



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

TUESDAY 17 MAY 2011

**SENIOR CITIZENS ROOM
CRESWICK**

5.30PM

This Document is printed on 50% Australian recycled paper

MINUTES

TUESDAY 17 MAY 2011

Senior Citizens Room
Creswick
Commencing at 5.30pm

CONTENTS	PAGE
1. ACKNOWLEDGMENT OF TRADITIONAL OWNERS	1
2. OPENING OF MEETING	1
3. APOLOGIES	1
4. DECLARATION OF CONFLICTS OF INTEREST	2
5. CONFIRMATION OF MINUTES	2
6. NOTICES OF MOTION	3
7. COUNCILLOR LEAVE REQUEST MOTION	3
8. PRESENTATION OF REPORTS	4
9. PUBLIC PARTICIPATION TIME	10
9.1 PETITIONS	10
9.2 QUESTIONS	10
10. OFFICERS REPORTS	13
10.1 MONTHLY FINANCIAL REPORT	13
Attachment 1 – Financial Tables	17
Attachment 2 – Profit & Loss April 2011	25
Attachment 3 - Balance Sheet April 2011	26
Attachment 4 - Cash Flow as at 30 April 2011	27
Attachment 5 - Rate Debtors Graph April 2011	28
Attachment 6 - Sundry Debtors Graph April 2011	29
Attachment 7 - Cash & Cash Equivalent Graph as at April 2011	30
Attachment 8 - Investment Schedule April 2011	31

	Attachment 9 – Capital & Projects Status as at April 2011	32
10.2	INVESTMENT & PROCUREMENT POLICY REVIEW	45
	Attachment 10 – 46(C) Procurement Policy November 2010	49
	Attachment 11 – 50(C) Investment Policy May 2011	76
10.3	RECREATION POLICY AND RECREATION ADVISORY COMMITTEE	83
	Attachment 12 – Draft Terms of Reference	87
	Attachment 12A – Recreation Development Policy	89
10.4	COMMUNITY GRANTS Round 2 (2010/11)	93
	Attachment 13 – Recommended Round 2 2010-11	96
	Attachment 14 – Not Recommended Grants Round 2	99
10.5	DAYLESFORD ARC FEES AND CHARGES 2011/12	101
	Attachment 15 – Proposed Fees & Charges 2011-12	105
10.6	DAYLESFORD COMMUNITY GARDEN	108
	Attachment 16 – Response Letter to Meg Ulman & Brett Adamson	113
10.7	EARTHSHIP DEMONSTRATION SITE	116
11.	COUNCIL SECTION 86 AND ADVISORY COMMITTEES	121
12.	CONFIDENTIAL ITEMS	123
12.2	CONFIDENTIAL REPORT TENDER H237-2010	124
12.3	CONFIDENTIAL REPORT CONTRACT H240/H255 2011/2012	125

13.	RE-OPENING OF MEETING TO PUBLIC	126
13	CLOSE OF MEETING	126

A handwritten signature in black ink, appearing to read "K. Conrick".

KAYLENE CONRICK
CHIEF EXECUTIVE OFFICER
17 MAY 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 5.30pm**

PRESENT: Mayor Councillor Rod May; Deputy Mayor Councillor Sebastian Klein; 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 Infrastructure Jeff Saker; A/O General Manager Sustainable Development Peter Reeves; A/O General Manager Community Development Kathleen Brannigan

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: Birch Ward Councillor Jonathan Barrell**

4. DECLARATION OF CONFLICTS OF INTEREST:

Councillor Don Henderson declared a direct and indirect conflict of Interest in Item 10.5 Community Grants. He is an Office Bearer for CRWA and his partner is associated with the CADRA and the Creswick Cube.

5. CONFIRMATION OF MINUTES:

Recommendation

- 5.1 *That the Minutes of the Ordinary Meeting of Council held on 19 April 2011 be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

MOTION

- 5.1 *That the Minutes of the Ordinary Meeting of Council held on DATE (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

Moved: Councillor Janine Booth

Seconded: Councillor Tim Hayes

Carried:

6. NOTICES OF MOTION:

Nil Motions

7. COUNCILLOR REQUEST LEAVE MOTION:

7.1 Leave of Absence for Councillor Jonathan Barrell

MOTION

That Council:

7.1.1 Grant leave of Absence for Councillor Jonathan Barrell from the 17 May 2011 Ordinary Council meeting and the Special Council Meeting 31 May 2011.

Moved: Councillor Don Henderson

Seconded: Councillor Sebastian Klein

Carried

7.2 Leave of Absence for Councillor Janine Booth

MOTION

That Council:

7.2.1 Grant leave of Absence for Janine Booth from the Special Council Meeting 31 May 2011.

Moved: Councillor Sebastian Klein

Seconded: Councillor Tim Hayes

Carried

8. PRESENTATION OF REPORTS:

Mayor's Report

Mayor Councillor Rod May, Birch Ward presented the following report;

- Environmental Sustainability Committee was attended.
- Anzac Day at Trentham was a well attended event and I spoke of past and present servicemen and their sacrifice.
- Budget meeting at Senior Citizens in Daylesford saw a robust critique of the budget by a good crowd.
- MSS Committee meeting progresses the Municipal Strategic Statement.
- BATA meeting heard from the business and tourist sector on issues of inadequate signage and the budget.
- Opened Recycle Centre in Creswick, a worthy citizens initiative.
- Prime Minister visit highlighted flood damage and arrangements between the State and the Federal Government.
- Booktown was a well attended event, focusing attention on the renaissance of Clunes as a cultural and tourist destination.
- Mangold hurling was a lighter side of the local food and tourist sector held at the Daylesford Cidery.
- University of Ballarat Business Awards saw our award to a graduate in tourist destination marketing.
- Smeaton Primary School was the site of the recognition of Phonse Liddle the past Headmaster, after whom the new buildings were named.
- Launch of Goldfields trail was carried out by Nick Cherry and well attended in Fryers town.
- Opening of the Civic Honour Roll in Creswick was a delight.

Councillor Reports

Councillor Tim Hayes, Cameron Ward provided a verbal report in relation to the 5th Annual Back to Booktown event held in Clunes on the weekend of 14 & 15 May:

It is estimated that the number of visitors to the town was in the region of 12,000 – 15,000 and the highlight was obviously the attendance of former Prime Minister, Bob Hawke on the Sunday afternoon.

Cr Hayes acknowledged the efforts of all of the volunteers and of the assistance provided by Council staff in the lead up to the event.

Councillor Sebastian Klein, Coliban Ward delivered the following report:

This month I have attended an Environmental Sustainability Advisory Committee meeting and a VLGA deputy mayor's training session.

Councillor Janine Booth, Creswick Ward delivered the following report:

Over the past month as much work continues in and around Creswick Ward in regard to flood damage and repair it has been a busy month for Councillors and Officers.

As well as the usual briefings, budget information evenings, Council meetings and a special Council meeting in relation to funding opportunities and Councils support for the Clunes Interpretive Centre/Museum/Library project there was also a visit from the Prime Minister of Australia to Creswick and Clunes to view first hand elements of the Flood recovery process undertaken by the Hepburn Shire Council.

The Prime Minister's visit and subsequent announcement in regard to a joint funding agreement with State Parliaments drew much media attention and welcome publicity for the region and was well received by many locals who just happened to bump into the Prime Minister of Australia as they did their weekly shopping.

It was a pleasure to sit with the Prime Minister the Prime minister was extremely gracious with her time and interest as she met many locals in Creswick and Clunes affected by recent floods.

I have attended the Alga state conference in Ballarat.

The Australian Local Government Women's Association, a non party political organization held a successful and informative 1 day seminar recently in Ballarat attended by Women Councillors and Officers of Local government from across the State with topics on Gender equality and strategies to increase and support the number of Women choosing involvement in the Local Government sector either as an elected official or as and employed officer. An impressive list of speakers from diverse backgrounds included Ms Janet Dore (former CEO of Ballarat City Council) and now CEO of the Transport Accident Commission.

Along with the Mayor, as Councils representative I attended a further meeting of the Hepburn Shire Councils Municipal Strategic statement was held recently where our Consultants provided a report on the considerable community feedback from the extensive community consultation process undertaken by the Consultants. Although workshops were not attended by large numbers of our Community, certainly there was broad range of ideas put forward and these will be collated and a further report will be provided to Council.

Today I had the pleasure of chairing Councils Advisory Committee meeting for the Wombat Hill Botanic Gardens. Lively discussion ensued with the group in regard to Councils works schedule for the Reserve, park furniture, Signage and traffic management and parking I was impressed with the spirit of co-operation between officers of Council, representatives of the Friends of Wombat Hill and the Community members as they discussed the various matters in relation to Wombat Hill Botanic Gardens...

I attended the Sunday event of Clunes Boomtown and congratulate the Creative Clunes committee for its organization of the event and the Clunes Community for its support and engagement in the event.

Councillor Don Henderson, Creswick Ward delivered the following report:

I recently attended the ANZAC ceremonies in Creswick at Kingston and although there was no Light Horse Brigade there this year it was because they were honoured with the job of leading the parade in Melbourne this year. This is a tribute to Gary Chandler who spends a great deal of time with our youth particularly those who have been in a bit of trouble. The uniforms and the horses have to be supplied and fed and the interaction with the animals is extremely important to our young folk involved.

I attended a briefing with the flood recovery team and was impressed with all of the work being done to secure grants and plan works there is a great deal of unseen work and I commend them and our staff involved.

The work of the Flood management Think Tank Action Group also needs to be mentioned and they have been gathering information that has been valuable to NCCMA and our engineering staff both in Clunes and Creswick.

I was also present to welcome Prime Minister Gillard on her visit to Creswick and Clunes. People were very appreciative of her obvious openness with all walks of life. She did a lot of listening and not much talking.

I attended a visit today to the Creswick museum and commend the work being conducted by our volunteers

On another note the Creswick Historical Society held a dinner at which an honour board was unveiled. All of the persons on the board were well deserving and I might just have a few nominations of a slightly different political flavour myself next year. I must mention the work of Peter Reeve and his planning department in processing their application with such care and speed. It is a lesson that things can be done and we all look forward to things like this in the future. I also attended meetings of the Heritage Advisory Committee and the Environment and Sustainability Advisory Committee.

I also attended the Creswick Ward Community Committee who are now looking at setting goals and will be developing priorities for recommendation to Council.

Councillor Bill McClenaghan – Holcombe Ward delivered the following report:

On ANZAC Day, I attended the Daylesford Dawn Service and laid a wreath on behalf of the Shire at Hepburn Springs. I also attended the Daylesford march and service later that morning.

My report this month centres around representing Hepburn Shire on two external bodies; the Municipal Association of Victoria (MAV) and Timber Towns Victoria.

On Monday 9th May, I attended the MAV Rural South Central Regional Forum held at Bannockburn in Golden Plains Shire where various reports were made on the State Budget and other municipal matters. It certainly seems that the new waste levy in the State Budget will have an impact on all Councils, especially those disposing of their garbage at “urban” landfills as we do; the Smythesdale landfill is run by an urban Ballarat City. We may need to adjust our waste management charges to compensate for the higher levy.

Road funding was looking good in the State Budget with \$160 million being allocated to 40 needy shires that would receive \$1 million each for 4 years. However, some details of this have changed and there is no funding in the budget for roads carrying timber from the forests.

In the Health and Community Care (HACC) arena, changes are being mooted with Commonwealth reforms that involve a change of service delivery in a move to one-stop shops. Programs are to be managed out of Canberra like the Veterans Home Care Program is now. Local Government will need more input into this and should receive some recognition for the role we already play and in our future involvement in HACC. Also, there is a strong desire not to compromise the high standard of child health programs currently running in Victoria.

There are also issues with the Productivity Commission, especially in defining the roles of State and Local Governments. Service delivery in the reformed federal model is now unclear, especially with Commonwealth competitive tendering for service providers. Victoria is in a special position with Local Government taking a leading role in HACC service delivery. Certainly, HACC is one of Hepburn Shire’s success stories.

Mr. Mayor, it was interesting to hear that Golden Plains Shire is constructing a brand new civic centre in Bannockburn to service 6,000 people at a cost of only \$2 million. The civic centre includes a branch library worth \$500,000 which is funded by the Building Education Revolution program that gives local schools access.

Last Friday 13 May, I attended my first Timber Towns Victoria meeting in Melbourne at the MAV office. Timber Towns is a local government association auspiced by the MAV, where delegates from Shires with timber industries can meet together about common issues such as economic development and timber roads funding. In the past few decades, changes in the timber industry and forestry practices have seen the decline of timber as the economic

mainstay of many towns and communities with sawmills closing and the local market being flooded by cheap and plentiful imported timber and timber products.

Timber Towns considered many significant issues and received reports from various speakers within the industry. As Hepburn Shire is interested in reducing carbon in the environment, it is interesting to note that an average size house of about 18 squares stores about 7.5 tonnes of carbon whilst the same house with a steel frame and a concrete slab causes 2.9 tonnes of carbon emissions. This is because of the embodied bio-energy in timber products that are naturally self-regenerating. I hereby table some literature sourced from the meeting.

Unfortunately, inaccurate information is being circulated about our timber industry that has suffered by the closure of many sawmills and harvestable forests for timber production with the focus now turning to plantation timber. For example, it is cited that there are only 2,000 ha of mountain ash forest left in Victoria when there is in fact 240,000 ha in the Central Highlands and the Otways. Local timber harvesting is being wrongly compared to the slash-and-burn practices in Indonesia and Brazil where regeneration of the forests is not assisted by those that cut away the trees. It is also being alleged incorrectly that old growth forest is being harvested for paper pulp, giving rise to a campaign for “ethical paper”. Closure of forest industries and forest product manufacturers that make paper would have disastrous effects on timber towns and local communities dependent upon that work for their livelihood.

Timber industries and the communities they support have also been impacted by a glut of cheap imported timber from overseas, some of it rainforest timber. Recent bushfires have destroyed large amounts of forest in Victoria, especially in the Streszelecki area where large uninsured plantations were destroyed. The socio-economic effects of this loss of livelihood has taken until now to impact people and communities with mental health a worsening social problem. There is a desperate need there to demonstrate relief and regrowth with ongoing community support.

This demonstrates the need for sustainable balance to change in the timber sector with a triple bottom line approach. As well as looking after environmental needs, we need to consider the economic and social needs of timber communities that face loss of jobs, breadwinners and therefore population, leading to community breakdown and dispersal.

One stark example of how the glut of timber and plentiful supply of paper pulp is affecting forestry production is to be found on a property near Beaufort where the new owner intends to return 7,000 acres of blue gum plantation to ordinary farmland. All of the trees are to be cut down, windrowed and burned as this is presumably cheaper than hauling them away for processing. What a terrible waste caused by current economic realities of timber supply and demand.

OFFICER'S RECOMMENDATION

8.1.1 *That Council receive and note the reports of the Councillors*

MOTION:

8.1.1 *That Council receive and note the reports of the Councillors*

Moved: Councillor Don Henderson

Seconded: Councillor Bill McClenaghan

Carried

9. 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 procedure. Separate forums and Council processes are provided for deputations or for making submissions to Council.

9.1. PETITIONS:

Nil petitions

9.2 QUESTIONS

Question 1: From Mr & Mrs Bruce and Dianne Hill

Firstly we would like to thank the two outdoor staff who supplied us with the limited parking signs on Friday afternoon before Book town. We printed 15 minute parking on them and placed them out at 5.45 Saturday morning. They were placed in front (Service Street) and at the side (Fraser Street) so our loyal and regular customers could park. This would also give them the chance to also shop at other businesses in the street.

We, and many members of the Clunes community are very disappointed, that this measure was not observed by the visitors to our town. We had an 80 year old woman having to walk blocks just to get a few groceries and a mother with a sick child with the same problem.

All weekend our locals complained and commented about the parking unavailability.

Question A: Can the council's compliance officer or police or someone be asked to help in this matter. We and many of the locals we spoke to feel that this event would be better held at the showgrounds. The way visitors park, someone is going to be killed.

Traffic was detoured along Alliance Street from Maryborough Road. You know how dangerous the Alliance Street hill is. Well, with cars parked on both sides it was near impossible to drive up or down the hill. Residences driveways were also blocked.

Question B: Can something be done in the future please?

This weekend is the worst trading weekend for a number of businesses in the town because locals cannot get parking.

Question C: Will the council speak with traders to work out something to overcome these problems.

Answer by: A/O General Manager Community Development Kathleen Brannigan.

Clunes Booktown is an event which attracts around 14,000 people to the town of Clunes annually. With these numbers it is expected that parking in and around the town will be at a premium for the event weekend.

Council officers through the events process work with the Organising Committee to try and ensure a safe, well organised and prosperous event for local businesses, residents and event attendees alike.

This process focuses heavily on looking at road closures and parking arrangements for the event. Council requires that event organizers provide a letter of notification to businesses and residents in the road closure area prior to the event date to provide an opportunity for community feedback. In the case of Booktown this has resulted in providing signage for display out the front of the supermarket in an attempt to encourage people to only park there temporarily, provide parking options at the show grounds with a bus to transport people from that location to the main street and advertising public transport options for people attending the event from Melbourne and Ballarat.

Even with these measures in place some people disregard this information and choose to park as close to the event site as possible.

Council does not have the resources to provide officers to police one off annual events or regular events such as markets etc. for parking compliance. In many cases having a Compliance officer in attendance is not the answer as it does little to move cars on.

Council officers will be conducting an event debrief with the organising committee in the coming weeks. Your issues will be raised at this meeting and a plan developed for how parking could be further improved for the 2012 event.

Council officers are happy to coordinate a meeting with concerned traders and present the plan developed for improving parking for the 2012 event. This will then allow traders to provide input into the preferred handling of car parking for future Booktown events.

Question 2: From Mr Patrick Jones (not present)

Question 3: From Russell J Castley

The Flood Management Think Tank Action Group members, John Sayers, Barry Goldsmith, Bruce Hill, Russell Castley and Judy Henderson wish to advise the HSC of their deep concern and outrage at public comments made by Cameron Ward Councillor Tim Hayes at the Council meeting held in Daylesford on 10 May.

Cr Hayes' public comments were widely reported in the Ballarat Courier 11 May.

His allegation against these ratepayers and residents is scurrilous and untrue.

To describe FMTTAG members undertaking a simple survey as dishonest and misleading is disgraceful and seeks to impune their integrity. Adding insult to injury, Cr Hayes also referred to an 'out-of-towner' as dishonest and misleading.

This comment can only refer to one person, who is in fact a Justice of the Peace and a multiple ratepayer in the Cameron Ward. Our collective view is that Cr Hayes has acted in a shameful manner.

My Question is: 'What recourse do people treated in this manner have?' "

Answered by Mayor Councillor Rod May

It is my understanding that if such complaint were to be forthcoming it would need to be submitted to the Ombudsmen or the Minister.

10. OFFICERS REPORTS

10.1 MONTHLY FINANCIAL REPORT

GENERAL MANAGER CORPORATE SERVICES

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

1 PURPOSE

The purpose is to report on the Council's financial performance for the 2010/11 financial year up to the 30 April 2011.

2 BACKGROUND

This report provides information on Council's operating performance for the period 1 July 2010 to 30 April 2011 based on the revised budget adopted at the mid-year budget review. Cash and investments, rates and sundry debtors are also reported graphically.

3 ISSUE/DISCUSSION

SEPTEMBER 2010 / JANUARY 2011 FLOODS

The damage bill to Council's infrastructure (particularly roads and bridges) has been estimated to be \$26 million. Claims to Federal and State Government, together with insurance claims, have and will continue to be made. \$140,000 in grants have been received and \$2.6 million in reimbursements.

OPERATING SUMMARY:

The year to date operating result is \$3.9 million surplus. The forecasted surplus for the year is \$1.8 million which is \$177,000 ahead of budget. The higher forecast comprises the following:

- \$106,000 grant not included in budget for Creswick Interpretive Centre.
- \$171,000 grant for Daylesford Community Park
- \$77,000 reduction in Leave Liability

- (\$258,000) Defined Benefits Superannuation which was not budgeted for as information has only recently become available.
- Some Projects forecasted to be less than budget.

BALANCE SHEET

CURRENT ASSETS:

Cash and investments at 30 April 2011 total \$ 4.7 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 10 months of this year.

Cash is the same as previous year. Despite the prepayment of Grants Commission 3rd quarter payment, flood expenses are greater than reimbursements received year to date.

Rate debtors at the end of April 2011 are \$3.4 million, compared to rate debtors at the same time last year of \$3.6 million. \$267,000 in debtors remains from 2009-10 and prior. Sundry debtors total \$891,000 at the end of April compared to the same time last year of \$705,000.

\$449,000 of the current balance relates to an unpaid claim for the Doug Lindsay Project.

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 April 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 \$5.6 million to date out of the revised annual budget of \$11.5 million, however forecast expenditure to 30 June 2011 is \$10.6 million

Some capital works have been delayed due to floods.

Major projects expenditure to date is \$411,000 against a revised budget of \$1.2 million, \$877,000 is forecast to be spent to 30 June 2011.

Detailed lists of both capital & major projects are 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. Trade and other payables are higher than this time last year due to additional payments processed for flood damage.

Provisions are higher than the same time last year but are lower than 30 June 2010 due to Annual Leave Liability being reduced.

Trusts and deposits are lower than this time last year due to refunding section 181 property sale proceeds of \$86,000.

NON CURRENT LIABILITIES:

Loan liability and long service leave provision.

CASH FLOW:

Cash forecast \$753,000 higher than budget due in main to:

- \$980,000 not being spent on property, plant and equipment
- \$73,000 received for sale of land in Creswick
- \$106,000 grant for Creswick Interpretive Centre
- \$62,000 additional interest on investments
- Timing of creditor payments at year end

4 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.

5 FINANCIAL IMPLICATIONS

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

6 RISK IMPLICATIONS

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

7 ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

None noted.

8 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.

9 CONCLUSION

The report on the financial performance of Council for the ten months to 30 April 2011 has been reported.

10 OFFICER'S RECOMMENDATION

That Council:

10.1.1 Receives the Monthly Financial Report for the ten months from 1 July 2010 to 30 April 2011.

MOTION

That Council:

10.1.1 Receives the Monthly Financial Report for the ten months from 1 July 2010 to 30 April 2011.

Moved: Councillor Janine Booth

Seconded: Councillor Sebastian Klein

Carried

Variance - Surplus/(Deficit) 000's							\$1,590
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 30 APRIL 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	14,105	13,490	14,091	601	14,165	60	
Community Services	2,093	1,520	1,707	188	2,151	58	
Regional Development	686	551	666	114	778	92	
Public Safety	318	253	2,959	2,705	3,735	3,417	
Recreation	670	489	537	48	674	5	
Infrastructure	958	719	965	246	965	7	
Waste Management	1,964	1,909	1,961	52	1,986	23	
Capital Grants	3,132	0	1,045	1,045	3,168	36	
Total Income	23,926	18,930	23,930	5,000	27,623	3,697	
EXPENDITURE							
Corporate Services	4,804	3,905	4,073	-168	5,134	-329	
Community Services	3,932	2,463	2,552	-89	3,951	-19	
Regional Development	2,947	2,109	1,935	173	2,825	123	
Public Safety	980	684	4,104	-3,420	4,374	-3,393	
Recreation	1,572	1,231	1,281	-50	1,583	-12	
Infrastructure	1,381	1,110	967	143	1,369	11	
Waste Management	1,915	1,507	1,506	1	1,996	-81	
Depreciation	4,787	3,590	3,590	0	4,787	0	
Total Expenditure	22,318	16,600	20,009	-3,410	26,019	-3,700	
NET	1,608	2,331	3,920	1,590	1,604	-4	
* YTD surplus of \$3.9 million reported above does not reconcile to surplus reported in Income Statement as a result of oncosts not included in the detail of the following tables.							

Variance - Surplus/(Deficit) 000's								\$433
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 30 APRIL 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)	11,776	11,743	11,769	26	11,775	-1	0%	
Grants Commission	1,912	1,434	1,922	488	1,922	10	1%	
Other Income	417	312	400	87	468	51	12%	1
Total Income	14,105	13,490	14,091	601	14,165	60	0%	
EXPENDITURE								
Council & Executive Services	759	616	629	-14	767	-8	-1%	
Financial Services	834	673	654	18	840	-6	-1%	
Technical Services	671	495	522	-27	654	18	3%	
Governance & IT	519	399	401	-1	512	7	1%	
Organisational Development & Risk	556	455	416	39	612	-56	-10%	2
Other Administration	1,447	1,267	1,450	-183	1,732	-284	-20%	3
Adminstrating Projects	18	0	0	0	18	0	0%	
Total Expenditure	4,804	3,905	4,073	-168	5,134	-329	-7%	
NET	9,301	9,585	10,018	433	9,031	-270	-3%	
NOTES								
1. Additional interest earned on investment activity.								
2. Recruitment costs forecast to be higher than budget. This will be offset by savings in other departments.								
3. Defined Benefits Supperannuation top up less reduction in Leave Liability provision.								

Variance - Surplus/(Deficit) 000's								\$98
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 30 APRIL 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	99	222	123	359	32	10%	4
Family & Children's Services	105	88	104	16	105	0	0%	
Aged & Disability Services	1,165	924	1,002	78	1,180	16	1%	5
Housing	54	43	52	9	57	3	6%	
Contract Services	443	366	328	-38	451	8	2%	
Total Income	2,093	1,520	1,707	188	2,151	58	3%	
EXPENDITURE								
Community Development	1,234	607	715	-108	1,225	9	1%	
Family & Childrens Services	294	232	212	20	294	0	0%	
Aged & Disability Services	1,559	1,136	1,061	75	1,577	-18	-1%	5
Housing	26	21	19	1	30	-4	-14%	
Contract Services	420	348	316	31	423	-3	-1%	
Other	136	104	90	14	136	0	0%	
Community Services Projects	265	15	139	-124	267	-2	-1%	
Total Expenditure	3,932	2,463	2,552	-89	3,951	-19	0%	
NET	-1,839	-943	-845	98	-1,800	39	-2%	
NOTES								
4. Additional \$18k Bushfire recovery income and \$10k Youth & Freeza income.								
5. Aged and Disability Services increased grant income offset by additional expenditure.								

Variance - Surplus/(Deficit) 000's								\$288
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 30 APRIL 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	142	181	39	204	15	8%	
Building Services	137	109	120	11	137	0	0%	
Tourism & Economic Development	341	296	259	-37	327	-15	-4%	6
Public Halls	5	5	4	0	5	0	5%	
Projects	14	0	101	101	106	92	641%	7
Total Income	686	551	666	114	778	92	13%	
EXPENDITURE								
Planning & Heritage Services	1,150	784	640	145	1,072	78	7%	8
Building Services	235	160	157	2	202	33	14%	9
Tourism & Economic Development	709	435	497	-62	689	20	3%	6
Community Amenities	180	148	143	5	184	-4	-2%	
Library Services	454	431	346	86	454	-1	0%	
Other Cultural Activities	89	86	90	-4	101	-12	-14%	10
Public Halls	93	64	55	10	93	0	1%	
Regional Development Projects	38	0	7	-7	30	8	22%	
Total Expenditure	2,947	2,109	1,935	173	2,825	123	4%	
NET	-2,261	-1,557	-1,270	288	-2,046	215	-10%	
NOTES								
<p>6. Reduction in material sales offset by less stock purchased.</p> <p>7. Grant Creswick Interpretive Centre not included in budget.</p> <p>8. Municipal Strategic Statement (MSS) review consultants c/f.</p> <p>9. Reduction in salaries as additional contract services not taken up.</p> <p>10. Higher museum costs offset by other savings.</p>								

Variance - Surplus/(Deficit) 000's								-714
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 30 APRIL 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	4	0	-4	0	-10	-100%	11
Animal Control	90	82	71	-12	86	-4	-4%	
Compliance	31	23	34	11	43	12	40%	12
Health	164	134	141	7	150	-14	-8%	
School Crossings	12	0	6	6	12	0	0%	
Emergency Management	12	10	2,707	2,697	3,444	3,433	29409%	13
Total Income	318	253	2,959	2,705	3,735	3,417	1075%	
EXPENDITURE								
Fire Prevention	42	42	6	36	18	24	57%	11
Animal Control	30	18	22	-3	25	5	17%	
Compliance	246	199	209	-10	247	-2	-1%	
Health	301	218	222	-4	280	21	7%	
Environmental Initiatives	210	95	114	-19	215	-5	-2%	
School Crossings	35	28	23	5	33	2	6%	
Emergency Management	117	84	3,509	-3,425	3,556	-3,439	-2949%	13
Total Expenditure	980	684	4,104	-3,420	4,374	-3,393	-346%	
NET	-663	-431	-1,146	-714	-639	24	-4%	
NOTES								
11. Expenditure and associated fines are below budget due to season.								
12. Forecasted parking fines and permits have increased based on actual YTD.								
13. Flood Recovery income and expenditure.								

Variance - Surplus/(Deficit) 000's								- \$2
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 30 APRIL 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	18	1	0	-1	10	-8	-44%	
Reserves	8	7	9	2	10	1	16%	
Mineral Springs Reserves	547	481	527	47	578	31	6%	14
Projects	96	0	0	0	76	-20	-21%	15
Total Income	670	489	537	48	674	5	1%	
EXPENDITURE								
Parks & Gardens	184	155	151	4	202	-18	-10%	
Reserves	729	605	682	-77	819	-89	-12%	16
Mineral Springs Reserves	272	206	195	12	267	5	2%	
Swimming Areas	228	224	202	22	219	9	4%	
Cemeteries	1	0	0	0	0	1	100%	
Indoor Recreation	30	21	22	-1	30	0	0%	
Recreation Projects	127	20	30	-10	46	81	64%	15
Total Expenditure	1,572	1,231	1,281	-50	1,583	-12	-1%	
NET	-902	-742	-745	-2	-909	-7	1%	
NOTES								
14. Bathhouse lease income greater than budgeted because of actual turnover.								
15. Recreation projects forecasted to be below budget. Refer to Project Status report attached.								
16. Additional mowing required due to unseasonal weather.								

Variance - Surplus/(Deficit) 000's								\$389
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 30 APRIL 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	719	965	246	965	7	1%	
Total Income	958	719	965	246	965	7	1%	
EXPENDITURE								
Road Maintenance	1,887	1,569	1,455	115	1,873	14	1%	
Depots	52	40	47	-7	56	-4	-8%	
Other Transport	-592	-500	-548	48	-591	-1	0%	
Local Road Projects	33	0	13	-13	30	3	8%	
Total Expenditure	1,381	1,110	967	143	1,369	11	1%	
NET	-422	-391	-2	389	-404	18	-4%	
NOTES								

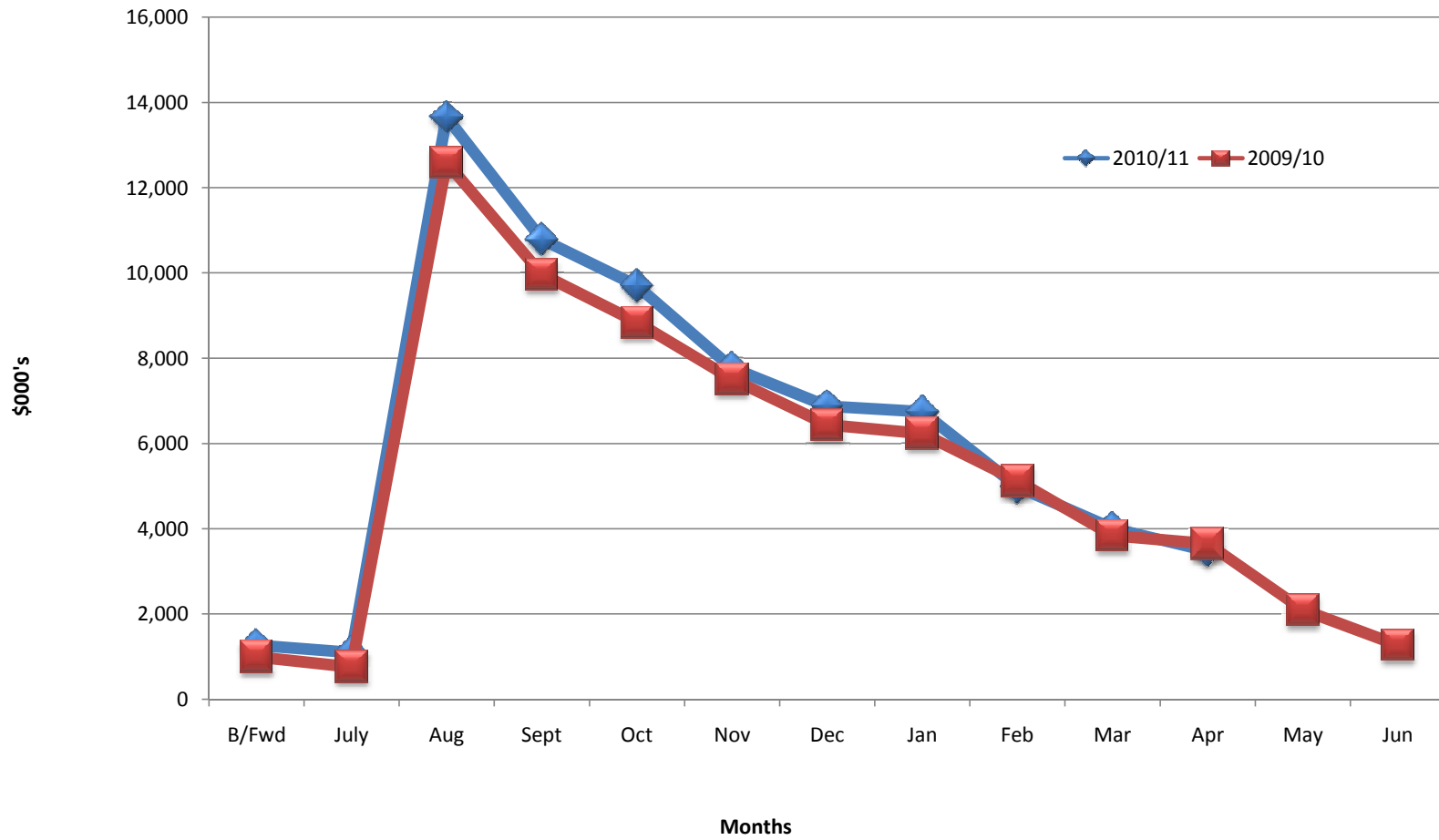
Variance - Surplus/(Deficit) 000's								\$53
DEPARTMENTAL REPORT FOR THE PERIOD ENDING 30 APRIL 2011								
	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Forecast	Variance forecast to budget	Variance forecast to budget	Note
	000's	000's	000's	000's	000's	000's	%	
WASTE MANAGEMENT								
INCOME								
Waste Revenue	1,920	1,904	1,926	23	1,942	23	1%	
Land Management	44	5	34	29	44	0	0%	
Total Income	1,964	1,909	1,961	52	1,986	23	1%	
EXPENDITURE								
Street Cleaning	113	94	78	15	113	0	0%	
Waste Management	1,729	1,400	1,404	-4	1,810	-81	-5%	17
Land Management	74	13	24	-10	74	0	0%	
Total Expenditure	1,915	1,507	1,506	1	1,996	-81	-4%	
NET	48	402	455	53	-10	-58	-121%	
NOTES								
17. Sorting at the MRF has increased due to contamination, this will be offset by savings in other departments.								

Income Statement				
For the period ending 30 April 2011				
	YTD Actual 2010/11 \$'000	Annual Budget 2010/11 \$'000	Annual Forecast 2010/11 \$'000	Variance Annual forecast to 2010/11 \$'000
Revenues from ordinary activities				
Rates charges	13,509	13,520	13,510	- 9
Statutory fees and fines	241	264	279	15
User fees	770	956	984	28
Grants - Operating	4,014	4,938	4,978	40
Grants - Capital	1,517	2,750	3,123	372
Contributions	114	249	179	- 70
Other revenue	3,737	1,250	4,670	3,420
Total revenue	23,902	23,927	27,723	3,796
Expenses from ordinary activities				
Employee benefits	5,545	8,973	9,353	380
Materials and services	9,795	7,308	10,529	3,221
Bad and doubtful debts	8	12	12	-
Depreciation and amortisation	3,590	4,787	4,787	-
Finance costs	201	209	209	-
Other expenses	847	1,039	1,050	11
Total expenses	19,986	22,328	25,940	3,611
Surplus (deficit) for the year	3,916	1,599	1,783	186

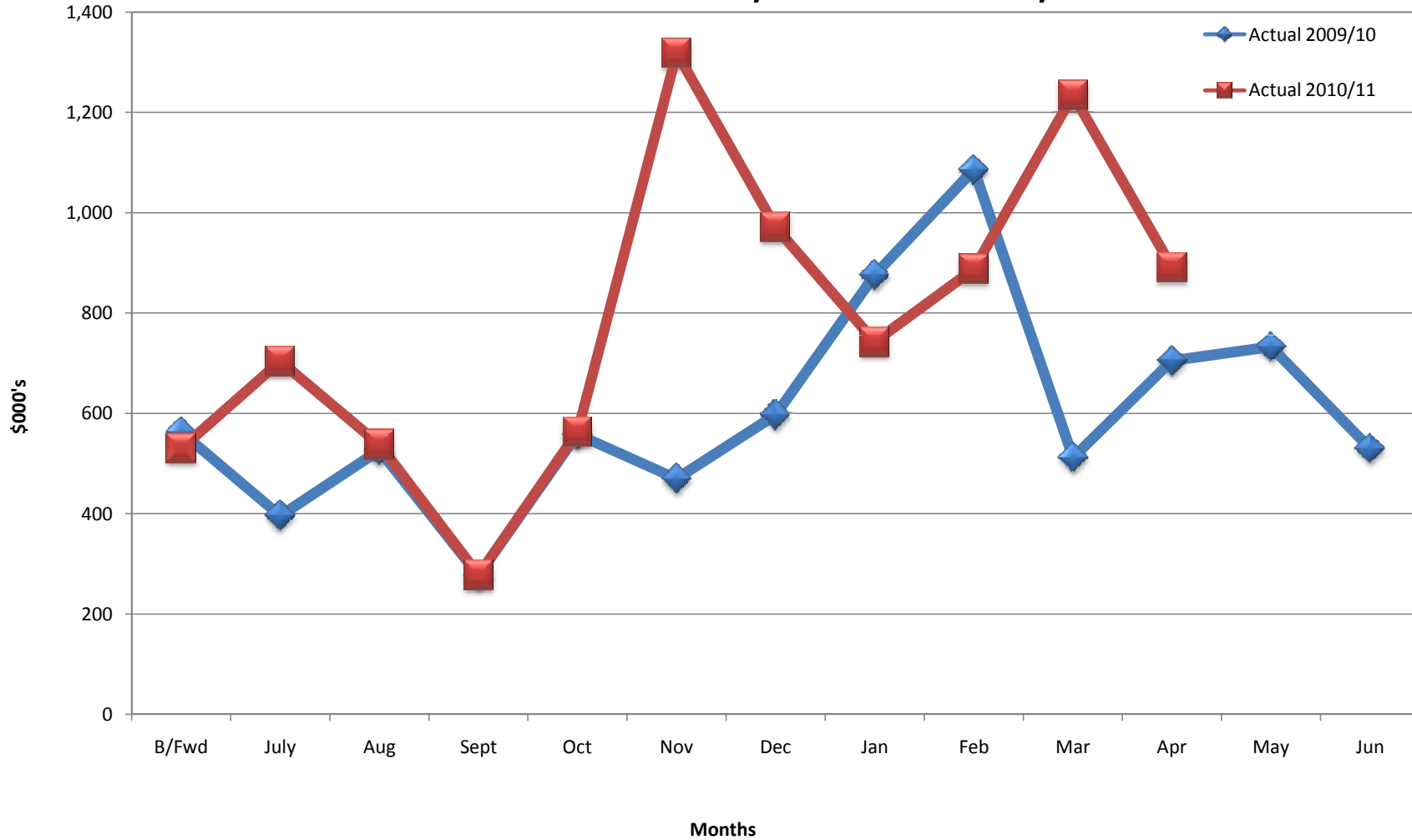
BALANCE SHEET AS AT 30 APRIL 2011		
	30-Apr-10 000's	30-Apr-11 000's
Assets		
Current assets		
Cash and cash equivalents	4,584	4,706
Trade and other receivables	4,487	4,600
Inventories	32	59
Other assets	-	26
Total current assets	9,103	9,391
Non-current assets		
Trade and other receivables	-	(1)
Financial assets	899	962
Investments in associates accounted for using the equity method	447	443
Property, plant and equipment, infrastructure	164,252	174,164
Total non-current assets	165,598	175,568
Total assets	174,701	184,959
Liabilities		
Current liabilities		
Trade and other payables	(171)	(756)
Trust funds and deposits	(966)	(791)
Provisions	(1,531)	(1,659)
Interest-bearing loans and borrowings	(86)	(66)
Total current liabilities	(2,754)	(3,272)
Non-current liabilities		
Provisions	(736)	(838)
Interest-bearing loans and borrowings	(3,492)	(3,078)
Total non-current liabilities	(4,228)	(3,916)
Total liabilities	(6,982)	(7,188)
Net Assets	167,719	177,771
Equity		
Accumulated surplus	(96,311)	(100,512)
Surplus YTD	(5,854)	(4,028)
Reserves	(65,554)	(73,227)
Total Equity	(167,719)	(177,771)

Cashflow Statement				
For the period ending 30 April 2011				
	YTD Actual	Budget 30/06/2011	Forecast 30/06/2011	Variance
Cash flows from operating activities	\$'000	\$'000	\$'000	\$'000
<i>Receipts</i>				
Rates charges	11,042	14,020	14,010	(9)
Statutory fees and fines	241	264	279	15
User fees	975	1,106	1,189	83
Grants - Operating	2,933	4,938	4,287	(651)
Grants - Capital	1,653	2,999	4,129	1,129
Other revenue	3,787	1,190	4,657	3,467
Interest	319	293	355	62
	20,950	24,810	28,906	4,096
<i>Payments</i>				
Employee costs	(6,163)	(8,928)	(9,120)	(192)
Materials & consumables	(10,544)	(7,308)	(11,529)	(4,221)
Finance costs	(201)	(209)	(219)	(10)
Other expenses	(847)	(1,076)	(1,050)	26
	-17,755	-17,521	-21,917	-4,396
Net cash provided by operating activities	3,195	7,289	6,989	-300
Cash flows from investing activities				
Proceeds from property, plant and equipment	196	417	490	73
Payments for property, plant and equipment	(5,647)	(11,559)	(10,579)	980
Net cash used in investing activities	(5,451)	(11,142)	(10,089)	1,053
Cash flows from financing activities				
Proceeds from borrowings	-	380	380	-
Repayment of borrowings	(239)	(418)	(418)	-
Net cash provided by (used in) financing activities	(239)	(38)	(38)	-
Net decrease in cash & cash equivalents	-2,495	-3,891	-3,138	753
Cash & cash equivalents at beginning of year	7,200	7,200	7,200	-
Cash & cash equivalents at end of period	4,705	3,309	4,062	753

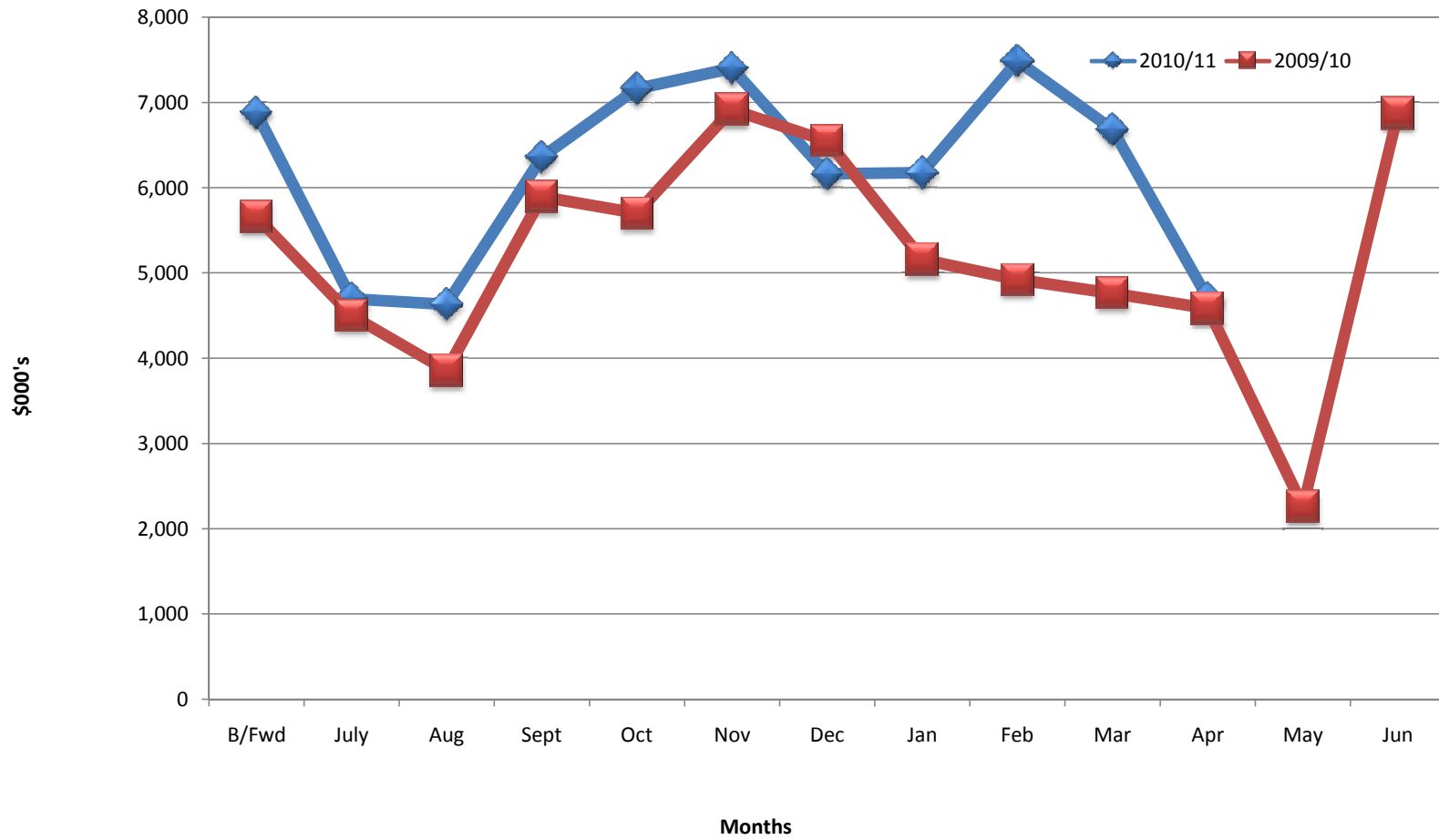
Rate Debtors Actual 2009/10 Vs 2010/11



Sundry Debtors Actual 2009/10 Vs Actual 2010/11



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



Hepburn Shire Council Cash and Investments As at 30 April 2011			
	Maturing	Rate	Balance
CBA Investment Account		Variable	\$ 1,801,494
FIIG Securities	30/08/2014	Variable	\$ 250,000
Laiki Bank	2/05/2011	5.75%	\$ 1,000,000
ING Bank Australia	2/05/2011	5.69%	\$ 1,000,000
Doug Lindsay Reserve		Variable	\$ 5,072
Litherland Bequest		Variable	\$ 94,476
Medlyn Bequest		Variable	\$ 22,313
F Shaw Bequest		Variable	\$ 10,000
Bendigo Bank		Variable	\$ 989
General CBA Bank Account		Variable	\$ 439,979
Cash Floats and Petty Cash			\$ 6,050
			\$ 4,630,373
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	\$ 5,604,523

1. New projects								
Project	Responsible GM	Adopted Budget 2010-11	Revised Budget 2010-11	YTD	Forecast	% complete	Variance from Revised Budget to forecast	Comment
Utility Tracking program	GMSD	3,500	3,500	3,500	3,500	100%	-	Completed - Planet Footprint engaged to monitor utilities across Council buildings plus Tourist info centre has an interactive display in the public area.
ICLEI Pathway program	GMSD	3,500	3,500	3,500	3,500	100%	-	Completed - Series of 4 work shops, final conducted in December 2010. Completed
Energy Descent Action Plan	GMSD	40,000	40,000	250	5,000	1%	(35,000)	Environmental Action Group meeting on monthly basis to develop plan. Consultant to be appointed. Council contribution of \$5,000 to be spent from \$18,000 this financial year
Monitoring of the Elm Leaf Beetle	GMSD	10,000	10,000	9,760	9,760	100%	(240)	Works completed
Contribution to Landcare groups	GMSD	24,000	24,000	22,140	23,985	92%	(15)	Completed. Monies distributed at end of November 2010
Total projects funded by the environmental charge		81,000	81,000	39,150	45,745		(35,255)	
							-	
Yandoit Tennis Courts Asphaltting	GMCD	41,000	41,000	-	-	0%	(41,000)	Grant application unsuccessful.
Community Infrastructure Project Planning project at Trentham	GMCD	40,000	40,000	-	10,000	0%	(30,000)	New Government reviewing DPCD grants. Currently no funding available until revised guidelines May / June 2011. Only Council Contribution of \$10,000 to be spent.
Lindsay Arts Trail - Stage 2 &3	GMCD	40,000	40,000	21,813	21,813	55%	(18,187)	Stage 2 - Narrative project completed. Only \$20,000 Council contribution available as grant not secured.
Support of community planning in towns across the Shire	GMCD	30,000	30,000	81	15,000	0%	(15,000)	Community planning ongoing. Expression of interest for consultant to p to commence pre-planning work received, commence in Daylesford by end of May 2011.
Walking and cycling strategy	GMCD	25,000	25,000	15,430	25,000	62%	-	Second round of community consultation has taken place. Final draft due end of May 2011.

Project	Responsible GM	Adopted Budget 2010-11	Revised Budget 2010-11			% complete	Variance from Revised Budget to forecast	Comment
				YTD	Forecast			
Library Review	GMCD	15,000	15,000	16,832	16,832	112%	1,832	Review completed March.
Hepburn Health and Wellbeing Plan	GMCD	25,000	25,000	-	-	0%	(25,000)	Will not be completed this year due to other priorities. Funding reallocated.
Assistance with Funding Applications	GMCD	20,000	20,000	15,077	29,768	75%	9,768	Applications being prepared on an as needed basis
Glenlyon Community Hall Refurbishment	GMCD		30,000	418	30,000	1%	-	Plans approved, quotes obtained and currently being evaluated. Works to commence in June.
Leonards Hill Community Hall Refurbishment	GMCD		30,000	3,571	30,000	12%	-	Completed, subject to final invoicing.
Bullarto Community Hall Refurbishment	GMCD		30,000	12,112	30,000	40%	-	Heating & cooling installed. Building permit issued, builders appointed, works to commenced by end of May 2011.
		236,000	326,000	85,334	208,413		(117,587)	
Waste Management Strategy	GMI	60,000	60,000	-	60,000	0%	-	Committee established. Project brief to develop the strategy completed and to be advertised. Funds to be committed by 30 June 2011.
Asset Management Plan	GMI	60,000	60,000	24,102	40,000	40%	(20,000)	Ongoing. Open Space to be commenced. Brief to be developed for next stage
Hepburn Springs Mineral reserve - conservation Volunteers material support	GMI	10,000	10,000	-	10,000	0%	-	To be carried out in Autumn 2011
Wombat Hill Botanic Gardens Restoration Plan	GMI	3,000	3,000	-	3,000	0%	-	Quotations being received for consultancy. To commence April/May 2011
		133,000	133,000	24,102	113,000		(20,000)	
Main street revitalisation plan	GMI	60,000	60,000	1,970	20,000	3%	(40,000)	Submissions received, and consultant to be appointed in April. Project to commence in May 2011
Economic Development strategy (EDS) Implementation	GMSD	15,000	15,000	8,515	5,000	57%	(10,000)	EDS complete and adopted by Council, Business Plan now underway.

Project	Responsible GM	Adopted Budget 2010-11	Revised Budget 2010-11			% complete	Variance from Revised Budget to forecast	Comment
				YTD	Forecast			
Business Pack & Economic Development Website for Shire	GMSD	10,000	10,000	4,931	10,000	49%	-	Business pack nearing completion. This will be used to update the Shire's Economic Development website. To be completed by end of May 2011
Significant tree register	GMSD	40,000	40,000	-	5,000	0%	(35,000)	Quotations received for works and works to commence in late May
Economic Development and Tourism increases including advertising and promotion - now included in recurrent budget	GMSD	69,000	69,000	69,000	69,000	100%	-	Project reallocated to recurrent budget
Total projects per Appendix D in Adopted Budget		194,000	194,000	84,416	109,000		(85,000)	
		644,000	734,000	233,002	476,158		(257,842)	
Other							-	
Heat wave strategy	GMSD	25,000	10,000	-	-	0%	(10,000)	Completed and adopted by Council
MSS Review	GMSD	131,279	131,279	12,559	70,000	10%	(61,279)	Consultant selected and has undertaken review of existing Public consultation has commenced and should conclude late April 2011. Project will continue in 2011-12.

Project	Responsible GM	Adopted Budget	Revised Budget			% complete	Variance from Revised Budget to forecast	Comment
		2010-11	2010-11	YTD	Forecast			
1. Carried forward projects								
Trentham Recreation Reserve Works	GMI	160,000	160,000	106,401	160,000	67%	-	Commenced.
Ullina Avenue of Honour Project	GMI	800	800	-	800	0%	-	Plaques to be sourced in conjunction with appropriate RSL
Drummond Avenue of Honour Project	GMI	4,000	4,000	-	4,000	0%	-	Money to be given to group to spend.
Daylesford Cenotaph Restoration	GMI	7,000	7,000	-	7,000	0%	-	Scoping has started with discussions with RSL. Plan prepared by Architect. Waiting on comments from RSL. Works to commence following agreement to plan.
Trentham Mechanics Institute Veranda works	GMI	10,000	10,000	-	-	0%	(10,000)	Project completed 2008/09
Arboricultural works Shire wide	GMI	17,118	17,118	-	17,118	0%	-	Ongoing - due for completion 2010/2011.
Glenlyon Main road tree works	GMI	16,052	16,052	13,240	13,240	100%	(2,812)	Completed
		214,970	214,970	119,642	202,158		(12,812)	
Celebrating 150 Years of Local Government	GMCD	18,000	18,000	-	18,000	0%	-	Invitations now distributed to artists, submissions close 15 June 2011. Funds to be committed by end of June.
Trentham Railway Building Painting	GMCD	10,000	10,000	10,000	10,000	100%	-	Completed
Creswick Tourism Interpretative Centre	GMI	14,306	14,306	970	14,306	7%	-	Project completed
Clydesdale Public Hall	GMI	10,000	5,000	4,471	5,000	45%	-	Finalisation of project to be discussed with Hall Committee.
		52,306	47,306	15,441	47,306		-	
Clunes Golf Club water catchment	GMSD	4,100	4,100	-	4,100	0%	-	Consultant appointed by club. Review of water storage and suitable grass type for golf course to be undertaken in May.
Installation of energy efficient light fittings (Carried forward) \$6,881	GMSD	6,881	6,881	2,380	6,881	35%	-	Project completed
Tourism Websites	GMSD	16,000	16,000	1,826	16,000	11%	-	Work completed and awaiting invoice.
Completion of the Economic Development strategy	GMSD	26,486	26,486	26,486	26,486	100%	-	EDS complete and adopted by Council, Business Plan now underway.
		53,467	53,467	30,692	53,467		-	
Total carried forward projects		320,743	315,743	165,775	302,931		(17,812)	
TOTAL PROJECTS		1,121,022	1,191,022	411,336	849,089		(271,933)	

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

1. New works

ROADS & BRIDGES

Asset renewal

Reseals	GMI	1,500,000	1,500,000	491,162	1,500,000	-	100%	Works complete. Waiting on invoices.
Reseal Preparation	GMI	78,000	78,000	93,354	93,354	15,354	100%	Completed
Shoulder Resheets	GMI	100,000	100,000	-	-	(100,000)	0%	Expenditure less than budget due to Flood Recovery Road Works being completed. \$100 thousand will be carried forward to 2011-12.
Gravel Resheets	GMI	600,000	600,000	405,713	450,000	(150,000)	68%	Completed. Expenditure less than budget due to Flood Recovery Road Works being completed. \$150 thousand will be carried forward to 2011-12.
Stabilisation Project	GMI	790,000	790,000	454,277	790,000	-	58%	Project currently being updated due to flood impact. \$50,000 to be reallocated to resealing program. Balance of funds to be spent by 30 June 2011.
Bridge Replacement Design	GMI	30,000	30,000	-	30,000	-	100%	Initial design for Mullens Bridge completed. Tendered works exceeded budget
Bridge Maintenance (including \$82k of c/f)	GMI	371,733	371,733	105,877	321,733	(50,000)	28%	\$50,000 to be reallocated to repairs of Mullers Lane bridge. Guard rail replacement program and redecking projects being finalised in an attempt to ensure funds are spent by 30 June 2011. Timing TBC.
Mullers Lane Bridge Construction (including \$18k c/f)	GMI	167,500	167,500	15,361	217,500	50,000	9%	Waiting on completion of design review. Works to be tendered and finalised by 30 June 2011.
Footpath Improvement	GMI	40,000	40,000	-	40,000	-	0%	Program currently being worked through. On target for completion by 30 June 2011.

Capital Works Area	Responsible GM	Adopted Budget 2010-11	Revised Budget 2010-11	YTD Actual	Forecast	Variance Revised Budget to Forecast	% complete	Comments
Total asset renewal		3,677,233	3,677,233	1,565,744	3,442,587	(234,646)		

Asset expansion/upgrade

Shoulder Sealing	GMI	363,000	363,000	97,709	313,000	(50,000)	95%	Remainder of program to be completed by 30 June 2011. \$50 thousand will be carried forward to 2011-12.
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	104,602	319,893	(58,107)		
TOTAL ROADS		4,055,233	4,055,233	1,670,346	3,762,480	(292,753)		

RECREATION

Asset renewal

Newlyn Football & Netball Club Upgrade	GMCD	60,000	-	-	-	-		Removed. The associated grant was not successful. The \$15,000 Council contribution was reallocated at the mid-year budget review.
Skatepark improvement program	GMCD	20,000	20,000	-	20,000	-	0%	\$10,000 allocated to Trentham BMX track. Other works to commence May 2011.
Daylesford Community Park	GMCD	-	-	-	171,000	171,000	0%	Funding received. Commenced installation of shade sail. Consultation with parents and children to occur in May. Playground design to be finalised.
Playground Equipment Replacement Program	GMI	20,000	20,000	-	20,000	-	0%	Quotes for equipment received. Liaison with user groups to occur with project on target to be completed by 30 June 2011.
Total asset renewal		100,000	40,000	-	211,000	171,000		

Capital Works Area	Responsible GM	Adopted Budget 2010-11	Revised Budget 2010-11	YTD Actual	Forecast	Variance Revised Budget to Forecast	% complete	Comments
New assets								
Amenities block at Daylesford Community Park (including \$25k carryforward)	GMCD	88,900	88,900	3,927	88,900	-	4%	Offsite construction has commenced. Sewer plan completed and application submitted to CHW for approval.
Calembeen Park Walking Track	GMCD	100,000	100,000	-	100,000	-	0%	Due to Creswick floods project has been delayed. Works to be completed in conjunction with RDV flood funding.
Total new assets		188,900	188,900	3,927	188,900	-		
TOTAL RECREATION		288,900	228,900	3,927	399,900	171,000		

BUILDINGS

Asset renewal

Buildings Renewal	GMI	180,000	176,000	90,477	172,855	(3,145)	51%	Annual works program on target for completion by May 2011.
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	GMSD	3,500	3,500	-	3,500	-	0%	Minor works commenced and new loading ramp being fabricated and will be installed onsite by June 2011.
Street Litter & Recycling Bins	GMI	50,000	50,000	-	50,000	-	10%	Bins ordered. To be installed by 30 June 2011.
Duke St Drainage Works (50% renewal, 50% upgrade)	GMI	30,000	30,000	475	30,000	-	2%	Works to be carried out by June 2011
Wombat Hill Botanic Gardens sustainable water and power upgrade	GMI	-	137,000	49,394	137,000	-	36%	Power upgrade to be finalised by end of April 2011. Application for water bore currently being processed.
Total asset renewal		403,300	553,300	302,011	555,020	1,720		

Capital Works Area	Responsible GM	Adopted Budget 2010-11	Revised Budget 2010-11	YTD Actual	Forecast	Variance Revised Budget to Forecast	% complete	Comments
Asset expansion/upgrade								
Wombat Hill Gardens Kiosk	GMI	250,000	250,000	75,445	250,000	-	30%	The lessee has begun renovation works. Reimbursements are occurring in accordance with the agreement. The project is currently on target to be completed and funds to be spent by 30 June 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%	Location of the ramp is being finalised. Works to be completed by 30 June 2011.
Transfer Station Facility Upgrade	GMI	60,000	60,000	3,608	60,000	-	6%	Works to address OH&S issues are currently in progress and will be completed by 30 June 2011.
Duke St Drainage Works (50% renewal, 50% upgrade)	GMI	30,000	30,000	475	30,000	-	2%	Works to be carried out by June 2011
Lyonville Community Hall	GMCD	-	30,000	26,768	30,000	-	89%	Completed, subject to final invoicing.
Total asset expansion/upgrade		359,800	389,800	109,376	388,080	(1,720)		
New assets								
Cameron Court Units (Including \$241k carried forward)	GMI	591,220	591,220	4,590	10,000	(581,220)	1%	Site assessments being made. Project will not be completed in 2010/11.
Total new assets		591,220	591,220	4,590	10,000	(581,220)		
TOTAL BUILDINGS		1,354,320	1,534,320	415,978	953,100	(581,220)		

Capital Works Area	Responsible GM	Adopted Budget 2010-11	Revised Budget 2010-11	YTD Actual	Forecast	Variance Revised Budget to Forecast	% complete	Comments
PLANT, EQUIPMENT and OTHER								
Asset renewal								
Corporate System (including c/f \$74k)	GMCS	173,249	173,249	5,300	165,500	(7,749)	3%	Contract signed for purchase of the new corporate information system.
Computer Equipment \$90k (including c/f \$22k)	GMCS	111,825	111,825	50,940	111,825	-	46%	PC purchases to continue in line with replacement program
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	1,100	3,000	(160,000)	1%	Due to flood events, works will not be completed in 2010/11. To be carried forward for completion in 2011/2012.
Passenger & Commercial Fleet (including c/f \$110k)	GMI	328,195	328,195	239,068	328,195	-	73%	On track, working through 2010/11 purchase schedule with vehicles on order and waiting delivery.
Works Plant & Equipment (including c/f \$244k)	GMI	994,325	994,325	527,952	994,325	-	53%	On track, working through 2010/11 purchase schedule with items ordered and waiting on delivery.
Total asset renewal		1,707,594	1,789,094	840,222	1,618,708	(170,386)		
New assets								
Creswick Office Refit	GMCD	20,000	20,000	10,248	20,000	-	51%	Partitions installed, new lighting installed. Additional furniture to be purchased and painting to be completed.
Auto Start-up Generator	GMCS	5,000	5,000	5,282	5,282	282	100%	Purchased.
Mineral Spring Reserves projects	GMI	35,000	70,000	-	-	(70,000)	0%	Works will not be completed in 2010/11, will be carried forward for completion next year.
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	20,979	30,731	(70,269)		
TOTAL PLANT, EQUIPMENT and OTHER		1,773,594	1,890,094	861,202	1,649,439	(240,655)		

Capital Works Area	Responsible GM	Adopted Budget 2010-11	Revised Budget 2010-11	YTD Actual	Forecast	Variance Revised Budget to Forecast	% complete	Comments
TOTAL CAPITAL WORKS 2010/11		7,472,047	7,708,547	2,951,452	6,764,919	(943,628)		
Asset renewal		5,888,127	6,059,627	2,707,978	5,827,315	(232,312)		
New assets		846,120	881,120	29,496	229,631	(651,489)		
Asset expansion/upgrade		737,800	767,800	213,978	707,973	(59,827)		

2. Works carried forward from the 2009/10 year

RECREATION

Asset renewal

Victoria Park Daylesford Project	GMCD	82,410	82,410	94,363	94,363	11,953	115%	Completed.
Clunes Bottle Museum	GMI	2,389	2,389	-	2,389	-	0%	Seeking Consultant
Drummond Hall Tennis Court	GMCD	28,000	28,000	-	28,000	-	0%	Contractor engaged. Continues to be delayed due to wet weather.
Clunes Football/Netball Club redevelopment	GMCD	5,000	5,000	-	5,000	-	0%	Will be given to the club to assist with feasibility.
Calambeen Park - Dive Tower	GMI	121,244	121,244	12,672	121,244	-	10%	Stage 1 works completed. Quote for Stage 2 being finalised. Works to be completed by 30 June 2011.
Mobile skate park modifications	GMCD	2,935	2,935	-	2,935	-	0%	To commence in May 2011.
Total asset renewal		241,978	241,978	107,035	253,931	11,953		

New assets

CDDA Magic Pudding Playground	GMCD	63,863	63,863	25,362	63,863	-	40%	Construction of timber tree house completed. Salt Junk Sarah nearing completion. Landscape works currently taking place on site. Scheduled to be complete by 30 June 2011.
Calambeen Park shade area	GMCD	6,000	6,000	6,276	6,276	276	100%	Completed
Carbon Negative Initiatives	GMSD	104,500	104,500	-	50,000	(54,500)	0%	Clunes & Newlyn solar/hot water projects. Quotations obtained and works due to commence June 2011
Wombat Hill Gardens recycling plan	GMI	7,336	7,336	-	7,336	-	0%	This project is being considered as part of the bore installation project and approval processes. Timing TBA.

Capital Works Area	Responsible GM	Adopted Budget 2010-11	Revised Budget 2010-11	YTD Actual	Forecast	Variance Revised Budget to Forecast	% complete	Comments
Wombat Hill Gardens tree replacement plan	GMI	12,000	12,000	-	12,000	-	0%	Tree planting to take place during Autumn 2011. To be completed by 30 June 2011.
Victoria Park Daylesford Project	GMCD	82,410	82,410	82,410	82,410	-	100%	Completed.
Total new assets		276,109	276,109	114,048	221,885	(54,224)		
TOTAL RECREATION		518,087	518,087	221,083	475,816	(42,271)		

ROADS & BRIDGES

Asset renewal

Blackspot program - Clunes	GMI	9,427	9,427	7,160	7,160	(2,267)	100%	Completed.
Gooch's Bridge design & construction	GMI	47,521	47,521	51,963	51,963	4,442	100%	Completed.
Footpath & Kerbing High St Trentham	GMI	6,000	6,000	7,293	7,293	1,293	100%	Completed slightly over budget due to Telstra costs
Zig Zag Road re-establishment	GMI	8,000	25,341	20,330	25,341	-	80%	Completion May/June 2011
Mossops Road re-establishment	GMI	25,341	1,000	-	1,000	-	0%	Completion May/June 2011
Leitches Creek and Woolnoughs Crossing Mineral Springs Works	GMI	12,500	12,500	-	12,500	-	0%	Scope of works being finalised. Project to be completed by 30 June 2011.
Dabs Drainage works	GMI	8,483	8,483	-	8,483	-	0%	Project completed. Waiting on invoices.
Total asset renewal		117,272	110,272	86,746	113,740	3,468		
TOTAL ROADS & BRIDGES		117,272	110,272	86,746	113,740	3,468		

BUILDINGS

Asset renewal

Glenlyon Hall restoration	GMI	91,341	91,341	33,084	91,341	-	36%	Slab poured for kitchen extension. Works on target for completion by 30 June 2011.
Creswick Town Hall works	GMI	91,131	91,131	96,224	96,224	5,093	100%	Completed
Bathroom works	GMCS	80,000	80,000	80,000	80,000	-	100%	Vishy Shower works have been completed.
Doug Lindsay Recreation Reserve Multi Purpose Facility (50% renewal, 50% new)	GMSD	1,433,975	1,433,975	1,068,719	1,433,975	-	75%	Works progressing as per schedule and briefing to council

Capital Works Area	Responsible GM	Adopted Budget 2010-11	Revised Budget 2010-11	YTD Actual	Forecast	Variance Revised Budget to Forecast	% complete	Comments
Sealing of access way to Municipal Recycle Facility (50% renewal, 50% new)	GMI	29,179	29,179	10,204	29,179	-	35%	Design for provision of covered area for receivables at MRF has been agreed. Earthworks being prepared. Project to be completed by 30 June 2011.
Total asset renewal		1,725,626	1,725,626	1,288,231	1,730,719	5,093		
New assets								
Doug Lindsay Recreation Reserve Multi Purpose Facility	GMSD	1,433,975	1,433,975	1,068,719	1,433,975	-	75%	Works progressing as per briefing to council.
Sealing of access way to Municipal Recycle Facility	GMI	29,179	29,179	10,204	29,179	-	35%	Design for provision of covered area for receivables at MRF has been agreed. Earthworks being prepared. Project to be completed by 30 June 2011.
Total new assets		1,463,154	1,463,154	1,078,923	1,463,154	-		
TOTAL BUILDINGS		3,188,779	3,188,779	2,367,154	3,193,872	5,093		
PLANT, EQUIPMENT AND OTHER								
Asset renewal								
Upgrade of generator & electrical service	GMI	7,000	7,000	11,800	11,800	4,800	100%	Completed.
Total asset renewal		7,000	7,000	11,800	11,800	4,800		
New assets								
Music equipment for Schools	GMCD	10,000	10,000	9,091	9,091	(909)	91%	Completed
Total new assets		10,000	10,000	9,091	9,091	(909)		
TOTAL PLANT, EQUIPMENT AND OTHER		17,000	17,000	20,891	20,891	3,891		
TOTAL CARRIED FORWARD WORKS 2009/10		3,841,138	3,834,138	2,695,874	3,804,319	(29,819)		
Asset renewal		2,091,876	2,084,876	1,493,813	2,110,190	25,314		
New assets		1,749,263	1,749,263	1,202,062	1,694,130	(55,133)		

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

3. Summary

Asset renewal		7,980,003	8,144,503	4,201,791	7,937,505	(206,998)		
New assets		2,595,383	2,630,383	1,231,557	1,923,761	(706,622)		
Asset expansion/upgrade		737,800	767,800	213,978	707,973	(59,827)		
TOTAL CAPITAL WORKS		11,313,185	11,542,685	5,647,326	10,569,239	(973,446)		

10.2 INVESTMENT & PROCURMENT POLICY REVIEW

GENERAL MANAGER CORPORATE SERVICES

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

PURPOSE

Two Council Policies have been reviewed and require adoption by Council.

BACKGROUND

Following a recent review of Council and Operational Policies, it was deemed that the Hepburn Shire Council Procurement Policy (number 46) and the Investment Policy (number 50) were Council Policies. Therefore the revision of these policies needs to be formally adopted by Council.

ISSUE/DISCUSSION

Procurement Policy (number 46) – Refer attachment 10

The Procurement Policy was first adopted by Council in October 2011 and is to be reviewed annually.

Recommended changes to the policy are as follows:

- Thresholds for obtaining quotations under \$150,000 aligned with Victorian Government Purchasing Board recommendation being the removal of the need for 2 quotes \$5,000 and \$25,000.

Threshold (Inc GST)	Number of Quotes	Quote
Up to \$2,500	1	Verbal
\$2,501 – \$25,000	1	Written
\$25,001 - \$150,000	3	Written

- Reference to Preferred Supplier Agreements, thereby Council does not need to obtain quotes where supplier agreements are in place.

- Table of contents to include the following attachments:
 - Tender Contract Checklist
 - Green Purchasing Questionnaire, including purpose
 - Tender and Contract Templates listing with TRIM (Council Document Management system) references.

Investment Policy (number 50) – Refer attachment 11

The Investment Policy was adopted in January 2009 and is to be reviewed every two years.

The review of the Investment Policy involved looking at “Best Practice” policies and it now includes:

- The need for advice from an independent advisor;
- Details of investment duration; and
- Update to the delegations to involve the CEO in approval of investments of greater than \$500,000 at the request of the Audit & Risk Advisory Committee.

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

The existence of and the revision of Council policies is in accordance with Councils commitment of Good Governance.

Part 7 of the *Local Government Act 1989* deals with Financial Management, in particular section 143 Investments.

Section 186A of the *Local Government Act 1989* deals with the Procurement Policy and states “A Council must prepare and approve a procurement policy”.

FINANCIAL IMPLICATIONS

None noted from the review of these policies.

RISK IMPLICATIONS

None noted from the review of these policies.

The policies will direct Council to conduct investment and procurement activities in accordance with Local Government Act requirements.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The revised Procurement Policy supports local businesses:

“Council is committed to supporting local businesses, as such Council may pay up to a 10% premium to buy local, provided that the required quality standards are met”.

The revised Policy also includes a Green Purchasing Guide, the “purpose of this document is to provide suppliers or contractors that have business dealings with our Council a positive environmental lead in their own internal operations”.

Both the Procurement and the Investment Policy state the “Best Value” Principles.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Both policies have been reviewed in accordance with the Hepburn Shire Policy Framework, including review by the Extended Leadership Team and Executive Management Team.

This also included a review by the Audit & Risk Advisory Committee of the Investment Policy at the August 2010 Meeting and the Procurement Policy at the November 2010 Meeting.

CONCLUSION

The Hepburn Shire Council Procurement Policy and the Investment Policy have been updated.

OFFICER’S RECOMMENDATION

That Council:

10.2.1 adopt the Procurement Policy and the Investment Policy; and

10.2.2 make both policies available for public inspection on the Council’s website.

MOTION

That Council:

10.2.1 adopt the Procurement Policy and the Investment Policy; and

10.2.2 make both policies available for public inspection on the Council's website.

Moved: Councillor Tim Hayes

Seconded: Councillor Janine Booth

Carried

ATTACHMENT 10

**POLICY NUMBER 46 (C)
POLICY**

PROCUREMENT

DATE AMENDED: November 2010

DATE OF NEXT REVIEW: November 2011

DATE ADOPTED:

RESPONSIBLE OFFICER: Manager Finance

REFERENCES: Sections 186 and 186A of the Local Government Act 1989

Value for Money

Local Government along with all government has the responsibility to provide its constituents with value for money.

Value for money is gaining the best possible out come for Councils expenditure which includes the required quality, best over life result for expenditures and competitive pricing.

In achieving these outcomes council needs always to have consideration to the environment in the impact of the purchase selection with regard to the product and the conduct of the chosen supplier. Our selection processes need therefore to include

environmental considerations which includes the suppliers own environmental policies and conduct within his normal course of business.

In achieving value for money Councils procurement actions must be, **and seen to be**, fair and open and reasonably available for all potential suppliers where innovation is encouraged and suppliers are provided with the opportunity to provide their best value offer. That is Council should not over specify to a higher cost outcome than is reasonably required but rather define its ongoing needs to allow the market, potential suppliers, to provide their best value option to service our defined needs.

Successful suppliers to Council must always be aware that their provision of goods and services must always be at the specified and agreed service levels and that their ongoing supplier status is reliant on their ongoing competitiveness which will be consistently market tested.

Council will always consider over life costs for its purchases to achieve value for money which may include quality considerations, end of life disposal options and re-use or recycle opportunities for selected purchases.

All Council staff members have this responsibility in supporting value for money in their normal day to day actions to ensure usage of council goods or equipment is appropriate and efficient and wastage is always minimised. Feed back on Councils purchasing policies and processes and possible innovations to improve value for money or our environmental conduct is very much encouraged.

Kaylene Conrick

Chief Executive Officer

Purchasing Policy Quick Guide

Quotations must be obtained where:

- Purchase of goods, services having a total valuation of up to \$150,000
- Or for contracts carrying out works having a total valuation of \$200,000 or less

Quotations must be obtained in accordance with the thresholds listed in the table below:

Threshold (Inc GST)	Number of Quotes	Quote
Up to \$2,500	1	Verbal
\$2,501 – \$25,000	1	Written
\$25,001 - \$150,000	3	Written

(Hepburn Shire Council thresholds align with VGPB (Vic Gov) Recommendations)

NOTE:

- Quotations must be kept in accordance with Audit requirements up to seven years
- Advertising of Quotations may be carried out at the Managers discretion despite these thresholds
- Where Insufficient Quotations cannot be obtained the reasons should be documented and held to file

Tenders must be called for all requirements over the above thresholds

Purchases using established Preferred Supplier Agreements under Standing Offer Arrangements do not require quotations

**Goods and Services currently under Standing Offer Arrangements refer
DOC/10/43341**

Table of Contents

1.	Objective	
1.2	Purpose	5
1.3	Scope	5
1.4	Treatment of GST	6
1.5	Definitions and Abbreviations	6
2.	Policy, Compliance and Control	
2.1	Ethics and Probity	7
	2.1.1 Conduct of Councillors and Council Staff	7
	2.1.2 Members of Professional Bodies	7
	2.1.3 Tender Processes	7
	2.1.4 Fair and Honest Dealing	8
	2.1.5 Accountability and Transparency	8
	2.1.6 Gifts and Hospitality	8
	2.1.7 Conflict of Interest	8
2.2	Governance.....	8
	2.2.1 Standards	8
	2.2.2 Responsible Financial Management.....	9
2.3	Procurement Thresholds and Competition	9
	2.3.1 Minimum Spend Competition Schemes.....	9
	2.3.1.1 Tenders	9
	2.3.1.2 Quotations	9
	2.3.1.3 Council or Collaborative Purchase Schemes.....	10
2.4	Delegation of Authority.....	10
	2.4.1 Delegations	11
	2.4.1.1 Council Staff	11
	2.4.1.2 Purchasing decisions reserved for the Council.....	11
2.5	Internal Controls.....	11
2.6	Risk Management	11
	2.6.1 Supply by Contract.....	11
2.7	Contract Terms	11
2.8	Dispute Resolution.....	12
2.9	Contract Management	12

3.	Demonstration of Sustained Value	12
3.1	Achieving Value for Money	12
	3.1.1 Approach	12
	3.1.2 Role of Specifications.....	12
3.2	Performance Measure and Continuous Improvement.....	13
	3.2.1 Standard Processes	13
	3.2.2 Performance Indicators	13
	3.2.3 Management Information	13
3.3	Sustainability	14
	3.3.1 Sustainable Procurement.....	14
3.4	Diversity.....	14
3.5	Support of Local Business	14
4.	Build and Maintain Supply Relationships.....	14
5.	Continual Improvement	14
6.	Related Documents	15
7.	Adoption of Policy	15
8.	Policy Review	15
9.	Green Purchasing Policy Questionnaire	16

Attached

- **Tender Contract Checklist**
- **Green Purchasing Questionnaire – and Purpose**
- **Tender and Contract Templates listing**

Procurement Policy

1. Objective

Hepburn Shire Council:

Requires that Council's contracting and purchasing activities:

- support the Council's corporate strategies, aims and objectives including, but not limited to those related to sustainability, protection of the environment, and corporate social responsibility;
- span the whole life cycle of an acquisition from initial concept to the end of the useful life of an asset, including its disposal, or the end of a service contract;
- achieve value for money and quality in the acquisition of goods, services and works by the Council;
- apply risk management strategies to prevent, withstand, and recover from interruption to the supply of goods, services and works and
- generate and support business in the local community.

1.2 Purpose

- Comply with Sections 186 and 186A of the Local Government Act 1989 ("the Act") and its content:
- provides policy and guidance to the Council to allow consistency and control over procurement activities;
- demonstrates accountability to rate payers;
- provides guidance on ethical behaviour in public sector purchasing;
- demonstrates the application of elements of best practice in purchasing and
- increases the probability of obtaining the right outcome when purchasing goods and services.

- will enhance achievement of Council objectives such as sustainable and socially responsible procurement; bottom-line cost savings, supporting local economies; achieving innovation; and better services for communities.
- will provide a purchasing framework that will advance the sustainable use of resources and reduce impacts on the Shire environment and community health

1.3 Scope

- The Local Government Act 1989 requires Council to prepare, approve and comply with a Procurement Policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the Council.
- This policy applies to all contracting and procurement activities at Council and is binding upon Councillors, Council Officers, temporary employees, contractors and consultants while engaged by the Council.
- Expenditure not applicable to this policy includes:
 - Payments for utilities where the utility provider is the only provider in the market
 - A contract for Legal Services (refer Part 4 – Local Government Regulations)
 - All Payroll expenses and deductions and
 - All refunds

1.4 Treatment of GST

- All monetary values stated in this policy include GST except, where specifically stated otherwise.

1.5 Definitions and Abbreviations

Definition	
Act	<i>Local Government Act 1989.</i>
Commercial in Confidence	e.g. prices, discounts, rebates, profits, methodologies and process information, etc.
Contract Management	The process that ensures both parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Council Staff	Includes full time and part-time council officers, and temporary employees, contractors and consultants while engaged by the Council.
Probity	The dictionary definition of probity refers to uprightness, honesty, proper and ethical conduct and propriety in dealings. Within Government, the word "probity" is often used in a general sense to mean "good process." A Procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Preferred Supplier Agreements	Agreements in place for regular use items, commodities and services with established and market tested suppliers for on demand whole of Council use.
Standing Offer Arrangements (SOA)	A contract that sets out rates for goods and services which are available for the term of the agreement. However, no commitment is made under the agreement to purchase a specified value or quantity of goods or services

Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
Tender Process	The process of inviting parties to submit a quotation or tender by public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Value for Money	Value for Money in Procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including:(Refer Page 2 CEO statement) <ul style="list-style-type: none"> • contribution to the advancement of the Council's priorities; • non-cost factors such as fitness for purpose, quality, service and support; and • cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.

2. Policy Compliance and Control

2.1 Ethics and Probity

Council’s procurement activities shall be performed with unquestionable integrity and in a manner able to withstand the closest possible scrutiny.

2.1.1 Conduct of Councillors and Council Staff

Councillors and Council Staff shall at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity

(Refer Councillors/Employees Code of Conduct) and *will*:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
- maintain confidentiality of Commercial in Confidence such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;

2.1.2 Members of Professional Bodies

Councillors and Council Staff belonging to professional organisations shall, in addition to the obligations detailed in this policy, ensure that they adhere to any code of ethics or professional standards required by that body.

2.1.3 Tender Processes

All tender processes shall be conducted in accordance with the requirements of this policy and any associated procedures, relevant legislation, relevant Australian Standards and the Act.

2.1.4 Fair and Honest Dealing

All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote.

Impartiality must be maintained in selecting contractors and suppliers so that no action is taken that could evoke criticism of the Council.

The commercial interests of existing and potential suppliers must be protected.

Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, manufacturing and product information.

2.1.5 Accountability and Transparency

The processes by which all procurement activities are conducted will be in accordance with the Council's Procurement Policies and Procedures as set out in this policy and related Council Policies and Procedures.

All Council Staff must be able to account for all Procurement decisions made over the lifecycle of all goods, services and works purchased by the Council and provide feedback on them; and all procurement activities are to leave an audit trail for monitoring and reporting purposes.

2.1.6 Gifts and Hospitality

No Councillor or member of Council Staff shall, either directly or indirectly solicit or accept gifts or presents from any member of the public who is involved, either directly or indirectly, with any matter that is connected with the duties of the officer, or in which the Council is interested. (Refer to Council's Gifts and Hospitality Policy)

2.1.7 Conflict of Interest

Council staff involved in any purchasing process must declare any interest that may conflict or could be perceived to conflict with an impartial on merits purchasing decision being made.

2.2 Governance

Council shall:

- establish a procurement management responsibility structure and delegations ensuring accountability, traceability and audit ability of all Procurement decisions made over the lifecycle of all goods, services and works purchased by the Council;
- ensure that the Councils Procurement structure is flexible enough to purchase in a timely manner the diverse range of material, goods, works and services required by Council;
- ensure that policies that impinge on the purchasing policies and practices are communicated and implemented.

2.2.1 Standards

The Council's procurement activities shall be carried out to the professional standards required by best practice and in compliance with the:

- Act,
- The Council's policies,
- The Council's Code of Conduct, and
- Other relevant legislative requirements such as but not limited to the Trade Practices Act, Goods Act and the Environmental Protection Act and OH&S Act.

2.2.2 Responsible Financial Management

The principle of responsible financial management shall be applied to all procurement activities.

To give effect to this principle:

- the availability of existing funds within an approved budget, or source of funds, shall be established prior to the commencement of any Procurement action for the supply of goods, services or works.
- Council Staff must not authorise the expenditure of funds in excess of their financial delegations.

2.3 Procurement Thresholds and Competition

Council will from time to time decide and publish in this policy clear guidelines for minimum spend competition thresholds. These will be decided by Council based on the size and complexity of the proposed Procurement activities.

2.3.1 Minimum Spend Competition Thresholds

2.3.1.1 Tenders

Purchase of all goods, services and works for which the estimated expenditure exceeds \$150,000 (for contracts for goods and services) or \$200,000 for contracts carrying out works) must be undertaken by public tender.

However, should the CEO consider that the nature of the requirement and the characteristics of the market are such that the public tender process would lead to a better result for the Council, public tenders may be called for purchase of goods, services and works for which the estimated expenditure is \$150,000 or less.

Emergency – Council may enter into a Contract up to or beyond the limits above for the provision of goods services or works without first putting that contract to public tender if the Council resolves that the contract must be entered into because of an emergency.

2.3.1.2 Quotations

Purchase of goods, services having a total valuation of \$150,000, or for contracts carrying out works having a total valuation of \$200,000 or less may be undertaken using the Procurement by Quotation method as described below in accordance with the thresholds listed in the table below:

Threshold	Number of Quotes	Quotes(Verbal,Written,Email)
Up to \$2,500	1	Verbal
\$2,501 – \$25,000	1	Written
\$25,001 - \$150,000 (up to \$200,000 for works)	3	Written

NOTE:

- Quotation Statements must be kept in accordance with Procurement Guidelines
- Advertising – Quotations may be advertised at the Managers discretion in addition to the methods set out above.
- Insufficient Quotations – where the above number of quotes cannot be satisfied the details of the contacted suppliers must be recorded on the order or as a spreadsheet recommendation.
- Threshold amounts set out above are inclusive of GST.

2.3.1.3 Purchases through an existing Council, Collaborative Purchasing scheme

Value of Purchase	Minimum Process	Specification	Need to enter into Contract
Where an existing contract itemises costs for works, goods or services	Proceed with purchase	Not required	Contract already exists. Provide Purchase Order only.
Where existing contract does not itemise cost or works, goods or services	Proceed with purchase following receipt of three written quotations.	At Business Unit discretion. Reference should be made to the original	At Business Unit discretion depending on original contract. Provide Purchase

	<p>If existing Contract does not provide for item then may go back to quotation process.</p>	<p>contract</p>	<p>Order.</p>
--	--	-----------------	---------------

2.4 Delegation of Authority

Council delegated responsibilities relating to the expenditure of funds for the purchase of goods, services and works, the acceptance of quotes and tenders and for Contract Management activities, will be reviewed annually.

2.4.1 Delegations

2.4.1.1 Council Staff

Council will maintain a documented scheme of procurement delegations, identifying Council Staff authorised to make Procurement commitments in respect of goods, services and works on behalf of the Council.

The delegated limits are set out in the Procurement Policy Guidelines.

2.4.1.2 Purchasing Decisions reserved for the Council.

Commitments and processes which exceed the Chief Executive Officer’s delegation and which must be approved by the Council are matters which require the council to affix the common Seal, or matter in respect of which the council has specifically resolved to affix its Common Seal.

2.5 Internal Controls

Council will maintain a framework of internal controls over procurement processes that will ensure:

- more than one person is involved in and responsible for a transaction end to end;
- transparency in the procurement process;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented; and
- systems are in place for appropriate monitoring expenditure within the thresholds and performance measurement.

2.6 Risk Management

Risk Management will be appropriately applied at all stages of Procurement activities which will protect and enhance the Council's capability to prevent, withstand and recover from interruption to the supply of goods, services and works.

2.6.1 Supply by Contract

Council will minimise its risk exposure by measures such as:
standardising contracts to include current, relevant clauses;

- requiring security deposits where appropriate;
- requiring signed contractual agreement before allowing the commencement of work;
- referring complicated technical specifications to relevant experts.
- Adhering to Council's Risk Management Policy and OH&S contractor compliance procedures.

2.7 Contract Terms

All contractual relationships will be documented in writing based on standard terms and conditions.

Where this is not possible, approval must be sought from the CEO or relevant General Manager. A request for such an approval should be supported with procurement details and legal relevant advice.

2.8 Dispute Resolution

All Council contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the chance of disputes getting out of hand and leading to legal action.

2.9 Contract Management

A Contract Manager will be delegated for each Contract to ensure that the Council, and where applicable its clients, receive the goods, services or works provided to the required standards of quality and quantity as intended by the contract by establishing a system reinforcing the performance of both parties' responsibilities and obligations under the contract.

3. Demonstrate Sustained Value

This Council procurement policy supports the Council Plan, its corporate aims and objectives, including but not limited to those related to sustainability, protection of

the environment, corporate social responsibility and meeting the needs of the local community such as:

- feeling safe,
- living in a clean and pleasant environment
- providing good quality well managed Council services that are Value for Money

3.1 Achieving Value for Money

Council's procurement activities will be carried out on the basis of obtaining Value for Money. This means minimising the total cost of ownership over the lifetime of the requirement consistent with acceptable quality, reliability and delivery considerations.

3.1.1 Approach

This will be facilitated by:

- developing, implementing and managing procurement strategies that support the co-ordination and streamlining of activities throughout;
- effective use of competition;
- using aggregated contracts and SOA where appropriate;
- identifying and rectifying inefficiencies in procurement processes;
- developing a more cost efficient tender process including appropriate use of e-solutions;

3.1.2 Role of Specifications

Specifications used in quotations, tenders and contracts will support and contribute to the Council's Value for Money objectives through being written in a manner that:

- ensures impartiality and objectivity;
- encourages the use of standard products;
- encourages sustainability; and includes the "Green Purchasing Questionnaire"
- eliminates unnecessarily stringent requirements
- wherever possible specifies technical standards and requirements that are within the capabilities of local suppliers; and
- include outcome measures to ensure ongoing performance standards

3.2 Performance Measure and Continuous Improvement

Appropriate performance measures will be put in place. Reporting systems will be used to monitor performance against metrics and compliance with procurement policies, procedures and controls.

Procurement procedures, practices and costs will be benchmarked externally. Internal service standards will be agreed within the Council and performance against these targets will be measured and reviewed regularly to support continuous improvement.

3.2.1 Standard Processes

Council will provide effective commercial arrangements covering standard products and standard service provisions across the Council to enable employees to source requirements in an efficient manner.

This will be achieved via harmonisation of the following areas:

- Pricing where relevant
- Processes, Procedures and techniques
- Tools and business systems (e.g. implementing the appropriate e-catalogue arrangements for customers to utilize).
- Reporting requirements
- Application of standard contract terms and conditions.

3.2.2 Performance Indicators

A list of performance indicators will be developed to measure procurement performance. They will include criteria such as:

- The proportion of spend against corporate contracts
- User and supplier satisfaction levels
- The extent to which procurement is involved in supporting larger projects
- Measuring the success of procurement initiatives e.g. purchasing cards

3.2.3 Management Information

The Council will capture Procurement Management information in a variety of areas, including:

- Volume of spend
- Number of transactions per supplier
- Supplier performance
- User satisfaction
- Category management
- Green spend

- Supplier responses to “Green Purchasing Questionnaire” Council will also use external sources of management information to assist with the procurement decision making process including:
 - Benchmarking data
 - Information from professional bodies such as the Chartered Institute of Purchasing and Supply Australia
 - Supplier reports

3.3 Sustainability

Council is committed to achieving sustainability, increasing the Council percentage of green product purchasing, aligning to strategic documents and ensuring it monitors and reports on Council activities and programs that have an impact on or contribute to the environment including but not limited to:

- waste management,
- recycling,
- energy management,
- carbon emission management,
- water conservation,

3.3.1 Sustainable Procurement

Council is committed to adopting a Green Procurement approach by supporting the principles of sustainable Procurement within the context of purchasing on a Value for Money basis.

Value for Money purchasing decisions made by the Council are made on the basis of cost and non cost factors including contribution to the Council’s sustainability objectives.

Suppliers and potential suppliers will be required to complete the “Green Purchasing Questionnaire” in their initial dealing with Council, allowing Council to evaluate the suppliers own internal environmental conduct

The Council will therefore encourage suppliers to:

- Reduce, Reuse, and Recycle
- Buy Recycled:
- Promote green procurement

For more information, refer to the Sustainable Purchasing Guidelines

3.4 Diversity

Promoting equality through procurement can improve competition, Value for Money, the quality of public services, satisfaction among users, and community relations.

3.5 Support of Local Business

Council is committed to supporting from local businesses, as such Council may pay up to a 10% premium to buy local, provided that the required quality standards are met.

4. Build and Maintain Supply Relationships

Council recognises that in order to achieve sustainable value, appropriate relationships must be developed and maintained with suppliers and that it seeks to operate with 'informed choice' on what supply strategy it adopts – whether to 'do it yourself', participate in regional or sector aggregated projects or to access State Government panel agreements. Council will consider which supply arrangement delivers best value outcomes for council in terms of time, cost, value and outcome. This process will include the supplier response to the "Green Purchasing Questionnaire" as part of the supplier evaluation process.

5. Continual Improvement

Council is committed to continuous improvement and will review this procurement policy on an annual basis, to ensure that it continues to meet its wider strategic objectives.

6. Related Documents

- Local Government Act 1989
- Department of Planning and Community Development-Local Government Procurement Best Practice Guidelines
- Purchase Card Policy
- Delegated Approval/Acceptance of Contracts/Quotations and their Variations and Extensions Policy
- Contract Procedures Manual
- Sustainable Purchasing Guidelines

7. Adoption of Policy

Policy No 46 Procurement Policy replaces the Purchasing Policy which was developed and first adopted by Council on 19 June 2007.

8. Policy Review

Council will review this Policy annually, next review November 2011

9. Green Purchasing Questionnaire

Forming part of this policy.



Tender Contract Checklist

The following points are listed to support a consistent tender process across the organisation

1. **Tender Number Allocated & Details Inserted in Contract Register**
2. **Specification Approved, by.....Date**
3. **Tender Document Approved, by.....Date**
4. **Advertisement (Copy to file) Approved, by..... Date**
5. **Document Issue Mail List Form to appropriate CSO/Reception**
6. **Document Printing, offsite or in-house**
7. **Copy of Tender (placed on file)**
8. **Tender Evaluation Conducted by Evaluation Panel**
9. **Conflict of Interest Doc's/10/38571&38556 completed by tender panel**
10. **Interviews Required**
11. **Tenderers to be interviewed notified**
12. **Risk Management (Risk Assessment if required)**
13. **Negotiation Details (if required)**
14. **Tender Recommendation**
15. **Council Approval**
16. **Letter of Acceptance**
17. **Unsuccessful Letters**
18. **Copy of Contract**
19. **Contract Register Updated Date: (Seven (7) days from Letter of Acceptance)**
.....
20. **Insurance policies obtained from successful tender and held to file**

Please Use "TRIM" Doc/10/38561

Green Purchasing

Purpose

The purpose of this document is to provide suppliers or contractors that have business dealings with our Council a positive environmental lead in their own internal operations.

The questionnaire deliberately does not discuss or question their product or service to be provided but rather questions their typical internal behaviour in consideration to the environment.

The questions are intended to be basic and a first point of dialogue to engender discussion with our suppliers to encourage their good environmental behaviour and further promote ideas exchange between the parties for mutual benefit.

Where the document can be used

This document should be used in all initial dealings or potential dealings with suppliers to provide them with the opportunity to provide Council with their environmental considerations and if appropriate a copy of their environmental plan or policy.

The document “Green Purchasing Questionnaire” should therefore be a part of all requests for quotations and Requests for Tender or Expressions of interest. The document should also be used as a data collection and environmental rating of existing established suppliers.

The document can provide a further assessment or differential of potential suppliers in the selection or tender/quotation evaluation process.

It should be mandatory that this document be completed by all suppliers in our consideration of their proposal.

Potential Benefits

- Awareness by suppliers of Councils ongoing consideration of the environment in its business dealings.
- Encouragement of suppliers to adopt “simple” in-house good environmental behaviour
- A reward in recognition for those suppliers with sound environmental policies
- An opportunity for information exchange and review for continual improvement
- A positive promotion of Council image in regard to carry for the environment with a broad base of constituents and others.



Green Purchasing Questionnaire

To be completed by Contractors and Accredited/Potential Suppliers

Name of Company/ Contractor:

.....

Address:.....

.....

Provide an explanation of the type of product items or services provided:

.....

.....

.....

You are requested to provide your best answers to the following questions:

Does your company have an Environmental Management Policy/Plan?	Yes*	No	Comment
Does your company use re-cycled copy paper?	Yes	No	
Are your Photo Copiers defaulted to double side?	Yes	No	
Does your company vehicle receive the recommended manufacturers servicing?	Yes	No	
Do your heavy vehicles, truck have a retread policy other than steer tyres?	Yes	No	
Do you have alternate fuel type vehicles in your car fleet? Nominate type and quantity, Hybrid, Diesel or LPG?	Yes	No	
Do you have smaller four cylinder vehicles in your fleet?	Yes	No	
Are your plant items, Graders, Excavators etc eligible for the fuel rebate in relation to age?	Yes	No	



Does your company have an in-office paper recycling process in place?	Yes	No	
Do you use non disposable cups in your staff kitchen?	Yes	No	

***Attach copy**

Authorised Company Representative:

Title: **Date:**

Return to Hepburn Shire Council PO Box 21 Daylesford Vic 3460

Tender and Contract Templates

The following table provides standard templates to assist staff in the purchasing and tender process.

Activity	Template	TRIM ID
Preliminary risk assessment.	Preliminary risk assessment for works 129.4	Doc/10/34548
Obtain quotes.	Request for quotation under \$150k /Short Form	Doc/10/38558
Prepare tender/EOI documentation.	Annual supply contract - Goods	Doc/10/38566
Prepare tender/EOI documentation.	Annual supply contract – Services schedule of rates	Doc/10/38567
Prepare tender/EOI documentation.	Annual supply contract – Services lump sum	Doc/10/38565
Prepare tender/EOI documentation.	Request for expression of interest EOI	Doc/10/38559
Prepare tender/EOI documentation.	Request for tender RFT	Doc/10/38551
Prepare Major tender/EOI documentation.	Services general conditions – long form	Doc/10/38544

Activity	Template	TRIM ID
Prepare Major tender/EOI documentation.	Tender conditions – long form	Doc/10/38545
Prepare Minor tender/EOI documentation.	Services general conditions – short form	Doc/10/38536
Prepare Minor tender/EOI documentation.	Tender conditions – short form	Doc/10/38546
Prepare tender/EOI documentation.	Conflict of interest and confidentiality declaration - Internal	Doc/10/38571
Prepare tender/EOI documentation.	Conflict of interest declaration - Supplier	Doc/10/38556
Assess contractor documentation.	Record of tenders opened	Doc/10/38570
Assess contractor documentation.	Major contract evaluation checklist 115.3	Doc/10/38981
Assess contractor documentation.	Minor contract evaluation checklist 115.7	Doc/10/38986
Select contractor.	Tender contract checklist	Doc/10/38561
Select contractor.	Letter for signing contract documents	Doc/10/38564

ATTACHMENT 11

POLICY NUMBER 50(C)

INVESTMENT POLICY

DATE AMENDED: August 2010

DATE OF NEXT REVIEW: January 2013

DATE ADOPTED:

RESPONSIBLE OFFICER: Manager Finance

REFERENCES: Section 143 of the Local Government Act 1989

Best Value Principles

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

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

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

Signed

**KAYLENE CONRICK
Chief Executive Officer**

Introduction

This policy sets the guidelines when Hepburn Shire Council officers are placing funds on investment with other institutions.

Scope

The policy applies to all investments undertaken by the finance department of the Hepburn Shire Council.

Purpose

The purpose of this policy is to lay out guidelines and principles that need to be followed by Council officers when placing funds on investment with other institutions. These guidelines are intended to optimise the balance between risk and return, and the key principles are:

- Council to take advantage of the interest earning potential of its surplus funds while managing its exposure to financial risk and ensuring sufficient funds are kept available to meet cash requirements. Different strategies are identified for funds relating to Long Service Leave backed investments, from those relating to Council's general investments.
- Council funds are invested in accordance with its legislative and common law responsibilities.

Definitions

An 'authorised deposit taking institution' is a body corporate, which is authorised to carry on banking business in Australia under the Banking Act 1959. It will cover banks, building societies, credit unions, etc.

Policy

1. Legislative Powers

All investments shall comply with Section 143 of the Local Government Act 1989 (extract below) and relevant regulations and Minister’s guidelines.

- (1) A Council may invest any money-
 - (a) in Government securities of the Commonwealth;
 - (b) in securities guaranteed by the Government of Victoria;
 - (c) with an authorised deposit-taking institution;
 - (d) with a financial institution guaranteed by the Government of Victoria;
 - (e) on deposit with an eligible money market dealer within the meaning of the Corporations Act;
 - (f) in any other manner approved by the Minister after consultation with the Treasurer either generally or specifically, to be an authorised manner of investment for the purpose of this subsection.

Note – the opportunity offered under part (e) is not considered as an option as it is outside Council acceptable risk level, as are interest rate derivatives or hybrid investments.

2. Standard of Prudence

All investments are to be made exercising care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons. When acting under the provisions of this policy Council staff should always maintain a professional balance of risk and return acting as a steward of Council funds. To ensure this occurs:

- A minimum of 3 quotations are to be sought prior to making long term investments.
- Advice is sought from an independent investment advisor prior to making a new investment. The advisor utilised by Council must be licensed by the Australian Securities and Investment Commission.
- The independent investment advisor must provide in writing, a guarantee that the investment complies with the Local Government regulations as noted in 1.0 above.

Investments may be made subject to the following provisions:

Currency

All investments are to be denominated in Australian dollars.

Government Guarantee

Council will continue to invest in deposits that attract the Australian Government Deposit Guarantee until 12 October 2011 when the guarantee ceases. Council will review its investment policy prior to this date to determine the most appropriate action under the new conditions.

Investment Types

Authorised investments would include but not necessary be limited to:

- Interest bearing deposits/securities issued by a licensed bank, building society or credit union.
- Local, State or Commonwealth Government Bonds, Debentures or Securities.
- Approved Deposit Taking Institution (APRA regulated entity)

Where appropriate, consideration of the financial institutions community support credentials and ethics considered in their Charter should be given. Further consideration should be given to investment in Local Institutions.

3. Investment Quality

Exposure Limits

To ensure that the price, credit, liquidity and cash flow risks associated with investing activities are managed, only investments that meet the following criteria may be made.

In addition any Long Service Leave investments must be clearly identified by the financial institution as a separate investment titled “Long Service Leave”.

The Security must have a readily available market.

The investment is to be part of an approved asset class as

- Bonds
- Debentures
- Term Deposits
- Negotiable Certificates of Deposits & Bank Bills
- Transferable Certificates of Deposit
- Floating Rate Notes & Floating rate Certificates of Deposit
- Cash Deposits

Ratings

What is a Credit Rating?

A Standard & Poor’s credit rating is a timely ongoing assessment of the creditworthiness of a borrower, or the creditworthiness of a borrower with respect to a particular debt security or other financial obligation. Each assessment is based on a comprehensive, defined rating methodology and rating criteria and each rating is a judgement of creditworthiness based on relevant risk factors, expressed by a letter-grade rating symbol.

Under the current policy, credit ratings are only relevant in determining the fee charged for the deposit guarantee. Council’s policy therefore does not recommend a set rating value of its investments.

Investment duration

- Maintain as an objective, a maximum average monthly bank balance of \$500,000
- Maintain as an objective, an average monthly on call balance of \$1,500,000
- Maintain as an objective a minimum LSL investment equal to the value of calculated Long Service Leave.
- Balance of surplus funds is to be invested in short term investments.
- Definition of Terms
 - On Call – Access within 24 hours
 - Short Term – 2 to 90 days
 - Long term– 1 year to 2 years

Change in credit rating

If the Standard and Poors rating of any Council investments are downgraded, such that they no longer fall within these investments policy guidelines, an assessment of risk and financial cost is to be made. If recommended the investment is to be divested within 60 days.

4. Process Guidelines

Money to be invested

The general bank account and high interest bank account balance of Council is to be kept at a sufficient level to meet Council's immediate working capital requirements, with any surplus funds being applied to minimize debt or placed on investment.

Funds available for investment will be determined following a review of expected future cash flows.

Timing of investment maturities will also be taken into account.

Money to be transferred using the general bank account

All investments being rolled over with the same financial institution must be derived from funds transferred from Council's general bank account.

The interest earned on investments is to be redeemed to Council's general bank account at the time of maturity.

Investment confirmations will be sought in writing within one day of placing an investment (identified discrepancies must be rectified immediately).

Delegations

The CEO is to authorize all new investments over \$500,000, following a recommendation from the General Manager Corporate Services.

The General Manager Corporate Services is to authorize all new investments less than \$500,000, following a recommendation from the Manager Finance.

An investment maybe rolled over without seeking approval from the CEO and/or General Manager Corporate Services.

The Financial Accountant is responsible for

- preparing forecast cash flow requirements;
- actioning the investment or redemption;
- collating and filing investment documents for each individual transaction.

Funds may be transferred electronically or via cheque and will be authorised by two officers with authorisation to sign on the general bank account.

Quotations on investments

After ensuring all directions detailed in this policy have been met, the quote, which delivers the best value to Council, shall be successful.

10.3 RECREATION POLICY AND RECREATION ADVISORY COMMITTEE

ACTING GENERAL MANAGER COMMUNITY DEVELOPMENT

In providing this advice to Council as the Acting General Manager Community Development, Kathleen Brannigan, I have no interests to disclose in this report.

PURPOSE

The purpose of this report is to recommend adoption of an updated Recreation Development Policy and revised Recreation Advisory Committee Terms of Reference.

BACKGROUND

Council adopted a Recreation Development Policy in June 1997 which was last amended in June 2006 and has now lapsed.

Hepburn Shire Council is committed to assisting residents improve the health, safety and vibrancy of local communities. Council recognises that the community expects quality recreation services, programs and facilities and is seeking to work with community to continue to develop these areas.

The Hepburn Shire Council Recreation Needs Study recommended the establishment of a community based committee to directly advise Council on strategic and policy matters relating to recreation. Council's Recreation Advisory Committee was established in April 1997. Members were last appointed by Council to the Recreation Advisory Committee on 24 June 2008 with 4 members appointed for a period of two years, at this time it was noted that 5 members had one year left of their term.

ISSUE/DISCUSSION

Recreation Development Policy

The existing Recreation Development Policy has lapsed. The benefit of Council having a Recreation Policy is that it clearly sets out the principles that Council has adopted in relation to managing, maintaining and developing recreation

assets. The revised draft Recreation policy (Attachment #) supports the implementation of the Recreation Needs Strategy (1996) and its key principles are that Council will:

- Give priority to enhancing existing facilities which continue to meet community needs through renewal or redevelopment rather than developing new facilities and services.
- Promote the shared use of facilities and recreation resources.
- Aim to provide and promote a range of recreation opportunities accessible to all.
- Seek community input about priority recreation projects through its Recreation Advisory Committee
- Provide a simple and transparent process for community members and groups to propose recreation projects for consideration by Council.

Recreation Advisory Committee

The term of appointment for Recreation Advisory Committee members appointed in June 2008 has lapsed. Current Terms of Reference have been reviewed and updated (Attachment #).

The Recreation Advisory Committee will:

- Monitor implementation of the Recreation Needs Strategy;
- Provide advice to Council about priority recreation projects and services;
- Promote and encourage planned and integrated development of recreation facilities, programs and services;
- Provide the opportunity for community input about priority recreation projects.

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

The review has considered Council Plan Commitment 58 “Expanding the Terms of Reference and purpose of the Recreation Advisory Committee to ensure that there is a particular focus placed on recreation facilities and infrastructure for both our youth and aged communities”. Nominations are specifically invited from people who are able to represent the needs and interests of young people and older people in Hepburn Shire.

Hepburn Shire Council is committed to assisting residents improve the health, safety and vibrancy of local communities.

FINANCIAL IMPLICATIONS

Council considers priority recreation projects as part of the annual budget cycle. The revised draft Recreation Development Policy commits Council to working with the community to seek external funding for priority recreation projects.

RISK IMPLICATIONS

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

COMMUNITY AND STAKEHOLDER ENGAGEMENT

CONCLUSION

The revised draft Recreation Development Policy provides a set of principles to assist Council's decision making about recreation programs and facilities. The draft Recreation Advisory Committee Terms of Reference sets out the aim and purpose for the Committee.

OFFICER'S RECOMMENDATION

That Council:

10.3.1 Adopt the draft Recreation Development Policy.

10.3.2 Adopt the revised draft Recreation Advisory Committee Terms of Reference and advertise for nominations for the Recreation Advisory Committee.

MOTION:

That Council:

10.3.1 Adopt the draft Recreation Development Policy.

10.3.2 Adopt the revised draft Recreation Advisory Committee Terms of Reference and advertise for nominations for the Recreation Advisory Committee.

Moved: Councillor Don Henderson

Seconded: Councillor Bill McClenaghan

Carried

ATTACHMENT 12

Draft Terms of Reference

Hepburn Shire Recreation Advisory Committee

Introduction

The Recreation Advisory Committee has been established to advise Council on strategic and policy matters relating to recreation.

Aim

The Recreation Advisory Committee will, consistent with Council's Recreation Policy:

- Monitor the implementation of Council's Recreation Needs Strategy;
- Make recommendations to Council on priorities for recreation facility planning and development;
- Make recommendations to Council about recreation projects to be supported for submission to state and federal grants programs;
- Consider the specific recreational needs of younger and older people when making recommendations.

Principles

The Committee will act as an advisory body to Council and make recommendations to Council for consideration. Final decision making will rest with the Council.

Operating Principles

Terms of Office

Appointment will be for two years. Individuals may be re-appointed for further terms at the discretion of Council

Appointments of members to fill casual vacancies that occur are to be ratified by Council.

Meetings

Meetings will be held a minimum of three times per year with at least three weeks' notice to be given for each meeting.

Committee support will be provided by a nominated Council officer.

Chair

The Committee will, on an annual basis, appoint a Chairperson from amongst its members.

Members

Members will be appointed by Council and may at any time be removed from the Committee by resolution of Council. The Committee will comprise eight (8) community members and one ward Councillor.

Selection Criteria for Nominations

The Committee should be a mix of community and skills based members and aim to reflect the diversity of the community and geographic areas. In line with Council's recreation policy, nominations are specifically invited from people who are able to represent the needs and interests of young people and older people in Hepburn Shire.

Nominees should:

1. Be residents of Hepburn Shire ;
2. Be able to demonstrate a broad understanding of recreation issues and in particular, the issues associated with recreation facility planning, maintenance and development;
3. Be able to demonstrate an understanding of the role of local government in recreation;
4. Be able to communicate effectively with a wide range of individuals, organisations and professionals.

Quorum

Quorum for meetings will be half the current Committee members plus one.

Reporting

The Committee will forward minutes of meetings and any recommendations to Council. The Committee will make at least one presentation and report to Council annually.

The Committee is appointed by Council to provide advice to Council about recreation priorities. Council is responsible to determine the outcomes on any recommendations made by the Committee.

ATTACHMENT 12A

POLICY NUMBER 7 RECREATION DEVELOPMENT POLICY

DATE AMENDED: April 2011

DATE OF NEXT REVIEW: April 2012

DATE ADOPTED:

RESPONSIBLE OFFICER: Community Strengthening Manager

REFERENCES:

- Recreation Needs Strategy, 2006**
- Positive Aging Strategy, 2010**
- Hepburn Shire Council Plan, 2009 - 2013**

Best Value Principles

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

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

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

Signed

KAYLENE CONRICK
Chief Executive Officer

Introduction

Hepburn Shire Council is committed to assisting residents improve the health, safety and vibrancy of local communities. Council recognises that the community expects quality recreation services, programs and facilities and is seeking to work with community to continue to develop these areas.

Scope

This policy applies across Hepburn Shire.

Purpose

This policy sets out the principles to guide Council decision making in relation to recreation facilities, programs and services.

Policy

- **Community Need**
Council will support ongoing development and improvement of recreation facilities, programs and services based on identified community need, area population and resident growth trends.
- **Sustainability**
Recreation facilities need to be sustainable both in participation numbers and financial viability. When planning recreation service provision Council will consider cost incurred as compared to the community benefit generated.
- **Community Involvement**
Council will encourage community involvement in the planning and provision of recreation services. Council will seek community input about priority recreation projects through a Recreation Advisory Committee.
- **Project Proposals**
Council will provide a simple and transparent process for community members and groups to propose recreation projects for consideration by Council.

- **Access and Opportunity**
Council, in conjunction with the regional organisations and the community, will facilitate the development of a varied and diverse range of affordable recreation opportunities which are accessible to people of all ages throughout the municipality. In particular, Council will promote participation in physical activity to support its Positive Ageing Strategy and involve young people in community life by maintaining and developing local recreational opportunities.
- **Existing Services**
Council will give priority to enhancing existing facilities which continue to meet community needs through renewal or redevelopment rather than developing new facilities and services.
- **Multipurpose Use**
Council, as a priority, will support resource and facility sharing and encourage joint development by Council, commercial and community organisations to ensure efficient and equitable use of resources. Council will promote the shared use of facilities and recreation resources.

RESOURCE ALLOCATION

- **Project Funding**
Council recognises that it can't fund the full range of facilities requested by the community. In order to provide facilities Council will require financial support from a range of external sources.
- **Government and Other Assistance**
Council will work in partnership with groups and organisations to attract government and other funding resources to recreation projects that meet the needs of residents.

10.4 COMMUNITY GRANTS Round 2 (2010/11)

A/O – ACTING GENERAL MANAGER, COMMUNITY DEVELOPMENT

In providing this advice to Council as the Acting General Manager, Community Development, I Kathleen Brannigan have no interests to disclose in this report.

PURPOSE

The purpose of this report is to seek Council endorsement of the Round 2 (2010-11) community grants assessment.

BACKGROUND

Twice each year Council has the opportunity through its Community Grants Program to directly support the work of community groups and organisations as well as provide the chance for new innovations.

Round 2 Community Grants opened on 21 February 2011 and closed 18 March 2011. The availability of Community Grants was advertised in the Advocate and on the Council webpage. The Community Grants Program was also promoted through e-mail distribution lists.

Approximately \$17,000 is available for this allocation in this round. 19 applications were received in this round compared with 31 in Round One (2010-11).

ISSUE/DISCUSSION

No applications were received from community groups in Clunes in either round of the Community Grants Program (2010-11).

7 applications were received from community groups in both Creswick and Daylesford. Only 2 applications were received from Trentham based groups. Jim Crow Creek Community Planning Groups submitted an application along with community groups based in Lyonville and Glenlyon.

Grant applications were assessed against the following criteria:

1. Description of project 10%

2. What will this project address? 25%
3. What will the project achieve? 25%
4. How will the project be implemented and who will be doing it? 20%
5. How will risk and safety issues associated with the project be assessed? 10%
6. Financial details – income and expenditure budget 10%

A representative from the Arts and Culture Advisory Committee, a community representative (formerly a member of the Recreation Advisory Committee) along with the Recreation Officer and Acting General Manager Community Development assessed all grants.

The recommended Community Grant allocation for Round 2 (2010-11) is \$16,788. A summary of projects and recommendations is attached ([Attachment 13](#)).

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

The Hepburn Shire Council Plan states:

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

FINANCIAL IMPLICATIONS

Council has allocated \$45,000 in the 2010/11 budget for Community Grants.

RISK IMPLICATIONS

N/A

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Community Grants support projects by volunteer community groups which strengthen community resilience and connection.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Round 2 2010/11 Community Grants were advertised in the Advocate, on Council's webpage and through community newsletters and email distribution lists.

CONCLUSION

The recommended projects support the objectives of the Community Grant Guidelines.

OFFICER'S RECOMMENDATION

10.4.1 *That Council award the Community Grants as recommended in Attachment 13.*

MOTION

10.4.1 <i>That Council award the Community Grants as recommended in Attachment 13.</i>
--

Moved: Councillor Sebastian Klein

Seconded: Councillor Bill McClenaghan

Carried:

Councillor Don Henderson - conflict of interest Direct and Indirect

Left: 6.35pm

Returned: 6.38pm

Recommended Projects

Name of Organisation / Club / Group	Grant Type	Project Name	Project Description	Funding Recommended
Creswick Youth Alliance Inc. Sub-unit Creswick RSL Light Horse Troop	Community Events	Boer War Celebrations & Reserve Forces Day - Shrine of Remembrance	Creswick RSL Light Horse troop to re-enact Troop of Aust Light Horse of WW1 & everywhere we go representing HSC. Have been invited to take part in Boer War celebrations & Reserve Forces Day at the Shrine of Remembrance, Melb. Application to cover costs of transporting horses & equip to Melb & assist with volunteer expenses involved.	2,000.00
Creswick Railway Workshops Assoc (CRWA)	Arts & Culture	Ephemeral Art Exhibition	Hold online & gallery exhibit of photos of Ephemeral Art in Creswick as event for CRWA. This art is defined as <i>transitory and existing only briefly with intention works will disintegrate over time & return to earth</i> . Organic materials to be used. Exhibition will be open to local & other artists, schools & community groups. Theme: environmental sustainability & our relationship with nature.	2,000.00
Trentham Neighbourhood Centre	Small Equipment	Accessible film presentations for Trentham Community	Project is to make audio-visual presentations more accessible to community of Trentham & district by purchasing & installing a Home Theatre System at Trentham Neighbourhood Centre.	500.00
Creswick Museum	Arts & Culture	Lionel Lindsay Exhibition	Celebration of life, art & great contribution to the State & nation by Lionel Lindsay who was born in Creswick. Exhibition bring together artwork from collections of Creswick Museum, Art Gallery of Ballarat, other galleries & private collectors. Catalogue to be produced. Jan-May 2012.	2,000.00

Name of Organisation / Club / Group	Grant Type	Project Name	Project Description	Funding Recommended
Creswick & District Residents Assoc Inc (CADRA)	Community Strengthening	The Creswick Cube	Revitalise unused building and support Creswick branding & provide up to date info re existing Community Groups & HSC notices. Promotion of upcoming events in town & district. Facade of structure enhanced by repainting and signage - on 3 sides - 'Arts & Culture', History & Heritage', Forestry & Environ'. Front facade 'the Creswick cube'. Internal space to provide meeting space for small gathering. To be refurbished & updated.	2,000.00
Lyonville Hall Committee	Small Equipment	Purchase microwave convection oven	Purchase microwave/convection oven for kitchen in our Mechanics Institute Hall. Don't have one & the addition would enhance preparation of food for events e.g. Woodchop Day, Fireman's Ball & for other organizations that may hire the hall for activities, celebrations.	500.00
Trentham & District Historical Society	Community Strengthening	Trentham Gazette Digital Record	Trentham Gazette papers (1935-65) in very fragile state & held in Daylesford Museum. State Library of Vic., have advised they now have Gazette on microfilm (5 rolls). Australian microfilm services can arrange for Society to have info transferred to CD. Advantage being allows members of society & community to access info readily. Added bonus is an Index. Will save hours of indexing, research time, travel to Daylesford. Aim when completed to have CD's of Gazette which can be used by society, school children (part of curriculum) & community.	1,000.00
Acoustic Sessions	Arts & Culture	Daylesford Spring Folk Blues Fest	Will provide quality entertainment & workshops to residents - local youth & aspiring mature age musicians. Opportunity to attend workshops & perform in segments of the afternoon & evening concerts, with professional musicians. Give them confidence & enhance their public performance skills. Aim of Project to establish Fest as viable ongoing cultural event in Shire.	1,200.00

Name of Organisation / Club / Group	Grant Type	Project Name	Project Description	Funding Recommended
Jim Crow Planning Group	Community Strengthening	Batts Bridge Reserve Picnic Furniture	Purchase & install one fixed picnic table with benches at reserve adjacent to Batts Bridge on Jim Crow Creek, Yandoit. Anticipated locals & tourists passing through will use reserve as a wayside stop & as an access point for fishing.	1,580.00
Spa Country Events trading as Words in Winter	Arts & Culture /Community Strengthening	Mini Film Festival	Proposed to run mini film festival in Daylesford - 8-11 Aug'11. 2 films per night. (1) aimed at children & families; other for adults. Attendees to come in character costume to selected films. Following other films planned to hold discussions about the films moderated by speakers. Participants to complete survey re need or otherwise of cinema in Daylesford.	1,000.00
Hepburn Wildlife Shelter	Community Strengthening	Enabling Community Outreach in the Form of Talks	We receive numerous requests to talk to schools and groups. Information & outreach we can provide the community re wildlife in Shire is very significant & will be filling gaping hole in access to this information. To enable information exchange we need projection equipment and a computer. Have skilled volunteers who could carry out these presentations.	1,000.00
Daylesford Men's Shed Association		DMS Outdoor Display	Enhance profile of DMS when undertaking activities outdoors via signage, shelter, fundraising, community based BBQs. Purpose of this improvement to physical presence to increase awareness of DMS & objectives; promote health & wellbeing, highlight activities undertaken by men, encourage membership, assist	230.00
Wombat Forestcare Inc	Community Events	You Me and Biodiversity lecture series	Wombat forest home to various mammal species, native birds, reptiles etc. To introduce these species, habitat & homes to our community, we have been running series of lectures. This year we commemorate International Year of the Forest & have widened our venues to include Daylesford & Trentham N/Hood Centres. Theme this year " The Hidden Forest".	380.00
U3A Daylesford	Small Equipment	Equipment for U3A	Organisation requires following equipment to enable our classes & events to continue in professional manner. We do not have a projector screen or colour printer for our flyers & brochures.	500.00

Not Recommended

Name of Organization / Club / Group	Grant Type	Project Name	Project Description	Comments
Creswick & District Preschool	Community Strengthening	50th Year Anniversary Commemorative Garden	Plant garden & plaque to recognise event. Landscaping work required to beautify the front of Kinder - plants, rocks, paths - interesting nooks for children to explore.	Purpose of funding not clear, project need not clearly, demonstrated and community involvement limited.
Daylesford Community Church	Community Strengthening	Daylesford Trentham Men's Support Program (Mates are Great)	Mates are Great program designed to provide community based support program for men. Will be provided through the offering of social support, relational support program incorporating info support via guest speakers and special events. Is community based & has support of local churches, Drs., local health services & will complement Govt time limited funded HHS program by picking up some of major support needs of younger & older males. Issues to cover - mens mental health, social & relationship breakdowns etc	Panel identified that risk management not addressed. Project underdeveloped, not clear how program will work. Partner support not demonstrated.
Creswick & District Historical Society Inc	Community Strengthening	Creswick Civic Honour Roll	Construction of steel stand approx 1 metre x 2 metres x .5 metres high, sited in garden outside HSC office & Library, Albert St., Creswick. Will have commemorative bronze plaques affixed each year honouring citizens from Creswick's history. Recipients to be chosen by Committee appointed by Creswick & Dist Historical Society, 4 to be selected each year. Citations will be displayed in Museum, Library & VIC.	Project application underdeveloped, concern that budget includes \$1,600 for catering. Panel considered it not good use of community strengthening funding.

Name of Organisation / Club / Group	Grant Type	Project Name	Project Description	Comments
Daylesford Young Filmmakers/ Murmur Collective	Small Equipment	Projector / Experienca	Data projector used as part of multimedia theatrical presentation by Murmur; then continued use by Daylesford Young Filmmakers, Ivor Bowen & Chrissie Smith for forthcoming multimedia & multiple-projection arts events. Ivor & Chrissie participated in recent project 'Digital Odyssey" facilitated by Sydney's museum of Contemporary Art. Keen to continue practice in progressive & cutting edge multi-projection art at local arts events.	Application contained insufficient information, project need and achievements not demonstrated.
Creswick Business Group Inc	Community Strengthening	Discover Creswick	Produced on a quarterly basis, matching the seasons. Promotes existing businesses that may attract visitors, hoping a strong vibrant business community will spill over to include service industries. Aim to show Creswick 'great place to live & visit'. Emphasize sufficient local attractions & activities for residents & visitors. Need fresh shots of Creswick streetscape & other iconic sights of interest. Require: Mojo photographics & UC Web Designs	Panel questioned eligibility. Project commenced and is promotion of specific local businesses , not community strengthening project.

10.5 DAYLESFORD ARC FEES AND CHARGES 2011/12

A/O GENERAL MANAGER COMMUNITY DEVELOPMENT

In providing this advice to Council as the Recreation and Events Coordinator, I Adam McSwain have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to set 2011/12 fees and charges for the Daylesford ARC recreation facility, as per the contract between Hepburn Shire Council and the YMCA.

BACKGROUND

The Ballarat YMCA is currently engaged under contract with Council to perform the operation and management of the Daylesford ARC recreation facility. This is the fifth year of a five year Contract for the management of this facility.

Each financial year the YMCA are required to submit to Council proposed fees and charges for Council approval.

ISSUE/DISCUSSION

The proposed fees and charges submitted by the YMCA are at Attachment # and have been discussed with Council officers at the monthly contract management meetings with the YMCA.

The proposed increases to the fees and charges are slightly above a yearly CPI increase but still compare favourably with the 2010-11 fees for similar nearby facilities in Macedon Ranges Shire and Ballarat City as illustrated in the table below.

Health Club

	Daylesford ARC Health Club	Daylesford ARC Health Club	Gisborne and Kyneton Fitness Centres	Ballarat Aquatic Centre Health Club
	2011-12	2010-11	2010-11	2010-11
Casual Entry	\$11.00	\$10.50	\$13	\$14.20
3 Month Membership	\$170.50	\$164.50	\$222	\$321 (Includes Pool access)
12 Month Membership	\$555	\$535	\$586	\$803 (Includes Pool access)
10 Pass Visit	\$96	\$92.50	\$117	\$106.10

Stadium Hire

	Daylesford ARC	Daylesford ARC	Buffalo Stadium, Woodend	Riddells Creek Leisure Centre
	2011-12	2010-11	2010-11	2010-11
Court Hire	\$39	\$37.50	\$39.70	\$39.70

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

Approval of the new fees and charges is expected to improve the financial viability of the Daylesford ARC facility. These fees and charges are in line with similar recreation facilities across Victoria.

RISK IMPLICATIONS

N/A

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Fees and charges have been increased by a maximum of 5%. For the health club the YMCA offers a wide variety of health club payment options and membership varieties to ensure that the gym is accessible to all. Stadium sports are also offered for a variety of sports with all prices comparing favourably against similar venues.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

N/A

CONCLUSION

That the fees and charges proposed by the YMCA for the 2011/12 financial year are fair and reasonable and will maintain the Daylesford ARC as a community facility available to all.

OFFICER'S RECOMMENDATION

That Council:

10.5.1 Approve the Daylesford ARC Fees and Charges for the 2011/12 financial year as per the schedule.

10.5.2 That the ARC Fees and Charges be incorporated into the Schedule of Fees and Charges in the Council Budget.

MOTION:

That Council:

10.5.1 Approve the Daylesford ARC Fees and Charges for the 2011/12 financial year as per the schedule.

10.5.2 That the ARC Fees and Charges be incorporated into the Schedule of Fees and Charges in the Council Budget.

Moved: Councillor Bill McClenaghan

Seconded: Councillor Tim Hayes

Carried

ATTACHMENT 15

Daylesford Indoor Recreation Centre Proposed Fees & Charges 2011/12

	2010/11	2011/12	Increase
		<i>Including GST</i>	
Spectators	0	Gold Coin	Gold Coin
Clinics per player	6.00	Per Program Budget	Depends on Clinic Numbers
Squash Court Hire	10.50	12.00	1.50
Racquet Hire	2.50	3.00	.50
Group Fitness Class	9.00	<i>10.00</i>	.50
School Holiday Program	9.00	Per Program Budget	Depends on Program Numbers
Courts 1 & 2 rental p/h	37.50	39.00	1.50
Court 3 rental p/h	27.50	29.00	1.50
Theatre p/h commercial	52.00	55.00	3.00
Activity Room p/h commercial	30.00	31.00	1.00
Theatre p/h community/school/charity	39.00	40.00	1.00
Activity Room p/h community/school/charity			

	22.50	25.00	2.50
--	-------	-------	------

Notes

With regard to the theatre and multi-purpose room, these rates include use of the equipment; lighting; heating; opening and closing outside school hours; and regular cleaning. A bond may also be requested to cover additional cleaning, if required. Proof of public liability insurance must also be provided, as per the draft Facility Hire Agreement.

A negotiable discounted rate will also be available for facility hire for special events

Daylesford ARC Health Club Proposed Fees & Charges 2011/12

	2010/ 11	2011/ 12	Increase
Gold Membership DD	49.50	51.50	1.00
Gold Membership DD Concession	42.00	43.40	1.40
Gold Membership 12 Month	535.00	555.00	20.00
Gold Membership 12 Month Concession	454.00	470.00	16.00
Gold Membership 6 Month	NA	300.00	NA
Gold Membership 6 Month Concession	NA	250.00	NA
Gold Membership 3 Month	164.50	170.50	6.00
Gold Membership 3 Month Concession	140.00	145.00	5.00
Joining Fee (DD only)	51.50	53.50	2.00

Joining Fee (Annual Members)	NA	10.00	10.00
Casual Entry	10.50	11.00	0.50
Casual Entry Concession	9.50	10.00	0.50
10 Visit Pass	92.50	96.00	3.50
10 Visit Pass Concession	82.00	85.00	3.00
Personal Training p/h	53.50	55.50	2.00
Personal Training p/h concession	47.50	49.50	2.00
10 Visit Personal Training	488.50	500.00	11.50
10 Visit Personal Training Concession	447.00	460.00	13.00
Group Fitness Casual	9.00	10.00	1.00
Group Fitness Casual Concession	8.00	9.00	1.00
10 Visit Group Fitness	77.00	80.00	3.00
10 Visit Group Fitness Concession	70.00	72.00	2.00

Notes: Increases based on 2.8% CPI & rounding.

10.6 DAYLESFORD COMMUNITY GARDEN

A/O GENERAL MANAGER COMMUNITY DEVELOPMENT

In providing this advice to Council as the Acting General Manager Community Development, I Kathleen Brannigan have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider the use of Council owned sites in Daylesford for a Community Food Garden.

BACKGROUND

On Saturday 5 March, 2011 a collection of community residents got together to develop and establish a free organic food garden for the residents of Hepburn Shire on Council land without permission. The property is the vacant parcel (zoned B1Z) adjacent to the Daylesford Library on 33 Albert Street and has been earmarked for sale to generate revenue or to potential library expansion.

As no permission had been sought from Council to use this land a meeting between representatives from the group who had started the garden and Council officers was convened on Friday 18 March, 2011.

Following this meeting a letter was sent (25 March 2011) to representatives of the group which noted that the approach taken in choosing and creating a community food garden at the above location is not the practice Council encourages and that Council did not want to create a precedent of endorsing development without prior approval. The letter outlined the steps required to take to achieve legitimate permission for usage of the site adjacent to the library including how the site was to be managed, how risks were to be minimised and evidence that the garden group was auspiced by an incorporated body with public liability insurance.

ISSUE/DISCUSSION

To date Council is yet to receive a response to this letter about developing an agreement therefore Council's requirements to utilise the site as identified in the letter have not been satisfied.

Council's preferred process is to enter into licence agreement, which sets out the conditions of use, with an incorporated group, similar to the process undertaken in Trentham in 2009.

Representatives of the group have indicated that they would also like to develop a community food garden at Rae Lands Park, Raglan Street, Daylesford. Council is currently undergoing a process to identify Council land which may be surplus to its needs and which may be potentially sold to progress Community infrastructure projects. Rae Lands Park has been identified as a property which could be sold.

Council officers have again met with representatives of the community food garden group who have indicated a wish to create a network of gardens in Daylesford and have discussed a number of other potential sites including Daylesford Community Park, Bourke Square and nature strips. Despite these discussion officers understand that Rae Lands Park continues to be the group's preferred site.

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

Commitment 7: Disposing of poorly utilised, inefficient or surplus assets in consultation with the community where appropriate.

In Council at any stage determines that it wishes to dispose of any land it currently owns the Local Government Act 1989 (the "Act") outlines the process which Council must follow:

The Act s192 *Use of land for another purpose* states:

(1) If a Council has acquired any land for a particular purpose the Council may use the land or part of the land for another purpose if the Council is satisfied that-

- a. the land or part of the land is not required by the Council for the purpose for which it was acquired; or
- b. it is no longer necessary or desirable to use the land or part of the land for the purpose for which it was acquired.

(2) A person has a right to make a submission under section 223 on the use of any land for another purpose.

FINANCIAL IMPLICATIONS

Current value (CIV) of Raelands site is \$221,000.

RISK IMPLICATIONS

Identified risks include:

1. Risk of the community garden group continuing to utilise the vacant parcel adjacent to the Daylesford Library on 33 Albert Street without complying to Council's requirements as set out in the letter dated 25 March 2011;

Council as the land owner of 33 Albert Street is responsible for activities carried out on this parcel of land. The community garden group to date have not demonstrated how the risks to individuals working on the site adjacent to the library will be managed or how the site will be maintained to limit the risks to members of the community visiting the site.

Details of public liability insurance maintained by the auspice organisation have not been provided.

Council is exposed to public liability risks relating to potential hazards to visitors to the site as a result of the development.

2. Risk of short cutting process and establishing a precedent for other community groups wishing to occupy Council land and premises;

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Community food production created by local residents is an example of a deliverable that could be expected to be developed as part of an Energy Descent Action Plan.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council officers have had a number of meetings with community members involved.

CONCLUSION

Support for community gardens is consistent with Council's Environmental Sustainability and Healthy Safe and Vibrant Community strands of the Council Plan. However Council needs to balance this with good governance, financial sustainability and to ensure effective risk mitigation.

OFFICER'S RECOMMENDATION

That Council

- 10.6.1 Allow the community food garden to remain at the site 33 Albert Street, Daylesford, subject to group demonstrating that it is auspiced by an incorporated body with adequate and current public liability insurance for a period of up to 6 months.*
- 10.6.2 Resolve that the Rae Lands Park site, Raglan Street, Daylesford, is not an appropriate site for a community food garden.*
- 10.6.3 Request officers to continue to work with members of the community food garden to identify suitable alternative sites for a community food garden(s) and provide a report back to Council on a preferred locations.*

MOTION:

That Council

10.6.1 Allow the community food garden to remain at the site 33 Albert Street, Daylesford, subject to group demonstrating that it is auspiced by an incorporated body with adequate and current public liability insurance for a period of up to 6 months.

10.6.2 Request officers to continue to work with members of the community food garden to identify suitable alternative sites for a community food garden(s) and provide a report back to Council on a preferred locations.

Moved: Councillor Don Henderson

Seconded: Councillor Bill McClenaghan

Carried

ATTACHMENT 16

Meg Ulman and Brett Adamson
Daylesford Community Food Garden

25 March 2011

RE: Community food garden development at 33 Albert Street, Daylesford

Dear Meg and Brett,

Thank you for meeting with Council representatives, Jill Berry and me, regarding the development of the community garden located at the above mentioned property. This letter seeks to provide more information in relation to matters discussed with you.

The establishment of community gardens throughout the Shire is consistent with Council values and our Council Plan objectives relating to Environmental Sustainability and Healthy Safe and Vibrant Communities. Council recognises the value of an 'urban agriculture precinct' in a high profile and central location thereby intuitively representing our Shire's commitment to address issues of food security, climate change and peak oil.

We note that the approach taken to choosing and creating a community food garden at the above location is not the practice we encourage. Council does not want to create a precedence of endorsing development without prior approval. We believe that better long-term community outcomes can be achieved by working together.

Council's executive management team has met to discuss the garden and has identified the following areas of concern:

- The garden is on land over which Council is custodian and no communication was made with Council seeking permission to use the land;
- As business zoned land, the Council has been considering its use for library expansion or other business use, and as such the permanence of this site for the purpose of a community food garden cannot be guaranteed;
- There was no evidence of broad community and business consultation being undertaken to ensure this is the most appropriate location for the garden;
- Individuals working on the community garden are exposed to public liability risks unless they are working as authorised volunteers of Council or as members of an incorporated body which has an agreement in place with Council to use the space; and
- Council is exposed to public liability risks relating to potential hazards to visitors to the site as a result of the development.

Recognising the alignment of the community food garden with Council goals, and in the interest of negotiation and compromise, we propose retaining the community food

garden at the current location for a period of six months, provided an incorporated body requests and obtains formal permission for use of the space. This option would allow a trial of the community food garden in its current location.

In making this request of Council, we require the following information be submitted by the auspice organisation:

1. A management plan outlining how the site will be adequately maintained as a community space (e.g. keeping the grass relatively short) and how the organisation's members and volunteers will be managed and coordinated.
2. The activities to be undertaken, including specific activities that will be excluded (e.g. planting permanent trees or building permanent structures).
3. Details of how the community food garden will be used to educate and involve the broader community, including details of any events or workshops that you plan to undertake.
4. What you require from Council in terms of management of the site and/or what you request Council not to do (e.g. ceasing to mow the site and spraying any chemicals).
5. The proposed plan for restoring original conditions at the site at the end of the agreement period.
6. How the risks to individuals working on the site will be managed (e.g. protective clothing and equipment, safe use of tools).
7. How the site will be maintained to limit the risks to members of the community visiting the site (e.g. tripping hazards both during the day and at night).
8. Details of public liability insurance maintained by the auspice organisation.

In the meantime, Council would be pleased to work with you and others to take the necessary steps for the establishment of a permanent Daylesford community food garden at the Daylesford Community Park, or an alternative location. In doing so, we will endeavour to expedite and simplify the process, while still taking the necessary steps to meet the regulatory requirements imposed on us and to consider the needs of all relevant community members.

To begin the process of developing an agreement with Council to temporarily use this site, please contact me on 5345 8399 or kbrannigan@hepburn.vic.gov.au, and provide the above information in relation to the request. Please contact me if you would like to discuss further.

The Hepburn Shire Council looks forward to working on this community project with you to help alleviate the threats of peak oil, climate change and food security.

Kind regards

Kathleen Brannigan

ACTING GENERAL MANAGER – COMMUNITY DEVELOPMENT

10.7 EARTHSHIP DEMONSTRATION SITE

JILL BERRY SUSTAINABILITY COORDINATOR

PETER REEVE ACTING 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

At the 15 March Ordinary Council meeting, Council resolved:

“Council to receive an Officer’s Report at the May Ordinary Council Meeting on the ‘Earthship’ house demonstration structure at the Daylesford transfer station site and that consideration be given to allowing the Hepburn Relocalisation

Network and SHARE (Sustainable Hepburn Association Inc) to have approved access to the site to complete and exhibit a demonstration ‘Earthship’.

The purpose of this report is to provide Council with the requested recommendation on the development of the Earthship at the Daylesford Transfer Station as a demonstration wall.

BACKGROUND

American Earthship Biotecture Guru, Michael Reynolds; also known as the ‘Garbage Warrior’ was brought to the Hepburn Shire by our local community group SHARE to host a workshop on Earthship building at the Daylesford Transfer Station.

Within the original three (3) hour Earthship workshop hosted by Michael Reynolds, approximately 30 participants developed a circle wall of soil filled tyres approximately 5m in diameter and 1.5m high.

ISSUE/DISCUSSION

SHARE has proposed that they would like to complete the demonstration site as a completed wall to educate the community on alternative building designs.

In order to achieve this, SHARE has created a working group comprised of SHARE members to oversee the project with the elected project manager; Koos Hulst.

Below are the proposed details of the construction of the final product.

Proposed use: Demonstration wall

Location: Inside the Daylesford Transfer Station, North West of the recycling shed.

Length: 5 metres

Height: Less than 2 metres.

Materials: 25 tyres, earth, recycled bottles (glass/plastic) and render materials

Timeframe: 1 month- weather permitting. Working bees will be scheduled post council approval to continue and complete the construction.

Estimated Cost: No cost. All materials will be sourced from the Transfer Station.

COUNCIL PLAN /LEGISLATIVE COMPLIANCE

Council Plan 2009-13 Item 59: To become a carbon negative community by 2025.

No Planning permit is required to build an Earthship at the Transfer station as the Victorian Planning Scheme states that *“any development under \$1 million on Council land does not require a planning permit”*

However, according to the Building Act 1993, any structure greater the 10 square metres is considered a building and therefore requires a building permit. In order for a building permit to be approved for the completion of the Earthship, an independent structural engineer would be required to submit a report evaluating the architectural plans for loading forces, structural integrity etc.

Although Michael Reynolds provided us with designs on how to complete the project, SHARE does not have the resources to refine them by a professional Architect and hire a private engineer to assess the plans in order to get building permit approval.

Further investigation into the Building Act has revealed that a wall under two metres in height does not require a building permit or any inspection. Given the above variables in place, it has been decided by SHARE that an Earthship demonstration wall is the best and easiest way forward.

Council, SHARE and Doug Lund will enter a memorandum of understanding outlining the details of the operation of the demonstration wall and its construction.

FINANCIAL IMPLICATIONS

None.

RISK IMPLICATIONS

Investigative research with Council's Building Inspector and Planning Liaison Office has provided SHARE with the required information on building and planning permits. No building or planning permits are required for the construction of a wall less than 2m high at the Daylesford Transfer Station.

The site operator Doug Lund has been consulted and approval has been granted on the condition that Council approves the wall's completion.

SHARE is the responsible body for managing all volunteers and will therefore responsible for managing risks associated with the project. All volunteers will be covered under SHARE's public liability and public indemnity insurance. SHARE will be responsible for supervising, inducting and informing all participating volunteers of the risks of conducting construction works.

It is noteworthy to consider that the lease for the operation of the Transfer Station is to end 30 June and will be offered for a 12 month period. Tender documents conditions must mention the existing MOU shared between SHARE, council and the existing site operator.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

In response to the threats of climate change and peak oil, an alternative type of housing design has been developed and refined over the past 40 years to be carbon neutral and even carbon negative. Coined 'Earthships' are a type of solar passive building made of natural and recycled materials—generally tires and plastic and glass bottles, minimize reliance on utility consumption. Earthships have proved across the world to be resilient to harsh weather conditions, effective insulators and food producers.

As Council seeks to become a carbon negative community by 2025 we must explore alternative building techniques and materials used for construction. Currently, building/housing represents 40% of our total community emissions. Earthships have the potential to be off grid and fully self sufficient. It is imperative we establish the policies to enable residents to explore alternative building designs to become less reliant on fossil fuels.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

In order to complete the demonstration wall, SHARE volunteers will hold working bees' once Council approval has been granted. Council and SHARE will publicise the completion and promote to the wider community.

CONCLUSION

The development of the Earthship demonstration wall will be a valuable contribution to the Shire and will assist in the education of alternative building designs to reduce the carbon footprints housing create.

OFFICER'S RECOMMENDATION

That Council:

- 10.7.1 Approves the completion of an Earthship demonstration wall and investigates opportunities for an experimental wall as outlined in the report and subject to:*
- 10.7.2 All volunteers being covered under SHARE's public liability and public indemnity insurance.*
- 10.7.3 Council, SHARE and the operator of the Transfer Station enter into a memorandum of consent regarding the construction and operation of the wall.*

MOTION:

That Council:

10.7.1 Approves the completion of an Earthship demonstration wall and investigates opportunities for an experimental wall as outlined in the report and subject to:

10.7.2 All volunteers being covered under SHARE's public liability and public indemnity insurance.

10.7.3 Council, SHARE and the operator of the Transfer Station enter into a memorandum of consent regarding the construction and operation of the wall.

Moved: Councillor Bill McClenaghan

Seconded: Councillor Don Henderson

Carried

11. COUNCIL SECTION 86 AND ADVISORY COMMITTEES

GENERAL MANAGER CORPORATE SERVICES

In providing this advice to Council as the General Manager Corporate Services, I Evan King 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.

- Minutes Meeting Creswick Museum 07-03-2011
- Minutes Meeting Creswick Museum 04-04-2011
- Clunes Museum Committee of Management Motion
- Letter- Submission for Creswick Museum Committee

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL/SOCIAL/ECNOMIC 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 Janine Booth

Seconded: Councillor Tim Hayes

Carried

12 CONFIDENTIAL ITEMS: CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

That pursuant to the provisions of Section 89(2) of the Local Government Act 1989, the meeting be closed to the public in order to consider:

(d) Contractual matters;

(h) Any other matter which the Council or special committee considers would prejudice the Council or any person;

OFFICER'S RECOMMENDATION

12.1 *That the meeting be closed to members of the public under Section 89(2) of the Local Government Act 1989, specifically the following sub-section:*

89(2)(d) Contractual matters

89(2)(h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person.

MOTION

12.1 *That the meeting be closed to members of the public under Section 89(2) of the Local Government Act 1989, specifically the following sub-section:*

89(2)(d) Contractual matters

89(2)(h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person.

Moved: Councillor Sebastian Klein

Seconded: Councillor Janine Booth

Carried

12.2 CONFIDENTIAL REPORT

TENDER H237-2010 REPLACEMENT OF MULLERS LANE BRIDGE OVER JIM CROW CREEK, SHEPHERDS FLAT

GENERAL MANAGER INFRASTRUCTURE

MOTION

That Council:

*12.2.1 Award the Tender for Contract No H237-2010 **Replacement of Mullers Lane Bridge over Jim Crow Creek** for the sum of \$200,195 (ex GST) to **Infracon Group Pty Ltd.***

Moved: Councillor Don Henderson

Seconded: Councillor Bill McClenaghan

Carried

12.3 CONFIDENTIAL – REPAIR DAMAGE TO TIMBER FLOORING AT VICTORIA PARK INDOOR CENTRE, CLUNES

CONTRACT H240/H255 – 2011/2012

GENERAL MANAGER INFRASTRUCTURE

MOTION

That Council:

12.3.1 Award the Tender for Contract No H255-2011/12 Repair Damage to Timber Flooring at Victoria Park Indoor Centre, Clunes for the sum of \$192,323 (excluding GST) to Decarolis.

Moved: Councillor Don Henderson
Seconded: Councillor Bill McClenaghan
Carried

13. RE-OPENING OF MEETING TO PUBLIC

OFFICER'S RECOMMENDATION

- 13.1 *That Council having considered the confidential items, re-opens the Meeting to members of the public.*

MOTION

- 13.1 *That Council having considered the confidential items, re-opens the Meeting to members of the public.*

Moved: Councillor Sebastian Klein

Seconded: Councillor Don Henderson

Carried

14. CLOSE OF MEETING

The meeting closed at 7.22pm