 to 10 persons*	\$215	\$220
Over 10 persons*	\$266	\$273
Caravan Parks*	\$2.50/site	See Comment
New Premises Registration	Annual Rego + 50%	Annual Rego + 50%
Transfer of Registration*	½ Registration fee	½ Registration fee
Special Visit – Pre-purchase inspections*	\$160	\$165
New Septic Tank systems*	\$420	\$430
Alterations to Septic Tank systems*	\$210	\$215

Note:

A 50% discount on *Temporary Food Stall* fees applies to “Not For Profit Community Organisations”

A late fee will apply for late applications and payments of annual registrations at a rate of 50% of the annual registration fee applicable if the application and/or fee is not received within 14 days of the due date.

Full Registration fees are to be paid up until 31st August, registrations after this date i.e. from 1st September onwards are only required to pay 50% of the full fee.

DOMESTIC & COMMERCIAL WASTE - TIPPING FEES SCHEDULE

Item	Current Fee 2010/2011 (incl GST)	Recommended Fee 2011/2012 (incl GST)
DOMESTIC & COMMERCIAL WASTE		
Car/Boot Load (½m ³ max)	\$14.00	\$15.00
Utility/Small Trailer (1.0 m ³ max)	\$28.00	\$30.00
Small Truck/Tandem Trailer (2.0 m ³ max)	\$56.00	\$60.00
Other Loads that are non commercial	\$30.00	\$32.00
Commercial Waste	Not applicable	Not applicable
Approved Green Waste	\$14.00	\$15.00
Approved Domestic Recyclables	No Charge	No Charge
Approved Commercial Recyclables	No Charge	No Charge
Commercial Paper & Cardboard	\$14.00/m ³	\$15.00/m ³
Commercial Paper & Cardboard	\$28.00/m ³	\$30.00/m ³
TYRES		
Car	\$4.00	\$4.00
Light Truck	\$30.00	\$30.00
Truck	\$60.00	\$60.00
Tractor – Small	\$130.00	\$130.00
Tractor – Large	\$200.00	\$200.00
Rims only	No Charge	No Charge
OTHER		
Paint	No Charge	\$3/Litre
Oil	No Charge	No Charge
Batteries	No Charge	No Charge
Scrap Steel	No Charge	No Charge
Car Bodies	No Charge	No Charge
Refrigerators & Freezers (Degassed)	No Charge	No Charge
Refrigerators & Freezers (Gassed)	\$50.00	\$50.00
Mattresses	\$20.00	\$20.00
Sale of Garbage bins		
120ltr bin	\$45.00	\$45.00
240ltr bin	\$60.00	\$60.00

Note: Approved Recyclables must be sorted and placed in containers

DAYLESFORD – VICTORIA PARK/WOMBAT GARDENS/LAKE FORESHORE

Use	Fee 2010/2011 (incl. GST)	Recommended Fee 2011/2012 (incl GST)
Function (1 Day)	\$718.00	\$738.00
Function (2 Days)	\$1,025.00	\$1,053.00
Function (2+ Days)	\$1025.00 for first 2 days + \$256.00 per day thereafter	\$1053.00 for first 2 days + \$263.00 per day
Daylesford Football Club	\$1,333.00	\$1,370.00
Daylesford Cricket Club	\$359.00	\$369.00
Bonds		
Meetings*	\$500.00	\$500.00
Functions*	\$800.00	\$800.00
Functions with alcohol*	\$1,000.00	\$1,000.00
Special Conditions		
Hepburn Shire Community Not For Profit	<ol style="list-style-type: none"> 1. Hire fees to be waived (bond and if applicable insurance fees must still be paid) 2. Council must be recognised as providing sponsorship/support for the event. 	<ol style="list-style-type: none"> 1. Hire fees to be waived (bond and if applicable insurance fees must still be paid) 2. Council must be recognised as providing sponsorship/support for the event.
Hepburn Shire Council Sponsored Events	<ol style="list-style-type: none"> 1. Hire fees to be waived (bond and if applicable insurance fees must still be paid) 2. Council must be recognised as providing sponsorship/support for the event. 	<ol style="list-style-type: none"> 1. Hire fees to be waived (bond and if applicable insurance fees must still be paid) 2. Council must be recognised as providing sponsorship/support for the event.
Wombat Gardens		
Wedding	\$154.00	\$158.00
Lake Foreshore		
Wedding	\$154.00	\$158.00

CRESWICK TOWN HALL

Use	Fee 2010/2011 (incl. GST)	Recommended Fee 2011/2012 (incl. GST)
Rehearsals/Regular User	\$31.00	\$32.00
Meetings	\$103.00	\$106.00
Functions	\$123.00	\$126.00
Functions with alcohol	\$144.00	\$148.00
Insurance (Only if no certificate is provided)	\$39.00	\$40.00
Bonds		
Meetings*	\$100.00	\$100.00
Functions*	\$200.00	\$200.00
Functions with alcohol*	\$500.00	\$500.00
Special Conditions		
Hepburn Shire Community Not For Profit	\$0.00	\$0.00

DAYLESFORD TOWN HALL

Use	Fee 2010/2011 (incl. GST)	Recommended Fee 2011/2012 Incl GST
Rehearsals	\$46.00	\$47.00
Meetings	\$164.00	\$169.00
Functions	\$195.00	\$200.00
Functions with alcohol	\$236.00	\$242.00
Set up day	\$82.00	\$84.00
Senior Citizens Rooms	\$82.00	\$84.00
Senior Citizens Crockery	\$56.00	\$57.00
PA System	\$36.00	\$37.00
Insurance (Only if no Certificate is provided)	\$39.00	\$40.00

Bonds

Meetings*	\$100.00	\$100.00
Functions*	\$200.00	\$200.00
Functions with alcohol*	\$500.00	\$500.00
Functions with alcohol > 200 People*	\$1,000.00	\$1,000.00

Special Conditions

Hepburn Shire Community Not For Profit	\$0.00	\$0.00
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PHOTOCOPYING / PRINTING

Use	Fee 2010/2011 (incl. GST)	Recommended Fee 2011/2012 Incl GST
A4 per side	\$0.40	\$0.40
A3 per side	\$0.80	\$0.80
	\$0.80	\$0.80
Colour A3 per side	\$1.60	\$1.60
Copy Plans A2	\$20.00	\$20.00
Copy Plans A1	\$25.00	\$25.00
Copy Plans A0	\$30.00	\$30.00
A4 Dyeline	\$11.00	\$11.00
A3 Dyeline	\$16.00	\$16.00
A2 Dyeline	\$35.00	\$35.00
A1 Dyeline	\$40.00	\$40.00
AO Dyeline	\$45.00	\$45.00
Tender documents		\$50.00

RATES INFORMATION

Use	Fee 2010/2011 (incl. GST)	Recommended Fee 2011/2012 Incl GST
Land information certificate*	\$20.00	\$20.00
Duplicate/Reprint Rates Notice		\$10.00
Rate search 15 Years	\$55.00	\$57.00
Rate search 30 Years	\$110.00	\$113.00

FREEDOM OF INFORMATION

Use	Fee 2010/2011 (incl. GST)	
Freedom of information access supervision fee (per 1/4 hr)		\$5.00
Freedom of information search fee (per hr)		\$20.00
Freedom of information lodgement fee*	\$23.40	\$23.90

COMMUNITY HOUSING

Use	Fee 2010/2011	
Community housing units	25% of gross income (except family tax benefit where only 11% is used in determining rent). The rent is capped at \$136.	25% of gross income (except family tax benefit where only 14% is used in determining rent). The rent is capped at market value.

DISHONOURD PAYMENTS

Use	Fee 2010/2011 (incl. GST)	Recommended Fee 2011/2012 Incl GST
Direct Debit fee		\$5.00
Dishonoured cheque fee		\$9.00

Denotes fees as determined by legislation and therefore subject to any change in legislation

HEPBURN COMMUNITY CARE HACC SERVICES

Program	Fee 2010/2011 Incl GST			Recommended Fee 2011/2012 Incl GST		
	Low	Medium	High	Low*	Medium	High
Planned Activity Group*	\$6.25 Meal	\$7.25 Meal	\$11.00 (core)	\$6.50	N/A	N/A
	\$6.00 Activities	\$7.00 Activities	\$15.00 (High) <small>(per day plus meal costs)</small>	\$6.50	N/A	N/A
House-keeping*	\$5.25	\$12.50	Full Cost	\$5.50	\$13.00	Full Cost
Personal Care*	\$3.50	\$7.00	Full Cost	\$3.75	\$7.50	Full Cost
Respite Care*	\$2.50	\$4.00	Full Cost	\$3.00	\$4.50	Full Cost
Property Maintenance*	\$10.00	\$15.00	Full Cost	\$10.50	\$15.50	Full Cost
Delivered Meals*	\$7.30	\$7.30	\$7.30	\$7.50	\$7.50	\$7.50

Technical

Use	Recommended Fee 2010/2011 Incl GST	Recommended Fee 2011/2012 Incl GST
Signage Fees*	\$0.00	\$0.00
Legal Point of Discharge Fees*	\$55.70	\$56.50
"Road Opening"	\$41.00	\$42.00

Community Services

Use	Fee 2010/2011 (Incl GST)	Recommended Fee 2011/2012 (Incl GST)
Marquee Hire		
6 x 6 m	\$150.00	\$154.00
12 x 6 m	\$200.00	\$205.00
BBQ Hire		
	\$65.00	\$67.00
Council Gateway Frames		
	Nil	Nil
Bonds*		
Marquee	\$300.00	\$300.00
BBQ	\$40.00	\$40.00
Council Gateway Frames	Nil	Nil

10.2 SUSTAINABILITY COMMUNITY GRANTS – 2010-11 GENERAL MANAGER SUSTAINABLE DEVELOPMENT

In providing this advice to Council as the Sustainability Coordinator, I, Jill Berry, have no interests to disclose in this report.

PURPOSE

The purpose of this report is to seek Council's endorsement of the 2010-11 Sustainability Community Grant project recommendations.

BACKGROUND

To assist in achieving Council's 2025 vision of a carbon negative community, the Sustainability Community Grants Program directly supports the work of community groups and non-profit organisations to contribute to becoming a more sustainable, vibrant and resilient community.

This is the third consecutive year Council has offered the Sustainability Community Grants. This year's round of grants opened on Friday 8 October, 2010 and closed Friday 19 November, 2010 - a total of 6 weeks. Guidelines accompanied the application forms to articulate the objectives of the grant (refer Attachment 2).

Past year's submission counts have been low in numbers and innovation. In order to raise the profile and encourage more robust applications, a communications plan was developed, new grant selection types were added (Biodiversity and Innovation) and the Sustainability Co-ordinator provided application assistance to all interested applicants.

The support and additional grant types proved to be a success. For the 2010-11 funding round, 20 applications were received compared with 4 applications in 2009/10. Twenty per cent (20%) of the submissions fell into the new categories - Biodiversity and Innovation. Overall, the 20 submissions received proved to be a great cross-section of representation from all municipalities and grant selection types.

Summary Table of All Submissions Received

Grant Type	Submission	Location
Energy Efficiency	3 Solar panels	Daylesford, H/Springs, Creswick
	1 Solar hot water system	Clunes
	2 Retrofits	Open and Mollongghip
	1 Energy saving swipe cards	Daylesford
	1 Solar AV equipment rental	Daylesford
Water Efficiency	3 Water tanks	Trentham, Daylesford, Clunes
	1 Gutter screen installation	Glenlyon
Waste Reduction	2 Recycling bin proposals	Daylesford, Creswick
Behavioural Change	2 Education/workshops	Open
Biodiversity	1 Koala enclosure	Hepburn Springs
	1 Frog restoration project	Creswick
Innovation	1 Energy storage unit	Daylesford
	1 Geodesic Dome	Clunes

ISSUE/DISCUSSION

The funding pool available for the Sustainability Community Grants has historically been \$13,000. The evaluation panel selected the four recommendations based on this figure.

The selection committee was formed to evaluate each proposal against a robust quantitative selection criterion. The committee comprised of the Sustainability Coordinator, the Community Strengthening Manager and a local resident/Environmental Sustainable Advisory Committee member.

Grant applications were assessed against the following criterion:

Question	Weight
1. Description of project	15%
2. Describe how your project will address the associated issues of your Grant Type selection	15%
3. Who will be involved in your project and how will they be included in the project lifespan?	15%
4. How will the Hepburn Shire community benefit from your project?	15%
5. Describe how your project meets the Sustainability Grant Guideline objectives	15%
6. How will the success of your project outcomes be measured?	5%
7. How will you communicate to the Hepburn community about your completed project?	5%
8. Costing for the 6 month project.	10%
9. Creativity and innovation of project.	5%

A summary of recommended and declined projects have been sent to Councillors under separate cover.

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

The Hepburn Shire Council Plan 2009-2013 states:

“Council will provide grants to community organisation pursuing environmental sustainability”.

“We will create healthier, safer, more vibrant communities”.

“We will make significant progress to being an environmentally sustainable Shire by becoming a carbon negative community by 2025”.

FINANCIAL IMPLICATIONS

Some further costs will be incurred with the tracking and promotion work associated with the successful projects.

RISK IMPLICATIONS

Not applicable.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The recommended projects will make a significant contribution to reducing carbon emissions, water usage, waste to landfill, increased food security and restore native habitats. Additionally, social cohesion will be improved throughout the Shire as recommended submissions collaborate with local residents.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The availability of the grants was advertised in the Advocate, on the Council webpage, on the radio and promoted through the Environmental Sustainability Advisory Committee and through e-mail distribution lists.

The recommended submissions incorporate high community involvement components and will offer opportunities for participatory launching ceremonies. This project follows Level 2-Minor Projects of the Community Engagement Framework.

CONCLUSION

The grants support community strengthening initiatives to contribute to a sustainable, vibrant and resilient Hepburn Shire and aid the Councils vision of a carbon negative community by 2025.

OFFICER'S RECOMMENDATION

That Council:

10.2.1 Award the Sustainability Community Grants as recommended to:

<i>Daylesford Football and Netball Club</i>	<i>\$3,500</i>
<i>Clunes Neighbourhood House</i>	<i>\$3,500</i>
<i>Creswick Neighbour Centre</i>	<i>\$4,000</i>
<i>SHARE</i>	<i>\$2,500</i>

10.2.2 Write to all applicants to inform them of the results of the Sustainability Community Grants process.

MOTION

That Council:

10.2.1 Award the Sustainability Community Grants as recommended to:

<i>Daylesford Football and Netball Club</i>	<i>\$3,500</i>
<i>Clunes Neighbourhood House</i>	<i>\$3,500</i>
<i>Creswick Neighbour Centre</i>	<i>\$4,000</i>
<i>SHARE</i>	<i>\$2,500</i>

10.2.2 Write to all applicants to inform them of the results of the Sustainability Community Grants process.

Moved: Councillor Janine Booth
Seconded: Councillor Sebastian Klein
Carried.

Attachment 2 – Item 9.2
Sustainability Community Grants Guidelines

SUSTAINABILITY COMMUNITY GRANT GUIDELINES 2010

Hepburn Shire Council is committed to becoming one of Australia's most sustainable regional Shires. To assist in achieving our 2025 vision of a carbon negative community, Council is supporting non-profit organisations to take action to reduce their environmental impact and promote positive change. Through the Sustainability Community Grants program, local non-profit groups can apply for funding to contribute to becoming a more sustainable, vibrant and resilient community.

2010 Sustainability Grant Funding:

This funding round is for projects meeting the outlined criteria up to a maximum of \$4000 per project. An application form is to be completed for each project idea and submitted to Council by the deadline date.

Grant Dates for Applications:

The grants will be open for a total of six (6) weeks.

Opening Date: Friday 8 October, 2010

Closing Date: Friday 19 November, 2010

Applications Sent To:

Chief Executive Officer
Hepburn Shire Council
P.O. Box 21
DAYLESFORD 3460

Eligibility:

Eligible applicants must be non-profit incorporated organisations that operate in the Hepburn local government area. Organisations that are not incorporated must be partnered by a non-profit organisation that is incorporated and able to accept legal and financial responsibility for the project or activity. Joint proposals must be accompanied by a signed supporting letter from all participating parties.

In addition, to be eligible for funding the project must directly benefit the residents of the Hepburn Shire local government area.

Projects:

Successful projects will need to be completed within six months from receipt of grant funds. Upon completion Council will require:

- A brief written report on project outcomes and evaluation;
- Photos to demonstrate project achievements and milestones; and
- Copies of receipts for purchases.

Objectives:

Successful applications will need to meet one or more of the following objectives:

- Promote behavioural change toward increased sustainability across the Shire;
- Build knowledge of energy and/or water efficiency measures;
- Increase appreciation of the natural environment;
- Build the relationship between the community and Council;
- Reduce greenhouse gas emissions;
- Build community resilience towards climate change; and/or
- Shared learning amongst the community.

The Sustainable Community Grant is divided into six key areas:

1. Energy Efficiency

Energy use and inefficiencies are a major contributor to the release of greenhouse gases which contribute to climate change. Propose projects that reduce reliance on the energy grid, use energy more efficiently or implement energy saving ideas.

Potential projects may include: Retrofitting, insulation, solar PV or solar hot water installations, energy assessments or energy usage monitoring of a community building.

2. Water Efficiency

Despite the increase of annual rainfall this year, consumption of potable water needs to be reduced as supplies are still in short supply. Propose projects that reduce reliance on water reserves, use water more efficiently and implement water saving ideas.

Potential projects may include: Rain-garden developments, grey-water systems or water tank initiatives on community buildings.

3. Waste Reduction

Over consumption and the inefficient use of materials has resulted in the abundance of waste in landfills. Propose projects that divert waste from landfill and reduce the use of virgin materials.

Potential projects may include: Developing a worm-farm or green waste system for a community building, hosting a freecycle event or developing a program to reduce plastic bag usage, disposable water bottles or take-away coffee cups.

4. Behavioural Change

Improve what you are already doing-and assist others! Propose projects that promote a change in community lifestyle and encourage others to reduce their environmental footprint.

Potential projects may include: The hosting of sustainability workshops and seminars for the community, supporting knowledge exchange forums and events or campaigns to support local sustainability champions and promote positive change.

5. Biodiversity

The preserving of our natural environment is essential to maintain our high quality of life in the Hepburn Shire. Propose projects that ensure Hepburn's biodiversity is valued and celebrated.

Potential projects may include: The development of a habitat haven at a school or community building, support a forest kinder/playgroup or local bird watching/monitoring group.

6. Innovation

Have another idea? Propose projects that are cutting edge pilot projects to lead the Hepburn Shire towards a more sustainable future.

Potential projects may include: Sustainable transportation, ethical eating, edible and smart garden for demonstration or transition towns initiatives to equip communities with the dual challenge of climate change and peak oil.

Assessment:

Assessment of applications will be by the Council's Eco Leader Group and a community representative from the Hepburn Sustainability Advisory Committee.

More information on the Sustainability Community Grant may be found on the Council website www.hepburnshire.com.au or by contacting Jill Berry, Sustainability Coordinator on 5321 6456.

10.3 PROPOSED LEASE AGREEMENT FOR THE CARETAKER'S COTTAGE, CRESWICK TOWN HALL MANAGER ECONOMIC DEVELOPMENT

In providing this advice to Council, as the Manager Economic Development and Tourism, I have no interests to disclose in this report.

Councillor Don Henderson left the Meeting at 7.06pm due to a direct conflict of interest.

PURPOSE

This report presents for Councils consideration a lease agreement between Hepburn Shire Council and Creswick Railway Workshops Association (CRWA) for the Caretaker's Cottage, Creswick Town Hall. A copy of the objective statement of the CRWA for the building can be found at Attachment 3.

BACKGROUND

This report provides a briefing to Council on a request from the Creswick Railway Workshops Association, to lease the premises at number 2, Water St Creswick, known as the Creswick Town Hall Caretaker's Cottage. The proposal from CRWA is for the use of the premises as a shop for raising funds for their association through the sale of recycled/second-hand goods.

After a number of meetings with CRWA representatives, a draft lease agreement has been produced, as detailed later in the report.

The Caretaker's Cottage consists of four main rooms attached to the rear of the Creswick Town Hall. The rooms have previously been used for a similar purpose by a local Church group. The premises are currently empty and have been so for several years.

CRWA is a not-for-profit community group formed to manage the utilisation of the old Creswick Railway Station workshop; waiting rooms; and related facilities. The CRWA plan to offer a variety of community services through the facilities at the railway station and has a robust business plan that includes fundraising to support their projects. Council voted in favour of supporting the CRWA through a recently signed Memorandum of Understanding, and a related sub-lease. CRWA is an incorporated entity.



2 Water St – Attached cottage at rear of Creswick Town Hall



Back (Town Hall side) room looking out to Water St

ISSUE/DISCUSSION

The operation of a recycled/second-hand goods shop by the CRWA will provide a source of revenue for their organisation. The use of the building will provide support for a community group and put an under-utilised council asset to use. Further details on the aims of the CRWA can be found in the November 2010 Council meeting agenda.

To enable this use to occur, a lease agreement between Hepburn Shire Council and the Creswick Railway Workshops Association has been produced for Councillor's consideration.

The proposed lease (Refer Attachment 4) provides details on the terms and conditions of the lease of the building from Hepburn Shire Council to CRWA. The document deals with all aspects of the buildings lease and specifically deals with:

- Rent
- Rates, Taxes and Service
- Costs and Expenses
- CRWA Obligations
- HSC Obligations
- Default
- Renewal of the Lease
- Other Matters

The key features of the lease include:

- Base rent of \$104 per annum plus GST payable yearly in advance
- Lease Term of three (3) years
- CRWA must pay all rates, taxes, service charges, for all services to the property and any costs associated with the lease of the building
- The property must be used for the purpose of recycle and sale of secondhand goods
- CRWA must carry public liability insurance for the property for \$10,000,000
- The lease may be renewed for a further term of 3 years

Site Visit

Council engineers visited the site to assess the structural integrity of the property. The visit identified one small section of flooring that needs repair. Other than the floor repair, the building is in fair condition, however the CRWA want to clean and paint it prior to opening it for business.

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

The Council Plan 2009-2013:

33. Involving our communities in creating sustainable business ventures through a community economic development model

Legislative Considerations

No Planning, Compliance, or Environmental Health permits are required for operation of the facility as proposed. Permits for signage will be required consistent with Council policy if needed. There is ample parking for customers in the vicinity.

FINANCIAL IMPLICATIONS

The lease agreement proposes the Shire charge the standard annual lease fee for not-for-profit groups.

Under the terms of the lease, CRWA will pay all costs, taxes and charges associated with that part of the building they lease. CRWA are also liable for their own Public Liability insurance of \$10M, and routine replacement insurance for fixtures and fittings, etc.

RISK IMPLICATIONS

With the creation of the lease document and the submission of a business plan and cashflow statements by the CRWA, the key risk implications have been addressed.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The shop will support the financial viability of the CRWA community projects at the railway station. As another small business in Creswick it has potential to attract more custom generally to the Creswick business precinct, and provides more choices for locals and visitors alike. The group propose working with the Salvation Army and similar community groups that provide affordable clothes and household goods to disadvantaged people in the community.

Environmental impact is confined to the use of power and water, and potentially the use of fuel for transport.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The CRWA have already obtained support from some of the key stakeholders in Creswick. This proposal has written support from the:

- Section 86 Committee of Council (Museum) who occupy the front of the Town Hall building.
- Creswick Business Group (CBG),
- Creswick District Development Association (CDDA)

CONCLUSION

Permitting this use of a Council facility allows operation of a recycled/second-hand goods shop for a council-supported community group and puts an under-utilised council asset to good use. The ongoing use can be monitored and managed through the terms of the lease. There is no loss of income to the Shire and minimal apparent risk.

OFFICER'S RECOMMENDATION

- 10.3.1 *That Council sign and seal the lease between Hepburn Shire Council and Creswick Railway Workshops Association for the Caretaker's Cottage, Creswick Town Hall.*

MOTION

- | |
|--|
| 10.3.1 <i>That Council sign and seal the lease between Hepburn Shire Council and Creswick Railway Workshops Association for the Caretaker's Cottage, Creswick Town Hall.</i> |
|--|

Moved: **Councillor Janine Booth**

Seconded: **Councillor Jon Barrell**

Carried.

Councillor Don Henderson returned to the Meeting at 7.10pm.

Attachment 3 – Item 9.3
Objective Statement



Welcome to RECYCLE CENTRAL ~ a local fund raising concept for the Creswick Railway Workshops Association Incorporated = CRWA Inc.

Objective ~ The CRWA will establish a quality recycle outlet to raise funds for the not-for-profit CRWA enterprise of the Railway Workshops.

Venue ~ The CRWA will review a variety of options for this outlet. A shop with a main street frontage for high visibility is preferred. In addition, if the venue has heritage value it will be complimentary to the heritage railway precinct and will encourage use of the heritage theme within the environs.

Operations ~ There will be opportunity to recycle objects that do not require a second hand dealer's license in accordance with the Schedule of the Second Hand Dealers and Pawnbrokers (Exemption) Regulations 2008 which includes:

- Bric-a-brac, including paintings, tapestries, prints
- Clothing, including footwear
- Kitchenware, including pots, pans and crockery but **not** electrical appliances
- Cutlery and glassware
- Books and magazines

All items will be donated, or placed in Recycle Central on a commission basis.

All items will be assessed for quality and there is no obligation on behalf of Recycle Central to accept any items.

- All items accepted will be duly documented and the sale amount agreed upon with the owner at the time of being placed, if placed on a commission basis.
- The condition of placement of goods for commission-based sale will be agreed to with Recycle Central volunteers when they are placed with Recycle Central.
- The commission will be a percentage of the price the item is sold for.
- After a period of time, commissioned items may be reduced in price to promote turnover. The commission rate will be determined by the Recycle Central Team and endorsed by the CRWA Committee. The Recycle Central Team are all members of the CRWA Inc.

All staffing is on a volunteer basis.

This operation will be established on a trial basis. Considerable resources are being gathered to advance this initiative, in support of the CRW Project.

Linkages to other nearby like-operations will be sought with co-operative intent so as to minimise duplication and enhance opportunity and success.

Attachment 4 – Item 9.3
Proposed Lease

LEASE

1 The Parties

- (1) This lease is granted by the Hepburn Shire Council which owns or has the right to lease the property.
- (2) The Hepburn Shire Council leases the property to Creswick Railway Workshops Association Incorporated Certificate of Incorporation A0054961L, PO Box 119, Creswick Vic 3463 for the term of the lease subject to the agreements and conditions (including the essential terms) contained in the lease.

2 The Property

The property subject of this Lease is the land delineated on the Plan Appendix "A" annexed to this lease situated at 2 Water Street Creswick and known as Crown allotment 11 Section 10 Township of Creswick.

3 The Term

This lease commences on 1 March 2011 and continues subject to the obligations and terms herein for 3 years until 28 February 2014.

THE MEANING OF WORDS USED

4 (1) In this lease:

- "you", "your" means: Creswick Railway Workshops Association Incorporated and its successors and permitted assigns
- "us", "we" or "our" means: Hepburn Shire Council and includes any person authorised by the Hepburn Shire Council
- "Hepburn Shire Council" means: Hepburn Shire Council and its successors and assigns
- "default" means: As set out in clause 12
- "essential term" means: The agreements set out in clauses (sub-clauses) 5, 6, 8, 9, 10(7) and 13(1) of this lease
- "GST Act" means: *A New System (Goods and Services Tax) Act 1999*
- "GST Law" means: A New Tax System (Goods and Services Tax Act 1999) (as amended) and regulations made under that Act
- "GST" means: any consumption, goods and services or value added tax, by whatever name called, imposed, levied or collected by any Federal or State Government which operates at any time or times

during the Term or any renewal or overholding of the Lease including, without limitation, GST as defined in the GST Act and any replacement tax

“property” means:	The land leased and any structure on that land
“structures” include:	Any things erected on the property such as buildings, fences, gates, drains, water and sewerage pipes and fittings, tanks, courts, gas and electrical services
“permitted use” means:	The permitted use of the property set out in Clause 8
“person” includes:	An individual and a corporation
“receiver” includes:	A receiver, a manager or a receiver and manager

- (2) A word or expression in the singular includes the plural and the other way around.
- (3) Headings have been inserted for guidance only and do not form part of any of the provisions of this lease.

YOUR OBLIGATIONS - PAYMENTS WHICH YOU MUST MAKE

5 Rent

- (1) You must pay the rent to us.
- (2) The base rent for the first year of the term is \$104 plus GST.
- (3) On each anniversary of the commencement of the lease the base rent for the following year will be reviewed taking into account the Department of Sustainability and Environment requirements for lease fees for the community use of land.
- (4) You must pay the rent to us yearly in advance.

6 Rates, Taxes and Services

- (1) You must pay all rates, taxes and service charges which are assessed on the property or its owner or occupier including any rates and charges assessed on the property by us.
- (2) If we pay any rates, taxes or service charges then you must reimburse us.
- (3) You must pay for all services to the property such as water supplied by measure, sewerage, electricity, gas and telephone. Where any service is not separately metered an estimated amount must be contributed based on an agreed formula.

7 Costs and Expenses Incurred by Us

You must pay to us any:

- (1) costs or expenses which we incur concerning this lease such as legal costs and stamp duty;
- (2) costs or losses which we incur as a result of your default;
- (3) costs or losses which we incur if we exercise our rights or powers under this lease;
- (4) costs or losses which we incur if we exercise our rights or powers on default;
- (5) amount for which you must indemnify us;
- (6) GST calculated as follows:
 - (a) **Amounts otherwise payable do not include GST**
Except where express provision is made to the contrary, and subject to this clause 7(6) the *consideration* payable by any party under this lease represents the *value* of any *taxable supply* for which payment is to be made.
 - (b) **Liability to pay any GST**
Subject to clause 7(6)(d) if a party makes a *taxable supply* in connection with this lease for a *consideration*, which, under clause 7(6)(a) and clause 7(6)(c) represents its *value*, then the party liable to pay for the *taxable supply* must also pay, at the same time and in the same manner as the *value* is otherwise payable, the amount of any GST payable in respect of the *taxable supply*.
 - (c) **Reimbursements**
If this lease requires the leasee to pay, reimburse or contribute to an amount paid or payable by the landlord in respect of an *acquisition* from a third party for which the landlord is entitled to claim an *input tax credit* the amount required to be paid, reimbursed or contributed by the tenant will be the *value of the acquisition* by the landlord plus, if the landlord's recovery from the licensee is a *taxable supply*, any GST payable under clause 7(6)(b).
 - (d) **Tax invoice**
A party's right to payment under clause 7(6)(b) is subject to a valid *tax invoice* being delivered to the party liable to pay for the *taxable supply*.

YOUR OBLIGATIONS - USE OF THE PROPERTY

8 Permitted Use

- (1) You can use the property for the following purposes:

Recycle and sale of secondhand goods including but not limited to:

- (a) bric-a-brac, including paintings, tapestries, prints
clothing, including footwear
household items including kitchenware - pots, pans and crockery but
not electrical appliances
cutlery and glassware
books and magazines;
- (b) subject to sub-clauses (2) and (4) major fundraising; and
- (c) storage of items in connection with the permitted use.

You must actively and continuously use the property for these purposes during the term.

Licences and Permits

- (2)
 - (a) Unless exempt from the Second-Hand Dealers and Pawnbrokers Act 1989 you must apply for and hold at all times a current registration under this Act.
 - (b) You may hold or apply for and obtain licences or permits to conduct other activities at the premises, but only after you have sought and been given our consent.

(An example might be major fund raising activities.)
 - (c) You can use the property in accordance with the terms and conditions of any licences or permits granted.
 - (d) You must not apply to alter or vary the terms or conditions of licences or permits without our consent.

Prohibited Activities

- (3) You must not use the property or permit any person to use the property:
 - (a) for any purpose which is not permitted without our consent;
 - (b) for any illegal activity;
 - (c) in a way which causes a public or private nuisance;
 - (d) in a way which causes disturbance to us or any other tenant of ours or any other person using the property;
 - (e) for any activity or in any way which has been prohibited by us by notice to you;
 - (f) to store inflammable, explosive or dangerous articles in the property;
 - (g) for sale or consumption of liquor or for any gaming or gambling activities unless these are permitted by licences or permits granted under sub-clause 8(2); and
 - (h) for smoking.

Compliance with Laws

- (4) You must comply with all laws relating to the property or the use of the property. The laws which you must comply with include (but are not limited to):

- (a) our Local Laws;
- (b) the Liquor Control Reform Act 1998 and any other law relating to the sale or consumption of liquor;
- (c) the Fundraising Appeals Act 1998 (if applicable);
- (d) the Gambling Regulation Act 2003 and any other law relating to gambling;
- (e) the Building Act 1993;
- (f) the Planning and Environment Act 1987;
- (g) the Heritage Act 1994
- (h) the Local Government Act 1989;
- (i) the Food Act 1984; and
- (j) the Second-Hand Dealers and Pawn Brokers Act 1989

(Laws include any amending legislation or Regulations made under or in accordance with an Act.)

Notices and Orders

- (5) You must comply with any lawful notice, order or requirement with respect to the property or the use of the property.

Retail Sales

- (6) You must not use the property for the retail sale or hire of goods or the retail provision of services other than as provided in this lease or which are ancillary to the use which you can make of the property.

YOUR OBLIGATIONS - THE PROPERTY

9 Cleaning

- (1) You must keep the property clean and free from all vermin, rubbish and debris

Repair

- (2) (a) You must keep the property in good repair and condition;
- (b) You must prepare each year a program for your maintenance works (together with estimates of cost) proposed to be undertaken during the next year beginning 1 July and submit a copy of this program to us by the previous 30 January each year; and

Damage

- (3) You must immediately report to us any damage to the property and you must make good any damage caused to the property by you or your members or by any person you invite on to the property or permit to use the property.

Security

- (4) You must keep the property locked and secure against unauthorised entry. You must allow us access to your key register. You should note that in due course the keying system for the property may be brought under our 'master key' system.

Alterations

- (5) You must not make any alterations or additions to the property including the buildings without our consent. Any alterations or additions may also require Heritage Vic approval.

Fixtures

- (6) You must not attach any fixtures, plant, equipment or signs to the property without our consent.

Structures

- (7) You must not develop, erect or build any structures on the property without our consent.

Inspection

- (8) You must permit us to enter the property by appointment to inspect it.

Notice to Do Works

- (9) If we require you to do anything to the property by notice then you must do this within the time required by the notice and if you do not then we can enter the property and undertake the work required by the notice and recover from you any cost or expense which we incur.

Entry to Do Works

- (10) If we consider that any works need to be done to the property which you are not obliged to do then you must permit us to enter the property to do this work.

YOUR OBLIGATIONS - GENERAL

10 Assign

- (1) You must not assign, mortgage or charge this lease or permit any other person to take possession of the property or enter the property except in accordance with the lease.

Your Financial Position

- (2) If we ask, you must provide to us a statement of your income and expenditure for any period and of your assets and liabilities.

Audit

- (3) If we ask, you must have your accounting records audited by a registered company auditor.

Statements and Returns

- (4) If we ask you must deliver to us copies of the audited financial statements which you provide to any statutory body, other corporation or person and copies of any annual returns which you submit to any other statutory body.

Your Objectives

- (5) You must not alter the objects or purposes set out in your constitution/ proposal statement without our consent.

Your Rules

- (6) You must not alter your rules to permit distribution of your assets (or profits) to your members without our consent.

Insurance

- (7) You must maintain during the term the following policies of insurance with an insurance company licensed to carry insurance in Australia. The insurance policies must be in your name and also note the interest of the Hepburn Shire Council as owner of the property:
- (a) public liability insurance for the property (inclusive of access rights to the Reserve and car parking) for \$10,000,000.00 or any higher amount which we may require;
 - (b) all plate glass windows and windows on the property for the replacement value thereof; and
 - (c) all fixtures, fittings, furnishings, plant and equipment and other contents of the property for the replacement value thereof.

Proof of Insurance

- (8) You must deliver to us certificates of currency of any insurance which you are required to maintain before the commencement of this lease and before each anniversary of the commencement date and if we ask you must produce the insurance policy documents, receipts for premiums and/or other evidence of this insurance.

Indemnity for Damage or Injury

- (9) You must and hereby indemnify us in respect of any liability for damage or personal injury arising on the property or as a result of any use of the property.

Notice, Orders or Requirements

- (10) You must advise us immediately of any notice, order or requirement issued to you or any employee, committee member or officer of your Association pursuant to any legislation, except if the notice is issued by us.

Offences

- (11) You must notify us immediately of any charge or conviction against you or any employee, committee member or officer of your Association pursuant to any legislation that directly affects your use of the property.

OUR OBLIGATIONS

- 11** (1) We must permit you to occupy the property during the term without interruption while you are not in default.
- (2) We will for the purposes of our maintenance responsibilities and cyclical maintenance programs undertake regular inspections of the property.

- (3) We may for the purposes of our risk management programs undertake inspections of the property, provide you with a report and give notice of any works you are required to complete as a result of the inspections to enable you to maintain the premises to appropriate standards.
- (4) We will insure the property for full replacement value, and may determine to seek from you a reimbursement of a proportionate amount of the premium we pay.

DEFAULT

12 When You Are In Default

- (1) You are in default if, in our opinion, any one of the following occurs:
 - (a) you do not pay the rent when it falls due; (CI 5 essential term)
 - (b) you do not make any payment which you have agreed to make under this lease; (CI 6 essential term)
 - (c) you do not do something you have agreed to do under this lease; (CI 8, 9 10(7) and 13(1) essential terms)
 - (d) you do something which you must not do under this lease;
 - (e) a Court order is made against any of your assets;
 - (f) a receiver or similar person is appointed over any of your assets;
 - (g) the property is by law taken out of your management or control;
 - (h) an application or order is made or resolution is passed for your winding up;
 - (i) an inspector is appointed to investigate your affairs pursuant to any law relating to your operation of the property for the permitted use;
 - (j) you no longer actively and continuously use the property for the purposes which are permitted by clause 8(1); (essential term)
 - (k) you distribute any assets to your members or alter your constitution/ proposal statement to permit you to distribute assets to your members;
 - (l) you fail to pursue the objectives and purposes set out in your constitution/ proposal statement or you pursue other objectives or purposes;
 - (m) if demand is made on us pursuant to any guarantee or if we are required to make any payment of money or incur any loss pursuant to any guarantee;
 - (n) if you commit an offence or any employee, committee member or officer of your Association commits an offence which is liable to cause any licence or permit which you hold to be suspended or cancelled.

What We May Do If you Default

- (2) If you default we may do any one or more of the following:
 - (a) exercise our rights or powers under the lease;
 - (b) exercise any rights or powers available to us under the law;
 - (c) charge you interest on any money you owe to us at the rate fixed pursuant to the Penalty Interest Rates Act 1983;
 - (d) sue you for any money you owe us;
 - (e) terminate this lease, re-enter the property and remove and eject all persons and things in the property after giving to you 14 days notice;
 - (f) recover compensation from you for any loss or damage suffered by us as a result of your default if you are in breach of an essential term of this lease.

Period of Notice

- (2) The period of notice within which you may remedy any default if it is capable of remedy and make reasonable compensation in money to our satisfaction for the default, pursuant to Section 146 of the Property Law Act 1958, is fourteen (14) days.

WHAT HAPPENS AT THE END OF THIS LEASE

13 Vacate Property

- (1) At the end of the term or if the lease is terminated earlier, on termination of the lease if required by us or if you choose, you must vacate the property and deliver it to us in good order and condition kept as required by this lease.
- (2) If we require, you must remove at your cost your improvements in a proper workman like manner and in compliance with any directions from all Authorities. If we do not require you to remove your improvements, those improvements that have not vested in us by operation of law will revert to us and become our absolute property without any payment or compensation your trade fixtures, fittings and chattels excepted.

If you Continue in Possession

- (3) If we do not require you to vacate the property and you choose to remain then you will be a tenant from month to month and the provisions of this lease will continue to apply.

RENEWAL OF THIS LEASE

- 14** (1) You may renew this lease for a further term of 3 years.
- (2) To renew this lease you must make a request to us in writing not more than 6 months and at least 3 months before the end of the term of this lease – i.e. between 1 August and 31 October 2013.
- (3) The lease may not be renewed if you are in default at the time when you give notice or at the end of this lease or if we are not satisfied with your use of the property or performance of the lease.
- (4) If we grant your request for a new lease then the new lease will be at a rental and upon such terms and conditions as we require having regard to the circumstances existing at the time.

OTHER MATTERS

15 Notices

- (1) Any notice required by this lease must be in writing.
- (2) A notice to you may be served on you personally or by leaving it at or posting it to the property.
- (3) A notice to us must be given to us by leaving it at or posting it to our premises at the Town Hall, 76 Vincent Street, Daylesford, 3460.

16 Consent

If our consent is required then it must be in writing.

17 Severability

If a paragraph in this lease is unenforceable it does not affect whether any other paragraph is enforceable.

18 Property Law Act

Section 144 of the Property Law Act 1958 does not apply to this lease.

19 Retail Leases Act 2003

For the avoidance of doubt this lease does not constitute the lease of a retail premises within the meaning of the Retail Leases Act 2003 being specifically exempted from the Act by a Determination of the Minister for Small Business effective from 1 August 2008 relying on the fact that you are an incorporated body existing for the purposes of providing or promoting community facilities or activities or objectives and that profits are applied in promoting your objects and the payment of any dividend or amount to your members is prohibited. .

20 Emergency Management

- (1) The Hepburn Shire Council “Code Red Fire Warning Procedure” (Appendix “B”) applies to and is to be read in conjunction with this lease;
- (2) You must ensure and it is your responsibility to comply with all emergency management and occupational health and safety requirements applicable to the property prior to occupancy; and
- (3) You must prepare and have in place prior to occupancy an emergency management plan which must describe the emergency risks associated with the permitted use, the measures to be taken to reduce emergency risks so far as is reasonably practicable, response measures in the event of an emergency and evacuation procedures.

21 Disputes

The parties to this lease must endeavour to resolve any disputes through negotiation. If a dispute cannot be resolved by negotiation after 90 days, the matter will be referred to an appropriate person for mediation and that person’s written determination must be made within a further 60 days and will bind the parties.

22 Execution of Documents

Documents may be signed by us or by any person authorised by us.

EXECUTED as a DEED by the parties on.....
(Date)

In Witness hereto:

THE COMMON SEAL
of the **HEPBURN SHIRE COUNCIL**
was affixed in the presence of:

.....
Mayor

.....
Chief Executive Officer

THE COMMON SEAL of
Creswick Railway Workshops Association Incorporated
was hereunto affixed subject to its Constitution
and Rules in the presence of:

.....
COMMITTEE MEMBER/PRESIDENT

.....
COMMITTEE MEMBER/PUBLIC OFFICER/SECETARY

APPENDIX "A" - PLAN

To be inserted.



Code Red Fire Warning Procedure

Purpose

This procedure is designed to assist in maintaining the health and safety of Hepburn Shire Council employees during the bush fire season and to minimise the risks to staff either at work or travelling to and from work when weather conditions are such that a fire danger rating of Code Red is issued by the Bureau of Meteorology.

This procedure will also form part of Council's Business Continuity Plan.

Scope

This procedure is enacted when a *Code Red* warning is issued for the Central District only and then applies to all Hepburn Shire staff, contractors and volunteers.

Definitions

Hepburn Shire Council – refers to all Council depots, offices and any other work locations.

Code Red warnings are based on the information provided by the Bureau of Meteorology via the CFA website at www.cfa.vic.gov.au

Procedure

When a Code Red warning is issued for the Central District, all Hepburn Shire Council work locations will close and all services will be suspended in the designated “high risk” townships of Daylesford, Creswick, Trentham and Hepburn Springs from 12 midnight to 12 midnight.

On Code Red days, non-emergency management employees will not attend work in these towns, except staff trained in appropriate emergency management operations; all staff will be paid as normal. Due to travel requirements, all Aged and Disability Care Services will be suspended beyond these towns to all clients across the Shire.

Staff involved in Emergency Management will undertake their roles and responsibilities in accordance with the Emergency Management procedures. On declared Code Red days, Hepburn Shire Council emergency management personnel will be stationed in the Municipal Emergency Coordination Centre (MECC) in readiness for any incidents. Emergency staff will also be able to take calls from community members whilst on standby status.

Staff should take the necessary personal precautions and preparations during the fire season.

On days other than those declared as Code Red for the Central District, staff who due to fire conditions are unable to attend work or who decide to stay and defend their property must advise their manager as soon as practicable. The normal range of leave provisions will apply in these circumstances.

This procedure must be read in conjunction with the Municipal Emergency Management Plan (MEMP).

Code Red Fire Warning Procedure



Responsibilities

The Chief Executive Officer will determine when Hepburn Shire Council will close.

General Managers / Managers / Supervisors will:

- advise staff when Hepburn Shire Council will close as a result of a Code Red warning being issued for the Central District.
- ensure all employees are aware of and adhere to fire ban restrictions
- ensure that all employees are aware of and trained in the fire evacuation procedures
- ensure staff who are working at non office or depot locations have a suitable plan to protect themselves on days of fire risk.

All Staff will

- ensure they do not take undue risk to travel to or from work
- maintain regular checks on emergency radio broadcasts relevant to their area on (ABC radio AM 774 or FM 107.9)
- regularly check the Bureau of Meteorology website <http://www.bom.gov.au> and the CFA website <http://www.cfa.gov.au/index.htm>, especially if there are fires in their area.
- inform their supervisor of any fire risk in their area and if they are unable to travel
- Maintain hydration

**Attachment 5 – Item 9.3
Business Plan**

Creswick Railway Workshops – ‘Recycle Central’ Business Plan 1 ~ November – February 2010

	Objective	Critical Roadblock Factors	Key Performance Indicators	Targets		Issues	Who
				1 Feb 11	1 Aug 11		
1	Funding ~ Grants & Donations All saleable items are sourced from within the district by donation or via commission. There is a co-operative relationship with other like bodies in the area, to cross promote, maximize outcomes and minimise duplication. The Price point of all items is such that turnover is regular and interest remains high, with new stock to invite shoppers into the outlet.	Lack of items for fund raising, need to look further and source other cost effective suppliers. Lack of awareness of the outlet within the community.	Successful relationships formed with donation bodies. Regular CRWA supporters source items. Managed accountably to raise funds to support programs at the Railway Workshops. Stock is regularly turned over.	Initial operating funds received from CRWA. Initial stock in place & contacts secured. CRWA Inc oversees all financials.			
2	Physical Design & Layout A simple space, preferably 3-4 rooms, with good visibility to the main street. The heritage building The Caretakers Cottage is in synergy with the precinct of the Railway Workshops. It is an attractive venue to draw the public into Recycle Central in order to maximize fund raising.	Lack of appropriate venue, close to main street with good habitation options and affordable in the context of fund raising for the CRWA	Venue secured and RC signage in place. Areas fit for purpose and brightened up with a coat of paint by the volunteers.	Refurbishment done according to agreement, carpets cleaned, walls painted. Venue open for business			
3	Community Engagement Community informed, consulted and involved throughout project duration via Friends and Members CRWA. This fund raising option has the full support of the CRWA Committee. It has been a source of great anticipation and excitement with community members offering to paint and clean the premises.	Loss of momentum due to inability to secure venue. Loss of fund raising opportunity.	The Community participate in activities on site (e.g. Working Bees etc). CRWA has full membership. CRWA collaborates with other local groups, e.g. CN Centre	Promoted in local Newspaper, CDN and beyond. People visit and engage socially.			
4	General Admin Recycle Central administered by CRWA fund raising group efficiently and transparently with full accountability to the Committee of Management of the CRWA Inc. The RC Team has solid experience in retail customer service and in the management sector. In addition, they are fully committed to community social engagement, which will also be a factor in RC success.	Input from the wider community is important in the engagement and community ownership of Recycle Central, as a vehicle to support the CRW Project.	Association established and incorporated. Committee of management in place. Established Recycle Central fund raising sub-committee.	Admin systems in place. Easy to maintain and manage. Dedicated computer donated to assist enterprise.			
5	Activities There will be one overall activity - the sale of recycled and pre-loved goods in 3 main categories, clothing, braccia and books. This RC outlet is a positive addition to the economic community of Creswick and enhances their shopping experience and options.	Available human resources and level of community interest.	Completed activity assessments with all risks identified and managed. The risks will be no greater than those of walking into the Library to borrow a book.	Responsibilities of co-ordinator and team members agreed within RC project team.			

10.4 ADVICE FROM RECREATION ADVISORY COMMITTEE GENERAL MANAGER COMMUNITY DEVELOPMENT

In providing this advice to Council, I Kathleen Brannigan, Community Strengthening Manager have no interests to disclose in this report.

PURPOSE

The purpose of this report is to provide to Council advice from the Recreation Advisory Committee (RAC) about proposed projects referred by Council to the RAC. These projects are the proposed Trentham BMX track and Multi Purpose Facility at Victoria Park, Daylesford.

BACKGROUND

Trentham BMX Track

Following the presentation to a Council Briefing by the Trentham Youth Group in December 2010 Council referred the request for an allocation of \$10,000 towards construction of a BMX track at the Trentham Skate Park to the Recreation Advisory Committee (RAC).

Proposed Multi Purpose Facility at Victoria Park, Daylesford

Following a Briefing Report to Council in December 2010 about the revised Cost Plan for the Proposed Multi Purpose Facility at Victoria Park, Daylesford Council requested that the RAC provide advice to Council about the proposed Multi Purpose Facility along with any other proposed major recreation capital works projects in Hepburn Shire.

ISSUE/DISCUSSION

Trentham BMX Track

The RAC noted that Council has in its 2010-11 budget allocated \$20,000 for Skate Park Improvements to address concerns identified in the 2009 YMCA Audit of Skate Parks in Hepburn, particularly to address concerns about shade, water and signage.

The RAC also noted that Commonwealth and Council funding allocated to the Daylesford Community Park would address these concerns at Daylesford. The Department of Planning and Community Development have advised that the Community Recovery Fund Panel approved the funding of \$22,403 for improvements at the Trentham Skate Park including a drinking fountain, shade sails, art mural space and bike racks.

The RAC considered that the BMX Track was a priority recreation project for Trentham and commended the Trentham Youth Group for their efforts in fundraising for the project.

Proposed Multi Purpose Facility at Victoria Park, Daylesford

The RAC considered that there was a strong and demonstrated need for redevelopment /renewal of facilities at Victoria Park, Daylesford.

The RAC noted that proposals for the development of Victoria Park contained in the Hepburn Shire Master Plan (Dalton Consulting Engineering, 2005) include development of change rooms and a function room on the Western side of Oval No.1.

Further, various studies including the Recreation Needs Strategy (Henshall and Associates, 2006) and Daylesford/Hepburn Springs Needs Analysis (Clark Phillips, 2005) have identified the need for improvements to facilities at Victoria Park.

The RAC also considered that the project was the most advanced in its planning when compared with the Clunes Football Netball Club Feasibility Study which is still in its early stages or the proposed Creswick Indoor Recreation Centre.

There RAC expressed some concern about the overall cost of the project, at \$4.6 million, and the RAC asked whether there was the possibility of the staged development of the project. The RAC also suggested that Council needed to scrutinize assumptions about the on-going operating and maintenance costs of the facility.

The Building Condition Report indicates that the condition of the current Daylesford Football Clubrooms are in a very poor condition.

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

We will assist our residents improve the health, safety and vibrancy of our communities

FINANCIAL IMPLICATIONS

The Feasibility Study for the project identifies possible funding sources for various elements of the building and identifies Hepburn Shire Council as a source of funds for an area of 66.9 m² comprising lift, stairs, plant and laundry, approximately 7% of the total estimated area of 1000 m². This would equate to around \$320,000 of the current overall cost estimate.

The estimated on-going operating and maintenance costs and income contained in the Vic Park Association's Feasibility Study suggest a net income of nearly \$23,000 in Year 1. The assumptions underpinning the income and expenditure projections have not, as yet, been independently analysed by anyone with relevant expertise.

RISK IMPLICATIONS

The Vic Park Association is confident that State, Federal and philanthropic funding can be secured. State government officers have indicated that a significant amount of Federal funding would need to be secured for the project to be allocated state government funding.

The on-going operation of the facility may not be viable and Council would need to subsidise its operation.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Vic Park Association has consulted broadly with a range of community groups in developing the Feasibility Study.

CONCLUSION

The RAC supports the Trentham BMX Track project and considers that the proposed Multi Purpose Facility at Victoria Park, Daylesford should be Council's current major priority recreation capital works project.

OFFICER'S RECOMMENDATION

That Council:

- 10.4.1 Allocate funding of \$10,000 to the Trentham BMX Track from the Skate Park Improvement Program;*
- 10.4.2 Endorse the proposed Multi Purpose Facility as Council's current major priority recreation capital works project;*
- 10.4.3 Consider allocation of funding in the 2011/2012 budget for an independent analysis of the assumptions and validity of the operating income and expenditure models in the VPA Feasibility Study;*
- 10.4.4 Authorise officers to open discussions with potential funding sources.*

MOTION

That Council:

- 10.4.1 Allocate funding of \$10,000 to the Trentham BMX Track from the Skate Park Improvement Program;*
- 10.4.2 Endorse the proposed Multi Purpose Facility as Council's current major priority recreation capital works project;*
- 10.4.3 Consider allocation of funding in the 2011/2012 budget for an independent analysis of the assumptions and validity of the operating income and expenditure models in the VPA Feasibility Study;*
- 10.4.4 Authorise officers to open discussions with potential funding sources.*

Moved: Councillor Bill McClenaghan
Seconded: Councillor Don Henderson
Not carried.

Division called:

For:

**Councillor Don Henderson
Councillor Bill McClenaghan**

Against:

**Councillor Jon Barrell
Councillor Janine Booth
Councillor Tim Hayes
Councillor Sebastian Klein
Councillor Rod May**

MOTION

That Council suspend the Meeting.

**Moved: Councillor Don Henderson
Seconded: Councillor Sebastian Klein
Carried.**

The Meeting was suspended at 7.35pm.

MOTION

That Council resume the Meeting.

**Moved: Councillor Jon Barrell
Seconded: Councillor Janine Booth
Carried.**

The Meeting resumed at 7.42pm.

MOTION

That Council:

10.4.1 Allocate funding of \$10,000 to the Trentham BMX Track from the Skate Park Improvement Program;

10.4.2 Endorse the proposed Multi Purpose Facility as Council's current major priority recreation capital works project;

10.4.3 Consider allocation of funding in the 2011/2012 budget for an independent analysis of the assumptions and validity of the operating income and expenditure models in the VPA Feasibility Study;

Moved: Councillor Sebastian Klein

Seconded: Councillor Jon Barrell

Carried unanimously.

10.5 APPOINTMENT OF HEPBURN SHIRE WASTE RESOURCE ² MANAGEMENT STRATEGY STEERING COMMITTEE GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the Waste Management Engineer, I have no interests to disclose in this report.

Councillor Bill McClenaghan left the Meeting at 8.02pm due to a direct conflict of interest.

PURPOSE

The purpose of this report is to consider the appointment of members to the Waste Management Strategy Steering Committee.

BACKGROUND

Council at its meeting on 09 November 2010 approved the formation of a Steering Committee to oversee the development of Waste Management Strategy for the Shire.

The Steering Committee is to consist of the following:

- 2 Councillors
- 3 Member of the general public (community)
- General Manager Infrastructure
- Manager Assets and Engineering Services
- Waste Management Officer
- Sustainability Co-ordinator

ISSUE/DISCUSSION

An advertisement seeking Expressions of Interest for the Steering Committee was placed in the *The Advocate* newspaper and on Council's website.

Council received the following four nominations:

1. Pauline Nolan – Co-convener, Trentham Sustainability Group.

² Amendment of title as per Motion.

2. David Rose – Resident, Ryries Rd, Newlyn
3. Tony Corneille – Ex Manager, Trentham Transfer Station
4. Doug Lund – Council's Transfer Station Operation Contractor

In order to progress this project, it is suggested that the Committee be formed with Pauline Nolan, David Rose and Tony Corneille. Doug Lund being the current Transfer Station operation contractor for the Council will be consulted during the waste service review process.

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

Council Plan 2009-2013:

Environmental Sustainability:

Our focus will be on waste minimization, recycling, low technology applications and continuing our involvement with the State Government's Towards Zero Waste program through the Highlands Regional Waste Management Group.

FINANCIAL IMPLICATIONS

The cost of the appointment of a consultant to prepare this strategy will be provided by the Infrastructure Services budget.

RISK IMPLICATIONS

The preparation of a strategy will reduce the cost and service delivery inefficiency and improve meeting community needs on waste disposal.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The strategy will provide the direction for Council to implement an integrated, cost effective, innovative and environmentally responsible waste management strategy that meets the needs of the community.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Nominations to the Committee were publicly advertised in December 2010 in local newspaper and on Council's website.

Community consultation will be required in the development of the strategy.

CONCLUSION

That Council proceed with the appointment of the nominees to the Waste Management Strategy Steering Committee.

OFFICER'S RECOMMENDATION

That Council:

- 10.5.1 *Proceed with the formation of Waste Management Strategy Steering Committee to oversee the development of a Waste Management Strategy for Hepburn Shire;*
- 10.5.2 *Appoint Pauline Nolan, David Rose and Tony Corneille to the Steering Committee as a representative of the general public (community);*
- 10.5.3 *Thank all nominees for their interest in this matter;*
- 10.5.4 *Nominate two Councillors to the Waste Management Strategy Steering Committee.*

MOTION

That Council:

- 10.5.1 *Proceed with the formation of Waste Resource Management Strategy Steering Committee to oversee the development of a Waste Management Strategy for Hepburn Shire;*
- 10.5.2 *Appoint Pauline Nolan, David Rose and Tony Corneille to the Steering Committee as a representative of the general public (community);*
- 10.5.3 *Thank all nominees for their interest in this matter;*
- 10.5.4 *Nominate Councillor Don Henderson and Councillor Sebastian Klein to the Waste Resource Management Steering Committee.*

Moved: Councillor Jon Barrell
Seconded: Councillor Janine Booth
Carried.

Councillor Bill McClenaghan returned to the Meeting at 8.07pm.

10.6 MONTHLY FINANCIAL REPORT GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the Manager of Finance, I have no interests to disclose in this report.

PURPOSE

The purpose is to report on the Council's financial performance for the 2010/11 financial year up to the 31 January 2011.

BACKGROUND

This report provides information on Council's operating performance for the period 1 July 2010 to 31 January 2011 based on the revised budget adopted at the mid year budget review. Cash and investments, rates and sundry debtors are also reported graphically.

Note, the budget was reviewed in December and the Annual Budget column now reflects this. Given this recent review, in most cases the forecast still reflects the annual budget.

ISSUE/DISCUSSION

SEPTEMBER 2010 / JANUARY 2011 FLOODS

Council experienced its second flood in 4 months with Creswick and Clunes again affected.

The damage bill to Council's infrastructure (particularly roads and bridges) is estimated to exceed \$10 million. Claims to Federal and State Government, together with insurance claims, have and will continue to be made.

OPERATING SUMMARY:

The year to date operating result is \$6.7m. The forecasted surplus for the year is \$1.6m which is \$152,000 ahead of budget. The higher forecast comprises \$106,000 capital grant for the Creswick Interpretive Centre that was not included in budget.

BALANCE SHEET

CURRENT ASSETS:

Cash and investments at 31 January 2011 total \$6.1 million.

Refer to the Investment schedule (attached) for detail of investments and cash held and the graph of cash and cash equivalents for the 2009/10 financial year with comparisons to the first 7 months of this year.

Cash is higher than this time last year due to early payment of 3rd quarter Grants Commission funds and delay of capital & projects due to floods.

Rate debtors at the end of January 2011 are \$6.7 million, compared to rate debtors at the same time last year (\$6.2 million.) Approximately \$350,000 in debtors remains from 2009-10 and prior.

Sundry debtors total \$743,000 at the end of January compared to the same time last year (\$876,000).

The two graphs attached show the level of Rate Debtors for 2010/11 in comparison to the same time last year and Sundry Debtors in comparison to the same time last year.

NON CURRENT ASSETS:

Property, plant and equipment is higher than January last year due to new works and revaluation of \$7.5million at 30 June 2010.

CAPITAL WORKS AND MAJOR PROJECTS:

Expenditure on the capital works program totals \$2.7 million to date out of the revised annual budget of \$11.5 million.

Some capital works have been delayed due to floods.

Major projects expenditure to date is \$199,000 against a revised budget of \$981,000.

Detailed lists of both capital & major projects attached to this report.

CURRENT LIABILITIES:

The major items are the creditors control account for payment of materials & services, current loan liability and employee and land rehabilitation provisions.

NON CURRENT LIABILITIES:

Loan liability and long service leave provision.

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

Under Section 138 of the Local Government Act 1989 a report comparing expenses and revenue to budget must be presented at least quarterly to the Council in a meeting which is open to the public.

FINANCIAL IMPLICATIONS

The reports attached provide the opportunity for constant review of Council's financial position.

RISK IMPLICATIONS

The internal financial report is required to assist in decision making and ensure departments do not exceed their budget.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

None noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

As per the Hepburn Shire Community Engagement Framework, level 1 engagement has been undertaken. This information will be made available to the public via the minutes published on the Council's website.

CONCLUSION

The report on the financial performance of Council for the seven months to 31 January 2011 has been reported.

OFFICER'S RECOMMENDATION

10.6.1 That Council receives the Monthly Financial Report for the seven months from 1 July 2010 to 31 January 2011.

MOTION

10.6.1 That Council receives the Monthly Financial Report for the seven months from 1 July 2010 to 31 January 2011.

Moved: Councillor Jon Barrell
Seconded: Councillor Janine Booth
Carried.

**Hepburn Shire Council
Cash and Investments
As at 31 January 2011**

	Maturing	Rate	Balance
CBA Investment Account		Variable	\$ 1,199,150
FIIG Securities	30/08/2014	Variable	\$ 250,000
Savings & Loans	8/02/2011	5.50%	\$ 1,000,000
Community CPS Credit Union	8/02/2011	5.88%	\$ 1,000,000
Sun-Corp Metway Limited	8/02/2011	6.07%	\$ 1,000,000
Big Sky Credit Union	15/03/2011	5.95%	\$ 500,000
Doug Lindsay Reserve		Variable	\$ 239,749
Litherland Bequest		Variable	\$ 92,188
Medlyn Bequest		Variable	\$ 21,773
F Shaw Bequest		Variable	\$ 10,000
Bendigo Bank		Variable	\$ 989
General CBA Bank Account		Variable	\$ 778,352
Cash Floats and Petty Cash			\$ 6,000
			\$ 6,098,201
LSL Reserve Funds			
Bendigo Bank Floating Rate	12/12/2011	Floating	\$ 484,850
CBA Investec	27/02/2014	Floating	\$ 489,300
			\$ 974,150
Total Investments			\$ 7,072,351

BALANCE SHEET AS AT 31 JANUARY 2011		
	31-Jan-10 000's	31-Jan-11 000's
Assets		
Current assets		
Cash and cash equivalents	5,159	6,177
Trade and other receivables	7,425	7,590
Inventories	37	7
Other assets	-	-
Total current assets	12,621	13,775
Non-current assets		
Trade and other receivables	2	(1)
Financial assets	899	962
Investments in associates accounted for using the equity method	447	443
Property, plant and equipment, infrastructure	162,272	172,450
Total non-current assets	163,620	173,855
Total assets	176,241	187,629
Liabilities		
Current liabilities		
Trade and other payables	(116)	(520)
Trust funds and deposits	(1,005)	(901)
Provisions	(1,530)	(1,401)
Interest-bearing loans and borrowings	(213)	(211)
Total current liabilities	(2,864)	(3,034)
Non-current liabilities		
Provisions	(736)	(838)
Interest-bearing loans and borrowings	(3,193)	(3,078)
Total non-current liabilities	(3,929)	(3,916)
Total liabilities	(6,793)	(6,950)
Net Assets	169,448	180,680
Equity		
Accumulated surplus	(96,311)	(100,814)
Operating result for period	(7,593)	(6,678)
Reserves	(65,544)	(73,187)
Total Equity	(169,448)	(180,680)

Variance - Surplus/(Deficit) 000's							\$1,365
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 31 JANUARY 2011							
	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Forecast	Variance forecast to budget	Note
	000's	000's	000's	000's	000's	000's	
OVERALL							
INCOME							
Corporate Services	14,071	12,863	13,417	554	14,071	0	
Community Services	2,093	1,076	1,199	123	2,093	0	
Regional Development	686	329	493	164	792	106	
Public Safety	318	140	628	488	1,312	994	
Recreation	653	355	440	86	653	0	
Infrastructure	1,967	1,068	1,364	297	1,967	0	
Waste Management	1,964	1,885	1,924	39	1,964	0	
Capital Grants	3,484	0	536	536	3,655	171	1
Total Income	25,236	17,715	20,003	2,288	26,507	1,271	
EXPENDITURE							
Corporate Services	4,858	2,822	2,730	93	4,858	0	
Community Services	3,957	1,770	1,719	50	3,957	0	
Regional Development	2,947	1,463	1,469	-7	2,947	0	
Public Safety	980	487	1,417	-930	1,975	-994	
Recreation	1,572	799	892	-93	1,572	0	
Infrastructure	2,389	1,363	1,531	-168	2,389	0	
Waste Management	1,915	1,015	884	132	1,915	0	
Total Expenditure	18,618	9,720	10,643	-923	19,613	-994	
NET	6,618	7,995	9,360	1,365	6,895	277	
1. \$171,000 Stimulus funding received for Daylesford Community Park will be offset by capital expenditure.							
* YTD surplus of \$9,360 reported above does not reconcile to surplus reported in balance sheet as a result of depreciation, oncosts and projects that are not included in the detail of the following tables.							

Variance - Surplus/(Deficit) 000's								\$647
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 31 JANUARY 2011								
	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Forecast	Variance forecast to budget	Variance forecast to budget	Note
	000's	000's	000's	000's	000's	000's	%	
CORPORATE SERVICES								
INCOME								
Revenue Services (Rates & M/C)	11,742	11,683	11,713	30	11,742	0	0%	
Grants Commission	1,912	956	1,442	485	1,912	0	0%	
Other Income	417	224	263	39	417	0	0%	
Total Income	14,071	12,863	13,417	554	14,071	0	0%	
EXPENDITURE								
Council & Executive Services	759	440	446	-5	759	0	0%	
Financial Services	834	475	478	-3	834	0	0%	
Technical Services	671	353	387	-34	671	0	0%	
Governance & IT	519	294	257	36	519	0	0%	
Organisational Development & Risk	556	324	281	42	556	0	0%	
Other Administration	1,501	937	880	56	1,501	0	0%	
Administrating Projects	18	0	0	0	18	0	0%	
Total Expenditure	4,858	2,822	2,730	93	4,858	0	0%	
NET	9,214	10,041	10,688	647	9,214	0	0%	
NOTES								

Variance - Surplus/(Deficit) 000's								\$173
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 31 JANUARY 2011								
	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Forecast	Variance forecast to budget	Variance forecast to budget	Note
	000's	000's	000's	000's	000's	000's	%	
COMMUNITY SERVICES								
INCOME								
Community Development	327	77	156	79	327	0	0%	
Family & Children's Services	105	61	73	11	105	0	0%	
Aged & Disability Services	1,165	651	688	37	1,165	0	0%	
Housing	54	30	37	7	54	0	0%	
Contract Services	443	256	245	-11	443	0	0%	
Total Income	2,093	1,076	1,199	123	2,093	0	0%	
EXPENDITURE								
Community Development	1,234	481	501	-20	1,234	0	0%	
Family & Childrens Services	294	160	141	20	294	0	0%	
Aged & Disability Services	1,559	798	746	52	1,559	0	0%	
Housing	26	13	15	-2	26	0	0%	
Contract Services	420	245	221	24	420	0	0%	
Other	136	73	63	9	136	0	0%	
Community Services Projects	290	0	33	-33	290	0	0%	
Total Expenditure	3,957	1,770	1,719	50	3,957	0	0%	
NET	-1,864	-694	-520	173	-1,864	0	0%	
NOTES								

Variance - Surplus/(Deficit) 000's								\$158
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 31 JANUARY 2011								
	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Forecast	Variance forecast to budget	Variance forecast to budget	Note
	000's	000's	000's	000's	000's	000's	%	
REGIONAL DEVELOPMENT								
INCOME								
Planning & Heritage Services	189	103	140	37	189	0	0%	
Building Services	137	76	86	10	137	0	0%	
Tourism & Economic Development	341	147	159	12	341	0	0%	
Public Halls	5	3	2	-1	5	0	0%	
Projects	14	0	106	106	120	106	741%	2
Total Income	686	329	493	164	792	106	15%	
EXPENDITURE								
Planning & Heritage Services	1,150	570	444	126	1,150	0	0%	
Building Services	235	95	111	-16	235	0	0%	
Tourism & Economic Development	709	306	371	-65	709	0	0%	
Community Amenities	180	103	102	1	180	0	0%	
Library Services	454	323	330	-7	454	0	0%	
Other Cultural Activities	89	16	60	-44	89	0	0%	
Public Halls	93	50	47	3	93	0	0%	
Regional Development Projects	38	0	4	-4	38	0	0%	
Total Expenditure	2,947	1,463	1,469	-7	2,947	0	0%	
NET	-2,261	-1,134	-976	158	-2,155	106	-5%	
NOTES								
2. \$106,000 Grant income for Creswick Interpretive Centre received in 2010-11, but not included in the Budget. This project was completed in prior years.								

Variance - Surplus/(Deficit) 000's								-\$441
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 31 JANUARY 2011								
	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Forecast	Variance forecast to budget	Variance forecast to budget	Note
	000's	000's	000's	000's	000's	000's	%	
PUBLIC SAFETY								
INCOME								
Fire Prevention	10	0	0	0	10	0	0%	
Animal Control	90	25	10	-14	90	0	0%	
Compliance	31	16	29	13	31	0	0%	
Health	164	92	109	17	164	0	0%	
School Crossings	12	0	6	6	12	0	0%	
Emergency Management	12	7	474	467	1,006	994	8517%	3
Total Income	318	140	628	488	1,312	994	313%	
EXPENDITURE								
Fire Prevention	42	31	5	26	42	0	0%	
Animal Control	30	11	15	-3	30	0	0%	
Compliance	246	149	144	5	246	0	0%	
Health	301	154	158	-3	301	0	0%	
Environmental Initiatives	210	80	53	26	210	0	0%	
School Crossings	35	20	16	4	35	0	0%	
Emergency Management	117	42	1,026	-984	1,111	-994	-853%	3
Total Expenditure	980	487	1,417	-930	1,975	-994	-101%	
NET	-663	-347	-789	-441	-663	0	0%	
NOTES								
3. Flood damage Income & expenditure forecast changed to actual as at this stage the total figures are unknown.								

Variance - Surplus/(Deficit) 000's								- \$8
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 31 JANUARY 2011								
	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Forecast	Variance forecast to budget	Variance forecast to budget	Note
	000's	000's	000's	000's	000's	000's	%	
RECREATION								
INCOME								
Parks & Gardens	1	1	0	-1	1	0	0%	
Reserves	8	5	7	2	8	0	0%	
Mineral Springs Reserves	547	349	386	37	547	0	0%	
Projects	96	0	48	48	96	0	0%	
Total Income	653	355	440	86	653	0	0%	
EXPENDITURE								
Parks & Gardens	184	114	107	7	184	0	0%	
Reserves	729	434	478	-44	729	0	0%	
Mineral Springs Reserves	272	138	155	-17	272	0	0%	
Swimming Areas	228	99	113	-14	228	0	0%	
Cemeteries	1	0	0	0	1	0	0%	
Indoor Recreation	30	15	17	-3	30	0	0%	
Recreation Projects	127	0	22	-22	127	0	0%	
Total Expenditure	1,572	799	892	-93	1,572	0	0%	
NET	-919	-444	-452	-8	-919	0	0%	
NOTES								

Variance - Surplus/(Deficit) 000's								\$129
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 31 JANUARY 2011								
	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Forecast	Variance forecast to budget	Variance forecast to budget	Note
	000's	000's	000's	000's	000's	000's	%	
INFRASTRUCTURE								
INCOME								
Road Maintenance	958	479	724	245	958	0	0%	
Other Transport	1,009	589	641	52	1,009	0	0%	
Total Income	1,967	1,068	1,364	297	1,967	0	0%	
EXPENDITURE								
Road Maintenance	1,887	1,099	1,219	-120	1,887	0	0%	
Depots	52	26	29	-3	52	0	0%	
Other Transport	416	238	270	-32	416	0	0%	
Local Road Projects	33	0	13	-13	33	0	0%	
Total Expenditure	2,389	1,363	1,531	-168	2,389	0	0%	
NET	-422	-296	-167	129	-422	0	0%	
NOTES								

Variance - Surplus/(Deficit) 000's								\$171
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 31 JANUARY 2011								
	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Forecast	Variance forecast to budget	Variance forecast to budget	Note
	000's	000's	000's	000's	000's	000's	%	
WASTE MANAGEMENT								
INCOME								
Waste Revenue	1,920	1,880	1,890	10	1,920	0	0%	
Land Management	44	5	34	29	44	0	0%	
Total Income	1,964	1,885	1,924	39	1,964	0	0%	
EXPENDITURE								
Street Cleaning	113	66	53	12	113	0	0%	
Waste Management	1,729	940	806	134	1,729	0	0%	
Land Management	74	9	24	-15	74	0	0%	
Total Expenditure	1,915	1,015	884	132	1,915	0	0%	
NET	48	869	1,041	171	48	0	0%	
NOTES								

1. New projects

Project	Responsible GM	Adopted Budget 2010-11	Revised Budget 2010-11	YTD	Forecast	% complete
Utility Tracking program	GMCD	3,500	3,500		3,500	0%
ICLEI Pathway program	GMCD	3,500	3,500	-	3,500	0%
Energy Descent Action Plan	GMCD	40,000	40,000		40,000	0%
Monitoring of the Elm Leaf Beetle	GMCD	10,000	10,000		10,000	0%
Contribution to Landcare groups	GMCD	24,000	24,000	23,985	24,000	100%
Total projects funded by the environmental charge		81,000	81,000	23,985	81,000	
Yandoit Tennis Courts Asphaltting	GMCD	41,000	41,000	-	41,000	0%
Community Infrastructure Project Planning project at Trentham	GMCD	40,000	40,000	-	40,000	0%
Lindsay Arts Trail - Stage 2 &3	GMCD	40,000	40,000	13,279	40,000	33%
Support of community planning in towns across the Shire	GMCD	30,000	30,000	82	30,000	0%
Walking and cycling strategy	GMCD	25,000	25,000		25,000	

Project	Responsible GM	Adopted Budget 2010-11	Revised Budget 2010-11	YTD	Forecast	% complete
Library Review	GMCD	15,000	15,000	4,933	15,000	33%
Hepburn Health and Wellbeing Plan	GMCD	25,000	25,000	-	25,000	0%
Assistance with Funding Applications	GMCD	20,000	20,000	-	20,000	0%
		236,000	236,000	18,294	236,000	
Waste Management Strategy	GMI	60,000	60,000	-	60,000	0%
Asset Management Plan	GMI	60,000	60,000	18,122	60,000	30%
Hepburn Springs Mineral reserve - conservation Volunteers material support	GMI	10,000	10,000	-	10,000	0%
Wombat Hill Botanic Gardens Restoration Plan	GMI	3,000	3,000	-	3,000	0%
		133,000	133,000	18,122	133,000	
Main street revitalisation plan	GMSD	60,000	60,000	1,970	60,000	3%
Economic Development strategy (EDS) Implementation	GMSD	15,000	15,000	998	15,000	7%
Business Pack & Economic Development Website for Shire	GMSD	10,000	10,000		10,000	0%
Significant tree register	GMSD	40,000	40,000	-	40,000	0%
Economic Development and Tourism increases including advertising and promotion - now included in recurrent budget	GMSD	69,000	69,000	69,000	69,000	100%
		194,000	194,000	71,968	194,000	
Total projects per Appendix D in Adopted Budget		644,000	644,000	132,369	644,000	
Other						
Heat wave strategy	GMSD	25,000	25,000	-	10,000	0%
MSS Review	GMSD	131,279	6,881	11,550	131,279	9%

Project	Responsible GM	Adopted Budget 2010-11	Revised Budget 2010-11	YTD		% complete
				YTD	Forecast	
1. Carried forward projects						
Trentham Recreation Reserve Works	GMI	160,000	160,000	675	160,000	0%
Ullina Avenue of Honour Project	GMI	800	800	-	800	0%
Drummond Avenue of Honour Project	GMI	4,000	4,000	-	4,000	0%
Daylesford Cenotaph Restoration	GMI	7,000	7,000	-	7,000	0%
Trentham Mechanics Institute Veranda works	GMI	10,000	10,000	-	10,000	0%
Arboricultural works Shire wide	GMI	17,118	17,118	-	17,118	0%
Glenlyon Main road tree works	GMI	16,052	16,052	13,240	13,240	100%
		214,970	214,970	13,915	212,158	
Celebrating 150 Years of Local Government	GMCD	18,000	18,000	-	18,000	0%
Trentham Railway Building Painting	GMCD	10,000	10,000	10,000	10,000	100%
Creswick Tourism Interpretative Centre	GMCD	14,306	14,306	4,406	14,306	31%
Clydesdale Public Hall	GMCD	10,000	5,000		5,000	0%
		52,306	47,306	14,406	47,306	
Clunes Golf Club water catchment	GMSD	4,100	4,100	-	4,100	0%
Installation of energy efficient light fittings (Carried forward) \$6,881	GMSD	6,881	6,881		6,881	0%
Tourism Websites	GMSD	16,000	16,000	326	16,000	2%
Completion of the Economic Development strategy	GMSD	26,486	16,000	26,486	26,486	100%
		53,467	42,981	26,812	53,467	
Total carried forward projects		320,743	305,257	55,133	312,931	
TOTAL PROJECTS		1,121,022	981,138	199,053	1,098,210	

Comment
Planet Footprint engaged to monitor utilities across Council buildings plus Tourist info centre has an interactive display in the public area.
Series of 4 work shops, final conducted in December 2010
Environmental Action Group meeting on monthly basis to develop plan.
Works commenced
Completed. Monies distributed at end of November 2010
Grant application unsuccessful. Monies to be allocated.
Meeting with DPCD held in November. Support for Planning Grant to be submitted February 2011
Stage 2 - Narrative EOI process undertaken. Consultant appointed and work underway. To be completed late March.
Community planning ongoing .
Consultant appointed and briefing to Council in December 2010. Community engagement strategy completed. Consultant to commence with internal workshop on 10 feb 2011.

Comment
Consultant appointed. Review commenced. Briefing arranged for Council on March 1.
Project to commence Feb 2011.
Project to commence Feb 2011.
Brief to Council in December
Ongoing, brief to be developed for next stage
To be carried out in Autumn 2011
Quotations being received, works to commence March 2011
Brief presented to Council in Feb 2011 and brief now ready for EOI process.
EDS complete and adopted by Council, Business Plan now underway.
Work has commenced on the Business Pack and Economic Development Website, will be
Going out to quotation on for consultant to undertake statements of significance.
Not once off projects, money has been included in recurrent budget
Completed and adopted by Council
Consultant selected and has undertaken review of existing documentation.

Comment

Advertising costs incurred only at this stage.
Works to commence February 2011

Plaques to be sourced in conjunction with
appropriate RSL

Money to be given to group to spend.

Scoping has started with discussions with RSL.
Plan prepared by Architect

To be followed up with Institute Committee

Ongoing

Completed

Delayed until appointment of Culture & Arts
Officer

Completed

Requires further negotiation with RDV

To be discussed with Hall,.

Project underway

Scope of project to be revisited, to be
completed in new year.

EDS complete and adopted by Council,
Business Plan now underway.

Capital Works Area	Responsible GM	Adopted Budget 2010-11	Revised Budget 2010-11	YTD Actual	Forecast	Variance Revised Budget to Forecast	% complete	Comments
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1. New works

ROADS & BRIDGES

Asset renewal

Reseals	GMI	1,500,000	1,500,000	13,866	1,500,000	-	1%	Main expenditure will occur February - March 2011
Reseal Preparation	GMI	78,000	78,000	32,092	78,000	-	41%	Main expenditure will occur December - February
Shoulder Resheets	GMI	100,000	100,000	-	100,000	-	0%	Scheduled for November through to April
Gravel Resheets	GMI	600,000	600,000	19,364	600,000	-	3%	Scheduled for November through to April
Stabilisation Project	GMI	790,000	790,000	8,153	790,000	-	1%	Scheduled for December through to February
Bridge Replacement Design	GMI	30,000	30,000	-	30,000	-	0%	Scheduled for November through to April
Bridge Maintenance (including \$82k of c/f)	GMI	371,733	371,733	98,368	371,733	-	26%	Ongoing works
Mullers Lane Bridge Construction (including \$18k c/f)	GMI	167,500	167,500	13,575	167,500	-	8%	Tender to be advertised early February
Footpath Improvement	GMI	40,000	40,000	-	40,000	-	0%	Scheduled for November through to April
Total asset renewal		3,677,233	3,677,233	185,418	3,677,233	-		

Asset expansion/upgrade

Shoulder Sealing	GMI	363,000	363,000	1,337	363,000	-	0%	Scheduled for November through to April
Swords Road Road Works	GMI	15,000	15,000	6,893	6,893	- 8,107	100%	Completed
Total asset expansion/upgrade		378,000	378,000	8,230	369,893	- 8,107		
TOTAL ROADS		4,055,233	4,055,233	193,648	4,047,126	- 8,107		

Capital Works Area	Responsible GM	Adopted Budget 2010-11	Revised Budget 2010-11	YTD Actual	Forecast	Variance Revised Budget to Forecast	% complete	Comments
RECREATION								
Asset renewal								
Newlyn Football & Netball Club Upgrade	GMCD	60,000	-	-	-	-		Removed. The associated grant was not successful. The \$15,000 Council contribution will be reallocated at the mid-year budget review.
Skatepark improvement program	GMCD	20,000	20,000	-	20,000	-	0%	Works to commence in January/February 2011.
Playground Equipment Replacement Program	GMI	20,000	20,000	-	20,000	-	0%	Program to be completed by May 2011
Total asset renewal		100,000	40,000	-	40,000	-		
New assets								
Amenities block at Daylesford Community Park (including \$25k carryforward)	GMCD	88,900	88,900	14	88,900	-	0%	Works currently being scoped. Community Reference Group has met on 2 occasions and agreed design and layout, sewerage to site under investigation. Council to be briefed on project December Briefing
Calembeen Park Walking Track	GMCD	100,000	100,000	-	100,000	-	0%	Scope of works to be developed, community meeting on 15th Dec.
Total new assets		188,900	188,900	14	188,900	-		
TOTAL RECREATION		288,900	228,900	14	228,900	-		

Capital Works Area	Responsible GM	Adopted Budget 2010-11	Revised Budget 2010-11	YTD Actual	Forecast	Variance Revised Budget to Forecast	% complete	Comments
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BUILDINGS

Asset renewal

Buildings Renewal	GMI	180,000	176,000	82,762	176,000	-	47%	Ongoing.
Trentham Pool Filter	GMI	90,000	123,000	126,624	126,624	3,624	100%	Completed
Painting Daylesford Pool	GMI	40,000	24,000	24,875	24,875	875	100%	Completed
Replacement of Seals at Daylesford Pool	GMI	5,000	5,000	7,086	7,086	2,086	100%	Completed
Pool Entrance Steps Rails	GMI	4,800	4,800	3,080	3,080	- 1,720	100%	Completed
Repairs to Pound	GMCD	3,500	3,500	-	3,500	-	0%	Minor works commenced
Street Litter & Recycling Bins	GMI	50,000	50,000	-	50,000	-	0%	Works to be carried out April - May 2011
Duke St Drainage Works	GMI	20,000	20,000	475	20,000	-	2%	Works to be carried out April - June 2011
Wombat Hill Botanic Gardens sustainable water and power upgrade	GMI	-	137,000	-	137,000	-	0%	Works to be carried out March-April 2011
Total asset renewal		393,300	543,300	244,902	548,165	4,865		

Asset expansion/upgrade

Wombat Hill Gardens Kiosk	GMI	250,000	250,000	936	250,000	-	0%	Not expected to be required until early 2011
Pool Entrance Steps Rails	GMI	4,800	4,800	3,080	3,080	- 1,720	100%	Completed
Landing Providing Access to Medlyn Bottle Museum	GMI	15,000	15,000	-	15,000	-	0%	Works to be carried out in 2011
Transfer Station Facility Upgrade	GMI	60,000	60,000	1,798	60,000	-	3%	Works to be carried out April - May 2011
Duke St Drainage Works	GMI	20,000	20,000	475	20,000	-	2%	Works to be carried out April - June 2011
Lyonville Community Hall	GMCD		30,000		30,000	-		
Total asset expansion/upgrade		349,800	379,800	6,289	378,080	- 1,720		

New assets

Cameron Court Units (Including \$241k carried forward)	GMI	591,220	591,220	4,590	20,000	- 571,220	1%	Site assessments being made. Project unlikely to be completed in 2010/11.
Total new assets		591,220	591,220	4,590	20,000	- 571,220		
TOTAL BUILDINGS		1,334,320	1,514,320	255,781	946,245	- 568,075		

PLANT, EQUIPMENT and OTHER

Asset renewal

Corporate System (including c/f \$74k)	GMCS	173,249	173,249	5,254	173,249	-	3%	Preferred tender selected, detailed demonstration organised. Officer recommendation to be taken to March Council meeting.
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Capital Works Area	Responsible GM	Adopted Budget 2010-11	Revised Budget 2010-11	YTD Actual	Forecast	Variance Revised Budget to Forecast	% complete	Comments
Computer Equipment \$90k (including c/f \$22k)	GMCS	111,825	111,825	16,736	111,825	-	15%	behind on purchase of PC's due to W2000 issues - purchase will occur before EOY
Survey Total Station	GMI	18,500	18,500	15,863	15,863	- 2,637	100%	Completed
Mineral Spring Reserves projects	GMI	81,500	163,000	886	163,000	-	1%	Works to be carried out in first half of 2011
Passenger & Commercial Fleet (including c/f \$110k)	GMI	328,195	328,195	145,458	328,195	-	44%	On track, working through 2010/11 purchase schedule
Works Plant & Equipment (including c/f \$244k)	GMI	994,325	994,325	497,070	994,325	-	50%	On track, working through 2010/11 purchase schedule
Total asset renewal		1,707,594	1,789,094	681,268	1,786,457	- 2,637		

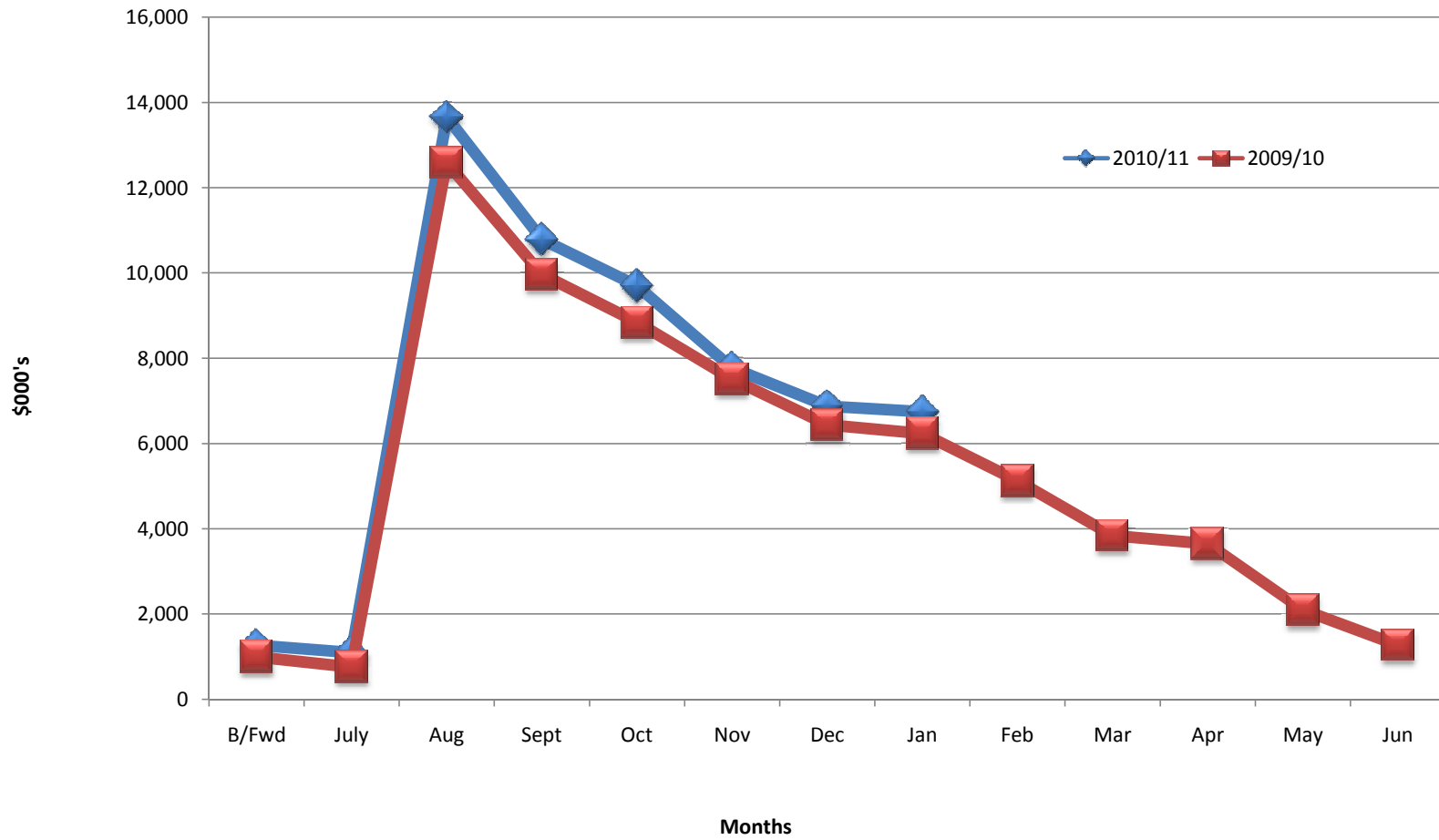
New assets

Creswick Office Refit	GMCD	20,000	20,000	8,899	20,000	-	44%	Partitions installed late November. Other works to be completed early 2011
Auto Start-up Generator	GMCS	5,000	5,000	-	5,000	-	0%	Order no 26497 - waiting on works to be carried out
Mineral Spring Reserves projects	GMI	35,000	70,000	849	70,000	-	1%	Works to be carried out in first half of 2011
Air Conditioning - Economic Development & Tourism Office	GMI	6,000	6,000	5,449	5,449	- 551	100%	Completed
Total new assets		66,000	101,000	15,197	100,449	- 551		

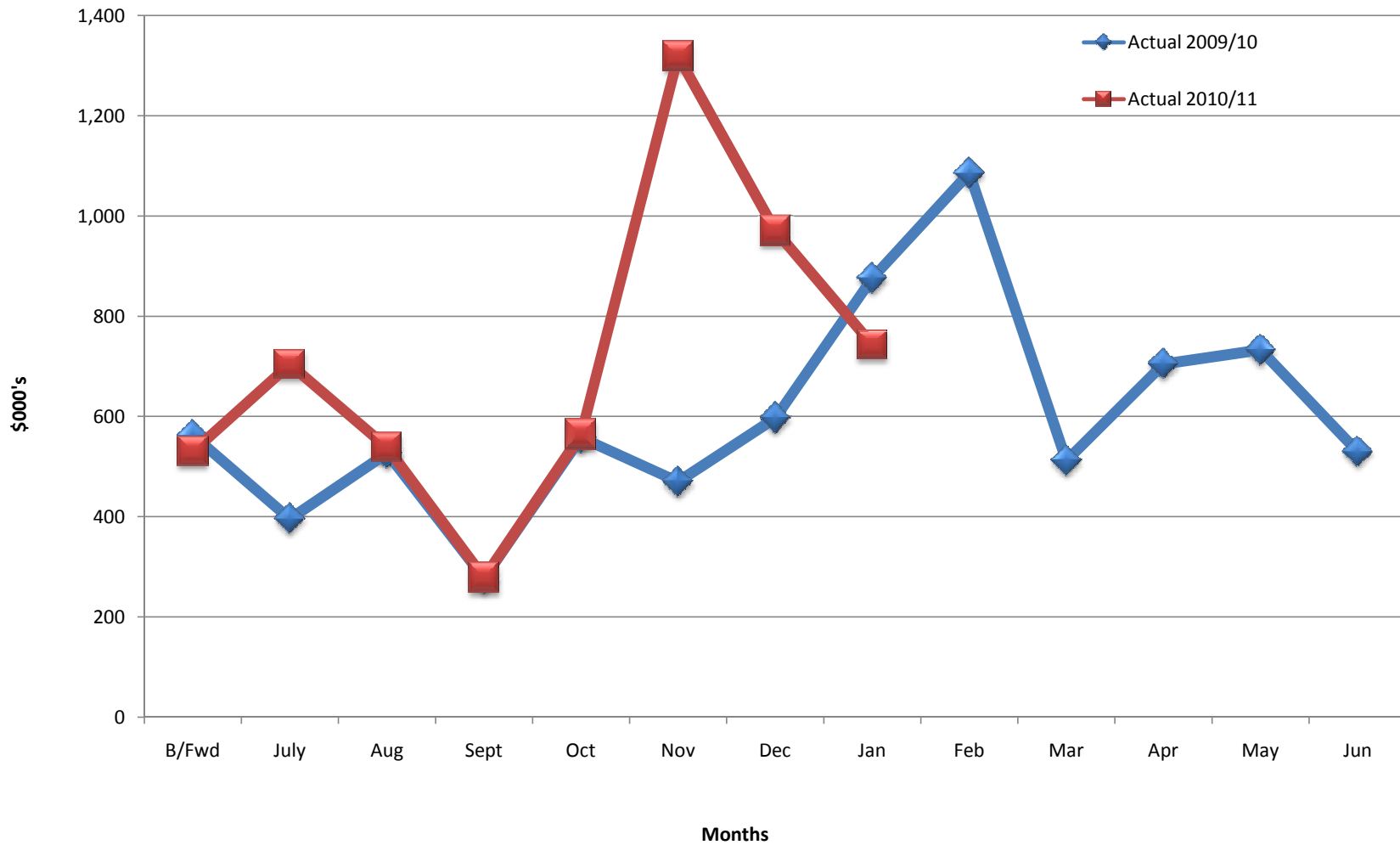
TOTAL PLANT, EQUIPMENT and OTHER		1,773,594	1,890,094	696,464	1,886,906	- 3,188		
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TOTAL CAPITAL WORKS 2010/11		7,452,047	7,688,547	1,145,906	7,109,177	- 579,370		
Asset renewal		5,878,127	6,049,627	1,111,588	6,051,855	2,228		
New assets		846,120	881,120	19,800	309,349	- 571,771		
Asset expansion/upgrade		727,800	757,800	14,518	747,973	- 9,827		

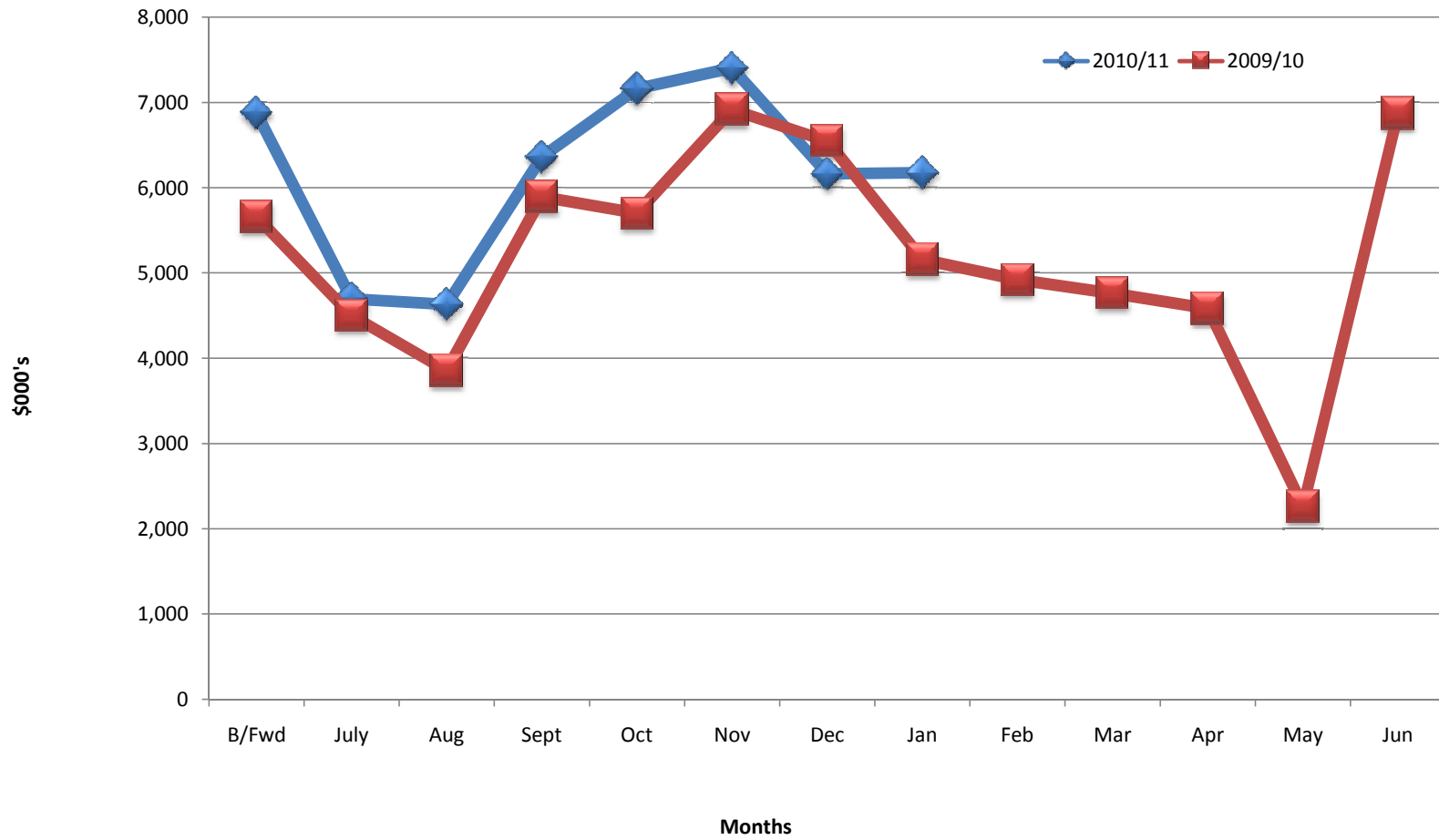
Rate Debtors Actual 2009/10 Vs 2010/11



Sundry Debtors Actual 2009/10 Vs Actual 2010/11



Cash and Cash Equivalents Actual 2009/10 Vs 2010/11



10.7 LEASE RENEWAL – CRESWICK – SMEATON RSL GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the General Manager Corporate Services I have no interests to disclose in this report.

PURPOSE

This report proposes the renewal of a Lease of land by Council – Memorial Garden 60 Albert Street, Creswick - from Creswick-Smeaton RSL Sub-Branch.

BACKGROUND

In 1999/2000 the Creswick RSL site was incorporated as part of a Creswick streetscape project. Funding conditions for the project required that the land was brought under 'public control'. This was achieved by a lease of land from the Creswick-Smeaton RSL Sub-Branch for use of the land as public open space.

The resultant Memorial Garden honours those from the district who fought during WW11 and subsequent conflicts. As part of the arrangement Council was to pay a nominal rent and maintain the area leased.

ISSUE/DISCUSSION

The initial Lease was for a term of 10 years with rent at \$104pa, although rent appears to have not been paid. Although it is supposed to be Council which seeks renewal, the RSL Sub-Branch has requested that the Lease be renewed for a further term of 10 years.

The Lease allows for this one further term, but limits the existing lease to a total of 20 years.

The area of land being leased is from across the front of the RSL Hall to the front property boundary including the semi-circular driveway – see following plan – being part of CA 7 Section 10 and part of Lot 1 TP886290.



COUNCIL PLAN /LEGISLATIVE COMPLIANCE

Council is able to lease property. Renewal of the Lease would be a continuation of an existing arrangement.

FINANCIAL IMPLICATIONS

The rent proposed for the Lease does not change.

Maintenance of the Memorial Garden will continue. Annual cost is in the order of \$800 - 1000

RISK IMPLICATIONS

There are no added risks associated with the renewal of this Lease.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

It was reported at the time of establishing the Memorial Garden that it was “a critical site in the Creswick Town Centre for many years provided a community focus and has played a role as a community space.”

It is important that the paving, landscaping and general amenity of this area be properly maintained.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Creswick-Smeaton Sub-Branch has requested renewal of the Lease under the existing terms and conditions which indicates satisfaction with the arrangement.

CONCLUSION

Following the request from the RSL Sub-Bran and there being no impediment to renewal, Council may resolve accordingly to extend the existing arrangements as provided in the Lease.

OFFICER'S RECOMMENDATION

That Council:

10.7.1 agree to the renewal of the Lease of the property known as the Creswick RSL Memorial Garden at 60 Albert Street, Creswick subject to the terms and conditions of the Lease dated 1 January 2001; and

10.7.2 authorise the execution and Sealing of a Deed of Renewal of Lease.

MOTION

That Council:

10.7.1 agree to the renewal of the Lease of the property known as the Creswick RSL Memorial Garden at 60 Albert Street, Creswick subject to the terms and conditions of the Lease dated 1 January 2001; and

10.7.2 authorise the execution and Sealing of a Deed of Renewal of Lease.

Moved: **Councillor Don Henderson**

Seconded: **Councillor Janine Booth**

Carried.

**10.8 CANCELLATION OF ROAD LICENCE - OPENING OF HOATHS ROAD
SAILORS FALLS
GENERAL MANAGER INFRASTRUCTURE**

In providing this advice to Council as the General Manager Infrastructure, I have no interests to disclose in this report.

PURPOSE

To determine that a piece of road reserve is required by Council for Public Traffic and therefore to request from the Department of Sustainability and Environment (DSE) for the cancellation of a grazing licence over Hoaths Road between Cattersons Lane and Appleby Lane, Sailors Hill.

BACKGROUND

Council has received a request from the Department of Sustainability and Environment (DSE) for the cancellation of a grazing licence over Hoaths Road between Cattersons Lane and Appleby Lane, Sailors Hill. This licence is an old licence from 1958 and the road is now used to provide access to a number of properties, thus the road cannot be considered as unused.

ISSUE/DISCUSSION

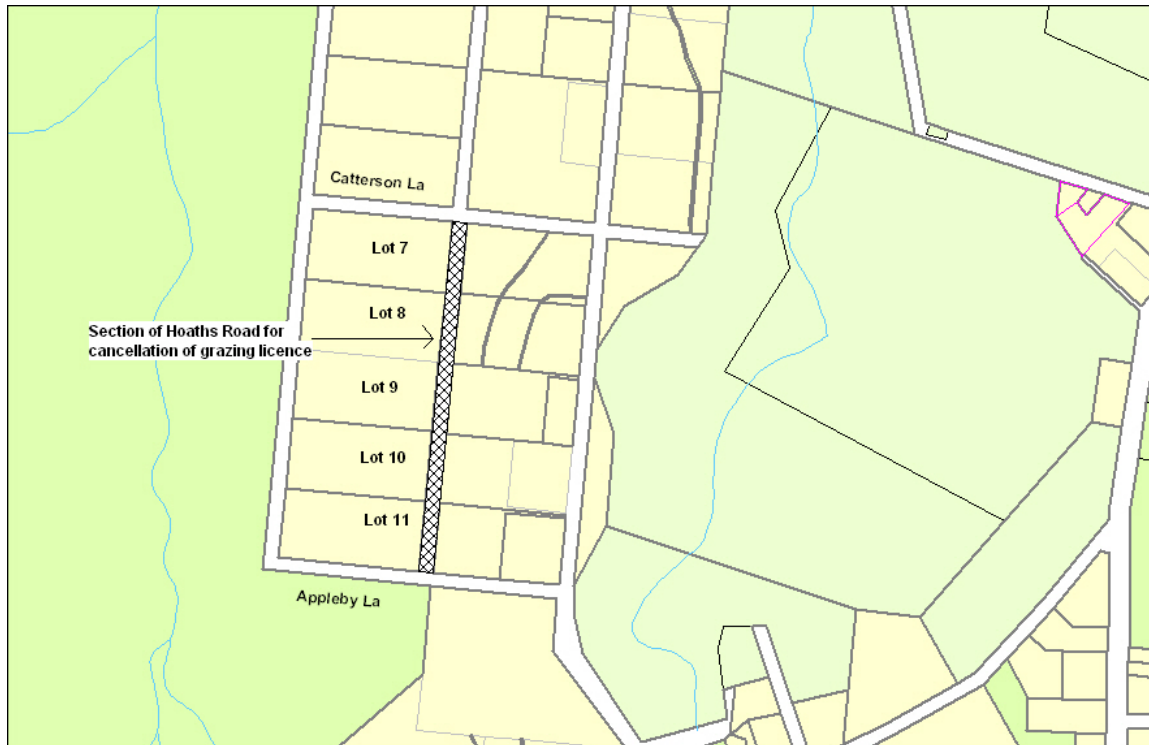
An inspection of the above licence by DSE officers has found the road currently licensed by (Estate of) Mrs Appleby is currently used to provide access to allotments 7, 8, 9 and 10 as shown on the map.

The licence was originally issued to Mr JR Catterson in 1958 and transferred to Mrs Appleby in 1978. Mrs Appleby passed away 4 or 5 years ago and her property divided and sold. Mrs Ring is the proprietor of two of the allotments and has renewed the licence without it being transferred.

The purpose of the licence is for grazing. However, as the road is now formed and providing access to multiple properties, the road cannot be considered as unused.

DSE has been in contact with Council's Manager Assets and Engineering Services, and has discussed the proposal to cancel the licence and return this road reserve to a Council managed road under the Road Management Act. This road has been constructed by Mr Ring without DSE or Shire consent. Mr Ring is

currently using the road to store machinery related to his earth moving business and has placed an earth mound to prevent through traffic along the road.



COUNCIL PLAN/LEGISLATIVE COMPLIANCE

This report is to allow Council to consent to the cancellation of the licence pursuant to Section 407 (1) of the Land Act 1958 that it is desirable in the public interest to have the entire licensed road open for traffic.

FINANCIAL IMPLICATIONS

Once the proposed cancellation of grazing licence has been undertaken by DSE Council will undertake the joining of the two existing section of gravel road approximately 100 metres in length with a gravel track of similar standard to what is currently present. This will be a minimal cost and be funded from recurrent maintenance costs.

RISK IMPLICATIONS

Adverse publicity from changing the use of the road from a grazing licence to a used road reserve through the effected parties trying to maintain the current

grazing licence. By sending letters to the effected landowners and having discussions with the 2 persons who contacted Council, who were both supportive of the reopening of the road, this risk has been mitigated. Discussions have also occurred with Mr Ring and he is seeking to sell a parcel of land that requires the road to be reopened, therefore no risks are expected.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Cancellation of grazing Licence will return land to its original intended use as a public road reserve.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

- Council has advised by letter landowners with property fronting the road that Council has received a request to open the road.
- Council officers have held discussions with Mr Ring to advise him of Council's intention to cancel grazing licence and he is supportive of the proposal, discussion have been held with 2 persons who are also supportive of the licence cancellation

CONCLUSION

That this application for a cancellation of grazing licence from DSE Licence over the section of Hoaths Road between Cattersons Lane and Appleby Lane, Sailors Hill be agreed to by Council as this section of road is required to provide access to private property.

OFFICER'S RECOMMENDATION

10.8.1 That Council consent to the cancellation of unused road licence over the section of Hoaths Road between Cattersons Lane and Appleby Lane, Sailors Hill pursuant to Section 407(1) of the Land Act 1958.

MOTION

10.8.1 That Council consent to the cancellation of unused road licence over the section of Hoaths Road between Cattersons Lane and Appleby Lane, Sailors Hill pursuant to Section 407(1) of the Land Act 1958.

Moved: Councillor Tim Hayes

Seconded: Councillor Don Henderson

Carried.

10. SECTION 86 AND ADVISORY COMMITTEE MEETINGS

10.1 COUNCIL SECTION 86 AND ADVISORY COMMITTEES GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

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

BACKGROUND

Each committee is issued an Instrument of Delegation outlining its function and assigned responsibility, and under the agreement of this delegation Committees are required to maintain minutes of meetings held and provide a copy of each minute to the Council for review.

Section 86 and Advisory Committees are required to submit their minutes other reports.

ISSUE/DISCUSSION

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

- Clunes Museum Committee of Management 11-10-2010;
- Clunes Museum Committee of Management 07-06-2010;
- Glenlyon Recreation Reserve Management Committee Treasurers Report January 2010 – February 2011, and
- Lee Medlyn Home of Bottles and Clunes Information Centre 01-12-2010.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes and reports have been distributed for noting.

OFFICER'S RECOMMENDATION

11.1.1 That Council note the minutes of the Committees listed above which have been distributed under separate cover.

MOTION

11.1.1 That Council note the minutes of the Committees listed above which have been distributed under separate cover.

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

11.2 ASSEMBLIES OF COUNCILLORS – DECEMBER 2010 CHIEF EXECUTIVE OFFICER

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

PURPOSE

This report summarises Assemblies of Councillors during January 2011.

BACKGROUND

The Local Government Act 1989 defines Assembly of Councillors as ...a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -

- (a) the subject of a decision of the Council; or*
- (b) subject to the exercise of a function, duty of power of the Council that has been delegated to a person or committee – but does not include a meeting of the Council, a special committee of the Council, as audit committee established under Section 139, a club, association, peak body, political party of other organisation;*

ISSUE/DISCUSSION

In accordance with *The Local Government Act 1989*, Section 80A (2) the following summary of Assemblies of Councillors during January 2011 is provided.

Date	Location
11 January 2011	Council Chamber
24 January 2011	Creswick Town Hall & Clunes Town Hall

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

Local Government Act 1989, Section 80A

FINANCIAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Nil

CONCLUSION

Information provided for noting.

OFFICER'S RECOMMENDATION

11.1.1 That Council note the above information re Assemblies of Councillors during January 2011

MOTION

11.1.1 That Council return the item to Officers for amendment.

Moved: Councillor Tim Hayes

Seconded: Councillor Don Henderson

Carried.

Attachment 6 – Item 10.2
Assemblies of Councillors

RECORD OF ASSEMBLY OF COUNCILLORS



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

Date of Meeting: 11 – 01 – 2011

Time: 2:00pm

Venue:

- Council Chamber Daylesford
- Senior Citizens Centre Daylesford
- Other (specify)

Councillors present:

- Cr Janine Booth
- Cr Don Henderson
- Cr Tim Hayes
- Cr Sebastian Klein
- Cr Jon Barrell
- Cr Rod May
- Cr Bill McClenaghan

Members of Council Staff present:

- CEO Kaylene Conrick
- GM Corporate Services, Evan King
- GM Community Development, Martin Walmsley
- GM Infrastructure, Peter Reeve
- GM Sustainable Development, Robert Jennings
- Other, please specify:
Kathleen Brannigan acting GM Community Development. / *Anthea Lyons*

Conflict of Interest Disclosures:

Matters Considered:

(Heading only)

See attached Agenda.

Name and title of Officer responsible

for this written record:

- CEO Kaylene Conrick
- GM Corporate Services, Evan King
- GM Community Development, Martin Walmsley
- GM Infrastructure Peter Reeve
- GM Sustainable Development, Robert Jennings
- Other, please specify:

Signature: *Evan King*

Councillor Briefing Agenda 11 January 2011



Tuesday 11 January 2011 2pm	Council Chamber Daylesford Town Hall
<p>Chair Mayor Attendees Councillors</p> <p style="margin-left: 100px;">Officers</p>	<p>Cr Rod May Jon Barrell, Bill McClenaghan, Tim Hayes, Don Henderson, Sebastian Klein, Janine Booth</p> <p>General Manager Corporate Services (Acting CEO), General Manager Sustainable Development, General Manager Community Development, General Manager Infrastructure. Other officers as required.</p>

1.	2pm	Information & Discussion	Draft Rating strategy discussion paper review Attachment 1 – Rating Strategy Review Draft Discussion Paper	General Manager Corporate Services	Page 1 Page 1
2.	3.30pm	Information	Corporate System update	General Manager Corporate Services	Page 19
3.	4.00pm	Information & Discussion	Customer Service Charter Attachment 2 – Draft Customer Service Charter	General Manager Corporate Services	Page 27 Page 27
4.	4.30pm	Information & Discussion	Policy Framework presentation Attachment 3 – Policy Framework	General Manager Corporate Services	Page 29 Page 30
5.	5.00pm	Information	Streetscape Revitalisation Update	General Manager Sustainable Development	Page 41
	5.30pm	Close of meeting			Page 41



HEPBURN SHIRE COUNCIL

FLOOD RECOVERY MEETING

Monday 24 January 2011

Clunes Town Hall – 6pm

Creswick Town Hall – 7:30pm

AGENDA

- PRESENT:**
- Sgt Andrew Guiney - Municipal Emergency Response Co-ordinator – Daylesford Police
 - Evan King - A/Chief Executive Officer & General Manager Corporate Services - Hepburn Shire Council
 - Kathleen Brannigan - Municipal Recovery Manager & A/General Manager Community Development Services -Hepburn Shire Council
 - Robert Jennings - Municipal Emergency Response Officer & General Manager Sustainable Development – Hepburn Shire Council
 - David Lenehan - CEO Hepburn Health
 - Kathryn Lamb - A/ Regional Director - Grampians Region – DHS
 - Representative - North Central Catchment Management Authority
 - Cr Bill McClenaghan - Chair, HSC Emergency Management Planning Committee
 - Mark Cattell - Regional Controller - SES
- CHAIR:** Cr Rod May - Mayor Hepburn Shire Council

Item No.	Time	Agenda Item	Purpose	Presenter
1.		Regional Controller – State Emergency Service	Information & Discussion	Mark Cattell/Chair
2.		Municipal Emergency Response Co-ordinator	Information & Discussion	Andrew Guiney
3.		Municipal Emergency Response Officer	Information & Discussion	Robert Jennings
4.		North Central Catchment Management Authority	Information & Discussion	Representative
5.		Municipal Recovery Manager	Information & Discussion	Kathleen Brannigan
6.		A/Regional Director, Grampians Region Department Human Services	Information & Discussion	Kathryn Lamb
7.		Hepburn Health - CEO	Information & Discussion	David Lenehan
8.		Question Time		

11. **CLOSE OF MEETING.** The Meeting closed at 8.21pm.